

Extra Ordinary Meeting

Meeting Date: Thursday, 28 June, 2018
Location: Council Chambers, City Administrative Building, Bridge Road, Nowra
Time: 4.00pm

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.

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2. **Declarations of Interest**
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CL18.162 Report of the Strategy & Assets Committee - 12 June 2018

HPERM Ref: D18/216173

These items have been deferred from Ordinary Meeting 26 June 2018.

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, Yerriyong), and authorises the expenditure on job number 85041;
 - b. \$260,000 for traffic/pedestrian signals at the intersection of North Street and Kinghorne 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.

CL18.162

**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.

CL18.162

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.

CL18.162

**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 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 (Worworing 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.

**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;

CL18.162

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.

CL18.162

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

HPERM Ref: D18/195582

This items has been deferred from Ordinary Meeting 26 June 2018.

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.

CL18.136

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](#)

These items have been deferred from Ordinary Meeting 26 June 2018.

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.

CL18.137

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 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.

CL18.137

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.

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.

CL18.137

CL18.143 LGNSW Water Management Conference 2018

HPERM Ref: D18/146142

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

This item has been deferred from the Ordinary Meeting 26 June 2018.

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

This item has been deferred from the Ordinary Meeting 26 June 2018.

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.

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.

CL18.144

Curarong: 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 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.

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 <input checked="" type="radio"/> NO
Do membership fees apply	YES <input checked="" type="radio"/> NO
Amount charged for membership	<u>\$5.00</u>
Number of people in organisation/members	<u>75</u>
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

CL18.144 - Attachment 2

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 ☒
- 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 ☒
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 ☒
8. Have you applied for funding from other Sections of Council or other organisations? YES/NO ☒
9. Was your application successful? YES/NO ☒
- 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 ☒
- If NO, will the event/project be dependent of future funding from Council? 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)	
.....	
TOTAL	10,000-00

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

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.



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)
[↗](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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:

- 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

The revised policy updates previous policy provisions to improve compliance with Privacy Management requirements.

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)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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

CL18.146

filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office. (refer Attachment 1)

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.



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 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
- 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

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
TOTAL:	237

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) [⇒](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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

CL18.147

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.*
- 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.

CL18.147

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 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.

CL18.147

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) [↗](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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%
Total	\$5,260,058	\$5,126,632	97.46%

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
Total	\$446,745	\$576,016	\$129,271

CL18.148

RECORD OF INVESTMENTS

Cash and Investment Balances

	May 2018	April 2018
Cash And Investments Held		
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
	\$215,705,295	\$212,511,586
Fair Value Adjustment	\$172,588	\$201,789
Bank Reconciliation	\$419,604	\$157,016
	\$592,191	\$358,805
Book Value of Cash and Investments	\$216,297,486	\$212,870,391
Less Cash & Investments Held In Relation To Restricted Assets		
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
Total Internally Restricted	\$38,378,102	\$38,902,775
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
Total Externally Restricted	\$168,116,961	\$169,470,600
Total Restricted	\$206,495,063	\$208,373,374
Unrestricted Cash And Investments		
General Fund	\$9,802,424	\$4,497,017

CL18.148

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

CL18.148

CL18.158 NSW Local Government Aboriginal Network Conference 2018

HPERM Ref: D18/208018

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

This item has been deferred from the Ordinary Meeting 26 June 2018.

Purpose / Summary

To consider Councillor attendance at the NSW Local Government Aboriginal Network Conference scheduled for 12-14 September 2018 in Narrabri NSW.

Recommendation

That Council

1. Notes the details of the NSW Local Government Aboriginal Network Conference scheduled for 12-14 September 2018 in Narrabri NSW.
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 NSW Local Government Aboriginal Network Conference is considered relevant to local government. Further information regarding this conference can be found via this link: <http://lgan2018.com.au/>

Costs associated with the conference are estimated as follows:

- registration : \$680 Earlybird prior 22 July 2018
\$780 Standard
\$600 Group (4+ people)
\$400 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.

The Conference commences at 8.20am Wednesday 12 September 2018 and concludes at 1.00pm Friday 14 September 2018 and following Council Business is scheduled within the period of the conference:

- Development Committee - 11 September 2018.
- Councillor briefing - Thursday 13 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.

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

HPERM Ref: D18/190995

Group: Assets & Works Group

Section: Works & Services

This item has been deferred from the Ordinary Meeting 26 June 2018.

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.

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 [↓](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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

CL18.152

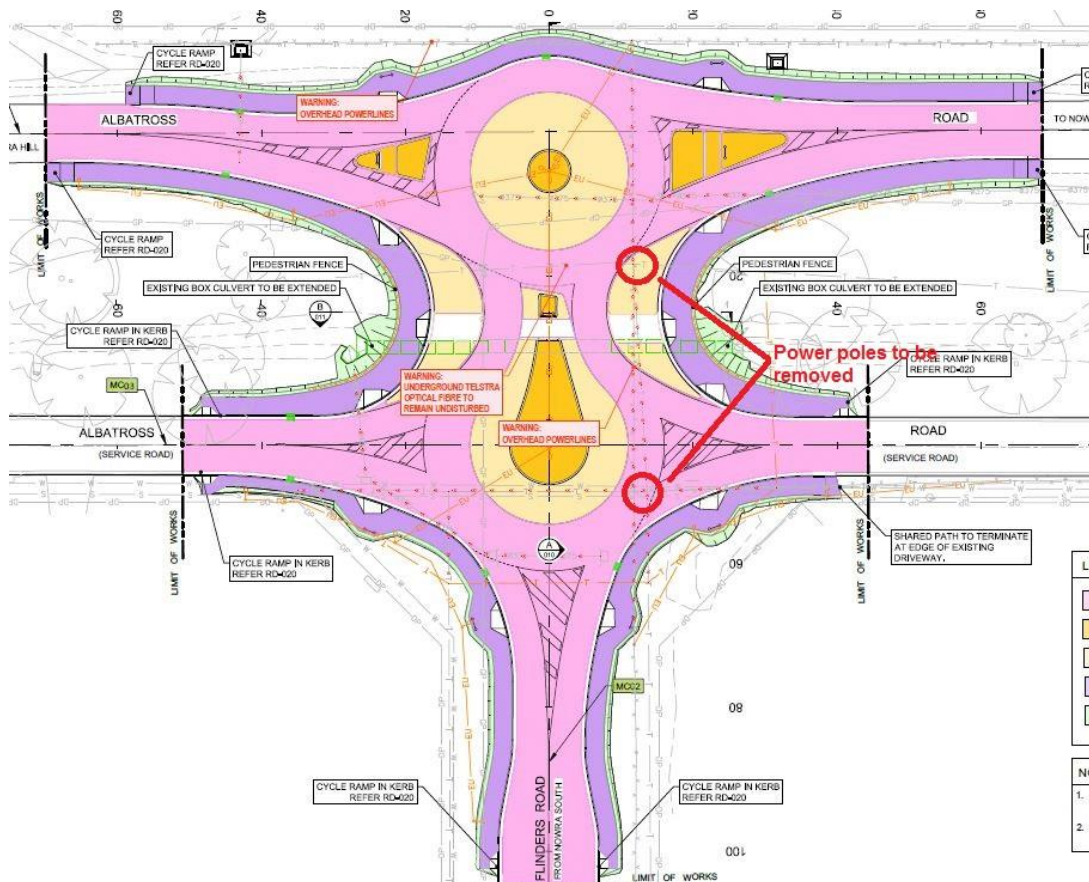
- Rehabilitation of the failing pavement on Flinders Road between Norfolk Avenue and Albatross Road
- Provision of a shared user path for the full length of Flinders Road to separate heavy vehicles and cyclists/pedestrians
- Provision of street lighting along Flinders Road and at the new Albatross Road 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.



- Liaison for the asset relocation between JRA and EE for the design has been ongoing since early 2017

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- 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

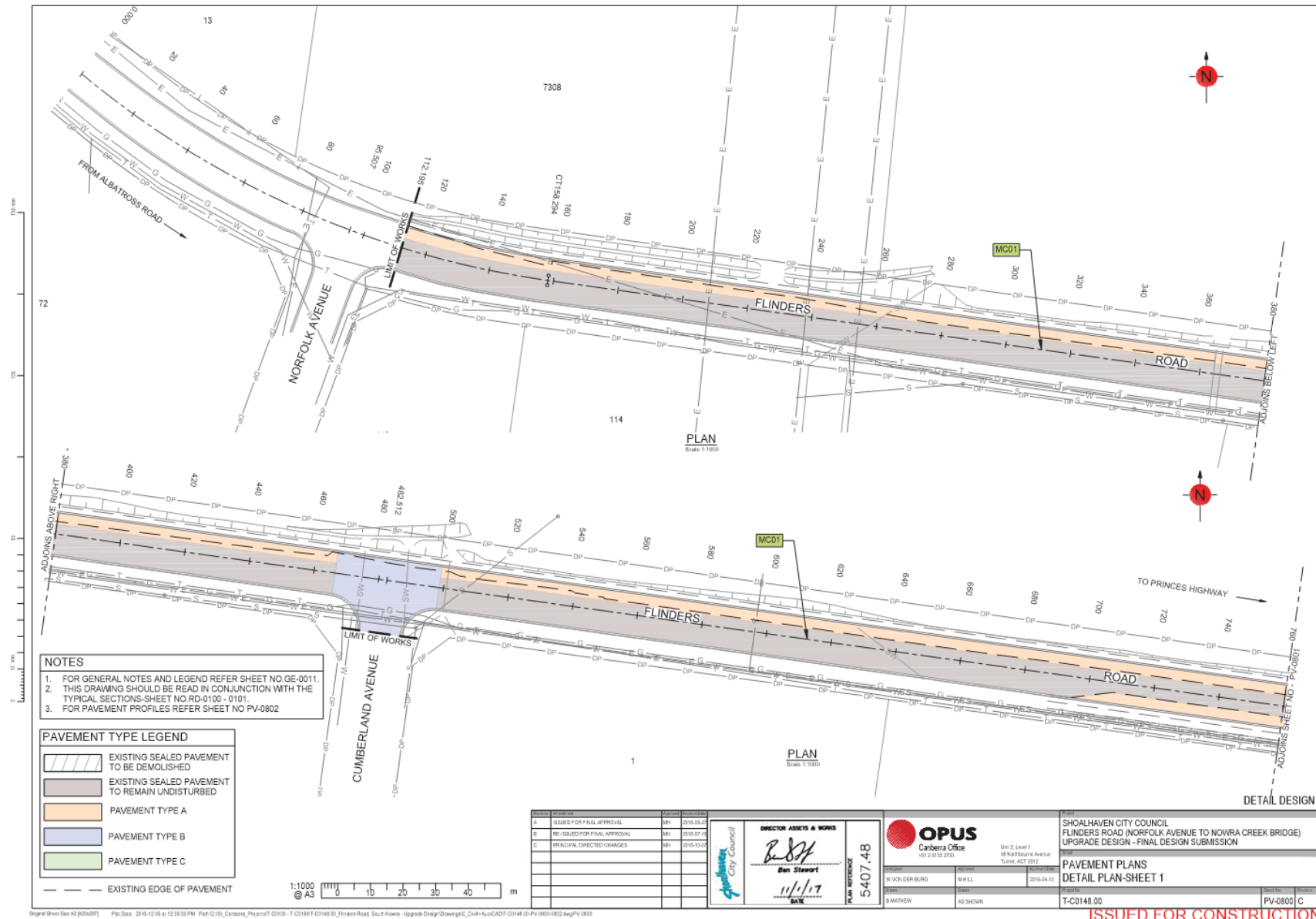
surface contained multiple dips/humps that could not be easily or economically addressed (an asphalt correction course of the existing pavement would cost over \$200,000 and would not have eliminated some of the longer surface irregularities). Funding was not available for an overlay, or a reconstruction, of the existing pavement.

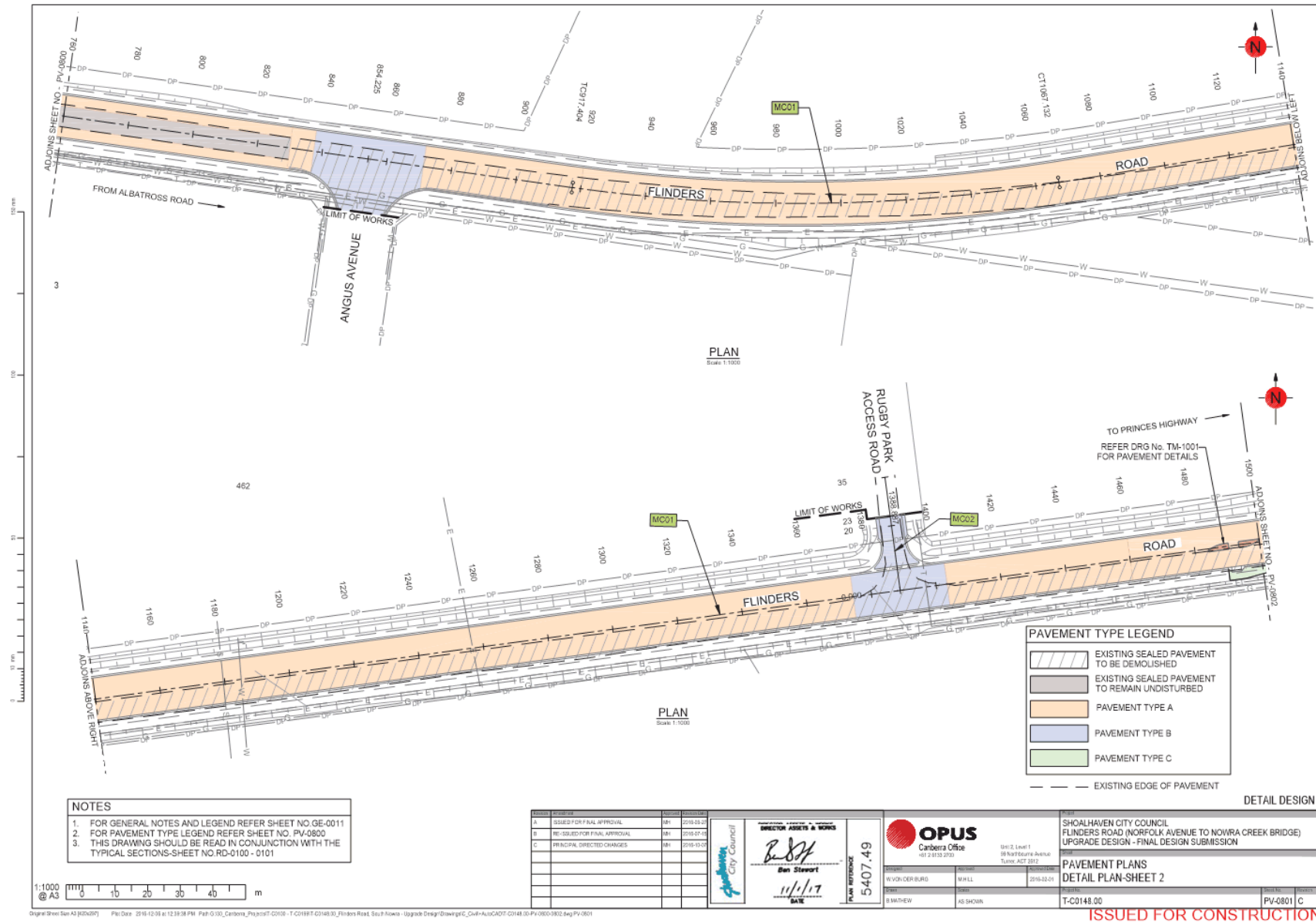
Community Engagement

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.





CL18.159 Objection - Lease to Salt Ministries - 134 Kinghorne Street, Nowra

HPERM Ref: D18/192775

Group: Assets & Works Group

Section: Business & Property

Attachments: 1. Salt Ministries - Policies and Procedures (under separate cover) [⇒](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

Purpose / Summary

This report provides Council with an opportunity to consider submissions in relation to the proposed lease of Lot 2 DP329271 at 134 Kinghorne Street, Nowra to Salt Ministries for the purpose of a transitional group home following public notification of the proposal including notification to the Nowra Youth Centre and Quest Apartments.

Recommendation

That Council delegate authority to the General Manager to finalise the details of a lease agreement with Salt Care Limited ABN 66 625 075 890 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.

Options

1. Adopt the recommendation.

That Council note the submissions received in relation to this matter and resolve to confirm resolution MIN18.302C with the following amendment:

Insert Salt Care Limited ABN 66 625 075 890 in lieu of Salt Ministries.

Implications: The lease will allow Salt Ministries to provide necessary assistance to the homeless by providing overnight accommodation.

2. Not adopt the recommendation and resolve along the following lines:

“That Council not proceed with the lease to Salt Care Limited (Salt Ministries) and that the General Manager (Group Director, Assets and Works) hold a Councillor workshop to explore other possible options for the location of the group home.”

Implications: Salt Ministries will not be in a position to offer shelter to the homeless during the impending winter period.

Background

Council at its Strategy and Assets Committee meeting on 17 April 2018 resolved in part to (MIN18.302C):

- “1. Delegate authority to 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.”

Pursuant to S47A of the Local Government Act 1993, Council advertised in the local newspaper for a period of 28 days its intent to lease the premises at 134 Kinghorne Street, Nowra to Salt Ministries. Nearby landowners Nowra Youth Centre, Quest Apartments, Shoalhaven Historical Society and Werninck Cottage were also directly notified in writing. The closing date for submissions was the 14 June 2018.

Submissions:

As at the closing date for submissions, two (2) responses were received, being from Nowra Youth Centre and Quest Nowra.

Submission – Nowra Youth Centre

A meeting was held with the Centre Manager of the Nowra Youth Centre, Salt Ministries and Council staff to address their concerns; results of which are detailed in the table below:

Issue:	What policy and procedures will be put in place to address the needs and issues of the guests?
Staff Comments:	Salt Ministries have robust procedures and policies around matters such as substance abuse, weapons, violent behaviour and critical incidents (Attachment 1). A copy of the policies and procedures were provided to Nowra Youth Centre at the meeting for consideration and comment.
Issue:	What is the process for guests exhibiting behaviours such as substance abuse, domestic violence, physical or sexual abuse, mental health, poor physical health issues, or gambling addiction?
Staff Comments:	Contained within Salt Ministries policies is the framework for dealing with the above issues. A guest exhibiting signs of any of the above behaviours may be asked to leave any common areas or remain in their appropriate sleeping quarters. Should any issue escalate, Salt Ministries staff have the option to call a security company, police or activate their duress alarm. A policy of Salt Ministries is to not release guests back into the community to cause harm and to assist in sourcing alternate accommodation for that person.
Issue:	What is the screening process for intake of guests?
Staff Comments:	The screening process is outlined in the policies and procedures. The Homeless Hub will undertake the admission process during their opening hours Tuesday – Friday 10am – 3pm; outside of these hours Salt Ministries will conduct their own admissions which will be accepted up until 10pm any night.

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Issue:	Will guests be permitted to come and go or will there be a curfew, and if so what time.
Staff Comments:	The service will be open from 5pm. Guests booked into the service for the night will be able to access the service from 5pm. Salt Ministries do not provide “pass outs”, to allow transient behaviour, and therefore, once inside the premises guests will not be entitled to leave until the 8am the following morning.
Issue:	Will there be suitably qualified (both clinical & non clinical), and trained staff on site during opening hours.
Staff Comments:	There will be 2 trained staff members (case workers and centre management) on-site at all times including overnight. Staff shifts will be 5pm – 10pm and 10pm – 8am, along with volunteers working variable hours.
Issue:	What will be the number of on sight staff at any one time, and ratio of staff to guests?
Staff Comments:	Council’s development consent permits a maximum of 12 people. There will be 2 staff members and 10 guests at any one time, therefore the ratio will be 1 staff member to 5 guests.
Issue:	What procedures will be in place for incidents?
Staff Comments:	Incidents will be recorded as per the appropriate policy and procedure. All staff will have access to duress alarms. If the duress alarm is activated, Salt Ministries have an agreement with a local security company that security personnel will be on site within 5 minutes. This security will be a 24 hour service. The security personnel will remain on-site until police arrive.
Issue:	What will be the capacity of guests at any one time?
Staff Comments:	A maximum of 12 people including any staff.
Issue:	The Nowra Youth Centre has vulnerable young people aged 12 to 18 years old who attend the Youth Centre from 5pm to 8:30pm on Friday & Saturday afternoons/evenings each week. Young people utilise the area out the front and side of the youth centre and spend time in our rear basketball area and frequent the public space and park at the back of the Youth Centre and play on the swings as well as play hide and seek; making them easily accessible to engage with and for coercion into unfavourable behaviour. Our clients come from varied backgrounds and can present with very challenging behaviours toward each other and the general public. How do you propose to deal with any issues that arise?
Staff Comment:	Salt Ministries wants to work collaboratively with other organisations, and to be provided with feedback, both (good and bad), in order for them to improve on their service not only to the users but to lessen any perceived impact on surrounding businesses.

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	In the event of issues, guests will not be removed “out the door” of the premises onto the street. Salt Ministries will facilitate any necessary removal of guests to another service, or taken by police or ambulance to receive assistance.
Issue:	<p>Response time from police & ambulance.</p> <p>In the past the response time from both the Ambulance and Nowra Police even though they are straight across the road from the Youth Centre has been approximately 30 minutes, as officers are not permitted to leave the station and instead traffic police will be called to any incidents and depending on their work load, if they are currently obtained depends on their arrival.</p> <p>Are there any processes in place to address this issue?</p>
Staff Comment:	Salt Ministries staff will have access to duress alarms as outlined above. If the alarm is activated a local security company will be on-site within 5 minutes to offer assistance until police arrive.
Issue:	<p>Nowra Youth Centre have an all-female staff. There are concerns that they may feel unsafe when leaving work to walk to their car.</p> <p>Are there any processes in place to address this issue?</p>
Staff Comment:	<p>Salt Ministries provided assurance to Nowra Youth Centre that any person turned away from the service will be transitioned to another emergency accommodation service or suitable location. In the event that aggression or mental health issues are apparent, Salt Ministries will call police and ambulance for assistance and direction.</p> <p>Salt Ministries will further investigate the necessity for additional external lighting and the use of camera both internally in public space areas and externally on the building for increased security.</p>

Following the meeting, the Executive Committee of the Nowra Youth Centre advised Council staff in writing that responses received from Salt Ministries in relation to the concerns outlined above are not sufficient and their objection to the lease of the premises to Salt Ministries as a transitional group home stands.

Submission – Quest Nowra

Issue:	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. Concentrating them in a single area will naturally bring problems of increased crime, drug-dealing and undesirable behaviour.
Staff Comment:	<p>As previously discussed above, the development consent permits a maximum of 12 occupants in the premises, consisting of 2 Salt Ministries trained staff and 10 guests. Salt Ministries will have access to a 24 hour security service.</p> <p>Any guest either denied access to the service or required to be removed will be done so by either accessing alternate accommodation, removal by police or by ambulance. No person denied by the service will be left to wander or seek refuge in nearby businesses or the CBD.</p>

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	In addition, the premises is appropriately located close to wrap-around services which will be essential for assisting persons who are homeless or at risk of homelessness.
Issue:	The subject site is located 230m from Nowra Public School with children at risk of anti-social behaviour.
	It is noted that a similar services already exist in the locality, being John Purcell House, which is located at 11 Lawrence Avenue, Nowra. This shelter provides crisis accommodation for men at risk of homelessness, and is located approximately 140m from Quest Nowra and approximately 100m from Nowra Public School. The Homeless Hub is located in Junction Street surrounded by businesses and a school with no evident direct impact from either service.
Issue:	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.
Staff Comment:	As previously discussed above, all staff will have access to duress alarms. If the duress alarm is activated, Salt Ministries have an agreement with a local security company that security personnel will be on site within 5 minutes. This security will be a 24 hour service. The security personnel will remain on-site until police arrive. In addition, upon the guest being booked into the service, they will be required to remain within the premises until 8am the next morning, there is no transient access to the service.

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Summary:

Based on the responses and documentation (policies and procedures) provided by Salt Ministries, Council staff do not believe the objections warrant rejecting the lease to Salt Ministries as there is wider community support for this service.

Community Engagement

The matter is considered to be a local area low impact issue as outlined in Council's Community Engagement Policy and appropriate community consultation occurred, including newspaper advertising and written notification to adjoining land owners as required by legislation.

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) [⇒](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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: Unkown.

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 5th 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.

CL18.160 Addendum Report - Integrated Strategic Plan - Low Cost Loan Initiative - Provision of Local Infrastructure to Accelerate New Housing Supply

HPERM Ref: D18/208641

Group: Planning Environment & Development Group
Section: Strategic Planning

This item has been deferred from the Ordinary Meeting 26 June 2018.

Purpose / Summary

The NSW Department of Planning and Environment (DP&E) has announced a Low-Cost Loan Initiative (LCLI) to accelerate the provision of infrastructure for new housing. The LCLI will provide councils with a 50% reduction in the interest paid on eligible infrastructure loans.

Note: This matter is submitted as an addendum to enable Council to consider taking up this opportunity by the nominated deadline of 1 July 2018.

Recommendation

That Council

1. Amend the draft Integrated Strategic Plan 2018/19 – to include the additional borrowings of \$6.37 million, with the future repayments of this loan to be funded from Developer Contributions and the low-cost loan initiative interest subsidy.
2. Submit an application to the NSW Department of Planning and Environment *Low Cost Loan Initiative* by 1 July 2018 for the provision of Public Open Space areas in Moss Vale Road South Urban Release Area, and
 - a. In making the application, the Mayor and General Manager sign the declaration.
3. Commit to funding the upfront costs for the acquisition of land for the purpose of Public Open Space in the Moss Vale Road South Urban Release Area using loan funds of \$6.37 million to take advantage of the discounted interest rate through the LCLI and to accelerate the delivery of Public Open Space in the Moss Vale Road South Urban Release Area.

Options

1. Adopt the recommendation.

Implications: This is preferred as it will enable the submission of an application under the LCLI to acquire land in the Moss Vale Road South Urban Release Area and the provision of public open space early in the development. The initiative provides an approximate cost savings of \$617,331 in interest repayments.

The amount of \$6.37 million matches the land acquisition value for open space as per the draft Contributions Plan for Moss Vale Road South Urban Release Area. Should the acquisition of land be less than this total, the surplus funds may be used to undertake the embellishment of the open space to deliver a mix of activity nodes, shared paths, gardens, furniture, etc.

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2. Adopt an alternative recommendation.

Implications: Council could opt to apply for a lesser amount or not to make an application at all. This could mean that an opportunity to fund the up-front acquisition of the required open space will not be taken up or there may not be sufficient funding to complete the overall acquisitions.

Background

The DP&E has announced a LCLI to accelerate the provision of infrastructure for new housing. The LCLI will provide Councils with a 50% reduction in the interest paid on eligible infrastructure loans. The LCLI is a joint initiative of the DP&E, the NSW Office of Local Government (OLG) and the Treasury Corporation (TCorp).

Council is currently in the process of progressing/finalising the work involved with latest Urban Release Area (URA) at Moss Vale Road South (MVRS) where a significant amount of new infrastructure is required for the greenfield development. The infrastructure solely for one URA has a potential cost of at least \$15.65M in local infrastructure items including roads, open space and drainage facilities. This does not account for all the internal roads, or additional levies that developers will be required to pay towards State infrastructure and utility infrastructure such as water, sewer, electricity and gas.

Enabling early delivery of the infrastructure has the potential to accelerate the release of land in Shoalhaven by reducing costs to developers. These costs are typically passed on to future buyers, therefore this initiative may also provide savings for future buyers. The initiative also allows Council to get in early with infrastructure delivery. This will provide an opportunity for community facilities to be delivered early in the development of the release areas, which will make it an attractive place for the future community to buy into and enjoy from an early stage.

On review of the LCLI [guidelines](#) and application requirements, Council staff have identified that the upfront acquisition of proposed public open space in MVRS URA is the most suitable project for this application.

The guidelines require that Council must have in place current or draft planning controls which are applicable to a Council area in order to be eligible. This is essentially why the MVRS URA has been identified as a candidate for this opportunity as the draft planning package has been prepared and was recently public exhibited. As such is substantially advanced.

A total area of 9.8 hectares is identified for future Public Open Space in the draft Development Control Plan (DCP) and Contribution Plan (CP) for the URA. Based on land valuation estimates in the draft CP, an amount of \$6.37 million in loan funds will be sufficient for the acquisition of majority of the Public Open Space land in the MVRS URA. The recoupment of funds will occur through future Section 7.11 (previously Section 94) Developer Contributions as the development occurs.

As part of the public exhibition, several submissions received raised concerns with respect to delayed community infrastructure provision. Council has also been notified of representations made to the Member for Kiama, Gareth Ward, by a land owner requesting the acquisition of their land on the basis that the land is subject to substantial acquisition for the purposes of open space under the draft CP for MVRS URA.

If Council is successful in its LCLI application and borrows \$6.37 million, there is the potential for approximately \$617,331 in interest to be saved based on a loan repayment schedule with 20 payments over 10 years and an estimated annual interest rate of 3.5%.

The first round of applications closes at 5pm on 1 July 2018.

Community Engagement

The Draft DCP and CP for MVRS URA have been publicly exhibited for a period of 11 weeks between 20 December 2017 and 2 March 2018 (inclusive). Council staff are currently finalising the post-exhibition review and will report the matter back to Council soon.

As part of the post-exhibition review, several submissions raise concerns in relation to the delayed delivery of community infrastructure and the potential impact that it may have on existing community infrastructure in nearby areas including Cambewarra Village.

In addition, a landowner within MVRS URA has made representations to the Member for Kiama, Gareth Ward, requesting the early acquisition of their land under the Land Acquisition (Just Terms Compensation) Act 1991. The request is on the basis that the land is subject to acquisition for the purposes of open space under the draft CP for MVRS URA.

Financial Implications

If Council does not commence project construction within 12 months after signing the agreement, the LCLI reimbursement may be withdrawn.

Interest reimbursement will be paid twice a year in the first and third quarters of each financial year.

As the local infrastructure is identified in the draft Contributions Plan, once adopted, contributions will be paid per Equivalent Tenement. Developer contributions paid for open space will be utilised for loan repayments.

CL18.156 OzWater 18 Conference

HPERM Ref: D18/190076

Submitted by: Clr John Wells

Attachments: 1. Conference Report & Annexure [↓](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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.

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	Opportunity 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	Risk across all domains but particularly to customers is magnified by <i>Internet of things</i> disruptor
New Sewer & treatment technologies	Opportunity 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	Risk to both physical and customer domains.

Annexure A

	May exacerbate other disruptors including <i>Cascading systemic risk and New microbial diseases</i> .
Power shift – communities & customers	Opportunity in customer domain Risk to both physical and institutional domains. May facilitate or exacerbate the <i>Erosion of social cohesion</i> disruptor
Changes to urban form	Opportunity 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.

Annexure A

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

Annexure A

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.

Annexure A

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) [📎](#)

This item has been deferred from the Ordinary Meeting 26 June 2018.

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

CL18.157

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.