

## Ordinary Meeting

**Meeting Date:** Tuesday, 26 June, 2018  
**Location:** Council Chambers, City Administrative Building, Bridge Road, Nowra  
**Time:** 5.00pm

**Membership** (Quorum - 7)  
All Councillors

**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. Acknowledgement of Traditional Custodians

### 2. Opening Prayer

### 3. Australian National Anthem

### 4. Apologies / Leave of Absence

### 5. Confirmation of Minutes

- Ordinary Meeting - 22 May 2018
- Extra Ordinary Meeting - 24 May 2018

### 6. Declarations of Interest

### 7. Presentation of Petitions

### 8. Mayoral Minute

### 9. Deputations and Presentations

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### Reports

- CCL18.13 Tenders – West Nowra Waste Processing Facility

*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.*

## **CL18.129    Rescission Motion - SA18.119 - Operations - Tomerong Quarry - Lot 4 DP 775296 Parnell Rd Tomerong**

**HPERM Ref:**     D18/193372

**Submitted by:**    Clr Andrew Guile  
                         Clr Greg Watson  
                         Clr John Wells

### **Purpose / Summary**

The following Rescission Motion, of which due notice has been given, is submitted for Council's consideration.

### **Recommendation**

That Council rescind the minute of Strategy & Assets Meeting held Tuesday 15 May 2018 relating to Council administration of the resolutions applying to the operation of Tomerong Quarry.

### **Background**

The following resolution (MIN18.348) was adopted at the Strategy & Assets Committee held Tuesday 15 May 2018

*That :*

- 1. The report be received for information on the proviso that no assumptions are made in regard to its conclusions and adequacy.*
- 2. The General Manager commission an independent external investigation into the issues that have been raised by the community in respect of the compliance action of Council and operation of Tomerong Quarry.*
- 3. Further reports on the Quarry be provided to Council as the matter is further investigated.*

### **Note by the General Manager**

In respect to part 2 I assigned this to Council's Internal Audit Coordinator and I understand she is liaising with the Mayor to prepare the scope for the investigation and engagement of an external person.

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## **CL18.130 Notice of Motion - Public Toilet - Tomerong - Bollards - Foreshore Reserves**

**HPERM Ref:** D18/184836

**Submitted by:** Cllr Bob Proudfoot

### **Purpose / Summary**

The following Notice of Motion, of which due notice has been given, is submitted for Council's consideration.

### **Recommendation**

That

1. The cost of constructing a public toilet at Tomerong be met by reallocating funds set aside for the erection of "bollard barriers" in the 2018-2019 budget.
2. All future decisions by staff for the erection of "bollard barriers" in foreshore reserves needs to take into consideration the recently adopted Notice of Motion regarding "greater activation of foreshore reserves".

### **Note by the General Manager**

There is no specific budget allocation for bollard barriers and these type of works are part of the overall budget for works in natural areas. If Council reallocated a budget for the toilet from the natural areas budget, it would have a significant impact on the ability to adequately manage and maintain these areas. The report on the Ordinary Meeting Agenda relating to Chapter 5 of Council's Integrated Strategic Plan notes that investigations are continuing in relation to the proposed toilets at Tomerong and that the project will be revisited as part of the carry-forwards in the June Quarterly Budget Review.

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## CL18.131 Notice of Motion - Bushfire Hazard Reduction - Greville Ave Sanctuary Point

HPERM Ref: D18/184857

Submitted by: Cllr Bob Proudfoot

### Purpose / Summary

The following Notice of Motion, of which due notice has been given, is submitted for Council's consideration.

### Recommendation

That

1. Council supports the establishment of a "positive covenant" on the land title at 2 Greville Avenue, Sanctuary Point, to enable the current owners and future owners to manage bushfire hazard reduction in the adjacent reserve, to ensure that the bushfire classification of the site is no longer that of "flame zone".
2. Council staff prepare a draft policy where "positive covenants" may be established for similar situations to the above, and that a Councillor Briefing be held prior to its adoption.

### Note by the General Manager

"Staff are developing a draft policy to define Council's position for positive covenants over land owned and managed by it. Subject to a legal review, the draft policy will be presented to Council in coming months.

Without limiting the policy, the following matters are being considered by staff:

- The draft policy if approved would apply only to infill development (alterations and additions to existing homes or new dwellings on existing allotments) where the Bushfire Attack Level (BAL) has been assessed at Flame Zone. It will not apply to new subdivisions.
- Applicants seeking a positive covenant will be invited to have a pre-DA lodgement meeting with Council Staff to gauge whether or not there are major impediments to it proceeding (e.g. environmental constraints).
- The following will need to be provided to accompany the Development Application:
  - A report on any potential impacts on flora and fauna including biodiversity. Environmental issues may prevent the positive covenant proceeding.
  - A report from a Bushfire Planning & Design (BPAD) Level 3 accredited Bushfire Consultant verifying the relevant BAL rating and the width of the proposed Asset Protection Zone (APZ) for the positive covenant. The intent of the positive covenant is to complete under-scrubbing and maintain a lawn.
- If acceptable for a positive covenant, a condition will appear on the development consent setting out any requirements and restrictions. This will also provide an option should the owner choose not to complete the positive covenant and build to the higher BAL.

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- All costs associated with the preparation of the positive covenant are to be met by the owner.”

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## **CL18.132 Notice of Motion - Playground Equipment - Clifton Street Park, Sanctuary Point**

**HPERM Ref:** D18/184878

**Submitted by:** Cllr Bob Proudfoot

### **Purpose / Summary**

The following Notice of Motion, of which due notice has been given, is submitted for Council's consideration.

### **Recommendation**

That the playground equipment to the east of the men's shed at Clifton Street Park, Sanctuary Point, be re-located to the west of the men's shed in a suitable position adjacent to the "learn to ride" bicycle circuit.

**Note by the General Manager:** This site was visited during the councillor familiarisation tour on Friday 15<sup>th</sup> June and all present supported the relocation to a more active and safer area.

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## CL18.133 Notice of Motion - Dog Off Leash Area - Sussex Inlet, Berrara, Cudmirrah

HPERM Ref: D18/202908

Submitted by: Cllr Patricia White

### Purpose / Summary

The following Notice of Motion, of which due notice has been given, is submitted for Council's consideration.

### Recommendation

That Council

1. Allocate appropriate human resources to implement a targeted "one off" 12 month trial for a "24 hour off leash dogs' area" designated and specially signed section of Cudmirrah Beach only - from Koolyn Drive Reserve to Sussex Inlet Surf Club.
2. Provide an appropriate on leash area for access to the trial area from the southern side in Koolyn Drive Reserve and the northern side adjacent to the Sussex Surf Club.
3. Receive a report on the outcomes and community feedback following the trial.
4. Undertake additional patrols in and around the Berrara Creek and Berrara Beach area for dogs off leash, once the trial has been implemented.

### Background

Council has received correspondence from both Sussex Inlet Forum and the Sussex Inlet District Chamber of Commerce requesting that an area on Cudmirrah Beach be provided as an "off Leash area" for dogs. As a Councillor I have also received a request from Cudmirrah Berrara Progress Association and several residents.

Council advised the Chamber of Commerce that "The review of the Access Areas for Dogs Policy did not proceed in April due to a lack of funding. A few minor changes to the dog policy were made but nothing substantial. The next review of the Policy will be 2020. When the policy is reviewed your request and Sussex Inlet and District Forum's request will be taken into consideration."

Emails I have received note that the community of Sussex Inlet is not happy with Council's response to this ongoing issue. Sussex Inlet District Chamber of Commerce, Sussex Inlet and District Community Forum and the Cudmirrah Berrara Swanhaven Progress Association all support the proposed 24 hour Dog Off-Leash beach area.

I have been advised that Cudmirrah Beach was, until a few years ago, 24 hour Dog Off-Leash and without warning and no clear explanation the beach was changed to Dog On-Leash.

The Forum, Chamber and residents have advised "that there have been no published sightings of nesting shorebirds on Cudmirrah Beach for approximately seven (7) years." It was confirmed at the recent Cudmirrah Progress Association that nothing had been seen for at least 4 years and the shore birds are nesting at Berrara Beach.

At present if residents wish to take their dogs to the beach, legally, they must drive to Washerwoman's Beach at Bendalong. This is a round trip of 70 kilometres, 25 minutes each

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way on a rather dangerous and notorious part of the Princes Highway. As they are not allowed to travel via the National Park.

There is a designated Dog Off-Leash area at Swan Lake Foreshore Reserve that operates with limited hours. The problem with this area is that:

- the foreshore is very narrow and is well known for ticks (this has previously been pointed out to Council);
- Swan Lake Foreshore Reserve is difficult to access during busy holiday seasons due to increased vehicles, visitor numbers, as well as lots of motorboats, jet skis and other watercraft sharing the area;
- it is a “shared pathway” with pedestrians, bike riders etc. and can be dangerous for all;
- at high tides the pathway is not accessible, as it is covered in water.

As a result, Swan Lake is not the appropriate only Dog Off-Leash area for at least 30 kilometres, nor is it very Pet Friendly as promoted by the Shoalhaven City Council.

The Sussex Inlet District Chamber of Commerce operated a Tourist Information Kiosk over the busy 2017/18 Christmas/school holiday period and Easter. There were many enquiries by visitors and families with dogs asking where they could take their dogs on the beach.

The Chamber found it uncomfortable and rather embarrassing to admit that we had no 24 Dog Off-Leash beach area, especially when you consider Cudmirrah Beach is a long beach and often empty in the area that is proposed for 24 hour Dog Off-Leash.

Visit NSW.com comments state: Dogs, cats and even horses can enjoy the facilities that make the South Coast one of New South Wales’ leading pet friendly destinations. People remember Dr Katrina Warren visited the Shoalhaven area to celebrate the launch of Shoalhaven Tourism’s PETS ON HOLIDAY guide.

It is noted that the community has commenced a campaign “HELP the RED BANDANNA DOGS get a beach at Sussex” in any way they can. This was featured on the front page of the Sussex Inletter Weekly on 6 June 2018.

The arguments for having the proposed 24 hour Dog Off-Leash Beach area on Cudmirrah Beach are logical and rational and Council should be aware that the Sussex Community will not tolerate this issue being “dragged” out any longer.

I seek the support from Councillors to implement this trial.

**Clr Patricia White**

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## CL18.134 Notice of Motion - Support of the Uluru Statement from the Heart

HPERM Ref: D18/204487

Submitted by: Cllr Nina Cheyne

### Purpose / Summary

The following Notice of Motion, of which due notice has been given, is submitted for Council's consideration.

### Recommendation

That Shoalhaven City Council (SCC) endorse the 'Uluru Statement from the Heart', presented to the Australian people in 2017, as the foundation for meaningful constitutional recognition and reform for Australia's First Peoples.

That Shoalhaven City Council

1. Supports the Uluru Statement from the Heart,
2. Thanks the Local Aboriginal and Torres Strait Islander Community for the community consultation undertaken to bring awareness to many Local Indigenous peoples of the Shoalhaven; and that
3. Shoalhaven City Council write to the Australian Government (Prime Minister, Minister for Indigenous Affairs, Leader of the Opposition) advising of Council's position

### Background

The 'Uluru Statement from the Heart' was developed through wide consultation with First Nations peoples across Australia. The Statement not only outlines the history and pain of dispossession but also outlines the desired outcomes for the future – "a future for our children based on justice and self-determination".

We have before us the opportunity to be the first NSW local government Council to adopt the Uluru statement. We do this in the hope of creating a cascade effect across the nation, and in respect for the persevering work of Australia's First Nations peoples to have their voices heard.

Like the stance this Council took on Marriage Equality, we can with a simple but meaningful action, make a major difference for our First Nations peoples. This action is of value for all Australians as it allows us to be "as one" and create a better future for all.

### Uluru Statement from the Heart:

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is a spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty. It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia's nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are alienated from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is the torment of our powerlessness.

We seek constitutional reforms to empower our people and take a rightful place in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: the coming together after a struggle. It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

## CL18.135 Report of the Strategy & Assets Committee - 12 June 2018

HPERM Ref: D18/203657

### SA18.129 Establishing a Boat Harbour within Jervis Bay - request for support

HPERM Ref:  
D18/185607

#### Recommendation

That Council reaffirm its “in principle support” for the development of a boat harbour within Jervis Bay at a location that meets current sustainable economic, ecological, and engineering requirements and meets community expectations.

### SA18.134 Local Government Remuneration Tribunal - Determination - Councillor and Mayoral Fees - 2018/2019

HPERM Ref:  
D18/169815

#### Recommendation

That Council

1. Notes the Local Government Remuneration Tribunal’s Annual Report and Determination dated 17 April 2018
2. Agrees to adjust the Councillor Fee to \$19,790 and the Additional Mayoral Fee to \$43,170 for the 2018/19 financial year.

### SA18.140 Australian Government Blackspot Program 2018-19 - Approved Projects

HPERM Ref:  
D18/135606

#### Recommendation

That

1. Council accepts the grant funding offers under the Australian Government Blackspot Program as follows:
  - a. \$60,000 for the profile line marking (edge and centre lines) on Braidwood Road (between Albatross Road, Nowra Hill and Wugun Street, Yerrilyong), and authorises the expenditure on job number 85041;
  - b. \$260,000 for traffic/pedestrian signals at the intersection of North Street and Kinghorn Street, Nowra, and authorises the expenditure on job number 85163; and
  - c. \$120,000 for a median island stop treatment, pedestrian refuge, and upgraded street lighting on Yurunga Drive (at the intersection of Illaroo Road), and authorises the expenditure on job number 86678.
2. Council vote these funds to the 2018/19 budget.
3. The General Manager (Director Assets & Works) writes to the NSW Roads & Maritime Services, and the Federal Member for Gilmore, thanking them for their ongoing support of the Shoalhaven Community through the Australian Government Blackspot Program and for the support of RMS staff in reviewing and supporting Council’s nominations for these important local road safety improvements.

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**SA18.142 Far North Collector Road – Grant Funding Approved  
by the Australian Government****HPERM Ref:  
D18/135648****Recommendation**

That

1. Council accepts the \$13,800,000 grant funding offer from the Australian Government for the Far North Collector Road project, and authorises the expenditure on job numbers #85979 (land acquisitions) and #85080 (design and construction) in accordance with the approved funding profile (provided below in the report)
2. The General Manager (Director Assets & Works) writes to the Honourable Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure and Transport, and Member for Gilmore, Ann Sudmalis, thanking them for his support of the Shoalhaven Community through the Australian Government's Infrastructure Investment Program.
3. A further report be provided to Council on whether the timetable can be brought forward.
4. Council ask Ann Sudmalis, Member for Gilmore, to attend a Councillor Briefing to explain the grant funding for the Far North Collector Road project.
5. The General Manager (Assets & Works) consider expediting this project.

**SA18.143 Outdoor Dining on Public Footpaths - Review of Fee  
Waiver****HPERM Ref:  
D18/142091****Recommendation**

That Council

1. Continue to not charge annual fees for Outdoor Dining on public footpaths until 1 July 2019 and that a fee of \$0 be adopted as Council Fee for the 2018/2019 financial year with the fee being set each year after that as part of Council annual review of fees and charges process.
2. Continue to not charge the annual fee for the remainder of this Council term.

**SA18.144 Anzac Day Traffic Control – Costs****HPERM Ref:  
D18/143977****Recommendation**

That

1. Council receives the report (on Anzac Day traffic control costs) for information
2. Council continues to provide support to the local RSL sub-branches in the planning and implementation of local Anzac Day ceremonies in the Shoalhaven
3. Council initially establishes a 2018-19 budget of \$15,000 to support local Anzac Day ceremonies (currently estimated to be 50% of the likely total budget required)
4. The General Manager (Director Assets & Works) writes to local members of parliament seeking "at least" 50% grant funding assistance (\$15,000) to reduce the ongoing cost burden on Council in support of local ANZAC Day ceremonies

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**SA18.145 Footpaths – three year works program 2018/19 – 2020/21**

**HPERM Ref:  
D18/152918**

**Recommendation**

That Council adopt the following priority list for footpath works to address missing links from the PAMP strategy as follows (noting that funding for works on this list is subject to budget deliberations):

2018-19 \$164,000

- Osborne Street, Nowra \$90,000
- Corner of Bridge Road and North Street, Nowra \$15,000
- Village Drive, Ulladulla \$15,000
- Berry Street, Nowra \$44,000

2019-20 \$167,300

- South Street, Ulladulla \$60,000
- Cyrus Street, Hyams Beach \$107,300

2020-21 \$170,600

- Bunberra Street, Bomaderry \$35,000
- Cambewarra Road, Bomaderry \$15,000
- Bolong Road, Bomaderry \$30,000
- Hyam Street, Nowra \$90,600

The above list is separate to both the community paths program and the shared user path strategy. The shared user path strategy was adopted by Council in 2017 (and has separate Council matching funds to successfully attract grant funding). The community paths program is currently being determined for 2018-19, and among other projects will include the Kalinga Street Cambewarra footpath.

**SA18.146 Land Dedication as Public Road - Adjoining Naval College Road, Vincentia**

**HPERM Ref:  
D18/159319**

**Recommendation**

That Council

1. Dedicate Lot 6001 DP 1195858 and Lot 74 DP 874040 as public road (to form part of the Naval College Road Reserve at Vincentia) in accordance with the provisions of Section 10 of the Roads Act 1993; and
2. Affix the Common Seal of the Council of the City of Shoalhaven to any documents required to be sealed otherwise the General Manager be authorised to sign any documentation necessary to give effect to the resolution.

**SA18.147 Australian Government Blackspot Program 2017-18 – Variations Approved**

**HPERM Ref:  
D18/154551**

**Recommendation**

That Council:

1. Accepts the grant funding variations approved under the Australian Government

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Blackspot Program as follows:

- a. an additional \$64,000 for the Flinders Road South Nowra (full length widening) project, originally \$440,000, making total revised budget for this blackspot component of the Flinders Road project \$504,000 and authorises the expenditure on job number 86618
  - b. an additional \$162,000 for the Flinders Road South Nowra (Roundabouts at Albatross Road and adjacent service road) project, originally \$360,000, making total revised budget for this blackspot component of the Flinders Road project \$522,000 and authorises the expenditure on job number 86618
  - c. an additional \$50,000 for the Paradise Beach Road/ Kingsford Smith Crescent (Sanctuary Point) roundabout project, originally \$190,000, making total revised budget \$240,000 and authorises the expenditure on job number 86669
  - d. an additional \$100,000 for the Wheelbarrow Road, Woodburn road sealing project (CH2.0 to 3.2km east of Woodburn Road), originally \$210,000, making total revised budget \$310,000 and authorises the expenditure on job number 86671
  - e. an additional \$100,000 for The Wool Road (Worrawing Heights) road widening project (from 140m to 780m west of Naval College Road), originally \$295,000, making total revised budget \$395,000 and authorises the expenditure on job number 85829
2. Accepts the grant funding variations approved under the NSW Safer Roads Program as follows:
    - a. \$45,000 for the Currarong Road road widening project (from chainage 7.7 to 11.5) east of Coonemia Road, originally submitted as an Australian Government Blackspot Project, to recoup Council's costs for survey and design to date, originally \$1,000,000 in 2017-18 and \$450,000 in 2018-19 for construction, and authorises the expenditure on job number 86642
  3. Acknowledge the hard work of staff in obtaining this funding.

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**SA18.148 Proposed Lease - Kangaroo Valley Tennis Club  
Incorporated - Part Lot 1 DP775132 Moss Vale Road,  
Kangaroo Valley**

**HPERM Ref:  
D18/170800**

### Recommendation

That Council:

1. Resolve to enter into a lease agreement with Kangaroo Valley Tennis Club Inc. for the use and occupation of the Kangaroo Valley Tennis Courts located on Part Lot 1 DP775132 corner of Moss Vale Road and Broughton Street, Kangaroo Valley for a term of five (5) years at an annual rental of \$7,210.67 plus GST;
2. Rent received to be paid to a Restricted Asset Account established for this facility and to be used for capital improvements and major maintenance;
3. Authorise the General Manager to finalise the lease terms that may not yet be determined; and
4. Grant authority to affix the Common Seal of the Council of the City of Shoalhaven to any documents required to be sealed and the General Manager be authorised to sign any documentation necessary to give effect to this resolution.

**SA18.149 Opportunity to join Federal Court Proceedings -  
South Coast People Native Title Claim****HPERM Ref:  
D18/173662****Recommendation**

That Council resolves to:

1. Make application to become a party to Federal Court Application No NSD1331/2017 for a determination of native title lodged by the South Coast People; and
2. Approve that the Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed otherwise the General Manager be authorised to sign any documentation necessary to give effect to the resolution.

**SA18.153 St Andrews Way Sewer Scheme - inclusion of 11  
properties - Bolong Rd, Berry's Bay****HPERM Ref:  
D18/168645****Recommendation**

That Council:

1. Resolve to connect 1260 – 1280 Bolong Rd, Coolangatta (Berry's Bay) to reticulated sewer and amend the Delivery Program and Operational Plan to include these properties in the capital project to sewer the residential subdivision at St Andrews Way (construction to be completed in 2019/20); and
2. The inclusion of 1260 – 1280 Bolong Rd, Coolangatta (Berry's Bay) to the St Andrews Way sewerage scheme be fully funded by Council Sewer Fund.
3. Environmental Services to write to each of the property owners to advise them of Council's decision.

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## CL18.136 Report of the Inclusion & Access Advisory Group - 4 June 2018

HPERM Ref: D18/195582

IA18.6 Community Infrastructure Grant Applications -  
Inclusivity and DIAP Compliance

HPERM Ref:  
D18/169616

### Recommendation

That Council consults the Inclusion and Access Advisory Group or a member of the Group in a meaningful and inclusive manner to:

1. Assist with and vet community infrastructure grant applications to ensure they are inclusive and representative of community need.
2. Assist with the planning and design of Council-built community infrastructure to ensure they are inclusive and representative of community need.

### Note by the General Manager:

*Every endeavour can be made to comply with this level of consultation however there may be odd occasions where timelimits in respect to grant applications may be a challenge.*

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## CL18.137 Report of the Shoalhaven Traffic Committee - 12 June 2018

HPERM Ref: D18/198925

- Attachments:**
1. TRAF2018/36 (under separate cover) [↗](#)
  2. TRAF2018/37 (under separate cover) [↗](#)
  3. TRAF2018/38 (under separate cover) [↗](#)
  4. TRAF2018/41 (under separate cover) [↗](#)
  5. TRAF2018/42 (under separate cover) [↗](#)
  6. TRAF2018/43 (under separate cover) [↗](#)
  7. TRAF2018/44 (under separate cover) [↗](#)
  8. TRAF2018/46 (under separate cover) [↗](#)
  9. TRAF2018/45 (under separate cover) [↗](#)
  10. TRAF2018/47 (under separate cover) [↗](#)
  11. TRAF2018/40 (under separate cover) [↗](#)

*The Shoalhaven Traffic Committee is a technical review committee not a committee of Council under the Local Government Act, 1993.*

*The Roads and Maritime Services has delegated certain powers to Council under the Transport Administration Act 1988 (Section 50). A condition of this delegation is that Council must take into account the Traffic Committee recommendations.*

### **IMPORTANT NOTE:**

*Council cannot amend a Traffic Committee recommendation. The Council can only:*

- 1. Adopt the Traffic Committee recommendation;*
- 2. Not Adopt the Traffic Committee recommendation; or*
- 3. Request the Traffic Committee reconsider the issue.*

*Other issues can be raised as Additional Business at the Ordinary Meeting.*

*The full guide to the delegation to Council's for the regulation of traffic can be viewed at: [RMS Website](#)*

**TC18.61 Parking Restrictions- Motorcycle parking - Owen Street - Huskisson (PN 3495)**

**HPERM Ref:  
D18/191730**

### **Recommendation**

That the General Manager (Director Assets & Works) be requested to arrange for the installation of six (6) motorcycle parking spaces, time restricted to 2 hour (2P) between 8:30 am to 6:30 pm on Owen Street, Huskisson as detailed in the attached plan TRAF2018/36.

**TC18.62 Parking Restrictions – Bus Parking - Bowen Street - Huskisson (PN 3493)**

**HPERM Ref:  
D18/191764**

### **Recommendation**

That the General Manager (Director Assets & Works) be requested to arrange for the installation of a 50m (approx.) No Parking zone buses excepted, on the northern side of Bowen Street between Currumbene Street and the Huskisson Anglican Church driveway access, and the associated bus parking guide signage in Huskisson, as detailed in the

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attached plan TRAF2018/37.

**TC18.63    Parking Restrictions - Car Parks - Owen Street –  
Huskisson (PN 3494)****HPERM Ref:  
D18/191774****Recommendation**

That the General Manager (Director Assets & Works) be requested to arrange for the installation of a 10m (approx.) no parking zone on the southern side of the Council managed car park adjacent to the Huskisson Hotel, Huskisson, as detailed in the attached plan TRAF2018/38.

**TC18.64    Bridge Load Limit – Lamonds Farm Bridge.  
Lamonds Drain, Lamonds Farm Entrance, Terara  
(PN 3489)****HPERM Ref:  
D18/191842****Recommendation**

That the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the installation of a 12 tonne gross bridge load limit on the Lamonds Farm Entrance Road, Lamonds Drain, Terara as detailed in the attached plan TRAF 2018/41.

**TC18.65    Bridge Load Limit – Tumblebar Bridge, Brooman  
Road, Brooman (PN 3491)****HPERM Ref:  
D18/191850****Recommendation**

That the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the installation of a 2 tonne gross bridge load limit on the Tumblebar Creek Bridge, Brooman Road, Brooman as detailed in the attached plan TRAF 2018/42.

**TC18.66    Bridge Load Limit - School Creek Bridge - Bugong  
Road – Budgong (PN 3497)****HPERM Ref:  
D18/191869****Recommendation**

That the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the installation of a 15 tonne gross bridge load limit on the School Creek Bridge, Bugong Road, Budgong as detailed in the attached plan TRAF 2018/43.

**TC18.67    Line Marking - Sydney Street – Huskisson (PN 3492)****HPERM Ref:  
D18/191880****Recommendation**

That the General Manager (Director Assets & Works) be requested to arrange for the installation of white edge (E1) line marking to delineate the parking lane from the travel lane, and yellow edge (C3) line marking to reinforce existing no stopping zones along Sydney Street, between the intersections of Watt Street and Admiralty Crescent, Huskisson as detailed in the attached plan TRAF2018/44.

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**TC18.68 Line Marking - Parson Street, Ulladulla (PN 3490)****HPERM Ref:  
D18/191894****Recommendation**

That the General Manager (Director Assets & Works) be requested to arrange for the installation of double barrier (BB) centre line marking and edge (E1) line marking for the length of Parson Street, between the Princes Highway and St Vincent Street, Ulladulla, as detailed in the attached plan.

**TC18.69 Line Marking - Intersection Tahnee Street and Nadine Street, Sanctuary Point (PN 3502)****HPERM Ref:  
D18/191911****Recommendation**

That the General Manager (Director Assets & Works) be advised that the Shoalhaven Traffic Committee has no objection to the proposed 30m (approx.) of double barrier (BB) centre line marking and Give-way controls at the intersection of Tahnee Street and Nadine Street, Sanctuary Point, detailed in the attached plan TRAF2018/45.

**TC18.70 Intersection Upgrade – CHR (S) / BAL– Veron Estate - Sussex Inlet Road and Mokau Road, Sussex Inlet (PN 3501)****HPERM Ref:  
D18/191919****Recommendation**

That the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the proposed CHR(S)/BAL treatment and associated signage and line marking improvements at the intersection of Sussex Inlet Road and Mokau Road, Sussex Inlet as part of the Verons Estate road works as detailed in the attached plan TRAF 2018/47.

**TC18.71 Additional item - Parking Restrictions – Time restricted 2 hour (2P) - Shoalhaven District Memorial Hospital - Scenic Drive, Nowra (PN 2540)****Recommendation**

That the General Manager (Director Assets & Works) be advised that the Shoalhaven Traffic Committee has no objection to the proposed regulatory signage and line marking proposed to be installed as part of the parking management during construction of the off-street car park associated with the Shoalhaven District Memorial Hospital, Scenic Drive, Nowra as detailed in the attached plan TRAF2018/40.

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## CL18.138 Chapter 2 Integrated Strategic Plan - DPOP - Goals and Actions

**HPERM Ref:** D18/196423

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

**Attachments:** 1. Chapter 2- DPOP (under separate cover) [⇒](#)  
2. Chapter 1- Community Strategic Plan (under separate cover) [⇒](#)  
3. Community Engagement Report [↓](#)

### Purpose / Summary

The purpose of this report is to:

- Provide specific detail about the community feedback provided for Chapter 2- Integrated Strategic Plan- DPOP-Goals and Actions.
- Seek Council's adoption of Chapter 1 & 2 of the Integrated Strategic Plan the Delivery Program and Operational Plan.

### Recommendation

That Council adopt Chapter 1 – Community Strategic Plan and Chapter 2- Integrated Strategic Plan- DPOP- Goals and Actions and include additional graphic design elements following adoption.

### Options

1. Adopt the recommendation as printed

Implications: This will enable Council to meet the legislative requirements of the Integrated Planning and Report Framework.

2. Adopt "Chapter 1 and Chapter 2 - Integrated Strategic Plan- DPOP- Goals and Actions" with additional additions or amendments to reflect the priority aims of council.

Implications: The DPOP is to reflect the goals and actions Council wishes to achieve over the next 4 years (broad goals) and 1 year (specific actions). Councillors need to ensure that the DPOP reflects what it wishes to achieve.

### Background

In accordance with the Integrated Planning and Reporting Framework, Council is required to have a Delivery Program and Operational Plan that includes Council's activities for the next four years and budgeted activities for the next financial year. The Integrated Planning and Reporting Legislation also requires that a community engagement process is carried out to seek the community's feedback about Council's proposed DPOP.

Council has placed the DPOP on exhibition for a period of 28 days to seek the community's feedback on this document. This year the DPOP has been broken into several separate chapters to enable the community to clearly understand Council's future direction, allocation of budget and the activities that will be undertaken by Council in the coming years. A copy of the draft DPOP Chapter 2 is provided as Attachment 1 of the report. A copy of the draft Community Strategic Plan is also provided as an Attachment 2 of this report.

The ISP reports provided within this business paper have also been broken into separate sections to clearly show the community how their feedback has been received and addressed within each chapter of the document.

These reports also enable Council to understand the proposed changes within each chapter resulting from the engagement process and to consider each of these changes within this engagement context.

## Community Engagement

An extensive community engagement process was undertaken for the Integrated Strategic Plan which included information nights, media releases, advertising, social media, email communications, communications with CCBs, and a range of other methods. These are detailed within the Community Engagement Report which is provided as Attachment 3.

## Submissions - Chapter 2

This report provides details of the feedback received from the community on the actions and goals outlined within the DPOP – Chapter 2 of the Integrated Strategic Plan. Comments received from the community about the Budget, Capital works, Fees and Charges are detailed in the specific reports that relate to those chapters and which are contained within this business paper.

There were no specific submissions received for Chapter 2 Goals and Actions. There were submissions received on the other chapters specifically the budget documentation. These submissions have been provided in each of the reports that relate to the Integrated Strategic Plan which follow this report in the business paper. A hard copy of all submissions has been placed in the Councillors' information folder.

## Changes to Chapter 1 and Chapter 2

There have been several changes to the goals that are provided within DPOP. These were highlighted in the draft document that was placed on public exhibition. The changes are highlighted within the table below to ensure Council is aware of these changes and that the adoption of both Chapter 1 (CSP) and Chapter 2 (DPOP Goals and Actions) reflects these changes.

	2017 to 2021 Goals		2018 to 2021 Changes to Goals	Reason for the Change
1.1.05	Plan for connected communities and enable housing options for all	1.1.05	Develop plans which will enable a variety of housing options to be provided to the community and helps to connect people and places	Goal clarification
2.2.01	Develop quality land use plans	2.2.01	Develop land use plans which reflect community needs and ongoing population growth	Goal clarification and a more succinct statement
2.2.04	Provide strategic planning support services to the organisation and community	2.2.04	Provide strategic planning support services to the organisation	Goal clarification



3.1.07	Partner with industry, government and business			Goal no longer required, engagement captured within other Goals
4.2.02	Provide corporate services - GM	4.2.02	Provide corporate services which support the progress of legal matters, corporate planning and reporting and maintains a rigorous internal audit processes	Goal clarification - active statement
4.2.05	Provide corporate services – Governance, Human Resource, Insurance/Risk Management, Work, Health & Safety	4.2.05	Provide corporate services which support the operations of Council including Governance, Human Resource, Insurance/Risk Management, Work, Health & Safety	Goal clarification - active statement
4.2.06	Provide corporate services - ITC	4.2.06	Continue to provide software and IT solutions to ensure ongoing support for operational requirements	Goal clarification - active statement
4.2.07	Provide corporate services - Finance	4.2.07	Continue to provide Financial operations	Goal clarification - active statement
4.2.08	Provide corporate services - Project support and Business Improvement	4.2.08	Continue to deliver the Technology One project to provide ongoing improvements to internal Council systems and operations	Goal clarification - active statement
4.2.09	Provide corporate Services - Mechanical and fabrication services	4.2.09	Continue to provide mechanical and fabrication services to support the operations of Council	Goal clarification - active statement

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### Financial Implications

Chapter 2 of the Integrated Strategic Plan sets the direction of Council and the actions to be taken and is resourced through the Resourcing Strategy, Budget and Capital works program.

# Integrated Strategic Plan 2018-19

## Community Engagement Report

### Public Exhibition Process

The draft Integrated Strategic Plan 2018/19 (ISP) was publicly exhibited from 25 May to 22 June 2018.

Council provided a webpage on its Community Engagement platform, “Get Involved Shoalhaven”, ([getinvolved.shoalhaven.nsw.gov.au/integrated-strategic-plan-2018](http://getinvolved.shoalhaven.nsw.gov.au/integrated-strategic-plan-2018)) to supply community members with information regarding the ISP. This webpage contained the full ISP document as well as comprehensive background information, a timeline, Frequently Asked Questions and an online feedback form.

Additionally, the ISP was listed on Council’s “Documents on Exhibition” page ([shoalhaven.nsw.gov.au/My-Council/Public-exhibition/Documents-on-exhibition](http://shoalhaven.nsw.gov.au/My-Council/Public-exhibition/Documents-on-exhibition)) for members of the public more comfortable with providing submissions to Council through this traditional method.

The full ISP document was also exhibited in hard copy format at Council’s Nowra Administration Centre, Ulladulla Service Centre and Shoalhaven Libraries (Nowra, Sanctuary Point, Ulladulla, Milton and the Mobile Library).

### Feedback Methods

Community members were invited to provide feedback on the ISP via the following methods:

- Digital submission form on Council’s Get Involved platform
- Digital submission form on Council’s website
- Hard copy submission form available at the Community Information Evenings
- Email
- Mail

### Community Information Evenings

In previous years, Council has held “sit-down” public meetings to present the ISP to community members. This year, Council trialled a new format, inviting community members to expo-styled Community Information Evenings. Three Evenings were held on:

- Tuesday, 29 May 2018, 6pm to 8pm - Nowra School of Arts, Berry Street Nowra
- Thursday, 31 May 2018, 6pm to 8pm - Ulladulla Civic Centre, 818 Princes Highway, Ulladulla
- Thursday, 7 June 2018, 6pm to 8pm - Vincentia Public Hall, Lot 13 Coles Car Park, The Wool Road Vincentia

The Information Evenings differed from the previous Public Meetings as they were set up with a series of stalls containing information on the Integrated Strategic Plan, Special Rate Variation as well as a variety of other Council projects, plans and programs.

The Community Evenings providing an informal and relaxed environment, with attendees able to arrive and depart at any time between 6.00-8.00pm. This greater flexibility allowed attendees to “drop in” at a time most suitable for them and bring along family members or children, without having to sit through a formal presentation.

The format was changed to appeal to a broader audience, encourage wider community participation and enable attendees to seek varying levels of information, depending on their level of interest.

Community members attending the Information Evenings were motivated to attend for a variety of reasons and to visit stalls in addition to the ISP. The stalls included:

- ISP (Budget, Rates and Operations Plan)
- Shoalhaven Water
- Roads, Pathways and Amenities
- Waste and Recycling
- Community and Recreation
- Libraries
- Strategic Planning
- Coastal Zone Management Plan
- Ranger Services

Each stall was attended by specialist staff from relevant Council departments available to discuss the information on offer and answer questions directly.

As a result, attendance at the Community Information Evenings far exceeded attendance at previous ISP Public Meetings.

#### Key Statistics

In total, approximately 170 people attended the Community Information Evenings (including 146 formal registrations via the check-in table).

Please refer to *Table 1 - Overview of 2018 Council Community Evening – Key Statistics* below, which outlines the number of attendees at each Community Information Evening.

Council provided hard copy Exit Surveys at each of the three Community Information Evenings, which were completed by the majority of attendees. This is confirmed in *Table 1* below.

*Table 1 - Overview of 2018 Council Community Evening – Key Statistics*

Location of Community Evening	Date	Attendees Recorded as Registered	Estimated Total No. of Attendees	No. of Exit Surveys completed	No. of Exit Surveys who found the evening informative	No. of Exit Surveys who found the evening somewhat informative	No. of Exit Surveys who didn't find the evening informative
<b>Nowra School of Arts</b>	Tues, 29 May 2018	48	50 – 60	40	32	4	4
<b>Ulladulla Civic Centre</b>	Thur, 31 May 2018	38	43	33	21	10	2
<b>Vincentia Public Hall</b>	Thur, 7 June 2018	60	65 – 70	43	38	4	1

The data collected from the exit polls indicates that the attendees of each Evening were from a wide variety of towns and villages across the Shoalhaven. This is evidenced in *Table 2* below.

*Table 2 - Overview of the Towns/Villages where the Community Evening attendees reside*

Location of Council Community Evening	Nowra Community Evening	Ulladulla Community Evening	Vincentia Community Evening
<b>The Towns/Villages that attendees recorded that they live</b>	<ul style="list-style-type: none"> <li>• Nowra</li> <li>• Nowra East</li> <li>• North Nowra</li> <li>• Worrigee</li> <li>• Bomaderry</li> <li>• Cambewarra</li> <li>• Tapitalee</li> <li>• Callala Bay</li> <li>• Carrington Heights</li> <li>• Vincentia</li> <li>• Shoalhaven Heads</li> <li>• Culburra Beach</li> <li>• Kangaroo Valley</li> </ul>	<ul style="list-style-type: none"> <li>• Milton</li> <li>• Manyana</li> <li>• Ulladulla</li> <li>• Narrawallee</li> <li>• Tabourie</li> <li>• Lake Tabourie</li> <li>• Mollymook</li> <li>• Mollymook Beach</li> <li>• Yatteyattah</li> <li>• Sussex Inlet</li> <li>• Nowra</li> </ul>	<ul style="list-style-type: none"> <li>• St Georges Basin</li> <li>• Sanctuary Point</li> <li>• Vincentia</li> <li>• Erowal Bay</li> <li>• Huskisson</li> <li>• Sussex Inlet</li> <li>• Woollamia</li> <li>• Old Erowal Bay</li> <li>• Tomerong</li> <li>• Cunjurong Point</li> <li>• Basin View</li> <li>• West Nowra</li> </ul>

#### Feedback

Exit Surveys were completed by attendees at each of the three Community Information Evenings. Attendees were asked to indicate their overall experience by selecting one of the three listed options below that best represented their overall experience at the Council Community Evening.

- I found the evening informative
- I found the evening somewhat informative
- I didn't find the evening informative

The Exit Survey also requested attendees provide any feedback or comments on their overall experience of the Community Evening. The feedback received in these surveys was overwhelmingly positive with many enjoying the new format and opportunities to speak directly with staff. The nights will be evaluated and any lessons learnt can be incorporated into Council's Community Engagement Strategy and future engagement undertaken.

#### Communication Methods

The ISP exhibition process was widely communicated via multiple communication channels and methods including media, social media, radio and newspaper advertisements, electronic direct mail, Community Consultative Bodies, posters, brochures and a roadside banner.

#### Media

Two media releases were sent to all Shoalhaven media outlets on [10 May 2018](#) and 22 May 2018. Both media releases are provided below.



## Media Release

10 May 2018

### Find Out What's Happening in Your Town

Shoalhaven City Council is inviting the community to attend one of three information evenings to hear first-hand what is happening in our City now and into the future. This is your chance to find out what Council is planning for your neighbourhood and hear about all the latest strategies and plans. Learn the facts direct from specialists in their field.

The three community information evenings will be held between 6pm to 8pm on the following days:

- Tuesday 29 May 2018 - Nowra School of Arts, Berry Street Nowra
- Thursday, 31 May 2018 - Ulladulla Civic Centre, 818 Princes Highway, Ulladulla
- Thursday, 7 June 2018 at Vincentia Public Hall, Lot 13 Coles Car Park, The Wool Road Vincentia

The free evening allows people to drop in between 6pm to 8pm and learn about:

- How Council will deliver and spend the new financial year budget
- What Capital Works and Roadworks are planned
- How Council will help protect your Coastline
- How can we improve the Nowra Riverfront and CBD
- What will the Developers Contribution Funding contribute to
- Waste and Water Services
- Get involved in the future strategy for Shoalhaven Libraries
- Be the first to hear about the newly built Shoalhaven Animal Shelter
- Discover how the Rangers protect you in our community

Come along to this family friendly evening full of information. There is a kid's corner, lucky door prizes and light refreshments. For more information visit [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

**\*\* End \*\***



22 May 2018

## Exciting Plans for Our Towns - Drop In and Learn More

Are you interested in finding out the future of your town? Shoalhaven City Council is inviting you to come along and drop in to one of three free community information evenings anytime between 6 pm - 8pm showcasing Council's plans and upcoming works. There will be a variety of stalls that people can visit to find information about Council projects, current plans on exhibition and project updates.

Staff will be on hand to answer questions and there will be copies of documents, fact sheets, plans on display and opportunities to make submissions online.

This is your chance to talk face to face with the people planning the Shoalhaven's future. Gain first hand facts from area specialists on projects and strategies that will make the Shoalhaven an even better place to live.

You are welcome to drop-in to the community evenings any time between 6pm to 8pm on:

- Tuesday 29 May 2018 - Nowra School of Arts, Berry Street Nowra
- Thursday, 31 May 2018 - Ulladulla Civic Centre, 81B Princes Highway, Ulladulla
- Thursday, 7 June 2018 at Vincentia Public Hall, Lot 13 Coles Car Park, The Wool Road Vincentia

These free community evenings will showcase Council's Delivery Program and Operational Plan, asset renewals, how the Special Rate Variation will be spent, Coastal Zone Management Plans, where Developers funding will be spent, learn more about recycling and the West Nowra Transfer Facility, the future strategy of Libraries, the new Shoalhaven Animal Shelter and news from Shoalhaven Water.

Visit this family friendly information night to gain more insight into the future of our towns in a relaxed atmosphere. There will be a children's play corner, lucky door prizes and light refreshments. For more information visit [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au).

**\*\* End \*\***

The following news stories were generated as a result of the media releases:

- 1 June 2018 - Radio Interview and Facebook live stream - Shoalhaven CBF – Chance, Barry and Frenchie – [Interview with Jessica Rippon on Community Information Nights](#)
- 28 May 2018 – Radio story and website article - Tripe U - Barry and Mac - [Community Information Nights](#)
- 20 June 2018 - Sussex Inletter newsletter article - [Information Nights, Road Works, Get Involved](#)




### Advertising

The Community Information Evenings were advertised on Radio 2ST and in the local newspapers as follows:

Media	Publication	Advertisement Dates
Radio	Radio 2ST	Approx. 15 May to 7 June 2018
Newspaper	South Coast Register	16 & 23 May 2018
Newspaper	Nowra News	17 & 24 May 2018
Newspaper	Milton Ulladulla Times	16 & 23 May 2018

Example of newspaper advertisement, from Milton Ulladulla Times, 16 May 2018.



## Public Notices

### Find Out What's Happening in Your Town?

Shoalhaven City Council is inviting the community to attend one of three information evenings to hear first-hand what is happening in our City now and into the future. This is your chance to find out what Council is planning for your neighbourhood and hear about all the latest strategies and plans explained in the one place. Learn the facts direct from specialists in their field.

The three sessions will be held between 6–8pm on the following days:

- **Tuesday, 29 May 2018** – Nowra School of Arts, Berry Street Nowra
- **Thursday, 31 May 2018** – Ulladulla Civic Centre, 818 Princes Highway, Ulladulla
- **Thursday, 7 June 2018** – Vincentia Public Hall, Lot 13 Coles Car Park, The Wool Road, Vincentia

The community is invited to come along to this family friendly event which includes a kid's corner, lucky door prizes and light refreshments. For more information, visit [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

Advertisements were placed on Council's website as a "slider". A1 sized posters were placed in Council's Nowra Administration Centre foyer. DL sized brochures were also placed next each counter and an animated slide show appeared on the foyer screen.

Example of web slider advertisement.



A roadside banner advertisement was hung from the Stocklands Bridge over the Princes Highway, Nowra from approximately 15 May to 22 June 2018.

Graphic image of the roadside banner.



#### Facebook

The following posts were used to promote the ISP and Community Information Evenings:


DATE	REACH (no. of people)	TOPIC
11 May 2018	2,400	General information
19 May 2018	2,400	General information
25 May 2018	4,100	General information
29 May 2018	1,700	General information
29 May 2018	2,500	Live from Nowra Information Evening
29 May 2018	3,900	talking roads live from Nowra Information Evening
31 May 2018	2,600	General Manager live from Ulladulla Information Evening
5 June 2018	6,166	General information
6 June 2018	1,406	General information
7 June 2018	2,141	Event promotion
7 June 2018	7,486	Mayor live from Council
7 June 2018	1,900	Mayor live from Vincentia Information Evening
14 June 2018	1,218	Thank you for attending

A Facebook Event was set up to help promote the ISP and Community Information Evenings to Council's Social Media audiences. The event page reached 3,400 people and received 55 responses (people who indicated they were "interested" or "going" to the event).



### Community Consultative Bodies

Council's Community Consultative Bodies (CCBs) were invited to attend via a tailored e-newsletter sent to all CCBs on 10 May 2018 (see below). As a result, various CCBs promoted the Evenings in their own newsletters and at their meetings.



## Community Engagement Update

Community Information Nights

In the next month there will be a number of strategy, policy documents and initiatives of Council that will be on "public exhibition" or provided to the community for information and comment.

Rather than expecting you to all attend multiple meetings and search out information in different locations we are holding combined community information evenings.

There will be three nights one north, central and south. They will be set up like a marketplace with a variety of stalls that people can visit to find information about Council, that interests them.

Staff will be on hand to answer questions and there will be copies of documents, hand outs, give aways and opportunities to make submissions online

### E-newsletter

Information regarding the ISP and Community Information Evenings was included in three editions of Council's weekly E-newsletter, "In Your Neighbourhood".

EDITION	RECIPIENTS	CLICK RATE*
<a href="#">15 May 2018</a>	2,227	41
<a href="#">24 May 2018</a>	2,223	67
<a href="#">29 May 2018</a>	2,227	37

\*clicked a link to specifically find out more about the ISP or Community Information Nights

Sample of news article in E-newsletter from 22 May 2018.



### Budget, Rates and Plans

The Integrated Strategic Plan is Council's primary strategic planning document that outlines the community's aspirations and long-term vision for the City. It is prepared by Council in collaboration with and on behalf of residents, businesses, all levels of government and local agencies, to help build and maintain a vibrant and sustainable future for the local community.

View the [plan](#), learn more about where the special rate variation will be spent and see the proposed budget when you drop into the Information Evenings.

[View the Integrated Strategic Plan](#)

### Conclusion

An extensive community engagement process was undertaken to provide the community with information about the draft Integrated Strategic Plan. The opportunity to find out information about the future plans of Council, Council's budget and works program was clearly communicated to the community through a range of communication and engagement methods.

The feedback from the community that have been in contact with Council has been that they were aware of the engagement process and were able to make a submission to Council.

Further evaluation of the engagement process will be undertaken to identify any future improvements that can be made to the way in which Council engages with the community about the Integrated Strategic Plan documents.

## CL18.139 Chapter 3 Integrated Strategic Plan - Revenue Policy - Making of Rates and Charges

HPERM Ref: D18/177937

Group: Finance Corporate & Community Services Group  
Section: Finance

### Purpose / Summary

Provide Council with suggested responses to the submissions received as part of the public exhibition of the draft Integrated Strategic Plan 2027 about Council's Revenue Policy so that rates and charges can be made by Council in accordance with the legislative requirements of the Local Government Act 1993.

### Recommendation

That Council

1. Adopt Chapter 3 of the Draft Integrated Strategic Plan – Revenue Policy with the changes detailed in this report.
2. Resolve to make rates and charges in accordance with Section 535 of the Local Government Act 1993:
  - a) Make an Ordinary Rate, consisting of an ad valorem rate of 0.22800c for each dollar of rateable land value in addition to a base amount of six hundred and eleven dollars (\$611.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land categorised as "Residential", in accordance with Section 516, for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(1), this rate be named "RESIDENTIAL".

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of six hundred and eleven dollars (\$611.00) per rateable assessment for the "RESIDENTIAL" category will not produce more than 50% of the total amount payable by the levying of the "RESIDENTIAL" rate in accordance with Section 537(b) [base amount percentage is 49.95%].
  - b) Make an Ordinary Rate, consisting of an ad valorem rate of 0.33235c for each dollar of rateable land value be made on all rateable land in the City of Shoalhaven, in accordance with Section 518 of the Local Government Act 1993: "Land is to be categorised as 'business' if it cannot be categorised as farmland, residential or mining". Excepting all rateable land in the sub categories of Commercial/Industrial and Nowra, an ordinary rate be now made for the period of 1 July 2018 to 30 June 2019 and, in accordance with Section 543(1), this rate be named "BUSINESS".
  - c) Make an Ordinary Rate, consisting of an ad valorem rate of 0.19805c for each dollar of rateable land value in addition to a base amount of six hundred and eleven dollars (\$611.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land categorised as "Farmland", in accordance with Section 515, for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(1), this rate be named "FARMLAND".

Further, to comply with Section 500 of the Act, the total amount payable by the

levying of the base amount of six hundred and eleven dollars (\$611.00) per rateable assessment for the “FARMLAND” category will not produce more than 50% of the total amount payable by the levying of the “FARMLAND” rate in accordance with Section 537 (b) [base amount percentage is 25.00%].

- d) Make an Ordinary Rate, consisting of an ad valorem rate of 0.22800c for each dollar of rateable land value in addition to a base amount of forty eight dollars (\$48.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land in the City of Shoalhaven which is zoned so as not to permit any building (i.e.; Small Lot Rural Subdivisions) and categorised as “Residential”, in accordance with Section 516, sub category “NON-URBAN”, in accordance with Section 529(2)(b), for the period 1 July 2018 to 30 June 2019.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of forty eight dollars (\$48.00) per rateable assessment for the “RESIDENTIAL NON-URBAN” category will not produce more than 50% of the total amount payable by the levying of the “RESIDENTIAL NON-URBAN” rate in accordance with Section 537(b) [base amount percentage is 43.82%].

- e) Make an Ordinary Rate, consisting of an ad valorem rate of 0.69876c for each dollar of rateable land value in addition to a base amount of six hundred and eleven dollars (\$611.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land in the City of Shoalhaven determined to be a centre of activity and categorised as “Business”, in accordance with Section 518, sub-category “NOWRA”, in accordance with Section 529(1), for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(1), this rate be named “BUSINESS NOWRA”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of six hundred and eleven dollars (\$611.00) per rateable assessment for the “BUSINESS NOWRA” sub category will not produce more than 50% of the total amount payable by the levying of the “BUSINESS NOWRA” rate in accordance with Section 537(b) [base amount percentage is 15.82%].

- f) Make an Ordinary Rate, consisting of an ad valorem rate of 0.31998c for each dollar of rateable land value in addition to a base amount of six hundred and eleven dollars (\$611.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land in the City of Shoalhaven used or zoned for professional/commercial trade or industrial purposes, determined to be a centre of activity and categorised as “Business”, in accordance with Section 518, sub category “COMMERCIAL/INDUSTRIAL”, in accordance with Section 529(1), for the period of 1 July 2018 to 30 June 2019.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of six hundred and eleven dollars (\$611.00) per rateable assessment for the “BUSINESS –COMMERCIAL/INDUSTRIAL” category will not produce more than 50% of the total amount payable by the levying of the “BUSINESS – COMMERCIAL/INDUSTRIAL” rate in accordance with Section 537(b) [base amount percentage is 29.84%].

- g) Make an Ordinary Rate, consisting of an ad valorem rate of 0.10073c for each dollar of rateable land value in addition to a base amount of six hundred and eleven dollars (\$611.00) per rateable assessment, in accordance with Section 537 of the Local Government Act 1993, on all rateable land categorised as “Farmland” sub category “DAIRY FARMERS”, in accordance with Section 515 AND 529(2)(a), for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(1), this rate be named “FARMLAND” sub category “DAIRY FARMERS”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of six hundred and eleven dollars (\$611.00) per rateable assessment for the “FARMLAND –DAIRY FARMERS” category will not produce more than 50% of the total amount payable by the levying of the “FARMLAND – DAIRY FARMERS” rate in accordance with Section 537(b) [base amount percentage is 32.17%].

- h) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 1.08993c for each dollar of rateable land value in addition to a base amount of two thousand six hundred and seventy four dollars (\$2,674.00), for the cost of road upgrades required to enable property owners to develop their allotments in the Veron’s estate. In accordance with Section 495(1), the special rate is to be levied only on those rateable properties with building entitlement within the Veron’s estate which, in the opinion of Council, derive special benefit and are subject to this rate, in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “VERON’S ROAD UPGRADE SPECIAL RATE – WITH BUILDING ENTITLEMENT”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of two thousand six hundred and seventy four dollars (\$2,674.00) per rateable assessment for the “VERON’S ROAD UPGRADE SPECIAL RATE – WITH BUILDING ENTITLEMENT” will not produce more than 50% of the total amount payable by the levying of the “VERON’S ROAD UPGRADE SPECIAL RATE – WITH BUILDING ENTITLEMENT” in accordance with Section 537(b) [base amount percentage is 49.98%].

- i) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 0.33110c for each dollar of rateable land value in addition to a base amount of two hundred and ninety eight dollars (\$298.00), for the cost of the road upgrades in the Veron’s estate. In accordance with Section 495(1), the special rate is to be levied only on those rateable properties without building entitlement within the Veron’s estate which, in the opinion of Council, derive special benefit and are subject to this rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “VERON’S ROAD UPGRADE SPECIAL RATE – WITHOUT BUILDING ENTITLEMENT”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of two hundred and ninety eight dollars (\$298.00) per rateable assessment for the “VERON’S ROAD UPGRADE SPECIAL RATE – WITHOUT BUILDING ENTITLEMENT” will not produce more than 50% of the total amount payable by the levying of the “VERON’S ROAD UPGRADE SPECIAL RATE – WITHOUT BUILDING ENTITLEMENT” in accordance with Section 537(b) [base amount percentage is 50.00%].

- j) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 0.17395c for each dollar of rateable land value in addition to a base amount of one hundred and twenty one dollars (\$121.00) for the cost associated with the Nebraska road construction project. In accordance with Section 495(1), the special rate is to be levied only on those rateable properties within the Nebraska estate which, in the opinion of Council, derive special benefit and are subject to this rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “NEBRASKA ROAD CONSTRUCTION SPECIAL RATE”.

Further, to comply with Section 500 of the Act, the total amount payable by the

levying of the base amount of one hundred and twenty one dollars (\$121.00) per rateable assessment for the “NEBRASKA ROAD CONSTRUCTION SPECIAL RATE” will not produce more than 50% of the total amount payable by the levying of the “NEBRASKA ROAD CONSTRUCTION SPECIAL RATE” in accordance with Section 537(b) [base amount percentage is 47.43%].

- k) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 3.13450c for each dollar of rateable land value in addition to a base amount of two thousand six hundred and forty four dollars (\$2,644.00) for the cost associated with the Jerberra road infrastructure project. In accordance with Section 495(1), the special rate is to be levied only on those rateable properties within the Jerberra estate which, in the opinion of Council, derive special benefit and are subject to this rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “JERBERRA ROAD INFRASTRUCTURE SPECIAL RATE”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of two thousand six hundred and forty four dollars (\$2,644.00) per rateable assessment for the “JERBERRA ROAD INFRASTRUCTURE SPECIAL RATE” will not produce more than 50% of the total amount payable by the levying of the “JERBERRA ROAD INFRASTRUCTURE SPECIAL RATE” in accordance with Section 53 (b) [base amount percentage is 50.00%].

- l) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 1.05750c for each dollar of rateable land value in addition to a base amount of eight hundred and ninety one dollars (\$891.00) per rateable assessment for the cost associated with the Jerberra electricity infrastructure project. In accordance with Section 495(1), the special rate is to be levied only on those rateable properties within the Jerberra estate which, in the opinion of Council, derive special benefit and are subject to this rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “JERBERRA ELECTRICITY INFRASTRUCTURE SPECIAL RATE”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of eight hundred and ninety one dollars (\$891.00) per rateable assessment for the “JERBERRA ELECTRICITY INFRASTRUCTURE SPECIAL RATE” will not produce more than 50% of the total amount payable by the levying of the “JERBERRA ELECTRICITY INFRASTRUCTURE SPECIAL RATE” in accordance with Section 537(b) [base amount percentage is 50.00%].

- m) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 7.81550c for each dollar of rateable land value in addition to a base amount of six hundred and fifty dollars (\$650.00) per rateable assessment for the cost associated with the Jerberra Road E2 infrastructure project. In accordance with Section 495(1) the special rate is to be levied only on those rateable properties within the Jerberra estate which, in the opinion of Council, derive special benefit and are subject to this rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “JERBERRA ROAD E2 SPECIAL RATE”.

Further, to comply with Section 500 of the Act, the total amount payable by the levying of the base amount of six hundred and fifty dollars (\$650.00) per rateable assessment for the “JERBERRA ROAD E2 SPECIAL RATE” will not produce more than 50% of the total amount payable by the levying of the “JERBERRA ROAD E2 SPECIAL RATE” in accordance with Section 537(b) [base amount

percentage is 49.97%].

- n) Make a Special Rate, in accordance with Section 538, consisting of an ad valorem rate of 0.03409c for each dollar of rateable land value to meet the costs of business promotions for the Sussex Inlet area and surrounds, in accordance with Section 495(1), which in the opinion of Council is of special benefit to the rateable assessments subject to the rate in accordance with Section 495(2) (a) (b) and (c). The special rate be now made for the period 1 July 2018 to 30 June 2019 and, in accordance with Section 543(2), this rate be named “SUSSEX AREA SPECIAL RATE”.
- o) Make an Annual Charge for Water Usage and Water Availability, in accordance with Section 502 and 552(1) (a) and (b), for the period 1 July 2018 to 30 June 2019, comprising a Water Usage Charge of \$1.70 per kilolitre for all residential, commercial and Community Service Obligation categorised properties and a Water Availability Charge based on water meter size:

Size of Water Meter Service Connection	Charge 2018/19
20 mm (all residential customers)	\$82.00
25 mm	\$129.00
32mm	\$211.00
40mm	\$330.00
50mm	\$515.00
80mm	\$1,318.00
100mm	\$2,060.00
150mm	\$4,635.00
200mm	\$8,240.00

Properties with multiple water meter service connections will be levied an availability charge for each connection. In accordance with Section 552 of the Local Government Act 1993, any vacant land where the service is available will be levied an availability charge.

The charges be named “WATER USAGE CHARGE” and “WATER AVAILABILITY CHARGE”, in accordance with Section 543(3).

- p) Make an Annual Charge for Sewer Usage and Sewer Availability, in accordance with Section 502 and 552(3), for the period 1 July 2018 to 30 June 2019, comprising a Sewer Usage Charge of \$1.60 per kilolitre for all residential, commercial and Community Service Obligation categorised properties and a Sewer Availability Charge based on water meter size:

Size of Water Meter Service Connection	Charge 2018/19
20 mm	\$848.00
25 mm	\$1,184.00
32mm	\$1,812.00
40mm	\$2,404.00
50mm	\$3,392.00
80mm	\$7,004.00
100mm	\$10,032.00
150mm	\$17,288.00

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**200mm**

\$26,820.00

Properties with multiple water meter service connections will be levied a wastewater availability charge for each connection. In accordance with Section 552 of the Local Government Act 1993, any vacant land where the service is available will be levied an availability charge.

The charges be named “SEWER USAGE CHARGE” and “SEWER AVAILABILITY CHARGE”, in accordance with Section 543(3).

- q) Make an Annual Charge for the availability of a Domestic Waste Management Service, pursuant to Sections 496 and 501 of the Local Government Act 1993, for the period 1 July 2018 to 30 June 2019, on all rateable properties categorised as residential for rating purposes and comprising of a building which is deemed to be a dwelling and located within the defined (urban) waste collection area.

The amount for the standard residential domestic waste management service be \$343 for one 120 litre mobile garbage bin (MGB) for landfill waste (weekly service) and one 240 litre MGB for recycling (fortnightly service).

In accordance with Section 543(3), the charge be named “DOMESTIC WASTE MANAGEMENT CHARGE”.

- r) Make an Annual Charge for a Rural Domestic Waste Collection Service, pursuant to Sections 496 and 501 of the Local Government Act 1993, for the period 1 July 2018 to 30 June 2019, on rateable properties comprising of a building which is deemed to be a dwelling and located outside of the defined (urban) waste collection area, and opt for the rural domestic waste collection service.

The amount for the rural domestic waste collection service be \$343 for one 120 litre mobile garbage bin (MGB) for landfill waste and one 120 litre MGB for recycling (weekly service). For a higher annual charge of \$601, the 120 litre landfill bin may be substituted for a 240 litre landfill bin. For a lower annual charge of \$260, the 120 litre landfill bin may be substituted for an 80 litre landfill bin.

In accordance with Section 543(3), the charge be named “RURAL DOMESTIC WASTE COLLECTION CHARGE”.

- s) Make an Annual Charge, pursuant to Section 496 of the Local Government Act 1993, for the period 1 July 2018 to 30 June 2019, of \$69.00 per assessment for administration and new works associated with future provision of domestic waste management services. The charge to be applied to any domestic assessments which have any boundary adjacent to a road receiving an urban domestic waste management service and
- i. Does not have a dwelling situated thereon, or
  - ii. The closest point of the dwelling is 100 metres or more from the boundary of the road and the ratepayer chooses not to receive a domestic waste management service.

In accordance with Section 543(3), the charge be named “VACANT LAND SERVICE AVAILABILITY CHARGE”.

- t) Make an Annual Charge for Stormwater Management Services, pursuant to Section 496A of the Local Government Act 1993, for the period 1 July 2018 to 30 June 2019, of \$25.00 per eligible residential or business rate assessment and \$12.50 per strata assessment. In accordance with Section 543(3), the charge be named “STORMWATER MANAGEMENT SERVICE CHARGE”.
- u) Make an Interest Rate of 7.5%, pursuant to Section 566(3) of the Local Government Act 1993, for the period 1 July 2018 to 30 June 2019, being the maximum interest rate chargeable on overdue rates and charges, accruing daily

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on a simple interest basis.

## Options

1. To endorse the recommendations for the making of ordinary and special rates and annual charges

Implications: Rates and charges will be adopted as required by legislation.

2. Not endorse the recommendations and resolve to make rates and annual charges using different values.

Implications: Finance to update the Long Term Financial Plan, Delivery Program and Operational Plan (including the 2018/19 Budget and Capital Works) in line with Council's resolution.

## Background

The rate peg set by IPART for the 2018/19 financial year is 2.3% based on the increase in the Local Government Cost Index for the year to September 2017.

In February 2018, Council submitted a Special Rate Variation (SRV) application to IPART. On 15 May 2018, IPART approved Council's application in full; that is:

- Maintaining the 13.2% from the 2017/18 SRV as a permanent increase and an additional 5% in 2018/19 (includes the announced rate peg of 2.3%)
- 5.0% in 2019/20 (includes estimated rate peg of 2.5%)
- 5.0% in 2020/21 (includes estimated rate peg of 2.5%)

The additional revenue will be used to improve Council's financial sustainability by reducing its infrastructure backlog, reducing its operating deficit and funding asset renewal and maintenance. As indicated last year, part of the SRV will be applied to the owners of properties in the Verons Small Lot Estate to repay the loan for infrastructure construction.

The draft Integrated Strategic Plan 2018/19, updated for the impact of the SRV approval and preparation of the draft 2018/19 budget, was placed on public exhibition from 25 May 2018 to 22 June 2018, not being less than 28 days, in accordance with Sections 404(4) & 405(3) of the Local Government Act 1993.

Following publication of the Delivery Program and Operational Plan, in accordance with Section 532 of the Local Government Act 1993, a staff submission was made to include a rating structure in the Integrated Strategic Plan – Revenue Policy that is in line with both the Special Variation approved by IPART and the latest land valuations data for Jerberra Estate, as well as to correct minor input errors. Council has considered the submission and a revised rating structure for 2018/19 for ordinary and special rates is presented below:

Description	No. of Assessments	Rateable Value	Ad Valorem c/\$	Base Rate	Base %age	Notional Yield
Ordinary Residential Rates	53,369	\$14,332,565,060	0.22800	\$611	49.95%	\$65,286,707
Ordinary Business Rates	162	\$2,237,610	0.33235			\$7,437
Ordinary Farmland Rates	726	\$671,976,730	0.19805	\$611	25.00%	\$1,774,436
Residential Non-Urban Rates	998	\$26,940,410	0.22800	\$48	43.82%	\$109,331
Business Nowra Rates	363	\$168,843,000	0.69876	\$611	15.82%	\$1,401,600
Business Commercial / Industrial Rates	1,724	\$774,030,038	0.31998	\$611	29.84%	\$3,530,105
Farmland - Dairy Farmers Rates	127	\$162,393,000	0.10073	\$611	32.17%	\$241,175
	<b>57,445</b>	<b>\$16,135,004,538</b>				<b>\$72,350,791</b>

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Rating Category (s514-518)	Name of special rate	No. of Assessments	Rateable Value	Ad Valorem c/\$	Base Rate	Base %age	Notional Yield
Residential	Verons Road Upgrade Special Rate - with Building Entitlement (commenced 1 July 2017)	22	\$5,401,000	1.08993	\$2,674	49.98%	\$117,695
Residential	Verons Road Upgrade Special Rate - without Building Entitlement (commenced 1 July 2017)	10	\$900,000	0.33110	\$298	50.00%	\$5,960
Residential	Nebraska Road Construction Special Rate	23	\$1,612,700	0.17395	\$121	47.43%	\$5,588
Residential	Jerberra Rd Infrastructure	114	\$9,621,160	3.13450	\$2,644	50.00%	\$602,991
Residential	Jerberra Electricity Infrastructure	114	\$9,621,160	1.05750	\$891	50.00%	\$203,318
Residential	Jerberra Road - E2	17	\$141,520	7.81550	\$650	49.97%	\$22,111
Business	Sussex Area Special Rate	100	\$43,522,448	0.03409			\$14,837
		<b>400</b>	<b>\$70,819,988</b>				<b>\$972,500</b>

The impact of this revised rating structure on total rate revenue at approximately \$2k is negligible.

Please note: the special rate for Nebraska Road Construction will continue in 2018/19 as further road upgrades are required.

In accordance with Sections 534 and 535 of the Local Government Act 1993, Council can resolve to make rates and charges for the 2018/19 financial year.

## Community Engagement

A comprehensive community engagement process was undertaken, starting in October 2017 with the advertising of the proposed special rate variation, three public meetings and encouraging feedback from the community via online, email, mail or by attending a public meeting. The current version of Chapter 3 has followed similar community engagement with community information evenings being held and feedback being received during the 28 day exhibition period.

## Policy Implications

The changes highlighted within this report will impact upon Chapters 3 and 4A of the draft Integrated Strategic Plan 2018/19 and have been included to further meet the requirements of the IP&R framework and community needs resulting from the engagement process.

## Financial Implications

The adoption of the full Special Variation approved by IPART in its rating structure will provide Council with an additional \$2.1M for the 2018/19 financial year on top of retaining the \$7.1M additional revenue that resulted from the 2017/18 SRV.

## CL18.140 Chapter 4 Integrated Strategic Plan- DPOP Fees and Charges

**HPERM Ref:** D18/177942

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

### Purpose / Summary

To meet Council's obligations under the Section 532 Local Government Act 1993 by providing an Operational Plan which describes Council's Revenue Policy and includes its proposed fees and charges.

### Recommendation

That:

1. Council adopts the Operational Plan Fees and Charges Information and Schedule 2018/19, as advertised, with the changes detailed in this report.
2. The new fees not previously advertised, detailed below, be advertised for 28 days and adopted after this time, with any submissions being reported to Council.

### Options

1. Council decide to adopt the Operational Plan Fees and Charges Information and Schedule 2018/19 with the recommended changes detailed below.

Implications: Nil

2. Council decide to adopt an alternate recommendation.

Implications: Further work will be required

### Background

Council received seven submissions relating to the documents, Chapter 4 Operational Plan Fees and Charges Information and its attached Schedule of Fees and Charges.

### Submissions

A summary of feedback and suggested changes is below:

1. Waste Management

Two submissions were received to support / recommend the introduction of green waste bins

#### Response

Green Waste Bins will not be implemented for 2018/19 and are not part of the draft Waste Strategy.

2. Waste Management Fees

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Change the part of year domestic waste from pro rata quarterly to pro rata weekly

**Response**

The proposal to bring pro rata charging back to weekly instead of a quarterly basis (with a minimum quarter amount) should not be too difficult to implement and is recommended for adoption.

3. Companion Animal Registration Fees

Office of Local Government has informed all Councils the revised fees for 2018/19

Fee ID	Heading	Name	Advertised Fee	Recommended Fee
15149	Companion Animals Act	Registration of desexed dog/cat sold by an eligible pound or shelter operator (except an animal owned by an eligible pensioner)	\$27.50	\$28.50
11717	Companion Animals Act	Registration of non-desexed dog/cat	\$201.00	\$207.00
11730	Companion Animals Act	Registration of desexed dog/cat	\$55.00	\$57.00
11731	Companion Animals Act	Registration of desexed dog/cat owned by an eligible pensioners	\$23.00	\$24.00
11733	Companion Animals Act	Registration of non-desexed dog/cat owned by recognised breeder for breeding purposes	\$55.00	\$57.00

**Response**

Increase fees as directed

4. Ulladulla Slipway

The Ulladulla Slipway Committee has requested the following fee changes from their meeting held on 8 March 2018

Fee ID	Heading	Name	Advertised Fee	Recommended Fee
12768	General use	Winch up fee	\$50.85 - per winch up	\$100.00 - per winch up
12769	General use	Winch down fee	\$28.15 - per winch down	\$100.00 - per winch down
12770	General use	Occupation of Slipway	\$7.20 - per lineal metre per day Minimum \$46.80	\$3.00 - per lineal foot per day Minimum \$46.80
12772	General use	Pressure washer	\$40.05 - per day	\$40.00 - per day
New	General use	Set up Fee		\$50.00
New	General use	Clean Up Fee - if required		\$70.00

**Response**

Recommend approving the requested changes

5. Public Buildings and Facilities

An internal submission was received to make a number of minor amendments to the commentary concerning security bonds, cancellations and definition of hirers to provide improved clarity, better reflect current practice and to reference the pending implementation of the online booking system anticipated to be completed by December 2018.

In summary the changes are:

- Bond not required for low risk meetings

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- Non refundable period for bookings and bond - reduces from one month to one week
- Regular hirers fee applies only to 10 or more bookings that are booked at the same time
- Clarification of what constitutes “not for profit” or “charity” and commercial
- Reference to implementation of online booking system

**Community Engagement**

A community engagement process was undertaken with community information evenings being held and feedback being received during the 28 day exhibition period.

**Financial Implications**

Council’s Fees and Charges Information and Schedule has a significant impact on Council’s revenue. It is, therefore, important to ensure the right pricing structures are in place to ensure optimum recoveries are in place while meeting community obligations.

## CL18.141 Chapter 5 Integrated Strategic Plan-Budget and Capital Works

**HPERM Ref:** D18/177947

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

### Purpose / Summary

Provide Council with details on submissions received during the exhibition period, suggested responses and the impact on budget and/or the capital works program.

### Recommendation

That Council adopt Chapter 5 of the Draft Integrated Strategic Plan – Budget and Capital Works with the changes detailed in this report.

### Options

1. Council decide, after considering all submissions, to adopt Chapter 5 of the Draft Integrated Strategic Plan – Budget and Capital Works with the changes detailed in this report.

Implications: Nil

2. Council decide, after consideration of all submissions, to adopt Chapter 5 of the Draft Integrated Strategic Plan – Budget and Capital Works, as exhibited, with no changes.

Implications: Nil

3. Council decide, after consideration of all submissions, to adopt Chapter 5 of the Draft Integrated Strategic Plan – Budget and Capital Works. as exhibited. with the changes as detailed in this report plus additional amendments.

Implications: Nil

### Background

Shoalhaven City Council's draft Integrated Strategic Plan 2018/19 has been on exhibition for 28 days from 25 May 2018. The plan sets out how Council will work with the community to achieve its priorities and describes the key actions that will help achieve these priorities.

### Submissions Received

A number of requests for additional funding over and above Council's current maintenance regime or capital works program were received. If these were to be included in the budget, then other areas would suffer.

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Below is a summary of the issues raised and Council's responses:

1. Maintain and upgrade 3 boat ramps at Shoalhaven Heads

**Response**

\$110,000 additional funding is required for maintenance/renewal of timber waterways structures in the city including the River Road Shoalhaven Heads Wharf and is not recommended

2. Safety concerns and deterioration of Lake Tabourie Tourist Park entrance road.

**Response**

Essential maintenance to be attended to in 2018/19 and funded out of the Roads and Holiday Haven operational budgets.

3. Requesting continued support of the improved infrastructure and regulations for the large population influx in the holiday periods that occurred in 2017.

**Response**

We are continuing to provide assistance in this area subject to resourcing. The Strategy & Assets Committee resolved on 12 June 2018 to engage a Project Officer to work on the Hyams Beach project coordination and other heavily visited areas. Min 18.430

4. Request for additional parking along Explorer Boulevard for the users of Shoalhaven Heads Sporting Fields.

**Response**

This topic has been discussed several times with the CCB. Council's position remains unchanged - project is currently unfunded and not in Council's current work plan.

5. Collingwood Beach improved stormwater - request to install signs for stormwater erosion and improve the stormwater to reduce beach erosion

**Response**

Not proposed to be funded

6. Pathways and Cycleways in Vincentia - create pathways on feeder roads

**Response**

Only path projects attracting grant funding have been included in the 2018/19 budget. Feeder streets would not qualify for grant funding

7. Plantation Point Reserve - plumbing and flooding issues

**Response**

Report to Strategy & Assets Committee on 12 June 2018 included the Plantation Point amenities on the Priority List. The Committee resolved to adopt and advertise the list (SA18.155). Funding for the facility is being sought through Stronger Country Communities Funding. Alternatively, funding could be allocated via the special-rate variation with delivery not expected till after 2021/22.

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8. Plantation Point Reserve - construct additional shelter

**Response**

Funding through the Stronger Country Communities Fund has been sought for the playground and accessible beach ramp to Barfleur Beach. BBQ that was previously installed has now been sheltered.

9. Pedestrian refuge in Elizabeth Drive - install refuge at the intersection of Elizabeth Drive and Berry St Vincentia

**Response**

Pedestrian counts were taken over the 2016/17 holiday period, the count showed that a pedestrian refuge was not yet warranted. However, counts will be repeated in future years to assess growth in pedestrian traffic in the area.

10. Vincentia Mall Upgrades - seek and identify areas for beautification and upgrade

**Response**

There is no current streetscape design or budget for upgrading the Vincentia Mall

11. Water Filling Station - request for one to be installed at the Vincentia Shopping Centre

**Response**

The priority is to provide at least one in each village area and Vincentia already has a unit at Plantation Point. The roll out of a second unit to villages with water filling stations already installed is not expected to commence until late 2019. Shoalhaven Water aims to install 3 units across the city per year.

12. Provide a safer area for disabled people and others on the shared pathway at the intersection of Illfracombe Ave and Elizabeth Drive

**Response**

It is recommended that the VRRRA provides more details regarding this request as it is unclear what is being requested.

13. Provide lifesaving facility at Collingwood Beach during the school holiday period

**Response**

The cost would approx. be \$40K. Should a decision be made to extend the current level of beach patrol in the Shoalhaven other beaches would be seen as a higher priority.

14. Stormwater drainage problem near 74 Elizabeth Drive

**Response**

Will continue reactive maintenance of pipe outlet at the beach

15. Access for disabled people to Collingwood Beach

**Response**

Disabled access is being identified for Barfleur Beach as the preferred option for Vincentia. Council has submitted \$280k in grant applications for works



16. Provision for recording all safety incidents along shared pathways

**Response**

Incidents can only be recorded where they are reported to Council or Police. Records of casualties (where reported) are received by Council through RMS. Other incidents reported to Council are captured in Council's record systems.

17. Provision of electronic billboards for Slow Down and Hold My Hand signs in each CCB

**Response**

Council does not have the funds for electronic signage. The Little Blue Dinosaur campaign is currently unfunded however Council's Road Safety Officer will review in consultation with communities

18. Beach Access - SA18.72 - Nelson Beach Stairway Access Southern End - resolved to reconstruct or repair and if necessary include the work as a budget item in the operational plan

**Response**

Elevated stairs at Nelson Beach being replaced in 2018/19

19. Internal Submission – Various Capital Projects moved into 2018/19 from the March Quarterly Budget Review.

During the March Quarterly Budget Review, the following projects were resolved to be moved to 2018/19:

- **Ulladulla Harbour Berthing Facility**  
Expenditure \$1,014,585  
Grant Revenue \$787,497  
Economic Development Projects Reserve \$227,088
- **Printing Equipment**  
Expenditure \$25,000  
Committed Capital Reserve \$25,000
- **VOIP upgrades**  
Expenditure \$20,000  
Committed Capital Reserve \$20,000
- **Frogs Holla Sporting Complex – wastewater upgrade**  
Expenditure \$95,509  
Committed Capital Reserve \$95,509
- **McGrath Ave Parking Spaces**  
Expenditure \$100,000

Loans \$100,000

- **Resource Recovery Park – West Nowra**

Expenditure \$250,000

Waste Management Reserve \$250,000

- **Install Liner & Leachate Controls**

Expenditure \$275,000

Waste Management Reserve \$275,000

- **West Nowra Perimeter Road**

Expenditure \$166,102

Waste Management Reserve \$166,102

- **Berry Transfer Station Weighbridge**

Expenditure \$100,000

Waste Management Reserve \$100,000

- **Pedestrian Signals Princes Hwy / Junction Street**

Expenditure \$200,000

Committed Capital Reserve \$200,000

- **Bundewallah Bridge Replacement**

Expenditure \$300,000

Committed Capital Reserve \$300,000

- **Greenwell Point Marina**

Expenditure \$290,000

Economic Development Projects Reserve \$290,000

- **Woollamia Boat Lift Facility**

Expenditure \$76,000

Economic Development Projects Reserve \$76,000

- **Additional Disk Storage**

Expenditure \$75,000

Committed Capital Reserve \$75,000

- **GIS Data Input**

Expenditure \$50,000

Plant Replacement Reserve \$50,000

CL18.141

- **Skype for Business**

Expenditure \$30,000

Plant Replacement Reserve \$30,000

**Response**

Include these projects in the capital works program for 2018/19.

20. The NSW government has reduced some common parking fines by 25%.

**Response**

This reduction does not affect all our parking fines with the estimated impact for 2018/19 being approximately \$42,000. Rather than reducing the income budget by this amount and increasing the operating deficit, it is recommended to monitor the impact and report further during the quarterly budget reviews.

21. Min18.284 – allocation \$397,000 from the unallocated Bridge Construction Program to Crookhaven River Bridge (Archgate Bridge).

**Response**

Recommend including the project

22. Min18.323 – Shoalhaven Heads River Road Foreshore Precinct. The minute resolved to accept a \$1,213,000 grant.

**Response**

Recommend increasing the project's budget by the grant amount.

23. Other Council Minutes that will impact the 2018/19 budget:

Council resolved at its meeting of 22 May 2018 that funding options be investigated, during the public exhibition period, for the following Council Minutes to be funded in the 2018/19 budget:

Minute	Title	Amount
Min18.202	Grants / Research Officer	\$120,000
Min18.303	Public Toilets Tomerong (estimated)	\$100,000
		<b>\$220,000</b>

**Response**

Rather than pursuing the options of increasing the operating deficit in 2018/19 or changing the priorities of projects and budget bids already recommended for adoption, it is proposed that the staging of recruitment action over the first half of 2018/19 allows funds to be released to cover a fixed-term Grants / Research Officer position over the next two financial years. Consequently, no additional funding is required to proceed with the engagement of the Grants Officer.

With regard to the proposed public toilets at Tomerong, there is considerable uncertainty about cost depending on:

- the ability to connect to the trustee's water and effluent pump out

- access from street level and the need for gradients for persons with disabilities to gain access
- impact on compliance with current building regulation by the trustee, if the public toilet is attached to the building and availability of compliant car parking for a person with a disability

Should corrective action be required, then the cost could increase to \$300,000.

There is nothing in the Contributions Plan that would allow the use of Developer Contributions funds for this project. As investigations continue, updates will be provided to Council regarding feasibility, required works and cost. This will allow the project to be revisited as part of the carry-forwards in the June Quarterly Budget Review.

Finally, it was identified at the Councillor Briefing and the Ordinary Meeting of 22 May 2018 that the following Council Resolutions be noted as priority items for consideration/inclusion in future budgets, unless funding becomes available sooner from grants, Developer Contributions Plan Review or as part of Council's Quarterly Budget Reviews:

Minute	Title	Amount
MIN17.797	Hoarding & Domestic Squalor	\$50,000
MIN18.204	Warden Head Lighthouse Ulladulla co-contribution	\$75,000
MIN18.92	Old Errol Bay - Playground, BBQ Area & Amenities	\$100,000
MIN17.739	LP406 - Falls Ck / Woollamia Deferred areas planning proposal	\$400,000
MIN18.290	Huskisson Traffic Control - roundabout intersection Owen/Sydney/Tomerong Streets	\$800,000
MIN18.295	Drain Maintenance - The Park Drive Sanctuary Point	\$30,000
MIN18.296	Artie Smith Oval - development of detailed designs	\$200,000
MIN18.111	SCARP - Athletics Facility	\$300,000
		<b>\$1,955,000</b>

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Council will receive a separate report in August 2018 in relation to re-votes from the 2017/18 budget which may also identify funding opportunities for these priority projects.

### Suggested changes to Budget:

As an outcome of the feedback received from the community and staff during the exhibition period, along with Council Minutes subsequent to the exhibition period, it is recommended to make the following changes to the budget:

1. Projects transferred to 2018/19 during the March Quarterly Budget Review

#### Recommend the following projects are included in the 2018/19 budget:

- a. **Ulladulla Harbour Berthing Facility** - Expenditure \$1,014,585, Grant Revenue \$787,497' Economic Development Projects Reserve \$227,088
- b. **Printing Equipment** - Expenditure \$25,000, Committed Capital Reserve \$25,000
- c. **VOIP upgrades** - Expenditure \$20,000, Committed Capital Reserve \$20,000
- d. **Frogs Holla Sporting Complex – wastewater upgrade** - Expenditure \$95,509, Committed Capital Reserve \$95,509
- e. **McGrath Ave Parking Spaces** - Expenditure \$100,000, Loans \$100,000
- f. **Resource Recovery Park – West Nowra** - Expenditure \$250,000, Waste Management Reserve \$250,000

- g. **Install Liner & Leachate Controls** - Expenditure \$275,000, Waste Management Reserve \$275,000
  - h. **West Nowra Perimeter Road** - Expenditure \$166,102, Waste Management Reserve \$166,102
  - i. **Berry Transfer Station Weighbridge** - Expenditure \$100,000, Waste Management Reserve \$100,000
  - j. **Pedestrian Signals Princes Hwy / Junction Street** - Expenditure \$200,000, Committed Capital Reserve \$200,000
  - k. **Bundewallah Bridge Replacement** - Expenditure \$300,000, Committed Capital Reserve \$300,000
  - l. **Greenwell Point Marina** - Expenditure \$290,000, Economic Development Projects Reserve \$290,000
  - m. **Woollamia Boat Lift Facility** - Expenditure \$76,000, Economic Development Projects Reserve \$76,000
  - n. **Additional Disk Storage** - Expenditure \$75,000, Committed Capital Reserve \$75,000
  - o. **GIS Data Input** - Expenditure \$50,000, Plant Replacement Reserve \$50,000
  - p. **Skype for Business** - Expenditure \$30,000, Plant Replacement Reserve \$30,000
2. Grant / Research Officer
- Recommend funding the position for fixed term for two years from the staged recruiting of additional positions that will occur in the first half of the 2018/19 year.**
3. Shoalhaven Heads River Road Foreshore Precinct
- Recommend increasing the project in the 2018/19 budget by \$1,213,000 funded from the accepted grant**
4. Crookhaven River Bridge
- Recommend allocating \$397,000 to Crookhaven River Bridge from the unallocated bridge program**

### Community Engagement

A comprehensive community engagement process was undertaken, starting in October 2017 with the advertising of the proposed special rate variation, three public meetings and encouraging feedback from the community via online, email, mail or by attending a public meeting. The current version of Chapter 5 has followed similar community engagement with community information evenings being held and feedback being received during the 28 day exhibition period.

### Financial Implications

Chapter 5 of Council's Integrated Strategic Plan is a critical document that allocates funding towards works and services by Council to its community. It enables the many programs and services provided by Council to be adequately resourced. The additional rate revenue from the Special Rate Variations approved by IPART for 2018/19, 2019/20 and 2020/21 will allow

CL18.141

Council to pursue a path to ensure its core services can be delivered within its financial means and address the shortfall in its asset renewals and maintenance programs.

CL18.141

## CL18.142 Chapter 6 Integrated Strategic Plan - Resourcing Strategy

**HPERM Ref:** D18/177953

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

### Purpose / Summary

To provide Council with the draft Resourcing Strategy, which includes the updated Long Term Financial Plan, for consideration and adoption.

### Recommendation

That Council adopt the updated Resourcing Strategy made publicly available as Chapter 6 of the draft Integrated Strategic Plan 2018/19, subject to any changes recommended and adopted from the report on Chapter 5 – Budget and Capital Works (D18/177947)

### Options

1. Adopt the recommendation as printed

Implications: This will enable Council to meet the legislative requirements of the Integrated Planning and Report Framework.

2. Make further amendments to Chapter 6 Integrated Strategic Plan - Resourcing Strategy and adopt the amended Resourcing Strategy.

Implications: Resourcing implications will depend on the extent of the changes and any financial or other outcomes.

### Background

The Integrated Planning and Reporting Framework requires Council to support the Community in setting their direction for the next ten (10) years through the development of a Community Strategic Plan, four-year Delivery Program and one-year Operational Plan.

To achieve these aspirations and future directions, resources are required (time, money, information, assets and people). Council is not responsible for delivering all elements of the Integrated Strategic Plan; however, the Local Government Act requires that Council must have a long-term Resourcing Strategy for the provision of the resources required to achieve the Delivery Program and Operational Plans. This strategy also resources any other strategic plans that Council has developed to support the achievement of the Community Strategic Plan.

The Resourcing Strategy consists of three inter-related elements:

- Long term financial planning
- Asset management planning
- Workforce planning

Council's Long Term Financial Plan is an important part of the Resourcing Strategy as it shows Council's financial ability to fund its operations and future capital expenditure over a longer time frame. The Income & Expenditure Statement, Balance Sheet, Cash Flow Statement and Key Performance Indicators, when read together, portray the future financial capabilities of Council to operate in a financially sustainable manner in the longer term.

In February 2018, Council submitted a Special Rate Variation (SRV) application to IPART. On 15 May 2018, IPART approved Council's application in full; that is:

- Maintaining the 13.2% from the 2017/18 SRV as a permanent increase and an additional 5% in 2018/19 (includes the announced rate peg of 2.3%)
- 5.0% in 2019/20 (includes estimated rate peg of 2.5%)
- 5.0% in 2020/21 (includes estimated rate peg of 2.5%)

The Long Term Financial Plan element of the Resourcing Strategy has been updated for the impact of the SRV approval and information that was updated as part of the preparation of the draft 2018/19 budget. The Resourcing Strategy was placed on public exhibition from 25 May 2018 to 22 June 2018, not being less than 28 days, in accordance with Sections 404(4) & 405(3) of the Local Government Act 1993.

The additional revenue from the SRV will be used to improve Council's financial sustainability, reduce its infrastructure backlog and fund asset renewal and maintenance, as well as address identified resourcing issues. As indicated last year, part of the SRV will be applied to the owners of properties in the Verons Small Lot Estate to fund a twenty-year loan of \$2.3m for the purpose of providing essential infrastructure to the Estate (fire safety and road infrastructure) so that development can occur.

### **Risk Implications**

Risks are assessed and categorised within the resource strategy. Within the long term financial plan, a risk rating matrix is utilised to identify and classify potential risk to Council's financial planning assumptions.



## CL18.143 LGNSW Water Management Conference 2018

**HPERM Ref:** D18/146142

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

### Purpose / Summary

To consider Councillor attendance at the LGNSW Water Management Conference scheduled for 3-5 September 2108 in Armidale, NSW.

### Recommendation

That Council

1. Notes the details of the LGNSW Water Management Conference scheduled for 3-5 September 2018 in Armidale.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

### Options

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

### Background

The LGNSW Water Management Conference is considered relevant to local government. The program for this conference has not been released at this time. Further information relating to the conference can be found on the Local Government NSW website <https://www.lgnsw.org.au/events-training/lgnsw-water-management-conference>

Costs associated with the conference are estimated as follows:

- registration: \$547.80 (by Friday 13 July 2018)  
\$647.80 (after Friday 13 July 2018)  
\$286.00 – Single day
- travel, accommodation and out of pocket expenses: not yet determined.

An option available to Council is to define the number of Councillors attending the conference and for Council to determine the appropriate Councillors authorised to attend.

CL18.143

The Conference commences at 3.00pm Monday 3 September 2018 and concludes at 3.45pm Wednesday 5 September 2018 and following Council Business is scheduled within the period of the conference:

- Inclusion & Access Advisory Group – Monday 3 September 2018.
- Nowra CBD Revitalisation Strategy Committee – Wednesday 5 September 2018.

**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.

## CL18.144 Requests for Donations - Milton Ulladulla Men's Shed and Currarong Community Association

**HPERM Ref:** D18/155384

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

**Attachments:** 1. Report to Council - September 2017 - Donation Request - Milton Ulladulla Mens Shed [↓](#)  
2. Currarong Community Association - request for financial assistance for New Year's Eve fireworks [↓](#)

### Purpose / Summary

To consider requests for financial assistance from:

1. The Milton Ulladulla Men's Shed, to effectively reduce their required annual rental amount payment from \$472 to \$1 per annum, and:
2. The Currarong Community Association for \$5,000, to stage fireworks displays on New Year's Eve 2018.

### Recommendation

That Council:

1. Declines the request from the Milton Ulladulla Men's Shed for a donation of \$471 as a deduction to reduce their rent payment commitments to \$1 per annum, as such a deduction is not in accordance with the Council Owned and Managed Land Policy (POL16/150).
2. Make a donation of \$5,000 from the 2017/2018 unallocated donations budget to the Currarong Community Association, towards a New Year's Eve fireworks display for 31 December 2018.

### Options

1. As recommended.

#### Implications:

*Men's Shed:* This would result the Milton Ulladulla Men's Shed being liable for the full rental figure of \$472 per annum, which the group has previously indicated is within its financial capacity to pay.

*Currarong:* The total amount of Unallocated Donations being spent on New Year's Eve fireworks would increase to \$41,000 for the 2017/2018 financial year and may set a precedent/expectation for future years.

2. Provide an annual donation of \$471 to Milton Ulladulla Men's Shed for the purpose of paying their annual rental to Council for the term of the licence and decline the request for a donation of up to \$5,000 for Currarong Community Association towards a New Year's Eve fireworks display.

CL18.144

Implications:

*Men's Shed:* The variation in funds donation would be required to be paid from the Unallocated Donations fund. Council should be aware that this would set a precedent for similar requests from the other five men's sheds who have not sought further concession to what is already provided.

*Currarong:* The Currarong Community Association will be required to conduct alternative fundraising activities, to cover the full costs of the fireworks.

**Background****Milton Ulladulla Men's Shed**

At the Ordinary Meeting of the Council held on 26 September 2017, Council considered report CL17.213 'Request for Donation - Reduction of Annual Rent - Milton Ulladulla Men's Shed' and resolved (MIN17.871) as follows:

*"That the matter of - Request for Donation - Reduction of Annual Rent - Milton Ulladulla Men's Shed, be deferred to a briefing of all Councillors with respect to donations"*

Given the resolution of the Strategy and Assets Committee under Delegation on 12 June 2018 to continue the policy review in the next financial year, the matter is again brought to the Council for determination.

The September 2017 report to the Council (provided as Attachment 1 to this report) outlined the following:

- On 10 July 2017, Council provided a draft licence (rental agreement) to the Milton Ulladulla Men's Shed for the use of the building at "Part 188 Camden Street, Ulladulla". The licence document has not yet been executed and returned.
- The licence period is for 5 years from 17 July 2017 to 16 July 2022 and the licence fee is set at \$472 plus GST per annum, payable yearly in advance which equates to \$9.07 per week.
- Council has since received a request from Mr Tim Jamison, President of the Milton Ulladulla Men's Shed to *"make a donation of all but the annual rental fee of one dollar"*.
- Mr Jamison states in his request that a precedent has been set where other Men's Sheds have had the amount of rental payable by the occupant reduced to one dollar following receipt of an annual donation. He also notes that the Milton Ulladulla Men's Shed is a not for profit organisation with limited financial resources and a reduction in the rental amount would constitute financial relief.
- In accordance with Section 3.7 of the Policy, prior to the lease being granted, the Ulladulla Men's Shed demonstrated their capacity to meet their commitments under the agreement.
- Previous approvals for donations for this purpose via Council's Donations Budget have been moved off the floor at Council meetings.

There are eight (8) men's sheds that lease premises from Council.

All of Council's community tenants pay rent in accordance with the Policy, except the following:

- Clifton Park Community Garden – Recommendation Alteration (MIN14.273);
- Culburra Men's Shed (Culburra Progress Association) – Notice of Motion (MIN15.31);
- Greenwell Point Men's Shed – Notice of Motion (MIN16.1007).

The above three (3) community groups receive an annual donation to cover the rent payable under their current licence agreements.

### ***Currarong Community Association – New Year’s Eve Fireworks***

Council received correspondence from Currarong Community Association on 15 March 2018 (refer Attachment 2).

The Group has been fundraising for Fireworks on New Year’s Eve at Currarong for the past two (2) years.

In 2017 the village raised \$10,000 for fireworks displays at 9pm (10 minutes) and Midnight (2 minutes). The event was reportedly well-received by the estimated 7,000 to 8,000 residents and visitors.

The application seeks funding of \$5,000 being 50% of the estimated costs for the event and notes the difficulty for Currarong residents and visitors to attend fireworks at other locations due to the relative isolation.

Currarong Community Association receives a donation of \$500 annually for their work in the capacity of a Community Consultative Body of the Council.

At the Council Meeting held on 21 September 2010, Council resolved (MIN10.1128) to contribute \$30,000 in total towards New Year’s Eve Events. These funds were distributed between events held at Berry, Huskisson, Nowra and Ulladulla who received \$7,500 each.

In 2017 this was varied slightly and an additional \$1,000 being provided to Ulladulla Business Chamber for their event, and Council resolved 19 December 2017 (MIN17.1073) to donate \$5,000 for fireworks at Shoalhaven Heads.

The following donations totaling \$36,000 were provided for 2017 and will continue for 2018 from Council New Year’s Eve Celebrations/ fireworks:

- Rotary Club of Berry (MIN10.1128) \$7,500;
- Huskisson Chamber of Commerce (MIN10.1128) \$7,500;
- Shoalhaven Turf Club (MIN10.1128) \$7,500;
- Milton Ulladulla Business Chamber (MIN10.1128) \$8,500; and
- Shoalhaven Heads Chamber of Commerce (MIN17.1073) \$5,000.

With the addition of the Currarong Community Association Fireworks at \$5,000 the total amount of donations towards 2018 New Years Eve Events will be \$41,000.

In proposing the new donations policy of the Council, consideration will be given to how Council will determine the allocation and proportion of the donations budget for these events and criteria of events to be funded.

### **Policy Implications**

Council’s Donations Policy is currently being reviewed. It is anticipated that any changes to the policy will be implemented from the 2019/2020 financial year. At the Meeting of the Strategy and Assets Meeting held on 12 June 2018 it was resolved:

*“That Council:*

- 1. Receive the report on the Update - Council Donations Policy Review for information.*
- 2. Continue with the current donations program for the 2018/2019 financial year.*
- 3. Receive a report providing a new Draft Donations Policy in the second half of 2018, with features as outlined in the report for 2019/2020 onwards.”*

Therefore, any donations from the Council arising from this report would be best limited to the 2018/2019 Financial Year only, so to clearly indicate to recipients that the model of funding may change.

#### *Milton Ulladulla Men's Shed*

Council's policy, Occupation of Council Owned and Managed Land (POL16/150), first adopted in 2009, changed the way in which Shoalhaven City Council's properties were managed. This was borne by a need outlined in Council's Community Strategic Plan to enhance the Shoalhaven's community, economy and environment through good governance, public involvement and innovative use of our resources.

The policy helps Council to achieve best value service delivery and efficiency. The previous "peppercorn" rental arrangements were abolished, and this has been implemented by most Councils within NSW.

### **Financial Implications**

Allocated donations for the 2017/2018 financial year were lower than budgeted due to some events not running and hall hire fees for some recipient organisations being less than anticipated. The balance of unspent allocated donations has been transferred to the unallocated donations budget. Accordingly, the remaining funds in the unallocated donations budget for the 2017/2018 financial year at the time of the writing of this report is \$6,929.53.

### **Risk Implications**

#### *Milton Ulladulla Men's Shed*

Reducing the rental amount from \$472 to \$1 per annum for the Milton Ulladulla Men's Shed follows the precedents previously set by Council with respect to the Greenwell Point and Culburra Men's sheds.

As Council is aware, there is a limited Donations Budget and there are currently eight (8) men's sheds in the Shoalhaven which lease premises from Council.

## **CL17.213 Request for Donation - Reduction of Annual Rent - Milton Ulladulla Men's Shed**

**HPERM Ref:** D17/255349

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

The Ordinary Meeting on 22 August 2017 resolved that the matter be deferred to the meeting to be held on 26 September 2017.

### **Purpose / Summary**

To consider a request from the Milton Ulladulla Men's Shed to receive a donation to effectively reduce their required annual rental amount payment from \$472 to \$1 per annum.

### **Recommendation**

That Council decline the request from Milton Ulladulla Men's Shed for a donation of \$471 as a deduction to reduce their rent payment commitments to \$1 per annum, as such a deduction is not in accordance with the Council Owned and Managed Land Policy (POL16/150).

### **Options**

1. As recommended

Implications: This would result in the licence fee for the Milton Ulladulla Men's Shed being liable for the full fee remaining at the current rental figure of \$472, which the group has previously indicated is within its financial capacity to pay.

2. Provide an annual donation of \$471 to Milton Ulladulla Men's Shed for the purpose of paying their annual rental to Council for the term of the licence.

Implications: The variation in funds donation would be required to be paid from the Unallocated Donations Vote. Council should be aware that this would set precedence for similar requests from the other five men's sheds who have not sought further concession to what is already provided.

### **Background**

On 10 July 2017, Council provided a draft licence (rental agreement) to the Milton Ulladulla Men's Shed for the use of the building at "Part 188 Camden Street, Ulladulla". The licence document has not yet been executed and returned.

The licence period is for 5 years from 17 July 2017 to 16 July 2022 and the licence fee is set at \$472 plus GST per annum, payable yearly in advance which equates to \$9.07 per week.

Council has since received a request from Mr Tim Jamison, President of the Milton Ulladulla Men's Shed to "make a donation of all but the annual rental fee of one dollar".

Mr Jamison states in his request that precedence has been set where other Men's Sheds have seen the amount of rental payable by the occupant reduced to one dollar following receipt of an annual donation. He also notes that the Milton Ulladulla Men's Shed is a not for

profit organisation with limited financial resources and a reduction in the rental amount would constitute financial relief.

In accordance with Section 3.7 of the Policy, prior to the lease being granted, the Ulladulla Men's Shed demonstrated their capacity to meet their commitments under the agreement.

Previous approvals for donations for this purpose via Council's Donations Budget have been moved off the floor at Council meetings.

All Council's community tenants pay rent in accordance with the Policy, except the following:

- Clifton Park Community Garden – Recommendation Alteration (MIN14.273);
- Culburra Men's Shed (Culburra Progress Association) – Notice of Motion ( MIN15.31)
- Greenwell Point Men's Shed – Notice of Motion (MIN16.1007)

The above three community groups receive an annual donation to cover the rent payable under their current licence agreements.

### **Policy Implications**

Council's policy, Occupation of Council Owned and Managed Land (POL16/150), first adopted in 2009, changed the way in which Shoalhaven City Council's properties were managed. This was borne by a need outlined in Council's Community Strategic Plan to enhance the Shoalhaven's community, economy and environment through good governance, public involvement and innovative use of our resources.

The policy helps Council to achieve best value service delivery and efficiency. The previous "peppercorn" rental arrangements were abolished and this has been implemented by most Councils within NSW.

### **Financial Implications**

There is currently \$13,758 available in Council's Uncommitted Donations Budget for the remainder of the 2017/ 2018 financial year.

### **Risk Implications**

Reducing the rental amount from \$472 to \$1 per annum for the Milton Ulladulla Men's Shed confirms the precedence previously set by Council with respect to the Greenwell Point and Culburra Men's sheds.

As Council is aware, there is a limited Donations Budget and there are currently 8 men's sheds in the Shoalhaven which lease premises from Council.





Sara McMahon  
Governance Manager  
Shoalhaven City Council

Shoalhaven City Council

Received



15 MAR 2018

Re: New Year's Eve Fireworks Review

File No. 38852E

Referred to: S. McMahon

Dear Sara,

I understand that you are currently reviewing Council's policy on financial assistance for towns and villages in the Shoalhaven to stage firework displays on New Year's Eve (NYE).

Accordingly I ask that you include the village of Currarong in the review and for consideration for assistance.

Over the past two years we have been fortunate to have great firework displays undertaken by Mr Boom Boom Fireworks. You can view this provider on the following website: [www.mrboomboomfireworks.com.au](http://www.mrboomboomfireworks.com.au) You will note that he is a licenced pyrotechnician with all relevant approvals and insurances.

For the most recent NYE our village raised around \$10,000 for the display. The main one was for 10 minutes at 9.00pm with another two minutes at midnight.

Suffice to say it has been very well received by the 7000 to 8000 residents and visitors that are in Currarong during that time. As you would also be aware, because of our relative isolation it is difficult for people to travel to other sites to view firework displays.

Raising \$10,000 each year is a considerable challenge for us and consequently we are asking for assistance from Council. I enclose the Application for Financial Assistance/Donation with this letter. We will still undertake to raise funds through events and local businesses but do feel it is only fair that we receive some assistance for what is a public benefit for the Shoalhaven.

The majority of our funds are directed towards projects that benefit Currarong and are not fully or partly subsidised from Council. We cannot direct further funds towards fireworks or indeed guarantee that we would be successful in raising the \$10,000 necessary each year.

Thank you for including us in your review and if you require any further information please don't hesitate to contact me on 4448 3246 or at [tonylund55@gmail.com](mailto:tonylund55@gmail.com).

Yours faithfully,

A handwritten signature in black ink, appearing to read "Tony Lund".

Tony Lund

President, Currarong Community Association

12 March 2018

CL18.144 - Attachment 2

**NOTES FOR FINANCIAL ASSISTANCE/DONATION**

- 1. CURRARONG COMMUNITY ASSOCIATION (CCA) HIRES MR BOOM BOOM FIREWORKS TO PROVIDE THESE SERVICES. THIS BUSINESS HAS PUBLIC LIABILITY INSURANCE OF \$20M. CCA ALSO HAS ITS OWN PUBLIC LIABILITY INSURANCE OF \$10M. ALL RELEVANT POLICIES CAN BE PROVIDED ON REQUEST.**
- 2. CCA HAS RECEIVED MANY GRANTS FROM COUNCIL OVER ITS 71 YEARS OF EXISTANCE. AN ONGOING CCB GRANT IS RECEIVED EACH YEAR. HOWEVER THIS APPLICATION IS SPECIFICALLY FOR NYE FIREWORKS WHICH HAS NEVER BEEN APPLIED FOR BEFORE.**
- 3. BASED ON THE QUOTE AND COST OF THE 2017/18 FIREWORKS EVENT OF \$10,000. BECAUSE THE CCA HIRES THE SERVICES WE DO NOT HAVE ACTUAL DETAILED EXPENDITURE. THIS CAN BE OBTAINED FROM THE PROVIDER WHO HAS MADE A COMMITMENT TO DO THIS FOR THE NYE 2018/19 AT THE SAME COST IF FUNDS ARE AVAILABLE.**

**IN SUBMITTING THIS APPLICATION IT'S PRIMARILY TO HELP IN THE REVIEW OF FIREWORKS FUNDING UNDERTAKEN BY COUNCIL. FOLLOWING THAT REVIEW THE CCA CAN PROVIDE EITHER AN UPDATED APPLICATION AND/OR ALL REQUESTED DOCUMENTATION.**

**Appendix C**



**Application for Financial Assistance/Donation**

File 4771E

Financial Year 18/19

Please complete the following application form where assistance from Council is requested. This information is the minimum required for an application. Please attach additional information as requested within the Guidelines and Procedures for Annual Donations, Sponsorships and Subsidies document under "Checklist of documents to be forwarded with application".

Date: 12 MARCH 2018

**Details of Organisation/Individual:**

1. Name of Applicant/Organisation responsible for the event/activity: CURRARONG COMMUNITY ASSOCIATION INC.  
Contact person TONY LUND Signature: [Signature]
2. Mailing address: 60-62 WATSON WAY, CURRARONG, NSW 2540
3. Phone: (Home) 44483246 (Business) 0412 353 605
4. Amount of assistance being sought: \$ 5000.00
5. Organisation composition Non Profit/Charity/Incorporated (please circle)  
Commercial undertaking YES ☒ NO  
Do membership fees apply YES ☒ NO  
Amount charged for membership \$ 5.00  
Number of people in organisation/members 75
6. Office bearers of organisation (President, Secretary, Treasurer or Project Manager):  
TONY LUND - PRESIDENT, JOHN HARRINGTON - VP,  
ROY CLARKE - TREASURER, SUSIE SMITH -  
SECRETARY

**Title of Event/Project**

1. Please give a brief description of the event/project for which assistance is sought:  
NEW YEARS EVE FIREWORKS DISPLAY
2. Is this proposed to be an annual event/project? YES ☒ NO



Shoalhaven City Council – Donations Policy – Application for Financial Assistance/Donation

NOTE 1

3. Date/s of the proposed event/project 31/12/18 - NYE
4. Where will the event/project take place? DOLPHIN RESERVE, CURRABONG
5. Name of Public Liability Insurer .....
6. Amount of insurance cover \$20 MILLION
7. Will the event/project support charities YES/NO ☒ YES ☐ NO
- If YES, value of support \$.....

Funding

NOTE 2

1. Cost of the total event/project \$10,000-00
2. Funds available at present to go towards event \$ -
3. How are funds to be raised? DONATIONS FROM LOCAL BUSINESSES, RESIDENTS AND RATEPAYERS. POSSIBLE FUNDRAISING EVENTS

NOTE 2

4. Has Council previously assisted your organisation? YES/NO ☒ YES ☐ NO
5. What was the amount (per annum) of the assistance from Council? \$.....
6. What were the dates for the assistance? .....
7. Is funding from Council for this activity likely to be ongoing? YES/NO ☒ YES ☐ NO
8. Have you applied for funding from other Sections of Council or other organisations? YES/NO ☒ YES ☐ NO
9. Was your application successful? .....
- If YES, what was the amount allocated \$.....
- Name of Council Section or organisation.....
10. Will this event/project be self-funding in the future? YES/NO ☒ YES ☐ NO
- If NO, will the event/project be dependent of future funding from Council? YES/NO ☒ YES ☐ NO
11. If Council assisted your event previously, please provide a cash flow statement of income and expenditure for the event.
12. How do you intend to give public recognition to the financial assistance received from Council and acknowledge Council's financial assistance on any related promotional or other material. ACKNOWLEDGE COUNCIL ASSISTANCE AT ALL GENERAL MEETINGS, POSTERS PROMOTING THE EVENT, ASSOCIATION WEBSITE, ANNUAL CHRISTMAS HOLIDAY NEWSLETTER, INFO TO MEMBERS

Shoalhaven City Council – Donations Policy – Application for Financial Assistance/Donation

Event/Project Budget Information

NOTE 3

Expenditure	Amount
1. Wages/Salaries/Contractors (give details)	
2. (a) Other staff related costs:	
On Costs	
Travel	
Other	
(b) Value of voluntary labour	
3. Administration	
Accountant/Audit fees	
Other	
4. Hire of Hall/Venue	
5. Equipment/Materials	
Purchase	
Hire	
6. Advertising/Promotion	
7. Other Project/Operating Costs (give details)	
.....	
<b>TOTAL</b>	<b>10,000-00</b>

Income	Amount
1. Sponsorship (nominate sponsor)	-
2. Donations	5,000-00
3. Sales	-
4. Admission Fees/Ticket Sales	-
5. Other Income (give details)	
.....	
<b>TOTAL</b>	<b>5,000-00</b>

PLEASE NOTE : \$10,000 IS QUOTED BY  
MR BOOM BOOM FIREWORKS FOR A 10 MINUTE  
DISPLAY AT 9.00 PM ; AND 2 MINUTE DISPLAY  
AT MIDNIGHT . A DETAILED QUOTE CAN BE OBTAINED  
ON REQUEST.

CL18.144 - Attachment 2

*Shoalhaven City Council – Donations Policy – Application for Financial Assistance/Donation*

Please provide details of how this event/project will meet Council's objectives of the financial assistance/donations program:

**Objective 1:** To consider financial assistance by way of donations, sponsorships and subsidies to local service, cultural, sporting, charitable or non-profit organisations who operate within or provide benefit to the residents of Shoalhaven City.

CURRAPANG COMMUNITY ASSOCIATION (CCA)  
OBJECTIVES ARE TO SUPPORT THE LOCAL  
COMMUNITY (REFER 3 OBJECTS UNDER  
CONSTITUTION)

**Objective 2:** To consider assistance to organisations to conduct quality cultural, sporting and community service programs or events who cannot attract sufficient funds from other sources.

AS OUTLINED IN THE COVERING LETTER THE  
FIREWORKS AT NYE HAVE BECOME A MUCH  
ANTICIPATED EVENT BUT THE COMMUNITY HAS  
CONSIDERABLE DIFFICULTY RAISING THE FUNDS

**Objective 3:** To address targets specified within the Council's Community Strategic Plan or Shoalhaven City Council's Operational Plan objectives including access and usage of community resources, services and facilities, and equity of access for special needs groups.

THE 7000 TO 8000 PEOPLE IN CURRAPANG WOULD  
HAVE DIFFICULTY ACCESSING ANY OTHER FIREWORKS  
EVENTS. CLEARLY THIS POPULATION INCLUDES  
SPECIAL NEEDS GROUPS

**Objective 4:** To consider funding to encourage and enable broad community participation in cultural, sporting and community service programs.

AGAIN, THE ONLY OPPORTUNITY FOR PEOPLE  
TO HAVE/SEE A FIREWORKS EVENT IS IF IT  
IS STAGED AT CURRAPANG. OUR FEEDBACK  
FROM PAST EVENTS HAS BEEN VERY POSITIVE

*Shoalhaven City Council – Donations Policy – Application for Financial Assistance/Donation*

In making this application I confirm that this event will comply with Council's Sustainable Events policy. I also confirm that no other financial assistance is being sought from Council for this event and undertake to provide an acquittal of the funding within 60 days of the event.

Signed by TONY LUND on behalf of CUPPABONG COMMUNITY ASSOCIATION (name of organisation)

Signature 

Date 12 MARCH 2018

**Checklist of documents to be forwarded with application:**

1. For first time applicants, a copy of their organisation's constitution and if that constitution changes then an updated copy of it is to be forwarded with any subsequent application.
2. A copy of the most recent annual report (including financial statements of income and expenditure) – preferably audited.
3. Copy of notification of ABN No. and GST registration (if applicable) from the Australian Tax Office.
4. Evidence of incorporation.
5. A copy of the applicant's current public liability insurance policy (ie Certificate of Currency).
6. Where the applicant is a registered public charity, a copy of the registration certificate.





**Fair  
Trading**

## **Certificate of Incorporation as an Association on Change of Name**

THIS IS TO CERTIFY

### **CURRARONG COMMUNITY ASSOCIATION INCORPORATED**

is registered as an incorporated association in New South Wales  
under the *Associations Incorporation Act 2009*

---

Registration Number     **Y0980607**

Date of Incorporation     **18 April 1990**

Name History

CURRARONG PROGRESS ASSOCIATION INC	from	18/04/1990
CURRARONG COMMUNITY ASSOCIATION INCORPORATED	from	21/11/2016

---

Issued by NSW Fair Trading on **21 November 2016.**

Rod Stowe  
Commissioner for  
Fair Trading



## CL18.145 Revised Public Access to Council Information Policy

**HPERM Ref:** D18/185565

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

**Attachments:** 1. Draft Public Access to Council Information Policy (under separate cover)  
[↗](#)

### Purpose / Summary

To provide a revised Public Access to Council Information Policy for adoption by the Council.

### Recommendation

That Council:

1. Adopt the revised Public Access to Council Information Policy as attached to the report
2. Repeal POL10/107 'Public Register Access by Community Consultative Bodies and other Community Groups'

### Options

1. As recommended

Implications: The revised policy will incorporate amendments as outlined in the report to reflect currency and compliance with Council's Privacy Management Plan

2. The revised policy is amended by the Council prior to adoption

Implications: Not known

3. The Council not adopt the revised policy or repeal of the related policy as recommended

Implications: The current policies will remain in place. These will not reflect current information and will not comply with the Council's Privacy requirements.

### Background

Council adopted a Public Access to Council Information Policy in 2006. This policy provides information on how members of the public can access the information held by Council.

The policy review included update of relevant information, cross checking compliance with policy requirements under the Government Information (Public Access) Act and guidelines from the Office of Information Commissioner, and review and inclusion of other Council policy documents related to the release of information to the public.

A summary of the changes made to the Revised Public Access to Council Information Policy (Attachment 1 to the report) are outlined below:

CL18.145

- References to out-dated or superseded legislation, agencies and other titles were updated throughout the policy.
- General grammatical and formatting changes were made and sections of the guide which referred to information on Council's website were provided with HTML hyperlinks throughout.
- Information advising that in some cases directly contacting a Council staff member to request advice or opinion (rather than lodging an application under the Government Information (Public Access) (GIPA) Act) was an appropriate way to access information was included at (3.3).
- More specific information on the types of documents able to be requested via a Records Search Application was included to assist in differentiating between different types of requests (4.1).
- External links to websites of agencies able to review GIPA decisions were included (4.6).
- Removed a number of situations previously listed where Council would consider releasing information (contact details, ownership information) from a public register in response to a request. These were removed to ensure Council is only providing information in response to requests in accordance with Privacy Legislation and the Council's adopted Privacy Management Plan (4.8);
- The policy review incorporated all policy direction in relation to release of information and therefore the current policy POL10/107 [Public Register Access By Community Consultative Bodies And Other Community Groups](#) has been recommended to be repealed.
- Provisions relating to the providing of bulk ratepayer information from rate registers upon request by Community Consultative Committees (CCBs) were removed. Personal information about residents should not be provided to CCBs or any other group without the prior approval of those residents, as to do otherwise would not be compliant with Council's adopted Privacy Management Plan or Privacy legislation. CCBs maintain membership lists for information sharing from those who have directly requested information and Council will consider requests from CCBs for assistance to share information with their wider communities in ways other than releasing the personal information of residents. This information has not been frequently requested in recent years.
- Provisions remain for the Rural Fire Service to access records as outlined in the current Service Agreement with Council.
- Application forms included in the appendix were updated to current versions.

**Financial Implications**

None

**Risk Implications**

CL18.145

## **CL18.146 Nomination of Voting Delegates - Election - Office of Vice President (Rural/Regional Councils) - Board of the Local Government and Shires Association of New South Wales**

**HPERM Ref:** D18/185888

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

**Attachments:** 1. Letter from President - Local Government and Shires Association NSW - Election - Office of Vice President (Rural/ Regional Councils)

### **Purpose / Summary**

To nominate voting members on behalf of the Council in the Election to fill a Vacancy of Vice President (Rural/ Regional Councils) on the board of the Local Government and Shires Association of NSW.

### **Recommendation**

That Council

1. Receive the report for information
2. Nominates the following five (5) Councillors as Voting Delegates in the Election for the office of Vice-President (Rural/Regional Councils):
  - Clr
  - Clr
  - Clr
  - Clr
  - Clr

### **Options**

1. As recommended

Implications: Council's nominations will be submitted prior to the closing date to allow representation of the Council in the voting of this position

2. That Council not appoint voting delegates

Implications: Council will not be represented in the voting process.

### **Background**

On 25 May 2018 President of the Local Government and Shires Association (NSW) wrote to the Council to advise that on 6 April 2018 the former Vice President (Regional/Rural councils) resigned from the Board. This resulted in a casual vacancy which is required to be filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office. (refer Attachment 1)

CL18.146

The timetable for the election is as follows:

**1. Friday 6 July 2018, 12 noon (AEST)** - Ordinary members of the Association entitled to vote in the election must provide the names and postal addresses of their nominated voting delegates to the Association by this date/time (including, for each person - a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address). No changes to the names of voting delegates (Roll of Voters) will be accepted after this date/time.

**2. Friday 13 July 2018** - The AEC will issue an **Election Notice** inviting nominations for the office of Vice President (Rural/Regional councils) to be published in the Association's official journal, the *LGNSW Weekly*, and sent to each member entitled to vote in the election, by post, on this date.

Further details about the election, including the date that nominations close and the date that the ballot opens/closes will be contained in the Election Notice.

Shoalhaven City Council is an Ordinary member of the Association in the 'Rural/Regional councils' category. The Council has five (5) Voting entitlements for the election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association. Voting delegates must be a Councillor of a Council which is an Ordinary member of the Association in the 'Rural/Regional councils' category or member of the Board in the 'Rural/Regional councils' category under the Association's rules.

CL18.146



Our ref: R17/0004

25 May 2018

Dear General Manager

**Election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Local Government and Shires Association of New South Wales**

I write to provide members of the Local Government and Shires Association of New South Wales ("Association") in the "Rural/Regional councils" category with important information about an election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association ("Board").

On 6 April 2018 the former Vice President (Regional/Rural councils) resigned from the Board. This resulted in a casual vacancy. The Association's rules require the casual vacancy to be filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office.

The Registered Organisations Commission ("ROC") has approved the election and has instructed the Australian Electoral Commission ("AEC") to make arrangements for the election.

**Allocation of voting entitlements**

The number of voters that each eligible Ordinary member is entitled to is set out in the table at Annexure A.

**Election Timetable**

The timetable for the election is as follows:

- **Friday, 6 July 2018, 12 noon (AEST)** - Ordinary members of the Association entitled to vote in the election must provide the names and postal addresses of their nominated voting delegates to the Association by this date/time (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address). No changes to the names of voting delegates (**Roll of Voters**) will be accepted after this date/time.
- **Friday, 13 July 2018** – The AEC will cause an **Election Notice** inviting nominations for the office of Vice President (Rural/Regional councils) to be published in the Association's official journal, the *LGNSW Weekly*, and sent to each member entitled to vote in the election, by post, on this date.

**Further details about the election, including the date that nominations close and the date that the ballot opens/closes will be contained in the Election Notice.**

LOCAL GOVERNMENT NSW  
GPO BOX 7003 SYDNEY NSW 2001  
L8, 28 MARGARET ST SYDNEY NSW 2000  
T 02 9242 4000 F 02 9242 4111  
[LGNSW.ORG.AU](http://LGNSW.ORG.AU) [LGNSW@LGNSW.ORG.AU](mailto:LGNSW@LGNSW.ORG.AU)  
ABN 49 853 913 882



#### Eligibility requirements to be a voting delegate

Voting delegates must be a Councillor of a Council which is an Ordinary member of the Association in the 'Rural/Regional councils' category or member of the Board in the 'Rural/Regional councils' category under the Association's rules.

#### How to nominate voting delegates

Nominations are to be made online using the nomination form at the following link:

<https://lgsa.wufoo.com/forms/voting-delegate-nomination-2018-vp-ruralregional-rl1w/541offmc2/>

Only one nomination form may be completed for each Ordinary member. It is important that you have all of the required information for each voting delegate before completing this form (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address).

This form must be submitted to the Association by no later than **Friday, 6 July 2018, 12 noon (AEST)**.

#### Further details

For further information:

- a) **about members' voting entitlements and nomination of voting delegates:** contact Adam Dansie (Senior Manager – Industrial Relations) on (02) 9242-4140 or at [adam.dansie@lgnsw.org.au](mailto:adam.dansie@lgnsw.org.au)
- b) **about all other matters relating to the election:** contact Anthony Carey (AEC Returning Officer) on (02) 9375 6361 or at [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au)

Yours sincerely

A handwritten signature in black ink that reads 'Linda Scott'.

Cr Linda Scott  
**President**

### Annexure A

Ordinary members' voting entitlements for the election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association.

Member	Number of delegates
Albury	4
Armidale Regional	3
Ballina	3
Balranald	1
Bathurst Regional	3
Bega Valley	3
Bellingen	2
Berrigan	1
Bland	1
Blayney	1
Blue Mountains	4
Bogan	1
Bourke	1
Brewarrina	1
Broken Hill	2
Byron	3
Cabonne	2
Carrathool	1
Central Coast	7
Central Darling	1
Cessnock	4
Clarence Valley	4
Cobar	1
Coffs Harbour	4
Coolamon	1
Coonamble	1
Cootamundra-Gundagai Regional	2
Cowra	2
Dubbo Regional	4
Dungog	1
Edward River	1
Eurobodalla	3
Federation	2
Forbes	1
Gilgandra	1
Glen Innes Severn	1
Goulburn Mulwaree	3
Greater Hume	2
Griffith	3
Gunnedah	2
Gwydir	1
Hay	1
Hilltops	2
Inverell	2
Junee	1
Kempsey	3
Kiama	3
Kyogle	1

Member	Number of delegates
Lachlan	1
Lake Macquarie	7
Leeton	2
Lismore	3
Lithgow	3
Liverpool Plains	1
Lockhart	1
Maitland	4
Mid-Coast	4
Mid-Western Regional	3
Moree Plains	2
Murray River	2
Murrumbidgee	1
Muswellbrook	2
Nambucca	2
Narrabri	2
Narrandera	1
Narromine	1
Newcastle	7
Oberon	1
Orange	3
Parkes	2
Port Macquarie-Hastings	4
Port Stephens	4
Queanbeyan-Palerang Regional	4
Richmond Valley	3
Shellharbour	4
Shoalhaven	5
Singleton	3
Snowy Monaro Regional	3
Snowy Valleys	2
Tamworth Regional	4
Temora	1
Tenterfield	1
Tweed	4
Upper Hunter	2
Upper Lachlan	1
Uralla	1
Wagga Wagga	4
Walcha	1
Walgett	1
Warren	1
Warrumbungle	1
Weddin	1
Wentworth	1
Wingecarribee	3
Wollondilly	4
Wollongong	7
Yass Valley	2
LGNSW Board (Rural/Regional)	8
<b>TOTAL:</b>	<b>237</b>



## CL18.147 Introduction of Webcasting - Proposed amendments to the Code of Meeting Practice

**HPERM Ref:** D18/196221

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

**Attachments:** 1. Proposed Amended Code of Meeting Practice (under separate cover) ➡

### Purpose / Summary

To outline proposed changes to the Code of Meeting Practice and other measures in preparation for the Webcasting of Council Meetings

### Recommendation

That Council

1. Accept the report for information.
2. Endorse the amendments proposed to the Code of Meeting Practice as outlined in the Report attachment for advertisement for public comment in accordance with the requirements under Section 361 of the Local Government Act, 1993.
3. Adopt the amended policy should no comments be received, otherwise receive a further report for consideration.
4. Consider the arrangements of Council and Core Committee Meetings outside the Council Chambers given that webcasting will only be available for meetings held in the Chambers.

### Options

1. As recommended

Implications: This will implement the provisions considered appropriate for the introduction of webcasting, and allow the requisite public consultation before adoption

2. The Council makes other or additional amendments to the Code of Meeting Practice.

Implications: Not known

3. That Council does not accept the amendments to the Code of Meeting Practice

Implications: This would mean that the current Code would remain and the Council would not have a policy framework around the webcasting of Council Meetings

### Background

Council at its Ordinary Meeting of 30 January 2018 (MIN18.44) resolved as follows:

*“That Council:*

1. *Begin Webcasting of Council Meetings from July 2018.*

CL18.147

2. *Webcast Ordinary Meeting, Development Committee and Strategy & Assets Committee meetings.”*

In preparation for the introduction of the webcasting service, amendments are proposed to the Code of Meeting Practice. A draft of the proposed amendments is provided as an attachment to this report.

In summary, the changes that are required are highlighted in the attachment and are as follows:

- A new Section on Webcasting of Meetings (Clause 9.12) which outlines:
  - o Which meetings are webcast (Cl. 9.12.1)
  - o That confidential meetings will not be webcast (Cl. 9.12.2)
  - o Privacy Statements relating to those in attendance, including inclusion in the Agenda, signage and announcements to be made at the commencement of a webcast meeting. (Cl. 9.12.3 - 6)
  - o Circumstances in which webcasting may be terminated or edits or modifications made to the recordings (Cl 9.12.6)
  - o The maintenance of an online library of 2 years of meeting webcasts on Council's website (Cl. 9.12.7)
  - o That the failure to Webcast does not impact on the validity of the decisions of the meeting (Cl. 12.9.8)
  - o Warnings about defamatory or offensive statements during meetings (Cl. 12.9. 9)
  - o Copyright provisions (Cl. 12.9.10)
  - o Transcripts of the meetings will not be available (Cl12.9.11)
- Inclusion of the impact of webcasting on the Deputations by amendments at (Cl. 8.1.9)

Amendments have not been made with respect to the recording of meetings as those still apply to meetings whether they are webcast or not.

The provisions proposed reflect those which were outlined in the Consultation Draft of the Model Code of Meeting Practice for Local Councils in NSW, which was released by the Office of Local Government in December 2017.

Due to the physical set up of the Council Chambers, the introduction of webcasting of the Development and Strategy and Assets Committee meetings will require the Chairperson and General Manager to sit at those seats occupied by the Mayor and General Manager at the Ordinary Meetings of the Council.

A briefing session will be held for Councillors in July 2018, prior to the first webcast.

Council has in place a decision to hold two (2) Ordinary Meetings of the Council in locations other than Nowra. Given the Webcasting equipment will be fixed in the Council Chambers and meetings at other locations will not be Webcast, Council should consider whether this will continue after the introduction of Webcasting. The costs associated with the setup of the two (2) meetings held in other locations are approximately \$4,000 each, exclusive of additional costs for venue rental and catering.

### **Community Engagement**

The amendments proposed to the Code of Meeting Practice will be advertised for public comment in accordance with the requirements under Section 361 of the Local

CL18.147

Government Act, 1993. The inclusion of the information about Webcasting will clarify for the community the existence and impacts of Webcasting on the meetings.

Audio Recording of Council and Committee Meetings are currently made by 2UUU Community Radio and are broadcast on that Station. The introduction of the Webcasting will not preclude this arrangement continuing, however staff will discuss this and ongoing arrangements with the Radio Station.

### **Policy Implications**

It is considered that the Code of Meeting Practice is the most appropriate place to record policy direction with respect to Webcasting of Meetings.

The commencement of Webcasting will prompt notifications to staff in accordance with the Council's Workplace Surveillance Policy.

### **Risk Implications**

The webcasting of Council meetings does increase the risk for the Council with respect to defamation or other action arising from statements during meetings which are broadcast by the Council by this mechanism. The proposed additional provisions and amendments to the Code of Meeting practice seek to address this.

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## CL18.148 Investment Report - May 2018

**HPERM Ref:** D18/196597

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

**Attachments:** 1. Monthly Investment Report - Shoalhaven City (under separate cover) [↗](#)

### Purpose / Summary

Under Section 625 of the Local Government Act 1993 and Clause 212 of the Local Government (General) Regulation, it is a requirement to provide a written report to Council.

### Recommendation

That the report of the General Manager (Finance, Corporate and Community Services Group) on the Record of Investments for the period to 31 May 2018 be received for information.

### Options

1. The Report on the Record of Investments for the period to 31 May 2018 be received for information.

Implications: Nil.

2. Further information regarding the Record of Investments for the period to 31 May 2018 be requested.

Implications: Nil.

3. The report on the Record of Investments for the period to 31 May 2018 be received for information with any changes requested for the Record of Investments to be reflected in the report for the period to 30 June 2018.

Implications: Nil.

### Background

Please refer to the attached monthly report provided by Council's Investment Advisor – CPG Research and Advisory Pty Ltd.

CPG Research and Advisory Pty Ltd includes a section on Council's investment in institutions who fund the fossil fuel industry (see page 5). There was an increase in Council's fossil fuels exposure due to the drawdown of loans into the TCorp fund in March; this will drop as the loan funds are spent on the REMS project. A further increase in exposure in May is due to the placement of investments with highly rated institutions offering higher interest rates than those institutions who don't lend to the fossil fuel industry.

The interest earned to the month of May was \$5,126,632, 97.46% of the full year budget though it should be noted that General Fund is tracking slightly under budget.

Fund	Budget	Actual	%
General	\$3,114,058	\$2,822,025	90.62%
Water	\$1,066,000	\$1,168,065	109.57%
Sewer	\$1,080,000	\$1,136,542	105.24%
<b>Total</b>	<b>\$5,260,058</b>	<b>\$5,126,632</b>	<b>97.46%</b>

The interest earned for the month of May was \$576,016, which was \$129,271 above budget.

Fund	Monthly Budget	Actual	Difference
General	\$264,482	\$283,562	\$19,081
Water	\$90,537	\$138,820	\$48,283
Sewer	\$91,726	\$153,633	\$61,907
<b>Total</b>	<b>\$446,745</b>	<b>\$576,016</b>	<b>\$129,271</b>

## RECORD OF INVESTMENTS

### Cash and Investment Balances

	May 2018	April 2018
<b>Cash And Investments Held</b>		
Cash at Bank - Transactional Account	\$9,659,123	\$3,552,358
Cash at Bank - Trust Fund	\$1,240	\$1,240
Cash on Hand	\$45,870	\$62,020
Other Cash and Investments	\$205,999,062	\$208,895,968
	<b>\$215,705,295</b>	<b>\$212,511,586</b>
 Fair Value Adjustment	 \$172,588	 \$201,789
Bank Reconciliation	\$419,604	\$157,016
	\$592,191	\$358,805
 <b>Book Value of Cash and Investments</b>	 <b>\$216,297,486</b>	 <b>\$212,870,391</b>
 <b>Less Cash &amp; Investments Held In Relation To Restricted Assets</b>		
Employee Leave Entitlements	\$8,135,913	\$8,135,913
Land Decontamination	\$1,530,964	\$1,535,937
Critical Asset Compliance	\$2,341,827	\$2,345,817
North Nowra Link Road	\$469,468	\$473,199
Other Internal Reserves	\$7,744,593	\$7,527,293
Section 94 Matching Funds	\$340,756	\$340,808
Strategic Projects General	\$1,907,606	\$1,897,961
Industrial Land Development Reserve	\$6,498,050	\$6,234,157
Plant Replacement	\$1,277,085	\$1,335,172
Financial Assistance Grant	\$0	\$1,477,804
S94 Recoupment	\$791,222	\$784,924
Commitment To Capital Works	\$5,319,087	\$5,529,277
Property Reserve	\$2,021,531	\$1,284,512
<b>Total Internally Restricted</b>	<b>\$38,378,102</b>	<b>\$38,902,775</b>
 Loans - General Fund	 \$1,738,496	 \$2,565,479
Self Insurance Liability	\$1,485,144	\$1,354,019
Grant reserve	\$7,853,702	\$7,862,963
Section 94	\$32,259,549	\$32,011,748
Storm Water Levy	\$613,174	\$591,798
Trust - Mayors Relief Fund	\$72,793	\$72,793
Trust - General Trust	\$3,594,872	\$3,575,357
Waste Disposal	\$4,972,216	\$4,904,930
Sewer Fund	\$66,463,158	\$67,588,802
Sewer Plant Fund	\$1,963,758	\$1,959,715
Section 64 Water	\$18,273,440	\$18,248,927
Water Fund	\$26,187,216	\$26,214,385
Water Communication Towers	\$938,732	\$904,543
Water Plant Fund	\$1,700,711	\$1,615,143
<b>Total Externally Restricted</b>	<b>\$168,116,961</b>	<b>\$169,470,600</b>
 <b>Total Restricted</b>	 <b>\$206,495,063</b>	 <b>\$208,373,374</b>
 <b>Unrestricted Cash And Investments</b>		
General Fund	\$9,802,424	\$4,497,017

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**The table below lists the major movements**

Total Cash and Investments	+\$3,427,095	
Unrestricted cash	-\$5,305,407	May was a rates instalment month
Financial Assistance Grant	-\$1,477,804	Not received in May
Sewer Fund	-\$1,125,644	Spending on REMS

**Financial Implications**

It is important for Council to be informed in regard to its investments on a regular basis. Revenue from interests forms a vital part of Council's revenue stream.

**Certification – Responsible Accounting Officer:**

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulations 2005 and Council's Investments Policy number POL18/8.

*Vanessa Phelan*

Vanessa Phelan  
Acting Chief Financial Officer

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## CL18.149 Tenders - West Nowra Waste Processing Facility

**HPERM Ref:** D18/175604

**Group:** Assets & Works Group  
**Section:** Works & Services

### Purpose / Summary

To inform Council of the tender process for the West Nowra Waste Processing Facility.

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

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

### Recommendation

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

### Options

1. Council accept the recommendation as presented.

Implications: A separate report will consider technical and commercial information of the bids.

2. Council amend the recommendation, provide further direction to staff and propose an alternative.

Implications: This will delay progression of this important project.

### Details

In 2014 Council invited Expressions of Interest (EOIs) for providing a waste processing facility to process domestic and other commercial wastes in the Shoalhaven. The EOIs were shortlisted to three companies who would be invited to tender. An EIS was prepared for the facility to be located in land adjacent to the West Nowra landfill. At the time, changes in regulations created the new possibility to utilise the land identified for the processing facility as an extension to the landfill. Council elected to make an application to the NSW Department of Planning & Environment to utilise an alternative site, which is currently occupied by the Animal Shelter, as the proposed resource recovery park. This change delayed the invitation to tender for the three shortlisted companies. As a result of the delays and the rapidly changing landscape for waste processing technologies available in the market, Council resolved to readvertise public tenders for waste processing at the newly approved facility.

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Tenders Received

Tenders were received from the following:

<b>Tenderer</b>	<b>Location</b>
Bioelektra Australia Pty Ltd	Five Dock NSW
Re.Group Pty Ltd	Sydney NSW
SUEZ Recycling & Recovery Pty Ltd	Rhodes NSW
SUEZ Recycling & Recovery Pty Ltd (Alternative)	Rhodes NSW

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

**Community Engagement:**

Extensive community engagement took place following the Expressions of Interest in late 2013, followed up by an engagement program during the concept planning approval process in 2016.

Similarly, the draft Shoalhaven Waste Reduction Management Strategy is on public exhibition, accepting submissions until 26 June 2018.

**Policy Implications**

Based on previous investigations and the tender process for the AWT, the highest diversion and most economical way to process the Shoalhaven's waste is in the current red and yellow bin system, without a separate green bin which would otherwise also increase overall waste.

**Financial Implications:**

There will be either no change to the annual domestic waste charge or a small reduction in annual charge depending on the finally successful tenderer.

The proposal will not impact nine of the 10 Recycling and Waste transfer facilities. However, the operation of those nine transfer stations is financially subsidised through the gate fee received at West Nowra, and West Nowra will be impacted by the proposal with a loss in income from kerbside collected waste. The cross-subsidy of the nine transfer facilities will be less affordable and may need to be mitigated by identifying other funding sources or operational changes.

The reduced income from West Nowra will be partially offset through reductions in operating costs, spreading capital costs over a longer time period (longer time between construction of cells) and increased focus on income from recycling. The benefits, that are difficult to quantify in financial terms, include a reduction in the contamination potential from the waste (only the inert rejects from the processing facility will be landfilled), a lower environmental risk, lower associated cost to manage the risk and delaying the requirement to purchase and develop a new landfill until well into the future.

Grant funding opportunities will be pursued to advance the capital and education programs.

## CL18.150 Cattle Loading Ramp Works - 120 Millbank Road Terrara for KW Turner

**HPERM Ref:** D18/190995

**Group:** Assets & Works Group  
**Section:** Works & Services

### Purpose / Summary

To allow Council to consider a proposal to carry out works on private land at 120 Millbank Road, Terara, to provide an alternate cattle loading facility to the one that is unable to be used due to recent widening of Millbank Road. This report is required to gain approval for private works at no cost in accordance with Section 67 of the Local Government Act.

### Recommendation

That, in accordance with Section 67 of the Local Government Act,:

1. Council undertake work to provide an alternate cattle loading facility at 120 Millbank Road, Terara for K W Turner, at an estimated cost of \$7,900 and at no cost to the owner; and
2. On completion of the works, Council receive a further report outlining the final costs of the rectification works.

### Options

1. Council accept the recommendation as presented.

Implications: The widening of Millbank Road has rendered the existing cattle loading ramp unusable due to the width between the road edge line and fence line being too small to fit a cattle truck. The proposed works are necessary to allow the property owner to safely load the cattle currently on the property.

2. Council not or only partly contribute to the relocation of the loading ramp

Implications: Council could request the owners undertake works and hire or purchase a cattle loading ramp to enable cattle to be safely transported to and from the property, but this would be unreasonable given the reason the existing ramp is unable to be used is due to road improvements undertaken by Council.

### Background

A reconstruction and upgrade of Millbank Road, Terara, was completed by Council contractors in March 2018. The upgrade included widening of the road and shoulders.

This widening has rendered the existing cattle loading ramp to be unusable due to the lack of available width for a cattle truck to fit between the edge of the road and fenceline. See picture below.

CL18.150



If the existing ramped was used, the truck would be on the edge of the travel lane, which would present a safety issue for the truck and passing vehicles. In addition, works would be required to extend the height of the loading ramp to work in with the new road level.

To provide for continued safe and practical loading of cattle for this property, it is proposed to shift the loading point into the property. This work will include:

- Replace the existing single gate with a double gate;
- Extent the gravel verge to the property boundary and into the paddock;
- Construct a gravel pad in the paddock in front of the existing cattle crush, to provide a stable platform for a new ramp and the truck; and
- Install a new ramp.

The cost of the works within private property are \$7,900, including all plant, labour and materials.

## LOCAL GOVERNMENT ACT 1993 - SECT 67

### Private works

#### 67 Private works

(1) A council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that may lawfully be carried out on the land.

Examples of the kind of work that a council might carry out under this section include:

- paving and roadmaking
- kerbing and guttering
- fencing and ditching
- tree planting and tree maintenance
- demolition and excavation
- land clearing and tree felling
- water, sewerage and drainage connections
- gas and electricity connections.

(2) A council must not carry out work under this section unless:

(a) it proposes to charge an approved fee for carrying out the work as determined by the council in accordance with Division 2 of Part 10 of Chapter 15, or

(b) if it proposes to charge an amount less than the approved fee, the decision to carry out the work is made, and the proposed fee to be charged is determined, by resolution of the council at an open meeting before the work is carried out.

(3) A council must include details or a summary of any resolutions made under this section and of work carried out under subsection (2) (b) in its next annual report.

(4) A report of work to which subsection (2) (b) applies must be given to the next meeting of the council after the work is carried out specifying:

- the person for whom the work was carried out
- the nature of the work
- the type and quantity of materials used
- the charge made for those materials
- the total of the number of hours taken by each person who carried out the work
- the total amount charged for carrying out the work (including the charge made for materials)
- the reason for carrying out the work.

(5) This section does not apply to work carried out by a council, or by two or more councils jointly, for another council or for a public authority.

(6) This section does not apply to any graffiti removal work carried out by a council in accordance with Part 4 of the [Graffiti Control Act 2008](#).

### **Community Engagement**

The property owners of 120 Millbank Road have had input into the proposed solution.

### **Financial Implications**

The works will be funded by the local road repair program budget.

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## CL18.151 Shoalhaven Indoor Sports Centre – Site Options Report

**HPERM Ref:** D18/179642

**Group:** Assets & Works Group

**Attachments:**

1. Attachment 1 ENRS0772 [↓](#)
2. Attachment 2 Stockpile Site Plan [↓](#)
3. Attachment 3 ENRS0072 SiSC Asbestos Remediation Option sites (under separate cover) [⇄](#)
4. Attachment 4 18069JT-CENG-JT [↓](#)
5. Attachment 4a 18060JT-1-C06-P1-SP [↓](#)
6. Attachment 4b 18060JT-2-C06-P1-SP [↓](#)
7. Attachment 5 18060-CENG-Mound Prelim [↓](#)

### Purpose / Summary

To inform Council of the Materials discovered and site options/recommendation available for the Shoalhaven Indoor Sports Centre.

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

That Council:

1. Adopt the Platform Encapsulation option (B1) as the preferred option to responsibly manage the surplus cut material from the Shoalhaven Indoor Sporting Complex with an estimated cost of approximately \$1,200,000 (excluding GST) for the construction and supervision costs;
2. Commence the formal Development Application process required to undertake the works;
3. Fund the works with an allocation of \$600,000 from the Contaminated Land Reserve in 2018/19 and the remaining \$600,000 to be transferred from 2018/19 capital works projects (Nowra Administration Building Compliance Budget), with necessary adjustments made to the 2019/20 Capital Budget to complete those works.

### Options

1. Option A1 Transport off site.

Transport and disposal to an approved waste facility. This option would require funding of \$2,200,000 to proceed. Refer to Financial Implications for funding arrangements.

2. Option B1 Platform Encapsulation.

Encapsulation on site by construction of a platform in the area where the stockpiles currently occupy.

The Platform Encapsulation option is the preferred option to responsibly manage the surplus cut material from the Shoalhaven Indoor Sporting Complex noting that a formal Development Application process must be undertaken and that the estimated cost for this option is approximately \$1,200,000 ex GST for the construction and supervision costs, to be funded as detailed in the Financial Implications Section.

3. Option B2 Landform Encapsulation. Encapsulation on site by construction of a landform (mound) in the area where the stockpiles currently occupy.

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This option would require funding of \$600,000 to proceed. This is the lowest cost option but does not create an adaptable and useable space. Refer to Financial Implications for funding arrangement.

## **Background**

### **Preliminary Works**

During construction activities, bonded (non-friable) asbestos containing materials (ACM) were discovered in the form of pipes and fragments scattered through soils.

Pre-commencement due diligence activities did not indicate the presence or potential extent of contaminated materials. These activities included materials record searches, Geotechnical investigations and GIS mapping layers.

Initially, this material was found in the form of pipes and soil contamination at Site A, (attachment 1); however, as excavation progressed this extended to areas described as sites B to F, consisting of pipes of varying dimensions, pipe packers and encased soil. A qualified hygienist and asbestos assessor licenced with Safe Work NSW was engaged to provide specialist advice regarding the removal and remediation of these areas.

During remediation of areas A-F, all necessary quantities identified as ACM waste was removed with accompanying pipe materials. A clearance certificate was issued for areas A – F, with all pipe removed and disposed by a suitably licenced asbestos removal contractor to a licenced waste facility. These works were monitored by the Asbestos Assessor and a Clearance Certificate was issued. This allowed works to progress on the building footprint.

This initial works was undertaken on a schedule of rates basis, with a resulting cost of \$257,676 for removal, monitoring and hygienist clearance works. A delay of 33 days was incurred whilst remediation activities were undertaken.

### **Current Works**

In addition to initial ACM discovered at site A – F (attachment 1), material was found within the carpark area, identified as Site G. Consisting of extensive volumes of ACM, the materials appear to have been imported as fill to create the eastern sports fields some years ago. This material, is also classified as bonded (non-friable) asbestos. Non-friable asbestos is a bonded material which is unlikely to release asbestos fibre and cannot be reduced to a powder form; therefore, posing a very limited risk to the community.

This material was found in the vicinity of the car park area noted as Site G (attachment 1); however, it also extended to the west of the existing stadium. These materials consist of scattered ACM bonded fragments and miscellaneous debris throughout the entire area, to a depth of 100 – 300mm, deeming all site spoil as contaminated.

These areas were remediated with the top 200-300mm material scraped and to allow the Shoalhaven Sports Centre car parks works to continue. The materials required stockpiling with environmental controls implemented as per the hygienist recommendations. Air monitoring conducted on site has not detected any airborne materials, indicating minimal risk to site personnel, the public or residents. These works were monitored by the Asbestos Assessor and a Clearance Certificate was issued, allowing works to continue on the car park construction.

Whilst, the history of imported materials or its origins is unclear, the long-term disposal or remediation requires consideration by the hygienist and regulator. The volume of affected material currently stockpiled is in the vicinity of 5,000m<sup>3</sup> to 8,000 tonnes. Attachment 2 indicated the location of stockpiles in relation to the development.

The remaining stockpiles of material is located in a controlled area which is being managed in accordance with specialist hygienist advice and SafeWork requirements. This consists of consolidated stockpiles within a suitable exclusion zone, posted signage and water suppression by the use of sprinklers for adequate dust control.

All actions by Council and the Contractor have been in accordance with the required legislation for handling asbestos material. All work with the asbestos materials has been supervised by a suitably licensed asbestos removal contractor with a permit to work issued by SafeWork NSW and in accordance with the code of practice. Works have been monitored by the Asbestos Assessor and subject to Clearance Certificates.

### **Stockpile Material Remediation Options**

The residual issue is the decision on the future options regarding the affected stockpiles.

Attachment 3, consists of a report by qualified hygienist and asbestos assessors *Environment & Natural Resource Solutions* (ENRS). Section 8 details the remediation options consisting of excavation and offsite disposal to a suitably licenced landfill facility (option A) or alternatively on-site encapsulation (option B). Table 4 provides a comparison of the remediation methods, in terms of planning approvals, asbestos removal, transport, disposal, capping, validation and ongoing management.

Subsequent site investigation and opportunities identify three potential options for consideration, including;

A1 Transport and Disposal to an approved waste facility.

B1 Encapsulation on site by construction of a platform in the area where the stockpiles currently occupy.

B2 Encapsulation on site by construction of a landform (mound) in the area where the stockpiles currently occupy.

All of these options will be subject to preparation of a remediation action plan (RAP) by the hygienist. Options B1 & B2 will require a modified development consent approval and long-term management plan by the hygienist, which depending on revised conditions by the regulator, may be contingent upon an accredited site auditor approval. Discussions with the regulator (Development Services) will determine the appropriate process.

### **Option A1**

This option consists of the loading, transport and disposal of all ACM materials currently stockpiled to a suitably licenced landfill facility.

This option complies with the current Development Consent RA15/1001 Condition 13 for the Shoalhaven Indoor Sports Centre development:

#### ***Extract***

#### ***Disposal of Excavated Material (All Stages)***

13 All excavated surplus material must be hauled to an approved landfill site, authorised waste facility (e.g. West Nowra Tip) or an alternative location approved by Shoalhaven City Council that is suitable for taking the material. This condition applies to all stages of the approved development.

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Option A1 has been costed in the vicinity of \$2,800,000 excluding construction management costs (This estimate allows for transport and disposal to Kemps Creek licenced waste facility in Sydney).

However, initial enquiries with Hi-Quality Group confirm that its Windellama Landfill operation is licenced to accept bonded asbestos in bulk form. This operation is located on the O'Allen Ford Road, they indicate that the transport and tipping fees may be less than WW estimate, resulting in an overall estimate of \$2,200,000.

### **Option B1**

This option consists of building a stepped or level platform in the area where the existing stockpiles are located. This would include construction of reinforced retaining walls around the eastern perimeter of the area to a height of 3.3m, the finished surface level would be 600mm above the adjacent oval level. Attachment 4 illustrates this showing both plan view and cross section elevations. This area would then be used to encapsulate the ACM material, compacted in layers, lined with geo-technical fabric and then capped with 0.5m of clean fill. The area will be turfed, with fencing provided above the perimeter retaining walls.

This option would provide a flat surface that could be used for future incorporation into the precinct development. The platform with a total area of 4,500m<sup>2</sup> would be large enough to cater for a variety of uses. Attachments 4 a & b concept overlays illustrate the area utilised for croquet or netball courts; however, it may also be suitable for a range of other recreational purposes.

This option would not comply with current development consent conditions; therefore, it will be contingent upon modified development consent application and approval by the regulator (council). Referring to Table 4 (p9-10) of the ENRS report (attachment 3), the process of encapsulating on-site will require rigorous planning & approval; on site control measures to mitigate disturbance and capping during the works. Ongoing management of the area would be in accordance with site environmental management plan.

Option B1 is costed in the vicinity of \$1,100,000 excluding construction management costs. This estimate would provide a finished turfed area including batters, with surplus clean fill exported from site or stockpiled in a suitable location for future use.

### **Option B2**

This option consists of building a landform or mound in the area where the existing stockpiles are located. Attachment 5 illustrates the formation proposed, the landform would be shaped to provide fall to the drainage swale and curved around the existing sports oval. The height of the mound would be approx. 3 meters at the highest point and battered to enable mowing of the grassed surface. Works would involve encapsulating the ACM material, compacted in layers, lining with geo-technical fabric and then capped with 0.5m of clean fill. The area will be turfed, and signage provided.

Similar to option B1, this also would not comply with current development consent conditions; therefore, it will be contingent upon modified development consent application and approval by the regulator (council). Referring to Table 4 (p9-10) of the ENRS report (attachment 3), the process of encapsulating on-site will require rigorous planning & approval; on site control measures to mitigate disturbance and capping during the works. Ongoing management of the area would be in accordance with site environmental management plan.

Option B2 has been costed in the vicinity of \$600,000 excluding construction management costs. This estimate would provide a finished turfed area including batters, with surplus clean fill exported from site.



## Briefing

A councillor briefing was held on 5 June 2018 to present the options above. Key feedback as a result of the briefing included the following constructive considerations;

- *Consider ACM for use for the levelling of Artie Smith Oval*

The source of the material discovered appears to have been imported to the site previously for the use as fill. The consolidation of materials into the current stockpiles has minimised the footprint of the area of ACM to be remediated. Discussion with the hygienist regarding use of the materials for levelling the existing sporting fields, raise the following issues;

- Spreading the material to raise level of fields would effectively increase the risk of exposure to schools and residents in the vicinity of the site.
  - Transport and placement of materials would require extensive environmental control measures adding to cost.
  - The material would require capping with geo fabric and minimum 500mm clean material over a much greater area.
  - An ongoing environmental management plan would be required to cover the entire oval area, rather than being confined to the smaller footprint.
  - Externalising the issue to future users and managers of the facility, which replicates the cause of the current issue.
- *Use surplus clean materials for spectator mounds surrounding existing facility*

The existing stockpile of clean fill is estimated to be approx. 3,500m<sup>3</sup>. Option B1 & B2 will require approximately 2,500m<sup>3</sup> of clean fill for capping the platform or mound. The extra-over clean material of approximately 1,000m<sup>3</sup> may be stockpiled in an approved location for future use on the sports field developments.

- *Explore potential funding opportunities to reduce waste levy or government support for preferred option*

There are no current grant opportunities to fund special waste disposal nor for alleviating waste levies. However, providing council commits to one of the available options council staff will continue to seek grant funding to assist with covering the costs of the preferred endorsed option. Alternatively, the hygienist suggests that council may consider an arrangement at its own operated waste facility, where waste levies will be paid to council rather than externalised to third party providers.

- *Consider possibility of separate DA rather than an amendment to the SISC Development Consent*

Option B1 & B2 will require either a modification to the current development consent or new Development Application. This will be explored, and a decision made based on Development Planners advice.

- *Consider softening the appearance of the retaining wall, so that not dominant to surrounding landscape*

The retaining wall included within option B1 (attachment 4a) is at its highest elevation closest to the detention basin, the wall reduces in size as it extends toward the existing fields, eventually transitioning into a batter. Options will be considered to soften the appearance of the wall by inclusion of a planter bed, enabling the effect of a green wall to camouflage higher blockwork above the height of 1 meter.

### Discussion

In summary there are three options presented for consideration as follows;

- Option A1 – Transport & Disposal  
Estimated Cost \$2,200,000
- Option B1 – Encapsulation Platform  
Estimated Cost \$1,200,000
- Option B2 – Encapsulation Mound  
Estimated Costs \$600,000 approx. plus construction management.

### Preferable Options

The sequence of preferable options flows from option A1 due to the compliance with existing consent conditions, followed by option B1 due to the value-added benefit delivered in the creation of the platform, lastly the mound would provide encapsulation within the space provided.

### Current project budget

The current project contingency or costs plan does not make allowance for these costs and therefore, the request is to fund all activities associated with the ACM stockpile remediation from the contaminated lands reserve or other approved source. Finance advise that the current balance of the reserve is \$600,000. Please refer to the Financial Implications Section of this report for funding options.

### Community Engagement

The effect on the public during construction is managed by the project communication plan through written notification, electronic media and provision of contact details for any concerns during the construction phase; these works will not impede the existing basketball stadium operations.

Notification to all neighbouring properties and facility users has been undertaken at the commencement of works and on an ongoing basis. A letter has been forwarded to these neighbours and users to inform of these site discoveries during the works.

Regional Development Consent (RA15/1001) is approved for the Shoalhaven Indoor Sports Centre; community consultation consistent with that process has also been undertaken.

Further approvals via either a new development application or modified development consent will be subject to consultation being undertaken commensurate with that approval process.

## Financial Implications

The current project contingency or costs plan does not make allowance for these costs and therefore, the request is to fund all activities associated with the ACM stockpile remediation from the contaminated lands reserve and other sources depending on the option considered. Finance advise the balance of the reserve is \$600,000. The current Contaminated Land Reserve will fund the costs of option B2 fully or Part fund option A1 and B1.

### Option A1 Transport off site

The estimated cost of this option is \$2,200,000. If chosen, Council would be required to fund this option using the \$600,000 in the Contaminated Land Reserve. The remaining cost of \$1,600,000 to be committed from the 2018/19 capital budget, which will then require reimbursement from the 2019/20 Budget.

### Option B1 – Encapsulation Platform

The estimated cost of this option is \$1,200,000. If chosen Council would be required to fund this option using the \$600,000 in the Contaminated Land Reserve. The remaining \$600,000 would be committed from the 2018/19 Capital Budget, which will then require reimbursement from 2019/20 Budget. One option could be to allocate funds from the Nowra Administration Building Compliance Budget (Sprinkler System) which has an allocation of \$1,400,000 in 2018/19 Financial Year. It is unlikely that those funds will be fully committed next year. Therefore, \$600,000 could be transferred to fund option B1, with \$800,000 remaining to commence building compliance (sprinklers) in stages. The balance of funds required would be allocated in 2019/20.

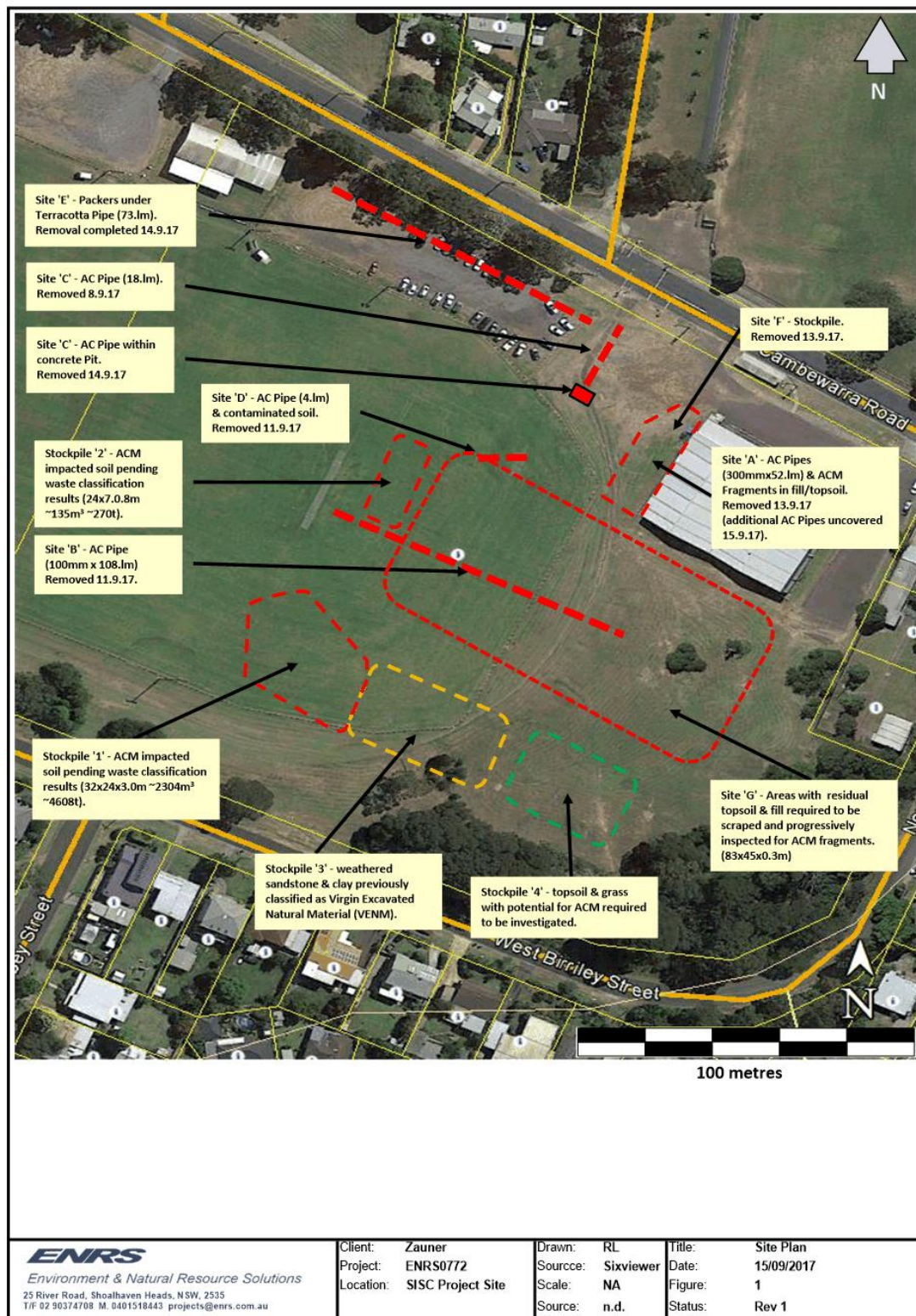
### Option B2 – Encapsulation Mound

The estimated cost of this option is \$600,000 plus. If chosen, Council would be required to fund this option using the \$600,000 in the Contaminated Land Reserve. This option represents the least expensive option for encapsulating material on site, contingent on development approval, but has less appeal as a useable space.

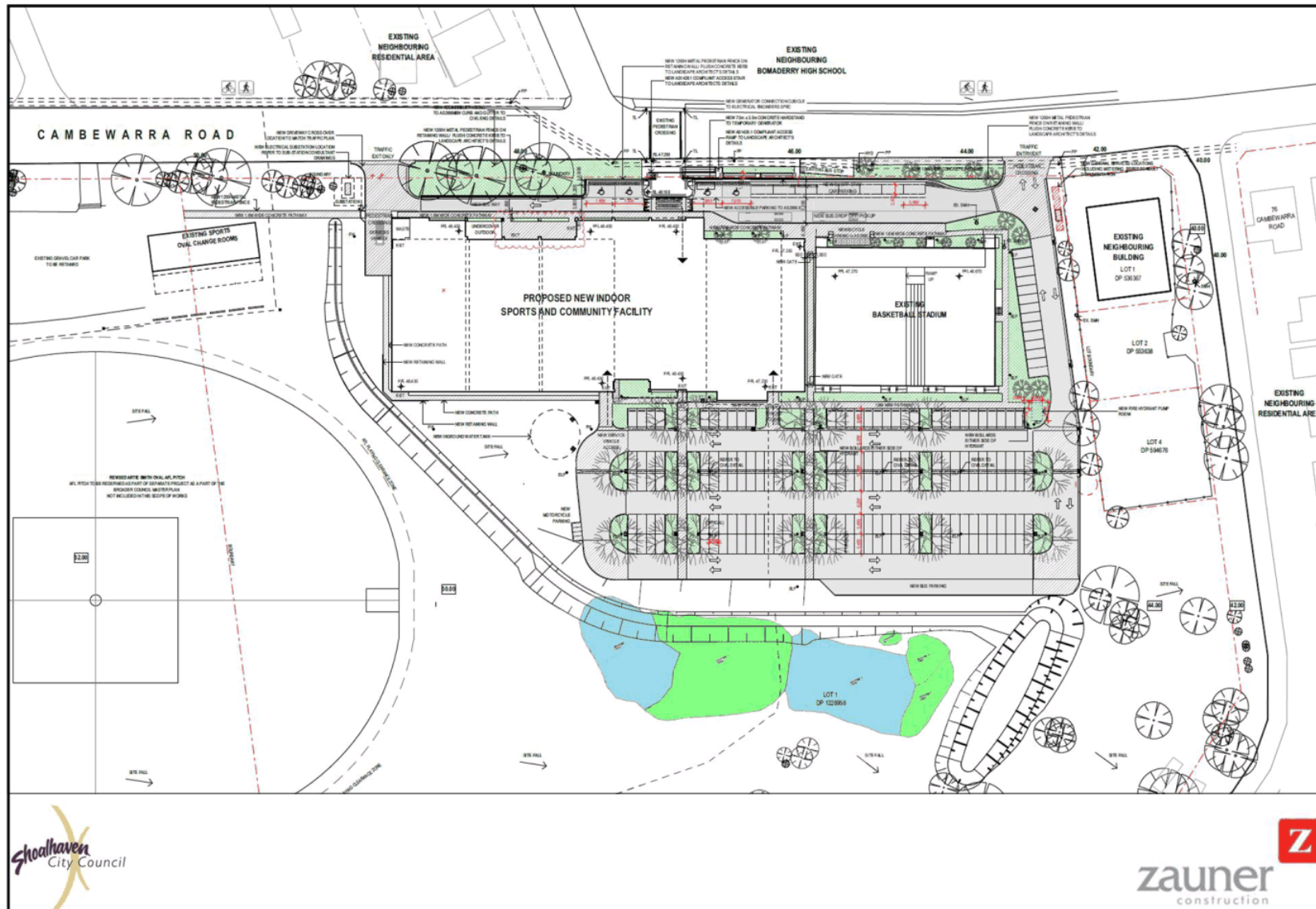
## Risk Implications

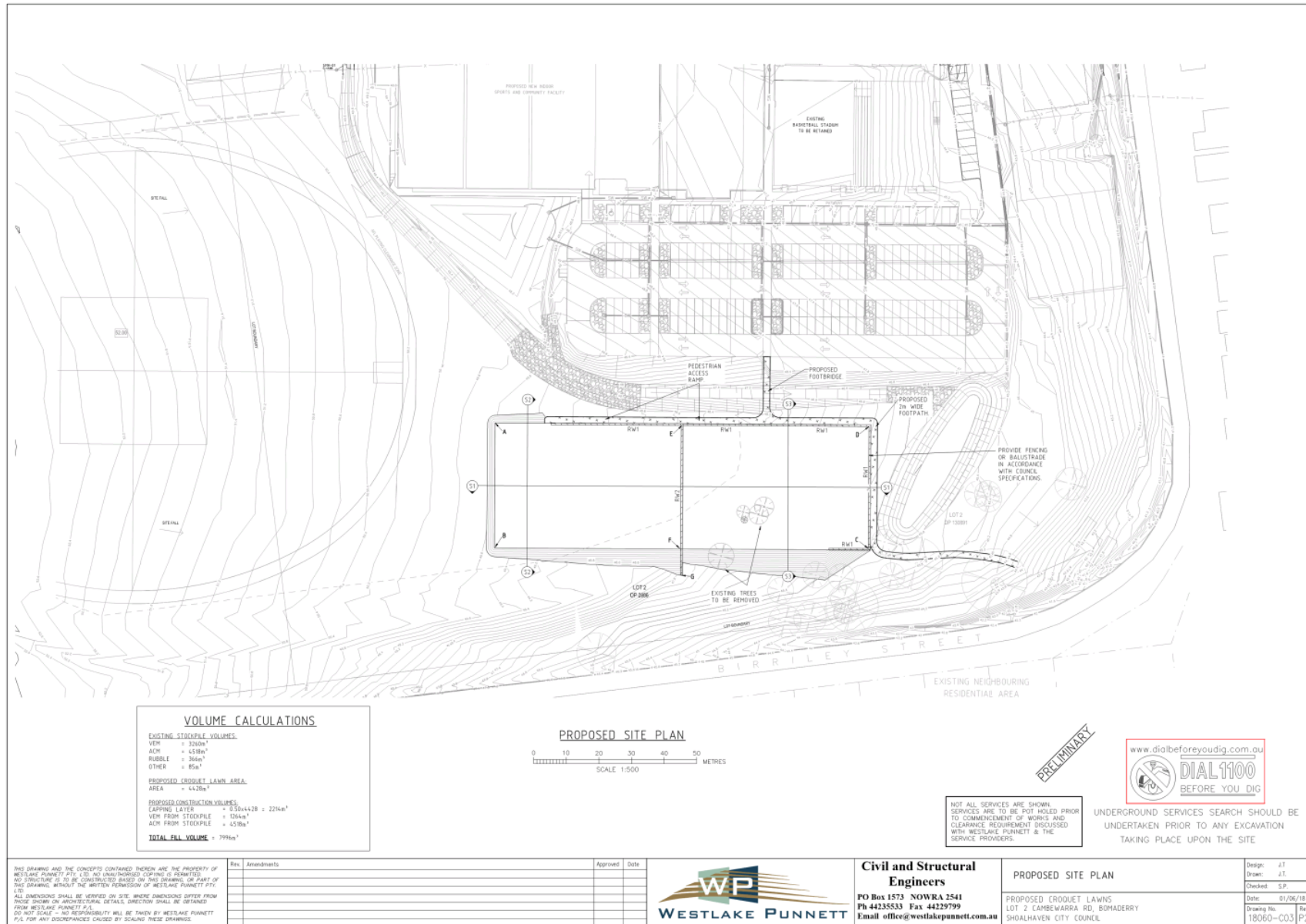
Site risks are being mitigated by the implementation of appropriate measures in accordance with hygienist recommendations, any works undertaken with these materials is by appropriately qualified contractors and consultants.

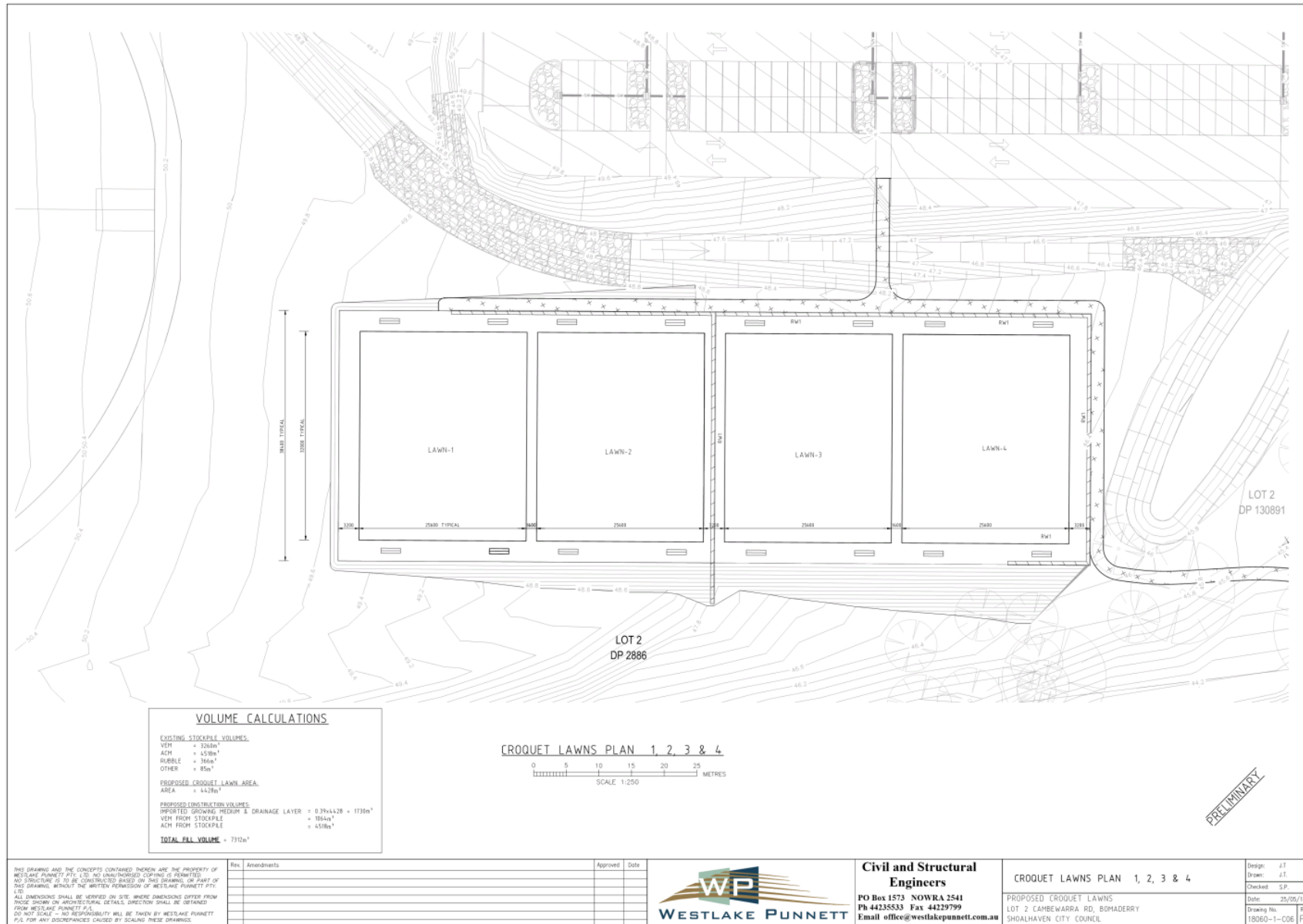
The significant risk in not choosing one of the options above, is due to non-compliance with the development consent issues, which currently require that *"All excavated surplus material must be hauled to an approved landfill site, authorised waste facility"*

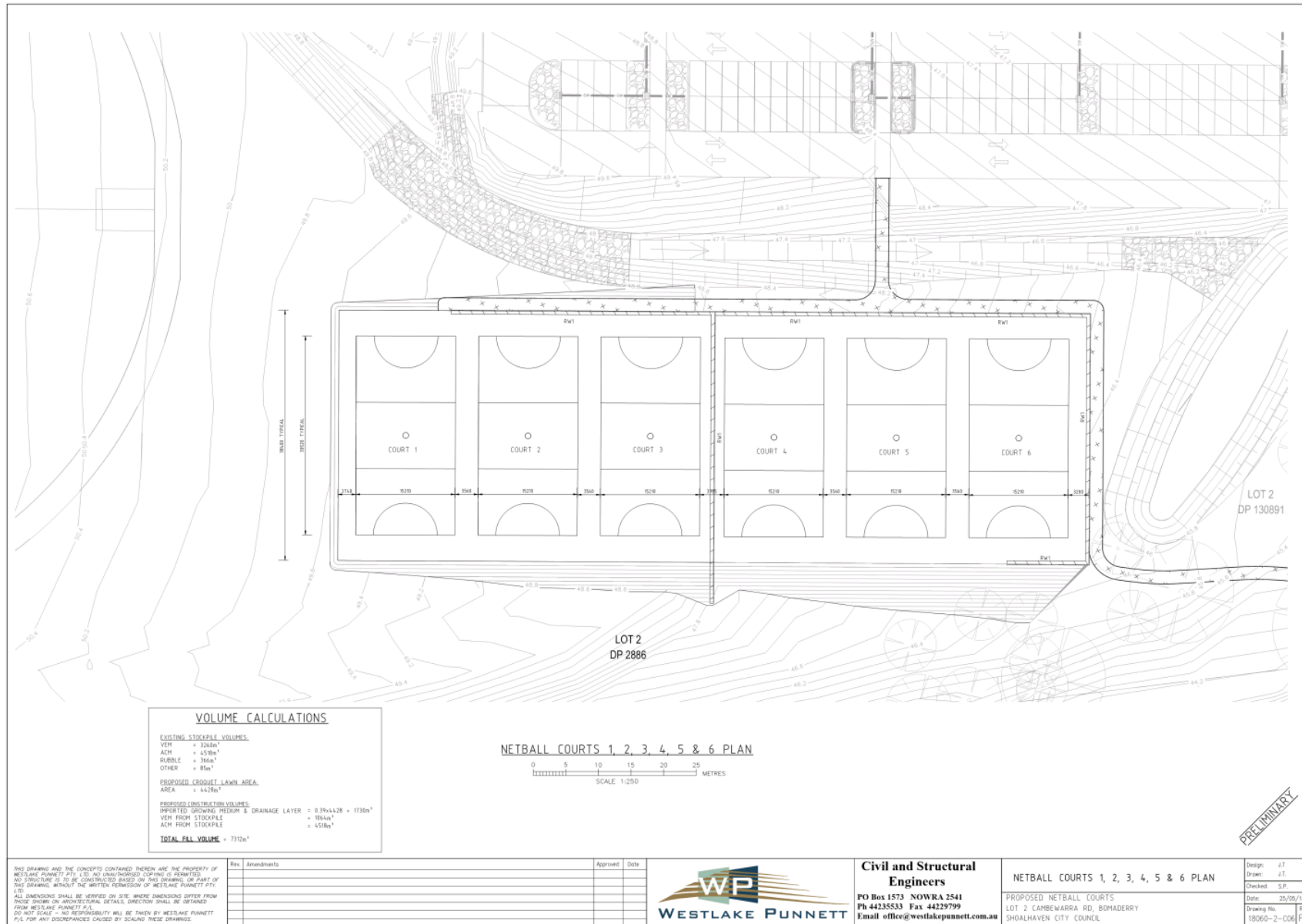




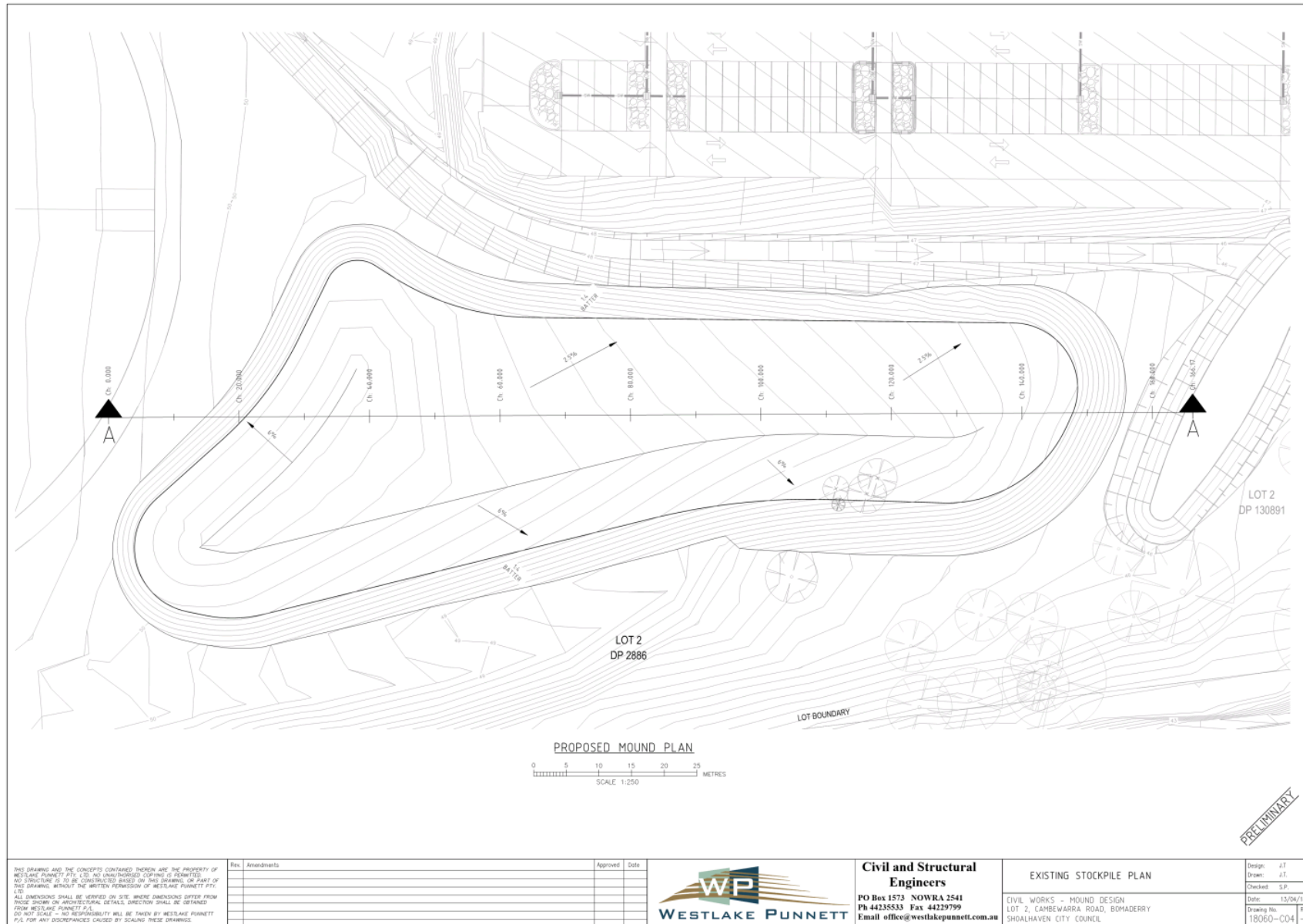












## CL18.152 Report On Flinders Rd South Nowra - Route Upgrade & Roundabout Construction

**HPERM Ref:** D18/200206

**Group:** Assets & Works Group  
**Section:** Project Delivery & Contract

**Attachments:** 1. Existing Pavement Plans [↓](#)

### Purpose / Summary

Project update for the Flinders Rd South Nowra - Route Upgrade & Roundabout Construction.

### Recommendation

That Council receive the report on the Flinders Rd South Nowra - Route Upgrade & Roundabout Construction for information.

### Options

1. Receive the report as recommended.

Implications: The information is accepted.

2. Council could choose not to accept the recommendation

Implications: Council would not be updated on the project.

### Background

The Flinders Rd South Nowra - Route Upgrade & Roundabout Construction project is funded through Australian Government's Black Spot, Roads to Recovery and Heavy Vehicle Safety and Productivity Programs, and the NSW Government's Rural and Regional Roads Fund, with Council also contributing funds. Works have been in progress since June 2017 and are being undertaken by Cleary Bros (Bombo) Pty Ltd.

Considerable delays have been experienced due to outstanding service relocations. Given the delays in obtaining final approval to commence the electrical works, the site will likely be shut down at the end of June, and reopened when the electrical works and subsequent road works can be completed.

### Details

The purpose of the works is to improve transport efficiency and to increase productivity and safety for heavy vehicles entering and leaving the South Nowra Industrial Area. The works involve:

- Construction of roundabouts at the Flinders Road and Albatross Road intersections
- The upgrade and widening of the full length of Flinders Road to 13 metres including the upgrade of all intersections

- Rehabilitation of the failing pavement on Flinders Road between Norfolk Avenue and Albatross Road
- Provision of a shared user path for the full length of Flinders Road to separate heavy vehicles and cyclists/pedestrians
- Provision of street lighting along Flinders Road and at the new Albatross Road roundabouts
- Relocation of services such as Telstra, gas, NBN, and electrical infrastructure.

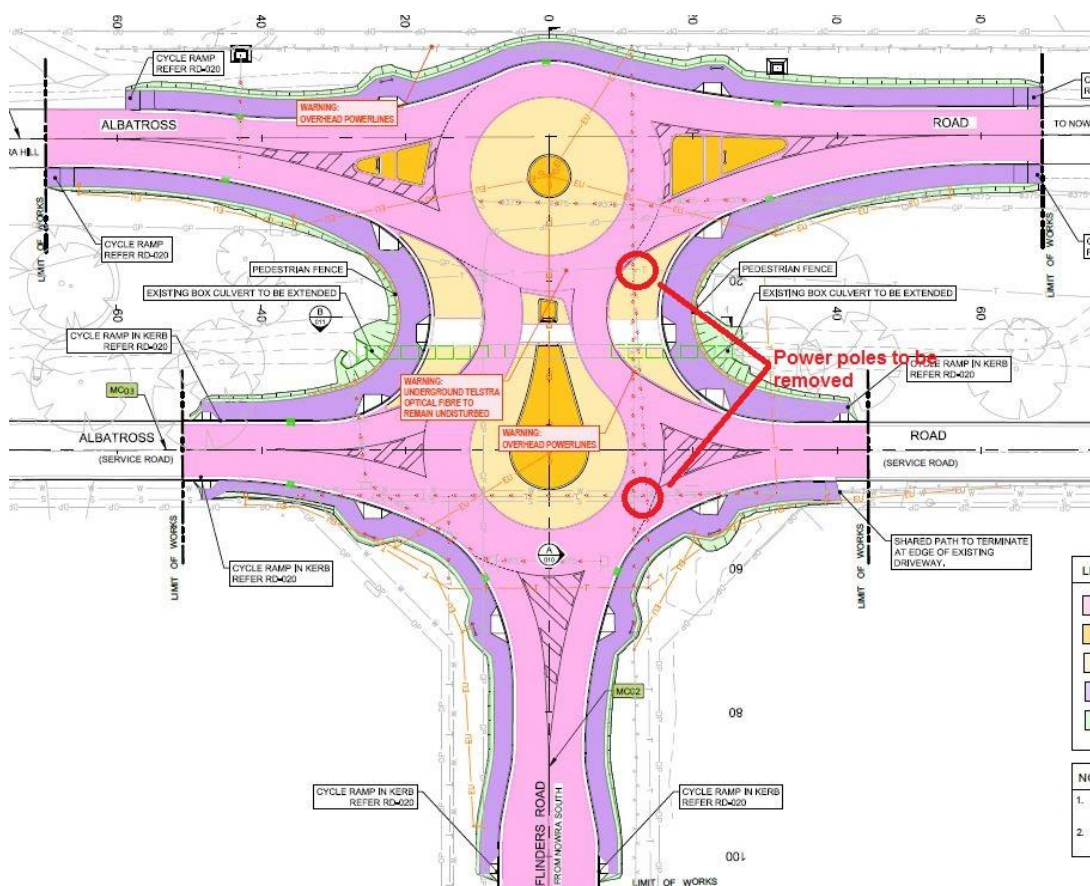
The works commenced in June 2017 with the original completion date by December 2017. There have been minor delays experienced through wet weather, additional works requested, gas relocations, and Christmas shutdowns, totalling 38 days.

The principal delay has been in obtaining approvals from Endeavour Energy for asset relocations and street lighting installations, totalling 155 days to date.

A summary of the electrical works process is as follows:

- OPUS International Consultants from Canberra engaged late 2015 to design the Flinders Road upgrade and roundabouts at Albatross Road
- Part of the project involved electrical asset relocation, for the design of which OPUS engaged John Raineri & Associates (JRA) of Canberra
- Most designs for Flinders Road and street lighting were approved by Endeavour Energy (EE), and completed by an electrical contractor, by the end of 2017.
- The remaining works involve the relocation of electrical assets and removal of poles at the intersection of Flinders Road and Albatross Road to allow construction of two roundabouts (existing power poles are located such that removal is required before the roundabouts can be completed), and completion of the roundabout street lighting.

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- Liaison for the asset relocation between JRA and EE for the design has been ongoing since early 2017
- Initial problem area from the design submitted was the location of a high voltage switching station at the corner of Flinders Road and the Albatross Service Road (from April 2017). This was finally resolved with a dispensation for the location approved 15 February 2018
- EE then reviewed the asset relocation design plans with several iterations between EE and JRA on design issues
- The asset relocation design was certified by EE on 4 May 2018
- The Letter to Proceed was issued by EE on 21 May 2018
- EE raised several issues with the design at a site meeting 24 May with the electrical contractor engaged to construct the electrical works
- The additional issues were reviewed by JRA and comments provided to EE that indicated that the issues could be resolved during the construction phase and captured in the work as executed drawings
- EE responded with comments on the design suggesting that no access to the network should be provided until the design is amended and recertified
- EE have now advised that they want the design for asset relocation (certified 4 May 2018) and the street lighting design (certified 14 September 2017 and predominantly completed) consolidated into one design, and resubmitted for recertification.

Representatives of the Department of Premier and Cabinet, Regional Infrastructure, have been making representations to Endeavour Energy senior staff since November 2017 seeking assistance in bringing the project to an end.

The office of The Hon Shelley Hancock MP, Member for South Coast, has also received complaints on the delay in completion of the works. Information has been provided on the reasons for the delay.

Given the unknown timeframe for going through the additional design and approval process (noting the extended timeframe of over 12 months to get to this point) discussions have been held with Cleary Bros on a possible shut down of works. Works that can be undertaken now are:

- Completion of the shared user path along Flinders Road
- Final AC wearing surface on the Albatross Road roundabout (previously being held for completion with the secondary roundabout)
- Final AC wearing surface on the partially constructed south side of the secondary roundabout
- Reconstruction of the Flinders Road pavement to intermediate AC layer, with a temporary AC layer beneath the future unconstructed roundabout ring, on the north side.

The project will then be shut down until such time as the final approval to commence the remaining electrical works is received. Outstanding roadworks for the northern side of the secondary roundabout following the electrical works will be the kerb and gutter, footpaths and pavement, and completion of the north side of the roundabout ring and medians.

It should be noted that the outstanding works do not include further works on Flinders Road. Some comments have been received on the ride quality of the completed works. Irregularities remaining predominantly relate to the locations of the existing pavement that was not included in the new construction scope, being between Norfolk Avenue and Angus Avenue (see attached plans showing the existing pavement in grey). The existing surface was uneven as well as containing several defects from old road crossings.

Initially, no works were planned for the existing pavement. However, the appearance of the existing pavement was considered unacceptable given the new works surrounding it. The decision was made to reseal the existing pavement to give a more “complete” project. Prior to the reseal, the major defects were corrected as much as possible, however the existing surface contained multiple dips/humps that could not be easily or economically addressed (an asphalt correction course of the existing pavement would cost over \$200,000 and would not have eliminated some of the longer surface irregularities). Funding was not available for an overlay, or a reconstruction, of the existing pavement.

### **Community Engagement**

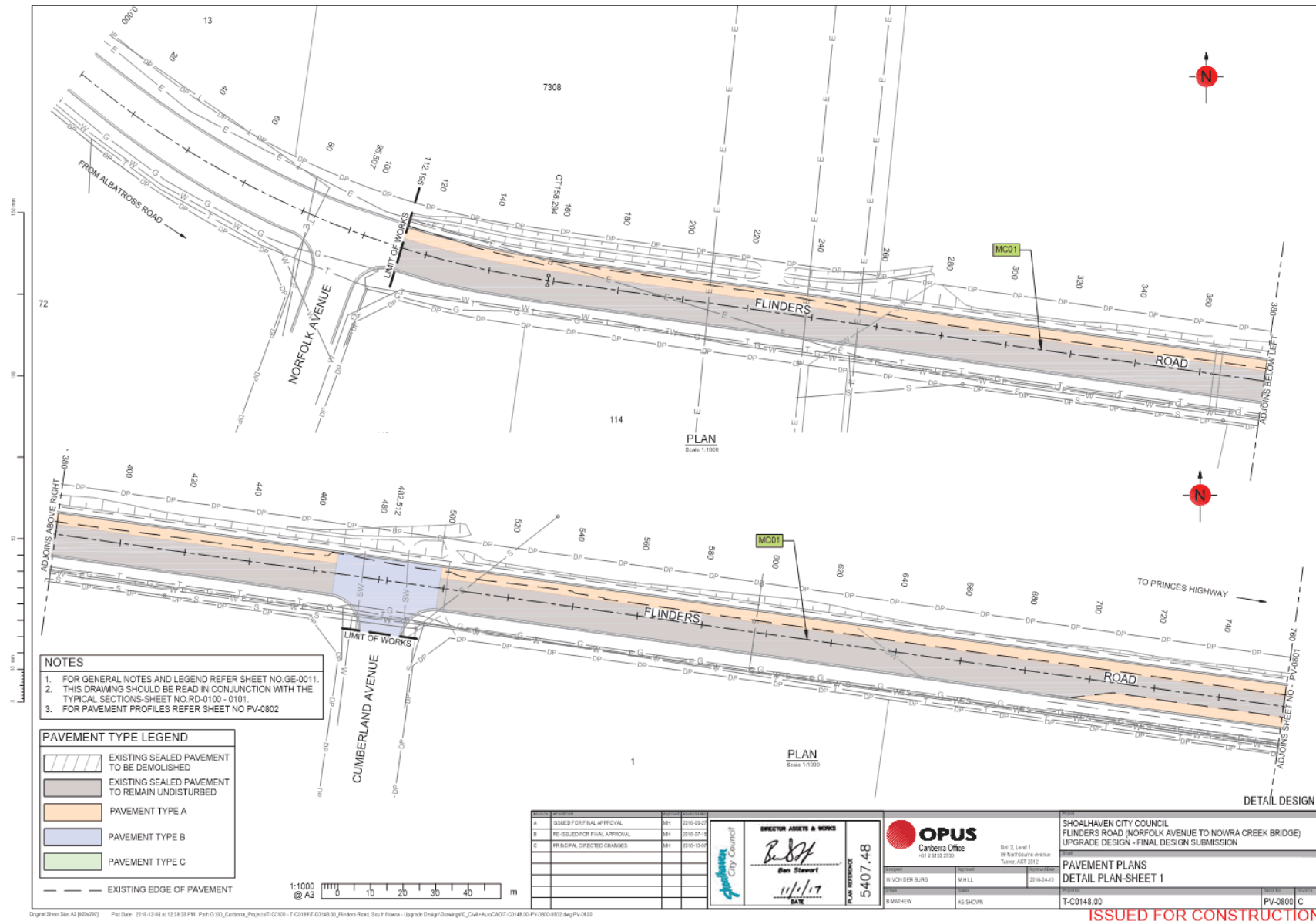
Consultation was undertaken with the community and relevant groups prior to the commencement of works. Further consultation has been undertaken throughout the project with updates on the progress and the current construction schedule placed on Council’s website, and through updates provided to an email group.

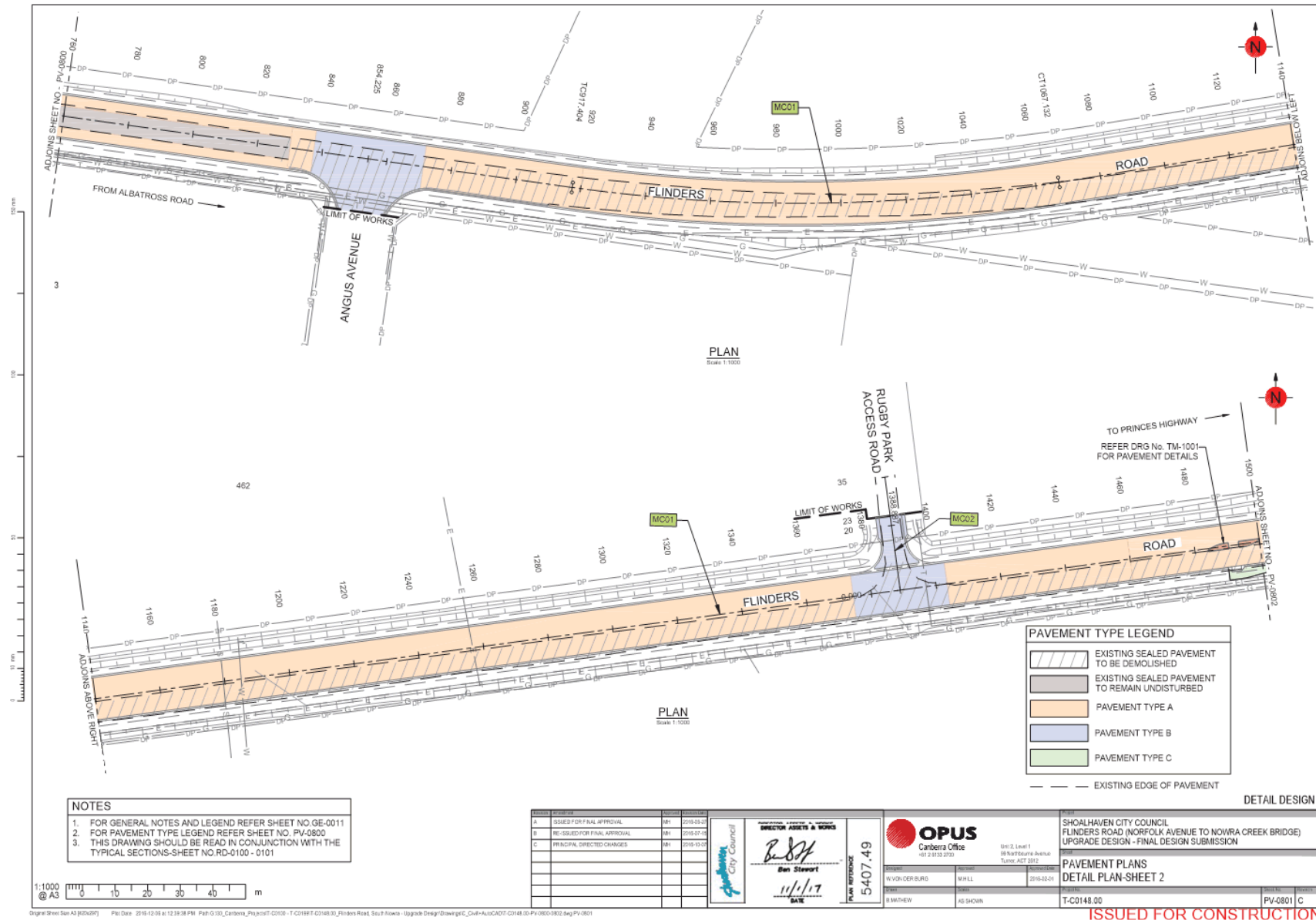
### **Financial Implications**

The total project budget is \$7,379,000. Additional costs will be charged by Cleary Bros for shutdown and re-establishment of the site works. At present, the completion of all works is expected to be within the available funding limits.

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## CL18.153 Planning Proposal (PP037) - Transitional Group Home - 134 Kinghorne Street Nowra - Exhibition Outcomes and Finalisation

**HPERM Ref:** D18/188098

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

**Attachments:**

1. Mayoral Minute - Strategy & Assets Committee [↓](#)
2. Gateway Determination [↓](#)
3. Planning Proposal Report - Public Exhibition Version (under separate cover) [⇒](#)
4. Explanatory Statement - Public Exhibition Version [↓](#)

### Purpose / Summary

Consider submissions received during the exhibition of this Planning Proposal (PP) and progress the finalisation of the proposed amendment to Shoalhaven Local Environmental Plan (LEP) 2014.

### Recommendation

That Council:

1. Adopt Planning Proposal (PP037) – Transitional Group Home – 134 Kinghorne Street, Nowra as exhibited;
2. Forward Planning Proposal (PP037) to NSW Parliamentary Counsel Office to draft the required amendment to Shoalhaven Local Environmental Plan 2014; and
3. Make the resulting amendment to the Shoalhaven Local Environmental Plan 2014 using the plan making delegations issued under Section 2.4 of the *NSW Environmental Planning and Assessment Act 1979*.

### Options

1. Adopt the PP as exhibited and finalise the resultant amendment of Shoalhaven LEP 2014.

Implications: This is the preferred option as it will allow Council to address increasing homelessness in Shoalhaven by enabling a transitional group home use in an appropriate location close to existing wrap-around services.

This option as recommended is consistent with the previous resolution of Council and seeks to achieve one of the key short-term strategies of the Shoalhaven Affordable Housing Strategy which was adopted by Council earlier this year.

2. Adopt an alternative recommendation.

Implications: Depending on its nature, this could delay the progress of the PP and the resulting amendment of Shoalhaven LEP 2014. This could prevent or delay the proposed facility for people who are currently experiencing homelessness.



## Background

On 17 April 2018, Council's Strategy & Assets Committee considered a Mayoral Minute (MMS18.3) in relation to homeless services, that sought to establish a transitional group home at 134 Kinghorne Street, Nowra (former Shoalhaven Neighbourhood Services) with its operation to be managed by Salt Ministries under a lease agreement. The Mayoral Minute is provided as **Attachment 1**. To facilitate the use of the subject site as a transitional group home, it was resolved in part to:

- (2) Prepare a Planning Proposal to change the zoning of the property at 134 Kinghorne Street Nowra from RE1 Public Recreation to B4 Mixed Use, to permit the establishment and operation of a transitional group home on the site, and submit to the Department of Planning & Environment for Gateway determination.*

The PP was prepared and subsequently submitted to NSW Department of Planning and Environment (DP&E) on 27 April 2018 in accordance with the Council resolution. The required Gateway determination (see copy at **Attachment 2**) was received from DP&E on 14 May 2018 which determined that the PP could proceed subject to conditions. DP&E also granted delegated authority to Council for the plan making functions of the subsequent LEP Amendment.

## Public Exhibition

In accordance with the conditions of the Gateway determination, the PP and supporting documentation including an Explanatory Statement was publicly exhibited for a period of 14 days from Friday 18 May to Friday 1 June 2018 (inclusive). A copy of the exhibited PP and Explanatory Statement are provided at **Attachments 3** and **4**.

The public exhibition period was notified in the local newspaper with copies of exhibition documents made available at the City Administration Building, Nowra and on Council's website. Nearby landowners and residents were also directly notified of the exhibition by mail.

## Submissions

At the time of writing this report, a total of six (6) written submissions were received.

Five (5) submissions supported the proposal to rezone the site to B4 Mixed Use to facilitate the future use of the existing premises as a transitional group home. These submissions were received from:

- Two (2) community members; and
- Three (3) community organisations working to manage and prevent homelessness in the City – Shoalhaven Homeless Hub, Waminda and Supported Accommodation & Homelessness Services Shoalhaven Illawarra (SAHSSI)

One (1) submission was received from Quest Nowra, which supports Council's work in establishing a managed homeless shelter to provide interim housing relief for homeless persons. However, the submission raises significant concerns with the location proposed for the transitional group home at the subject site.

The submissions received are summarised below. Copies of the actual submissions received will be available for viewing in the Councillors Room prior to the meeting.

*Summary of submissions in support:*

- Is a much-needed community facility and will hopefully set a precedent for more facilities like it;
- Facility is needed to address homelessness which has increased over the last 3 years;
- Subject site is well located near essential wrap-around services for members of the community at risk of homelessness and will be critical in addressing the cycle of homelessness.
- Facility will be important to support single women, and women with children who are affected by domestic violence or other life crises.
- Current refuges and accommodation are not always suitable or available and the facility will help address that gap.
- Facility will be integral during the winter months where low temperatures can be life threatening for individuals experiencing homelessness.

*Staff Comment*

The *Shoalhaven Affordable Housing Strategy* which was released by Council earlier this year highlights that homelessness is increasing in Shoalhaven due to a range of factors such as local rent increases, non-increase of local incomes in real terms and a relative scarcity of affordable rental accommodation.

This PP seeks to rezone the subject site to enable a transitional group home to achieve one of the key short-term strategies identified in the Affordable Housing Strategy based on utilising suitable Council land to facilitate affordable housing opportunities. Whilst the future use of the subject site will not resolve homelessness in the local area, it will provide some relief to homelessness in Shoalhaven and provide the key first step on the housing continuum, being crisis/emergency housing.

The subject site is appropriately located close to wrap-around services which will be essential for assisting persons who are homeless or at risk of homelessness.

*Summary of Submission Opposed:*

- The PP fails to address any potential risk to the community near the transitional group home.
- People at risk of homelessness are at a far greater risk of suffering a high degree of mental health issues and other drug and crime related crime.
- An Australian criminology study identified between 1999 – 2006, identified that homeless detainees were likely to have:
  - o Spent time in jail;
  - o Spent time in psychiatric hospital;
  - o A dependence of either illicit drugs or alcohol; and
  - o Generated income through illegal activities.
- A University of Pennsylvania study found that between 2009 – 2016, the presence of the homeless shelter was directly linked to an increase in property crime within a 100m radius of the shelter. Additional security was needed to control property crime for a 400m radius of the shelter.
- The subject site is located 230m from Nowra Public School with children at risk of anti-social behaviour
- The establishment of the transitional group home located within the CBD will likely drive increased crime and undesirable behaviour which is direct conflict with Nowra CBD Revitalisation Strategy Committee efforts to increase tourism and revitalise the CBD.
- Guests at Quest Nowra have raised concerns about their perception of lack of safety in Nowra, and the transitional group home is in the vicinity of Quest Nowra and will likely worsen this perception.

- The PP could discourage local visitors staying at Quest Nowra and investing in businesses and development in the area.
- Over 3 years, Quest Nowra has worked with police to assist in the arrest of several drug dealers attempting to conduct sales whilst on Quest Nowra property.

#### *Staff Comment*

The PP proposes to rezone 134 Kinghorne Street Nowra from RE1 Public Recreation to B4 Mixed Use. The exhibited material identified that the future intended use of the site is for a transitional group home, and whilst the PP has considered the land use in general terms, does not attempt to assess the impacts associated with a specific operation. These specific issues such as social impacts and the like, are matters for consideration in the future operation of any shelter should the site be rezoned.

The submitter has raised a number of concerns in relation to the future intended use and its proximity to their business. It is noted that a similar use already exists in the locality, being John Purcell House, which is located at 11 Lawrence Avenue, Nowra. This shelter provides crisis accommodation for men aged 21 and over, at risk of homelessness, and is located approximately 140m from Quest Nowra and approximately 100m from Nowra Public School. The service provided at John Purcell House is very similar to the future intended use of the subject site.

The subject site is located almost directly opposite Nowra Police Station, enabling police to respond promptly if required. Further, the future intended use will have a small capacity of 12 persons at one time and an on-site manager. It should also be noted that similar temporary shelters have been operated in the Nowra CBD in the past, with no evident direct additional impact.

It is contended that the proposed use is not directly at odds with the intent of the Nowra CBD Revitalisation Strategy. Homelessness is already a visible issue in Nowra and the CBD. As such improved management of this social issue could also be viewed as contributing positively to the overall revitalisation or improvement of the CBD.

In addition, and as noted above, the subject site is appropriately located close to wrap-around services which will be essential for assisting persons who are homeless or at risk of homelessness.

#### **Conclusion**

Given that majority of the submissions received during the recent public exhibition supported the PP, and the matters related to the future intended use can be resolved should the site be rezoned and the use of the site as a shelter proceed, it is recommended that the PP be adopted as exhibited. The PP should then be forwarded to NSW Parliamentary Counsel Office to draft the resultant Amendment to Shoalhaven LEP 2014.

Once the LEP Amendment has been finalised it will enable the use of the site for its intended use as a transitional group home.

#### **Financial Implications**

The PP has been resourced within the existing Strategic Planning budget.

### **MMS18.3 Mayoral Minute - Salt Ministries - Homeless Services**

**HPERM Ref:** D18/124656

#### **Recommendation**

That Council:

1. Delegate authority to the the General Manager to finalise the details of a lease agreement with Salt Ministries in relation to the former Shoalhaven Neighbourhood Services premises at 134 Kinghorne Street Nowra for the establishment and operation of a transitional group home on and within the premises.
2. Prepare a Planning Proposal to change the zoning of the property at 134 Kinghorne Street Nowra from RE1 Public Recreation to B4 Mixed Use, to permit the establishment and operation of a transitional group home on the site, and submit to the Department of Planning & Environment for Gateway determination.

#### **Details**

Over the last few years homelessness has increased in the Shoalhaven, we are not alone in that phenomenon. Many members of our community have made it clear that they believe that Council has a role to play in assisting with this issue, which is predominantly a function of State and Federal Government. Last year Council assisted the Safe Shelter Shoalhaven group by funding works at the Wesley Centre to allow the project to operate a winter shelter.

It is also increasingly clear that achieving a permanent shelter in the Shoalhaven has been a very difficult task. I am requesting that Councillors support this motion to locate this service at the 134 Kinghorne St site that has served the community so well over the years as the neighbourhood centre. 134 Kinghorne Street offers a win win situation, as it addresses the need identified by the community in a location that is close to town and the wrap around services that assist persons who are homeless to transition back into housing.



PP\_2018\_SHOAL\_005\_00 (IRF18/2410)

Mr Russ Pigg  
General Manager  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541

Dear Mr Pigg

**Planning proposal [PP\_2018\_SHOAL\_005\_00] to amend Shoalhaven Local Environmental Plan 2014 – 134 Kinghorne Street, Nowra**

I am writing in response to Council's request for a Gateway determination under section 3.34(1) of the *Environmental Planning and Assessment Act 1979* (the Act) in respect of the planning proposal to rezone 134 Kinghorne Street Nowra from RE1 Public Recreation to B4 Mixed Use to enable the use of the site as a transitional group home.

As delegate of the Minister for Planning, I have now determined that the planning proposal should proceed subject to the conditions in the enclosed Gateway determination.

I have also agreed, as delegate of the Secretary, to the reduction of land zoned for public purposes as required by section 9.1 Direction 6.2 Reserving Land for Public Purposes and note that the land will retain its community classification. I have agreed that the proposal is consistent with all relevant section 9.1 Directions and that no further approval is required in relation to these Directions.

It is noted that Council has requested to be authorised as the local plan-making authority. I have considered the nature of Council's planning proposal and have conditioned the Gateway for Council to be authorised as the local plan-making authority.

The amending Local Environmental Plan (LEP) is to be finalised within 6 months of the date of the Gateway determination. Council should aim to commence the exhibition of the planning proposal as soon as possible. Council's request to draft and finalise the LEP should be made directly to Parliamentary Counsel's Office 6 weeks prior to the projected publication date. A copy of the request should be forwarded to the Department of Planning and Environment.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to

meet these commitments, the Minister may take action under section 3.32(2)(d) of the Act if the time frames outlined in this determination are not met.

Should you have any further enquiries about this matter, I have arranged for Ms Louise Myler to assist you. Louise can be contacted on 4224 9463.

Yours sincerely



14 May 2018

**Sarah Lees**  
Director Regions, Southern  
Planning Services

Encl: Gateway determination  
Local plan-making authority reporting template



## Gateway Determination

**Planning proposal (Department Ref: PP\_2018\_SHOAL\_005\_00):** to rezone land at 134 Kinghorn Street Nowra from RE1 Public Recreation to B4 Mixed Use to facilitate the use of the site as a transitional group home.

I, the Director Regions, Southern, at the Department of Planning and Environment, as delegate of the Minister for Planning, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Shoalhaven Local Environmental Plan (LEP) 2014 as described above should proceed subject to the following conditions:

1. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
  - (a) the planning proposal is classified as low impact as described in *A guide to preparing local environmental plans* (Department of Planning and Environment 2016) and must be made publicly available for a minimum of **14 days**; and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment 2016).
2. No consultation is required with public authorities/organisation under section 3.34(2)(d) of the Act.
3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
4. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
  - a. the planning proposal authority has satisfied all the conditions of the Gateway determination;
  - b. the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
  - c. there are no outstanding written objections from public authorities.

PP\_2018\_SHOAL\_005\_00 (IRF18/2410)





5. The time frame for completing the LEP is to be **6 months** following the date of the Gateway determination.

Dated 14th day of May 2018.

A handwritten signature in blue ink, appearing to read "Sarah Lees".

**Sarah Lees**  
Director Regions, Southern  
Planning Services  
Department of Planning and  
Environment

**Delegate of the Minister for Planning**

CL18.153 - Attachment 2



## EXPLANATORY STATEMENT

### Planning Proposal (PP037) – Transitional Group Home 134 Kinghorne Street, Nowra



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

**Shoalhaven**  
City Council

#### Background

The *Shoalhaven Affordable Housing Strategy (SAHS)* (2017) highlights that homelessness is increasing in the Shoalhaven Local Government Area due to factors such as local rent increases, non-increase of local incomes in real terms and a relative scarcity of affordable rental accommodation. A key short-term strategy identified in the SAHS is the provision of affordable housing on Council owned land. The Planning Proposal (PP) seeks to assist with this short-term strategy.

On 17 April 2018, Council's Strategy and Assets Committee considered a Mayoral Minute (MMS 18.3) and Council subsequently resolved to prepare a PP for 134 Kinghorne Street, Nowra to permit a 'transitional group home'. To facilitate this, it is proposed to rezone the subject site to B4 Mixed Use under Shoalhaven Local Environmental Plan (LEP) 2014. The subject site is owned by Council and the building located on it that is currently vacant after being used as the Nowra Neighbourhood Centre for many years. The subject site is within the Nowra CBD and located close the services that are essential for assisting persons who are homeless or at risk of homelessness.

#### Proposal

The PP intends to amend Shoalhaven LEP 2014 to permit the use of the subject land for a "transitional group home" by rezoning the land from RE1 Public Recreation to B4 Mixed Use to facilitate the intended outcome. The classification of the land under the *Local Government Act 1993* is not proposed to change and will remain 'community' land.

**NOTE:** Council intends to lease the subject land to Salt Ministries - Homeless Services to enable the establishment of a managed homeless shelter. It is noted that if the land is rezoned B4 Mixed Use under Shoalhaven LEP 2014, the future use of the site for the above-mentioned use may not require development consent and can be considered under the provisions of State Environmental Planning Policy (Affordable Rental Housing) 2009.

#### Invitation for Submissions

You are encouraged to view the documents and provide written submissions during the consultation period. Written submissions should be made in writing and should include Council's reference 58117E. All submissions must be received in writing by **5pm Friday 1 June 2018**.

**Post:** The General Manager, Shoalhaven City Council, PO Box 42, Nowra NSW 2541

**E-mail:** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Submissions may become public documents and may be viewed by other persons on request. All persons who lodge a submission are required to declare any relevant political donations and/or gifts in accordance with Section 147(5) of the *Environmental Planning and Assessment Act 1979*. Enquiries to Kynan Allatt-Churm on (02) 4429 3139.

#### Exhibition Documents

1. Planning Proposal (PP037) Report
2. Explanatory Statement
3. Newspaper Advertisement

Copies of the Exhibition Documents are available on Council's website at:

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

Hard copies will be available for viewing during the exhibition period at Council's Administration Office Bridge Road, Nowra during business hours.

## CL18.154 Review of the Bushcare/Parkcare Policy

**HPERM Ref:** D18/188637

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

**Attachments:** 1. Shoalhaven Bushcare/Parkcare Policy - Review 2018 (under separate cover) ➡

### Purpose / Summary

Report the updated Bushcare/Parkcare policy to Council for adoption.

### Recommendation

That Council adopt the reviewed Bushcare/Parkcare Policy.

### Options

1. Adopt the recommendation

Implications: Council Bushcare/Parkcare Policy has been updated to comply with current legislative, Council Community Strategic Plan and other local and regional plans and policies. The Policy has also undergone extensive consultation with Staff, Bushcare Groups, Council's Bushcare Representative Group and Councillors.

2. Not adopt the reviewed Bushcare/Parkcare Policy and seek further changes or consultation

Implications: The review of Bushcare/Parkcare Policy is 12 months overdue already, further delays in adoption of the policy, resulting in the policy not meeting legislative requirement or being current.

3. Adopt an alternative recommendation.

Implications: Unknown.

### Background

The Bushcare program consists of over 65 groups and 700 registered volunteers. An efficient and effective volunteer Bushcare/Parkcare program requires that the guiding principles, aims, objectives and provisions of the program are clearly defined for volunteers, Council officers, Councillors, State Government agencies and other organisations.

The Bushcare and Parkcare Policy has been separated from procedures in the revised document, so it is easy to read, and stands alone as a higher-level guiding document. This also provides the ability to readily update operational procedures to continue to deliver best practice.

On 18 July 2017 Council reported the reviewed Shoalhaven Bushcare/Parkcare Policy for adoption, with amendments to the Strategy and Assets Committee meeting, and the following was resolved:

***That this matter be deferred to a Councillor Briefing Workshop to allow for further review and reported back to Council.***

The Councillor briefing was held in on 21 September 2017 at which Councillor White requested that, rather than running the briefing, that staff should meet Councillors, to go over the details of the changes required to the policy.

This meeting was held on 02/11/2017 at which Councillor Patricia White, Kelie Clarke, Environmental Services Manager and Alasdair Stratton, Natural Resources and Floodplain Unit Manager attended. At this meeting it was agreed that the following broad changes should be made to the document:

1. Separate the procedures from the policy, so that it is a stand-alone policy and the procedures become an operational document.
2. Simplify the policy to include an easy to read table format which is divided into the following categories:
  - a. Purpose
  - b. Statement
  - c. Aim
  - d. Objective
  - e. Provisions
  - f. Implementation
3. Include a clear statement in the Policy that Bushcare/Parkcare Group Action Plans are a requirement to guide the work of each Group. Currently this statement is contained within the Procedures.
4. Make reference to the procedures in the policy.

The policy was re-drafted and presented to the Bushcare reference Group on 21 February 2018. Following much discussion, it was resolved at that meeting that:

- 1. The Council Bushcare Representative Group agreed to have the Policy and the Procedures document split into separate documents.**
- 2. This matter be deferred pending further review of the Policy document.**

Additional feedback was sought from the Bushcare Reference Group, which was incorporated into a revised draft. This draft was forwarded to group members and a further workshop involving the Bushcare Reference Group members was held on 16 May 2018. Further amendments were made and the revised Policy was circulated for final review prior to seeking Council adoption.

Other feedback was grammatical or minor and has been included in the revised Policy.

### Community Engagement

Previously, the reviewed Bushcare/Parkcare Policy and Procedures had been circulated to all Bushcare and Parkcare Groups for feedback in early 2017. Council received six (6) submissions which resulted in minor changes to the procedures and not the policy.

Since that time, based on feedback from the Bushcare Reference Group at, or following its February meeting and a workshop in May, the Policy has been revised, maintaining and building upon the content of the February 2018 draft.

### Policy Implications

The reviewed Bushcare/Parkcare Policy will be current and comply with all of Council Community Strategic Plan and State and Federal legislative requirements.

### Financial Implications

The Shoalhaven Bushcare/Parkcare Program provides a financial benefit to the residents/ratepayers of the Shoalhaven. This is achieved through the in-kind labour contribution that the volunteers provide for restoring and maintaining the ecological assets on public land in the Shoalhaven.

From 1st July 2005 to 5<sup>th</sup> June 2018 Bushcare volunteers spent **104,634 hours** restoring and maintaining natural areas in public ownership. This equates to financial contribution of **\$3,139,020**, at current Volunteering Australia rates, towards the management of our city's public natural area reserves.

## CL18.155 Adoption of the Draft 2018 Coastal Zone Management Plan for the Shoalhaven Coastline

**HPERM Ref:** D18/199880

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

**Attachments:**

1. Draft CZMP (under separate cover) [↗](#)
2. Draft CZMP Appendix 1 (under separate cover) [↗](#)
3. Draft CZMP Appendix 2 (under separate cover) [↗](#)
4. Draft CZMP Appendix 3 & 4 (under separate cover) [↗](#)
5. Draft CZMP Appendix 5 (under separate cover) [↗](#)
6. Submissions - CZMP (councillors information folder) [↗](#)

### Purpose / Summary

To provide details of the submissions received following the public exhibition of the draft CZMP 2018 and to seek Council's endorsement for the adoption of the plan so that it may be referred to the NSW Minister for the Environment, Heritage and Local Government, for certification.

### Recommendation

That Council

1. Adopt the Draft Coastal Zone Management Plan for the Shoalhaven Coastline 2018, with amendments outlined below in response to submissions.
2. Refer the adopted Coastal Zone Management Plan for the Shoalhaven Coastline 2018 to the NSW Minister for Environment, Heritage and Local Government, Hon Gabrielle Upton, to have the plan formally certified.
3. Once the Plan has been certified, seek gazettal of the Coastal Zone Management Plan for the Shoalhaven Coastline 2018 in the NSW Government Gazette.

### Options

1. As recommended.

Implications: Adoption and referral of the CZMP will finalise a review process that has been on-going, to some extent, for the last 6 years. If certified by the Minister Council will not only have a comprehensive overarching strategic plan for the open coastline, but it will also enable Council to seek the maximum available funding for crucial coastal infrastructure, that forms part of the plan.

2. Seek further modification to the draft plan.

Implications: Additional modifications to the draft plan, if significant, would require further public exhibition of the draft document and reporting back to Council. Under such a scenario staff would have inadequate time to meet the request of OEH to have the plan referred to them by the end of June 2018. Consequently, the OEH would have insufficient time to do their assessment of the plan which is required prior to the Minister

considering the plan for certification. Ultimately, it would be unlikely that the plan would be certified.

## Background

The draft CZMP was last reported to the Ordinary Council Meeting of 22<sup>nd</sup> May 2018, where Council resolved:

1. *Endorse the subject draft Coastal Zone Management Plan (CZMP) for the Shoalhaven Coastline 2018 for public exhibition, for a minimum period of 21 days, in accordance with the Guidelines for preparing a CZMP.*
2. *Endorse the referral of the draft Coastal Zone Management Plan for the Shoalhaven Coastline 2018 to government agencies, including Crown Lands, and to seek letters of support from these agencies.*
3. *The matter be reported back to Council following exhibition for consideration of any submissions and to seek endorsement of the Plan by Council for certification by the Minister for Environment, The Hon Gabrielle Upton MP.*
4. *Urgently write to both local State Members Gareth Ward MP and Shelley Hancock MP seeking their support for Councils draft Coastal Zone Management Plan (CZMP).*

Following Council's resolution, the draft CZMP was placed on public exhibition for 21 days from 23 May to 12 June 2018.

The amended Coastal Zone Management Plan is provided as an Attachment to this report.

## Advice from Government Agencies

The draft CZMP was provided to the following Government Agencies seeking support:

- NSW Department of Primary Industries - Fisheries (including Jervis Bay Marine Park)
- NSW Office of Environment & Heritage (OEH)
- NSW Department of Primary Industries - Crown Lands

The Department of Primary Industries - Fisheries (including Jervis Bay Marine Park) has responded and provided a letter of support for the CZMP subject to Council making some minor changes to legislation and regulations that need to be updated in the draft plan.

Council received a response from OEH recommending some more information be added to the Plan including-

- More information to describe how options were evaluated to prioritise actions;
- Add funding arrangements or options for all actions listed in 4.2 implementation schedules;
- Include maintenance arrangements for proposed coastal protection works at Currarong (LA3.2, LA3.3);
- Update the community consultation section to note that 3 community drop-in sessions were held, and submissions received during exhibition.

The draft CZMP will be amended to include the above amendments.

At the time of writing this report Council had not received a response from NSW Department of Primary Industries - Crown Lands.

### Community Engagement

During the most recent public exhibition of the Plan, Council undertook three community drop-in sessions; in Nowra, Ulladulla and Vincentia. These sessions were advertised widely in the local papers, on Council's website, social media and in the local media. The sessions were well attended. There was general support for the CZMP at the sessions. No-one that staff spoke to said that they objected to the CZMP. Below is a summary of comments and issues raised at the sessions relating to the CZMP:

- general support for the CZMP;
- interest in viewing coastal hazard maps;
- discussion and questions about emergency action sub-plans
- questions as to why estuaries were not included and comments noted about the importance of protecting and managing estuaries;
- protection of shorebirds on beaches;
- need to implement Collingwood Beach dune vegetation action plan;
- council should not place rocks on Bendalong Boat Harbour Beach to manage stormwater, manage stormwater upstream;
- migration of Blackwater Creek along Mollymook Beach;
- need for future management of south Mollymook Beach coastal protection structure;

At the conclusion of the exhibition period, Council had received twenty-seven (27) formal submissions, which included:

- five (5) submissions from community-based organisations,
- eleven (11) submissions related to Collingwood Beach,
- two (2) submissions each from 3 individuals (generally duplicates of the first submission); and
- two (2) submissions from 1 group.

Copies of all submissions have been included in the Councillors Information Folder and a hard copy has been placed in the Councillors room.

These submissions are summarised in the table shown below.

Location	Summary of Submission	Comment
Shoalhaven Heads (2 submissions from the same person)	<ul style="list-style-type: none"> <li><i>Guidelines refer to continuing and undiminished access to beaches, yet CZMP only refers to removal of sand for safety, should include management of sand in front of Surf Club to maintain access to beach</i></li> <li><i>Should provide for higher viewing platforms to ensure people with disabilities can view &amp; access beach</i></li> <li><i>Maintain public access to beach</i></li> </ul>	<p>Managing sand in front of Surf Club is included in the Plan as action LA1.5. Text added to LA1.5 to include beach access.</p> <p>LA1.8 identifies maintaining public beach access and viewing platforms in this location.</p> <p>Council has an adopted Disability Inclusion Action Plan; the objectives of this plan can be considered as part of any future upgrades to viewing platforms as opportunities arise at appropriate locations.</p> <p>Maintaining adequate public access to beaches is a key component of the CZMP.</p>
Crookhaven Heads (1)	<ul style="list-style-type: none"> <li><i>CZMP consistently refers to Crookhaven Heads as Greenwell Point</i></li> </ul>	Plan amended where required.
Lake Wollumboola (1)	<ul style="list-style-type: none"> <li><i>Recommend reconsideration of “vision” to give greater recognition to Aboriginal material and spiritual values</i></li> <li><i>Priority should be given to coastal flooding and inundation, as well as coastal erosion</i></li> <li><i>CZMP underestimates impact of climate change, relies on Council decision to accept non-expert SLR projections – lower projections than Eurobodalla and Kiama</i></li> <li><i>Environmental monitoring should include mapping to assess conditions over time – should involve Aboriginal community</i></li> <li><i>CZMP does not outline measures to protect shorebird habitat, threatened species under extreme threat from SLR, increased storm intensity, human visitation – access to beaches should at times, be denied and better signs to protect habitat</i></li> <li><i>Science Citizens welcome, should be co-ordinated by Council Environmental staff</i></li> </ul>	<p>Coastal inundation is included in the coastal hazard mapping and considered in the Plan as a risk. Council has a comprehensive flood program to undertake flood studies and plans. These are incorporated into Council's Shoalhaven Local Environmental Plan (SLEP) and Shoalhaven Development Control Plan (SDCP) as (s10.7 EP&amp;A Act).</p> <p>Council's SLR policy includes a review provision at least every 7 years and policies are reviewed or reaffirmed after election of each new Council. Section 2 of CZMP includes provision to review SLR projections as per policy review requirements and includes other triggers.</p> <p>Amend CZMP to include greater recognition of Aboriginal cultural heritage.</p>



	<ul style="list-style-type: none"> <li>• <i>Bushcare program should be better funded</i></li> </ul>	
<p>Currarong (1)</p>	<ul style="list-style-type: none"> <li>• <i>Concerns regarding proposal to build very costly and possibly futile groyne</i></li> <li>• <i>Potentially unintended damaging consequences</i></li> <li>• <i>Sand to nourish depleted easterly sections already moving</i></li> <li>• <i>Plastic fibre used for groyne will enter sea and be ingested by fish and birds</i></li> <li>• <i>Groyne opposed at public meeting in October 2016</i></li> <li>• <i>No guarantee the groyne will have desired effect</i></li> <li>• <i>Expert recommending groyne, employed by company that will build groyne – lack of independence – conflict of interest</i></li> <li>• <i>Long term users of caravan park not properly consulted</i></li> <li>• <i>Proposed access road in front of park will create alternative boat ramp</i></li> <li>• <i>Need for groyne motivated by 10 property owners in Warrain Crescent; many of whom destroyed trees and shrubs on dunes opposite</i></li> <li>• <i>Rates will rise; should have been harsher of destruction of trees</i></li> <li>• <i>Groyne will not solve problems of rising sea levels due to climate change</i></li> </ul>	<p>Construction of trial geotextile groyne at Warrain beach subject to:</p> <ul style="list-style-type: none"> <li>• review of environmental factors (REF) which must consider potential environmental impacts and suitable avoidance and mitigation measures as well as maintenance and monitoring of the structure and Aboriginal cultural heritage;</li> <li>• Council obtaining necessary licences and approvals;</li> <li>• community consultation; and</li> <li>• further consideration by Council.</li> </ul> <p>The groyne is a trial and can be removed.</p>
<p>Jervis Bay &amp; Vincentia (12) 3 supporting 1 submission, 2 copies of 1 submission</p>	<ul style="list-style-type: none"> <li>• <i>CZMP is inadequate because it uses unrealistic SLR estimates &amp; ignores the threat of coastal inundation</i></li> <li>• <i>Vincentia Information Session missed opportunity because too many topics discussed</i></li> <li>• <i>CZMP appears to be based on “old” information; should not confuse public with different ages of information, should encourage public participation</i></li> <li>• <i>Executive Summary says estuaries not included but diagram on page 8 indicates strategies feed into EMPs</i></li> <li>• <i>Large variation in age of supporting documentation</i></li> <li>• <i>Huskisson Beach Management Plan still in draft form, needs to be endorsed to give public confidence</i></li> <li>• <i>Coastal flooding &amp; imminent inundation not included in plan; extraordinary omission, ESC estimates Narooma has approx. 1000 coastal properties at</i></li> </ul>	<p>CZMP uses Council’s adopted sea level rise projections/policy.</p> <p>Council’s SLR policy includes a review provision at least every 7 years and policies are reviewed or reaffirmed after election of each new Council. Section 2 of CZMP includes provision to review SLR projections as per policy review requirements and includes other triggers.</p> <p>Coastal inundation is included in the coastal hazard mapping and considered in the Plan as a risk. Council has a comprehensive flood program to undertake flood studies and plans and update these. These studies are</p>

	<p><i>risk</i></p> <ul style="list-style-type: none"> <li>• <i>Not credible to suggest St. Georges Basin, Coonemia Creek, Burrill Lake will not be affected</i></li> <li>• <i>Not fair to residents to pretend there is no risk – not adequately responding to climate change</i></li> <li>• <i>CZMP fails to take opportunity to install demonstration site; demonstrate Bush Plan, resilient dune and iconic views – trial should be for 2 years, not 5</i></li> <li>• <i>Council should engage better with local community who have expertise and knowledge</i></li> <li>• <i>Challenge the CZMP to achieve/address 16 matters including:</i> <ul style="list-style-type: none"> <li>○ <i>Upgrade storm water design &amp; install infrastructure within 2 years</i></li> <li>○ <i>Create a draft DCP to immediately implement changes proposed in CZMP</i></li> <li>○ <i>Maintain &amp; upgrade beach accessways</i></li> <li>○ <i>Vegetation Plans in accordance with Coastal Zone Management Manual (P68)</i></li> <li>○ <i>Special staff position should be contracted out (ex-employees of SCC eligible)</i></li> <li>○ <i>Natural Resource Committee members cannot hold positions for longer than 2 terms</i></li> <li>○ <i>Local “Defend the Coast Groups” should be set up to execute Vegetation Plans, membership subject to veto from adjoining residents</i></li> <li>○ <i>EMP for Moona Moona Creek; return sand to restore Collingwood Beach</i></li> <li>○ <i>Description of Jervis Bay should be replaced with individual beaches</i></li> <li>○ <i>CBPG should be regarded as “Special Group” providing expert opinion &amp; monitoring advice</i></li> </ul> </li> </ul>	<p>incorporated into Council's SLEP and DCP.</p> <p>The diagram on page 8 tries to illustrate that CZMP is one part of Council's integrated approach to managing the coastal landscape, not the only part.</p> <p>The coastal hazard assessment, risk assessment and emergency action sub plans were all updated as part of the update and revision of the CZMP.</p> <p>The Plan clearly identifies risk factors and private and public assets at risk along the open coast.</p> <p>Flood studies and plans identify properties at risk of inundation in estuaries.</p> <p>These risk based studies and plans inform Council's SLEP and SDCP as well as planning certificates (s10.7 EP&amp;A Act).</p> <p>Council sought to include estuaries as part of the CZMP, however State Government advised it would not certify estuary management plans as part of the CZMP as these were not prepared as CZMP's.</p> <p>Council has successfully obtained funding to transition to a Coastal Management Program, over the next 3 years, that will include 2 estuaries.</p> <p>Council could adopt a rolling program to progressively update its estuary management plans, similar to its flood study/plan program.</p> <p>Work is undertaken as part of the coastal maintenance program to maintain and</p>
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	<ul style="list-style-type: none"> <li>○ <i>Lifesaving facilities provided for Collingwood Beach</i></li> <li>○ <i>Views between Bayswater &amp; Berry Streets should be retained</i></li> <li>○ <i>Remove all pittosporum</i></li> <li>○ <i>Bush Regeneration Plans should exclude Collingwood Beach</i></li> <li>● <i>Hazard lines at the end of Ilfracombe Ave. are inconsistent with dune heights</i></li> <li>● <i>Collingwood Beach should be recognised as an accreting beach</i></li> <li>● <i>CZMP fundamentally flawed for the following reasons:</i> <ul style="list-style-type: none"> <li>○ <i>CZMP has been prepared under the Coastal Management Act 1979 which was repealed on 3 April 2016 as such has no legal standing.</i></li> <li>○ <i>Community consultation period has been limited to 12 days, time that a complete set of documents has been available, for review on the SCC website, totally inadequate period of time for a comprehensive review.</i></li> <li>○ <i>The Bruun Rule that has been used to predict shoreline erosion and recession - does not address several key criteria required for a robust analysis and is not best practice.</i></li> <li>○ <i>The software (SWAN modelling) used to determine inundation maps has been confirmed by the software developer as not being suitable for embayments (like Collingwood Beach)</i></li> <li>○ <i>Calculating coastal hazard lines and inundation lines utilising methods and parameters that are no longer accepted as best practice has resulted in an assessment that is fundamentally flawed and therefore invalid</i></li> <li>○ <i>By not utilising best practice techniques arguably SCC has not acted in good faith and will not be afforded protection under section 733 of the Local Government Act 1993 which provides an exemption from liability</i></li> <li>○ <i>The risk assessment included in CZMP (Advisian) does not consider private housing, includes subjective assessments that are illogical in some instances and is convoluted</i></li> </ul> </li> </ul>	<p>upgrade beach accessways.</p> <p>Council continually engages and seeks input from the community as part of its coast and estuary programs. Council is committed to engaging with the community on these matters and</p> <p>The CZMP recognises the need to maintain adequate public access to beach as a priority throughout the document.</p> <p>Coastal Management Act recognises CZMP's. Council is adhering to the legislative process to seek certification of the CZMP. Once certified the CZMP will be considered a CMP for the purposes of the Act.</p> <p>The coastal hazard mapping takes into account current conditions such as existing dune heights as well as coastal inundation from historical and recent storm events.</p> <p>Public exhibition period was 21 days in accordance with Guidelines. Council was not legally required to re-exhibit Plan again as it has previously been exhibited. The updates and revisions have been made in response to previous submissions and Council resolutions.</p> <p>Coastal hazard mapping and use of Bruun Rule in line with current coastal engineering practices and other Council's within the region have used the same methodology to map coastal hazards and prepare their CZMPs. Council has also complied with the Guidelines for preparing a CZMP and therefore, has</p>
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	<ul style="list-style-type: none"> <li>○ <i>The appropriate level of participation (that is collaboration) documented in the NSW Government A Guide for Engaging Communities in Environmental Planning and the Decision Making, and the International Association for Public Participation Australasia, has not been fulfilled</i></li> <li>○ <i>The placement of coastal hazard and inundation lines across water front properties has caused the owners of those properties anguish and financial loss</i></li> <li>○ <i>The fact that SCC has not been able to manage the process of producing a Draft CZMP in a timely manner cannot be used as an excuse to trump the rights of residents</i></li> <li>○ <i>SCC cannot submit the CZMP to the Minister, which it knows to be flawed, as the reputation of the Shoalhaven will be tarnished further with yet another rejection.</i></li> </ul>	<p>acted in good faith in accordance with s733 of the Local Government Act.</p> <p>The risk assessment complies with engineering and risk assessment best practice, as well as CZMP Guidelines.</p> <p>Issues with methodology previously raised and addressed when Council adopted the updated coastal hazard mapping in 2016.</p> <p>During the past several years, community engagement has contributed to the development of this CZMP.</p> <p>The coastal hazard mapping, strategies planning provisions and development controls have been in place for many years.</p>
Bendalong / Manyana (1)	<ul style="list-style-type: none"> <li>• <i>Unhappy that estuaries &amp; ICOLLs are excluded – significant number of properties at risk</i></li> <li>• <i>Lake Conjola needs sand removed, should be used to replenish surrounding beaches – impacts need to be assessed</i></li> <li>• <i>Properties along Berringer Lake as well as Lake Conjola need to be assessed</i></li> <li>• <i>Boat Harbour Master Plan as well as regeneration of reserve (adjoining caravan park) should be implemented within 2 years.</i></li> </ul>	<p>Council sought to include estuaries as part of the CZMP, however State Government advised it would not certify estuary management plans as part of the CZMP as these were not prepared as CZMP's.</p> <p>Council has successfully obtained funding to transition to a Coastal Management Program, over the next 3 years, that will include 2 estuaries. A working group from Council's Natural Resources &amp; Floodplain Committee has recommended this include St Georges Basin and Lake Conjola.</p> <p>Management of ICOLL entrances as part of Council's flood mitigation program is included in the CZMP.</p> <p>Council would need to allocate budget to implement the Boat Harbour Master Plan.</p>
Lake Conjola	<ul style="list-style-type: none"> <li>• <i>Extremely disappointed that estuaries are excluded from CZMP, no</i></li> </ul>	Comments as above

<p>(2) 2 copies of same submission Supports CZMP however disappointed estuaries not included</p>	<p><i>adequate explanation, especially given decades long underfunding of management works to mitigate increased frequency of low level flood events</i></p> <ul style="list-style-type: none"> <li><i>LAP 4 puts forward Boat Harbour Master Plan &amp; Stormwater Upgrade Plan – should be implemented immediately 0-2 years -1.7mill. budget required</i></li> <li><i>LAP 5 proposes to manage dune heights at Narrawallee Beach by beach scrapping &amp; nourishment, if sand can be sourced – Lake Conjola entrance should be the source</i></li> <li><i>Council should provide funding to update plan to include estuaries, ICOLLs &amp; entrance management policies, thereby making works on these waterbodies eligible for funding</i></li> </ul>	
<p>Mollymook Beach (4):</p>	<ul style="list-style-type: none"> <li><i>Vegetation should be pruned adjacent to parking at Mitchell Pde Reserve</i></li> <li><i>Tree Planting required south of Black Water Creek</i></li> <li><i>North end of beach requires some attention – “caravan” used to store surf club equipment, should extend toilet block with room for equipment – drain should be unplugged</i></li> <li><i>If affected residents (Mollymook Beach) are required to pay special levy to fund coastal works - should have a say in how it is spent – all ratepayers should pay any levy – unjust to impose additional levies - should be allocated to a special reserve (Coastal Infrastructure Management Reserve) to address coastal storms/events</i></li> <li><i>Historical accessways to beach should be preserved; visitors to beach, not residents are stepping outside defined walkways</i></li> <li><i>No further planting of shrubs/trees at back of properties fronting beach - bushfire threat, insurance impact</i></li> <li><i>Beachfront owners not directly informed – not all full-time residents – cannot attend public meetings – do not read local newspapers</i></li> </ul>	<p>The road, sewer and water infrastructure are at risk, at Mitchell Pde. Therefore, vegetation is important in maintaining dune resilience. Views of the ocean are adequate in this location.</p> <p>The findings from Our Coast Our Lifestyle community engagement program identified that in general ratepayers did not want to pay for the protection of private property.</p>
<p>Bawley Point / Kioloa (1)</p>	<ul style="list-style-type: none"> <li><i>Shoalhaven Coastal Zone Map doesn’t show Bawley Point/Kioloa</i></li> <li><i>Coastal risk issues with a number of locations including:</i></li> </ul>	<p>City wide strategies generally address these issues. City wide strategy to update beach risk</p>

	<ul style="list-style-type: none"> <li>○ <i>Gannet Beach – southern end, access tracks heavily undermined</i></li> <li>○ <i>Malibu Drive, south &amp; west of dunes could be long term risk</i></li> <li>○ <i>Historic gantry destroyed by large waves</i></li> <li>○ <i>Kioloa Beach – southern end near boat ramp &amp; Marine Rescue building eroded</i></li> <li>○ <i>Vegetation subject to vandalism to improve views</i></li> </ul>	assessment to determine if any additional beaches require coastal hazard mapping.
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**Policy Implications**

Without a certified CZMP, Council is only eligible to apply for a very limited range of grant categories in the Coastal and Estuary Grants Program. This significantly reduces the range of coastal maintenance and capital works Council can implement.

A certified CZMP will act as an overarching strategic policy, which facilitates and integrates work programs undertaken by partner State Agencies and Council as well as giving direction to implementation mechanisms such as Council's Foreshore and Bushcare Policies.

**Financial Implications**

The OEH Coastal and Estuary Grants Program, provides 50% of project funds. Without a certified CZMP, and the resultant eligibility for the full range of grant categories, Council would need to substantially reduce its current coastal works program or fully fund the many projects that become necessary over the next 3-5 years, while the new CMP is being prepared and certified.

**Risk Implications**

With ongoing climate change and the predicted increase in coastal storm activity, it is likely there will be more significant coastal projects required to mitigate local impacts. On-going plan implementation to manage risk, repair infrastructure and maintain coastal assets to a safe and acceptable standard will be required. If grant funds cannot be accessed, public safety and asset protection will be at risk.

## CL18.156 OzWater 18 Conference

**HPERM Ref:** D18/190076

**Submitted by:** Clr John Wells

**Attachments:** 1. Conference Report & Annexure [↓](#)

### Purpose / Summary

To provide a report (Attachment 1) from Clr John Wells on the OzWater 18 Conference held in Brisbane 8-10 May 2018 in accordance with Clause 3.3(e) of the Council Members – Payment of Expenses and Provision of Facilities Policy.

### Recommendation

That Council receive the report from Clr John Wells on the OzWater 18 Conference for information.

### Options

1. Receive the report for information
2. Request further information on the conference

CL18.156



## Conference Report

### OzWater 18'

OzWater 18 was the Australian Water Associations International water conference and exhibition. The conference was held at the Brisbane Convention and Exhibition Centre between 8 – 10 May 2018. Attended by over 4000 delegates, exhibitors and trade attendees, the conference was, once again, too large for a single delegate to comprehend presenting as it did some 357 plenary sessions divided over 13 key themes including:

- Excellence in Operations & Asset Management
- Community Health & Wellbeing
- Trends and opportunities in Governance, Policy, Regulation & Structure
- Working with customers
- Global Perspectives
- Strengthening communities
- Improving change, people & organisations
- Servicing & supporting Rural, Remote and Regional Areas
- Industry safety and wellbeing
- Climate Risk
- Energy Management

In addition, the conference presented an emerging leaders forum open to all delegates under the age of 35, including a number of university and young international water personnel.

An international program focused heavily on international projects, experience and opportunities in the field, a “women of water” workshop which encouraged diversity and advocacy in the sector and attended by women across Australia and the Indo-Pacific. A substantial number of international representatives attended the conference, the largest of which was Vietnam with 63 delegates.

Further learning opportunities were available in the Exhibition Hall Theatre, with 30 presentations being delivered ranging from new chemical technology to promote resistance to cracking PVC pipes, through to the development of the hydro power market in ANZ with particular reference to Snowy Hydro 2.

The conference theme of “Evolution Revolution” was convincingly conveyed by a range of motivational keynote speakers. Dr Alan Duffy, astrophysicist from Swinburne University highlighted the acceleration in astrophysical technology, particularly telescope / radio telescopes which provides magnification and data fields / sets today which was beyond our imagination only a decade ago. Evolution, a word often associated with slow, almost undiscernible change is now proceeding at a revolutionary pace.

South Africa's Dr Adriana Marais, continued with the theme, that her descendants 12 generations ago (400yrs) discovered the Cape Coast on small sailing ships. She is

one of the 24 remaining candidates from which an interplanetary mission to Mars will be selected.

Entrepreneur and innovator Mark Pesce addressed the explosion in big data availability and posed some challenging issues for governments and businesses in the ethical use of such data – the use of banking data was a case in point.

I chose to attend sessions under the following topic headings:

- Trends in Governance and Policy development in a changing world
- Integrated water cycle management – how do we pay for it and how do we regulate it
- Getting investment right
- Building water smart communities
- Climate Risk
- Energy Management

I have included a summary and conclusions from each of the sessions attended as annexure A, to be read in conjunction with this report.

In conclusion, the trade exhibition associated with the conference was most impressive and highlighted once again, that the industry is more than pipes, pumps, tanks and filters (which were present in abundance) but embraces support services – advisory, insurance, due diligence – monitoring, data capture and transfer, work health and safety, design and so the list goes on.

Well done to the Australian Water Association.

Annexure A

## **OzWater 18 – Councillors Report**

Hereunder are session summaries of several presentations made at the conference.

### **1. Trends in Governance and Policy Development**

#### **a. Gympie Region Water business unit**

The restructure of the water and sewerage branch at Gympie Regional Council led to the formation of the Water Business Unit in late 2016. The primary purpose of the restructure was to review business practice and ensure that Council continues to deliver safe, reliable and environmentally friendly services to its communities. Council's corporate objective of being the natural choice to live, work and play aligns with the objective of being a sustainable regional water business. The industry can learn from the change processes undergone at Gympie Regional Council and be inspired by the 2020 journey plan commitment by senior management.

The future direction for the water business unit now focus on:

- Clear business objectives and KPIs
- Improved collaboration and drawing on and actively seeking advice from water industry partners
- Enhance the reputation and credibility of the Gympie Water Business Unit and Council
- Ensure decisions being made are prudent and efficient to provide sustainable, customer focussed water and sewerage services that meet regulatory and customer service requirements
- Increase consumer and regulator confidence that the water business is being managed in a sustainable manner
- Attraction of highly skilled employees by demonstrating the commitment to the water business unit functions

This regional water business has clear objectives and is embarking on a significant change program. This is a four year journey from review and restructure to understanding the business; making sustainable improvements and ultimately innovating at the regional level.

#### **b. Strategic Thinking – Scenario planning for an uncertain future**

Cities, their citizens and service providers are being challenged from multiple fronts – population growth, technology, societal and environmental challenges.

We are also faced with an intersection of two groups of thought – future or strategic thinking to create awareness and preparedness for future challenges, and data-driven actions and decisions. Although not contradictory, combining these perspectives poses challenges to those wanting to improve long term infrastructure and service planning and strategies.

Annexure A

Sydney Water has been working with the CSIRO to develop a set of possible future scenarios for Sydney and a framework to integrate them into our planning and improve our resilience in an uncertain future.

The scenario development process creates an environment for ongoing dialogue about inherent uncertainties and the assumptions behind strategies, policies and plans. Scenarios enable water utilities to engage actively with government agencies, the community and the private sector to consider long-term outcomes and resilience of their strategies, plans and decisions on the long-term resilience of a city.

The scenarios for the Sydney project provides a common language and framework for collaboration with all stakeholders to discuss future challenges, as well as to identify and to challenge current assumptions embedded in strategies and plans. Sydney Water is now using these scenarios to 'resilience' test their strategies and plans for the future and identify priority focus areas for research and analysis.

A session which carried the listener from a world of known facts to a future of potential scenarios, prediction and speculation. Not unsurprisingly, the session confirmed that the more speculative one become, the higher the levels of uncertainty and complexity.

c. Disruptions and Megatrends: Identifying external factors for the Melbourne Sewerage strategy 2018

The Melbourne Sewerage Strategy is a 50 year strategy for sewerage management in Melbourne. Identification of potential disruptors that could significantly alter the wastewater system is an important input to the strategy. To develop this input, consideration was given to global 'megatrends' such as climate change, resource scarcity, new technologies and rising inequity. The project scanned futures from a range of sectors including: urban water, cities, agriculture, energy, transport and communications. Innovative thinking was stimulated through futures methods. During two workshops industry practitioners identified novel factors, prioritised disruptors and assessed their possible manifestation as risks or opportunities for the system.

Assessment of top six disruptors

Prioritised Disruptors	Domains influenced and links identified
Circular Economy - Recycling waste	<b>Opportunity</b> in institutional domain and to lesser extent in customer domain. Links to both <i>new sewer</i> and <i>treatment technologies and changes in sewage composition disruptors</i>
Cyber-attack	<b>Risk</b> across all domains but particularly to customers is magnified by <i>Internet of things</i> disruptor
New Sewer & treatment technologies	<b>Opportunity</b> in physical domain and dark horse from customer perspective. May facilitate <i>Changed ownership models, Circular Economy and Changes in sewage composition</i> disruptors
Climate Change	<b>Risk</b> to both physical and customer domains.

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	May exacerbate other disruptors including <i>Cascading systemic risk and New microbial diseases</i> .
Power shift – communities & customers	<b>Opportunity</b> in customer domain <b>Risk</b> to both physical and institutional domains. May facilitate or exacerbate the <i>Erosion of social cohesion</i> disruptor
Changes to urban form	<b>Opportunity</b> in physical domain and a dark horse potentially impacting significantly on Institutions Governance aspects of the sewerage systems

**CONCLUSION**

The output of this study in the form of a prioritised list of potential disruptors, with both 'trends' and 'shocks' identified, provides a rich source of data for the development of future scenarios and for testing and guiding a strategy such as the Melbourne Sewerage Strategy.

The outputs of the study have been incorporated into scenarios that form plausible futures for the Strategy. Some of the 'shock' disruptors have also be utilised to test the outputs of the Strategy and the implementation plan to ensure the Sewerage system is sufficiently resilient and adaptable to cope with an uncertain future. The identification of disruptors will facilitate the development of adaptive pathways that aim to provide resilience to a wide variety of possible futures and a Strategy that ensures the goals for the sewerage system can be met in future.

By considering a wide variety of future potential events via the priority disruptors and future scenarios, the Melbourne Sewerage Strategy will ensure that Melbourne's sewerage system is prepared for a range of futures, and can continue to support healthy thriving communities and a liveable, flourishing environment.

**2. Integrated Water Cycle Management – How do we pay for it and how do we regulate it.**

**a. New Zealand versus Australia: a water consumer corporation**

Arup has assisted Water New Zealand and the Australian Water Association in undertaking national surveys that engaged with a diverse cross section of society and gathered data and opinions on a number of questions. Surveys were conducted through online platforms and the results analysed and reported. Each survey particularly around water use, the price of water, and the future of water. The successful implementation of the survey has collected valuable consumer thoughts will provide valuable knowledge when developing policy moving into the future.

Some highlights of the survey are as follows:

- Low confidence that local and national governments are adequately planning for the future of water;
- Very high level of concern across Australia and New Zealand over water security; and
- Very high level of respondents take action at home to save water.

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CONCLUSION

The successful implementation of the survey in both New Zealand and Australia has allowed for valuable consumer thoughts to be made available to the water industry which will provide valuable knowledge when developing policy moving into the future.

b. How is the water sector supporting and creating sustainable communities  
Governments and water utilities around Australia are increasingly focusing on Integrated Catchment Water Management (IWCM) to create liveable, resilient and sustainable communities.

There are various terms that are being used to defined IWCM solutions for communities and the one used in this paper is Water Sensitive Communities (WSC). These solutions generally include:

- Development of localised wastewater solutions that use small scale technology, can be delivered incrementally over time to manage demand risk, and can be tailored to meet customer needs. This represents a move from traditional centralised water systems to hybrid distributed systems.
- Recycled water from wastewater, stormwater or rainwater.
- Stormwater, wastewater and/or integrated wastewater and stormwater management solutions, including wetlands, rain gardens, irrigation of properties, etc...

Recently there are examples of WSC and/or current proposals that are also focusing on:

- Integrated utility solutions that include renewable energy, and telecommunications.
- Customer focus, 'smart cities' and smart sensors.
- Smart meters and irrigation and planning systems.
- Urban amenity improvements

Water sensitive communities can provide significant liveability, sustainability and renewed benefits to society and there are strong fundamentals to xxxx the economic care for WSC's, especially for new developments in growth areas of our cities. The Shoalhaven does well with ISWM with its sewerage operations. We also, like all LGA's in NSW apply BASIX to new developments. Can we do more with run-off and stormwater management?

c. The perils and pitfalls of Integrated Water Management planning in Victoria's National Employment and Innovation Clusters (NEIC's)

The Victorian Government, as part of its economic and employment growth strategy has established in Melbourne a number of National Employment and Innovation clusters. The areas identified for a NEIC invariably present opportunities for urban renewal and redevelopment of residential and non-residential areas with a view to densifying residential zonings, promoting involvement in employment, creating activity (health, education, business and retail centres, transport & logistics, hubs etc). The opportunity to apply

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integrated water management practices focussing in potable water consumption reduction, stormwater flow reduction and quality improvement, reduced flood risk and improved open space was explored in relation to two NEIC's – Monash and Sunshine.

The planning difficulties encountered included

- Defining NEIC boundaries
- The scale of development
- Managing infill development
- Uncertainty in policy and governance, service and environmental factors.
- Consultation
- Project scope & objectives
- Data analysis

The discussion concluded a 'less is more' approach to IWCM, i.e. focussing, planning and development on a smaller number of high impact projects is more desirable than rushing a large number of projects involving long and complex planning process.

### 3. Getting Investment Right

- a. Socio-economic impacts of the Murray Darling Basin Plan in Victoria  
This paper outlined the impacts of the Murray Darling Basin Plan on the Goulburn Murray irrigation districts agricultural/horticultural activities.

Today, less water is available to the Goulburn/Murray District arising from climate change, horticultural expansion and Commonwealth water allocation buybacks. The result, particularly in dairying, is for water allocation prices to rise particularly in times of drought. Over the decade 2000-2009, average water deliveries to the Goulburn/Murray have declined 41% (from 2000 to 1200 gl pa). The solution to water shortages to date have lain with investment in water efficient infrastructure, works and measures that achieve environmental outcomes – basically a re-affirmation of existing government policy.

- b. An investment an optimisation and prioritisation model incorporating customer, regulator and business preferences.

Tasmania, until 2013, was serviced by three water businesses. To deliver substantial improvement in customer service and regulatory performance across the whole state, Tas Water was created. Integrating three businesses into one created challenges of identifying which capital projects and programs for each of the three former operators should be allocated priority over a 20 year time horizon for both water supply and distribution, and wastewater.

Developing a planning framework, KPI's collation and review of data, stakeholder consultation, sensitivity testing and trade-off tests were all part of a process which has resulted in a 20 year long term strategic plan which delivers the best "bang for the buck" for Tasmania.

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**4. Building Water Smart Communities**

a. More than sewage treatment services – adding value to the Maleny community

A case study involving the replacement of a townships underperforming STP with a new system using membrane bioreactor technology. Tertiary treated water from the new system is used to irrigate the townships golf course and an irrigated forest / wetland. Water sampling from the dispersion sites produces impressive water quality results.

A mini REMS 1.B

b. Green Square water re-use

A case study of storm water capture, treatment and reticulation of the high density residential / commercial development at Green Square, Alexandria Sydney. Part of the sustainable Sydney 2030 plan.

**5. Climate Risk**

a. Debating on releases through gated spillways during major floods – which risk is to be taken

A debate has developed since the 2011 Brisbane River flood about the practice of using rainfall forecasts in deciding releases from dams controlling floods. Risk managers recommend the use of the best available rainfall forecast, but some water managers have recommended use only of actual rainfalls. This paper uses risk management rules, constructs of foresight, notions of storage error and release error, and the risk concept of 'regret' to explain the advantages and disadvantages of both rationales. The conclusion – risk management performs better with the worst floods, while the alternative may perform better when forecast floods do not eventuate.

b. Protecting one of north east Queensland's more critical water supply assets from current and future climate risk

Seqwaters Climate Resilience Framework produced a case study to assess the implications of global warming of 2° Celsius on Mount Crosby East Bank rain water pumping station. This station serves half the population of SE Queensland – over 1.5 million people.

The study demonstrated that a 2°C warming would reverse the risk of flooding the station from 1:200 years to 1:100 years. In the light of this elevated risk, Seqwater is embarking on further detailed planning of its Mount Cosby RWTP and of its entire portfolio of assets to inform its strategic asset management system to ensure it's fit for purpose under change climate scenarios.



## CL18.157 Waste 2018 Conference

**HPERM Ref:** D18/192954

**Submitted by:** Cllr Mark Kitchener

**Attachments:** 1. Conference report (under separate cover) [📄](#)

### Purpose / Summary

To provide a report (Attachment 1) from Cllr Mark Kitchener on the Waste 2018 Conference held in Coffs Harbour 8-10 May 2018 in accordance with Clause 3.3(e) of the Council Members – Payment of Expenses and Provision of Facilities Policy.

### Recommendation

That Council

1. receive the report from Cllr Mark Kitchener on the Waste 2018 Conference for information.
2. organizes a familiarization tour of Kimbriki Monavale and the West Nowra Landfill for councillors and key council personnel, to compare Kimbriki to the Shoalhaven's landfill and gather innovative technologies, products and services to be incorporated in the proposed AWT facility and the Shoalhaven's seven Buy Back Centres.

### Options

1. Receive the report for information
2. Request further information on the conference

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## 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.