

## Strategy and Assets Committee

**Meeting Date:** Tuesday, 16 May, 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 - 18 April 2017.....1
3. **Declarations of Interest**
4. **Mayoral Minute**
5. **Deputations and Presentations**
6. **Notices of Motion / Questions on Notice**

Nil
7. **Committee Reports**
  - SA17.117 Report of the Nowra CBD Revitalisation Strategy Committee - 19 April 2017..... 19
  - CBD17.26 Additional Item - Applications for Membership Interview Panel
8. **Reports**
  - SA17.118 Public Policy for Review - Anzac Day Services - Wreath Laying Ceremonies.....20
  - SA17.119 Proposal to commence Part Year Rating .....24
  - SA17.120 March 2017 Quarterly Budget Review.....26

SA17.121	Paringa Park - Adoption of Non motorised Water Sports Hub Master Plan .....	44
SA17.122	Improvements to Nowra Showground - Nowra Ideas Day .....	58
SA17.123	Grant Funding - Sanctuary Point Shop CCTV additional cameras .....	67
SA17.124	Shoalhaven Tourism Advisory Group - Quorum and Membership.....	70
SA17.125	2017 NSW Local Roads Congress - Making Our Roads Work .....	73
SA17.126	Local Government Remuneration Tribunal - Determination - Councillor and Mayoral Fees, and the Categorisation of Councils 2017/18.....	76
SA17.127	Huskisson Public Wharves - Access Working Party .....	79
SA17.128	Accessible Car Parking Spaces - Graham Street and McGrath Ave Nowra .....	81
SA17.129	Outdoor dining on public footpaths - Review of fee waiver .....	83
SA17.130	Update Council on negotiations with property owners affected by the Bomaderry Nowra Regional Sports & Community Precinct Master Plan .....	86
SA17.131	Proposed Deed of Agreement with adjoining owner - Lot 25A DP5996 Bryces Road, Far Meadow.....	88
SA17.132	Surrender of Lease - Reflections Cafe - Slice of Life.....	89
SA17.133	Old Bakery - Disposal of property 124 -126 Jacobs Drive, Sussex Inlet.....	91
SA17.134	Progress on Community Concept Plan - Larmer Ave, Sanctuary Point .....	93
SA17.135	Re-Adoption of Pesticides Use Notification Plan - 2017 .....	96
SA17.136	Triple Bottom Line (TBL) Performance Reporting 2015-2016.....	107
SA17.137	Review of Shoalhaven Water Group Policies .....	112
SA17.138	Extinguishment of Water Supply Easement - 55 Meroo Road Bomaderry .....	125

## 9. Confidential Reports

### Reports

- CSA17.9 Renewal Agreement - Illuminated Street Name Signs - Claude Outdoor Pty Ltd

*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 be 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.*

CSA17.10 Proposed Deed of Agreement with adjoining owner - Lot 25A DP5996  
Bryces Road, Far Meadow

*Local Government Act - Section 10A(2)(c) - Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*

*There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be 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.*

## 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.
12. To determine and accept all tenders with a value of \$1 Million or more, except those tenders required by law to be determined by full Council (MIN17.334).

## MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

**Meeting Date:** Tuesday, 18 April 2017  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5:00pm

The following members were present:

Clr Andrew Guile - Chairperson  
Clr Joanna Gash  
Clr John Wells  
Clr Patricia White  
Clr John Levett  
Clr Nina Cheyne  
Clr Kaye Gartner  
Clr Amanda Findley  
Clr Mitchell Pakes  
Clr Greg Watson  
Clr Mark Kitchener  
Clr Bob Proudfoot  
Mr Russ Pigg - General Manager

### Apologies / Leave of Absence

An apology was received from Clr Alldrick.

### Confirmation of the Minutes

**RESOLVED** (Clr Findley / Clr White) MIN17.292

That the Minutes of the Strategy and Assets Committee held on Tuesday 21 March 2017 be confirmed.

CARRIED

### Declarations of Interest

Clr Kitchener – “SA17.98” – less than significant non pecuniary interest declaration – will remain the room and will take part in discussion or vote – “some members of the management committee are known to him for many years and he taught some children, he is not on the management committee”.

## DEPUTATIONS AND PRESENTATIONS

### Presentations

#### SA17.95 – Risk and Audit Committee Annual Report 2015 -2016

Mr Phillip Ross (Chairperson of the Risk and Audit Committee) – made a presentation to the Committee in relation to the Risk and Audit Committee, its role, activities during 2016 and matters arising from the self audit.

### Deputations

#### SA17.98 – Milton Showground – Second Croquet Court Options – Follow Up Report

Mr Jim Mison from the Milton Showground Management Committee addressed the committee to speak against the staff recommendation.

### Procedural Motion - Bring Item Forward

**RESOLVED** (Clr Guile / Clr Pakes)

MIN17.293

That the following matters be brought forward for consideration:

- SA17.95 – Risk and Audit Committee Annual Report 2015-2016
- SA17.98 – Milton Showground – Second Croquet Court Options – Follow Up Report

CARRIED

#### SA17.95 Risk and Audit Committee Annual Report 2015 - 2016

**HPERM Ref:**  
**D17/102147**

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

That Council receive and note the Risk and Audit Committee annual report 2015 – 2016.

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

MIN17.294

That Council receive and note the Risk and Audit Committee annual report 2015 – 2016.

CARRIED

#### SA17.98 Milton Showground - Second Croquet Court Options - Follow Up Report

**HPERM Ref:**  
**D17/67958**

Clr Kitchener – less than significant non pecuniary interest declaration –remained in the room and will take part in discussion and vote – “some members of the management committee are known to him for many years and he taught some children, he is not on the management committee”.

#### **Recommendation**

That:

1. Council endorse construction of a second croquet court at Milton Showground which is consistent with Council’s adopted Milton Showground Plan of Management.
2. Council continue to work with the Milton Showground Management Committee and Milton Show Society to minimise the impact of a second croquet court at Milton Showground and to

increase use of all areas of the Showground.

3. Council continue to work with land owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement to increase capacity for future large events at the Showground.
4. Council adopt the Croquet User Agreement (as outlined in the report to Council's Strategy & Assets Committee meeting on 11 October 2016) and inform both Milton Ulladulla Croquet Club & Milton Showground Management Committee that they are to abide by this agreement.
5. Council advise both the Milton Ulladulla Croquet Club & Milton Showground Management Committee of the above Council resolution.

**Recommendation** (Clr White / Clr Findley)

That Council:

1. Decline the opportunity to construct a second croquet court at Milton Showground.
2. Actively work with Milton Croquet Club to relocate the croquet facilities to suitable premises within 18 months. The new location is to contain sufficient land for two courts, a club house and the option for further extension in future years.
3. Establish a working group of available Councillors, Executive of Milton Croquet Club and Council staff to facilitate the relocation.
4. Allocate funding for project planning in 2017/2018; and in 2018/2019 for construction of one Croquet Court; the relocation of a club house; and landscaping in the new location
5. Continue to work with the Showground Management Committee and owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement to increase capacity for future large events at the Showground.
6. Review the Milton Showground Management Plan within 12 months, in consultation with the Showground Management Committee.
7. Advise both the Milton Ulladulla Croquet Club & Milton Showground Management Committee of the above Council resolution.

FOR: Clr Guile, Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Russ Pigg

AGAINST: Nil

CARRIED

## NOTICES OF MOTION / QUESTIONS ON NOTICE

**SA17.90 Notice of Motion - Council Meetings - Order of Business**

**HPERM Ref:  
D17/107475**

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

That

1. Council changes the Order of Business for future meetings and places Notices of Motions at the end of the business paper;
2. The Ordinary council meetings commence at 4pm;
3. A further review take place after six months.

MOTION (Clr Gash / Clr Wells)

That:

1. Council changes the Order of Business for future meetings and places Notices of Motions at the end of the business paper;
2. The Ordinary council meetings commence at 4pm;
3. A further review take place after six months.

FOR: Clr Gash and Clr Wells

AGAINST: Clr Guile, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Russ Pigg

LOST

**RESOLVED** (Clr Pakes / Clr Guile)

MIN17.295

That in relation to Council Meetings – Order of Business:

1. The status quo remain and a review take place at the September Call Meeting
2. The General Manager call a workshop prior to the September Call Meeting to discuss and present options for changing the order of business for Council meetings.

FOR: Clr Guile, Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Russ Pigg

AGAINST: Nil

CARRIED

Note: In preparing the Briefing notes for the Workshop, options from other Council areas be included.

**SA17.91 Notice of Motion - Callala Beach Community Centre -  
Vegetation Issues**

**HPERM Ref:  
D17/114249**

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

That Council authorise the Callala Beach Community Hall Facilities Committee to undertake selective pruning of vegetation located:

1. Adjacent to the Eastern windows of the Callala Beach Hall which is obscuring the view of Jervis Bay
2. The area immediately behind the Tennis Courts to clear a pathway around the tennis courts

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

MIN17.296

That Council authorise the Callala Beach Community Hall Facilities Committee to undertake selective pruning of vegetation located:

1. Adjacent to the Eastern windows of the Callala Beach Hall which is obscuring the view of Jervis Bay
2. The area immediately behind the Tennis Courts to clear a pathway around the tennis courts.

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

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

CARRIED

Note: In actioning the Resolution, staff note the last paragraph of the background in the report.

**SA17.92 Notice of Motion - Shaolin Temple Foundation**

**HPERM Ref:  
D17/114693**

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

That Council write to the Shaolin Temple Foundation to make enquiries as to when they intend to start work on the project.

**RESOLVED** (Clr Watson / Clr Pakes)

MIN17.297

That Council write to the Shaolin Temple Foundation to make enquiries as to when they intend to start work on the project.

CARRIED

**Procedural Motion - Bring Item Forward**

**RESOLVED** (Clr Guile / Clr Pakes)

MIN17.298

That the matter of item SA17.101 – Future operations and management of Nowra Showground be brought forward for consideration.

CARRIED

**SA17.101 Future operations and management of Nowra Showground**

**HPERM Ref:  
D17/97283**

**Recommendation**

That Council:

1. Continue to retain existing arrangements at Nowra Showground which involves daily Ranger site visits.
2. Consider a preferred “caretaker model” (if any) from the options within the report and request further details or analysis.
3. Consider whether additional funding is needed in the 2017/18 budget to increase Ranger site visits and security night patrols to the Nowra Showground to ensure adequate surveillance and enforcement of compliance requirements.
4. Receive a further report at its May 2017 Strategy and Assets Committee Meeting regarding feedback from the Nowra Showground Ideas Day held with the community to address Council Minute MIN16.886.

**Recommendation** (Clr White / Clr Guile)

That Council:

1. Continue to retain existing arrangements at Nowra Showground which involves daily Ranger site visits until a formal Section 355 Management Committee over the Nowra Showground precinct is established including Nowra show society and other community representatives.
2. Advertise for members of the Section 355 Management Committee
3. Reconsider the caretaker model following a report in May with the community feedback

4. Increase the 2017/18 budget for the Ranger site visits and security night patrols to the Nowra Showground to ensure adequate surveillance and enforcement of compliance requirements.
5. Receive a further report at its May 2017 Strategy and Assets Committee Meeting regarding feedback from the Nowra Showground Ideas Day held with the community to address Council Minute MIN16.886.

FOR: Clr Guile, Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Russ Pigg

AGAINST: Nil

CARRIED

### **Procedural Motion - Adjournment of Meeting**

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

That the meeting be adjourned for 10 minutes.

CARRIED

The meeting adjourned the time being 7.34pm

The meeting reconvened the time being 7.44pm

The following members were present:

Clr Andrew Guile - Chairperson  
Clr Joanna Gash  
Clr John Wells  
Clr Patricia White  
Clr John Levett  
Clr Nina Cheyne  
Clr Kaye Gartner  
Clr Amanda Findley  
Clr Mitchell Pakes  
Clr Greg Watson  
Clr Mark Kitchener  
Clr Bob Proudfoot  
Mr Russ Pigg - General Manager

## **REPORTS**

### **SA17.93 Delegations to the General Manager**

**HPERM Ref:  
D17/112674**

#### **Recommendation**

That Council

1. Delegate authority to the Strategy & Assets Committee to determine and accept all tenders with a value of \$1M or more, except those tenders required by law to be determined by full Council;
2. Delegate authority to the General Manager to determine and accept any tenders with a value less than \$1M except those tenders required by law to be determined by full Council; and

3. Delegate authority to the General Manager to determine and accept any tenders initiated by the Illawarra (Pilot) Joint Organisation (IPJO) on behalf of all or a majority of member councils.

**Recommendation (Clr Findley / Clr Wells)**

That Council:

1. Delegate authority to the Strategy & Assets Committee to determine and accept all tenders with a value of \$1M or more, except those tenders required by law to be determined by full Council;
2. Delegate authority to the General Manager to determine and accept any tenders with a value less than \$1M except those tenders required by law to be determined by full Council; and
3. Delegate authority to the General Manager to determine and accept any tenders initiated by the Illawarra (Pilot) Joint Organisation (IPJO) on behalf of all or a majority of member councils.

CARRIED

**SA17.94 Response from Risk & Audit Committee on matters raised by Mark Crowther**

**HPERM Ref: D17/112239**

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

That Council:

1. Receive the report for information noting that the Audit Office of NSW has identified the Issue of Risk of “Fair Valuation of Infrastructure, property, plant & equipment (IPPE)” as a Key Issue in the Audit Plan for 2016/17 as follows:

Issue or Risk	Exposure	Audit Response
<b>Fair Valuation of Infrastructure, property, plant and equipment (IPPE)</b>		
<p>Council’s IPPE asset base, which includes water and sewer assets, is significant. All IPPE assets are held at fair value.</p> <p>Council needs to be satisfied the carrying value of all IPPE assets materially reflects fair values.</p> <p>Council plans to comprehensively revalue its water and sewer assets in 2016-17.</p>	<p>Asset values are based on complex methodologies, judgements and estimates increasing the risk of misstatement.</p> <p>Similarly, IPPE depreciation expense is significant with its calculation based on estimates of replacement values and useful lives of IPPE asset components.</p>	<p>We will assess:</p> <ul style="list-style-type: none"> <li>• effectiveness and reliability of management’s process for determining and agreeing fair value of assets</li> <li>• reasonableness of methodology used</li> <li>• reasonableness of useful lives and depreciation</li> <li>• qualifications and experience of any experts used</li> <li>• whether there are any indicators of impairment</li> <li>• adequacy of disclosure in the financial statements.</li> </ul>

2. Note the resolution of the Risk & Audit Committee.

**RESOLVED** (Clr White / Clr Gash)

MIN17.299

That Council:

1. Receive the report for information noting that the Audit Office of NSW has identified the Issue of Risk of “Fair Valuation of Infrastructure, property, plant & equipment (IPPE)” as a Key Issue in the Audit Plan for 2016/17 as follows:

Issue or Risk	Exposure	Audit Response
<b>Fair Valuation of Infrastructure, property, plant and equipment (IPPE)</b>		
<p>Council’s IPPE asset base, which includes water and sewer assets, is significant. All IPPE assets are held at fair value.</p> <p>Council needs to be satisfied the carrying value of all IPPE assets materially reflects fair values.</p> <p>Council plans to comprehensively revalue its water and sewer assets in 2016-17.</p>	<p>Asset values are based on complex methodologies, judgements and estimates increasing the risk of misstatement.</p> <p>Similarly, IPPE depreciation expense is significant with its calculation based on estimates of replacement values and useful lives of IPPE asset components.</p>	<p>We will assess:</p> <ul style="list-style-type: none"> <li>• effectiveness and reliability of management’s process for determining and agreeing fair value of assets</li> <li>• reasonableness of methodology used</li> <li>• reasonableness of useful lives and depreciation</li> <li>• qualifications and experience of any experts used</li> <li>• whether there are any indicators of impairment</li> <li>• adequacy of disclosure in the financial statements.</li> </ul>

2. Note the resolution of the Risk & Audit Committee.

CARRIED

**SA17.95 RISK AND AUDIT COMMITTEE ANNUAL REPORT 2015 - 2016**

**HPERM REF: D17/102147**

Item dealt with earlier in the meeting see MIN17.294.

**SA17.96 Risk and Audit Committee Charter Amendments and Appointment of Risk and Audit Committee Chair**

**HPERM Ref: D17/102563**

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

That Council:

1. Endorse the proposed amendments to the Risk and Audit Committee Charter.
2. Endorse the appointment of Dr Philp Ross as the Risk and Audit Committee Chair.

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

MIN17.300

That Council:

1. Endorse the proposed amendments to the Risk and Audit Committee Charter.
2. Endorse the appointment of Dr Philp Ross as the Risk and Audit Committee Chair.
3. Council write to Mr Messner and thank him for his time as the Chairperson.

CARRIED

**SA17.97 Council Policy Revision - BMX Circuits, Skate Parks, Temporary Storage (shipping) Containers on Public Land and Community Gardens**

**HPERM Ref:  
D17/57934**

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

That Council adopt the revision of the following policies with minor changes as detailed in this report:

- BMX Circuits
- Skate parks
- Temporary Storage (shipping) Container Public Land
- Community Gardens

**RESOLVED** (Clr Wells / Clr White)

MIN17.301

That Council adopt the revision of the following policies with minor changes as detailed in this report:

- BMX Circuits
- Skate parks
- Temporary Storage (shipping) Container Public Land
- Community Gardens

CARRIED

**SA17.98 Milton Showground - Second Croquet Court Options - Follow Up Report**

**HPERM REF:  
D17/67958**

Item dealt with earlier in the meeting.

**SA17.99 Shoalhaven Equestrian Centre of Excellence - Project Status Update**

**HPERM Ref:  
D17/67960**

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

That Council

1. Accept the status report for stage 1 of the Shoalhaven Equestrian Centre of Excellence.
2. Lodge a DA application for the remaining area of Shoalhaven Equestrian Centre of Excellence Master Plan.
3. Work with the Berry Riding Club to negotiate a future licence area that aligns with relevant Development Application approvals.
4. Note that the budget reallocations as detailed in the report will form part of the March Quarterly Budget Report submitted in May.

**RESOLVED** (Clr Proudfoot / Clr Wells)

MIN17.302

That Council:

1. Accept the status report for stage 1 of the Shoalhaven Equestrian Centre of Excellence.
2. Lodge a DA application for the remaining area of Shoalhaven Equestrian Centre of Excellence Master Plan.
3. Work with the Berry Riding Club to negotiate a future licence area that aligns with relevant Development Application approvals.
4. Note that the budget reallocations as detailed in the report will form part of the March Quarterly Budget Report submitted in May.

CARRIED

**SA17.100 Community Infrastructure Guidelines**

**HPERM Ref:  
D17/95343**

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

That Council notes the *Community Infrastructure Guidelines* report for information.

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

MIN17.303

That:

1. Council notes the Community Infrastructure Guidelines report for information.
2. A Councillor Briefing be scheduled on the Community Infrastructure Guidelines.

CARRIED

**SA17.101 Future Operations and Management of Nowra Showground**

**HPERM REF:  
D17/97283**

Item dealt with earlier in the meeting.

**SA17.102 Community War Memorials Grant Funding - Nowra Showground Memorial Gates**

**HPERM Ref:  
D17/97733**

**Recommendation**

That

1. Council accept the NSW Community War Memorial Fund grant and vote the funds of \$5,000 to engage a stonemason to fund repairs and to colour match and repoint in tuck-pointing on the Nowra Showground Memorial Gates.
2. Write to the NSW Community War Memorial Fund accepting and thanking them for the grant offer.

**Recommendation** (Clr Proudfoot / Clr Guile)

That:

1. Council accept the NSW Community War Memorial Fund grant and vote the funds of \$5,000 to engage a stonemason to fund repairs and to colour match and repoint in tuck-pointing on the Nowra Showground Memorial Gates.

2. Write to the NSW Community War Memorial Fund accepting and thanking them for the grant offer.

CARRIED

**SA17.103 Request for annual donation - Missionaries of Charity  
Soup Kitchen - Nowra School of Arts Annex**

**HPERM Ref:  
D17/101457**

**Recommendation**

That Council provide an annual donation allocation to cover related hire fees (as per Council's Fees & Charges) for the Lay Missionaries of Charity Soup Kitchen to operate weekly in the Nowra School of Arts Annex.

**Recommendation** (Clr Gartner / Clr Cheyne)

That Council provide an annual donation allocation to cover related hire fees (as per Council's Fees & Charges) for the Lay Missionaries of Charity Soup Kitchen to operate weekly in the Nowra School of Arts Annex.

CARRIED

**SA17.104 Request for annual donation - Helping the Homeless  
Soup Kitchen - Nowra Showground Pavilion**

**HPERM Ref:  
D17/101517**

**Recommendation**

That Council provide an annual donation allocation to cover related hire fees (as per Council's Fees & Charges) for the Helping the Homeless Soup Kitchen to operate weekly in the Nowra Showground Pavilion.

**Recommendation** (Clr Wells / Clr Gartner)

That Council provide an annual donation allocation to cover related hire fees (as per Council's Fees & Charges) for the Helping the Homeless Soup Kitchen to operate weekly in the Nowra Showground Pavilion.

CARRIED

**SA17.105 Shoalhaven Disability Inclusion Action Plan**

**HPERM Ref:  
D17/99881**

Clr Watson – significant non pecuniary interest declaration – he has a 90% mobility impairment - will remain in the room and will take part in discussion and vote.

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

That Council:

1. Endorse public exhibition of the draft Shoalhaven Disability Inclusion Action Plan for a period of 28 days.
2. Advise stakeholders involved in the preparation of the draft Disability Inclusion Action Plan of its Public Exhibition
3. Receive a further report after the public exhibition of the draft Shoalhaven Disability Inclusion Action Plan

**RESOLVED** (Clr Cheyne / Clr Gartner)

MIN17.304

That Council:

1. Endorse public exhibition of the draft Shoalhaven Disability Inclusion Action Plan for a period of 28 days.
2. Advise stakeholders involved in the preparation of the draft Disability Inclusion Action Plan of its Public Exhibition
3. Receive a further report after the public exhibition of the draft Shoalhaven Disability Inclusion Action Plan.

CARRIED

**SA17.106 Council Policy Revision - Road Naming Policy and Property Addressing Policy**

**HPERM Ref:  
D17/86701**

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

That Council adopt the revision of the following policies with minor changes as detailed in this report:

1. Road Naming
2. Property Addressing

**RESOLVED** (Clr Cheyne / Clr Gartner)

MIN17.305

That:

1. Council adopt the revision of the following policies with minor changes as detailed in this report:
  - a. Road Naming
  - b. Property Addressing
2. The Aboriginal Community through the Aboriginal Advisory Committee be consulted on appropriate indigenous names for roads.

CARRIED

**SA17.107 Local Government Conference - 2017 National General Assembly of Local Government - Proposed Motions**

**HPERM Ref:  
D17/108863**

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

That Council endorse the six (6) motions as detailed in this report for submission to the Australian Local Government Association – 2017 National Assembly.

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

MIN17.306

That Council endorse the six (6) motions as detailed in this report for submission to the Australian Local Government Association – 2017 National Assembly.

CARRIED

**SA17.108 Public Transport in the Shoalhaven**

**HPERM Ref:  
D16/324854**

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

That

1. The Shoalhaven Integrated Transport Strategy be initially reviewed by the Shoalhaven Transport Working Group to recommend the scope and resources necessary for the formal review process
2. The Strategy retain its public transport focus and be re-named the Shoalhaven Public Transport Strategy.
3. That Council consider a budget allocation of \$15,000 in 2017/18 to undertake a review of the Strategy.

**RESOLVED** (Clr Gash / Clr Guile)

MIN17.307

That:

1. Shoalhaven Integrated Transport Strategy be initially reviewed by the Shoalhaven Transport Working Group to recommend the scope and resources necessary for the formal review process
2. The Strategy retain its public transport focus and be re-named the Shoalhaven Public Transport Strategy.
3. Council consider a budget allocation of \$15,000 in 2017/18 to undertake a review of the Strategy.
4. Council consult with the Chamber of Commerce and the Shoalhaven Professional Business Association (SPBA) on the review of the Strategy.

CARRIED

**SA17.109 Path Construction and Funding Strategy**

**HPERM Ref:  
D17/47911**

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

That the path construction projects identified from 2017/18 until 2020/21 in this report be included in Council's draft Four Year Delivery Program and annual Operational Plan

**RESOLVED** (Clr Wells / Clr White)

MIN17.308

That

1. The path construction projects identified from 2017/18 until 2020/21 in this report be included in Council's draft Four Year Delivery Program and annual Operational Plan.
2. Extension of the pathway along Walmer Avenue via Lorilyn Avenue to Island Point Road be prioritised and seek Grant funding from RMS in 2020/2021 and 2021/2022

CARRIED

**SA17.110 Recycling and Waste Facilities Review**

**HPERM Ref:  
D17/85988**

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

That Council make changes to the operation of the Recycling and Waste Facilities as follows:

1. Berry and Callala - change the operating days to three days per week, Friday, Saturday and Sunday and open the buyback facilities on Saturday and Sunday mornings;
2. Sussex Inlet - change the operating hours to 9am to 3pm, Friday, Saturday, Sunday and Monday and open the buyback facilities on Saturday and Sunday mornings;
3. Kangaroo Valley - change the operating days to three days per week, Saturday, Sunday and Monday and open the buyback facility on a Sunday morning;
4. Kioloa - change the operating days to three days per week, Friday, Saturday and Sunday;
5. Lake Conjola - change the operation to 2 mornings per weekend from 8am to 12pm;
6. Bendalong - change the operation to 2 afternoons per weekend from 1pm to 5pm;
7. Continue operating all facilities for 7 days per week from Christmas to the end of the January school holidays with the exception of Bendalong, Lake Conjola, Kioloa and Kangaroo Valley;
8. Operate Lake Conjola, Bendalong, Kioloa and Kangaroo Valley for 5 days per week during the Christmas school holidays, on Friday, Saturday, Sunday, Monday and Wednesday;
9. Public holidays - close all ten recycling and waste facilities on all public holidays;
10. Close and remove the bottle bank at Currarong, Berry, Culburra and Nowra
11. The changes become effective as of 1 July 2017.

**MOTION (Clr Pakes / Clr Guile)**

That Council retain all current operations for Recycling and Waste Facilities.

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

AGAINST: Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley and Russ Pigg

LOST

**RESOLVED (Clr Findley / Clr Gash)**

MIN17.309

That:

1. Council make changes to the operation of the Recycling and Waste Facilities as follows:
  - a. Berry retain current operations – operating four days per week, Friday Saturday, Sunday and Monday and open the buyback facilities on Saturday and Sunday mornings.
  - b. Callala – retain current operations - operating four days per week, Friday, Saturday and Sunday and Monday and open the buyback facilities on Saturday and Sunday mornings;
  - c. Sussex Inlet - change the operating hours to 9am to 3pm, Friday, Saturday, Sunday and Monday and open the buyback facilities on Saturday and Sunday mornings;
  - d. Kangaroo Valley - change the operating days to three days per week, Saturday, Sunday and Monday and open the buyback facility on a Sunday morning;
  - e. Kioloa - change the operating days to three days per week, Friday, Saturday and Sunday;
  - f. Lake Conjola - change the operation to 2 mornings per weekend from 8am to 12pm;
  - g. Bendalong - change the operation to 2 afternoons per weekend from 1pm to 5pm;

- h. Continue operating all facilities for 7 days per week from Christmas to the end of the January school holidays with the exception of Bendalong, Lake Conjola, Kioloa and Kangaroo Valley;
  - i. Operate Lake Conjola, Bendalong, Kioloa and Kangaroo Valley for 5 days per week during the Christmas school holidays, on Friday, Saturday, Sunday, Monday and Wednesday;
  - j. Public holidays - close all ten recycling and waste facilities on all public holidays, except Easter Monday;
2. Close and remove the bottle bank at Currarong, Berry, Culburra and Nowra
  3. The changes become effective as of 1 July 2017.
  4. Further reports be provided to Council on a 6 monthly basis on the operation of the Recycling and Waste Facilities.

FOR: Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley and Russ Pigg

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

CARRIED

Note: A Rescission Motion has been received on this item.

**SA17.111 Professional Property Officers Conference**

**HPERM Ref:  
D17/88410**

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

Council receive the report for information

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

MIN17.310

That:

1. Council receive the report for information
2. Council staff be congratulated on their efforts in securing and organising the conference.

CARRIED

**SA17.112 Policy review and adoption - Management of Mobile Food Vending Vehicles on Council Owned or Managed Land**

**HPERM Ref:  
D17/97403**

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

That Council adopt the Management of Mobile Food Vending Vehicles on Council Owned or Managed Land Local Approvals Policy, with minor amendments as outlined in the report.

**RESOLVED** (Clr Gartner / Clr Cheyne)

MIN17.311

That Council adopt the Management of Mobile Food Vending Vehicles on Council Owned or Managed Land Local Approvals Policy, with minor amendments as outlined in the report.

FOR: Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Gartner, Clr Findley, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Russ Pigg

AGAINST: Clr Guile

CARRIED

**SA17.113 Acquisition of Easement for Sewerage Purposes - 35  
Brighton Parade, Culburra Beach**

**HPERM Ref:  
D17/90672**

**Recommendation**

That

1. Council resolve to acquire the Easement for Sewerage Purposes 3m wide over Lot 1454 DP12278 at Culburra Beach, as shown on copy of DP645066 marked Attachment '1'.
2. Council pay compensation of \$8,250 and reasonable legal and valuation costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Council's Sewer Fund.
3. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

**Recommendation (Clr Wells / Clr Proudfoot)**

That

1. Council resolve to acquire the Easement for Sewerage Purposes 3m wide over Lot 1454 DP12278 at Culburra Beach, as shown on copy of DP645066 marked Attachment '1'.
2. Council pay compensation of \$8,250 and reasonable legal and valuation costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Council's Sewer Fund.
3. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

CARRIED

**SA17.114 Review of Shoalhaven Water Group Policies**

**HPERM Ref:  
D17/101606**

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

That Council:

1. Change from a Local Approval Policy to a Public Policy and reaffirm with minor changes the following policy
  - a. POL16/55 – Liquid Trade Waste Discharge to the Sewerage System
2. Reaffirm the following policies with minor changes:
  - a. POL16/85 – Drinking Water Policy
  - b. POL16/88 – Reclaimed Water Policy

**RESOLVED (Clr Wells / Clr White)**

**MIN17.312**

That Council:

1. Change from a Local Approval Policy to a Public Policy and reaffirm with minor changes the following policy
  - a. POL16/55 – Liquid Trade Waste Discharge to the Sewerage System
2. Reaffirm the following policies with minor changes:

- a. POL16/85 – Drinking Water Policy
- b. POL16/88 – Reclaimed Water Policy

CARRIED

**SA17.115 Community Energy Congress - Conference Report**

**HPERM Ref:  
D17/96037**

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

That the Committee receive and note the report from Clr John Wells and Clr Patricia White on the Community Energy Congress for information.

**RESOLVED** (Clr Gash / Clr Proudfoot)

MIN17.313

That the Committee receive and note the report from Clr John Wells and Clr Patricia White on the Community Energy Congress for information.

CARRIED

**SA17.116 Tourism Conference 2017**

**HPERM Ref:  
D17/107708**

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

That Council receive the report from Clr Mark Kitchener on the Tourism Conference 2017 for information.

**RESOLVED** (Clr Kitchener / Clr Levett)

MIN17.314

That Council receive the report from Clr Mark Kitchener on the Tourism Conference 2017 for information.

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 Proudfoot)

MIN17.315

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.

CSA17.8 Disposal of Land - Part 445 The Wool Road, St Georges Basin - Part Lot 2  
DP827728

*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 be 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 8.52pm.

The meeting moved into open session, the time being 8.56pm.

Note: A rescission motion was received in relation to SA17.110 - Recycling and Waste Facilities Review . It will be considered at the Ordinary Meeting of Council on Wednesday 26 April 2017 at 5.00pm at the Wandandian Progress Hall.

There being no further business, the meeting concluded, the time being 8.57pm.

Clr Guile  
CHAIRPERSON

## **SA17.117 Report of the Nowra CBD Revitalisation Strategy Committee - 19 April 2017**

HPERM Ref: D17/134919

### **CBD17.26 Additional Item - Applications for Membership Interview Panel**

#### **Recommendation:**

1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
2. Recommendations for appointment as members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
  - Chairperson or Nominee of the Chairperson
  - Council staff Committee member or staff nominee
  - Governance Unit Business Manager
3. Update the Committee's Terms of Reference to reflect the changes.

SA17.117

## **SA17.118 Public Policy for Review - Anzac Day Services - Wreath Laying Ceremonies**

**HPERM Ref:** D17/140747

**Group:** General Manager's Group

**Attachments:** 1. Public Policy - Anzac Day Services - Wreath Laying Ceremonies - POL16/135 [↓](#)

### **Purpose / Summary**

Council needs to review all Policies within 12 months of the election. This Policy is presented for consideration together with some suggested additions.

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

That the public policy, Anzac Day Services - Wreath Laying Ceremonies, be adopted with changes as indicated in the Attachment.

### **Options**

1. Adopt the Policy as recommended.

Implications: The General Manager & Mayor will continue to implement the Policy to ensure a coordinated approach is taken and council has official representation at each ceremony across the City. Each councillor is assigned to a ceremony however it may not always be their "1<sup>st</sup> choice".

2. Make amendments to the Policy and allow councillors to attend whichever ceremony they nominate. Council to provide one wreath per ceremony.

Implications: Council could supply one wreath for each ceremony and should two or more councillors wish to attend then they would either work out between themselves who lays the wreath or they jointly lay the wreath. Some ceremonies may not have a councillor representative if there is no coordination at all however that would be a matter for the councillors & Mayor to liaise.

3. Make amendments to the Policy and provide a wreath to each councillor and allow each councillor to attend and lay the wreath at the ceremony of their choice.

Implications: Council may be represented by several councillors at one ceremony and have no wreath or representative at other ceremonies.

### **Background**

This Policy was originally adopted in 1979 and has been reaffirmed since that time. Historically council has taken a coordinated approach to ensure attendance at each ceremony however on enquiry with other councils many simply allow councillors to "work it

*out amongst themselves*". In the case of Kiama only the Mayor or Deputy Mayor officially represent council unless one of them is unable to attend.

### **Community Engagement**

This matter is not considered to require community engagement before its adoption.

### **Financial Implications**

Council has assisted several ceremonies over the years from existing staff resources. The cost for wreaths for each ceremony is within existing budget.



**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**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Assets and Works Group

## Anzac Day Services – Wreath Laying Ceremonies

**Policy Number:** POL16/135 • **Adopted:** 26/03/1979 • **Reaffirmed:** 31/08/2004, 28/04/2009 • **Amended:** 26/03/2013 • **Minute Number:** MIN79.268, MIN04.985, MIN09.488 MIN13.256 • **File:** 8601E • **Produced By:** *Assets and Works General Manager's Group* • **Review Date:**

### 1. PURPOSE

To outline Council's procedures in relation to Anzac Day Services conducted within the City of Shoalhaven.

### 2. STATEMENT

This policy recognises the importance of Anzac Day to the Shoalhaven Community and acknowledges those who have served our country and details the contribution that Council shall provide to the perpetuation of this day.

### 3. PROVISIONS

- a. Approval be granted to the various R.S.L. Sub-Branches, as well as the Culburra Bowling Club Anzac Day March Convenor, to conduct marches and ceremonies on the 25th April and that the usual arrangements be made in connection with the supply of road barriers, Council flags, etc., for the services, subject to Police approval to the route of the proposed marches, where these are held.
- b. Council either purchases wreaths or donates a suitably inscribed book for use at Anzac Day Services.
- c. The General Manager confer with individual Councillors for the purpose of determining attendance at Anzac Day Services.
- d. Each Councillor shall be assigned to at least one ceremony within their Ward to act as the official Council representative and at a location closest to their residence if practicable.
- e. If a Councillor is unable to attend the service to which they were assigned they must advise the General Manager and Mayor at their earliest convenience so another Councillor can be offered their position. The Mayor must authorise any substitute representative for a Councillor.
- e.f. If any disputes arise relating to the assignment of Councillors to the various ceremonies the matter will be referred to the Mayor for final determination.

### 4. IMPLEMENTATION

The General Manager's Group administers this policy.

### 5. REVIEW

*Shoalhaven City Council - Anzac Day Services*

| The ~~Finance and Corporate Services~~General Manager's Group will review this policy within one year of the election of every new Council.

**6. APPLICATION OF ESD PRINCIPLES**

None applicable.

## SA17.119 Proposal to commence Part Year Rating

HPERM Ref: D17/130565

Group: Finance Corporate & Community Services Group  
Section: Finance

### Purpose / Summary

This report discusses the proposal to commence Part Year Rating. The report also outlines the additional work and resources associated with this process.

### Recommendation

That Council commence Part Year Rating from the 2017/18 Rating Year and approve the creation of a new full-time Rates Officer position.

### Options

1. Approve the recommendation

Implications: It is estimated that, in 2016/17, approximately \$232,000 would have been raised in additional rate revenue if Council were Part Year Rating. The rate revenue will vary from year to year, depending on the number of subdivisions. The total cost of part year rating is estimated to be \$73,000 per year, including on-costs.

2. Reject the recommendation

Implications: Council will still be required to part year rate the Fire and Emergency Services Levy at a cost to Council estimated to be \$73,000 per year, including on-costs.

### Background

Under the Fire and Emergency Services Levy Act 2017 (FESL), a levy is to be "...proportionate to the portion of the year for which land is leviable land" (Part 2 Section 13; for example, subdivisions) or from the time of a change to a particular property classification or sub-classification (Part 5 Division 7 Section 71). To operationalise this requirement, it is proposed that any changes to the levy apply from the quarter following a change.

The additional work expected to support this requirement is significant. Based on the same data used to estimate the additional revenue, some of this additional workload includes 158 properties requiring credit adjustments, 669 properties requiring levies to be raised and then checked before the rate notices are sent to our printing supplier to be printed. Then there will be potentially 669 s603 Certificates being issued and 1,338 s603 Certificate updates provided.

Given the need for additional resources, it is opportune to explore whether Council can commence Part Year Rating for our own purposes at the same time. This would generate additional revenue for Council. As the additional work that is necessary to part year rate the FESL, would be substantially the same as that required to allow Council to part year rate, it would lead to a slight increase in workload if Council decides to generate this additional revenue. The Office of Local Government's (OLG) Council Rating and Revenue Raising Manual states at 24.4 the following on this issue: "*The levying of rates mid year will not*

*adversely affect a council's maximum general income limit as supplementary valuations furnished during the year are included when the notional general income for the previous year is calculated."*

If the recommendation is accepted, once Council receives new supplementary land valuations in the case of subdivisions, it would be able to Part Year Rate the new properties (lots), from the commencement of the following quarter. Part Year Rating will also require an adjustment to the amount levied on the original property (lot). Currently, rates are levied on the new properties, for the first time, at the start of the following rating year.

All of the other Illawarra Pilot Joint Organisation (IPJO) councils, that is, Wollongong, Shellharbour and Kiama, do Part Year Rating at the time of subdivision.

The implementation of Part Year Rating will create an additional workload for the Revenue Unit. This will include the need to update all records once subdivisions are received, along with adjusting rates already levied, levying rates on new lots and the production of Part Year Rate Levy Notices. It will also lengthen the Section 603 certificate production time. These certificates provide details on the amount (if any) of rates and charges due and payable to Council at that point in time. Council regularly receives requests for 603 certificates on newly subdivided land.

### **Community Engagement**

No external community engagement required in relation to this as it is a requirement of the NSW Government that we implement Part Year Rating for the Fire and Emergency Services Levy.

### **Financial Implications**

Based on the Supplementary Land Valuations data up to 8 April 2017, we would have been able to generate additional net revenue of \$232,000 levied on 669 new properties if Council were Part Year Rating. The rate revenue will vary from year to year, depending on the number of subdivisions. The total cost of Part Year Rating is estimated to be \$73,000 per year, including on-costs, for one full time employee.

## SA17.120 March 2017 Quarterly Budget Review

**HPERM Ref:** D17/130938

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

**Attachments:** 1. March 2017 Quarterly Budget Review (under separate cover) [⇒](#)

### Purpose / Summary

In accordance with Regulation 203(1) of the Local Government (General) Regulation (2005), the responsible accounting officer must prepare and submit to the Council a budget review statement after the end of each quarter. This has been carried out for the third quarter of the 2016/17 financial year.

### Recommendation

That the March Quarterly Budget Review and vote movements outlined in the Quarterly Budget Review Statement be adopted by Council.

### Options

1. Adopt the recommendation

Implications: Nil

2. Adopt the recommendation as above and also resolve to fund Sussex Inlet Streetscape for the full scope of works, which will cost Council an additional \$500K. Council has identified \$500,000 in the draft 2017/18 DP/OP & budget documents for “Streetscape renewals” funded by the SRV. This could be allocated to Sussex Inlet Stage 2 if council decides to adopt the 13.2% rate increase approved by IPART.

Implications: Council could decide to approve the Stage 1 & Stage 2 works to proceed now and allocate funds from “unallocated general fund cash” this year on the basis that these funds would be returned from the final budget adopted for 2017/18.

3. Not adopt the recommendation and make an alternative resolution

Implications: Staff will need to rework the quarterly budget review in accordance with the alternative resolution.

### Background

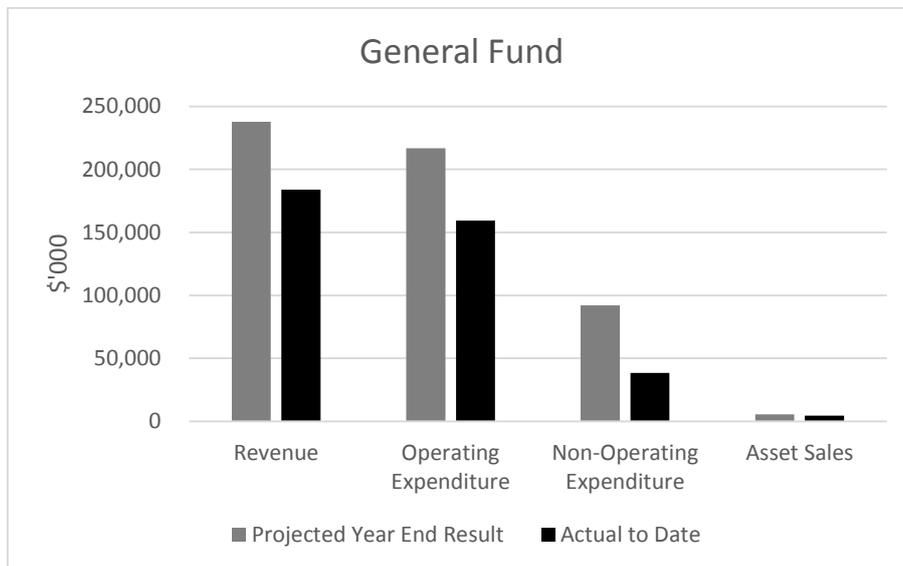
The budget review involves an analysis of Council’s annual budget for each Group to determine whether any changes in votes are required for the period. This process has been undertaken for the period to 31<sup>st</sup> March 2017, and any changes have been reported in the Quarterly Budget Review Document. This report also analyses the progress of each group in achieving its financial objectives.

**General Fund**

The original budget adopted by Council produced an operating profit of \$2.8M after capital grants, an operating loss before Capital Grants and Contributions of \$14M, a reduction in our cash and investments of \$14M and an unrestricted cash deficit of \$2.8M. The revotes carried forward and adjustments made in this quarterly review have resulted in a projected year end cash deficit position of \$990K, as per the following table.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result	2,767	5,018	19,147	1,804	20,951
Operating Result before Capital Grants and Contributions	(14,002)	(17,180)	(8,795)	(176)	(8,971)
Net Cash & Investments Movement	(14,393)	(27,704)	(25,747)	3,002	(22,745)
Unrestricted Cash Movement	(2,770)	(1,770)	(1,255)	265	(990)

The March Quarterly Budget Review Statement details the recommended budget adjustments with comments on these adjustments and any significant variances. Below is a summary of the adjustments and results to date.



**Revenue**

As at 31<sup>st</sup> March, General Fund has achieved 77% of the revised budget. This is primarily due to the raising of rates revenue in full. Excluding rate income, General Fund has achieved 69% of the revised budget. The March Quarterly Budget Review Statement recommends a revenue increase of \$2.7M. The major adjustments in the review are:

- \$1.658M increase for Internal Corporate Services – of which \$998K relates to section 94, offset to reserve; \$507K relates to Plant and Fleet, offset to reserve; \$78K for internal revenue for staff time on capital works, offset by expenditure; \$68K for insurance reimbursement, offset to reserve.

SA17.120

- \$685K increase for Roads and Transport – of which \$241K is for higher than expected reimbursement for Street Lighting, partially offset by expenditure; and \$350K Waterways Infrastructure Grant received, offset by expenditure and recognition of \$94K grant income on projects that will be funded in 2017/18, to match the expenditure that has already occurred.
- \$257K increase for Waste & Recycling, of which \$230K is Waste Levy Rebate.
- \$272K net decrease for Economic Development – of which \$1.15M reduction relates to a grant funded project (\$750K cashflowed to 2017/18 financial year for receipt, \$400K being claimed by third party, offset by expenditure reductions), \$563K increase due to grant received, \$308K increase for dividend received, offset to reserve.

### **Operating Expenditure**

General Fund is on target with operating expenditure at 73% of the revised budget. The March Quarterly Budget Review Statement recommends an expenditure increase of \$913K, made up of:

- \$299K increase for Open Spaces, of which \$200K is for tree management and \$99K offset by revenue.
- \$211K increase for Roads and Transport, of which \$100K is funded from Plant and Fleet Reserve, and \$111K is offset by reimbursement of street lighting expenses.
- \$184K increase for Internal Corporate Services, of which \$72K is offset by additional internal revenue, and \$200K offset by Plant and Fleet Reserve, and a net reduction of \$88K from within Finance and Corporate Services.
- \$98K increase for Land Use Planning, of which \$143K is proponent funded, and \$40K has been returned to the General Fund as the Citywide LEP & DCP project has been completed.
- \$69K decrease for Governance and Civic, \$54 of which relates to final costs for the election being less than budgeted and \$15K relates to a transfer for the community reference panel
- \$66K increase for Environmental and Natural Areas, \$50K of which relates to a Grant received for South Mollymook, \$16K relates to private works expenditure (offsetting revenue)
- \$58K increase for Buildings. \$50K of which relates to offsetting internal revenue, \$19K relates to MIN16.988 from Property Reserve & \$10K transfer to non-operating expenditure for capital purchases
- \$29K increase for Economic Development, of which \$5K is a grant received for Business Networking, \$20K is a transfer from capital for operational works and \$4K is a recovery of prior expenses.

### **Non-Operating Expenditure**

Capital Expenditure as at 31<sup>st</sup> March is 42% of the revised budget (excluding commitments). The March Quarterly Budget Review Statement recommends a budget decrease of \$1.14M. This decrease consists of:

- \$1.96M decrease for Economic Development due to the following - cashflowing of Ulladulla Harbour Berthing facility (\$1.13M cashflowed to 17/18, \$400K being third party); \$400K uncommitted funds returned to reserve for expenditure in 2017/18; \$20K transfer to operating expenditure for maintenance on Industrial Land.
- \$100K increase for Entertainment Centre from Asset Compliance Reserve for compliance works.
- \$192K decrease for Management and Support - \$40K transfer to operating, \$152K return to plant and fleet reserve.
- \$623K overall increase for Roads & Transport, comprising a \$122K increase for additional heavy patching and sealing projects, funded from plant and fleet reserve;

\$350K grant from Better Boating for Waterways infrastructure; \$94K of expenditure offset by early recognition of 2017/18 grant funds, \$10K from section 94 recoupment for Winnima Lane

- \$233K increase for Waste plant, funded by reserve.
- Rural Fire Service – a number of projects have been completed on behalf of the RFS, however, there are four projects where the grant funding allocated has been insufficient. Two notable projects in this category are the construction of the West Nowra Fire Station (shortfall of \$115K) and the Group Support facilities (shortfall of \$46K). Preliminary discussions have commenced with the RFS in order to work through these funding issues.

### Asset Sales

Asset sales are at 79% of the revised budget. An increase of \$201K has been recommended this quarter, relating to the sales of industrial lands exceeding forecast, and are offset by reserve movement.

### Key Performance Indicators

Indicator	Target	2015/16 Results	Original Budget 2016/17	Amended for Opening Balances and Revotes	Current Budget	Projected Year End Result
<b>Local Government Industry Indicators</b>						
Operating Performance Ratio	Greater than 0%	-5.1%	-7.1%	-8.7%	-4.2%	-4.3%
Own Source Operating Revenue Ratio	Greater than 60%	76.1%	83.3%	81.2%	78.4%	78.2%
Unrestricted Current Ratio	Greater than 1.5	1.92	1.13	1.39	1.34	1.40
Debt Service Cover Ratio	Greater than 2.0	3.88	2.35	2.08	2.56	2.55
Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage	Less than 5%	5.0%	5.1%	6.0%	6.0%	6.0%
Cash Expense Cover Ratio	Greater than 3 months	6.78	4.46	3.31	3.39	3.57
<b>Infrastructure Asset Performance Indicators</b>						
Infrastructure Renewals Ratio	Greater than 100%	53.0%	58.3%	72.5%	73.4%	74.3%
Infrastructure Backlog Ratio	Less than 2%	3.1%	3.0%	3.2%	3.2%	3.2%
Asset Maintenance Ratio	Greater than 1x	0.81	0.93	0.97	1.06	1.07

Operating Performance Ratio: The slight decline in this ratio relates to the increase in operating expenditure being more than the increase in income (excluding Capital Grants and Contributions).

Own Source Operating Revenue Ratio: This is remaining consistent.

Unrestricted Current Ratio: The main reason for the improvement in this ratio, is due to the cash flowing of projects in line with their predicted rate of spend. This has resulted in a projected increase in unrestricted cash as at 30 June 2017.

Debt Service Cover Ratio: This is remaining consistent.

Rates, Annual Charges Ratio: This is remaining consistent.

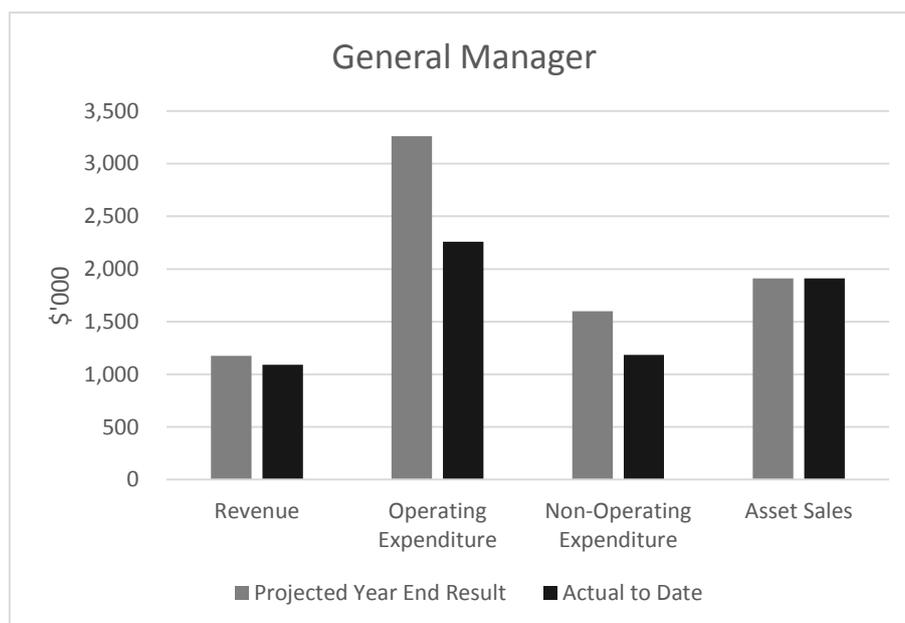
Cash Expense Cover Ratio: This has improved due to a projected increase in cash as at 30 June 2017.

Infrastructure Renewal Ratio: The 2015/16 results (based on actual spend) for General Fund was 53.0%. The projected year end budget result currently stands at 74.3%, which is an increase over the original 2016/17 budget at 58.3%. The projected year end budget result also assumes that all funds committed to Infrastructure projects will be fully expended by 30 June 2017. Should any projects not be completed during 2016/17 (this will be determined during the June quarterly review), the projected year end result will be adjusted accordingly. Projects added during this quarterly review which have increased this ratio are related to Grants (Better Boating Now & Black Spot) and an increase to the Local Roads Repair Programme, funded from Plant & Fleet Reserve.

Infrastructure Backlog Ratio: This is remaining consistent.

Asset Maintenance Ratio: The improvement in this ratio when compared to the 2015/16 Results is due to Council's continued focus on maintaining our assets. The Original Budget for 2016/17 contained expenditure increases to allow for this. During the course of the financial year to date, it has become apparent that some categories of assets have required additional funding. These areas are Parks, Roads and Tree Maintenance, which is why the indicator has risen from 0.97 (taking into account the original budget, as well as carry forwards and revotes from 2015/16 year) to the projected year end result of 1.07.

**General Manager's Group**



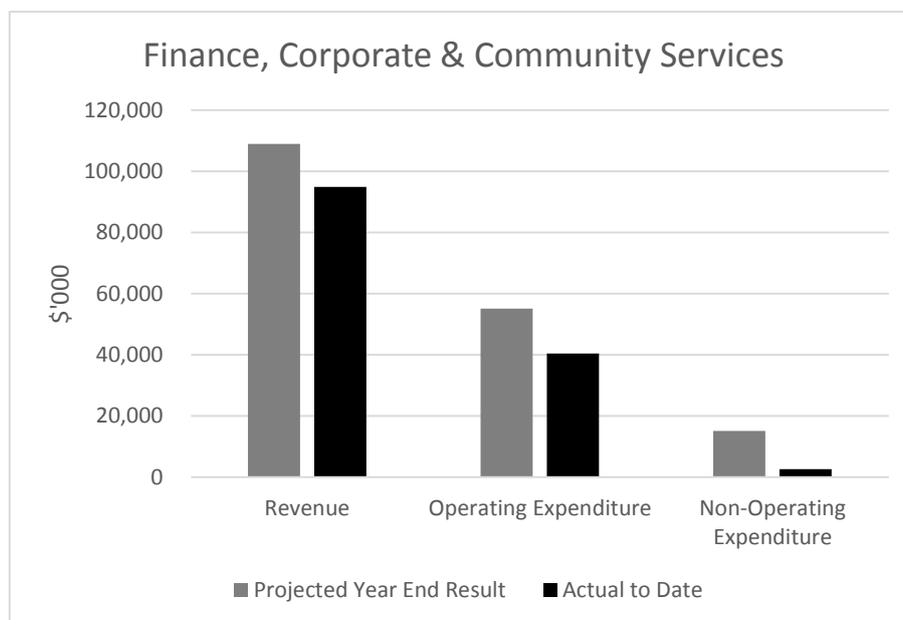
The recommended budget changes, revised budget and result to date for the General Manager's Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	453	453	1,391	(216)	1,175	1,090	93%
Operating Expenditure	2,859	3,190	3,167	95	3,262	2,259	69%
Non-Operating Expenditure	2,220	2,220	3,559	(1,960)	1,599	1,185	74%
Asset Sales	1,710	1,710	1,710	201	1,911	1,911	100%

**General Manager’s Comments:**

Results to date are considered satisfactory. In addition to the comments included above in the overall General Fund summary the revenue adjustments also includes an additional \$56k cost recovery for legal services (offset by expenditure increase) and an extra \$10k for Conduct review expenses.

**Finance, Corporate and Community Services**



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The recommended budget changes, revised budget and result to date for the Finance, Corporate and Community Services Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

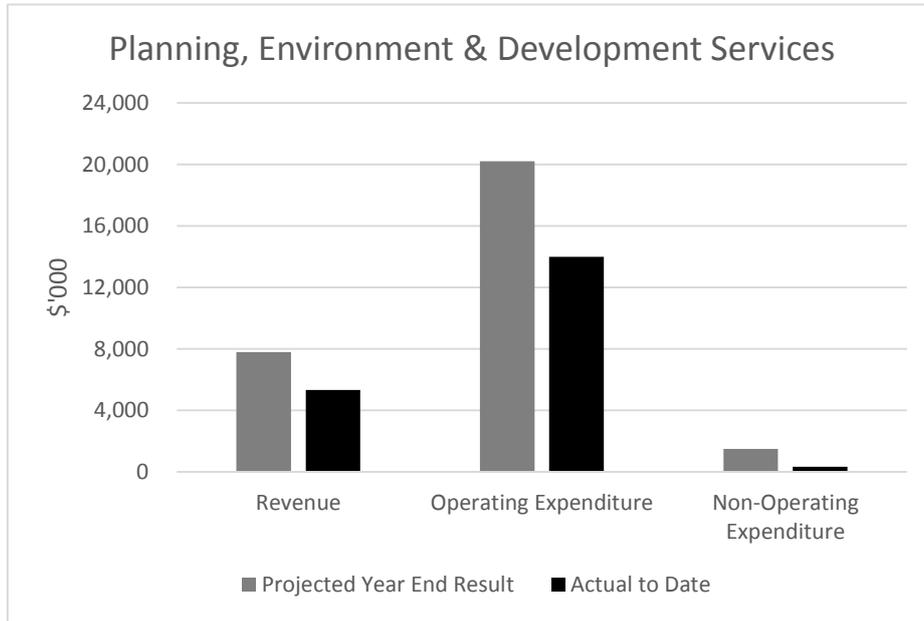
	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	103,081	103,081	107,802	1,073	108,875	94,887	87%
Operating Expenditure	53,816	54,879	55,217	(168)	55,049	40,393	73%
Non-Operating Expenditure	12,362	15,961	15,145	(86)	15,059	2,621	17%

**Group Director’s Comments:**

This quarter has seen an increase in Section 94 receipts due to a high level of development activity in the Shoalhaven. The operating expenditure for the group is tracking well, slightly below the 75% mark. Captial Works is currently 17% spent, the key project in this group is the Shoalhaven Indoor Sports Centre. Zauner construction have been directed to proceed with the Trade packages with a construction budget of approximately \$10.7M that has been previously allocated by Council for 2017/18; the fitout budget is still required. Civil works package for the Sports Centre have been advertised and minor works packages such as Traffic Control have been awarded.

An adjustment to the non-operating expenditure of \$100K relates to BCA compliance works to be undertaken at the Shoalhaven Entertainment Centre.

**Planning, Environment and Development Services**



The recommended budget changes, revised budget and result to date for the Planning, Environment and Development Services Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	6,165	6,209	7,600	193	7,793	5,318	68%
Operating Expenditure	16,696	18,420	20,063	140	20,203	13,984	69%
Non-Operating Expenditure	901	1,390	1,484	9	1,493	334	22%

**Group Director’s Comments:**

Revenue is tracking strongly given the continued high level of development activity; in this respect it is slightly above expectations. Grant funds related to the East Coast Low (recognised in budgets last quarterly review) will be received upon achievement of milestones, and this is skewing the income percentage. Expenditure is on track.

SA17.120

Small Lot Rural Subdivision

<b>REZONING INVESTIGATIONS</b>			
<b>Updated 31st March 2017</b>			
	<b>Jerberra</b>	<b>Verons</b>	<b>Nebraska</b>
<b>Funding</b>			
Loan Funded	350,000	150,000	200,000
Loan Funded (transferred from Road Design)		12,968	
Special Rates (from construction)		5,213	
Special Rates (from construction) (returned)		-5,213	
Strategic Planning Consultants Budget		25,000	
Previous Contributions (Pre 1996)	0	2,571	0
Transfer to Road Construction	-55,049		
	<b>294,951</b>	<b>190,539</b>	<b>200,000</b>
<b>Expenditure</b>			
Salaries	157,224	32,614	48,929
Consultants	123,636	157,396	61,876
Other	14,091	1,942	19,862
<b>Commitments in 2016/17</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>294,951</b>	<b>191,952</b>	<b>130,667</b>
<b>Variance</b>	<b>0</b>	<b>-1,413</b>	<b>69,333</b>
<b>ROAD DESIGN AND INVESTIGATIONS</b>			
<b>Updated 31st March 2017</b>			
	<b>Jerberra</b>	<b>Verons</b>	<b>Nebraska</b>
<b>Funding</b>			
Loan Funded	184,438	50,281	50,281
Transfer to road construction	-168,616	0	-22,800
Transfer to rezoning	0	-12,968	0
	<b>15,822</b>	<b>37,313</b>	<b>27,481</b>
<b>Expenditure</b>			
Salaries	0	0	0
Consultants	12,333	37,313	16,835
Other	3,488	0	0
<b>Commitments in 2016/17</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>15,821</b>	<b>37,313</b>	<b>16,835</b>
<b>Variance</b>	<b>0</b>	<b>0</b>	<b>10,646</b>

SA17.120

<b>ROAD CONSTRUCTION</b>			
<b>Updated 31st March 2017</b>			
	<b>Jerberra</b>	<b>Verons</b>	<b>Nebraska</b>
<b>Funding</b>			
Loan Funded (from investigations)	168,616	0	22,800
General Fund	0	3,000	0
Strategic Projects (2008/09)	82,020	41,738	11,750
Special Rate Funded	232,640	141,011	77,108
Infrastructure Special Rate (Loan)	7,200,000	0	0
Transfer to Estate Rezoning		-5,213	
Transfer to Estate Rezoning (returned)		5,213	
Transfer from Estate Rezoning	55,049		
	<b>7,738,325</b>	<b>185,749</b>	<b>111,658</b>
<b>Expenditure</b>			
Salaries	50,282	33,432	5,569
Consultants	11,662	0	12,575
Other	3,881,112	146,554	79,996
<b>Commitments in 2016/17</b>	580,556	0	0
	<b>4,523,613</b>	<b>179,986</b>	<b>98,139</b>
<b>Variance</b>	<b>3,214,713</b>	<b>5,764</b>	<b>13,519</b>
<b>Notes:</b>			
Expenditure details will be updated quarterly.			
Upon completion of the rezoning investigations, any excess funding from rezoning investigations will be redirected to road investigations and construction for the relevant Estate at the appropriate time. Options to address any negative variance values will be considered in the future. If necessary, funding may be transferred between the rezoning investigation, road investigation and road construction budgets for each Estate. Funding will not be transferred from one Estate to another.			

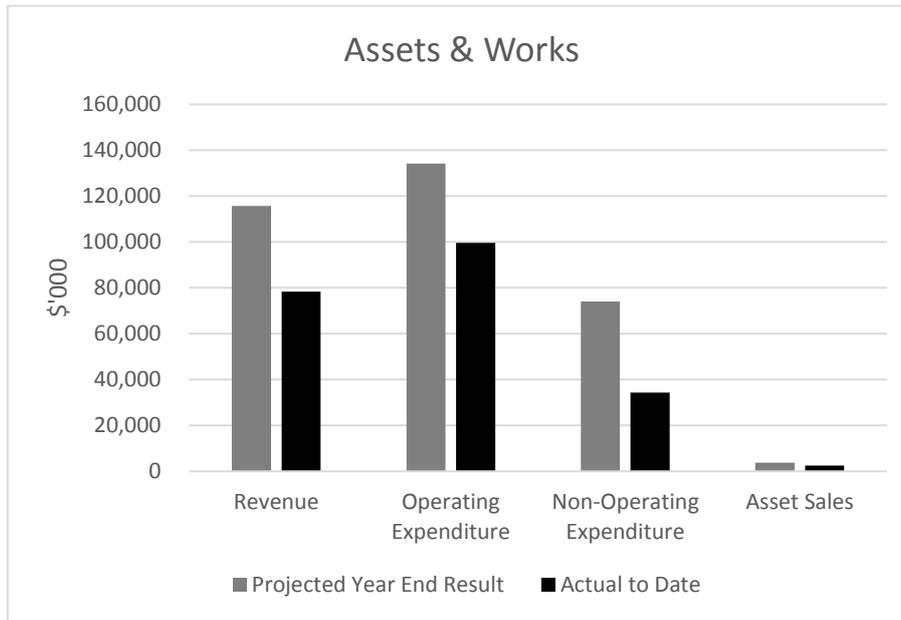
Nebraska Estate: \$69,333 remains for progressing rezoning investigations.

Verons Estate: The \$150,000 borrowed in 2006 to fund the rezoning investigations has been fully spent. A total of \$25,000 has now been transferred from the Strategic Planning Consultants budget, which has been overspent by \$1,413. During the fourth quarter review, it will be considered if the overspend should be transferred from Verons road construction. Further transfer(s) may be necessary to complete the project.

Road investigations and construction: The balance of the roadwork design budget for Nebraska Estate for 2016/2017 is \$10,646. The balance of the construction budgets for Jerberra, Verons and Nebraska Estates for 2016/2017 are \$3.1M, \$5,764 and \$13,519 respectively.

SA17.120

**Assets and Works**



The recommended budget changes, revised budget and result to date for the Assets and Works Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	100,116	105,581	113,978	1,667	115,645	78,320	68%
Operating Expenditure	133,397	133,540	133,333	819	134,152	99,541	74%
Non-Operating Expenditure	44,907	61,478	73,102	890	73,992	34,236	46%
Asset Sales	2,246	2,246	3,736	0	3,736	2,558	68%

**Group Director’s Comments:**

Operating expenditure is tracking well and each Section of the Assets and Works Group operated close to budget, with operational expenditure being on target at 74%.

Large capital projects that were grant funded have commenced such as Naval College Road widening and Woodburn Road hazard removal (Federal Blackspot) and Culburra Road widening and upgrade (State). A number of major road upgrades have also commenced such as Prince Edward Avenue, Coolangatta Road and Beach Road renewals. A key project in the program is the upgrade of the full length of Flinders Road, with the award of a contract determined in April and substantial changes to underground services already completed.

Another key project is the Shoalhaven Indoor Sports Centre. Zauner construction have been directed to proceed with the Trade packages with a construction budget of approximately \$10.7M that has been previously allocated by Council for 2017/18; the fitout budget is still required. Civil works package for the Sports Centre have been advertised and minor works packages such as Traffic Control awarded.

The northern Ulladulla Harbour boat ramp upgrade and jetty has commenced and documents have been finalised for Fisherman’s paradise pontoon on Lake Conjola and Dent Street paddle craft launching area on Currumbene Creek. Recent boat ramp upgrades have exceeded the budget, due to poor ground conditions adjacent to some of these works; additional funds have been sourced from RMS, through the Better Boating Now Program, and will partly offset the overrun.

SA17.120

A key issue was the significant wet weather that has delayed major road projects at Culburra, with an impact on those planned for Greenwell Point Road and Albatross Road. This may lead to works continuing into the 2017/18 financial year.

### Stormwater Levy

Spending against the Stormwater Levy is 48% of budget.

#### Stormwater Levy Progress 2016/17

	Stormwater Levy Budget					Actual	Budget Remaining	% Spent
	2015/16 unspent	2016/17	Adjustment	Adjustment Notes	Current			
<b>Drainage Program</b>								
St Andrews Way Coolangatta Stage 2	\$123,345	\$0			\$123,345	\$1,283	\$122,063	1%
Katela Avenue Bomaderry	\$39,350	\$0	\$30,665	8	\$70,015	\$70,067	\$0	100%
River Rd Lake Tabourie	\$0	\$0			\$0	\$0	\$0	0%
Canal Improvements Sussex Inlt	\$115,841	\$0	\$15,000	9	\$130,841	\$130,859	\$0	100%
Mollymook Creek Stage 1 Mollymook	\$20,625	\$0			\$20,625	\$19,309	\$1,316	94%
Bannisters Head Rd Mollymook	\$21,384	\$0	-\$17,156	1	\$4,228	\$3,869	\$359	92%
Burrill St North Ulladulla	\$22,054	\$0	\$43,402	2, 12	\$65,456	\$67,474	\$0	100%
Penguins Head Rd Culburra Beach	\$0	\$90,000	-\$20,000	6	\$70,000	\$65,725	\$4,275	94%
The Park Dr Sanctuary Point	\$0	\$150,000			\$150,000	\$8,012	\$141,988	5%
Dowling St Ulladulla	\$22,781	\$0	-\$22,781	10	\$0	\$1,015	\$0	100%
Wayfarer Dr Sussex Inlet	\$0	\$40,000			\$40,000	\$42,456	\$0	100%
Lackersteen St Callala Bay	\$0	\$100,000			\$100,000	\$18,357	\$81,643	18%
Orient Ave Orient Point	\$0	\$100,000	-\$45,683	7	\$54,317	\$56,504	\$0	100%
James Cres Kings Point	\$0	\$150,000			\$150,000	\$153,297	\$0	100%
Old Berrara Rd Sussex Inlet	\$3,264	\$0			\$3,264	\$49,679	\$0	99%
Dacres St Vincenia Drainage	\$0	\$70,000			\$70,000	\$3,388	\$66,612	5%
Sussex Inlet Rd Sussex Inlet	\$0	\$75,000			\$75,000	\$3,242	\$71,758	4%
Central Ave South Nowra Drainage	\$0	\$245,000	-\$155,000	3	\$90,000	\$0	\$90,000	0%
Greville Ave Sanctuary Point	\$8,000	\$0			\$8,000	\$2,481	\$5,519	31%
Bolong Rd Bomaderry Culvert upgrade	\$0	\$0	\$95,000	4, 11	\$95,000	0	\$95,000	0%
Adelaide & Church St Greenwell Point	\$0	\$0	\$80,000	5	\$80,000	\$3,575	\$76,425	4%
Sunset Strip Manyana	\$0	\$40,000			\$40,000	\$1,823	\$38,177	5%
River Rd Sussex Inlet Drainage	\$0	\$30,000			\$30,000	\$2,908	\$27,092	10%
<b>Total Stormwater Levy</b>	<b>\$376,645</b>	<b>\$1,090,000</b>	<b>\$3,447</b>		<b>\$1,470,092</b>	<b>\$705,323</b>	<b>\$822,226</b>	<b>48%</b>

Note: - The projects may have other additional funding, but only the Stormwater Levy is included in this table

1. September QBR - Transfer from Bannisters Head Rd to Burrill Street - \$17,156
2. September QBR - Transfer to Burrill St from Bannisters Head Rd -\$17,156  
December QBR - Additional stormwater levy received \$3447  
December QBR - transfer of stormwater levy funding \$20,018
3. Redistribution to Bolong Rd and Adelaide Street -\$155K
4. Redistribution from Central Ave \$75K
5. Redistribution from Central Ave \$80K
6. December QBR - project completion, transfer to other projects \$20K
7. December QBR - project completion, transfer to other projects \$45,683
8. December QBR - project completion, transfer from other projects \$30,665
9. December QBR - transfer of stormwater levy funding \$15K
10. March QBR - project completion, transfer to other projects \$22,781
11. March QBR - transfer from Dowling St \$20,000
12. March QBR - transfer from Dowling St \$2,781

### Group Director's Comments:

Drainage was completed early in the third quarter at Penguins Head Road, Culburra and pipes and associated pits have been ordered for the Greenwell Point Road and Bolong Road drainage projects.

St Andrews Way, Coolangatta and The Park Drive, Sanctuary Point continue to be delayed due to land matters. During Quarter 4, there may be an opportunity to transfer funds from these works to the Bolong Road drainage, which is associated with flooding adjacent to the sports ovals.

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Special Rate Variation

Spending against the Special Rate Variation is 33% of budget.

Special Rate Variation Progress 2016/17

	Special Rate Variation Budget					Actual	Budget Remaining	% Spent
	2015/16 unspent	2016/17	Adjustment	Adjustment Notes	Current			
<b>Drainage Program</b>								
Agars Lane Sealing	\$0	\$300,000	-\$100,000	3	\$200,000	\$112,564	\$87,436	56%
Mollymook Beach Reserve Cycleway - Mitchell Pde	\$0	\$65,000			\$65,000	\$0	\$65,000	0%
Matron Porter Drive Shared User Path	\$32,293	\$160,000			\$192,293	\$192,293	\$0	100%
Coolangatta Road	\$0	\$1,200,000	\$100,000	4	\$1,300,000	\$328,482	\$971,518	25%
Jacobs Dr, Sussex Inlet	\$0	\$401,614			\$401,614	\$25,794	\$375,820	6%
Round The Bay Walk Callala Bay	\$130,888	\$0	-\$129,706	1	\$1,182	\$1,182	\$0	100%
Orion Beach Walk	\$17,806	\$0			\$17,806	\$17,806	\$0	100%
Naval College Road	\$74,482	\$340,000			\$414,482	\$94,907	\$319,575	23%
Currumbene Street Huskisson	\$0	\$0	\$129,706	2	\$129,706	\$129,706	\$0	100%
<b>Total Special Rate Levy</b>	<b>\$255,470</b>	<b>\$2,466,614</b>	<b>\$0</b>		<b>\$2,722,084</b>	<b>\$902,734</b>	<b>\$1,819,350</b>	<b>33%</b>

Note: - The projects may have other additional funding, but only the Special Rate Levy is included in this table

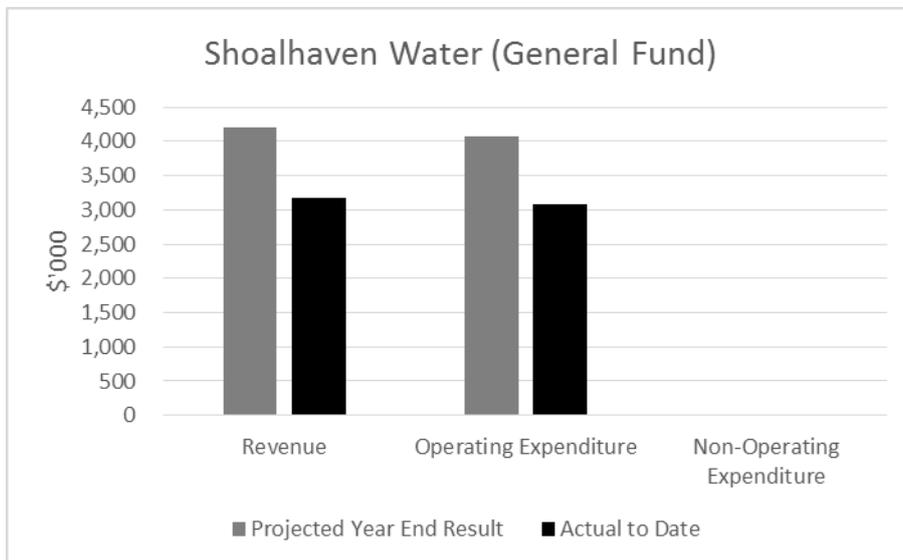
1. December QBR - Transfer to Currumbene Street Huskisson
2. December QBR - Transfer from Round The Bay Walk
3. March QBR - Transfer to Coolangatta Road
4. March QBR - Transfer from Agars Lane

**Group Director's Comments:**

Coolangatta Road works has commenced and is progressing well and the services have been relocated at the intersection with Bolong Road. Agars Lane Sealing has been completed and costs will be finalised in the next quarter.

The Streetscape improvements at Jacobs Drive, Sussex Inlet are only funded for Stage 1. Numerous representations have been made by the CCB and the Business Chamber to fund the full scope. However, additional funds haven't been allocated and works will proceed for this Stage only, unless a funding source is identified for Stage 2.

**Shoalhaven Water (General Fund)**



The recommended budget changes, revised budget and result to date for the Shoalhaven Water Group (General Fund) are summarised below. Details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	3,987	3,987	4,202	0	4,202	3,181	76%
Operating Expenditure	4,177	4,177	4,046	27	4,073	3,081	76%
Non-Operating Expenditure	7	7	7	0	7	0	0%

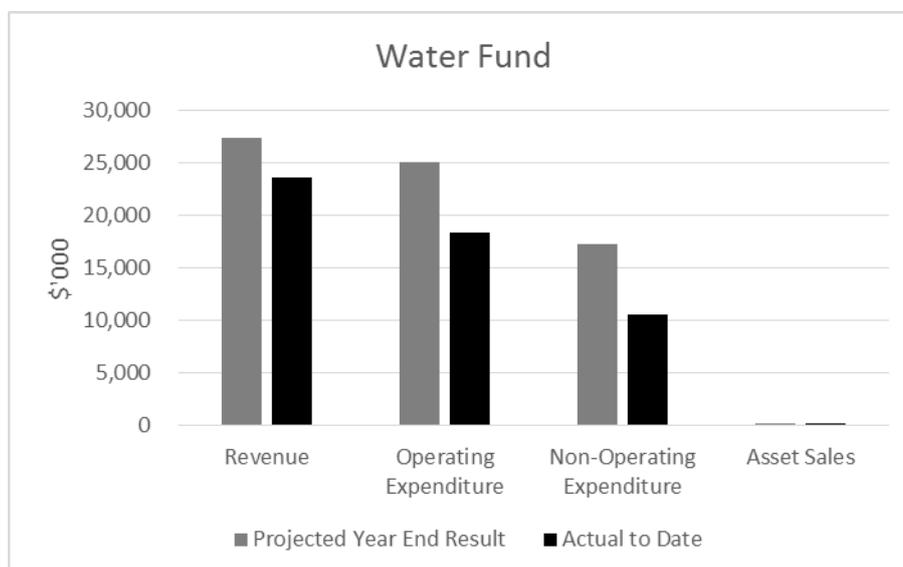
### Group Director's Comments:

The Shoalhaven Water General Fund Group is operating on target, with operational expenditure and revenue tracking at 76% of budget. The adjustment to operating expenditure mainly relates to the demolition of the old Cambewarra communication tower.

### Water Fund

The budget adopted by Council produced an operating profit of \$1M, an operating profit before Capital Grants and Contributions of \$27K and a reduction in cash and investments of \$13M. The revotes carried forward and adjustments made in this quarterly review have resulted in the following:

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result	1,027	1,027	1,571	751	2,322
Operating Result before Capital Grants and Contributions	27	27	447	281	728
Net Cash & Investments Movement	(12,927)	(12,517)	(8,685)	2,509	(6,176)



The recommended budget changes, revised budget and result to date for the Shoalhaven Water Group (Water Fund) are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	26,230	26,230	26,549	845	27,394	23,670	86%
Operating Expenditure	25,204	25,204	24,980	95	25,075	18,447	74%
Non-Operating Expenditure	21,451	22,489	19,009	(1,748)	17,261	10,587	61%
Asset Sales	140	140	191	17	208	178	86%

### Revenue

As at 31<sup>st</sup> March, Water Fund has achieved 86% of the revised budget. An adjustment of \$845K is recommended, mainly due to resource recoupment, insurance claims received after the June 2016 storm event, an increase in water connection installs and additional section 64 receipts.

### Operating Expenditure

Water Fund is on target with operating expenditure at 74% of the revised budget. The March Quarterly Budget Review Statement recommends an increase of \$95K. This increase mainly relates to a budget transfer from non-operating expenditure of \$40k, due to the reclassification of an expenditure type, and contract negotiations for the communication towers \$50k.

### Non-Operating Expenditure

Capital Expenditure as at 31<sup>st</sup> March is 61% of the revised budget (excluding commitments). A reduction of \$1.748M is recommended after reviewing the timing of a number of key projects and the tender for the water main replacement between Burrill Lake and Lake Tabourie coming in under budget \$1M.

### Asset Sales

Asset sales is at 86% of the revised budget, there is an adjustment of \$17K recommended.

### Cashflow – Financing Activities

An adjustment of \$7k is recommended to align the dividend payment with the financial statements.

### Key Performance Indicators

Indicator	Target	2015/16 Results	Original Budget 2016/17	Amended for Opening Balances and Revotes	Current Budget	Projected Year End Result
<b>Local Government Industry Indicators</b>						
Operating Performance Ratio	Greater than 0%	18.7%	0.1%	0.1%	1.8%	2.8%
Own Source Operating Revenue Ratio	Greater than 60%	92.6%	94.3%	94.3%	93.9%	92.4%
Unrestricted Current Ratio	Greater than 1.5	21.31	8.56	8.88	10.59	11.68
Debt Service Cover Ratio	Greater than 2.0	69.22	1376.33	1376.33	1398.17	1445.00
Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage	Less than 5%	14.6%	12.7%	15.2%	15.2%	15.2%
Cash Expense Cover Ratio	Greater than 3 months	28.45	20.60	17.24	20.73	22.92
<b>Infrastructure Asset Performance Indicators</b>						
Infrastructure Renewals Ratio	Greater than 100%	110.5%	105.6%	109.3%	112.5%	101.4%
Infrastructure Backlog Ratio	Less than 2%	0.0%	0.0%	0.0%	0.0%	0.0%
Asset Maintenance Ratio	Greater than 1x	0.97	1.02	1.02	1.02	1.02

Operating Performance Ratio: The increase in this ratio relates to the additional income expected, when compared to the operating expenditure.

Own Source Operating Revenue Ratio: This has slightly decreased due to the additional Section 64 contributions expected.

Unrestricted Current Ratio: The main reason for the improvement in this ratio, is due to the cash flowing of projects in line with their predicted rate of spend. This has resulted in a projected increase in externally unrestricted cash as at 30 June 2017.

Debt Service Cover Ratio: This ratio is high due to this year being the final year for loan repayments.

Rates, Annual Charges Ratio: This is remaining consistent.

Cash Expense Cover Ratio: This has improved due to a projected increase in cash as at 30 June 2017.

Infrastructure Renewal Ratio: This ratio has reduced, due to the cash flowing of projects to 2017/18 financial year.

Infrastructure Backlog Ratio: There is no backlog.

Asset Maintenance Ratio: This is remaining consistent.

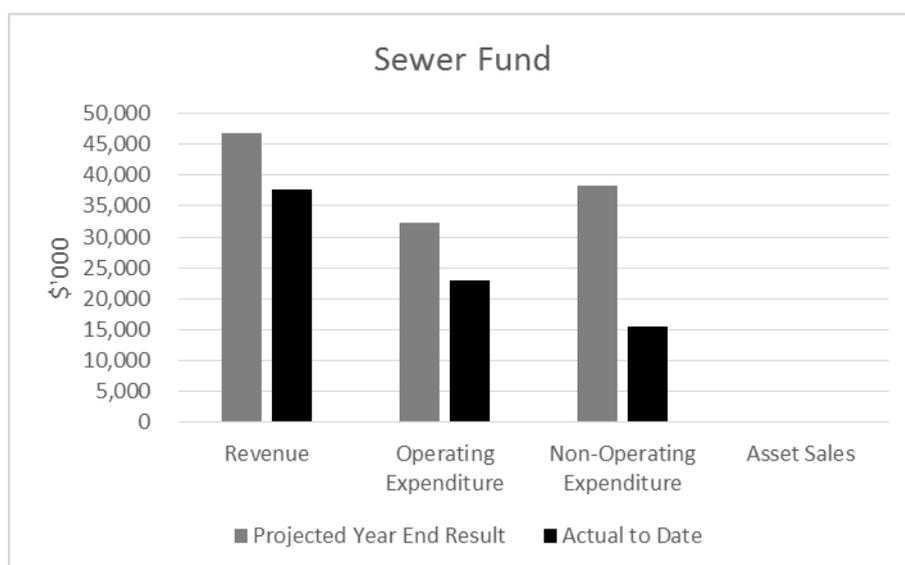
#### Group Director's Comments:

The Water Fund is operating on target, with operational expenditure at 74% and revenue tracking slightly higher at 86% of budget. The adjustment to revenue relates to Section 64 income tracking higher than expected due to increased developer activity, resource reallocations and an insurance claim received after the storm event in June 2016. The capital program is progressing and requires a number of adjustments this quarter. These adjustments mainly relate to the water main replacement between Burrill Lake & Lake Tabourie coming in under budget and the reforecasting of cashflow on a number of capital projects. The reforecasting adjustments have been included in the budget on exhibition.

## Sewer Fund

The budget adopted by Council produced an operating profit of \$12.2M, an operating profit before Capital Grants and Contributions of \$11.2M and a reduction in cash and investments of \$6M. The revotes carried forward and adjustments made in this quarterly review have resulted in the following:

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result	12,247	12,247	13,212	1,333	14,545
Operating Result before Capital Grants and Contributions	11,247	11,247	11,896	710	12,606
Net Cash & Investments Movement	(6,484)	(9,500)	(5,123)	31,209	26,086



The recommended budget changes, revised budget and result to date for the Shoalhaven Water Group (Sewer Fund) are summarised below. Details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	Adopted Budget	Adopted Incl. Revote	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	44,668	44,668	45,521	1,352	46,873	37,706	80%
Operating Expenditure	32,421	32,421	32,308	20	32,328	22,989	71%
Non-Operating Expenditure	68,766	71,499	68,134	(29,949)	38,185	15,602	41%
Asset Sales	120	120	191	0	191	184	96%

### Revenue

As at 31<sup>st</sup> March, Sewer Fund has achieved 80% of the revised budget. An adjustment of \$1,352K recommended for this review. The major adjustments include increases to: section 64 receipts, chargeable private works and other income received from fees and charges, trade waste income increased with higher usage and the reforecasting of interest received, due to changes in the timing of capital disbursements.

## Operating Expenditure

Sewer Fund is slightly below target with operating expenditure at 71% of the revised budget. The March Quarterly Budget Review Statement recommends an increase of \$20K mainly due to a budget transfer from non-operating expenditure of (\$20k) due to the reclassification of an expenditure type.

## Non-Operating Expenditure

Capital Expenditure as at 31<sup>st</sup> March is 41% of the revised budget (excluding commitments). A reduction of \$29.949M is recommended, mainly due to reforecasting the REMS1B cashflow.

## Asset Sales

Asset sales are at 96% of the revised budget, no adjustments are required.

## Cashflow – Financing Activities

An adjustment of \$73k is recommended to align the dividend payment with the financial statements.

## Key Performance Indicators

Indicator	Target	2015/16 Results	Original Budget 2016/17	Amended for Opening Balances and Revotes	Current Budget	Projected Year End Result
<b>Local Government Industry Indicators</b>						
Operating Performance Ratio	Greater than 0%	25.8%	25.8%	25.8%	26.9%	28.1%
Own Source Operating Revenue Ratio	Greater than 60%	87.6%	96.5%	96.5%	95.9%	94.7%
Unrestricted Current Ratio	Greater than 1.5	4.36	1.82	2.08	2.54	5.86
Debt Service Cover Ratio	Greater than 2.0	3.32	3.53	3.13	3.22	3.32
Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage	Less than 5%	11.4%	9.3%	10.8%	10.8%	10.8%
Cash Expense Cover Ratio	Greater than 3 months	9.35	5.49	6.00	8.30	24.44
<b>Infrastructure Asset Performance Indicators</b>						
Infrastructure Renewals Ratio	Greater than 100%	44.2%	246.1%	258.1%	225.9%	126.3%
Infrastructure Backlog Ratio	Less than 2%	0.0%	0.0%	0.0%	0.0%	0.0%
Asset Maintenance Ratio	Greater than 1x	0.93	1.14	1.14	1.14	1.14

Operating Performance Ratio: The increase in this ratio relates to the additional income expected, when compared to the operating expenditure.

Own Source Operating Revenue Ratio: This has slightly decreased due to the additional Section 64 contributions expected.

Unrestricted Current Ratio: The main reason for the improvement in this ratio, is due to the cash flowing of projects in line with their predicted rate of spend. This has resulted in a projected increase in externally unrestricted cash as at 30 June 2017.

Debt Service Cover Ratio: This ratio has improved as the increase in projected income has been higher than the increase in projected operating expenditure.

Rates, Annual Charges Ratio: This is remaining consistent.

Cash Expense Cover Ratio: This has improved due to a projected increase in cash as at 30 June 2017.

Infrastructure Renewal Ratio: This ratio has reduced, due to the cash flowing of projects to 2017/18 financial year.

Infrastructure Backlog Ratio: There is no backlog.

Asset Maintenance Ratio: This is remaining consistent.

**Group Director's Comments:**

The Sewer Fund has operated close to budget over the last nine months, with operational expenditure on target at 71% and operating revenue tracking slightly above budget at 80%. The capital program is progressing and requires a number of adjustments this quarter. These adjustments mainly relate to reforecasting the cash flow for the REMS1B project. These adjustments have been included in the budget on exhibition.

**Financial Implications**

Adjustments made in the March quarter budget review have resulted in a continued projected cash deficit budget. The current projected cash deficit is \$990K. Council will need to be mindful of the situation and not introduce new works or services unless a funding source is clearly identified.

SA17.120

## SA17.121 Paringa Park - Adoption of Non motorised Water Sports Hub Master Plan

HPERM Ref: D17/78736

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

**Attachments:** 1. Previous related Council report [↓](#)  
2. Submission summary [↓](#)

### Purpose / Summary

To seek Council approval to finalise and adopt the draft Non-motorised Water Sports Hub Master Plan – Paringa Park.

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

That Council

1. Finalise and adopt the draft Paringa Park – Non-motorised Water Sports Hub with the minor amendments as summarised in this report and outlined in the Attachment to this report.
2. Consider an allocation of \$80,000 in the 2017/18 budget to undertake detailed design of the master plan in order that the project is shovel ready for possible future grant applications.

### Options

1. Adopt the recommendation.

Implications: This will allow finalisation of the plan and be able to progress to detail design when funding is allocated to the project.

2. Adopt the recommendations with amendment(s).

Implications: Council may resolve to remove or add to the recommendations and this may require re-exhibition of the master plan.

3. Council not adopt the draft master plan and provide a different strategic direction to staff.

Implications: This may not meet the expectations of our community current users and staff.

### Background

#### Related Council resolution

Council's November 2016 Strategy & Assets Committee meeting resolved:

1. Council endorse public exhibition of the draft master plan for a non-motorised water sports hub in Paringa Park for a period of 28 days.

2. Council continue to work with Nowra Sea Scouts, Nowra Community Sailing Club, Nowra Water Dragons, Nowra Rowing Club and other relevant stakeholders during and after the exhibition period to engage with the broader community on this initiative.
3. Council receive a further report after public exhibition of the draft master plan for a non-motorised water sports hub in Paringa Park.
4. Council consider an allocation of \$80,000 in the 2017/18 budget to undertake the detailed design of the key elements of the master plan for a non-motorised water sports hub in Paringa Park in order that the project is shovel ready for possible grant applications.

The report pertaining to the above recommendation can be viewed in Attachment 1.

#### Public exhibition process

In actioning the above resolution, Council advertised public exhibition of draft master plan from 1 to 28 February 2017 and wrote to landowners adjacent to or in immediate view line of Paringa Park to advise them of the exhibition. Through this process, the community was invited to comment on the draft master plan which was available for viewing on Council's website and at Council's Administration Building, Nowra Library and Nowra Aquatic Park.

#### Submission / feedback received

As a result of public exhibition of the draft master plan, Council received 13 submissions which are provided with staff comments in Attachment 2. As noted in the attached document, these submission comments were relatively minor in content, a number of submissions had concerns regarding the space having restricted access however this is not the case as it is a multipurpose co-located facility for the whole community, and the reserve will be enhanced to allow for greater and more diverse use by the community.

The submissions have resulted in the following minor amendments to the Master Plan Notes.

- Addition of BBQ facilities
- Noting path connection to existing path

#### **Community Engagement**

As mention above, Council exhibited the draft master plan from 1 February to 28 February 2017 which involved advertising it in the press and on Councils website, and writing to adjacent landowners.

#### **Financial Implications**

To continue advancement of the detailed design so the project can be shovel ready for grant funding / project delivery in the future requires consideration to allocate \$80,000 in the 2017/18 financial year.

## SA16.18 Paringa Park - Non motorised Water Sports Hub - Draft Master Plan

HPERM Ref: D16/329306

**Group:** Corporate & Community Services Group  
**Officer:** Susan Edwards - Senior Strategic Planner

**Attachments:** 1. Draft Paringa Park non motorised water sports master plan October 2016

### Purpose / Summary

To inform Council of the progress to date on the development of a master plan to provide a non-motorised water sports hub in Paringa Park and seek endorsement to publicly exhibit the draft plan.

To inform Council of the need to consider funding the project to advance detailed design so it can be 'shovel ready' for grant funding / project delivery in the future.

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

1. Council endorse public exhibition of the draft master plan for a non-motorised water sports hub in Paringa Park for a period of 28 days.
2. Council continue to work with Nowra Sea Scouts, Nowra Community Sailing Club, Nowra Water Dragons, Nowra Rowing Club and other relevant stakeholders during and after the exhibition period to engage with the broader community on this initiative.
3. Council receive a further report after public exhibition of the draft master plan for a non-motorised water sports hub in Paringa Park.
4. Council consider an allocation of \$80,000 in the 2017/18 budget to undertake the detailed design of the key elements of the master plan for a non-motorised water sports hub in Paringa Park in order that the project is shovel ready for possible grant applications.

### Options

1. Adopt the recommendation  
Implications: This will allow the community the opportunity to comment on the draft plan and Council to proceed to detail design so that funding (including grants) can be sourced for the delivery of the project.
2. Adopt the recommendation with an amendment.  
Implications: This may delay the process and the delivery of the project.
3. Council not adopt the recommendation and provide direction to staff  
Implications: This may delay the project.

### Background

Shoalhaven River non-motorised water craft

A number of non-motorised water craft user groups currently access the Shoalhaven River (at Nowra) and utilise existing areas such as Paringa Park and Riverside Park. These users have multiple storage facilities to facilitate their water sport needs and have common needs (i.e. close water access, separation from motor craft, etc.).

To facilitate a better and consolidated facility for these groups Council in conjunction with these users has been investigating the development of a multipurpose storage building in close proximity to the river. In addition the provision of consolidated facilities would include supporting facilities such as pontoons, ramps, access path, parking, lighting etc.

To coordinate site planning and best utilisation of resources, a draft master plan has been prepared to ensure Paringa Park can cater to a wide range of user groups and becomes a key recreational and sporting hub on the river.

#### **Draft Master Plan preparation**

Council in conjunction with the key users has developed a draft master plan for Paringa Park to become a non-motorised water sports hub for users of the Shoalhaven River. Through developing the draft plan Council staff have consulted with the following main non-motorised water sporting groups:

- Nowra Sea Scouts
- Nowra Sailing Club
- Nowra Water Dragons
- Nowra Rowing Club

In follow up to Council staff meeting with the above groups, a list of their 'needs', both essential and desirable, have been considered, and where appropriate have been incorporated into the draft plan.

Presentations to all above user groups outlining the initial master plan were made on 13 April 2016 and in December 2015. In response to these presentations, there is now general agreement from these users with the draft master plan (see Attachment 1).

The user groups are working together to seek avenues for grant funding to implement the project. To date there is a high level of support and collaboration between the various user groups and an effective working relationship with Council making this a positive project.

Paringa Park also has significant site constraints related to site flooding and a drainage pipe transecting the park from the above street to the river which Council has sought engineering advice. In addition structural assessment of the existing Scouts building has been taken into consideration when developing the draft plan.

#### **Councillor Briefing**

A Councillor Briefing was held in December 2015 to discuss the future use of the Nowra Sailing Club which included the option of using Paringa Park. This briefing identified that planning for the riverfront precinct is underway at Paringa Park.

#### **Related Council Recommendation**

Council at its Ordinary Council meeting of 24 May 2016 considered a report related to 'Future use Nowra Sailing Club (MIN16.392) and the report recommended that Council:

- a) Considers allocating \$60,000 in the 2016/17 Operations Plan budget to undertake a detailed design of the Paringa Park Master Plan, and
- b) A decision on the 'Nowra Sailing Club' building be deferred pending detailed design of the precinct and consideration, after public consultation, of representation of its historic values.

In relation to (1) of the resolution of Council no funds were allocated to proceed to detail design.

**Community Engagement**

Council has been in ongoing consultation with the current and potential user groups of the Paringa Park in developing a draft master plan for the site. Initially this process has involved consulting stakeholders with their various future needs and requirements to be considered in the draft plan.

The collaboration between the user groups has indicated a strong desire to progress this project, and to work in partnership to apply for grant funding to bring this project to fruition.

The next stage of this project is to seek broader community consultation with a public exhibition of 28 days.

**Financial Implications**

To continue advancement of the detailed design so the project can be shovel ready for grant funding / project delivery in the future requires consideration to allocate \$80,000 in the 2017/18 financial year. This amount has been increased \$20,000 from the May 2016 Council resolution (above) to include design of the pontoon area and foreshore construction which was not included in the previous design estimate.

**Paringa Park Non-Motorised Water Sports Hub Draft Master Plan**

**Submission Summary & Analysis**

<b>Number</b>	<b>Respondent Comments</b>	<b>Staff Analysis</b>	<b>Recommended amendments</b>
<b>1</b>	Thanks Ruth for the update on this project. I am rather interested to see the success of this as it comes to fruition. Great Work.	Comments noted.	No action required.
<b>2</b>	Thank you for the opportunity to comment on this Draft Plan and the following comments are offered:	Comments noted.	No action required.
	Paringa Park immediately adjoins the Nowra Riverfront Precinct which is subject to a current high profile strategic planning project. While the draft Masterplan does not directly affect the project, consideration of how the park connects to the wider area does not appear to be fully considered. Some minor works may aid this, such as:	The project will involve integration with the wider Council planning of Nowra Riverfront Precinct.	No action required.
	Connecting the existing pathway to the east of the site should be considered as an important connection point. Due to the park being 'hidden' by the existing Shoalhaven Rowing Club facility and the aspect of the site, a continued path would provide visual and physical connections to the site and encourage greater use by users other than the non-motorised sporting groups.	This is the intention and is essential to ensure connectivity, it is not shown as the master plan area did not cover	<b>Add to the notes that the path will be connected to existing pathway</b>
	Relocation of the sign should also be considered for the same reasons.	Acknowledged and better signage can be incorporated into the future on ground works. The existing sign has been removed and a new sign relocated for better visual amenity.	No action required. Sign has been relocated.
	If the path cannot be constructed on the flood levy, consideration should be given to removing approximately 3 on-street parking spaces and relocating the bollards near the entry into the park. This would allow for the relocation of the sign & extension of the footpath into the park.	Acknowledged and this can be addressed at detail design phase of the project.	No action required.
	I recall that these issues/suggestions were discussed when we did the Place Making training last year and may assist this park becoming better used generally.	Comments noted.	No action required.
	It appears that the existing picnic tables are being removed. This is impractical as it discourages passive recreation by broader users.	The introduction of a foreshore area purpose and this is considered the	No action required.

Number	Respondent Comments	Staff Analysis	Recommended amendments
	Whilst it is noted that in the area identified as 'A' there will be park furniture installed, due to safety concerns individuals may hesitate to use park furniture in this location if the area is being used a boat rigging area at the same time. Again during the Place Making training it was observed that this is a place where people already currently like to eat lunch etc.	passive recreation area as identified in the notes. The Plans are conceptual and to add all these elements at this scale compromises the plan. The plan concentrates the parking towards to the cliff which allows for more foreshore passive recreation space which can be enjoyed by users on the facility and the general public	
	As far as the Nowra Riverfront project goes, it is expected that a significant increase in the density will occur in this area. On this basis it is important that the park does not only facilitate the four sporting groups but provides an opportunity for a broader group of people to utilise the space for other passive and active recreation purposes.	The facility is a multipurpose facility for the broader community with both active and passive recreation opportunities as identified in the notes.	No action required
	We are happy to expand on the above comments if needed and Michael or Jessica can assist in this regard.	Commented noted and appreciated	<b>SIP staff will continue to liaise with internal and external stakeholders as we move onto detail design.</b>
3	PLEASE have any plans assessed for disabled accessibility BEFORE final plans are laid down. Please use a Qualified Occupational Therapist NOT an architect for this. It will save a lot of angst later.	Council staff have worked closely with HANSA sailing and all access and mobility requirements are addressed, Council will continue to liaise with the necessary disability organisation and specifications during the detail design	No action required,
4	I would just like the master plan to include assurance the general public can enjoy this space, not just those who can afford such equipment. It would also benefit the area if a possible food market/food truck park could be established once a month for Shoalhaven foodies, families and youth to enjoy.	This is a community facility for both passive and active recreational pursuits. The building is a multipurpose facility to allow for many users and flexibility into the future.	No action required
5	Great initiative! It's important to encourage use of our spectacular river by providing support to encourage more people to use the wind and muscle power to enjoy it. Two provisos: the building will be seen from the bridge and the golf course so make sure it looks good and is well	The intention of the proposed building is to be in keeping with the existing rowing club, same material rooflines etc.	No action required

Number	Respondent Comments	Staff Analysis	Recommended amendments
	landscaped; and establish a speed limit / no go zone for powered craft.		
6	Looks like a great facility. I propose that there be some inclusion for free barbecues at the facility. The various sporting clubs could utilise them for social get together as well as a low cost option for families to enjoy an outing by the river. There are currently no BBQ facilities on either side of the river in the council parks.	Yes	<b>Add BBQ to the notes</b>
7	I would just like the master plan to include assurance the general public can enjoy this space, not just those who can afford such equipment. It would also benefit the area if a possible food market/food truck park could be established once a month for Shoalhaven foodies, families and youth to enjoy.	The park and the building is a community facility and will remain a community facility in a recreational park. The site is quite restricted and therefore markets would be better located at a facility such as the Nowra Show ground	No action required.
8	I do not have a problem with an upgrade of Paringa Park as long as we the residents of the area and visitors are allowed to use it... as at present we are told if any of the clubs are there we are not allowed near the place. and if we are not allowed near the place and we are not allowed to use it then the clubs need to pay for it all themselves and pay a rental fee to use the ramp... as why should my rates be used by only a select few ... this area is beautiful and should be for everyone.	This is currently a community space and will remain a community space for all members of the community to utilise	No action required
9	Council's Natural Resources and Floodplain Unit has reviewed the proposal.		
	Council will need to prepare a flood compliance report addressing appropriate controls set in Chapter G9: Development on Flood Prone Land.	yes this will be done at detail design	No action required
	If some specific controls cannot be met and Council want to pursue this proposal, the Council will need demonstrate how risk can be mitigated using a merit based approach.	Detail design will address this if required	No action required

Number	Respondent Comments	Staff Analysis	Recommended amendments
	Please note the below specific requirement under Schedule 5 Section D cannot be varied:	Office of Water has been consulted as part of the development of this plan and an on site meeting was held with an officer regarding the master plan. Council spoke with office of water and was advised that a 'Controlled Activities Approval' may be required.	No action required at this stage. Council will apply for "controlled Activities Approval" if required from office of water once details design has been undertaken.
	All Lower Shoalhaven Foreshore areas	<ul style="list-style-type: none"> <li>A minimum setback should be applied to all new development foreshore and tributary creeks of the Shoalhaven and Crook Rivers which is consistent with the Water Management Act (previously Rivers and Foreshores Improvement Act 1948) specifies the requirement of a permit for development within meters of the top of bank or shoreline.</li> </ul>	
10	I am member of Shoalhaven Rowing Club and would like to register my disagreement to the proposed construction of pontoons as launch facilities for non-motorised water craft. Although it may seem like a good idea to the uninitiated, pontoons make it actually harder to lift craft from the water. I have used pontoons at the Olympic Regatta centre in Penrith and at Leichhart Rowing Club, and, because you are lifting from foot level rather than from knee level (which is currently the case at the inwater launch and exit ramp at Paringa Park at present) the lifting process is more arduous. Try it!	The existing rowing launching area will remain, the accessible ramps and pontoons are conceptual, as noted on the plans there is options for hoist system for beach/rock landing and additional or extended pontoon, We will continue to liaise with the users as the plans progress to detail design	No action required
	Also having used the current ramp at Paringa Park for many years I am fully aware if the tree debris that washes up there in the normal high tides, let alone after flooding events. Surely pontoons will just behave like catching mits and be fouled by branches and floating logs which are often seen in the river even in normal water flows. That will mean ongoing maintenance for Council.	As with the existing ramp system it is about maintenance of the facility. This will be addressed with the governance model	No action required.
		Noted,	

Number	Respondent Comments	Staff Analysis	Recommended amendments
	The money wasted on pontoons would be better spent in the long term, paying Council staff to occasionally clear debris after abnormally high tides.		
	As for the rest of the proposed development, better street lighting would enhance the safety of the public park users and hopefully discourage the occasional party people who leave rubbish strewn about after late night gatherings.	The proposal will have lighting and will be addressed in detail design	No action required
	The proposal for an extension of the rowing club to the rear to incorporate the dragon boaters storage facility is a good one as the dragon boat club has operated out of substandard facilities for far too long. However having been on the committee of the rowing club and numerous other sporting clubs, I realise the difficulty in getting two similar but disparate groups to operate together.	This will be addressed with the governance model	No action required at this stage
	Responsibility for Security of the facility is just one area of concern as well as general upkeep responsibilities.....mundane things like who will clean the toilets, clean the floors, replace the light bulbs, repair vandalism damage and at which club's cost?	This will be addressed with the governance model	No action required at this stage
	If Council is prepared to devise an agreed charter of rights and responsibilities for the two clubs, or better still take over responsibility and cost of maintenance, then I can see it working. We have a great relationship with the dragon boaters but to get us to share facilities may stretch the friendship.	Yes - again the governance model	No action required at this stage
	Looking forward to further development of this proposal.		
<b>11</b>	First of all, the planning is just way off; REASONS: Urban Planning Issues (BASIC) 1.Parking amenities barely fit the desired need for what the club would need, I think the plan showed like five parking spaces with potential trailer parking, this blow out will be shown when an event is held. The carpark itself goes against any parking design rules, takes up too much area (m2) considering the available parking spaces.	Council have been working with the current user groups including parking requirements. please note this is a conceptual plan (master plan) so only some of the trailer parking is marked on the plan. Dragon Boats are on site and do not require trailer parking, the rowing clubs boats are on site and the hansa	No action required

Number	Respondent Comments	Staff Analysis	Recommended amendments
		sailing vessels will be on site. The facility caters for the storage of boats on site therefore less trailer parking is required. Planning cannot cater for the greatest event but for the everyday, during big events street parking will need to be utilised.	
	2.Site Constraints; The site looks tight, and you can tell by the general planning of the overall facility, then looking into the finer details you can see further problems, access, constant moving of equipment around the parking lot, this creates further hassle when you have an event on and space is required to accommodate a lot of people. Overall, the site constraints are what make the 'master plan' itself not work. The site should be reconsidered!!	This site has limitations due to the proximity of the river, the road and the escarpment. Council had investigated numerous other potential sites to house the facility but due to constraints such as flooding (which could not be overcome) this was the preferred site.	No action required
	!! 3: Urban Planning. A big issue with this plan and generally for most of the planning involving the Shoalhaven River, is that it brings nothing to the community. We have an amazing river and we are not 'activating' it! To 'ACTIVATE' something in urban planning is to bring the area to life, make people come to that area. You can see these changes being made in Canberra on Lake Burley Griffin. An outdated planning strategy is being revitalised by the activation of the foreshore. Kingston is another big example of activating the waterfront of Canberra... It is absolutely one of the best areas in Canberra now for waterfront food, accommodation and living. These strategies are what is making Canberra's Plan by Walter Burley Griffin come to life!	This site is Crown land community use that Council is trust manager of therefore there are restrictions on elements such as commercial development, we are attempting to develop a space for the whole community for active and passive recreation, with a multipurpose facility that allows for a variety of activities to be undertaken, There is potential for pop up facilities.	No action required.
	4: Shoalhaven River Needs Activation As a person who has a Masters in Architecture I continually hear people want more river front activity, not for sports, but for leisure and living. We have an asset to Shoalhaven in the river, it should be used! But not for a boating club! This is a limited number of people in the Shoalhaven and I think it should be absorbed across the river to the current wharf, even extend this make a water sports facility... Not a generalised one which divides non-motorised to motorised. Argument Summary: I think the water	Noted and agree, The community facility is multipurpose and adaptable for our community's needs. With a recreational space that can be adaptable and is connected to the foreshore areas of mavriomattes reserve which also has a master plan being developed.	No action required.

Number	Respondent Comments	Staff Analysis	Recommended amendments
	sports should be located on the Northern Side of the Shoalhaven River, This would open up the opportunity for the activation of the southern water edge, leisure, food, accommodation. I find this is wasted prime real estate in the wake of how many people will use this in the long term. The wake Boarding (motorised) have large events on, should their activities not be incorporated into the scheme???	This area is for non motorised water sports Greys Beach is a motorised water sports area with appropriate boat launching facilities.	
12	Good Morning, I am commenting on the Paringa Park Masterplan on behalf of the Shoalhaven Historical Society, of which I am Secretary. We commend Council for taking the initiative to make plans for the improvement of community resources on the Shoalhaven. The Shoalhaven River is the single biggest contributor to the early development of Nowra and surrounds. It provided an important (and often the only) means of transportation for goods and people in the early European settlement days, from the earliest Cedar getters to dairy farmers and cargo transportation. The historical society is of course very keen to see remaining glimpses of this past preserved and where long gone, recognised through appropriate signage/markings. We would hope that any redevelopment along the river would appropriately consider its heritage value, both European and Indigenous. Where appropriate we feel it is important that high quality interpretive signage is included and fully funded through any development process. Signage should be of a consistent design and presentation wherever it is installed. We also believe that the heritage of Paringa Park should not be viewed in isolation. It should be considered in an overall heritage plan that encompasses the immediate heritage precinct along the river, from the early Terara settlement, Graham lodge, Nowra Wharf, The Old Shoalhaven Bridge, Paringa Park, Nowra Park, Nowra Showground, Bens Walk and Nowra Creek. Areas on the northern side of the river such as Grey's Beach and the Grotto area should also be considered. The society offers its services to Council in contributing to the gathering and verification of historical information on these area to assist with the development of appropriate heritage recognition. Specifically, Paringa Park has early heritage significance in its role as a quarry and subsequent use for boat building and timber milling industries, all of which contributed significantly to the early physical and economic	Yes - will consider in detail design and will consult with relevant stakeholders such as historical society and also tie in with existing signage along the river bank (Mavromattes Reserve)	No action required at this stage

Number	Respondent Comments	Staff Analysis	Recommended amendments
	development of the Shoalhaven. Regards Tim Rigney Secretary Shoalhaven Historical Society museum@shoalhavenhistory.org.au		
13	<p>Thank you for your letter of 31 January 2017 referring a draft master plan for use of the subject reserves for a dedicated water sports hub at Paringa Park, Nowra. The following comments on the draft plan are now provided:</p> <ul style="list-style-type: none"> <li>• The proposal affects Lot 391 DP 755952 within Reserve 70802 for Public Recreation over which Shoalhaven City Council is the appointed Trust Manager and Lot 392 DP 755952 within Reserve 90617 for Boy Scouts over which The Scout Association of Australia, NSW Branch is the appointed Trust Manager. It would be appreciated if the current status of the affected lots could be incorporated into the plan.</li> <li>• In December 2016 blanket Aboriginal Land Claims were lodged over all Crown lands located in the Shoalhaven City LGA, including the Paringa Park site. Consequently, the department cannot allow any dealings in the land, particularly those which change the physical nature of the land, until the Land Claims are determined.</li> <li>• In addition to the consideration of the Aboriginal Land Claims, investigation of any Native Title interest in the site will also be required.</li> <li>• At the present time the proposed use of Reserve 90617 for a water sports hub is not in accordance with the gazette public purpose of the reserve for "Boy Scouts". This is complicated by the fact that the proposed building straddles both the reserve for Public Recreation and the Boy Scouts reserve. In this regard, further investigation and discussion with The Scout Association will be necessary to progress the proposal.</li> <li>• It would appear part of the proposed works, eg floating pontoons, will lie outside the reserve boundaries for which a licence direct from the Crown will likely be required. Again, authorisation of this use will require investigation.</li> <li>• It should be noted that public recreation reserves must be open to the public generally as of right. Consequently, general public use of the proposed facility should be addressed in the draft master plan, eg public use of meeting rooms, gym, toilets etc.</li> </ul>	<p>Council are aware of land tenure and are in negotiation with Sea Scouts and Crown Lands and have been throughout the process of developing the plan.</p> <p>Council are aware of Aboriginal Land Claim and will continue to negotiate with NSW Land Council on this issue. The master planning and detail designing of the site is note contrary to the land claim</p> <p>The site will continue to have a Boy Scout component and therefore not in contradiction to the current purpose. Council have written to Crown lands requesting an additional purpose on (the sea scouts land) for public recreation.</p> <p>licence would be sort at time of development.</p> <p>Council have developed a plan that is for the whole community for both active and passive recreation.</p> <p>This will be addressed with the governance model once the facility is built</p>	<p>Comments noted</p> <p>Council will continue to liaise with Crown regarding the Aboriginal Land Claim</p>

Number	Respondent Comments	Staff Analysis	Recommended amendments
	<ul style="list-style-type: none"> <li>• The draft master plan should also consider how use and occupation by the intended user groups of the facility is proposed to be authorised and managed if council does not intend to directly manage use and occupation of the proposed building .</li> <li>• The issue of the drainage of stormwater is a local government issue which would normally be addressed using appropriate measures along the Scenic Drive road reserve and not a trust issue utilising part of a public recreation reserve. This matter will require further investigation and advice from council, in its capacity as the local government authority, as to why it is necessary for the reserve to be used for this purpose.</li> <li>• It is noted that Council recently applied for funding for remediation works and re-routing of an eroding section of the Bens Walk track through the reserve to improve public safety and stabilise the bank of the Shoalhaven River within the public recreation reserve. If this matter has not already been attended to, it may impact on any future development within the site. It would be appreciated if feedback on the public's responses to the draft master plan could be provided to the department for our records in due course.</li> </ul> <p>Yours sincerely L Barr</p>	<p>Correctly noted that drainage is not the concern of the crown and council addresses this.</p> <p>Bens walk is in a different location.</p> <p><b>All council reports are public documents and all submission make part of the report.</b></p>	

## SA17.122 Improvements to Nowra Showground - Nowra Ideas Day

HPERM Ref: D17/115403

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

**Attachments:**

1. Nowra Showground Ideas Day Feedback [↓](#)
2. Management Committee Guidelines (under separate cover) [⇨](#)
3. Nowra Show Society comment on proposed population of Nowra Showground Management committee [↓](#)
4. Report - Future operations and management of Nowra Showground - Strategy & Assets Committee 18 April 2017 (councillors information folder) [⇨](#)

### Purpose / Summary

To address MIN 16.886:

*“That staff prepare a report to Council on a suite of improvements and approximate costs that could improve the Nowra Showgrounds, including but not limited to improving the lookout and picnic facilities, sealing of the roads within the showgrounds, landscaping and demarcation for camping”*

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

That Council:

1. Continue to retain existing arrangements at Nowra Showground which involves daily Ranger site visits.
2. Consider an allocation of \$10,000 in 2017/18 to develop a Nowra Showground Review and Strategy which will consider but not limited to the future camping, caravanning and management structure options.
3. Consider an allocation of \$354,000 in 2017/18 budget to undertake identified road sealing and maintenance works.
4. In partnership with the Nowra Show Society, continue to seek funding to undertake embellishments such as arena fencing, seating and painting.
5. Complete the resolution (MIN16.706) to transition the current 355 Management Committee for Nowra Communal Hall to an occupancy agreement as per the adopted resolution in October 2016.

### Options

1. Adopt all of the recommendations without amendment and provide further directions to staff.

Implications: This would allow Council to progress matters in a timely and direct manner.

2. Adopt some or all of the recommendations with amendments and provide further directions for staff.

Implications: Unknown until the amended recommendations are known.

3. Not adopt the recommendations and provide an alternate resolution with directions for staff.

Implications: Could delay any improvements on the matters outlined and further accentuate any community unrest.

## **Background**

At Council's Ordinary Meeting of 22 December 2016, Council resolved:

*"That staff prepare a report to Council on a suite of improvements and approximate costs that could improve the Nowra Showgrounds, including but not limited to improving the lookout and picnic facilities, sealing of the roads within the showgrounds, landscaping and demarcation for camping. NOTE: The Mayor amended the content of the Mayoral Minutes to reflect that Council is continuing to work through the homelessness issue within the showgrounds area" (MIN 16.886)*

To assist Council staff in their research, the Nowra Showground Ideas Day was held on 26 February 2017. This event facilitated ideas from over 70 community members (including current users, neighbours, residents and community) regarding improvements to the showground.

There was a wide variety of issues discussed however three main ideas formed the key suggestions - for a full overview of discussions see Attachment 1 - Nowra Showground Ideas Day Feedback.

The three key suggestions were:

1. To establish a Nowra Showground Caretaker
2. To complete road upgrades
3. To undertake a review of how the showground is used (including but not limited to camping and caravanning) and to establish a strategy for future use of the site.

### **1. Caretaker**

The most broadly supported suggestion that came out of the Ideas Day was the implementation of a caretaker at the showground. This was suggested primarily as a means of addressing the issue of homeless people residing at the site, however is also seen as a way of better monitoring, maintaining and managing the site.

If Council were to pursue the establishment of a caretaker, there are a number of matters that would need to be considered – they include:

- The context and definition of a 'caretaker' – defining their roles and responsibilities and their jurisdictional authority
- Human resourcing and costs of a caretaker, estimated to be approx. \$130,000 per year, plus call out fees for out of hours calls, and relief manager costs (to cover leave) of approx. \$1,800 per week
- Establishment of a caretaker cottage, which would need a Development Application and which would need to be an option through the Plan of Management for the site (currently under Aboriginal land claim) . It may be possible to have a nearby resident take on this role, however the feedback from residents at the Ideas Day was for an 'on site' caretaker.

There is a history of Council discussions, activities and decisions that need to be understood when considering suggestions about the management of the Nowra Showground – a timeline is provided below.

October 2016 – at Council’s Ordinary Meeting on 4 October 2016, in relation to a number of existing Section 355 Management Committees, Council resolved MIN16.706 part (3):

*“The following Section 355 Management Committees be renewed, however discussions commence to transition these Committees to an occupancy agreement within 2 years:*

- a. Ahimsa Sailing Club Management Committee*
- b. Jervis Bay Maritime Museum*
- c. Nowra Communal Hall*
- d. Vincentia Sailing Club*
- e. West Street Oval”*

Council’s Property Unit is working towards an occupancy agreement with Nowra Showground Gymnastics in relation to the Nowra Communal Hall.

February 2017 – on 26 February 2017, Council staff held the Nowra Showground Ideas Day to explore a range of ideas and solutions to improve the Showground. The most popular idea put forward at the event was the establishment of a caretaker.

April 2017 – at Council’s Ordinary Council Meeting on 26 April 2017, in relation to future operations and management of Nowra Showground Council resolved:

**MOTION (RESOLVED)** (Clr Gash / Clr Pakes)

MIN17.335

That Council:

1. Continue to retain existing arrangements at Nowra Showground which involves daily Ranger site visits until a formal Section 355 Management Committee over the Nowra Showground precinct is established including Nowra show society and other community representatives.
2. Defer advertising for members of the Section 355 Management Committee until the results of the Nowra Showground Ideas Day are known and further negotiations are held with the Nowra Show Society.
3. Reconsider the caretaker model following a report in May with the community feedback
4. Increase the 2017/18 budget for the Ranger site visits and security night patrols to the Nowra Showground to ensure adequate surveillance and enforcement of compliance requirements.
5. Receive a further report at its May 2017 Strategy and Assets Committee Meeting regarding feedback from the Nowra Showground Ideas Day held with the community to address Council

The above timeline demonstrates the recent history of changes in decisions, suggestions and recommendations that have been made in relation to the land use and management of the Nowra Showground.

The most recent recommendation is to establish a Section 355 Management Committee for the Nowra Showground. If this is to be pursued, Council, along with any applicants for the Nowra Showground Management Committee roles would need to be made aware of the functions and responsibilities involved this.

Full details of Management Committee roles, functions and responsibilities are provided in Attachment 2 – Management Committee Guidelines.

The Nowra Show Society has a strong objection towards continuation and membership of the current Section 355 Management Committee for the Nowra Communal Hall as outlined in their letter which is provided as an attachment to the report – Attachment 3.

For the above mentioned points, the establishment of a Section 355 Management Committee for the Nowra Showground or continuation / renewal of a Section 355 Management Committee for the Nowra Communal Hall should be considered with caution.

These considerations and others are outlined in full detail in Attachment 4 - 'Future operations and management of Nowra Showground' (SA17.101) along with information about the existing cottage on site which is currently licensed to three (3) community groups until 2024.

## **2. Road upgrades**

There were several requests for the roads within the showground to be improved/resealed. Council's Asset Team have also identified the need to reseal the roads, in particular, the western perimeter road, the road from the main gate to the lookout, and the car parks adjacent to the arena.

The complete cost for this project is approximated at \$354,000, it is identified on Councils work schedules and is currently unfunded. Council have identified this work as part of the Expression of Interest submission for the Environment and Tourism Grant, which is also for embellishments to the cattle yards, improvements to the camping facilities, roadworks and drainage.

## **3. Showground review and strategy**

The community put forward the suggestion to review current use of the showground (to include camping and caravanning use) and to establish a strategy to enhance future use of the site.

Such a process could include a review of current and future camping and caravanning, other possible land uses of the site and suitable management frameworks (including but not limited to a caretaker and/or a Section 355 Management Committee or other options). It is estimated this process would cost approx. \$10,000.

## **Other improvements**

Council has recently applied to Crown Lands Public Reserves Management Fund Program to seek funding for the completion of the fencing, replacement of the wooden seating in the showground around the main arena and for tiered seating in the added area. If this grant is unsuccessful Council will continue to seek funds to complete these much needed works. The costs of these works are estimated at \$100,000 and are currently unfunded.

An allocation of \$600,000 had been made in the draft 2018/19 budget for repainting and refurbishing buildings in the Showground. These funds were to come from Special Rate Variation revenue. However, following IPART's recent decision not to grant the SRV beyond 2017/18, the building works are currently unfunded.

The Nowra Show Society are currently seeking a Heritage Grant in consultation with Council and Council's Heritage Advisor to seek solutions to address the leak in the roof of the pavilion and works to rectify damages that have occurred. The costs to rectify this are unknown and subject to investigation works for which the funding is being sourced via a grant funding application.

## **Community Engagement**

On 26 February, 2017, the Social Infrastructure and Planning and Community Development Units held the Nowra Ideas Day. At this event Council staff worked cohesively with representatives from the Nowra Show Society and 70 community members to explore and discuss issues and solutions to improve the showground.

The community had identified its priorities within the facilitated workshop. Further engagement was available to those who could not attend via the 'Council's Get Involved Page'. The feedback page closed on 26 March. A total of 246 suggestions were documented, a number of these were duplicated, and hence the feedback was reviewed and then compiled into 79 suggestions.

## **Policy Implications**

### **Nowra Showground Review and Strategy**

The current Plan of Management for the Nowra Showgrounds provides guidance and direction on various uses of the site. Any recommendations that result from the review and subsequent strategy would need to be in line with any legislative and policy guidelines referenced in the Plan of Management. These would need to be incorporated into the revised Plan of Management.

It should be noted that at the present time the Nowra Showground is impacted by the current Aboriginal land claim on all Crown lands.

If a Section 355 Management Committee for Nowra Showground is to be established for the showground and its facilities, the management committee would need to adhere to all of the roles and responsibilities as outlined in the Management Committee Guidelines (attachment 2).

## **Financial Implications**

Council currently do not have any funds allocated for this project. Anticipated costs would be:

- Increase Ranger site visits and security night patrols – Ranger wages (to visit mornings and afternoons) at approx. \$60,000 per year
- Extra security patrols (2 extra visits per day) would cost an additional \$20 per day which equates to \$7,280 per year.
- Nowra Showground Review and Strategy – based on similar works, an external consultant would cost approx. \$10,000 to complete this review.
- Road upgrades – it is estimated these works would cost approx. \$354,000. Council currently have no allocated funds.
- Completion of the fencing, replacement of the wooden seating in the showground around the main arena and for tiered seating in the added area. The costs of these works are estimated at \$100,000
- Internal and external painting of the pavilion and committee room, including the public toilets - approx. \$410,000
- Investigation of the leak in the pavilion – estimate up to \$40,000
- Costs to rectify - this is unknown and subject to the outcome of the investigation works

The total of these current identified works are \$981,280.

It is proposed at this stage that Council should:

- Continue to retain existing arrangements at Nowra Showground which involves daily Ranger site visits and
- Increase the 2017/18 budget for the additional Ranger site visits and security night patrols to the Nowra Showground to ensure adequate surveillance and enforcement of compliance requirements.

- Allocate \$10,000 in 2017/18 to develop a Nowra Showground Review and Strategy which will consider but not limited to the future camping, caravanning and management structure options.
- Allocate \$354,000 in 2017/18 budget to undertake identified road sealing and maintenance works.

### **Risk Implications**

Community wellbeing (including residents, users of the show ground facilities and the homeless) could be further negatively impacted if these matters are not addressed in a timely, careful and sensitive manner.

NOWRA SHOWGROUND		
Comments	**Priority	*Ticks
Pedestrian Walkway around Show Ground		2
Worrigee St Entrance upgrade		13
Signage enhancement - speed, wayfinding, resource and traffic	1	25
Council vehicle usage - road degradation - to Council shed for mowers (behind café area)		
Uniformity in design (painted buildings) / incorporate CPTED principles		9
Horse box - top level off - Confirm (L)		
Road development / upgrade	1	29
Improve garbage & recycling receptacles		5
Camping and land use review review	10	38
Caretaker	13	33
Multi use chook shed slab/Multi use BBQ		6
Slab from chook shed (if moved). Possible shelter location		
Waste water/grey water management (esp. during show time)		
Shelter for meetings		
Demo Family Café	1	
Build multi use shed	1	
Make café area multiuse	1	12
Leave Chook Shed	1	1
Economic Development for Showground	1	1
Seating replacement as necessary		11
Fencing improvement as necessary		7
Consider insurance issues		
Showground Manager		
Maintenance schedule		3
Tree maintenance / solution		
Volunteer groups Landcare / Mgmt committee		16
Dog walking improvements	1	10
Improved P.A System	2	5
Use of main area not to be advertised for sporting fixtures (e.g. monster trucks clashed with cricket season)		4
Community Based events		1
Lighting - Additional tower / heritage /security		2
Block off "Showground Alley" at both ends when show not on		
Pavillion Step improvement		
More trotting events		
All funds raised by activities at Showground to be reinvested in the Showground		
Safety rails to be installed in grandstand		
Pavillion overlook / Hanging Rock / Ben's Walk / preservation / Youth		11
Child friendly area	1	7
Child friendly area		
Carpark behind Committee		
More solar power needed		3
Parking improvements	1	8
Seats in a horseshoe		
How will it be funded		
Amenities - Showers/Toilets need improving		
Gym Equipment at look out spots/or in Showground		

Remove shipping container		
Better name than Added Area (Interactive Attractions Arena) - Honour the personnel who when to war original users.		3
Access issues	1	
Toilets needed to be increased - cleaner and functional	1	2
Mulch is taking up space that could be utilised better - mulch to be used for showground improvement. Utilise this area better. Does the mulch need to be dumped here		5
Gates closed at 9.30 -10am		
Increase size of added area to 60mt boundary - would be able to be used by more sport organisations	1	
Landscaping	1	4
Heritage retention	1	3
Arboretum/botanical garden (northern fence line (Mulch area): bush tucker/knowledge sharing (i.e. Shoalhaven Heads ongoing security issues)	5	1
Water tanks		4
After house numbers posted		
Cover over woodchop		
Wall art on Commentators Box		
What is future of croquet club?		
Gates to not be able to get under or over		
Love idea of commentary/corporate box with extra community facilities (e.g.: toilets-kitchen etc.).		1
New plan needs to reflect current uses & be updated		1
Celebrated entrance with rainforest trees - native/common trees		
McKenzie gate to be a focal point to entry - would like different use	1	4
Men's shed would like more space near existing space		1
Is this to keep people out or make better use of?		
Show time takes priority when being delivered		
Committee should reflect all users of space. (Legalities/leases etc. could be developed)		1
Don't like thoroughfare - Too many entrances & exits		
Injecting safe room/needed		
Public education/report to Police		
Money raised by users works of space - should go to Showground Committee to maintain & improve	3	
Other uses of Gymnastics Hall		5
Access to grandstand - should it be locked.		

\*\*On Nowra Ideas Day, the participants were issued with one red dot. This dot denoted priority for the participant. The first column is a compilation of important issues raised by participants.

\*The second column of ticks denotes suggestions brought up repeatedly by participants, but not necessarily deemed important enough to expend the one red dot.

**From:** [wendywoodward@gmail.com](mailto:wendywoodward@gmail.com)  
**Date:** 21 April 2017 at 12:25:51 pm  
**Subject:** Nowra Showground Management Committee

Good Morning

It has been brought to my attention that the council have proposed to implement a Management Committee for the Nowra Showground.  
On behalf of the Nowra Show Society I wish to explain our thoughts on this matter

1. This decision appears to have been taken without consultation with the Show Committee / and or other regular users of the Showground.
2. It appears to have been decided without the benefit of the report from the community day organised by council officers into the continued and future uses of the Showground. Over 70 people participated on the day and several others expressed views via the council website.
3. A major decision such as this should allow for more thought for and regards to the required involvement of volunteers and the expertise needed to ensure success

A Show Society deputation would be happy to speak to the councillors/or officers to further discuss with this issue.

Kind regards

Wendy

Wendy Woodward  
President Nowra Show  
P: 0417 061 316  
E: [info@nowrashow.org.au](mailto:info@nowrashow.org.au)

Sent from my iPad

## SA17.123 Grant Funding - Sanctuary Point Shop CCTV additional cameras

**HPERM Ref:** D17/133195

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

**Attachments:** 1. Sanctuary Point shops rear CCTV Grant Letter [↓](#)

### Purpose / Summary

To advise Council on the successful funding application submitted to the Safer Communities Fund (the Programme) through the Department of Industry, Innovation and Science (DIIS) to enable the installation of two additional CCTV units at the rear of the Sanctuary Point Shops.

### Recommendation

That Council accept the Safer Communities Funding to the value of \$31,000 to enable the installation of two additional CCTV units at the rear of the Sanctuary Point Shops and vote the funds for the works.

### Options

1. Council adopt the recommendations.

Implications: This will ensure funding to install two additional cameras to provide surveillance for the rear of the shops.

2. Council reject the recommendation and provide an alternate.

Implications: Funding offer is declined and the installation of the two cameras does not proceed.

### Background

Councils Community Development Unit applied to the Federal Department of Innovation Industry and Science for \$31,000 to assist with the installation of two additional cameras at the rear of Sanctuary Point Shops for the total cost of \$44,499.

Shoalhaven City Council will purchase, contract and install two cameras to be located at the back of the Sanctuary Point Shops. Poles, switches and boxes will be installed. Cameras will complement the seven cameras currently at the front of the shop.

The Sanctuary Point community have been advocating for the additional two cameras. The installation of cameras is one tool available to reduce criminal activity and anti-social behaviour in this location. The large field behind the shop site which includes the skate park, schools and civic amenities has minimal surveillance. Community and shop keepers have a perception of improved safety with the installation of cameras. Consultation with Police and community resolved that cameras will be beneficial as a crime detection tool.

**Community Engagement**

Previous engagement regarding the installation for the seven cameras at the front of the Sanctuary Point shops had included the community and retailers requesting cameras for the rear of the shops.

**Policy Implications**

No policy implications.

**Financial Implications**

An additional \$13,499 required beyond the \$31,000 grant funding will be met by Council from within an existing Community Development operational budget. Ongoing maintenance of this asset will be the responsibility of Council.

**Risk Implications**

The program will not introduce additional risk.



**THE HON MICHAEL KEENAN MP**  
**Minister for Justice**  
**Minister Assisting the Prime Minister for Counter-Terrorism**

MS17-000890

Your reference no: AGSCF55674

Mr Alan Blackshaw  
Unit Manager Community Services  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541  
[alan.blackshaw@shoalhaven.nsw.gov.au](mailto:alan.blackshaw@shoalhaven.nsw.gov.au)

Dear Mr Blackshaw

I am writing to advise you of the outcome of Shoalhaven City Council's application for funding under round one of the Safer Communities Fund (the Programme).

As you are aware the Programme implements the Government's \$40 million commitment to keep Australians safe by boosting the efforts of identified local Councils and community organisations to address crime and anti-social behaviour by funding community safety initiatives. This Programme is being delivered by the Department of Industry, Innovation and Science (DIIS) on behalf of the Commonwealth.

Your application has been assessed against the merit criteria outlined in the *Safer Communities Fund – Delivery of the Government's Election Commitments (Round 1) Guidelines* (the Guidelines). Following advice from DIIS, I have awarded funding to your project.

DIIS will contact you to discuss the next stage of the process and to negotiate a grant agreement for the project activities. As part of these negotiations, DIIS may seek further information from you to confirm details specific to your project and will advise of any conditions that need to be met prior to a grant agreement being finalised.

Funding commences once both parties have executed the grant agreement. You should not commit or spend funds on the proposed project activities in anticipation of receiving grant funds.

I congratulate Shoalhaven City Council on receiving this important funding and look forward to hearing about the success of the activities funded under the Programme.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Michael Keenan'.

**Michael Keenan**

## SA17.124 Shoalhaven Tourism Advisory Group - Quorum and Membership

HPERM Ref: D17/137336

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

### Purpose / Summary

To seek Council approval on the amendment of the Terms of Reference regarding membership and the quorum number for the Shoalhaven Tourism Advisory Group (STAG).

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

That the Terms of Reference for STAG be amended as follows;

#### 1. Membership

The membership shall comprise of the following delegates:

- A maximum of 9 skills based Industry Representatives, each position holding one membership vote each
- All Councillors to be recognized as official members, with membership vote limited to two positions, voting Councillors to be nominated to STAG by Council.
- Chairperson of the Shoalhaven Sports Board
- A representative of National Parks and Wildlife (NPWS) as nominated by NPWS, holding one membership vote
- The Mayor

2. **The quorum** be set to 7 members.

### Options

1. Council except the recommendation and changes be made to the Terms or Reference.

Implications: Greater industry influence in STAG and fewer numbers in membership will allow the STAG to carry out business with less numbers.

2. Council except part one of the recommendation

Implications: Membership be updated to reflect fewer voting numbers but does not recognise an official change to the quorum.

3. Council except part two of the recommendation

Implications: Voting membership to stay as 'it is', but quorum to be changed to fewer members to allow STAG to carry on business with fewer members present.

## Background

The STAG has seen two (2) recent meetings not go ahead due to lack of quorum and several meetings where members have had to leave early due to busy schedules. The members feel that the total membership and resulting quorum, which is currently at majority of members, is currently too high.

In 2016, STAG membership, as per the Terms of Reference, was set to 16 total members and quorum set to half plus one, 9 members.

Membership included:

- A maximum of 9 skills based Industry Representatives
- A maximum of 5 Councillors
- Chairperson of the Shoalhaven Sports Board
- The Mayor

Changes have been recommended from Council in recent times bringing the total STAG membership to 18 and the quorum to 10 members.

Changes included:

- An additional Councillor was added to the membership
- An additional position was created and allocated to NPWS

## Current Membership

### 9 Industry representatives

Ms Lynne Locke  
Ms Annie Cochrane  
Mr Matthew Forbes  
Ms Catherine Shields  
Ms Jo Thomas  
Ms Louise Hallum  
Mr Paul McLeod  
Mr Rob Crow  
Mr Neil Rodgers

### 6 Councillors plus the Mayor

Mayor Amanda Findley  
Cllr Gash  
Cllr Kitchener  
Cllr Watson  
Cllr Wells  
Cllr Alldrick  
Cllr John Levett

### Sports Board Chair

Mr David Goodman

### NPWS Representative

STAG recognises the critical part Councillors play in leadership and support of tourism, both in industry development and strategy. It is the wish of the group that all Councillors are offered membership, as both current members and additional Councillors who attend meetings regularly, are of critical importance to the group for their experienced input, guidance and support. It is also recognised that Councillors hold full calendars and are often very busy with lots of commitments.

As the industry grows and takes on a greater leadership role in STAG, it is requested that Council recognise the important role industry play in tourism and formally allow the voting membership to reflect this.

SA17.124

## SA17.125 2017 NSW Local Roads Congress - Making Our Roads Work

**HPERM Ref:** D17/142413

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

**Attachments:** 1. Weekly Circular 16/17 - LGSA - Item 18: Free Registration Opportunity for Councillors for the 2017 NSW Local Roads Congress - Making Our Roads Work [↓](#)

### Purpose / Summary

To consider Councillor attendance at the 2017 NSW Local Roads Congress - Making our Roads Work scheduled for Monday 5 June 2017 in Parliament House, Sydney NSW.

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

That Council

1. Notes the details of the 2017 NSW Local Roads Congress - Making our Roads Work scheduled for Monday 5 June 2017 in Parliament House, Sydney NSW.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, 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.

Implications: Travel, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy

2. That Council limit the number of Councillors attending the Conference to a defined number and such attendance be deemed Council Business.

Implications: This would limit the expense to the Council for matters

### Background

The 2017 NSW Local Roads Congress - Making our Roads Work 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 : The Roads and Transport Directorate and LGNSW are offering free registration for Councillors for the Local Roads Congress and Congress Dinner
- Travel, accommodation and out of pocket expenses: not yet determined.

The Conference commences at 5.00pm.

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

- Councillors Briefing - Development Matters - 4.00pm
- Development Committee - 5.00pm.

**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.



## Roads and Transport

### Item 18: Free Registration Opportunity for Councillors for the 2017 NSW Local Roads Congress - Making Our Roads Work

The Roads & Transport Directorate and LGNSW are offering free registration for councillors for the Local Roads Congress and Congress Dinner at NSW Parliament House (5 June 2017).

Council senior infrastructure managers or directors of engineering who register for this annual congress can also register a councillor at no additional cost.

The NSW Roads Congress provides a forum for mayors, councillors, administrators, general managers and senior engineering staff to have access to ministers and senior NSW Government staff to discuss current issues.

Congress' hosts, the Road & Transport Directorate and LGNSW, recognise the difficulties local governments face in attempting to solve roads and transport issues in isolation. Hence, an aim of the congress is to collectively solve issues through discussion, education, ongoing and sustained advocacy and speaking with one voice.

It is an opportunity to meet together under a local government banner to up the ante for additional road funding while also catching up with the latest in roads and transport.

#### Dates and location

Monday 5 June 2017  
Parliament House, Sydney

#### Online information

[www.ipwea.org/nsw](http://www.ipwea.org/nsw)

#### Contact

Events & Operations Manager  
Carina Jakobsen,  
02 82673006  
[carina.jakobsen@ipwea.org](mailto:carina.jakobsen@ipwea.org)  
R90/0724 RC

## **SA17.126 Local Government Remuneration Tribunal - Determination - Councillor and Mayoral Fees, and the Categorisation of Councils 2017/18**

**HPERM Ref:** D17/143049

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

**Attachments:** 1. 2017 Annual Determination - Local Government Remuneration Tribunal (under separate cover) [⇒](#)

### **Purpose / Summary**

The purpose of this report is to note and consider the attached determination from the Local Government Remuneration Tribunal and to adopt the fees payable to the Mayor and Councillors for the 2017/18 financial year.

### **Recommendation**

That Council note the Local Government Remuneration Tribunal review of annual fees and agree to adjust Councillor and Mayoral fees for the 2017/18 financial year to \$19,310 and \$42,120 respectively.

### **Options**

1. As recommended
2. Adjust the Councillor and Mayoral fees to a lesser amount.

### **Background**

The Local Government Remuneration Tribunal (the Tribunal) has awarded an annual fee increase of 2.5 per cent, with effect from Saturday 1 July 2017. Section 241 of the Local Government Act 1993 (the Act) requires the Tribunal to determine each year the maximum and minimum amounts of annual fees payable during the following year to Mayors and Councillors. Section 248 and 249 of the Act require Councils to fix and pay an annual fee based on the Tribunal's determination.

The Tribunal has advised since the making of the 2016 determination a number of Councils have been amalgamated resulting in the creation of 20 new Councils. The impact of those structural changes is an overall reduction in the number of Councils in NSW from 152 to 128. The significant change has prompted a review of the existing categories and the allocation of Councils into each of those categories.

The Tribunal has determined a categorisation model which differentiate Councils primarily on the basis of their geographic location. Other factors which differentiate Councils for the purpose of categorisation include population, the Council's economic influence and regional servicing degree.

The Categories are as follows:

Metropolitan	Non-metropolitan
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small	

**Shoalhaven City Council remains in the Regional Rural Category.** Councils categorised as Regional Rural will typically have a minimum population of 20,000 (and less than 150,000).

The Tribunal advised that the majority of Councils will receive an increase of 2.5 per cent only which is consistent with the Government’s Wages Policy.

Councils are to fix Councillor and Mayoral fees for the 2017/18 financial year based on the Tribunal’s Determination. The level of fees paid will depend on what category the Council is in. A Council cannot fix a fee higher than the maximum amount determined by the Tribunal. If a Council does not fix a fee, the Council must pay the minimum fee determined by the Tribunal.

The recommendation outlined in the report reflects the maximum fee payable, as has been the practice of Shoalhaven City Council for a number of years.

The Councillor and Mayoral fee adoption is distinct and separate to the payment of expenses and provision of facilities to Councillors. The Mayoral Fee is an amount paid to the Mayor in addition to the Councillor Fee.

Please see attached 28 April 2017 *Annual Report and Determination of the Local Government Tribunal under Sections 239 and 241 of the Local Government Act 1993* for further information.

### Community Engagement

Council is not required to undertake community consultation in relation to the adoption of the fee amendment determination process.

### Financial Implications

**Current 2016/17 budgeted fees** paid to Shoalhaven City Mayor/Chairperson and City Councillors/Members:

CATEGORY	Councillor Annual Fee	Mayor Additional Fee*
Regional Rural	\$18,840	\$41,090

SA17.126

Proposed fees to Shoalhaven City Councillors and Mayor 2017/18 financial year:

**2017/18 Determination - Pursuant to Section 241 of Fees for Councillors and Mayors**

CATEGORY	Councillor Annual Fee		Mayor Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Regional Rural	\$8,750	\$19,310	\$18,630	\$42,120

\*this fee must be paid in addition to the fee paid to the Mayor as a Councillor/Member (s429(2)).

The proposed Budget allocation in the Draft 2017/18 Budget for Councillors/Mayoral fees is **\$307,000** which is sufficient to cover the maximum fees as recommended in this report.

## SA17.127 Huskisson Public Wharves - Access Working Party

HPERM Ref: D17/131844

Group: Assets & Works Group  
Section: Asset Management

### Purpose / Summary

To report on the results of the Huskisson Public Wharves Access Working Party

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

That the report on the outcomes from the Huskisson Wharf working party, on vessel access at the Huskisson Public Wharves be received for information

### Option

1. As recommended receive the report for information

Implication: The outcomes of the Huskisson Wharf working party will be implemented. Signage will be provided to indicate that the two critical zones are “loading zones”, this supports the management committee and the working group in their endeavours to ensure inclusive tourism and access for all at the wharf.

2. Propose an alternative recommendation

### Background

Council at its meeting on 28 February 2017 considered a deputation in relation to access issues at the Huskisson public wharves and resolved that:

*“Council establish a Huskisson Wharf working party, made up of representatives of RMS, Crown Lands, Jervis Bay Wild (Brendan Aulsebrook), Huskisson Wharf Management Committee (David MacDonald & Terry O’Connor) and Inclusive Tourism (Chris Mitchell) be established immediately with a meeting to be held within 21 days to discuss the ongoing issues at Huskisson Wharf of disability access for inclusive tourism.”*

The working party met on site on 21 March 2017 and recommended that :

- a. Signage/markings be provided to delineate the critical loading/uploading zones for Port Venture and Huskisson Ferry
- b. Refer the matter to the Huskisson Wharf Management Committee(HWMC) for consideration
- c. That if the HWMC agreed, signage would be implemented and there would be no further need for the working party to meet again
- d. RMS to provide examples of signage/that has been used elsewhere

The Huskisson Wharf Management Committee met on 26 April 2017 and unanimously agreed with the recommendation subject to signage being provided to indicate that the two

critical zones are “loading zones”, with the key benefit of informing vessel operators using the wharf.

### **Community Engagement**

The Huskisson Wharf Management Committee is the relevant consultative group for operational matters concerning management of the Wharf.

### **Financial Implications**

Provision of signage can be funded from the Waterways Maintenance budget.

## **SA17.128 Accessible Car Parking Spaces - Graham Street and McGrath Ave Nowra**

**HPERM Ref:** D17/96657

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

### **Purpose / Summary**

To report on the possibility of creating a dedicated disabled parking space within the angled parking on the eastern side of Graham Street, Nowra as requested by the Shoalhaven Access Advisory Committee (SAAC) following a Notice of Motion (MIN17.152).

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

That

1. A location in McGrath Avenue, Nowra be identified for two accessible car parking spaces and associated parking changes.
2. Proceed to public consultation on McGrath Avenue car parking improvements and if broad community support is received, refer the item to Shoalhaven Traffic Committee for review and determination.

### **Options**

1. As recommended, council installs an accessible parking space and associated works within the currently time restricted 90 degree parking on McGrath Avenue. (Recommended)

Implications: Council's CBD parking strategy has identified parking within McGrath Avenue closer to the toilets, which will align with other parking proposals within this street. Funding is available in the 2017/18 budget for this location.

2. Recommended originally by Shoalhaven Access Advisory Committee (SAAC) (not recommended)

Implications: The proposed location of works would not be suitable due to site constraints. A longer distance to walk to the public toilets would also be required from the space.

### **Background**

The Shoalhaven Access Advisory Committee (SAAC) resolved at its meeting on 27 July 2016 that

- A report back to the Shoalhaven Access Advisory Committee on the possibility of an accessible car park to be included for:
  - a) the 45 degree parking area at Graham St Nowra (near the public toilet);

- b) Meroo Rd Bomaderry (near the pub).

Council also resolved, in part, at its meeting on 28 February 2017 (minute MIN17.152) that

- Council refer the following recommendation from the SAAC to the Council Traffic Staff for review and report back to Council:
  1. Convert the 2 x 45 degree existing car parking spaces in Graham Street to one accessible car parking space.
  2. Include the new accessible icon signage.

The SAAC requested Council investigate providing accessible parking on the eastern side of Graham Street to provide increased access to the toilets located within Harry Sawkins Park for mobility parking scheme (MPS) permit holders.

In contrast, Council has proposed to extend the existing 45 degree parking on Graham Street in this location. Also installation of a kerb ramp is problematic, and the distance to the public toilets is longer than from the McGrath Avenue location.

The one hour (1P) parking spaces on the northern side of McGrath Avenue have been identified in the Nowra CBD parking strategy for amendment to all-day parking. These spaces are adjacent to the Harry Sawkins Park toilets.

As an alternative to the original SAAC recommendation, it is now proposed to allocate two of these proposed all-day parking spaces to accessible parking allowing for increased access to the toilets and surrounding infrastructure by mobility parking scheme (MPS) permit holders. This has been subsequently supported during an onsite meeting held with SAAC representatives on the 12<sup>th</sup> April 2017.

### **Community Engagement**

Discussions have occurred with SAAC representatives. Broader community consultation for the proposed changes and those identified in the Nowra CBD parking strategy within McGrath Avenue will be undertaken prior to planned works.

### **Financial Implications**

The provision of an accessible space on McGrath Avenue to be used by permit holders is estimated to cost approximately \$9000. Funding is available from the existing budget in 2017/18.

## SA17.129 Outdoor dining on public footpaths - Review of fee waiver

HPERM Ref: D17/122659

Group: Assets & Works Group  
Section: Business & Property

### Purpose / Summary

To review the current practice of waiving annual outdoor dining fees for users of public footpaths.

### Recommendation

Council reintroduce annual outdoor dining fees for the use and occupation of public footpaths across the Shoalhaven at the flat rate of \$62.4/m<sup>2</sup> per annum and an application fee of \$161.2, commencing 1<sup>st</sup> July 2017.

### Options

1. Adopt the recommendation

Implications: Council will gain a source of revenue to assist in supporting financial sustainability. This would be similar to other Councils charging the users and occupiers of public footpaths, resulting in an increase to Council's revenue base. The fee is currently in the Fees and Charges and has been advertised but is waived.

2. Not adopt the recommendation, provide further direction to staff and propose an alternative

Implications: Will result in the status quo - continuation of not charging for the occupation and use of public footpaths with Council foregoing revenue generating opportunities. Service levels remain the same.

### Background

Currently Council grants approvals for outdoor dining on public footpaths under Section 125 of the Roads Act 1993, and in accordance with the progression of the following Council resolutions:

At Council's Ordinary meeting on Tuesday 9<sup>th</sup> June 2009 it was resolved in part (MIN09.732) to:

- a) *Council resolve to prepare a draft DCP for the Commercial Use of Public Footpaths and place this document on public exhibition in accordance with Clause 18 of the Environmental Planning and Assessment (EP&A) Regulation 2000 and that this draft DCP be incorporated into Council's draft citywide DCP 2009;*
- b) *In the spirit of encouraging the uptake of future applications for alfresco dining in the Shoalhaven, Council set the current fee for the licencing component for alfresco dining on public footpaths as; no licence fees for the first two years, a*

*50% reduction for the life of the alfresco dining, and retains the 50% reduction in DA fees, but completely removes the Section 94 Developers Contribution component for off-street car parking in the assessment of DAs for out-door dining within Council’s footpath reserve;*

Whilst the intention of the above MIN09.732 was to encourage the uptake of outdoor dining on public footpaths in the City, it did not produce the desired outcome. Informal feedback from businesses indicated the pricing system under MIN09.732, in particular exemptions and discounts, was confusing as was the need for a second approval after development consent and the fact that some businesses had been carrying out the activity for years without hinderance. Consequently there were more non-compliant businesses occupying public footpaths for outdoor dining than compliant.

A report to Council’s Ordinary meeting on Tuesday 26<sup>th</sup> March 2013 that looked to address the above noted issue and in an attempt to simplify the charging regime resulted in the resolution under MIN13.303 in part:

- c) *A two year trial on not charging licence fees be undertaken*

Subsequently a review was undertaken in March 2015 that resulted in a report to Council’s Property Steering Committee on the 3<sup>rd</sup> March 2015 and a resolution under delegation to:

*“.....continue not to charge annual fees for Outdoor Dining on public footpath subject to the following conditions:*

- a) *Review be undertaken in 2 years; and*
- b) *Council review the decision to charge fees if Outdoor Dining becomes difficult to manage in a particular footpath area.*
- c) *That correspondence be sent to relevant Business Owners (food shops) in CBD areas to inform them of Councils Policy.”*

Notwithstanding the review period had not expired, Council resolved in part at Council’s Ordinary meeting on the 15<sup>th</sup> March 2016 (MIN16.196) as part of the adoption of the 2016/2017 list of fees, charges and rentals to:

- b) *Continue to not charge annual fees for Outdoor Dining on public footpaths until 1 July 2017 and that this be subject to a further review as part of the 2017/18 budget process.*

### **Financial Implications**

Council has 51 outdoor dining approvals in place across the Shoalhaven, where an initial application fee of \$155 is currently charged this is proposed as \$161.20 in 2017/18. The table below shows the current level of outdoor dining approvals, listed by year:

<b>Calander year</b>	<b>No of Approvals granted</b>
Pre 2013	3
2013	7
2014	10
2015	16
2016	11
2017 to April	4
<b>Total</b>	<b>51</b>

At the fixed rate of \$60/m<sup>2</sup> Council is currently foregoing \$25,000 to \$30,000 pa in fees across the 51 approvals. Since the inception of fee waiving Council has foregone income of between approximately \$100,000 and \$120,000.

The table below shows a comparison to a cross section of other Councils fees and charges for outdoor dining applications and rate per m<sup>2</sup> compared to the Shoalhaven:

Council Area	Application fee \$	Charge rate per m <sup>2</sup>	Comment
Cronulla	165	90 – 310	4 zones
Griffith	145	52	Flat rate
Port Macquarie	377	62 – 142	Currently 1 year waiver for Wauchope & Laurieton only
Kiama	260		Charge per chair
Hornsby	270	270	Flat rate except Hornsby Mall at \$539
Tweed	350	91 or 143	Two rates – other & CBD
Ballina	165	18 – 56	Multiple rates
Lake Macquarie	410	75 or 135	Two tiers
Wingecarribee		48 or 162	Other and premium
Eurobodalla	163	91 or 124	Other & Batemans Bay
<b>Shoalhaven</b>	<b>161.2</b>	<b>0</b>	<b>Draft 2017/18</b>

SA17.129

### Risk Implications

Should outdoor dining fees be reintroduced, businesses may not continue to offer outdoor dining on the public footpath, restricting amenity and impacting on the ability to encourage vibrant streetscapes.

As is the case with the introduction of a new fee, the reintroduction of a waived fee, especially after 4 years, will have risk attached. In this case the risk of losing al fresco dining in the streetscape needs to be considered.

Council has an opportunity to gain additional revenue which supports the financial sustainability of Council.

## SA17.130 Update Council on negotiations with property owners affected by the Bomaderry Nowra Regional Sports & Community Precinct Master Plan

HPERM Ref: D17/137888

Group: Assets & Works Group  
Section: Business & Property

### Purpose / Summary

To inform Council of the current status of negotiations with affected property owners being 109,111,111a and 113 Cambewarra Road, Bomaderry

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

Receive the report for information on negotiation with property owners.

### Options

1. Adopt the recommendation

Implications: Council will be updated on the current status of negotiations

2. Not adopt the recommendation and provide further direction to staff

### Background

Council resolved at its Ordinary Meeting on the 12<sup>th</sup> December 2016 under MIN16.987 in part to:

9. *Council continue to liaise with affected property owners being 109,111,111a and 113 Cambewarra Road, Bomaderry, and report back to Council on the owners current position.*

Based on the above formal negotiations have commenced with the affected property owners, they all have indicated their willingness to negotiate in respect to their properties.

Negotiations are being conducted under the "Land Acquisition (Just Terms) Compensation Act 1991 No 22". The Act requires the assessment of compensation to consider:

Section 55(a) – Market Value

Section 55(b) – Any Special Value

Section 55(c) – Any loss attributed to severance

Section 55(d) – Any loss attributed to disturbance

Section 55(e) – The disadvantage resulting from relocation (set at \$75,000 if principal place of residence or part thereof if a tenant, based on a sliding scale for length of occupation to a max of 50%)

Section 55(f) – Any increase or decrease in other land

Of the above, Market Value is determined by the respective Valuers representing each party and Council agreeing to the amount. Notwithstanding, in some cases property owners have a different view of what they consider their properties to be worth.

In the case of the four affected properties “loss attributed to severance” and “any increase or decrease in other land” are not applicable.

Disadvantage resulting from relocation (the old solatium) is set by legislation as described above.

The remaining Sections above of Special Value and loss attributed to disturbance are variables and agreed between each party and Council.

Notwithstanding negotiations are well underway, given the property market continues to rise and the time lag that can result between agreement and Council approval, reports seeking approval to purchase with detailed compensation amounts will be presented to a confidential session directly to Council’s Ordinary meeting in May.

If a resolution is made to proceed contracts can be exchanged, with owners receiving monies no later than 42 days thereafter.

A further report to Council will be provided to seek a determination based on the outcome of the negotiation.

## **SA17.131 Proposed Deed of Agreement with adjoining owner - Lot 25A DP5996 Bryces Road, Far Meadow**

**HPERM Ref:** D17/142513

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

### **Purpose / Summary**

Local Government Act – Section 10A(2)(c) – Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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

This report recommends the consideration of a separate confidential report, this includes consideration of a proposed agreement with the owners of Lot 6 DP618525 to facilitate the lodgement of a Development Application for a boundary adjustment/subdivision of the adjoining Council owned land comprised in Lot 25A DP5996 Bryces Road, Far Meadow.

### **Recommendation**

That Council, in accordance with Section 10A(2)(c) of the Local Government Act 1993, consider a separate confidential report on this matter.

### **Options**

1. Council accept the recommendation as presented.

Implications: Consider a separate confidential report which outlines the proposal.

2. Provide further direction to staff and propose an alternative

### **Background**

The subject land was transferred to Council for 'reservoir purposes' in 1920. The land was never utilised for the intended purpose and is no longer required resulting in it being surplus to Council's operational requirements.

A watercourse passes through the centre of the lot which impacts the building envelope, and the ability to meet the minimum setback requirements from the watercourse and property boundaries.

To facilitate the construction of a dwelling, a boundary adjustment/subdivision is proposed to relocate the building envelope to a site within the adjoining Lot 6 and Council retains ownership of an equal sized parcel with a dwelling entitlement.

## **SA17.132 Surrender of Lease - Reflections Cafe - Slice of Life**

**HPERM Ref:** D17/137786

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

### **Purpose / Summary**

To seek approval from Council as Reserve Trust Manager of the Worrigea (R97869) Reserve Trust to the surrender of the lease with Slice of Life (Aust) Pty Limited for the Reflections Cafe.

### **Recommendation**

Council, in its capacity as the Worrigea (R97869) Reserve Trust agrees to the surrender by Slice of Life Australia of the Reflections Café lease as at 31 May 2017.

### **Options**

1. Adopt the recommendation

Implications: The lease will be surrendered thus providing Council as Reserve Trust Manager the ability to consider other options for the provision of the café services at the Crematorium.

2. Not adopt the recommendation and provide further direction to staff

Implications: Café services will not be provided at the Crematorium following memorial services.

### **Background**

Slice of Life (Aust) Pty Limited has been in occupation of the subject property since 2008 providing catering for services held at the Shoalhaven Memorial Gardens & Crematorium. At the expiry of their lease in 2015, expressions of interest were advertised with Slice of Life (Aust) Pty Limited being the sole party to submit an expression of interest.

Due to ongoing financial pressures, Slice of Life (Aust) Pty Limited, a Shoalhaven-based not for profit organisation has now been forced to cease operations.

In the circumstances, there does not appear to be any reason to refuse to permit the surrender of the lease, particularly as it appears likely that the company is to be wound up

The Shoalhaven Memorial Gardens & Crematorium Manager has indicated an interest in operating the café in-house on a trial basis for six (6) months providing catering for services held at the facility. As catering for services from this café reflects on the Council as the Reserve Trust manager, operating it in-house would provide the Council greater control of the standard of catering services provided to customers.

### **Community Engagement**

This matter is considered to be a Local Area Low Impact issue as detailed in Council's Community Engagement Policy and Handbook and no community engagement has taken place.

### **Financial Implications**

The current rent is \$4,195.66 per annum. As Slice of Life (Aust) Pty Limited was the sole party to submit an expression of interest in 2015, there is no evidence to suggest that an expression of interest process would be successful in securing a new tenant. In that case, the café will be left vacant and so catering would not be provided at the facility. If the Shoalhaven Memorial Gardens & Crematorium is to take up operation of the café in-house, additional income will be generated for the Council.

## **SA17.133 Old Bakery - Disposal of property 124 -126 Jacobs Drive, Sussex Inlet**

**HPERM Ref:** D17/139588

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

### **Purpose / Summary**

To consider a recommendation to authorise the sale of the “Old Bakery at Sussex Inlet” located at 124 – 126 Jacobs Drive, Sussex Inlet.

### **Recommendation**

Council:

1. Advertise its intention to dispose of the Old Sussex Inlet Bakery in accordance with Policy 16/256 and if no objections are received, authorise the sale by public auction of the property located at 124-126 Jacobs Drive, Sussex Inlet comprised in Lots 97 & 98 DP 21038
2. Authorise the General Manager to set the auction reserve (based on valuation advice) and to finalise the terms of a sale within 10% of the reserve or list price in the case of a private treaty sale if the property fails to sell at auction.
3. Fund all costs associated with the sale from job 88818 and the net income be placed in the Strategic Property Reserve; and
4. Grant authority to affix the Common Seal of the Council to any documents required to be sealed and that the General Manager be authorised to sign any documents necessary to give effect to this resolution.

### **Options**

1. Adopt the recommendations

Implications: The proposed sale will be advertised and if no objections to the sale of the property are received it will go to auction. The proposed sale will generate additional income for Council and dispose of a property asset that does not currently support community needs. If objections are received a further report to Council will be provided.

2. Not adopt the recommendations and provide further direction to staff

Implications: The property will be retained with Council responsible for ongoing maintenance and property related costs

### **Background**

At Council’s Ordinary meeting on the 24<sup>th</sup> May 2016 (MIN16.394) the following Notice of Motion was adopted:

*“...the General Manager develop a Report to Council considering the proposed sale of Council owned land known as “The Old Bakery” on Jacobs Drive Sussex Inlet.”*

The subject property is comprised of two parcels of land comprised in Lots 97 & 98 DP 21038 and is 1903.29 sq m in area. The land is classified Operational with a zoning of R2 Low Density Residential under Shoalhaven LEP 2014.

Council purchased the property in 2012 for \$206,000 with the intention of using it as a Visitor Information Centre. Unfortunately the building has remained vacant, has become a target for vandalism and has deteriorated to almost derelict status over this time.

Although the building has undergone numerous alterations over its life, redevelopment was required in order for the building to be brought up to the standard required for community uses and it was estimated in 2009 (shortly prior to purchase) that such work would cost Council over \$250,000. The estimate covered internal and external works such as reroofing; rewiring of the electricals; weather sealing; wall damage repair; the installation of a stormwater system; painting (internal & external); floor coverings and removal of the oven. This cost was deemed prohibitive and so Council did not proceed with the work and the property remained vacant.

In the circumstances, it is now proposed to demolish the building and other structures and dispose of the vacant land, 2 lots as one parcel by way of public auction.

Council has received a quote to demolish the building and other structures on the land for \$45,000. This quote includes the removal of all building waste together with a large commercial oven and levelling of the land in readiness for sale.

Council staff have considered the proposed disposal of this property and no objections have been received as a result of that consultation.

The proposal to dispose of this property asset is in line with recommendations in the Community Infrastructure Strategic Plan.

### **Community Engagement**

The proposed sale of the Old Sussex Inlet Bakery is considered to be a local area low impact issue as outlined in Council’s Community Engagement Policy and Handbook and appropriate community consultation will occur.

Consultation will include newspaper advertising of the proposed sale in the South Coast Register and notification on Council’s website and Facebook page. Any objections received will be considered and resolved before proceeding with the sale and may be the subject of a further report to Council.

The local Community Consultative Body (Sussex Inlet and Districts Community Forum) is aware of the intention to sell, however they will be informed of the auction date once known.

### **Financial Implications**

The proposed sale of this land will generate additional income for Council to be set aside for future land development and disposal projects. This represents potential for an improved return on assets which is considered to be in the best interests of the wider community.

## **SA17.134 Progress on Community Concept Plan - Larmer Ave, Sanctuary Point**

**HPERM Ref:** D17/133284

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

**Attachments:** 1. Bherwerre Wetland Concept Plan 3 (4) [↓](#)

### **Purpose / Summary**

Over the past 12 months staff have worked with the Bay and Basin Community to develop a concept plan for the flood liable Council land on Larmer Avenue (Bherwerre Wetland). After much consultation, the draft concept plan has been completed and has wide community support.

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

That Council:

1. Endorse the concept plan for Bherwerre Wetland as the basis for future negotiations once funding is available; and
2. Congratulate both the Basin Villages Forum and The Bay and Basin Community Resources for actively leading local residents through a cooperative planning process.

### **Options**

1. Endorse the attached plan for Bherwerre Wetland as the basis for future negotiations once funding is available and congratulate both the Basin Villages Forum and The Bay and Basin Community Resources for actively leading local residents through a cooperative planning process.

Implications: Council recognises the level of consultation which has occurred to develop this concept plan that is a solutions based approach to community issues and provide positive feedback on a job well done.

2. Council note the progress on this community driven planning process

Implications: Council stays abreast of the progress of this project but does not recognise the community participation in the process.

3. Council requests more information and detail.

Implications: Staff will provide a supplementary report.

### **Background**

In 2012 thirty hectares of flood liable land covered in an endangered ecological community came into Council's ownership as Operational land. In 2015, staff approached the Basin Villages Forum and facilitated a 'community steering group' of people representing key

community groups to come up with a plan for the future use of the land. The Community Steering Committee was hosted by Bay and Basin Community Resources. Tight parameters were set in order to respect the natural values of the site and capacity of the land. The previous 12 months of consultation (details in Community Engagement) and collaboration has achieved a workable concept plan acceptable to the whole community. All views and ideas put forward have been considered and balanced against one another by the Community Steering Committee. The latest Concept Plan (**attached**) incorporates passive recreation, disabled access, concerns from neighbours, conservation outcomes and educational outcomes.

A community survey (online and street stalls) found that 98% of respondents were supportive of the measures illustrated in the concept plan. The latest plan has been mailed out to surrounding landholders for their information. It will also be promoted by the Village Forum and Bay and Basin Community Resources.

The Community Planning process leading to this concept plan has been entered for a Local Government NSW Excellence in the Environment Award.

In order to activate the outcomes in this plan a Biodiversity Banking Assessment has been undertaken. Credits calculated will cover the proposed activities if a buyer can be found. The credits have been floated on the Biobanking Public Credit Register for prospective buyers. It could take some time to find a buyer but having the community supported concept plan ready will expedite the process once this occurs.

### **Community Engagement**

Presentations at the Basin Villages Forum and Sanctuary Point Pride, information on the websites of the Forum and Bay and Basin Community Resources, street stalls, letters to surrounding land holders, community radio and an online survey and calling for submissions.

Development of a Community Steering Committee (through calls of expressions of interest to community groups) has been key to this project. This group has met regularly over the past 12 months to consider submissions and feedback and develop the Concept plan. The Basin Villages Forum has actively assisted with engagement and dissemination of information.

### **Financial Implications**

If a buyer for the credits cannot be found the only other way for this project to proceed is for Council to consider a future budget allocation.



Bherwerre Wetland - A Community Concept 3

## SA17.135 Re-Adoption of Pesticides Use Notification Plan - 2017

HPERM Ref: D17/137060

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

**Attachments:** 1. Revised - Pesticide Use Notification Plan - 2017 [↓](#)

### Purpose / Summary

To consider the re-affirmation of the existing Pesticide Use Notification Plan, which addresses Council's obligations concerning the use of pesticides under S. 19 (1) (a) and (b) of the *Pesticides Regulation 2009* and to ensure that Council gives public notice of the proposed use of pesticide in accordance with the Regulations and the provisions of the Plan.

Council ensures pesticides are applied to its public places in a safe, responsible manner, minimising harm to the community or the environment.

Council's Pesticide Use Notification Plan has been revised to ensure that it is compliant with the provisions of the *Pesticides Regulation 2009*.

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

That Council re-affirm the Pesticides Use Notification Plan with minor amendments outlined in the report.

### Options

1. Adopt the recommendation

Implications: Minor revision will ensure compliance with the provisions of the Pesticides Regulation 2009.

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

### Background

Council is required under the *Pesticides Regulation 2009* to have an endorsed process whereby Council will notify the public and other interested parties about how Council will manage its use of pesticides in the local government area.

The adoption of the revised Pesticide Use Notification Plan will address this obligation and will ensure that Council is compliant with the provisions of the *Pesticides Regulation 2009*.

Council staff will continue to ensure that pesticides that are applied in public places are used in a safe, responsible manner, minimising harm to the community or the environment.

### Community Engagement

No community engagement carried out as only minor changes to meet regulatory requirements.

**Policy Implications**

If the policy is not re-affirmed a new policy will need to be developed to meet regulatory requirements.

**Risk Implications**

If the policy is not re-affirmed it may impact on the ability to carry out weed management.



## PESTICIDE USE NOTIFICATION PLAN

**Policy Number:** POL16/246  
**Adopted:** 28/11/2006  
**Amended:** 28/07/2009, 21/06/2013  
**Minute Number:** MIN06.1644, MIN09.972, MIN13.600  
**File:** 17031E  
**Produced By:** Planning, Environment & Development Group  
**Review Date:**

SA17.135 - Attachment 1

## PESTICIDE USE NOTIFICATION PLAN

### 1. INTRODUCTION

This pesticide use notification plan has been prepared by Shoalhaven City Council in accordance with the requirements of the ~~Pesticides Regulation 1995~~ Pesticides Regulation 2009 (the Regulation).

The aim of this plan is ~~to address Councils' obligations concerning the use of pesticide under S> 19 (1) (a) and (b) of the Regulation and to ensure that Council has given public notice of the proposed use of pesticides in accordance with this plan. Council will give public notice of the proposed use of pesticide in relation to~~ to meet the community's general right to know about pesticide applications made on any prescribed public place ~~to outdoor public places that are~~ is owned or controlled by Shoalhaven City Council. The plan allows members of the community to take action to avoid contact with pesticides, if they wish. Council ensures pesticides are applied to its public places in a safe, responsible manner, minimising harm to the community or the environment.

~~Other prescribed public places may be~~ (There are public places under the control of other public authorities, e.g. National Parks, State Forests, Water NSW, etc. and nature reserves, railways and highways. These authorities are required to implement their own notification plans.)

~~The plan describes~~ sets out how Shoalhaven City Council will notify members of the community of pesticide applications it makes or allows to be made to public places that it owns or controls.

The plan describes:

- What public places are covered by the plan
- Who regularly uses these public places and an estimate of the level of use
- How and when Council will provide the community with information about its pesticide applications in these public places
- How the community can access this plan and get more information about Council's notification arrangements
- How future reviews of the plan will be conducted
- Contact details for anyone wishing to discuss this plan with Council

### 2. PUBLIC PLACES COVERED BY THIS PLAN

Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns or controls within the boundaries of the City of Shoalhaven:

- Community Land – Park and General Use including

- gardens
- playgrounds
- picnic areas
- surrounds of community and operational buildings
- surrounds of cemeteries and crematoria
- Community Land – Sportsground including
  - sporting fields and ovals
  - surrounds of swimming pools
  - showgrounds
  - golf course
- Community Land – Natural Area including
  - Walking trails ( both formal and informal)
  - Look-outs
  - Bushland areas without walking trails
- Road and drainage reserves including
  - Verges
  - Footpaths
  - Gardens
  - Drains
  - Laneways
- Asset protection zones ( for bushfires)
- Operational land, utilised as, or adjacent to, public places including
  - Pump stations
  - Communication facilities
  - Tourist parks

This notification plan does not apply to the use of pesticide use within Council buildings, in public baths, swimming pools or spas.

Council's estimate of the level of community use, the regular user groups and types of pesticide use in each of these categories of public places is summarised in the following table.

Public places	Regular user groups	Level of use of public place	Type of pesticide use
<b>Community Land – Park and General Use</b> <ul style="list-style-type: none"> <li>• gardens</li> <li>• playgrounds</li> <li>• picnic areas</li> <li>• surrounds of community and operational buildings</li> <li>• surrounds of cemeteries and crematoria</li> </ul>	<ul style="list-style-type: none"> <li>- children</li> <li>- young families</li> <li>- elderly people</li> <li>- general recreational users eg joggers, picnickers</li> <li>- social groups</li> <li>- community organisations</li> <li>- people attending burials or cremations</li> </ul>	Variable and seasonal use - higher use on weekends, during holidays and warmer months - use dependent on functions held at community buildings	Spot application of herbicides or insecticides Broadscale selective or non-selective herbicides Broadscale insecticides Fungicides Spray termiticides Spray ant control Bait termiticides Large vertebrate baiting
<b>Community Land – Sportsground</b> <ul style="list-style-type: none"> <li>• sporting fields and ovals</li> <li>• surrounds of swimming pools</li> <li>• showgrounds</li> <li>• golf course</li> </ul>	<ul style="list-style-type: none"> <li>- children</li> <li>- families</li> <li>- sporting groups</li> <li>- spectators (all ages)</li> <li>- school groups</li> <li>- swimmers (all ages)</li> <li>- golfers and visitors</li> <li>- walkers</li> </ul>	Variable use - higher use on weekends - moderate use in evenings - no swimmers during pool closure season - higher during Shows - higher during golf competitions	Spot application of herbicides or insecticides Broadscale selective herbicides Broadscale insecticides Fungicides Spray termiticides Spray ant control Bait termiticides
<b>Community Land – Natural Area</b> <ul style="list-style-type: none"> <li>• Walking trails</li> <li>• Look-outs</li> <li>• Bushland</li> </ul>	<ul style="list-style-type: none"> <li>- general recreational users eg joggers, walkers</li> <li>- cyclists</li> <li>- tourists</li> <li>- Bushcare volunteers</li> </ul>	Low use	Spot application of herbicides or insecticides Broadscale selective herbicide Spray termiticides Bait termiticides Large vertebrate baiting
<b>Road and Drainage Reserves</b> <ul style="list-style-type: none"> <li>• Verges</li> <li>• Footpaths</li> <li>• Gardens</li> <li>• Drains</li> <li>• Laneways</li> </ul>	<ul style="list-style-type: none"> <li>- local residents and visitors</li> <li>- vehicle operators</li> <li>- government and private employees</li> </ul>	Variable use - low in rural areas - low to moderate in residential areas - moderate to high in commercial areas	Spot application of herbicides or insecticides Broadscale selective herbicide Spray termiticides Bait termiticides Large vertebrate baiting Fungicides
<b>Asset Protection Zones</b>	<ul style="list-style-type: none"> <li>- residents living adjacent or near APZ</li> </ul>	Low use	Spot application of herbicides or insecticides Broadscale selective herbicide Spray termiticides Bait termiticides Large vertebrate baiting

Public places	Regular user groups	Level of use of public place	Type of pesticide use
<p>Operational land utilised as, or adjacent to, public places</p> <ul style="list-style-type: none"> <li>• Pump stations</li> <li>• Communications facilities</li> <li>• Tourist parks</li> </ul>	<p>- general recreational users <i>eg</i> joggers, walkers</p> <p>- patrons and visitors to tourist parks, all age groups</p>	<p>Low use except tourist parks which have variable use depending on season</p>	<p>Spot application of herbicides or insecticides</p> <p>Broadscale selective herbicide</p> <p>Spray termiticides</p> <p>Bait termiticides</p> <p>Fungicides</p>

### 3. NOTIFICATION ARRANGEMENTS

This section of the plan describes ~~the manner in which how and when~~ Shoalhaven City Council will provide notice of pesticide use in ~~its public prescribed public~~ places ~~under its ownership, management or control~~, including special measures for ~~defined~~ sensitive places that are adjacent to public places, arrangements for emergency pesticide applications and circumstances where notice will not be given.

These notification requirements are based on Council's assessment of:

- The level of usage of public places where pesticides may be used
- The extent to which members of the public who are most likely to be sensitive to pesticides (*eg* young children, the sick, pregnant women; *sick* and elderly people) and are likely to use these areas regularly
- The extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides
- The *class type* and quantity of pesticide used

#### How and when notice of pesticide use will be provided

Notice of pesticide use will be provided by one or more of the following ways:

- Signs
- Information on Council's internet website
- Letters or letterbox drop
- Telephone, fax or e-mail
- Door knocking
- Print and/or electronic media (generally only for aerial spraying)

Council will also allow persons to nominate to have their details placed on a central register which would allow them to be notified of pesticide uses within 150 metres of their residence, which exceed the minimum quantity (see below).

Council frequently uses small quantities of some pesticides that are widely available in retail outlets and ordinarily used for domestic purposes, including home gardening *eg* glyphosate-based products. Quantities, less than 20 litres of 'ready-to-use' mixture, will not be 'notifiable' i.e. Council does not intend to provide notice for such pesticide applications. This will also apply to minor control of indoor and outdoor

insect pests using baits or aerosol spray cans and spot weed control using a wand, hand-held spray bottle or gel herbicide applicators.

This notification plan does not apply to pesticide use within Council buildings.

Pesticide use is subject to suitable conditions (e.g. weather) so appropriate prior warning will generally be found on Council's website. The website will contain details of the areas where pesticides are expected to be used in the next 7 to 14 days.

Any aerial spraying or large vertebrate baiting programs arranged by Council will also be notified in local papers as well as the website.

**(a) Community Land**

On community land, signs will be erected near the pesticide application area and/or main entrances and/or at the start of trails or tracks, when quantities exceed the notifiable limit (see above). These signs will be erected to maximise effectiveness and will contain contact details for those wishing to find out more information of the pesticide use. However, signs will not be required for pesticide use, in Natural Areas e.g. bushland, away from tracks and trails.

Signs will be erected for all the pesticide uses listed in the table above and remain in place until either the pesticide is removed or has dried (if sprayed.)

Where pesticide use occurs within 150 metres of 'sensitive places' (see definition below), the occupiers will be provided with 48 hours notice by telephone, fax, e-mail, letter or letter drop (whichever is most practicable). Persons on the central register will be similarly notified.

**(b) Road and Drainage Reserves (Public Roads and Car Parks)**

Road and drainage reserves may contain road pavements, footpaths, verges, drains, gardens, laneways etc. When quantities exceed the notifiable limit, signs will be erected near the pesticide application area and/or entrance to car park and/or start of road and/or on the spray vehicle, where applicable. These signs will be erected to maximise effectiveness and will contain contact details for those wishing to find out more information of the pesticide use.

Signs will be erected for all the pesticide uses listed in the table above and remain in place until either the pesticide is removed (e.g. baits) or has dried (if sprayed.)

Where pesticide use occurs within 150 metres of 'sensitive places' (see definition below), the occupiers will be provided with 48 hours notice by telephone, fax, e-mail, letter or letter drop (whichever is most practicable). Persons on the central register will be similarly notified.

**(c) Asset Protection Zones (APZ)**

In asset protection zones, signs will be erected near the pesticide application area, when quantities exceeding the notifiable limit are used. These signs will be erected to maximise effectiveness and will contain contact details for those wishing to find out more information of the pesticide use.

Signs will be erected for all the pesticide uses listed in the table above and remain in place until either the pesticide is removed or has dried (if sprayed.)

Where pesticide use occurs in an APZ or within 150 metres of 'sensitive places' (see definition below), the adjacent occupiers will be provided with 48 hours notice by telephone, fax, e-mail, letter drop or door knocking (whichever is most practicable). Persons or organisations on the central register will be similarly notified.

**(d) Operational land adjacent to public places**

Where operational land is adjacent to moderate to high use public land, signs will be erected near the pesticide application area, when quantities exceed the notifiable limit. These signs will be erected to maximise effectiveness and will contain contact details for those wishing to find out more information of the pesticide use.

Signs will be erected for all the pesticide uses listed in the table above and remain in place until either the pesticide is removed or has dried (if sprayed.)

Where pesticide use occurs within 150 metres of 'sensitive places' (see definition below), the occupiers will be provided with 48 hours notice by telephone, fax, e-mail, letter or letter drop (whichever is most practicable). Persons on the central register will be similarly notified.

**(e) 'Sensitive Places'**

Clause 14J(1)-18 of the Pesticides Regulation 2009 defines a "sensitive place" to be:

- a) ~~School, pre-school, kindergarten or childcare centre,~~
- b) ~~a hospital, community health centre or nursing home~~
- c) ~~any place declared to be a sensitive place by the Environment Protection Authority by order published in the Gazette.~~
- ~~school or pre-school~~
- ~~kindergarten~~
- ~~childcare centre~~
- ~~hospital~~
- ~~community health centre~~
- ~~nursing home~~
- ~~place declared to be a sensitive place by the Environment Protection Authority (now a part of the Department of Environment and Conservation).~~

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Special notification measures for programmed pesticide use in public places within 150 metres of a sensitive place will apply. Occupiers will be provided with 48 hours notice by telephone, fax, e-mail, letter or letter drop (whichever is most practicable), for pesticide use above the minimum notifiable quantities.

**(f) Notification of emergency pesticide application**

In cases where emergency pesticide applications in public places are required to deal with biting or dangerous pests (that pose an immediate health hazard), signs will be erected near the pesticide application area. These signs will be erected to

maximise effectiveness and will contain contact details for those wishing to find out more information of the pesticide use.

Signs will be erected for all the pesticide uses listed in the table above and remain in place until either the pesticide is removed or has dried (if sprayed.)

Where emergency pesticide use occurs within 150 metres of 'sensitive places' (see definition below), the occupiers will be contacted prior to commencement by telephone, fax, e-mail, or letter drop (whichever is most practicable). Persons or organisations on the central register will be similarly notified.

**(g) Pesticide contractors and lessees of public places**

Where Council uses contractors to apply pesticides on its behalf, Council will ensure that notification is made in accordance with the notification requirements of this plan.

Where persons and organisations hold an existing lease on Council-controlled land that remains a public place and if they use pesticides in this area, Council will still require notification in accordance with the requirements of this plan.

**4. WHAT INFORMATION WILL BE PROVIDED**

In accordance with clause ~~44L(2)(g)~~20(1)(h) of the Pesticides Regulation 2009, the following information will be available by contacting the telephone number listed on signs and/or on Council's website (www.shoalhaven.nsw.gov.au):

- (i) the full product name of the pesticide to be used,*
- (ii) the purpose for which the pesticide is to be used,*
- (iii) the dates on which, or the range of dates during which, the pesticide is to be used,*
- (iv) the places where the pesticide is to be used,*
- (v) any warnings about limitations on the subsequent use of or entry onto the land if such warnings are specified on the approved label for the pesticide or in the permit for use of the pesticide,*
- (vi) a contact telephone number or email address for the officer of the public authority whom the affected persons can contact to discuss the notice*

- ~~the full product name of the pesticide to be used, and~~
- ~~the purpose of the use, clearly setting out what pest or pests are being treated, and~~
- ~~the proposed date/s or date range of the pesticide use, and~~
- ~~the places where the pesticide is to be used, and~~
- ~~contact telephone number and email address of the Council officer who people can contact to discuss the pesticide use notice, and~~

- ~~any warnings regarding re-entry to or use of the place, if specified on the pesticide product label or the APVMA<sup>1</sup> permit.~~

#### 5. HOW THE COMMUNITY WILL BE INFORMED OF THIS PLAN

Council will advise the community of this plan and its contents by:

- making a copy of the plan available for viewing, free of charge, at its Administrative Centre, Bridge Road, Nowra
- placing a copy of the plan on the its website at [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)
- placing a notice in local papers inviting submissions from the public on the draft plan
- adopting the plan, after public consultation, at an Ordinary Meeting of the Council

#### 6. FUTURE REVIEWS OF THE PLAN

The notification plan will be reviewed every four years or when circumstances require a review of the plan. The review will include:

- a report on progress of implementing the plan
- placing any proposed changes to the plan on public exhibition and calling for submissions on these changes
- making recommendations for changes to the plan, if applicable, in light of the public submissions

#### 7. CONTACT DETAILS

Anyone wishing to contact Council to discuss the notification plan or to obtain details of pesticide applications in public places should contact:

~~Chief Noxious Weeds Officer Team Leader Noxious Weeds~~  
PO Box 42 Nowra NSW 2541  
Tel 02 ~~442931144~~4293833 or 0437 745 927  
or  
access website [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

<sup>1</sup> The Australian Pesticides and Veterinary Medicines Authority (APVMA), the national government body responsible for assessing and registering (or otherwise approving) all pesticide products in Australia and for their regulation up to and including the point of retail sale.

## SA17.136 Triple Bottom Line (TBL) Performance Reporting 2015-2016

**HPERM Ref:** D17/113031

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

**Attachments:** 1. WS TBL 2015-16 Shoalhaven (councillors information folder) [↗](#)  
2. SGE TBL 2015-16 Shoalhaven (councillors information folder) [↗](#)

### Purpose / Summary

The purpose of this report is to inform Council of the outcomes for Shoalhaven Water as contained within the NSW Department of Primary Industries (DPI) – Water, Triple Bottom Line Reporting.

The TBL is provided to Council's each year to assist in the benchmarking process for NSW Local Government Water Utilities (LWU's) and to allow Councils to make comparisons of their performance in respect of Water Supply and Sewerage services.

It is a requirement for Councils to review and provide an action plan addressing any areas of "under performance" identified in the TBL and this is to ensure compliance with the NSW Government Best Practice Management of Water Supply and Sewerage Guidelines.

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

That the information in this report be noted and council acknowledge the excellent results.

### Options

1. Adopt the recommendation
2. Council can add to any of the proposed Action Plan responses to the TBL or seek additional information on any of the indicator results.

Implications: May be governed by any additions to the proposed Action Plan.

3. Not resolve as recommended and provide further directions to staff.

### Background

Following an analysis by the DPI Water, the TBL performance reports are made available to Water Utilities for comparison approximately 12 months after the end of each financial year to which they refer. The results and action plan must be reported to Council in order to comply with the Water Supply and Sewerage Best Practice Management Guidelines

The TBL has four broad Performance Indicators (Utility, Social, Environmental and Economic) and a subset of seven parameters (water) and eight parameters (sewer) to which performance is linked. Performance is also measured against National trends where applicable via the Bureau of Meteorology Urban Utility Reporting mechanism. A full copy of

the 2015/2016 TBL Water and Sewerage Performance Comparison is located in the Councillors Information folder.

Whilst the TBL provides a ranking for Shoalhaven Water for each criteria against all LWU's and those with > 10,000 properties, a low numerical ranking is not necessarily reflective of a negative result. For example, low water charges are given a low ranking and Shoalhaven is ranked 5 for its Typical Residential Bill for Water (which means it has one of the lowest bills in the category). Interpretation of the tabular results therefore needs to be done in an informed manner. Shoalhaven Water received a total of seven results across both its water and sewer businesses in the ranking of 5. A ranking of 5 indicates performance in the bottom 20% of utilities.

	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
Shoalhaven Water	4	3	7

It should be noted that 3 of the 4 water business low rankings shown above for Shoalhaven Water were due to the low charge applied for water supply services. This is not considered to be a poor result for customers.

In summary, the TBL revealed positive key results highlighted by the DPI Water analysis including;

Water Supply Performance

- Achievement of 100% compliance with all of the Best Practice Management Water Supply Guidelines Performance Criteria,
- Full Cost Recovery pricing, without significant cross subsidies,
- Renewals expenditure (1.2%) of the capital replacement cost was significantly higher than the state wide median of 0.6%,
- Typical Residential Bill was \$328 which was significantly less than the state wide median of \$601 and national median of \$623,
- Residential revenue from usage charges (76%) was higher than the state wide median of 73% and 66%,
- Average annual residential water consumption of 150 kilolitres which is less than the state wide median of 162 and national median of 181 kilolitres,
- The operating cost per 100km of water main was \$858 and this was significantly less than the state wide median of \$1,120,
- The operating cost per property was \$278 and this was significantly less than the state wide median of \$440 and national median of \$485,
- The management cost per property was \$141 and this was less than the state wide median of \$148,
- Water main cost per property was \$53 and this was significantly less than the state wide median of \$71,
- Water quality complaints of 0.2 per 1,000 properties was less than the state wide median of 3 and national median of 2,
- Water service complaints of 0.5 per 1,000 properties was significantly less than the state wide median of 4 and equal to the national median, and
- Compliance with microbiological water quality, physical and chemical compliance was 100% and equal to the state wide and national median.

Sewerage Performance

- Achievement of 100% compliance with all of the Best Practice Management Sewerage Supply Guidelines Performance Criteria,
- Sewerage service complaints (per 1,000 properties) was 0.5 which is significantly less than the state wide median of 5 and less than the national median of 1,

- Average sewerage interruption (minutes) was 47 which is significantly less than the state wide median of 108 and national median of 101 minutes,
- Sewer main breaks and chokes (per 100km of main) was 13 which is significantly less than the state wide median of 38 and national of 20
- Biosolids re-used was 100% consistent with the state wide median and higher than the national average of 90%, and
- Treatment cost (\$ per property) was \$126 which is less than the state wide median of \$159.

### Key Issues

The following is a summary of those indicators required for reference within the Action Plan for inclusion in the Shoalhaven Water Strategic Business Plan, as required by the Best Practice Management Guidelines;

\*ranking in the table below refers to the result in column 2 of the TBL comparison. The ranking is relative to other LWU's with >10,000 properties. The rankings are based on the top 20% being measured as 1 and the bottom 20% being ranked as 5.

The Analysis/Action Plan comments which are provided below **represent any ranking score of 5** which have been extracted from the TBL Performance Comparison.

#### \*Water Supply

TBL Indicator	Indicator	Result	Analysis/Action Plan Comments (if applicable) - Indicators
<b>Best Practice Management Guidelines and Summary</b>		Complied with all the required criteria. Performance ranking against other LWU's was at the better end of the scale for all indicators resulting in an excellent overall report.	Nil.
<b>Utility - Characteristics</b>			
NA	Nil Issues		
<b>Social – Charges &amp; Bills 2013/2014 and 2014/15</b>			
12a	Residential water usage charge (c/kl)	165 c/kl in 2015-16.	This is the 5th year that Shoalhaven Water's water usage charge is significantly lower in comparison to the NSW median of 228c/kl and National median of 190c/kl. There is no requirement or plan to increase the usage charges beyond the current Long Term financial Plan pricing path of matching inflation when required. The pricing strategy is consistent with the NSW BPM Guidelines and to meet the % of revenue as required under those Guidelines. Nil action required.
12	Residential water usage charge (c/kl)	170 c/kl in 2016-17.	As per above. This is consistent with the Financial Plan with an inflationary increase in 2016-17. Nil action.
17	Revenue per property – water (\$/property)	\$530	As per above. The level of revenue (combined usage and fixed charges) is significantly less than both the NSW median (\$928) and National (\$921). Shoalhaven revenue per property is consistent with the Long Term Financial Plan and Asset Management to ensure the continued viability of the business. Nil action required.
<b>Social – Health</b>			
NA	Nil Issues		

<b>Social – Service Levels</b>			
NA	Nil Issues		
<b>Environmental – Natural Resource Management</b>			
NA	Nil Issues		
<b>Economic - Finance</b>			
42	Current replacement cost (\$ per assessment)	\$12,400	This indicator is reflective of the size of the scheme and is consistent with previous years. The level of increase is less than both the NSW median and National replacement cost increases.
<b>Economic - Efficiency</b>			
NA	Nil Issues		

### \*Sewerage

TBL Indicator	Indicator	Result	Analysis/Action Plan
<b>Best Practice Management Guidelines and Summary</b>		Complied with all the required criteria. Performance ranking against other LWU's was at the better end of the scale for all indicators resulting in an excellent overall report.	
<b>Utility - Characteristics</b>			
8	Employees (# per 1,000 properties)	2	This is slightly higher than the NSW median of 1.7. The Shoalhaven result is a consequence of the size of the sewerage schemes.
<b>Social – Charges &amp; Bills</b>			
NA	Nil Issues		
<b>Social – Health</b>			
NA	Nil Issues		
<b>Social – Service Levels</b>			
NA	Nil Issues		
<b>Environmental – Natural Resource Management</b>			
NA	Nil issues		
<b>Environmental – Performance</b>			
35	Sewer overflows reported to the environmental regulator (# per 100km main)	4.4	This is higher than the NSW median of 0.9. Further analysis of this figure has indicated that the methodology for reporting has changed – and a poorer result is partly due to the higher number of sewerage schemes in the Shoalhaven. It is also reflective of significant wet weather events. Further work on inflow and infiltration is required for Shoalhaven schemes.
<b>Economic - Finance</b>			
43	Revenue from non-residential and trade waste charges (%)	15	The is slightly lesser than the NSW median of 19% and the result of a phased increase commenced in 2013 to lessen the impact on non residential customers.
<b>Economic - Efficiency</b>			
NA	Nil Issues		

SA17.136

### Community Engagement

A copy of the TBL performance report will be included within the Shoalhaven Water Strategic Business Plan. The Customer Service Plan performance benchmarking are closely linked to

the results of the TBL. The plan will be updated during 2017 to encompass these results together with the BOM National Performance report.

The documents indicated above are all publically available and a summary with links to Shoalhaven's performance will also be promulgated for customers on the Shoalhaven Water website.

## SA17.137 Review of Shoalhaven Water Group Policies

**HPERM Ref:** D17/118362

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

**Attachments:** 1. Community Service Obligations - Water Supply, Wastewater, Effluent, Trade Waste Services and Section 64 Contributions [↓](#)  
2. Water Meter Services - Downsize, Disconnect or Nominal Sizing [↓](#)

### Purpose / Summary

All Public and Local Approval Policies are to be submitted to Council within 12 months of the election of Council. The two Public Policies proposed for reaffirmation represent “Round 3” of this requirement in respect of the Shoalhaven Water Group responsibilities.

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

That Council reaffirm the following policies with minor changes:

1. POL16/83 – Community Service Obligations – Water Supply, Wastewater, Effluent, Trade Waste Services and Section 64 Contributions
2. POL16/92 – Water Meter Services – Downsize, Disconnect or Nominal Sizing

### Options

1. Adopt the recommendation as written.

Implications: Minor changes will assist for currency. There are no significant changes.

2. Not adopt the recommendation.

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

### Background

The purpose of the first policy statement is to outline Council’s determining criteria for recognition of Community Service Obligation and the charging policy of water, wastewater, effluent, trade waste services and Section 64 contributions for approved Community Service Obligation organizations or projects. The policy is still relevant and current.

Minor tracked changes have been made to the policy as shown on the attachment. The changes relate to updating the currency of wording, titles and general formatting.

The second policy provides guidance to customers on making an application to downsize, upsize, disconnect or nominal sizing of water meter service connections and the process involved. The policy is still relevant and current. Minor tracked changes have been made to the policy as shown on the attachment. The changes relate to updating the currency of wording, titles and general formatting.

### **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.



## Community Service Obligations - Water Supply, Wastewater, Effluent, Trade Waste Services and Section 64 Contributions

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: POL16/83  
Adopted: 23/02/2004  
Amended: 28/09/2004, 27/06/2006, 25/11/2008, 21/05/2013  
Minute Number: MIN04.218, MIN04.117, MIN06.660, MIN06.853, MIN08.1534, MIN13.499  
File: 12039E  
Review Date: Thursday, 1 December 2016

## 1 PURPOSE

The purpose of this policy statement is to outline Council's determining criteria for recognition of Community Service Obligation and the charging policy of water, wastewater, effluent, trade waste services and Section 64 contributions for approved Community Service Obligation organizations or projects.

## 2 STATEMENT

Council reaffirmed this policy in its revised format by Minute 06.853 on 27<sup>th</sup> June 2006.

### 2.1 General

The Independent Pricing and Regulatory Tribunal in 1996 determined in its recommendation on Cross Subsidies, that CSO's are essentially an issue for Government policy and, as such a matter for Governments. The Tribunal considered however that the preferred method of funding CSO's should be through explicit and transparent government payment. This action is consistent with the NSW Government Water Supply, Sewerage and Trade Waste Pricing guidelines for Local Water Utilities.

This policy will provide consistency in the recognition and determination of organizations to qualify as CSO's and summarise the degree of subsidy by Council.

### 2.2 Documentation Endorsement

The information within this policy statement is based on various Council resolutions relating to Community Service Obligation.

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- File 72/4510 Council Meeting of 10<sup>th</sup> June 1997 – Non Rateable Water and Wastewater services
- File 72/4510 Council Meeting of 17<sup>th</sup> June 1997 – Church Schools
- File 2213 Council Meeting of 28<sup>th</sup> May 2002 – Usage Charges for Playing Fields CSO3
- File 24523 Council Meeting of 23<sup>rd</sup> June 2003 – Effluent Pump out Services
- File 12039 Council Meeting of 23<sup>rd</sup> February 2004 – CSO for Water and Wastewater Charges
- File 12039 Council Meeting of 26<sup>th</sup> July 2004 – Community Service Obligation (CSO) Review
- File 12039 Council Meeting of 23<sup>rd</sup> May 2006 – Waiving of Section 64 Contributions for Community Projects

### 2.3 Definitions

<i>Bushfire station</i>	A complex owned by the RFS or community and operated for the sole purpose of providing fire-fighting support to the community.
<i>Charity</i>	A non-profit organization run for the benefit of the community.
<i>Church</i>	A place of worship with no attached hall, residence or facility.
<i>Church hall</i>	An attached hall or facility (not church school or child care). An organisation of benefit to the health and wellbeing of the public.
<i>Community organisation</i>	An organisation of benefit to the health and well-being of the public.

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<u>Owned by community</u>	A premises Locally owned by organizations, groups or incorporated bodies etc.
<u>Public amenities</u>	Public toilet complexes located on Council owned property.
<u>Public reserve</u>	Land as defined within the LGA 1993 Schedule 9
<u>Public museum</u>	A non-profit operated facility of historical public interest.
<u>Section 64</u>	The charges levied in accordance with Section 64 of the Local Government Act.
<u>Sporting oval</u>	Council owned public sports field.
<u>Swimming pools</u>	Council owned and operated Swimming Pools.
<u>Usage allowance</u>	Means the first 300kl of water used in the financial year on a pro-rata basis.

- Deleted: Owned by community
- Deleted: Public amenities
- Deleted: Public reserve
- Deleted: Public museum
- Deleted: Section 64
- Deleted: Sporting oval
- Deleted: Swimming pools u

**2.4 Abbreviations and Acronyms**

CSO	Community Service Obligation
LGA	Local Government Act
RFS	Rural Fire Service
S64	Section 64

**3 PROVISIONS**

**3.1 Common Provisions**

There are no common provisions relating to this policy. The policy is only related to the provision of financial subsidy to facilities of public benefit in respect of Water Supply, Wastewater, Effluent, Trade Waste related services and S64 contributions.

**3.2 Charges Policy**

CSO's are categorised into four levels based on the nature and level of service provided to the community. The recognition of a CSO in respect of Water Supply, Wastewater, Effluent, Trade Waste services and Section 64 result in the following subsidy from Council Charges where applicable.

**Water Supply**

CSO Level 1:	_____ Waiver of availability charge.
	_____ Specified Usage charge allowance.
CSO Level 2:	_____ Waiver of availability charge.
CSO Level 3:	_____ Waiver of availability charge.
	_____ Specified Usage charge allowance.
	_____ Usage charge at a lower rate.

#### Wastewater

- CSO Level 1:  Waiver of availability charge.  
 Specified Usage charge allowance (being phased out, see below).  
 CSO Level 2:  Waiver of availability charge.  
 CSO Level 3:  Waiver of availability charge.  
 Waiver of usage charge.

#### Effluent Services

- CSO 1, 2 and 3: There is no subsidy provided for the conduct of effluent services (pumpout, cleanout or other related contracted services)

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#### Trade Waste

- CSO 1, 2 and 3: There is no subsidy provided in respect of Trade Waste charges.

#### Section 64

- CSO Level 1:  Reduction of 75% for projects.  
 CSO Level 2:  Reduction of 50% for projects.  
 CSO Level 3:  Reduction of 25% for projects.  
 CSO Level 4:  Reduction as determined by the contributions due for the Council project.

The relevant charges and respective allowances for CSO's are contained within Council's Delivery Program and Operational Plan, which is exhibited for public comment each year during May and June.

#### 3.3 Classification as a CSO

Organizations or properties, which seek to be classified as a CSO under this policy, must formally apply to Council for such recognition. Applications must be accompanied by sufficient documentation to support the claim and be signed by the governing body, CEO or owner of the property. Council will reserve the right to seek further confirming detail where required.

CSO's will be classified into an appropriate Level based on criteria relevant to the nature of the property and subject to review. The degree of service and the nature of the organization should be the determining factor of the Level to which a CSO is placed. This can include whether the facility is income producing but not necessarily classified as commercial in nature eg Council owned swimming pools. As a guide the following criteria must be satisfied when assessing applicants for recognition as a CSO.

#### Water, Wastewater, Effluent and Trade Waste

##### CSO Level 1

- Community benefit, and
- Non-profit, and
- Operated and run solely by volunteers, and
- Requires subsidy for operation, and

- Owned by Community or Government, and
- All public have full access to facility at all times.

#### CSO Level 2

- Community benefit, and
- Some paid employees, or
- Some monies generated through fund-raising, and
- Owned by Community or Government or
- A character building organisation (not including sporting, education or hobby interest group) singularly supporting adolescence development.

#### CSO Level 3

- Community benefit, and
- Some paid employees, or
- Some monies generated through fund-raising, and
- Owned by Community or Government, and
- All public have access to sporting fields outside of committee organised events

#### Section 64

##### CSO Level 1

- Community benefit, and
- Non-profit, and
- Operated and run solely by volunteers, and
- Requires subsidy for operation, and
- Owned by Community or Government, and
- All public have full access to facility at all times.

##### CSO Level 2

- Community benefit, and
- Some paid employees, or
- Some monies generated through fund-raising, and
- Owned by Community or Government or
- A character building organisation (not including sporting, education or hobby interest group) singularly supporting adolescence development, and
- All public have access (outside of committee organised events).

##### CSO Level 3

- Community benefit, and
- Some paid employees, or

Shoalhaven Water – Community Service Obligations – Water Supply, Wastewater, Effluent, Trade Waste Services and Section 64 Contributions Page | 5

- Some monies generated through fund-raising, and
- Owned by a Community Organisation or Government, and
- All public have limited access (outside of committee organised events).

#### CSO Level 4

- Is a Shoalhaven City Council funded project.

#### General

Some organizations have combined facilities within a Land Use eg Church/School. The criteria for classification of CSO in these cases would need to be based on the primary purpose of the property, or a pro-rata determination by the General Manager (Director Shoalhaven Water).

In respect of Church Schools, Council at its meeting of 17<sup>th</sup> June 1997 determined that such organizations would be treated as non-residential.

Total funding for Section 64 reduction in contributions in respect of CSO Levels 1 to 3, will be limited to \$20,000 from the Water Fund and \$20,000 from the Wastewater Fund each financial year. Additional funding will be considered on a case by case basis and reported to Council. Funding in respect of Section 64 reductions for CSO Level 4 will be considered on a case by case basis and reported annually within the Delivery Program and Operational Plan.

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The General Manager (Director Shoalhaven Water) is delegated authority to make the determination of CSO and Level based on the above criteria and in cases where dual Land Uses exist. Approval for the recognition of an organization for CSO is vested in the General Manager (Director Shoalhaven Water).

#### 4 IMPLEMENTATION

The Water Customer and Business Support Section of Council's Shoalhaven Water Group will implement policies relating to applicant processing, management, recognition of CSO's and the capture/reporting the level of financial subsidy.

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#### 5 REVIEW

This policy will be reviewed within one year of the election of every new Council.

#### 6 APPLICATION OF ESD PRINCIPLES

None Applicable.



## Downsize, Disconnect or Nominal Sizing of Water Meter Services

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: POL16/92  
Adopted: 23/02/2004  
Amended: 23/11/2004, 27/06/2006, 27/01/2009, 29/01/2013  
Minute Number: MIN04.231, MIN06.851, MIN09.67, MIN13.35  
File: 28864E  
Review Date:



**1 PURPOSE**

The purpose of this Council Policy and Internal Process is to provide guidance to customers on making an application to downsize, upsize, disconnect or nominal sizing of water meter service connections and the process involved.

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**2 STATEMENT**

The introduction of Best Practice Pricing contains as a key element of the pricing structure for the Water and Wastewater Availability Charge, a cost based on the size of the water meter service connection.

Council at its meeting 27<sup>th</sup> June, 2006 considered it appropriate to provide customers with the option of being able to downsize the water meter service connection in order to reduce the price impact of the availability charges. There may also be a future need to upsize connections which have previously been approved for downsize. Limited costs for application of this initiative will be considered by Council at the level outlined in paragraph 3 - Costs. The downsize of the water meter service connection is not an automatic option and must be considered in light of the need to provide appropriate water supply services to the premises.

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**2.1 Scope**

This policy applies to all service connections including CSO.

**2.2 Abbreviations/Acronyms**

**CSO** – Community Service Obligation

**DA** – Development Application

**BCA** – Building Code of Australia

**2.3 Definitions**

*Engineer* – Person with appropriate qualifications in the Engineering field and eligible for membership with the Institute of Engineers Australia.

*Certificate of Compliance* – Statement from the Water Supply Authority certifying that all Water and Sewerage requirements for a development have been fully satisfied under the Water Management Act.

*Single Dwelling* – a property of not more than 1 building eg does not contain dual occupancy, strata or granny flat.

**2.4 Related Documentation**

- Application for water service connection
- Application for water meter service connection downsize
- Process for handling of requests/processing/assessing applications (refer appendix 1)

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**2.5 Common Provisions**

There are no common provisions relating to this subject.

**3 PROVISIONS**

Council will consider all applications for the downsize, disconnect or nominal sizing of water meter service connections. Applications must however be:

- Submitted using the applicable application form
- Signed by the property owner or Secretary of the Body Corporate if Strata
- Accompanied by a Consulting Engineers of Hydraulic Report and other supporting documentation as required by Council (the costs incurred in providing the supporting documentation will be at the applicants expense)

The submission of an application and any recommendation contained within the accompanying Consulting or Hydraulics Engineers Report does not place any obligation on Council to approve such. All applications are subject to assessment by Shoalhaven Water and Councils Planning & Development Group. All applications are subject to final determination and approval by the Director Shoalhaven Water or delegate.

The determination and approval by Council of an application and the final nomination of the appropriate size of the water meter service connection will be based on but not necessarily limited to;

- Affect a downsize will have on the quality and quantity of water pressure and flow.
- Development Conditions applicable to the premises.
- The effect of downsize on backflow prevention devices,
- The need to provide adequate function of fire support systems eg hose reel or hydrant etc, and conform with the relevant BCA and NSW Plumbing and drainage codes
- The nature of the premises and likely impact for onsite residents ie units, caravan parks etc, and
- NSW Fire Brigade requirements.

The Engineers report is to address the issues indicated above.

There is no limit to which an application for downsize of water meter service connection can be rendered for assessment. The determination of an appropriate downsize however will be approved based on the request by the customer but also on the requirements of Shoalhaven Water in providing adequate and appropriate water services together with the requirements of any approved Development Application or meeting various compliance requirements.

All applications for water meter service connections will be effective and adjustments undertaken from the issue date of the next water account following the submission of the application subject to the application being completed in all respects and accepted for determination. Availability charges at the higher rate will however continue to be levied until approval is granted. Adjustments to availability charges will be undertaken only once approval is given.

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Applications involving single dwellings with a metered service of 25mm and where that service is not supporting a fire support system do not require the rendition of a Consulting or Hydraulic Engineer's Report.

**"Nominal" Sizing for charging purposes**

Nominal sizing of meters will be conducted in the same fashion as downsizing. It is important that Council ensure compliance with the various building codes and firefighting requirements. Nominal sizing where fire services are involved will be limited to the level of connection needed for the property; were a fire service not installed. Nominal sizing of meters for other reasons (exceptional one-off) will require substantiation and will be considered on the merit.

Where approval is given for the nominal sizing of a service connection consequent to fire services being installed and where internal hose reels support that property, the nominal sizing will only remain if the hose reels are protected by lead security seals. Council will reserve the right to levy an availability charge based on the actual size of the connection if those seals are broken. Council will reserve the right to review the status of properties approved for nominal sizing.

The approved nominal sizing of meters will be contained and highlighted within Council's water billing system. The approved nominal sizing is subject to review and change by Council.

**Costs**

The responsibility for costs in respect of the policy are as follows:

- Costs to undertake disconnection or nominal sizing of meters will be borne by Council,
- Costs to undertake the downsize or subsequent upsize of meters will at the applicants expense,

(The costs to supply and undertake the necessary works will be provided as an estimate on application and will be payable before works are commenced. In the estimate of costs Council will allow for a credit based on the difference in the price of the current connected meter size against that of the new meter size. Council will reserve the right to re-use the replaced meter as required)

- Costs to provide Consulting Engineers on Hydraulic reports or other supporting documentation in respect of disconnection, nominal sizing, downsizing or upsizing, will be the responsibility of applicants.

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**4 IMPLEMENTATION**

The Water Customer and Business Services Section of Shoalhaven Water has responsibility for implementing this policy.

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**5 REVIEW**

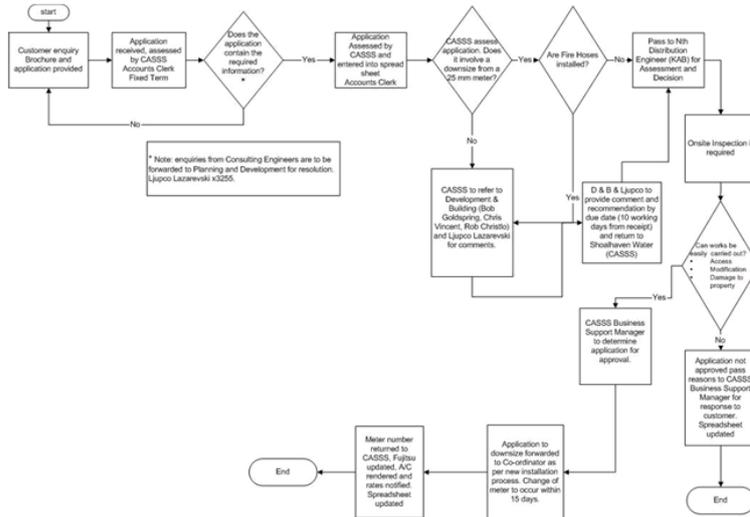
This policy is to be reviewed by Shoalhaven Water 1<sup>st</sup> December, 2016

6 APPLICATION OF ESD PRINCIPLES

No ESD principals are applicable to this policy.

Appendix 1 – Flowchart for processing applications

TRIM Reference D04/95504



SA17.137 - Attachment 2

## **SA17.138 Extinguishment of Water Supply Easement - 55 Meroo Road Bomaderry**

**HPERM Ref:** D17/147203

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

**Attachments:** 1. Map [↓](#)

### **Purpose / Summary**

This report is submitted to seek Council approval to extinguish an obsolete Easement for Water Supply over Lot 1 DP249217, Property No. 55 Meroo Road Bomaderry, owned by Mr Darryl Callaghan.

### **Recommendation**

That

1. Council resolve to extinguish the Easement for Water Supply 3.048 wide over Lot 1 DP249217 at Bomaderry, as shown by hatching on copy of DP249217 marked 'Attachment 1'.
2. Council's costs to extinguish the easement are to be met from Shoalhaven Water's Water Fund.
3. 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 easements are no longer required by Council.
2. Not resolve as recommended and provide further directions to staff.

### **Background**

The subject property is affected by an easement for a water main located diagonally across the rear corner of a residential allotment. The easement has been made obsolete by construction of an alternative water main and the pipeline has been disconnected.

The landowner has submitted an application for construction of a storage shed which will be partly over the existing easement. He has requested that the easement be removed from his title to the property to enable the proposed building to be approved.

The pipe within the easement is asbestos cement and, in accordance with Shoalhaven Water policy, is to be capped, removed and the land made good. The landowner has agreed to that arrangement.

**Financial Implications**

Council is to pay its own costs to extinguish the easement from Shoalhaven Water's Water Fund.

**Risk Implications**

Shoalhaven Water is to remove the asbestos pipe in conjunction with extinguishment of the easement.



## 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.