

## Strategy and Assets Committee

**Meeting Date:** Tuesday, 11 December, 2018  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5.00pm

**Membership** (Quorum - 5)  
Clr John Wells - Chairperson  
Clr Bob Proudfoot  
All Councillors  
General Manager or nominee

**Please note:** The proceedings of this meeting (including presentations, deputations and debate) will be webcast and may be recorded and broadcast under the provisions of the Code of Meeting Practice. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

## Agenda

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### Reports

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

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

#### CSA18.20 Tenders – Confidential Report Provision of Trainees & Apprentices

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

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

## Strategy and Assets Committee

### Delegation:

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

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

### SCHEDULE

- a. Make recommendations to Council and consider, formulate, review and adopt policies in relation to Councils corporate & community planning under Part 2 of Chapter 13 of the LG Act, asset management and in connection with the other functions listed in this Schedule and in particular to make recommendations to Council in respect of the content of Councils community strategic plan, delivery program, resourcing strategy and operational plan within the meaning of Part 2 of Chapter 13 of the LG Act;
- b. Make recommendations to Council and consider, formulate, review and adopt Council policies, plans and strategies other than those in respect of town planning and environmental matters, and any other matter referred to the Committee by the General Manager.
- c. Make recommendations in respect of the introduction of new fees or charges or the alteration of existing fees and charges for inclusion in the Councils next operational plan within the meaning of s405 of the LG Act;
- d. Monitor, review and consider matters relating to the operations and strategic direction of Councils Holiday Haven Tourist Parks Group;
- e. All functions in respect of the management of, and facilities provided on Crown Land in respect of which Council is the 'Crown Land Manager' under Division 3.4 of the Crown Lands Management Act, 2016 and the making of recommendations to Council regarding such matters where the function is not dealt with under the delegations to the General Manager or cannot be delegated by Council;
- f. Provision of corporate direction to the Shoalhaven Water Group in respect of powers delegated to it by Council regarding the construction, alteration or maintenance of water and sewerage works, effluent works and pump out removal;
- g. Authorise the expenditure of funds raised under s64 of the LG Act within the limits outlined in, and in accordance with Councils adopted Development Servicing Plan and other relevant adopted Council policies;
- h. Make recommendations to Council in respect of fees and charges for water and wastewater services provided by Council;
- i. Develop, implement, review and adopt strategic policies for water, sewerage and effluent operations of Council;

- j. Undertake preliminary investigations (feasibility, cost benefit, risk analysis, etc.) into development opportunities for Councils strategic land holdings and make recommendations to Council.
- k. Review and make recommendations to Council in relation to:
  - l. The sale prices of land in connection with residential and industrial Council subdivisions;
  - m. The sale of Council property or the purchase or resumption of land;
  - n. The compensation to be offered in respect of land resumed by Council; and
  - o. Properties leased or rented by Council, other than those delegated to the General Manager for approval and execution in accordance with MIN14.912 and MIN15.237 of the Council.
- p. To determine and accept all tenders with a value of \$1 Million or more, except those tenders required by law to be determined by full Council (MIN17.334).

## MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

**Meeting Date:** Tuesday, 16 October 2018  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5.05pm

The following members were present:

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

### Apologies / Leave of Absence

Nil

### Confirmation of the Minutes

**RESOLVED** (Clr White / Clr Gash) MIN18.804

That the Minutes of the Strategy and Assets Committee held on Tuesday 18 September 2018 be confirmed.

CARRIED

### Declarations of Interest

Nil

## MAYORAL MINUTES

Nil.

## DEPUTATIONS AND PRESENTATIONS

### **SA18.237 – Proposed Pump Track at Jerry Bailey Oval, Shoalhaven Heads**

Jack Doherty, representing Save Jerry Bailey Oval, addressed the meeting and spoke against the recommendation.

Arran Gordon, representing the Shoalhaven Heads Community Forum - Pump Track Sub Committee, addressed the meeting and spoke in favour of the recommendation.

### **SA18.238 – Ulladulla Skate Park - Audit Report and Recommendations for Facility Update**

Moo Dath, representing the West Ulladulla Management Committee, addressed the meeting and spoke regarding the recommendation.

### **SA18.242 – Shoalhaven Affordable Housing Strategy - Property Acquisition Matters**

Terry Barrett, representing Pride of Bomaderry CCB, addressed the meeting and spoke against the recommendation.

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

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

MIN18.805

That the matter of the following items be brought forward for consideration:

- SA18.237 - Proposed Pump Track at Jerry Bailey Oval, Shoalhaven Heads - Community Consultation Outcomes and Next Steps
- SA18.238 - Ulladulla Skate Park - Audit Report and Recommendations for Facility Update
- SA18.242 - Shoalhaven Affordable Housing Strategy - Property Acquisition Matters

CARRIED

## REPORTS

**SA18.237 Proposed Pump Track at Jerry Bailey Oval, Shoalhaven Heads - Community Consultation Outcomes and Next Steps**

**HPERM Ref:  
D18/290897**

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

That Council supports the proposal by Shoalhaven Heads Community Forum to construct a BMX Pump Track on Jerry Bailey Oval, Shoalhaven Heads, subject to Shoalhaven Heads Community Forum supplying Council with:

1. Revised Activation Strategy to include a five-year plan for activating the BMX Pump Track;
2. Evaluation Criteria as per Council's Policy; and
3. Confirmation that they have secured donations and in-kind contributions to fund and deliver the project.

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

MIN18.806

That Council supports the proposal by Shoalhaven Heads Community Forum to construct a BMX Pump Track on Jerry Bailey Oval, Shoalhaven Heads, subject to Shoalhaven Heads Community Forum supplying Council with:

1. Revised Activation Strategy to include a five-year plan for activating the BMX Pump Track;
2. Evaluation Criteria as per Council's Policy; and
3. Confirmation that they have secured donations and in-kind contributions to fund and deliver the project.

CARRIED

**SA18.238 Ulladulla Skate Park - Audit Report and Recommendations for Facility Update**

**HPERM Ref:  
D18/322224**

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

That Council:

1. Receive the Ulladulla Skate Park Audit Report for information and note that the report identifies the estimated end of the useful life of the facility will be reached at the end of 2023.
2. Limit repairs to the existing facility at this time to repairs that the General Manager (Director Finance, Corporate & Community Services) deems appropriate to address high risk defects.
3. Utilise the current budget allocation of \$200,000 to engage a consultant to prepare a concept and detail design for the construction of a replacement facility of the Ulladulla Skate Park that considers the recommendations of the Ulladulla Skate Park Audit Report and in consultation with community. Prior to proceeding to detail design, Council receive a report with the concept design for endorsement.
4. Develop a funding plan for the replacement of the Ulladulla Skate Park facility that identifies funding sources, including grant funding opportunities, over a number of budget cycles commencing 2019/20 for inclusion in Council's long-term financial plan.
5. Commence the preparation of the master plan for the Ulladulla Sports Park using any savings from the current budget allocation of \$200,000 for the Ulladulla Skate Park.

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

MIN18.807

That Council:

1. Receive the Ulladulla Skate Park Audit Report for information and note that the report identifies the estimated end of the useful life of the facility will be reached at the end of 2023.
2. Limit repairs to the existing facility at this time to repairs that the General Manager (Director Finance, Corporate & Community Services) deems appropriate to address high risk defects.
3. Utilise the current budget allocation of \$200,000 to engage a consultant to prepare a concept and detail design for the construction of a replacement facility of the Ulladulla Skate Park that considers the recommendations of the Ulladulla Skate Park Audit Report and in consultation with community. Prior to proceeding to detail design, Council receive a report with the concept design for endorsement.
4. Develop a funding plan for the replacement of the Ulladulla Skate Park facility that identifies funding sources, including grant funding opportunities, over a number of budget cycles commencing 2019/20 for inclusion in Council's long-term financial plan.
5. Commence the preparation of the master plan for the Ulladulla Sports Park using any savings from the current budget allocation of \$200,000 for the Ulladulla Skate Park.



6. Continue consultation with the Ulladulla Skate Park User Groups in the detailed design process.

CARRIED

**SA18.242 Shoalhaven Affordable Housing Strategy - Property Acquisition Matters**

**HPERM Ref:  
D18/338075**

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

That Council in accordance with Section 10A(2)(C) of The Local Government Act 1993, consider a separate confidential report on the acquisition of additional properties in Bomaderry to facilitate the proposed Shoalhaven Affordable Housing Strategy.

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

MIN18.808

That Council in accordance with Section 10A(2)(C) of The Local Government Act 1993, consider a separate confidential report on the acquisition of additional properties in Bomaderry to facilitate the proposed Shoalhaven Affordable Housing Strategy.

CARRIED

**SA18.233 2018/2019 Conferences**

**HPERM Ref:  
D18/315189**

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

That Council

1. Authorises available Councillors to attend the following conferences and such attendance be deemed Council Business.
  - a. 27<sup>th</sup> NSW Coastal Conference
  - b. 18<sup>th</sup> International Cities and Town Centres Conference
  - c. 2018 Global Eco Asia-Pacific Tourism Conference
  - d. 2019 Climate Leadership Conference
  - e. 2019 Australian Coastal Councils Conference
  - f. 2019 Australian Local Government Women's Association NSW State Conference
  - g. Waste 2019 Conference
  - h. 2019 OzWater Conference
  - i. 2019 National General Assembly of Local Government
  - j. 2019 LGNSW Water Management Conference
  - k. 2019 NSW Local Government Aboriginal Network Conference
  - l. 2019 LGNSW Annual Conference
2. Require that travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with Council Members – Payment of Expenses and Provision of Facilities Policy.
3. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.
4. Approve rescheduling the Ordinary Meeting in November 2018 from 27 November to 20

November 2018, if there are several councillors wishing to attend the 2018 Global Eco Asia-Pacific Tourism Conference.

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

MIN18.809

That Council

1. Authorises available Councillors to attend the following conferences and such attendance be deemed Council Business.
  - a. 27<sup>th</sup> NSW Coastal Conference
  - b. 18<sup>th</sup> International Cities and Town Centres Conference
  - c. 2018 Global Eco Asia-Pacific Tourism Conference
  - d. 2019 Climate Leadership Conference
  - e. 2019 Australian Coastal Councils Conference
  - f. 2019 Australian Local Government Women's Association NSW State Conference
  - g. Waste 2019 Conference
  - h. 2019 OzWater Conference
  - i. 2019 National General Assembly of Local Government
  - j. 2019 LGNSW Water Management Conference
  - k. 2019 NSW Local Government Aboriginal Network Conference
  - l. 2019 LGNSW Annual Conference
  - m. 2018 & 2019 National Local Roads & Transport Congress
2. Require that travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with Council Members – Payment of Expenses and Provision of Facilities Policy.
3. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.
4. Reschedule the Ordinary Meeting in November 2018 from 27 November to 20 November 2018.

CARRIED

**SA18.234 Access Areas for Dogs Policy and Off-leash Dog Areas -  
Sussex Inlet District and Greenwell Point**

**HPERM Ref:  
D18/309379**

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

That Council resolves to:

1. Bring forward the timing of the comprehensive review of the Access Areas for Dogs Policy from 2020 to the first half of 2019.
2. Have the policy review undertaken in consultation with Ranger Services as the enforcement body, and the broader community, and consider the process for new off-leash dog areas including site criteria and fencing arrangements.
3. Seek quotations for the engagement of a suitably qualified and experienced consultant to facilitate the review, and a further report be presented to Council recommending a preferred consultant and an identified funding source.
4. Defer a decision in relation to an off-leash dog area in the Sussex Inlet District and at

Greenwell Point, and signage, until the comprehensive review of the Access Areas for Dogs Policy has been completed.

**RESOLVED** (Clr White / Clr Gartner)

MIN18.810

That Council resolves to:

1. Bring forward the timing of the comprehensive review of the Access Areas for Dogs Policy from 2020 to the first half of 2019.
2. Have the policy review undertaken in consultation with Ranger Services as the enforcement body, and the broader community, and consider the process for new off-leash dog areas including site criteria and fencing arrangements.
3. Seek quotations for the engagement of a suitably qualified and experienced consultant to facilitate the review, and a further report be presented to Council recommending a preferred consultant and an identified funding source.
4. Defer a decision in relation to an off-leash dog area in the Sussex Inlet District and at Greenwell Point, and signage, until the comprehensive review of the Access Areas for Dogs Policy has been completed.

CARRIED

**SA18.235 Installation of Bollards - Marine Vegetation Protection -  
Jacob Ellmoos Reserve, Sussex Inlet**

**HPERM Ref:  
D18/326935**

**Recommendation**

That Council:

1. Install bollards and signage at Jacob Ellmoos Reserve, Sussex Inlet, to comply with NSW DPI Fisheries (Fisheries) issued Permit: PN18/22 in order to protect identified coastal Saltmarsh protected areas, aligning with the Fisheries recommended course of action.
2. Notify neighbouring residents of Council's Resolution prior to installation and provide Fisheries' brochure for their information.
3. Hold a workshop with relevant staff in 2019 to discuss potential Policy changes that may reflect Council's intent and outcomes expected when decisions are made on bollard placement within reserves and Parks.

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

MIN18.811

That Council:

1. Install bollards and signage at Jacob Ellmoos Reserve, Sussex Inlet, to comply with NSW DPI Fisheries (Fisheries) issued Permit: PN18/22 in order to protect identified coastal Saltmarsh protected areas, aligning with the Fisheries recommended course of action.
2. Notify neighbouring residents of Council's Resolution prior to installation and provide Fisheries' brochure for their information.
3. Hold a workshop with relevant staff in 2019 to discuss potential Policy changes that may reflect Council's intent and outcomes expected when decisions are made on bollard placement within reserves and Parks.

CARRIED

**SA18.236 Establishment of Alcohol Prohibited Area - Huskisson Carnival**

**HPERM Ref:  
D18/330739**

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

That Council establish an Alcohol Prohibited Area for the duration of Huskisson Carnival at Huskisson Oval annually during December and January.

**RESOLVED** (Clr Findley / Clr Guile)

MIN18.812

That:

1. Council establish an Alcohol Prohibited Area for the duration of Huskisson Carnival at Huskisson Oval annually during December and January.
2. The General Manager (Director, Finance Corporate & Community Services) undertake community education to advise Huskisson residents that the prohibitions will be in place during the Carnival.

CARRIED

**SA18.237 Proposed Pump Track at Jerry Bailey Oval, Shoalhaven Heads - Community Consultation Outcomes And Next Steps**

**HPERM REF:  
D18/290897**

Item dealt with earlier in the meeting see MIN18.806

**SA18.238 Ulladulla Skate Park - Audit Report and Recommendations for Facility Update**

**HPERM REF:  
D18/322224**

Item dealt with earlier in the meeting see MIN18.807

**SA18.239 Milton Ulladulla Croquet Club Construction - Stage 1 - Revised Timeframes for Completion**

**HPERM Ref:  
D18/323950**

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

That Council revise the timeframe for the construction of the croquet courts as detailed in Part 4 of MIN17.323 to :

1. Commence construction in fourth quarter of 2018/19 and
2. Complete construction by of the courts in second quarter of 2019/20.

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

MIN18.813

That Council revise the timeframe for the construction of the croquet courts as detailed in Part 4 of MIN17.323 to :

1. Commence construction in fourth quarter of 2018/19 and
2. Complete construction by of the courts in second quarter of 2019/20.

CARRIED

**SA18.240 Shoalhaven Tennis - Decommission 2 Courts and Waive Outstanding Loan**

**HPERM Ref:  
D18/326924**

**Recommendation**

That Council

1. Waive the outstanding loan amount of \$7,500 to Shoalhaven Heads Tennis Courts Management Committee,
2. Proceed to decommission Courts 3 & 4 at Shoalhaven Heads Tennis Courts.

**RECOMMENDATION** (Clr Pakes / Clr Gartner)

That Council

1. Waive the outstanding loan amount of \$7,500 to Shoalhaven Heads Tennis Courts Management Committee,
2. Proceed to decommission Courts 3 & 4 at Shoalhaven Heads Tennis Courts.
3. That community consultation be undertaken in regard to the future use of the site.

CARRIED

**SA18.241 Nowra Showground Buildings Budget**

**HPERM Ref:  
D18/330889**

**Recommendation**

That Council:

1. Expend up to \$400,000 of the \$600,000 2018/19 Special Rate Variation Nowra Showground Buildings Budget on Fire Services Upgrade for the Nowra Showground in order to comply with Building Code of Australia and Local Government Camping Grounds Regulation 2005 requirements.
2. Expend all remaining funds on grandstand leak repair, painting external buildings, roof cleaning and internal painting of Pavilion, Committee Room and Warriors buildings, to the extent that funding permits.

**RECOMMENDATION** (Clr Findley / Clr Alldrick)

That Council:

1. Expend up to \$400,000 of the \$600,000 2018/19 Special Rate Variation Nowra Showground Buildings Budget on Fire Services Upgrade for the Nowra Showground in order to comply with Building Code of Australia and Local Government Camping Grounds Regulation 2005 requirements.
2. Expend all remaining funds on grandstand leak repair, painting external buildings, roof cleaning and internal painting of Pavilion, Committee Room and Warriors buildings, to the extent that funding permits.

CARRIED

**SA18.242 Shoalhaven Affordable Housing Strategy - Property Acquisition Matters**

**HPERM REF:  
D18/338075**

Item dealt with earlier in the meeting see MIN18.808

**SA18.243 Sale - Council Land - Lot 1 DP579906 at 27c Broadview Ave Culburra Beach**

**HPERM Ref:  
D18/295498**

**Recommendation**

That Council resolves to:

1. Authorise the sale of the land comprised in Lot 1 DP 579906 at 27c Broadview Ave (formerly known as 10 Jopejija Crescent), Culburra Beach to Janet & Paul Francis for \$235,000 (inclusive of GST if applicable); and
2. Authorise the General Manager to sign all documents required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed; and
3. Rescind MIN17.1020 (1) & (2).

**RECOMMENDATION (Clr Guile / Clr Gash)**

That Council resolves to:

1. Authorise the sale of the land comprised in Lot 1 DP 579906 at 27c Broadview Ave (formerly known as 10 Jopejija Crescent), Culburra Beach to Janet & Paul Francis for \$235,000 (inclusive of GST if applicable); and
2. Authorise the General Manager to sign all documents required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed; and
3. Rescind MIN17.1020 (1) & (2).

CARRIED

**SA18.244 Pilot Project - Council Land Review Sanctuary Point & St Georges Basin**

**HPERM Ref:  
D18/339002**

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

That:

1. Council endorse Sanctuary Point and St Georges Basin as the location of the Land Review Pilot Project;
2. Staff engage with the community and residents of Sanctuary Point and St Georges Basin to understand:
  - a. community expectations with regard to parks and reserves generally;
  - b. the appetite of the community to consider disposal of under performing community land assets to fund improvements to under utilised and/or under developed parks and reserves;
3. Staff undertake detailed investigation of community land within the Pilot Area including those reserves identified in the *Community Infrastructure Strategic Plan 2017-2036* to identify which land may be suitable for full or partial disposal; and
4. Council receive a further report detailing outcomes of the community consultation and the detailed investigation of community land within the pilot area.

Note: Clr Pakes left the meeting at 6.28pm

**RESOLVED** (Clr Findley / Clr Proudfoot)

MIN18.814

That Council receive the report on the Pilot Project - Council Land Review, Sanctuary Point and St Georges Basin for information.

CARRIED

**SA18.245 Proposed Sale of Lot 4 DP 550354 Island Point Road, St Georges Basin**

**HPERM Ref:  
D18/309787**

**Recommendation**

That Council:

1. Approve, in principle, the sale of Council land comprised in a three (3) lot subdivision of Lot 4 DP 550354 Island Point Road, St Georges Basin;
2. Receive a further report in due course regarding the subdivision and final terms and conditions of the proposed sales to adjoining owner(s).

**RECOMMENDATION** (Clr Guile / Clr White)

That Council:

1. Approve, in principle, the sale of Council land comprised in a three (3) lot subdivision of Lot 4 DP 550354 Island Point Road, St Georges Basin;
2. Receive a further report in due course regarding the subdivision and final terms and conditions of the proposed sales to adjoining owner(s).

CARRIED

**SA18.246 Grant of Electricity Easement for Pad Mount Substation and Restriction on the Use of Land to Endeavour Energy - Lot 1 DP860791 - 92 Albatross Road, South Nowra**

**HPERM Ref:  
D18/321907**

**Recommendation**

That:

1. Council grant an Easement in favour of Endeavour Energy for a Pad Mount Substation and Restriction on the Use of Land over Council owned land at Lot 1 DP860791, 92 Albatross Road, South Nowra; and
2. Authority be granted 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.

**RECOMMENDATION** (Clr Guile / Clr White)

That:

1. Council grant an Easement in favour of Endeavour Energy for a Pad Mount Substation and Restriction on the Use of Land over Council owned land at Lot 1 DP860791, 92 Albatross Road, South Nowra; and
2. Authority be granted 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.

CARRIED

Note: Clr Pakes returned to the meeting at 6.35pm

**SA18.247 Grant of Easement for Underground Cables to Endeavour Energy - Lot 49 DP243033 - North Nowra**

**HPERM Ref:  
D18/277754**

**Recommendation**

That:

1. Council grant an Easement in favour of Endeavour Energy for underground cables 2 metres wide and overhead cables 9 metres wide (per Endeavour Energy plan Ref: 511156 dated June 2018) over Lot 49 DP243033 (Council public reserve located between Philip Dr and Walsh Cres, North Nowra) and accept compensation of \$7,000 plus GST, provided that all costs associated with the granting of the easement, including valuation, survey and legal costs are met by Endeavour Energy; and
2. Authority be granted 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.

**RECOMMENDATION** (Clr Findley / Clr Guile)

That:

1. Council grant an Easement in favour of Endeavour Energy for underground cables 2 metres wide and overhead cables 9 metres wide (per Endeavour Energy plan Ref: 511156 dated June 2018) over Lot 49 DP243033 (Council public reserve located between Philip Dr and Walsh Cres, North Nowra) and accept compensation of \$7,000 plus GST, provided that all costs associated with the granting of the easement, including valuation, survey and legal costs are met by Endeavour Energy; and
2. Authority be granted 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.

CARRIED

**SA18.248 Positive Covenant - Asset Protection Zone - Over Part Crown land - Reserve R89771 - adjoining 2 Greville Ave, Sanctuary Point**

**HPERM Ref:  
D18/285234**

**Recommendation**

That Council:

1. Resolve to approve the creation of a variable width Asset Protection Zone over part of Crown Reserve R89771 adjoining the western boundary of Lot 1 Sec A DP8366 by way of a positive covenant in accordance with the provisions of Section 88E, Conveyancing Act 1919;
2. Require the owners of the benefitting land comprised in Lot 1 Sec A DP8366, David and Linda Fletcher, to pay compensation to Council in the amount of \$500.00 plus GST (if applicable) and to meet all costs associated with the creation of the positive covenant;
3. Require that the owners of Lot 1 Sec A DP8366 indemnify Council against any loss, injury or damages incurred whilst on Council managed land and undertaking the activities defined in the APZ Management Plan; 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.



**RESOLVED** (Clr Gartner / Clr White)

MIN18.815

That this item be deferred to the next Ordinary Council meeting.

CARRIED

**SA18.249 Proposed Ground Licence to Sussex Inlet Men's Shed Inc. - Thomson Street Sporting Complex - 29 Thomson Street Sussex Inlet**

**HPERM Ref:  
D18/331087**

**Recommendation**

That Council:

1. Enter into a one year short term ground licence over Part Lot 2 DP 1062625 Thomson Street Sporting Complex with Sussex Inlet Men's Shed for an annual rent of \$493 plus GST, with annual CPI increases, for the purpose of operating a men's shed.
2. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

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

That Council:

1. Enter into a one year short term ground licence over Part Lot 2 DP 1062625 Thomson Street Sporting Complex with Sussex Inlet Men's Shed for an annual rent of \$493 plus GST, with annual CPI increases, for the purpose of operating a men's shed.
2. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

CARRIED

**SA18.250 Response - MIN18.290 regarding various issues in the Huskisson Area**

**HPERM Ref:  
D18/206735**

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

That Council note the responses to the 24 April 2018 Resolution (MIN18.290) regarding various issues in the Huskisson area.

**RESOLVED** (Clr Guile / Clr White)

MIN18.816

That Council note the responses to the 24 April 2018 Resolution (MIN18.290) regarding various issues in the Huskisson area.

CARRIED

**SA18.251 Proposed Road Closure & Subdivision - Part North  
Crescent, Culburra Beach**

**HPERM Ref:  
D18/127393**

**Recommendation**

That Council:

1. Resolve, as Roads Authority, to close the surplus road reserve at North Crescent Culburra Beach, adjacent to Lot 738 DP 12278, Lot 1 DP 286157, Lots 7621 and 7622 DP 1205582 and Lots 1 and 2 DP 526508 by a notice published in the Government Gazette.
2. Authorise the Common Seal of the Council of the City of Shoalhaven be affixed to any documentation requiring to be sealed and delegate to the General Manager authority to sign any documentation necessary to give effect to this resolution.

**RECOMMENDATION** (Clr Gartner / Clr Guile)

That Council:

1. Resolve, as Roads Authority, to close the surplus road reserve at North Crescent Culburra Beach, adjacent to Lot 738 DP 12278, Lot 1 DP 286157, Lots 7621 and 7622 DP 1205582 and Lots 1 and 2 DP 526508 by a notice published in the Government Gazette.
2. Authorise the Common Seal of the Council of the City of Shoalhaven be affixed to any documentation requiring to be sealed and delegate to the General Manager authority to sign any documentation necessary to give effect to this resolution.

CARRIED

**SA18.252 NSW Government Saving Lives on Country Roads  
Program 2018-19 and 2019-20**

**HPERM Ref:  
D18/329298**

**Recommendation**

That:

1. Council accepts the offers of funding from the NSW Government under the new Saving Lives on Country Roads Program, as follows:
  - a. \$770,000 to upgrade Sussex Inlet Road in the vicinity of Old Berrara Road (safety barriers, delineation, sealed shoulders, and intersection improvements), and authorises the expenditure (\$80,000 in 2018-19 and \$690,000 in 2019-20).
  - b. \$740,000 for the shoulder widening and sealing on Greenwell Point Road to the east of Jindy Andy Lane, and including vehicle activated signage on Greenwell Point Road (on the approaches to the Jindy Andy Lane intersection), and authorises the expenditure (\$200,000 in 2018-19 and \$540,000 in 2019-20).
  - c. \$555,000 for the removal of the hazardous crest on Forest Road (to improve safety in one of the few overtaking zones on Forest Road), and authorises the expenditure (\$80,000 in 2018-19 and \$475,000 in 2019-20).
  - d. \$260,000 to extend the existing guardrail and install profile edge and centre lines over the 2.2km length of Naval College Road (to the south of The Wool Road), and authorises the expenditure (completion in 2018-19).
  - e. \$800,000 for the shoulder widening and sealing on Coonemia Road (the first 2km to the south of Culburra Road), and authorises the expenditure (\$100,000 in 2018-19 and \$700,000 in 2019-20).
2. The General Manager (Director Assets & Works) writes to the NSW Roads & Maritime Services, and both local State Members of Parliament, thanking them for their ongoing support of the Shoalhaven Community through the new NSW Government Saving Lives on Country

Roads Program, and for the support of RMS staff in reviewing and supporting Council's nominations for these important local road safety improvements.

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

That:

1. Council accepts the offers of funding from the NSW Government under the new Saving Lives on Country Roads Program, as follows:
  - a. \$770,000 to upgrade Sussex Inlet Road in the vicinity of Old Berrara Road (safety barriers, delineation, sealed shoulders, and intersection improvements), and authorises the expenditure (\$80,000 in 2018-19 and \$690,000 in 2019-20).
  - b. \$740,000 for the shoulder widening and sealing on Greenwell Point Road to the east of Jindy Andy Lane, and including vehicle activated signage on Greenwell Point Road (on the approaches to the Jindy Andy Lane intersection), and authorises the expenditure (\$200,000 in 2018-19 and \$540,000 in 2019-20).
  - c. \$555,000 for the removal of the hazardous crest on Forest Road (to improve safety in one of the few overtaking zones on Forest Road), and authorises the expenditure (\$80,000 in 2018-19 and \$475,000 in 2019-20).
  - d. \$260,000 to extend the existing guardrail and install profile edge and centre lines over the 2.2km length of Naval College Road (to the south of The Wool Road), and authorises the expenditure (completion in 2018-19).
  - e. \$800,000 for the shoulder widening and sealing on Coonemia Road (the first 2km to the south of Culburra Road), and authorises the expenditure (\$100,000 in 2018-19 and \$700,000 in 2019-20).
2. The General Manager (Director Assets & Works) writes to the NSW Roads & Maritime Services, and both local State Members of Parliament, thanking them for their ongoing support of the Shoalhaven Community through the new NSW Government Saving Lives on Country Roads Program, and for the support of RMS staff in reviewing and supporting Council's nominations for these important local road safety improvements.

CARRIED

**SA18.253 Funding Request - Volunteer Adopt A Road Programme**

**HPERM Ref:  
D17/416011**

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

That Council give in principle support to the creation of an Adopt a Road Program and that the General Manager (Assets and Works) develop a manual to cover the activities of community groups and consult with the CCBs to develop a budget consideration for the 2019/2020 financial year.

**RESOLVED** (Clr Proudfoot / Clr Gartner)

MIN18.817

That Council give in principle support to the creation of an Adopt a Road Program and that the General Manager (Director Assets and Works) develop a manual to cover the activities of community groups and consult with the CCBs to develop a budget consideration for the 2019/2020 financial year.

CARRIED

**SA18.254 Shoalhaven Coastal Zone Management Plan - certification and gazettal**

**HPERM Ref:  
D18/334265**

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

That Council receive the report on the certification and gazettal of the Shoalhaven Coastal Zone Management Plan for information.

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

MIN18.818

That Council receive the report on the certification and gazettal of the Shoalhaven Coastal Zone Management Plan for information.

CARRIED

**SA18.255 Shoalhaven Coastal Management Projects Updates**

**HPERM Ref:  
D18/337229**

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

That Council receive the updates on the Shoalhaven Coastal Management Projects for information.

**RESOLVED** (Clr Gash / Clr Alldrick)

MIN18.819

That Council receive the updates on the Shoalhaven Coastal Management Projects for information.

CARRIED

**SA18.256 Investigation - Repair Beach Access Ocean St Culburra**

**HPERM Ref:  
D18/199224**

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

That Council continue with cyclic maintenance reshaping of the beach access at Ocean Street, Culburra to maintain an even sand ramp to the beach.

**RESOLVED** (Clr Cheyne / Clr Pakes)

MIN18.820

That Council continue with cyclic maintenance reshaping of the beach access at Ocean Street, Culburra to maintain an even sand ramp to the beach.

CARRIED

**SA18.257 Flood Program Progress Update**

**HPERM Ref:  
D18/337316**

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

That Council receive the report for information and consider the mechanism whereby communities and State agencies might come together, with Council, to consider and progress Flood and Estuary Management programs.

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

MIN18.821

That Council receive the report for information and consider the mechanism whereby communities

and State agencies might come together, with Council, to consider and progress Flood and Estuary Management programs.

CARRIED

**SA18.258 Bushcare Program Update**

**HPERM Ref:  
D18/339148**

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

That the Bushcare Program Update be received for information

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

MIN18.822

That the Bushcare Program Update be received for information

CARRIED

**SA18.259 Council's Bushfire Mitigation Program**

**HPERM Ref:  
D18/300995**

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

That Council's Bushfire Mitigation Program be received for information.

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

MIN18.823

That Council's Bushfire Mitigation Program be received for information.

CARRIED

**SA18.260 Acquisition of land and easements at Mundamia for University of Wollongong Shoalhaven Campus**

**HPERM Ref:  
D18/300657**

**Recommendation**

That Council resolve:

1. To compulsorily acquire the following land and easements for Council infrastructure servicing the University of Wollongong Shoalhaven Campus on Lot 6 DP1156684, at nominal compensation of \$1:
  - a. Part of Lot 6 DP1156684, shown as proposed Lot 2 and coloured pink on the attached 'Draft Acquisition Plan'.
  - b. Easements for Sewerage Purposes & Access 6 wide, Sewerage Purposes 6 wide, Sewerage Purposes 3 wide, Access 15 wide & variable, and Underground Cables 1 wide, all shown coloured pink on the attached 'Draft Acquisition Plan'.
2. To compulsorily acquire the following easements for Council infrastructure over Lot 6 DP1156684, but not servicing the University of Wollongong Shoalhaven Campus, at compensation to be determined by the Valuer General:
  - a. A Right of Way variable width and Easements for Water Supply 2 wide, 3 wide and 8 wide, all shown coloured yellow on the attached 'Draft Acquisition Plan'.
  - b. An Easement for Sewerage Purposes 3 wide and an Easement for Water Supply 6 wide, shown coloured green and blue respectively on the attached 'Draft Acquisition Plan'.
3. To compulsorily acquire the following easements for Council infrastructure over Crown land

Lot 7319 DP1165060, subject to resolving Aboriginal Land Claim and Native Title interests, at compensation determined by the Valuer General:

- a. An Easement for Access 7m and 15m wide and an Easement for Water Supply 8m wide, shown edged red and blue respectively on the attached 'Crown Lands Plan'.
4. To pay compensation and costs associated with the acquisitions from Shoalhaven Water's Sewer and Water Funds. Compensation determined by the Valuer General to be in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
5. That the necessary applications be made to the Minister for Local Government and the Governor. The acquisitions are to be carried out under the Local Government Act 1993.
6. That the acquired land be classified Operational land in accordance with Section 31(2) of the Local Government Act.
7. That the Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

**RECOMMENDATION** (Clr Guile / Clr Pakes)

That Council resolve:

1. To compulsorily acquire the following land and easements for Council infrastructure servicing the University of Wollongong Shoalhaven Campus on Lot 6 DP1156684, at nominal compensation of \$1:
  - a. Part of Lot 6 DP1156684, shown as proposed Lot 2 and coloured pink on the attached 'Draft Acquisition Plan'.
  - b. Easements for Sewerage Purposes & Access 6 wide, Sewerage Purposes 6 wide, Sewerage Purposes 3 wide, Access 15 wide & variable, and Underground Cables 1 wide, all shown coloured pink on the attached 'Draft Acquisition Plan'.
2. To compulsorily acquire the following easements for Council infrastructure over Lot 6 DP1156684, but not servicing the University of Wollongong Shoalhaven Campus, at compensation to be determined by the Valuer General:
  - a. A Right of Way variable width and Easements for Water Supply 2 wide, 3 wide and 8 wide, all shown coloured yellow on the attached 'Draft Acquisition Plan'.
  - b. An Easement for Sewerage Purposes 3 wide and an Easement for Water Supply 6 wide, shown coloured green and blue respectively on the attached 'Draft Acquisition Plan'.
3. To compulsorily acquire the following easements for Council infrastructure over Crown land Lot 7319 DP1165060, subject to resolving Aboriginal Land Claim and Native Title interests, at compensation determined by the Valuer General:
  - a. An Easement for Access 7m and 15m wide and an Easement for Water Supply 8m wide, shown edged red and blue respectively on the attached 'Crown Lands Plan'.
4. To pay compensation and costs associated with the acquisitions from Shoalhaven Water's Sewer and Water Funds. Compensation determined by the Valuer General to be in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
5. That the necessary applications be made to the Minister for Local Government and the Governor. The acquisitions are to be carried out under the Local Government Act 1993.
6. That the acquired land be classified Operational land in accordance with Section 31(2) of the Local Government Act.
7. That the Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

CARRIED

## Procedural Motion - Adjournment of Meeting

**RESOLVED** (Clr Guile / Clr White)

MIN18.824

That the meeting be adjourned until the close of the Extra Ordinary meeting.

CARRIED

The meeting was adjourned at 7.00pm

The meeting was reconvened at 10.26pm

The following members were present:

Clr John Wells - Chairperson  
Clr Joanna Gash  
Clr Amanda Findley  
Clr Patricia White  
Clr Nina Cheyne  
Clr Annette Alldrick  
Clr John Levett  
Clr Mitchell Pakes  
Clr Greg Watson  
Clr Mark Kitchener  
Clr Bob Proudfoot  
Russ Pigg - General Manager

## CONFIDENTIAL REPORTS

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

No members of the public made representations.

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

MIN18.825

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

CSA18.18 Shoalhaven Affordable Housing Strategy - Property Acquisition Matters

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

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

CARRIED

The meeting moved into confidential, the time being 10.26pm.

The meeting moved into open session, the time being 10.33pm.

There being no further business, the meeting concluded, the time being 10.34pm.

Clr Wells  
CHAIRPERSON



## **SA18.261 Notice of Motion - Indoor Sporting Stadium / Old Basketball Courts**

**HPERM Ref:** D18/413072

**Submitted by:** Cllr Greg Watson

### **Purpose / Summary**

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

### **Recommendation**

That

1. Council confirm its earlier considerations to have a 6 court basketball complex at Bomaderry by refurbishing the existing 2 courts.
2. An urgent application be made to the State Government for a grant to facilitate the refurbishment works, with Council's contribution being made up from Government subsidised loans or revenue.

### **Background**

Note: The second court was substantially funded by a Loan which was paid for by Shoalhaven Basketball. As a result of this there is a strong possibility a Trust exists in respect of the Court and Shoalhaven Basketball and its continuing use for basketball.

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

A report is currently being prepared for the December Council Meeting providing an update on the detailed design for Artie Smith Oval and presenting a proposal to review Council's previously adopted SCaRP Masterplan. The report will also recommend a way forward in relation to further investigation and consultation regarding future use and works required of the existing Bomaderry Basketball Stadium.

It is premature to submit a grant application to the State Government ahead of these further investigations being undertaken and the extent and cost of refurbishment works being confirmed.

SA18.261

## **SA18.262 Notice of Motion - Sports Board Term of Membership**

**HPERM Ref:** D18/413110

**Submitted by:** Cllr Greg Watson

### **Purpose / Summary**

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

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

That in line with its earlier decision to maintain the Board's delegation Council not place any restriction on the number of years a member may serve.

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

The current Sports Board Terms of Reference makes provision for community members to serve for a period of up to 4 years with an initial appointment of 2 years with a further 2 year extension, after which time expressions of interest are sought and existing Board members are encouraged to reapply.

This provides an opportunity for other community members who have an interest in being considered for membership of the Board to apply and provide equity of opportunity to become involved at a strategic level in the direction of sports in the Shoalhaven. This approach is commensurate with a number of other Council boards and committees operating where there are community member appointments. By going through an EOI process, this enables existing Board members to apply and be considered alongside applications from the broader sporting and Shoalhaven communities through a fair, equitable and transparent process.

Should the NOM be supported, it should also be made clear that any additional appointments will still be an open "competitive" process with merit based selection.

SA18.262

## **SA18.263 Notice of Motion - Use of Recycled Materials in Road Construction and Maintenance**

**HPERM Ref:** D18/419959

**Submitted by:** Cllr John Wells

### **Purpose / Summary**

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

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

That the General Manager report on Council's use of recycled materials in products used for road construction, rehabilitation and repair and the potential to increase the potential of recycled product for these applications – including products sourced from Council's waste management operations.

### **Background**

There is a growing body of technical literature on the use of recycled products in road building, viz

- Abukhettala, "Use of recycled material in road construction" – Second International ICCETE, Ottawa, May 2016.
- "Recycled materials for road pavement" Department of Planning Transport and Infrastructure, S.A. 2011.
- Austroads Guides – Part 4 E Guide to Pavement Technology (under review).
- "Recycled materials in Pavement" Sustainability Victoria 2018.

This subject was the focus of several presentations at the recent National Roads Conference held in Alice Springs. Of particular interest was a presentation by Tyre Stewardship Australia, which referred to the growing use of recycled granulated rubber in road pavement. Other presenters also addressed incorporation of soft polymer plastics and granulated glass in pavement and sealed coats.

It occurs to me that re-processed construction and demolition waste might be a suitable substitute for virgin excavated natural material and that these and the other materials referred to above might be sourced from Council's own waste operations (with potential section 88 levy rebates).

A snap shot on the use of recycled in current operations and potential for increased use including the cost and technical implications of pursuing this course of action would be appreciated.

SA18.263

## **SA18.264 Notice of Motion - Council's Current Electricity Usage**

**HPERM Ref:** D18/419995

**Submitted by:** Cllr John Wells

### **Purpose / Summary**

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

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

That the General Manager provide a brief analysis of Council's current electricity usage, such report to include usage by function (water, sewer, leisure centres, street lighting), measures already taken to reduce electricity consumption and potential avenues to further reduce consumption including predictive cost estimates/ROI of those measures.

### **Background**

Council is about to engage with other LGAs in a procurement process which will determine the price it pays for electricity supply for the term of its next power supply contract. The process will be robust and it is difficult to predict which way and to what extent prices will go.

We know that Council's current electricity bill is in the order of \$8million per annum. Council needs a strategic approach to containing and potentially reducing this cost and to do so in a most cost effective manner.

Has all the low hanging fruit in this space been picked?

Are there further operational measures which could be taken to contain/reduce costs?

Are there investments in alternative technologies which could downsize electricity usage and what is the return on such investments?

Does Council have to put up the capital cost for such investments; can the private sector and other levels of government play a part?

Council needs some answers to such questions, it needs strategic direction and positive recommendations to pursue energy savings, and better social and environmental outcomes.

I am conscious that at its last Ordinary meeting, Council chartered a course for staff to pursue in reporting on a wide range of sustainable measures – the report being called for by this notice of motions might get the ball rolling in this regard.

SA18.264

## **SA18.265 Report of the Youth Advisory Committee - 31 October 2018**

HPERM Ref: D18/408900

**YA18.25 Shoalhaven School Waste Reduction Initiative**

**HPERM Ref:  
D18/291589**

### **Recommendation**

That:

1. The Youth Advisory Committee participate in a Council waste tour in 2019, and authorise expenditure from the Youth Advisory Committee budget of an amount up to \$1,000, if necessary.
2. The Youth Advisory Committee dedicate the second meeting of 2019, to be held in term two, to discuss environmental initiatives across Shoalhaven schools.
3. Council writes a letter to the NSW Minister for the Environment to enquire why Shoalhaven City Council is charged metropolitan rates for tipping instead of regional rates.
4. The Youth Advisory Committee nominated members Ruby Frank of Ulladulla High School, James Doosey of St Johns High School, Bridee Lewis of Bomaderry High School, Sebastien Riou of Nowra Anglican College and Lachlan Willis of Shoalhaven High School investigate what is already happening within their schools, consider the option of forming a Working Group and send information to Donna Corbyn at [donna.corbyn@shoalhaven.nsw.gov.au](mailto:donna.corbyn@shoalhaven.nsw.gov.au).

**SA18.265**

## **SA18.266 Report of the Nowra CBD Revitalisation Strategy Committee - 7 November 2018**

HPERM Ref: D18/407472

### **CBD18.107 Additional Item - Overview and Outcomes - Nowra CBD Workshop**

#### **Recommendation**

That:

1. The Nowra CBD Revitalisation Strategy Committee notes and receives for information the recommendations from the Workshop report of 1 August 2018.
2. The Nowra CBD Revitalisation Strategy be promoted and reviewed regularly.
3. The Nowra CBD Revitalisation Strategy Action Plan be formalised, monitored and revisited annually.
4. The Nowra CBD Revitalisation Strategy Committee be consulted in the preparation of the Draft Capital Works Program in relation to works in the Nowra CBD
5. The Terms of Reference and delegations of the Nowra CBD Revitalisation Strategy Committee be clarified and amended to incorporate the outcomes of the workshop
6. The frequency of meetings of the Nowra CBD Revitalisation Committee be increased to monthly meetings until 31 March 2019 (excluding January 2019), after which meetings will be held bi-monthly meetings (6 per year).

**SA18.266**

## **SA18.267 Risk and Audit Committee Annual Report 2017 - 2018**

**HPERM Ref:** D18/400826

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

**Attachments:** 1. R&AC Annual Report 2018 (under separate cover)

### **Purpose / Summary**

To table the 2017 – 2018 Risk and Audit Committee annual report.

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

That Council receive and note the Risk and Audit Committee annual report 2017 – 2018.

### **Options**

1. Council receive the Risk and Audit Committee annual report 2017 – 2018.
2. Council do not receive the Risk and Audit Committee annual report 2017 – 2018 and provide an alternative suggestion.

### **Background**

Council's Risk and Audit Committee's objective is to provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

As per the Risk and Audit Committee communications guidelines established in its Charter, the Chair of the Risk and Audit Committee reports to Council annually on the key issues and activities considered.

The Chair of the Risk and Audit Committee has tabled the sixth annual report to provide an overview of the key issues that the committee has dealt with in 2017 – 2018. The Chair of the Risk and Audit Committee, Dr Phil Ross will provide a verbal report on the Risk and Audit Committee Annual Report at the Strategy and Assets Committee meeting.

The annual report is attached for consideration.

## SA18.268 Model Code of Meeting Practice

HPERM Ref: D18/411877

Group: General Manager's Group

### Purpose / Summary

To bring to Council's attention that the Office of Local Government (OLG) has released the new Model Code of Meeting Practice; however at this stage it has not been prescribed.

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

That Council note the report on the Model Code of Meeting Practice for information.

### Options

1. As Recommended.

Implications: No action is required at this stage.

2. Council introduce changes prior to the new code being prescribed.

Implications: Any changes would require public exhibition to invite submissions.

### Background

The new code was released by the Minister on 16 November 2018 and can be found at: [https://www.olg.nsw.gov.au/sites/default/files/Model%20Code%20of%20Meeting%20Practice\\_0.pdf](https://www.olg.nsw.gov.au/sites/default/files/Model%20Code%20of%20Meeting%20Practice_0.pdf)

The Model Code of Meeting Practice has three elements:

- It contains mandatory provisions (indicated in black font) that reflect the existing meeting provisions of the Act and adapt those currently contained in the Regulation. The existing meeting provisions of the Regulation have been updated and supplemented to reflect contemporary meeting practice by councils and to address ambiguities and areas of confusion in the existing provisions based on feedback from councils.
- It contains non-mandatory provisions (indicated in red font) that cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions will also operate to set a benchmark based on what OLG sees as being best practice for the relevant area of practice.
- It contains provisions that are specific to joint organisations (indicated in blue font).

The new code has been designed to achieve a range of outcomes, namely:

- promoting, as the principal object of meetings, the making of decisions by the governing bodies of councils that are in the best interests of the council and the community as a whole;
- promoting more accessible, orderly, effective and efficient meetings and to provide councils with the tools to achieve these outcomes;



- prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles;
- codifying areas of common practice across councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the Act;
- promoting greater consistency between councils across the State in key areas of meetings practice without losing the ability to allow some variation in practice to meet local needs or expectations;
- allowing greater flexibility in the conduct of meetings to accommodate a range of potential scenarios that are not addressed by the current meeting rules;
- simplifying the language currently used to make the prescribed meeting rules more accessible and easier to understand; and
- modernising the rules to accommodate current and emerging technologies (e.g. electronic notice, electronic voting systems and webcasting).

**Council should endeavour to adopt a code of meeting practice based on the Model Meeting Code within six months of its prescription.** To achieve this a further report will be provided to Council in the New Year.

However, it is worth making note of a few key changes:

- Webcasting will be mandated – Council is already compliant.
- Clause 3.31 – A Motion of dissent cannot be moved against a ruling of the Chairperson under cl.3.28(b) or under cl.9.3(b) on whether a matter is of great urgency.

Note: At the August 2018 Ordinary Meeting a Motion of dissent of this nature was actually moved and carried. This would not be allowed to occur once the new Code is prescribed.

- Clause 9.9 – A Mayoral Minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.

Note: This will require Mayoral Minutes to be included and distributed with the business paper unless it is a new matter of such urgency it requires consideration and a decision before the next scheduled Ordinary Meeting.

- Clause 10.24 – Despite clause 10.22 (which entitles a councillor to speak for no longer than 5 minutes), the council may resolve to shorten the duration of speeches to expedite the consideration of business at the meeting.

Note: This may help councillors keep to the pertinent points / issues in debate!

- Cl.15.3 – Points of Order – A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this Code they believe has been breached.

Note: This implies that councillors will need to be conversant with the Code in detail to be able to quote relevant provisions. Also note the difference between “Points of Order” and “Questions on Order”.

- Cl.17.12 to 17.20 – (Red type hence non-mandatory) concerning circumstances where a rescission motion could be considered at the same meeting; and recommitting of a resolution’ are interesting provisions that may be useful to incorporate when Council further considers the Code.

**Community Engagement**

Section 361 of the Local Government Act requires Council to publicly exhibit its draft Code of Meeting Practice for 28 days and invite public submissions for 42 days. This will occur during 2019 once council adopts a draft Code of Meeting Practice.

**Financial Implications**

N / A at this time

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## **SA18.269 Council Committee Structure & Purpose**

**HPERM Ref:** D18/412074

**Group:** General Manager's Group

### **Purpose / Summary**

Report to Council on proposed changes to the “purpose / delegation” of the Strategy and Assets Committee and the Development Committee.

### **Recommendation**

That Council:

1. Adopt the new scheduled (purpose) for the Strategy and Assets Committee as detailed in the report.
2. Rename the Development Committee to Development and Environment Committee.
3. Adopt the new schedule (purpose) for the Development and Environment Committee as detailed in the report.

### **Options**

1. As recommended.

Implications: This will distribute workloads between the two Core Committees and clarify where matters are referred.

2. Council make further amendments to the purpose / delegation of the Strategy and Assets Committee and Development Committee as it wishes.

Implications: Will depend on what alternate amendments are proposed.

### **Background**

At the September 2018 Ordinary Meeting the Strategy and Assets Committee was reaffirmed with the same format, purpose and delegation as applied in the previous year.

The Development Committee was also reaffirmed.

At the same meeting, Council disbanded the Sustainable Futures Committee and the Natural Resources and Floodplain Management (NR&FM) Committee. In October Council re-established three (North, Central, South) NR&FM Committees.

With the changes in Committees, it is appropriate to review the remaining Core Committees and amend their purpose / delegation as appropriate.

At the November 2018 Ordinary Meeting it was also requested to report monthly on sustainable energy initiatives.

The current schedule (purpose) of the Strategy and Assets Committee is

1. Make recommendations to Council and consider, formulate, review and adopt policies in relation to Council's corporate & community planning under Part 2 of Chapter 13 of the LG Act, asset management and in connection with the other functions listed in this Schedule and in particular to make recommendations to Council in respect of the

- content of Council’s community strategic plan, delivery program, resourcing strategy and operational plan within the meaning of Part 2 of Chapter 13 of the LG Act;
2. Make recommendations to Council and consider, formulate, review and adopt Council policies, plans and strategies other than those in respect of town planning and environmental matters, and any other matter referred to the Committee by the General Manager.
  3. Make recommendations in respect of the introduction of new fees or charges or the alteration of existing fees and charges for inclusion in the Council’s next operational plan within the meaning of s405 of the LG Act;
  4. Monitor, review and consider matters relating to the operations and strategic direction of Council’s Holiday Haven Tourist Parks Group;
  5. All functions in respect of the management of, and facilities provided on Crown Land in respect of which Council is the ‘reserve trust manager’ within the meaning of s92 of the Crown Lands Act 1989, and the making of recommendations to Council regarding such matters where the function cannot be delegated by Council;
  6. Provision of corporate direction to the Shoalhaven Water Group in respect of powers delegated to it by Council regarding the construction, alteration or maintenance of water and sewerage works, effluent works and pump out removal;
  7. Authorise the expenditure of funds raised under s64 of the LG Act within the limits outlined in, and in accordance with Council’s adopted Development Servicing Plan and other relevant adopted Council policies;
  8. Make recommendations to Council in respect of fees and charges for water and wastewater services provided by Council;
  9. Develop, implement, review and adopt strategic policies for water, sewerage and effluent operations of Council;
  10. Undertake preliminary investigations (feasibility, cost benefit, risk analysis, etc.) into development opportunities for Council’s strategic land holdings and make recommendations to Council.
  11. Review and make recommendations to Council in relation to:
    - a) The sale prices of land in connection with residential and industrial Council subdivisions;
    - b) The sale of Council property or the purchase or resumption of land;
    - c) The compensation to be offered in respect of land resumed by Council; and
    - d) Properties leased or rented by Council, other than those delegated to the General Manager for approval and execution in accordance with MIN14.912 and MIN15.237 of the Council.
  12. To determine and accept all tenders with a value of \$1 Million or more, except those tenders required by law to be determined by full Council (MIN17.334).

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**It is proposed to make the following changes to S&A committee schedule:**

1. “same”
2. After “environmental” add “natural resources / assets, floodplain, estuary and coastal management and sustainability matters that are dealt with by the Development and Environment Committee” and delete the rest.
3. to 12. “same”

Development Committee has the following schedule (purpose):

- a. All functions relating to the preparation, making, and review of local environmental plans (LEPs) and development control plans (DCPs) under Part 3 of the EPA Act.
- b. All functions relating to the preparation, making, and review of contributions plans and the preparation, entry into, and review of voluntary planning agreements under Part 7 of the EPA Act.
- c. The preparation, adoption, and review of policies and strategies of the Council in respect of town planning and environmental matters and the variation of such policies.
- d. Determination of variations to development standards related to development applications under the EPA Act where the development application involves a development which seeks to vary a development standard by more than 10% and the application is accompanied by a request to vary the development standard under clause 4.6 of Shoalhaven Local Environmental Plan 2014 or an objection to the application of the development standard under State Environmental Planning Policy No. 1 – Development Standards.
- e. Determination of variations from the acceptable solutions and/or other numerical standards contained within the DCP or a Council Policy that the General Manager requires to be determined by the Committee
- f. Determination of development applications that Council requires to be determined by the Committee on a case by case basis.
- g. Review of determinations of development applications under sections 8.11 and 8.9 of the EP&A Act that the General Manager requires to be determined by the Committee.
- h. Preparation, review, and adoption of policies and guidelines in respect of the determination of development applications by other delegates of the Council.

**It is proposed to make the following changes to the Development committee:**

- 1. Rename the committee the Development and Environment Committee.**
- 2. Amend the schedule as follows:**
  - a. to h. “same”**
  - New i. - The preparation, adoption, and review of policies and strategies of the Council in respect to sustainability matters related to climate change, biodiversity, waste, water, energy, transport, and sustainable purchasing.**
  - New j. - The preparation, adoption and review of policies and strategies of the Council in respect to management of natural resources / assets, floodplain, estuary and coastal management.**

Note: These changes will:

- Help distribute workload between the two Core Committees;
- Consolidate and bring the various sustainability actions into one committee.

### **Community Engagement**

Council is aware of various community feedback related to reaffirming and disbandment of several committees. The option of creating sub-committees or the like, on an as needs basis, is available to the Core Committee if they chose.

### **Financial Implications**

N / A in the context of the report.

## **SA18.270 Sustainability Initiatives**

**HPERM Ref:** D18/420063

**Group:** General Manager's Group

**Attachments:** 1. Sustainability Matters - Executive Summary (under separate cover)

### **Purpose / Summary**

Council resolved at the Ordinary meeting of 13 November 2018 to request a report detailing what each Group has pursued or is currently pursuing in regard to sustainability.

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

That the Committee receive the Sustainability Initiatives report for information and further reports are provided bi-monthly.

### **Options**

1. As recommended.

Implications: Council remains informed on progress on a bi-monthly basis.

2. Request further information or give other direction.

Implications: Depends on what is decided.

### **Background**

Council has been pursuing sustainable practices and initiatives for many years with limited resources and budget. Currently we have a part time Sustainability Officer position that was created in 2018 but has limited capacity.

Council previously adopted a Sustainability Action Plan in 2011; however, this has not been monitored regularly or reviewed in recent years. The proposed workshop arising from the Sustainability Advantage Program will begin to address this matter and future resource needs – see separate report.

Council also adopted an Energy Savings Plan in 2007 (again not recently revised) and a separate report details the program with various Sustainable Energy Initiatives.

Various Sustainability Initiatives include:

*Tree Replacement Policy:*

Council has resolved that a draft “compensatory tree planting” policy be prepared. This will be reported to Council in the New Year.

*Environmental efficiencies: - Shoalhaven Entertainment Centre:*

Practices to remove plastic products and replace with recyclables or plant-based products. This reduces landfill and single use plastics.

*Procurement – “Keep Cups and Bamboo Bags”:*

Producing saleable products – reducing waste.

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*Electronic Recruitment Onboarding:*

Reduce need for hard copy – reduce paper use.

*Investment Policy:*

Preferences investments not exposed to fossil fuel risk when there is no financial disadvantage to council.

*Social and Sustainable Procurement:*

Requires procurement activities to consider social, sustainable and ethical sources.

*Urban Canopy Assessment:*

An audit to better understand the value and benefits of urban tree cover.

*Sustainability Advantage Program:*

A strategic approach to set a pathway towards environmental sustainability.

*Environmental efficiencies – Shoalhaven Indoor Sports Centre:*

Design and construction features to reduce energy needs, harvest and reuse of water and use sustainable building products.

*Waste Services – Sustainability Workshops:*

Educate and encourage waste reduction and efficient recycling.

**Community Engagement**

There has been limited community engagement on the individual initiatives above and they are part of the organisation's response to the community aspirations relating to sustainable living, sustainable development and sustainable energy use, as articulated in Council's adopted Integrated Strategic Plan.

**Policy Implications**

The initiatives reflect Council's overarching strategic direction.

**Financial Implications**

All initiatives are endeavouring to deliver financial benefits as well as environmental and social benefits for the community.

## SA18.271 Milton Library - Budget Reallocation - Ongoing Funding

HPERM Ref: D18/205789

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

### Purpose / Summary

To provide a status update on the operation of Milton Library and for Council to provide direction on its future operation and funding from 2019–20 onwards.

### Recommendation

That Council:

1. Reinstatement of the budget for Milton Library operations through the allocation of recurrent funding of \$31,000 for financial year 2019/20 onwards to be indexed linked with an annual CPI increase
2. Note that the reinstatement of the budget will ensure that there is a level of library service in Milton that is commensurate to the community's request.

### Options

1. Council reinstate the budget for Milton Library operations  
Implications: This will ensure that there is a level of library service in Milton that is commensurate to the community's request
2. Not reinstate the budget for Milton Library operations  
Implications: This will impact the provision of library services that is able to be provided and will necessitate a reduction in service level
3. Provide an alternative recommendation  
Implications: Currently unknown

### Background

At Council's Ordinary Meeting on 16 December 2014 it was resolved that:

MIN14.901

- a) Council accepts and appreciates the verbal pledge made by Hon Shelley Hancock MP to commit \$30,000 per annum for 4 years to support the ongoing operations of the Milton Library (current building) funded from NSW State Government and that Council meet with Ms Hancock to formalise the processes and procedures required.
- b) The Milton Library Services be retained at the current Milton Library building and for the Milton Community at the current level.
- c) Council form a small taskforce comprising community members; a council staff member and any interested Councillors, to develop proposals that allow for programs and project activities and a community management approach what would allow for greater literary, learning, arts and cultural usage of the library and/or building by the

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*community and the public and that may lead the building to be open more often, The taskforce to provide further reports to Council as required.*

And furthermore, at Council’s Ordinary Meeting on 27 October 2015 it was resolved that:

MIN15.691

*Council appoint the names listed below as a 355 Committee to assist in the development of the Milton Library as a community activity space. The committee be delegated the authority to:*

- a) *Provide volunteers to assist in the organisation and running of activities, events and functions and including the ability to act as Volunteer Library Customer Service Assistants at the Milton Library including the existing 10 hours of current opening times*
- b) *Names:-  
Alison Pakes  
Sara Eastway  
Lisa Turner*
- c) *That the committee work closely with the Library Services Manager in developing the facility as a community activity space/community library*

In response to the minutes above, Shoalhaven City Council (SCC) and the Milton Library 355 Committee/Friends of Milton Library (FOML) have been working together over the past four years in order to further activate the Milton Library space and increase opening hours for the community.

Shoalhaven City Council (SCC) has provided a library service at Milton since 1969, which operated on Wednesday and Friday from 10.30am – 12.30pm and 2pm – 5pm.

Over the past four years the opening hours of the library have increased with the use of volunteers:

- On 30 May 2016 Milton Library began opening on Mondays with Friends of Milton Library (FOML) volunteers from 9.30am – 5pm.
- On 5 June 2017 Wednesday and Friday opening hours were increased, with volunteers providing additional opening hours between 9.30am – 10.30am and 12.30pm – 2pm.
- On 5 July 2018 Milton Library started opening on Thursday from 9.30am – 5pm.

Currently Milton Library is now open Monday, Wednesday, Thursday and Friday from 9.30am – 5pm, totalling 30 hours per week. Along with extending hours of operation FOML have introduced activities including storytimes, a youth book group, book club lending program and Artfest activities which complement those that continue to be provided by SCC.

**Milton Library Usage**

Over the past few years the extension of opening hours has seen a modest increase in usage of the library. Please see table below:

Milton Library	2013-14*	2014-15	2015-16	2016-17	2017-18
Loans	86109	15867	14365	14790	14854
People (visits)	79702	13277	11550	9614	10141
Queries	7573	1823	1676	1692	1324

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<b>PC Use</b>	2377	372	451	557	523
<b>WiFi Logins</b>	1722	295	1202	3830**	559
<b>Events (SCC &amp; FOML)</b>	599	814	559	997	1908
<b>New Borrowers</b>	459	103	49	84	85

\*2013-14 Ulladulla Library operating out of Milton Library due to refurbishment

\*\* WiFi used for NSW Public Libraries Conference at Ulladulla Civic Centre

FOML have indicated that they would like to also open on Tuesdays in the near future, which would make Milton Library a five day a week branch, but as yet this has not been decided upon.

In addition, the Milton Library refurbishment has just recently been completed with all shelving now along the walls or on castors, which makes usage of the space more versatile. The new circulation desk is smaller and new furniture has also been provided to modernise the space. The majority of the funding for this work has been provided by FOML through grant monies, with Shoalhaven City Council providing some budget for building and electrical work required for the refurbishment.

### Funding 2015/16 – 2018/19

Since the 2015-16 financial year Shoalhaven City Council has received \$30,000 per annum for the operation of Milton library for a four-year period. During these past four years Shoalhaven City Council has continued to cover the salaries and wages required for Milton Library to be open its regular Council staffed 10 hours per week (staff member is employed 14 hours per week). The \$30,000 provided by the Hon. Shelley Hancock MP has been used for operational costs of running Milton Library, such as building maintenance, IT and communications costs (WiFi), utilities & insurance, and stock purchases for the library.

	2014-15	2015-16	2016-17	2017-18	2018-19
<b>Milton Library Expenses**</b>	\$59,123	\$61,807	\$58,985	\$60,320	\$61,172*
<b>State Government Funding</b>	\$0	\$30,000	\$30,000	\$30,000	\$30,000
<b>Council Funding</b>	\$59,123	\$31,807	\$28,985	\$30,320	\$31,172

\*this figure has been extrapolated from current financial data to date

\*\*these figures include stock purchases for Milton Library

These budget figures that are provided above are for the direct costs attributed to Milton Library budget; however there are other centralised costs that are paid across the Shoalhaven Libraries' budget that are not accounted for, e.g. Library Management System (LMS) licences, promotion, office equipment and collection services.

In addition, these figures do not include depreciation; staff wages for the Ulladulla Civic Centre Community & Resources Manager (UCC C&R Manager) to conduct training for volunteers; the UCC C&R Manager and Library Services Manager to write reports, complete administration tasks and attend meetings and operationally manage Milton Library and its services. Any additional funding that is required to run Milton Library above that provided by the State Government Grant has been drawn from the overall Shoalhaven Libraries' budget.

The above figures show expenses for Milton Library to be relatively stable over the past four years, however the heritage nature of the building and increased usage may result in increased operational and maintenance costs in coming years, although no figures have been calculated.

The current Asset Management Plan – Libraries (POL12/53) is out of date and there is minimal information provided regarding Milton Library. This is mostly due to the assumption in the AMP report that Milton Library would no longer be operational once the Ulladulla Civic Centre refurbishment had taken place. There is also a Conservation Management Plan for the building Milton Town Hall (D18/111214), which notes the heritage nature of the building, but doesn't provide any detailed maintenance scheduling. In 2011 heritage conservation works were undertaken with the building being re-roofed, damp-proofed, re-rendered and other conservation works at a cost of \$97,000.

In July 2018 Shoalhaven City Council wrote to the Hon. Shelley Hancock MP asking that funding for Milton Library be increased and continued for another four years; however this request was declined.

As of the 2019-20 financial year Shoalhaven City Council will no longer receive any grant funding to assist with the funding of operations for Milton Library. Should Council wish to continue providing this level of service at Milton Library, with Council core staffing of 14 hours per week, then an additional budget allocation of approximately \$30,000 per annum will be required (please see Financial Implications section below for a more exact figure).

The Australian Library & Information Association (ALIA) emphasises that the efficient collection, organisation and dissemination of information requires a highly-trained, paid library and information services workforce with increasingly sophisticated skills. Council staff believe that professional staffing is required for Milton Library, at a minimum of fourteen hours per week, as whilst volunteers can provide basic library services, there are other tasks they cannot complete. Library staff are responsible for professional duties such as collection development, acquisitions and strategic direction. Should Council decline to allocate funding this will adversely affect the level of services, such as building maintenance, IT and communications costs (WiFi), utilities & insurance, and stock purchases for the library.

During the Council/FOML collaboration, it has become clear that the mix of staff and volunteers operating Milton Library requires professional assistance to maintain the high level of service provided by Shoalhaven Libraries. The UCC C&R Manager has provided initial training to the volunteers over several months and provides ongoing support and refresher training to the volunteers.

### **Community Engagement**

Over the past few years Council staff have met regularly with FOML/355 Committee to progress the community's desire for a library that is open more regularly. The changes have, overall, been positively received by the community and the Milton Library space has been activated for a variety of community purposes and events.

### **Policy Implications**

Council's adopted Shoalhaven Libraries Strategic Plan states:

*"Shoalhaven Libraries aims to:*

- *Continue to work with the Friends of Milton*
- *Provide advice to Council on current usage of libraries, including a review of the management and operations of Milton Library"*

A reinstatement of Council funding would continue to support this policy position.

### Financial Implications

Should Council wish to continue providing a library service at Milton, budget funding will need to be reinstated following the expiry of the grant funding, as this is not able to be funded from the current Shoalhaven Libraries budget. The forward budget has not included the reinstatement of the former Milton Library budget as, at the time this was prepared, it was unclear whether there would be a renewed grant funding commitment from the State Member for the South Coast. This situation has now been clarified with the Hon. Shelley Hancock MP declining the request to continue funding Milton Library operations.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Milton Library Expenses**</b>	\$59,123	\$61,807	\$58,985	\$60,320	\$61,172*	\$63,007 <sup>□</sup>	\$64,897 <sup>□</sup>
<b>State Government Funding</b>	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$0
<b>Council Funding Budgeted</b>	\$59,123	\$31,807	\$28,985	\$30,320	\$31,172	\$32,096	\$32,899
<b>Council Funding Requested</b>	N/A	N/A	N/A	N/A	N/A	<b>\$30,911</b>	<b>\$31,998</b>

\*this figure has been extrapolated from current financial data to date

\*\*these figures include stock purchases for Milton Library

□ extrapolation of current expenses + 3% CPI

For financial year 2019/20 a budget allocation of \$31,000 (rounded) from Council is required, this should be recurrent funding thereafter with an annual CPI increase.

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## SA18.272 Draft Destination Management Plan (DMP)

**HPERM Ref:** D18/409102

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

**Attachments:** 1. Draft Destination Management Plan (under separate cover)

### Purpose / Summary

To update Council on the progress of the Destination Management Plan.

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

That:

1. Council place the Draft Destination Management Plan 2018-2023 on public exhibition for a period of 28 days
2. If no significant adverse comments are received at the close of the public exhibition period, the Draft Destination Management Plan 2018-2023 be deemed adopted.

### Options

1. Recommend to Council that:
  - a) Council place the Draft Destination Management Plan 2018-2023 on public exhibition for a period of 28 days
  - b) If no significant adverse comments are received at the close of the public exhibition period, the Draft Destination Management Plan 2018-2023 be deemed adopted.

Implications: The Draft Destination Management Plan and 360 Model will formally be adopted and sets out tourism priorities over the next 5 years.

2. Recommend changes to the Draft DMP
  - a) Request specific changes
  - b) Recommend that Council place the Draft Destination Management Plan 2018-2023 on public exhibition for a period of 28 days
  - c) If no significant adverse comments are received at the close of the public exhibition period, the Draft Destination Management Plan 2018-2023 be deemed adopted.

Implications: Tourism staff update the document to reflect changes before placing on exhibition.

### Background

At the July meeting of the Shoalhaven Tourism Advisory Group (STAG), a report on the 360 Model was adopted and it was agreed that a Destination Management Plan would be created to support the 360 Model and the overall strategic direction of tourism for the next 5 years, 2018-2023.

This document aims to set out high level priorities over the next 5 years.

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The Draft Destination Management Plan was subsequently approved to go to Council by the Shoalhaven Tourism Advisory Group on 29 October.

The draft Shoalhaven 360 Model, designed to support the DMP monitoring business planning, can be viewed online at <https://shoalhaven360.com/>.

### **Community Engagement**

Summary of Community Engagement for the 360 Model as previously detailed:

The team of consultants conducted:

- 2 workshops with community
  - o Invites included CCB representatives, NPWS, internal Council stakeholders, local business, local chambers and tourism associations, JB Marine Park, Forestries and more.
  - o Community workshops summaries included as Attachment 2 and 3.
- 1 STAG workshop
- Over 35 face-to-face meetings with key stakeholders

Ongoing involvement of the Strategy Working Group

The Draft DMP has been developed alongside key learnings provided from the 360-model consultation. A draft document was also provided to STAG Chair and Co-Deputy Chairs and their comments and feedback included in the current draft. Comments and feedback were also sought from Simon McArthur and Associates and internal Council stakeholders including the General Manager, Economic Development Manager and Strategic Planning team.

### **STAG Workshop**

In October 2018 Shoalhaven Tourism held a workshop with STAG representatives to talk through the DMP. As a result, the draft document was updated to reflect additional broader industry feedback including:

- Inclusion of business audit aligned with business ASIC codes in addition to ATDW listings
- Added business accommodation listings from ASIC in addition to ATDW listings to more accurately reflect actual business numbers
- Change “Top 10 experiences” table to reflect “Off Season visitation drivers” instead of individual businesses.
- Edits of some minor grammar and punctuation issues identified in proofing
- Updates to SWAT to reflect additional STAG feedback and comments
- Added additional infrastructure gaps added
- Added page numbers
- Additional audit of business numbers impacted by tourism

### **Policy Implications**

If adopted, this plan will set out key priorities for the tourism industry over the next 5 years.

**Risk Implications**

Ongoing effective Destination Management is critical for the long-term success of the industry in our region.

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## **SA18.273 Petition - Green Pots - Inlet Cinema - Sussex Inlet Streetscape**

**HPERM Ref:** D18/403015

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

**Attachments:** 1. Attachment - Slide from PowerPoint Presentation - Revitalising Sussex Inlet Village [↓](#)  
2. Installed Green Pots - Inlet Theatre - Jacobs Drive Sussex Inlet [↓](#)

### **Purpose / Summary**

To report on a public petition to remove the large green pots outside Inlet Cinema, Sussex Inlet and return the pavement to its original condition.

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

That Council leave the large green pots outside Inlet Cinema, Sussex Inlet in their current location, as per the original consultation relating to the streetscape works.

### **Options**

1. Leave the pots where they are currently located (recommended).

Implications: No additional expenditure to relocate or remove the pots. Those that are opposed to the pots being in Sussex Inlet may not approve. Removing the pots may result in another petition to have them reinstated.

2. Partially lower the pots into the ground at current location

Implications: The pots may crack if they are lowered into the ground. The budget estimated to lower the pots into the ground is \$4500 excluding GST (quote from contractor) and would require a variation to the contract sum.

3. Relocate the pots within Sussex Inlet

Implications: Those that are opposed to the pots being in Sussex Inlet may still not approve.

4. Remove the pots from Sussex Inlet

Implications: Budget Estimate of \$6600 excluding GST was spent on supply and installation of the pots at this location, and an alternative location would have to be considered including community consultation and further budget sought to fund the removal and relocation of the pots.

### **Background**

The original intention of the green pots was to create a focal point in the open space in the centre of the Sussex Inlet Village.

At Council's Ordinary meeting on 13 November 2018, a petition was presented to Council containing 560 signatures requesting that the green pots be removed from in front of Inlet

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Cinema on Jacobs Avenue and the paving be returned to its original condition. The petition was installed inside the cinema. Noting the current population of Sussex Inlet, Swanhaven, Cudmirrah and Berrara to be 4429 as of 2017, it is difficult to determine whether the petition is a clear reflection of the whole community.

The installed green pots can be seen at Attachment 2.

The Inlet Cinema is currently leased on a five year term with a five year options. The lease contains maintenance responsibilities including removal of rubbish and debris from the surrounds of the building on the property and maintenance and replacement of fencing, gates, landscaping, driveways, paths, carparks, gardens, lawns and shrubbery. Pruning, trimming and removal of trees where required or safety reasons subject to Council approval.

The seats and gardens have not been maintained and the seats were non-compliant with disability use.

It has been suggested that the pots are non-compliant with Work Health and Safety, due to the size of the pots making it hard for staff to see past the pots when leaving. The risk of a public safety matter has been mitigated to some degree by CCTV installed which adequately monitors the surrounding area, so staff don't consider this to be a high risk.

### **Community Engagement**

The streetscape plans were publicly exhibited in Sussex Inlet so that local residents could easily view and comment.

Additionally, Council undertook extensive community consultation regarding the Sussex Inlet Streetscape project from February 2016 until April 2018 which included two PowerPoint presentations to Sussex Inlet Community Forum, in April and August 2018 (see attachment). The slide showing the green pots was clearly evident and indicated the size. All owners and shopkeepers along Jacobs Drive were invited to this meeting coordinated by the Secretary. It is understood that a representative from the Inlet Cinema was in attendance as was the Manager for City Design Services Unit and the Project Manager.

A standing room only community consultation evening was also held at the local RSL. Councillors Patricia White and Alan Baptist were in attendance.

There were no objections raised before the pots were located in front of the Cinema.

Councillors have advised an interest in decorating the pots for seasonal events to enhance the focal point of the open space and Sussex Inlet in general.

Council has received significant support from some Councillors and a new wave of residents via phone calls to staff. Some have indicated that the pots are fantastic but would like them relocated to the park, however there may not be room in the park to accommodate them.

### **Financial Implications**

The Sussex Inlet Streetscape project has been completed and budget spent. Options 2,3 & 4 will all require additional funding to be allocated.

*Lomandra* 'Lime Jet'      *Festuca glauca*      *Alternanthera dentate* 'Little Ruby'      *Dichondra* 'Silver Bells'      'Cora' Stainless Steel Bike Rail

Terrain Group' Flowerpot      *Syzygium* 'Big Red' – Lilly Pilly      New Double-sided Community Information Sign      'Terrain Group' Curved Seat (without back)      Terrain Group' Bin Enclosure

Revitalising Sussex Inlet Village – Streetscape Items (Sheet 32)



## SA18.274 Shoalhaven Indoor Sports Centre - Water Collection and Water Reuse & Reticulation Scheme

**HPERM Ref:** D18/412229

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

### Purpose / Summary

Advise Council of the Water Collection and Water Reuse & Reticulation Scheme on the roof of the Shoalhaven Indoor Sports Centre.

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

Council receive the report regarding the installation of Water Collection and Water Reuse & Reticulation Scheme on the roof of the Shoalhaven Indoor Sports Centre for information.

### Options

1. That the report be received and noted.  
Implications: The report is received and noted.
2. The Council could request further information.  
Implications: Additional reports to be prepared.

### Background

The Shoalhaven Indoor Sports Centre (SISC) design team recognises that environmental sustainability is one of the most important issues facing contemporary society. Accordingly, the team placed an emphasis on integrating best practice environmental design into the project, analysing the impact on our environment and importantly on the well-being of its occupants.

The following key objectives for the SISC were identified at the early design phase:

- Reinforce all of Shoalhaven City Council's Sustainable and Environment Policies
- Maximise the environmental benefit of the project, minimising the environmental footprint of the SISC
- Where possible educate and inform the building users/occupants and the community.
- Engage a simple yet integrated Environmentally Sustainable Development (ESD) design approach resulting in a high environmentally performing building.

Crucial to delivering an energy efficient building is applying passive design principles where possible, such as natural ventilation systems, good solar access and orientation, and controlled natural day lighting. This approach need not increase costs and is vital for achieving improved thermal performance, energy efficiency and optimum occupant comfort.

As an industry measure for ESD effectiveness, the Green Building Council Green Star rating tool utilises the following subcategories to help guide the project's environmental approach and assessment. These initiatives remain a goal for the design team:

Project/Construction Management

Adoption of appropriate environmental project and construction management principles from project inception through to commissioning and operation.

Indoor Environmental Quality

Focus on well-being of occupants and in particular systems of ventilation, lighting and indoor air pollutants.

Energy

Target overall reduction in energy consumption with associated impact upon greenhouse gas emissions.

Transport

Promote use of pedestrian movements and public transport, rewarding reduced reliance on the private vehicle.

Water

Focus on initiatives to address the reduction of potable water use through efficient design of building systems, rainwater collection and water reuse.

Materials

Promotion of initiatives that reduce the consumption of resources through considered materials selection and reuse, and efficient management practices.

Land-Use And Ecology

Promotion of measures to improve or reduce impacts on ecological systems and biodiversity.

Emissions

Adoption of measures to target reducing building emissions related to watercourse pollution, light pollution, ozone depletion, global warming, legionella and sewerage.

Innovation

Encourage new, innovative technologies, designs and processes that positively impact upon environmental performance, global warming.

Whole of life

Adoption of appropriate environmental project and construction management principles from project inception through to commissioning and operation.

Environmentally Sustainable Design (ESD) Principles

Environmentally sensitive considerations have been integrated into the design development. For instance:

- Natural ventilation systems provide cross flow cooling to the court halls,
- LED lighting products and motion control switching improve energy efficiency,
- Translucent roof panels and glazing introduce natural light into the largest court hall,
- Precast concrete panels and insulation maximises the building thermal efficiency,
- Instantaneous natural gas water heating systems reduces energy wastage,
- Rainwater harvesting and the reuse in amenity flushing supplements town water supply, reducing water consumption,
- Use of sustainable materials for court floors decreases the reliance on natural growth timber species,

- Potential photovoltaic solar system design assists with the base load energy consumption on site.

Water Sensitive Urban Design (WSUD) stormwater management techniques applied to the design include stormwater detention and retention measures, water quality improvement devices, rain gardens and adoption of swales rather than formal concrete lined channels.

#### Rainwater Harvesting

Rainwater is collected from the roof drainage system and stored in a 120,000 litre below ground retention tank. The water is then pumped to supply water to all toilets and urinals for flushing purposes. There are a total of 41 toilets within the building that benefit from this service.

The rainwater re-use system comprises:

- Rainwater Storage Tank – 120kL in-ground concrete tank,
- Packaged rainwater supply pump and filter set,
- Rainwater water reticulation.

The rainwater supply pump and filtration system is supplied as a proprietary packaged and preassembled skid mounted system comprising the following:

- Multistage submersible pump with variable speed drive pump controller,
- 100 micron automatic backwash screen filter,
- 1.0 micron bag filter,
- Ultra violet (UV) steriliser with Building Management System (BMS) output,
- Mains water automatic change over system.

The control systems provides outputs to the Building Management System (BMS) to monitor, pump failure and run status, system status (i.e running mode (rain / mains), tank water levels and UV lamp status.

All rainwater service pipework is constructed of coloured cross linked polyethylene (PEX) and labelled as required for non-potable water applications.

### **Community Engagement**

Throughout the design phase of the project, Council Officers have been in regular contact with all stakeholders.

### **Financial Implications**

The rainwater harvesting system costs are included within the civil and hydraulic trade packages.

### **Risk Implications**

There are no foreseen risk implications to the inclusion of the water collection, reuse and reticulation scheme.

## SA18.275 Far North Collector Road Network

**HPERM Ref:** D18/344727

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

**Attachments:** 1. Far North Collector Road - Draft Alignment Plan [↓](#)

### Purpose / Summary

To update Council on the current status of the Far North Collector Road (FNCR) – Alignment and Intersection Designs.

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

That the update report on the proposed alignment and intersection treatments at the southern and northern ends of the Far North Collector Road be noted by the Strategy and Assets Committee for information.

### Options

1. Council accept the recommendation as presented.

Implications: Council will be updated on the current status of the Far North Collector Road Network project.

### Background

The Far North Collector Road Network was adopted in the Nowra Bomaderry Structure Plan in 2008.

The Far North Collector Road is *not* a replacement for the proposed North Nowra Link Road, construction of which has been deferred.

### Project Update

Advice of Council successfully receiving the \$13.8M Commonwealth Grant was received via the NSW Roads and Maritime Authority in July 2018.

In accordance with the funding agreement, Council has undertaken basic design investigation. The results of the investigation are contained in this report.

Detailed project planning in regards to completion dates are not able to be undertaken at this stage.

### Intersection designs and road alignment

Initial requirements were to provide intersection design options for the Far North Collector Road (FNCR) intersection with Moss Vale Road / Bells Lane at the northern end and with West Cambewarra Road / Illaroo Road at the southern end of the proposed FNCR.

It is proposed that the southern intersection with West Cambewarra Road / Illaroo Road will be a roundabout. The adopted option has the least impact upon the vegetation corridor at the western boundary of the Bernie Regan Sports Complex. Council is required to comply with a

Property Vegetation Plan under the Native Vegetation Act 2003, which was signed with the Southern Rivers Catchment Authority in 2010.

The adopted option will require demolition of an outbuilding on the property known as No.333 Illaroo Road, which is owned by Council. The dwelling on this lot will remain unaffected, however it will be necessary to reduce the allotment size with probable minor internal road work.

The northern intersection with Moss Vale Road / Bells Lane is based on future traffic volumes to service development north and south of Moss Vale Road beyond the intersection, and will need to be signalised. The adopted option has the least impact on the dwelling on Lot 262. This land was acquired by Council for the purpose of constructing the Far North Collector Road. The future parcel on which the dwelling will remain is zoned B1 Neighbourhood Centre (small-scale retail, business and community uses). This land may be redeveloped in future to service the expanding community.

The existing Moss Vale Road / Taylors Lane intersection will need to be removed to eliminate separation issues with the proposed FNCR / Moss Vale Road / Bells Lane intersection. As a result a cul-de-sac at the eastern end of the existing Taylors Lane and a new link from the Far North Collector Road to Taylors Lane are proposed.

The adopted intersection options were submitted to NSW RMS and received favourable comment on 20 September 2018.

The intersection designs have been integrated with a provisional road alignment which considers flooding in the vicinity, existing assets and private property acquisitions. Field work, investigations and topography will dictate essential changes to the proposed alignment and the design phase is scheduled to be completed by June 2019.

A design drawing is attached to indicate the proposed alignment and intersection treatments.

### **Fieldwork**

Council has commenced landowner consultation, preliminary fieldwork on Council land, and is preparing for discussions with affected service provider organisations.

Council is also preparing Permits to Enter for its staff and agents to undertake field survey, environmental studies, and cultural heritage (Aboriginal) investigations.

The above preliminary work is scheduled to be completed over the next two months.

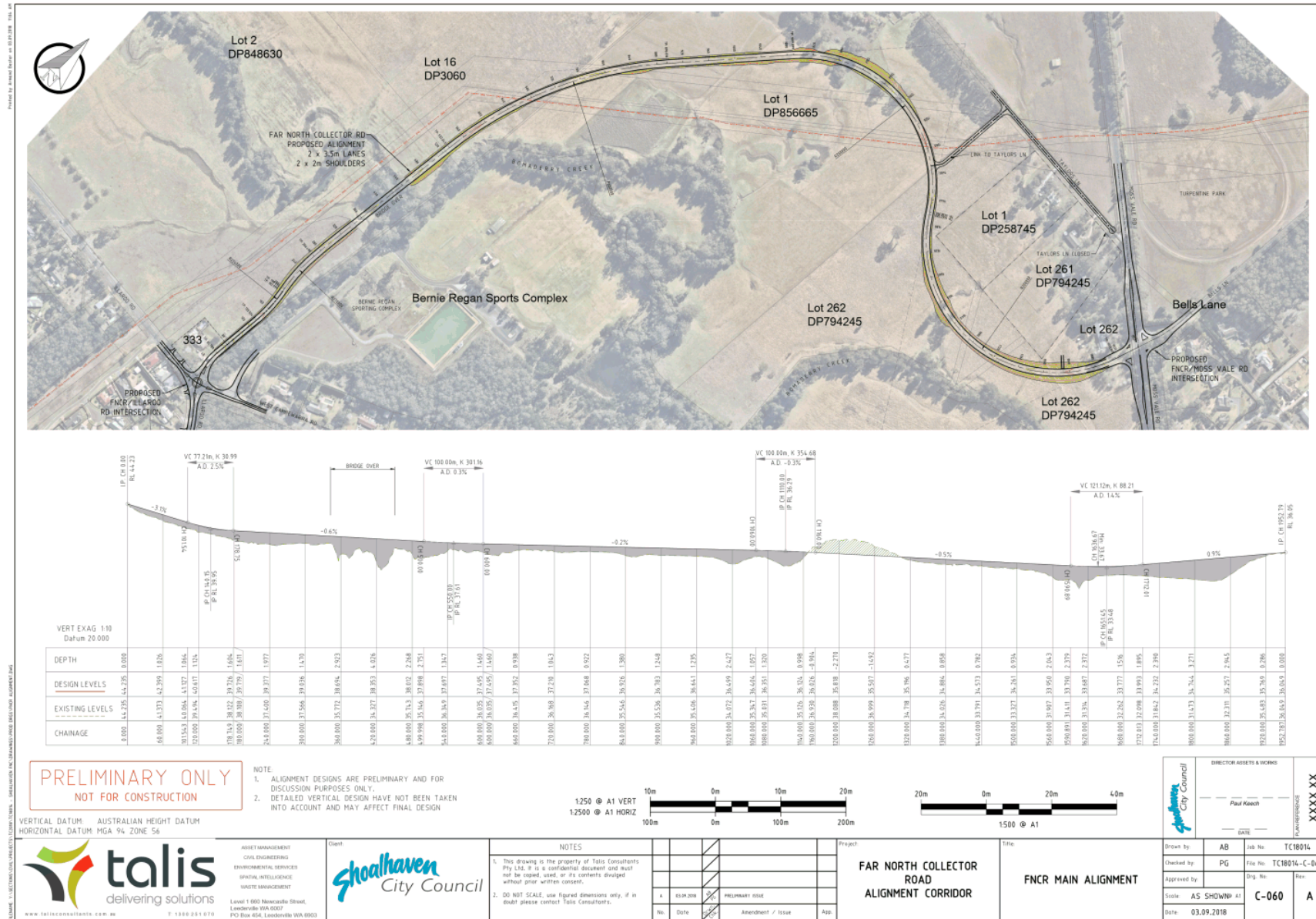
### **Community Engagement**

The Nowra Bomaderry Structure Plan was widely exhibited in 2008, and further exhibited as part of the Shoalhaven LEP 2014.

### **Financial Implications**

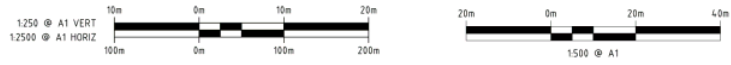
A provisional estimate of \$13.8 million was used to establish grant funding for the project. Staff will be reviewing estimated costs at project milestones. As the project progresses cost estimate refinements will be reported.





**PRELIMINARY ONLY**  
NOT FOR CONSTRUCTION

NOTE:  
1. ALIGNMENT DESIGNS ARE PRELIMINARY AND FOR DISCUSSION PURPOSES ONLY.  
2. DETAILED VERTICAL DESIGN HAVE NOT BEEN TAKEN INTO ACCOUNT AND MAY AFFECT FINAL DESIGN



ASSET MANAGEMENT  
CIVIL ENGINEERING  
ENVIRONMENTAL SERVICES  
SPRINKLING TECHNOLOGIES  
WASTE MANAGEMENT



NOTES

- This drawing is the property of Talis Consultants Pty Ltd. It is a confidential document and must not be copied, used, or its contents divulged without prior written consent.
- DO NOT SCALE. Use figured dimensions only, if in doubt please contact Talis Consultants.

No.	Date	Amendment / Issue	App.
1		PRELIMINARY ISSUE	

Project: FAR NORTH COLLECTOR ROAD ALIGNMENT CORRIDOR  
Title: FNCR MAIN ALIGNMENT

DIRECTOR ASSETS & WORKS			
Checked by:	AB	Job No:	TC18016
Approved by:	PG	File No:	TC18016-C-060
Scale:	AS SHOWN@ A1	Orig. No:	C-060
Date:	03.09.2018	Rev:	A
DATE			PERFORMANCE XXXX-XX

SA18.275 - Attachment 1

## SA18.276 Special Rates Review - Streetscape Renewal Budget 2018/19

**HPERM Ref:** D18/354644

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

**Attachments:** 1. Prioritised List - 2018 Landscape Works [↓](#)

### Purpose / Summary

The purpose of this report is to present to Council a list of proposed Landscape / Streetscape renewal projects in priority order to be funded through the Special Rates Review – Streetscape Renewal Budget for Council’s consideration and endorsement.

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

That Council adopts the following list of Landscape/Streetscape renewal projects to be implemented in priority order in accordance with the Special Rates Review – Streetscape Renewal Budget funding of \$512,500.

The estimate of cost for the top six projects overspends this budget by \$18,800; as the actual costs are realised the list/allocations will be revised via Council’s quarterly review process.

1. Huskisson CBD – Footpath and Landscape upgrade works in Owen St \$115,500
2. Kangaroo Valley CBD – upgrade of Moss Vale Road streetscape \$99,000
3. Vincentia Mall – Minor works and Design / Consultation \$68,200
4. Boree Street / Ulladulla Foreshore – Tree planting, decking, refurbishment \$110,000
5. Berry CBD – New kerb and asphalt Queen St and Alexander St \$49,500
6. Jervis Bay Rd & Wool Rd Roundabout – planting and concrete works \$89,100

### Options

1. Adopt the recommendation

Implications: This will provide guidance on which projects are a priority for Council for the 2018/19 Financial Years.

2. Council changes the priority list order

Implications: All projects are basically ready to go so constructability is not a factor to consider in the prioritisation. This will provide guidance on which projects are a priority for Council

3. Council adds additional projects to the list

Implications: Any additional items listed will require investigations for budget estimations and a further report to Council. This may mean that it is not possible to achieve completion of the projects in this financial year.

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## Background

In previous years, Council staff have received requests for streetscape upgrades from various people and community groups. These requests were prioritised based on a cost benefit analysis and the projects providing the highest benefit at the lowest costs were undertaken. There was little or no public consultation with this process.

Recent increases in community participation in this process have necessitated a new process involving Councillors and public consultation at an early stage of the process. In this way, the Councillors will determine which projects they consider will provide the greatest community benefit.

It is proposed that if Council is to continue the funding for streetscape improvements, then the public consultation process will begin early in the new financial year. The feedback from the community will be provided to Councillors via a report with recommendations on which projects appear to have the most community support. In this way, the projects are prioritised and, if practical, finished before the peak season. This may not be practical on larger projects which may still need to begin after the Easter weekend.

For this year's SRV Streetscape renewal programme there is insufficient time to undertake the community consultation as projects will need to be completed before the end of the financial year.

The 2018/19 SRV Streetscape renewal budget of \$512,500 provides for Landscape / Streetscape renewal projects. A prioritised list has been compiled by Council Staff (Attachment 1) for Council's deliberation.

A total of 12 projects with a total estimated cost of \$862,730 have been listed in Table One below. As the estimated cost of the 12 projects exceeds the budget by \$350,230, Council is required to prioritise which projects will be undertaken in 2019. Projects will be completed in the priority order until the budget is exhausted. Any projects not completed within the allocated budget will remain uncompleted and added to future priority listing for the 2019/20 Financial Year.

All projects are basically ready to go so constructability is not a factor to consider in the prioritisation.

**Table One**

<b>Projects</b>	<b>Cost</b>
1. Huskisson CBD - Owen St	\$ 115,500
2. Kangaroo Valley CBD	\$ 99,000
3. Vincentia Mall	\$ 68,200
4. Boree Street / Ulladulla Foreshore	\$ 110,000
5. Berry CBD	\$ 49,500
6. Jervis Bay Rd & Wool Rd Roundabout	\$ 89,100
<b>Subtotal</b>	<b>\$ 531,300</b>

<b>Projects to be considered for 2019/20</b>	
7. Batts Folly	\$ 99,000
8. Bolong Rd & Coolangatta Rd	\$ 31,130
9. Shoalhaven Heads Surf Lifesaving Path	\$ 52,800
10. Nowra – Osborne St	\$ 55,000

11. Huskisson Rd	\$ 80,300
12. Stewart PI Carpark	\$ 13,200
<b>Grand Total</b>	<b>\$ 862,730</b>

Although six projects will be listed in 2019/20, further projects may be requested and added to the list. The final list will then follow the public consultation process described previously in the early part of the new financial year.

**Community Engagement**

Community Consultative Bodies, representatives from various local Chamber of Commerce groups and Community Forum members in addition to proactive community members have proposed landscape upgrade works throughout the Shoalhaven area. This list is shown in Attachment 1.

Community consultation has commenced to ascertain the scope of works required and will continue to be undertaken as part of the delivery of these projects.

**Financial Implications**

Budget for 2018/19 is \$512,500. The estimate of cost for the top six projects overspends this budget by \$18,800. This could be sourced from the quarterly review process.

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SRV - Streetscape Renewal Budget \$512,000 2018/19 FY						
Area & scope	Project	Requested by	Design Req.	Cost estimate	Contingency 10%	Total
<b>Shoalhaven Heads</b>						<b>\$83,930</b>
SLSC carpark to McIntosh St	New 2m wide footpath on northern side of road between S'haven Heads SLSC & McIntosh St	D18/300964 - Shoalhaven Heads Community Forum	No	\$48,000	\$ 4,800	\$52,800
Cnr Bolong Rd & Coolangatta Rd	New landscape works to screen stockpile site from neighboring properties. Stage 1 = landscape concept plan, weed removal, shape existing dumped soil to mounded berms, prepare site for planting, mulch & maintain		No	\$14,800	\$ 1,480	\$16,280
Cnr Bolong Rd & Coolangatta Rd	Stage 2 = plant and turf in accordance with approved plan. Maintain till established		No	\$13,500	\$ 1,350	\$14,850
<b>Berry</b>						<b>\$49,500</b>
Queen St and Alexander St <b>replace asphalt</b>	New kerb to boundary paved footpath on northern side of Queen St and wrap around to corner of Alexander St, in accordance with Streetscape Technical Manual D18/91518		Yes	\$45,000	\$ 4,500	<b>\$49,500</b>
<b>Kangaroo Valley</b>						<b>\$99,000</b>
Mossvale Rd	New entryway treatment to northern and southern entrance to village. Upgrade existing street furniture, garden beds, bins in accordance with Streetscape Technical Manual D18/91518	David Gazzard D18/320273	No	\$90,000	\$ 9,000	\$99,000
<b>Nowra</b>						<b>\$167,200</b>
Osborne St	Tree planting remove & replant. Existing trees have been pruned over many years by Endeavour Energy. Replace with more suitable species in accordance with Streetscape Technical Manual D18/91518		No	\$50,000	\$ 5,000	\$55,000
Stewart Place Carpark	MIN17.926 Painting Galvanised Railings in the Stewart Place Carpark to match Nowra CBD. Not recommended to proceed due to ongoing issues with aesthetics and maintenance issues.		No	\$12,000	\$ 1,200	\$13,200
Batts Folly	Refurbish planting, whilst mainting the sandtone walling and seating in accordance with the Conservation Management Plan. Provide pathways to the perimeter with pram ramps linking to North & Bridge Sts.		Complete	\$90,000	\$ 9,000	\$99,000
<b>Huskisson</b>						<b>\$284,900</b>
Owen St (western end/southern side)	Complete streetscape upgrade = powdercoat existing handrails, repaint seat frames, install Elyxe lighting in accordance with Streetscape Technical Manual D18/91518		No	\$50,000	\$ 5,000	\$55,000
Cnr Owen St & Currambine St	Remove grass adjacent to concrete footpath, relevel and replace.		No	\$15,000	\$ 1,500	\$16,500
Owen St (northern side between Sydney St to Hawke St	Footpath upgrade. Provide detailed construction drawings for Tender. Survey, investigation, concept, cost estimate, detailing, final costs, approvals required		Yes	\$40,000	\$ 4,000	\$44,000
Roundabout Jervis Bay Rd & Wool Rd	Plant roundabout with low water/low maintenance appropriate plants + 2m concrete safety strip inside roundabout.	D18/208701 : The Hon Ann Sudmalis MP for Julian Vyner	No	\$81,000	\$ 8,100	\$89,100
Huskisson Rd	North & south sides of road between Huskisson Bowling Club entrance & Kiola Rd.		concept requiring Chamber approval	\$73,000	\$ 7,300	\$80,300

<b>Vincentia</b>							<b>\$68,200</b>
Burton Street Mail	Temporary = 4 x 120lit bins redundant from Owen Streetscape upgrade 2017/18 FY		No	\$2,000	\$	200	\$2,200
Burton Street Mail	Remove lavender beds, bike racks as per community request. Reinstate with suitable hardstand		No	\$25,000	\$	2,500	\$27,500
Burton Street Mail	Mall upgrade. Stage 1 = Concept sketch for working group discussion.		concept required	\$5,000	\$	500	\$5,500
Burton Street Mail	Stage 2 = Provide schematic design 20% plus indicative costings (Survey, investigation, concept, cost estimate)		schematic design required	\$8,000	\$	800	\$8,800
Burton Street Mail	Stage 3 = Provide detailed 80% ready for QS (detailed drawings for Tender, approvals required)		detail design required	\$10,000	\$	1,000	\$11,000
Burton Street Mail	Stage 4 = Provide detailed construction drawings for Tender. Survey, investigation, concept, cost estimate, detailing, final costs, approvals required		Construction drawings required	\$12,000	\$	1,200	\$13,200
<b>Ulladulla</b>							<b>\$110,000</b>
Borea St	Carpark, replacement of trees and creation of garden beds.		design required	\$30,000	\$	3,000	\$33,000
Ulladulla foreshore	New pathway decking over existing Norfolk Island Pines due to tree root causing trip points		No	\$15,000	\$	1,500	\$16,500
Princes Highway	Main CBD precinct upgrade. Repaint bins, seats, rejuvenate planting		No	\$55,000	\$	5,500	\$60,500
<b>Total</b>							<b>\$862,730</b>

## SA18.277 Kerb & Gutter Ratepayer Advance - 9 Minerva St & 27 - 33 Anne St Vincentia

HPERM Ref: D18/386019

Group: Assets & Works Group  
Section: Works & Services

### Purpose / Summary

The purpose of this report is to allow Council to consider entering into a Ratepayers Advance arrangement for the costs incurred by Council in constructing kerb and guttering along a public road adjacent to the land, in accordance with Section 217 of the Roads Act 1993. (POL16/148) "Kerb and Gutter – Charges applicable".

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

That Council enter into a Ratepayers Advance Agreement, executed under the Seal of Council with:

1. David & Wendy Michelle Wilson, 9 Minerva Avenue, Vincentia NSW 2540 in respect of Kerb and Gutter construction along the side boundary (Anne Street) to the value of \$12,797.26 (advance) of which \$2,416.82 is the contribution, \$10,380.44 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$12,975.55.
2. Anthony John & Christine Janette Hanson, 27 Anne Street, Vincentia in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
3. Anka & Mato Bautovish, 29 Anne Street, Vincentia in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
4. Julian Blakeney & Sue Gosper Carr, 31 Anne Street, Vincentia in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
5. Maria Kosiak, 33 Anne Street, Vincentia in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
6. The Common Seal of Council of the City of Shoalhaven be affixed to any documentation required to be sealed otherwise the General Manager be authorised to sign any documentation necessary to give effect to the resolution.

### Options

1. Council accept the recommendation as presented.

Implications: Council will be contractually bound to repay contributions plus interest as per the Policy. The ratepayers and Council will benefit from the proactive efforts of

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ratepayers to improve drainage, appearance and access to properties and it may minimise erosion of the existing road verge.

2. Council not accept the recommendation, giving reasons and propose an alternative resolution.

Implications: Residents are entitled to this consideration and if denied will be without kerb & gutter infrastructure and may seek reconsideration.

### **Policy Implications**

Council has in place a program whereby Ratepayers can pay the full cost of the provision of kerb and gutter along a public road adjacent to their land, where the work is not identified in Council's Capital Works program. This Policy accommodates ratepayers who wish to have kerb and gutter ahead of Council's planned program. Under the program Council enters into a formal agreement with the ratepayer, for them to advance to Council the full cost of the work and for Council to repay Council's component of cost, after a period of 5 years.

Nil, this proposal conforms to the policy.

### **Financial Implications**

The total "debt" that Council will repay including interest at 5% will be \$32,939,35

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## **SA18.278 Parkcare Action Plans - Sanctuary Point Graffiti Parkcare / Cronin Place Reserve Parkcare**

**HPERM Ref:** D18/399361

**Group:** Assets & Works Group

**Section:** Works & Services

**Attachments:** 1. Report Attachment - Draft - Sanctuary Point Graffiti - Parkcare Action Plan [↓](#)  
2. Report Attachment - Draft - Callala Bay - Cronin Place - Parkcare Action Plan [↓](#)

### **Purpose / Summary**

To present the updated draft Sanctuary Point Graffiti Parkcare Group and Cronin Place Reserve Parkcare Group (Callala) Action Plans for consideration.

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

1. Council endorse updated 'Parkcare' Plans for Sanctuary Point and Cronin Place (Callala) with no amendments.
2. Council continues to allocate ongoing annual funding of \$400 (CPI adjusted and exc GST) per plan to cover safety PPE, miscellaneous materials, waste disposal and purchase of minor tools.

### **Options**

1. Approve continued endorsement of Sanctuary Point Graffiti Parkcare Group and Cronin Place Reserve Parkcare Group (Callala) and adopt the draft Action Plans with no amendments.

Implications: Annual cost of \$800 currently allocated for continuing support of Parkcare objectives offset by the free resource offered to Council.

2. Reject the ongoing support of Sanctuary Point Graffiti Parkcare Group and Cronin Place Reserve Parkcare Group (Callala) pending changes to the Action Plans.

Implications: Lost opportunity for continued volunteer groups at Cronin Place, Callala and a group of volunteers dedicated to removing graffiti in Sanctuary Point surrounds. Lose potential improvements in maintenance and community engagement with Parks.

### **Background**

Council currently has 49 Parkcare Groups with 440 volunteer members under its Parkcare Programme. Sanctuary Point Graffiti Parkcare Group and Cronin Place Reserve Parkcare Group (Callala) Action Plans are due for re-adoption with no amendments.

### **Community Engagement**

Participation and involvement in the groups are open to all community members.

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**Financial Implications**

No further cost to Council as both groups have been established in the Shoalhaven for a number of years and have been allocated finance in future budgets.

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**SANCTUARY POINT GRAFFITI PARKCARE ACTION PLAN**

**Document Number:** D18/385984 • **Adopted:** Date • **Minute Number:** Minute number • **File:** 35254E • **Produced By:** Assets and Works Group • **Review Date:** Review Date

**CONTACT INFORMATION**

<b>Group Name:</b>	Sanctuary Point Graffiti Parkcare Group
<b>Contact:</b>	Please contact Council Staff
<b>Reserve Name:</b>	All Council Reserves & Parks
<b>Location:</b>	Sanctuary Point & St Georges Basin
<b>Reserve No:</b>	All

**1. PARKCARE GROUP GOALS**

Enhance Council's Reserves & parks through graffiti control, litter pick up and minor maintenance

**2. SHOALHAVEN PARKCARE GROUP ACTIVITIES TABLE (to be in conjunction with attached site map)**

**NOTE:** Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low

<b>GROUP ACTION (these should relate to your project description)</b>	<b>PRIORITY</b>	<b>METHOD</b>	<b>TIMING</b>
Graffiti control	H	Painting, graffiti wipes & graffiti removal liquid	Ongoing
Litter control	H	By Hand	

**3. PARKCARE GROUP ACTION PLAN**



**4. PARKCARE GROUP WHS & EQUIPMENT REQUIREMENTS**

Type of Activity	Yes	SWMS name included
Graffiti removal	Yes	SDS sheets as required.
Roadside Waste, Biological Waste & Park Litter Collection	Yes	SWMS1417

**5. COUNCIL SUPPORT**

Technique advice and support
Appropriate tools supplied
Supply materials

**6. A SITE HAZARD AND RISK ASSESSMENT IS TO BE COMPLETED FOR THE PARKCARE SITE AT THE TIME OF EACH WORKING BEE**

**7. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required	Date issued
Hats	1/12/2011 and reissued as required
Gloves	1/12/2011 and reissued as required
Safety Vests	1/12/2011 and reissued as required
Rubber Gloves	1/12/2011 and reissued as required
Safety Glasses	1/12/2011 and reissued as required

**8. POSSIBLE FUTURE FUNDING**

Project	Funding source
Ongoing graffiti control Sanctuary Point and St Georges Basin	Parkcare Budget Graffiti Budget

**9. PLAN WILL BE REVIEWED EVERY THREE YEARS**

**10. LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO**

Name of document	Year it was produced	Produced by
Graffiti Management Policy	2013	Shoalhaven City Council

**Parkcare Group Name** .....

**Coordinator Name** .....

**Signature** .....

**Date** .../.../...



**CRONIN PLACE RESERVE PARKCARE ACTION PLAN**

**Document Number:** D18/385779 • **Adopted:**      • **Minute Number:**      •  
**File:** 37850E • **Produced By:** Assets and Works Group • **Review Date:**

**CONTACT INFORMATION**

<b>Group Name:</b>	Cronin Place Reserve Parkcare Group		
<b>Contact:</b>	Matthew Mottram		
<b>Address:</b>	17 Cronin Place, Callala Bay		
<b>Email:</b>	mandsmotrom@outlook.com		
<b>Reserve Name:</b>	Cronin Place Reserve		
<b>Reserve Number:</b>	CCA313		
<b>Land Tenure:</b>	Council	<b>Comm. Land Type:</b>	Park

**1. PARKCARE GROUP GOALS**

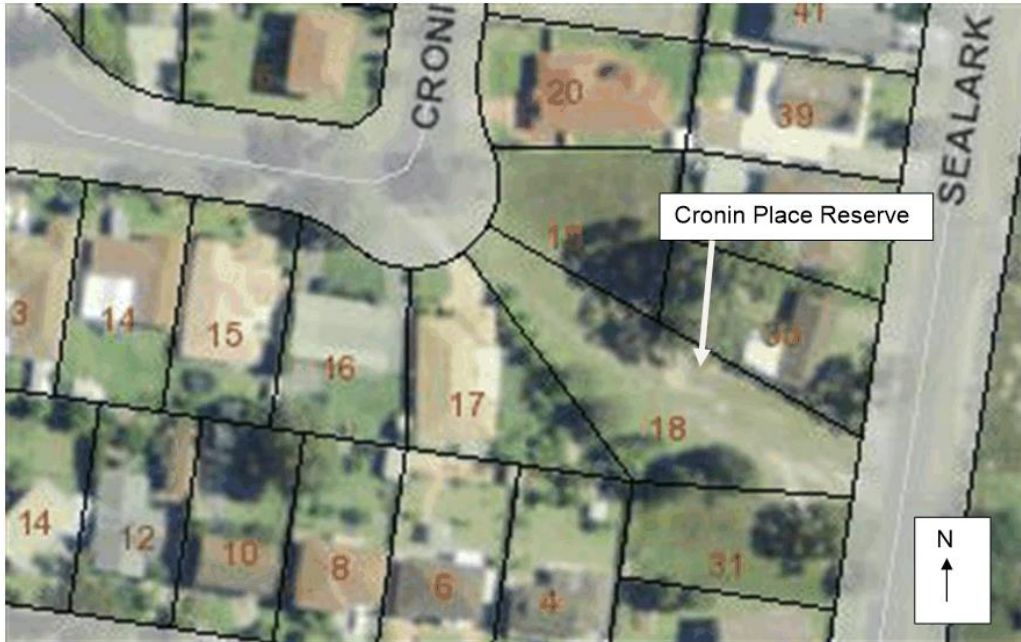
Mow and maintain Council Reserve to supplement Council’s maintenance schedules.
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**2. SHOALHAVEN PARKCARE GROUP ACTIVITIES TABLE (to be in conjunction with attached site map)**

**NOTE:** Priority should be rated as H = High (within 12 months); M = Medium (1-3 years); L = Low

GROUP ACTION	PRIORITY	METHOD	TIME
Mow and whipper snipper reserve	H	Using motorised equipment	Ongoing
Litter collection	H	By hand	Ongoing

3. PARKCARE GROUP ACTION PLAN MAP



4. PARKCARE GROUP WHS & EQUIPMENT REQUIREMENTS

Type of Activity	Yes	SWMS name included
Line Trimmer	Yes	SWI41
Mower – Ride On	Yes	SWI50
Roadside Waste, Biological Waste & Park Litter Collection	Yes	SWMS1417

5. COUNCIL SUPPORT

Provide horticultural advice
Technical support

6. A SITE HAZARD AND RISK ASSESSMENT IS TO BE COMPLETED FOR THE PARKCARE SITE AT THE TIME OF EACH WORKING BEE

**7. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE**

PPE Equipment Required	Date issued
Gloves	To be provided on plan approval
Sunscreen	To be provided on plan approval
Insect repellent	To be provided on plan approval
Hats	To be provided on plan approval
Safety Glasses	To be provided on plan approval

**8. POSSIBLE FUTURE FUNDING**

Project	Funding source
NIL	

**9. PLAN WILL BE REVIEWED EVERY THREE YEARS**

**10. PLEASE LIST OTHER LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO**

Name of document	Year it was produced	Produced by
Generic Plan Of Management Parks No6	2001	SCC
Generic Plan Of Management Community Use No8	2001	SCC

**11. RECOMMENDED PLANTING/REVEGETATION SPECIES LIST**

OVERSTOREY TREES	
Botanical	Common
NIL	
SHRUBS	



<b>Botanical</b>	<b>Common</b>
NIL	
<b>UNDERSTOREY (grasses, herbs, climbers)</b>	
<b>Botanical</b>	<b>Common</b>
NIL	

**12. SITE WEED LIST**

<b>Noxious</b>	<b>Environmental</b>	<b>Control Method</b>
NIL	NIL	

**13. PARKCARE SITE SPECIES LIST**

<b>OVERSTOREY TREES</b>	
<b>Botanical</b>	<b>Common</b>
NIL	
<b>SHRUBS</b>	
<b>Botanical</b>	<b>Common</b>
NIL	
<b>UNDERSTOREY (grasses, herbs, orchids)</b>	
<b>Botanical</b>	<b>Common</b>
NIL	
<b>UNDERSTOREY (vines &amp; climbers)</b>	
<b>Botanical</b>	<b>Common</b>
NIL	

**Parkcare Group Name:** .....

**Coordinator Name:** .....

**Signature:** .....

**Date:** ...../...../.....

## SA18.279 Licence to Desert Developments Pty Ltd - 83 South Street Ulladulla

HPERM Ref: D18/379537

Group: Assets & Works Group  
Section: Business & Property

Attachments: 1. Plan [↓](#)  
2. Resolution - Licence Agreement [↓](#)

### Purpose / Summary

This report seeks Council approval of a licence for vehicle access to the new owners of the Dolphin Spa Car Wash over Council land (refer to attachment 1) following the sale of the business by the previous owners D & D Dale, R Hitchcock and A McKenna to Desert Developments Pty Ltd. The proposed licence agreement records the change of ownership.

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

That Council:

1. Grant a licence to Desert Developments Pty Ltd giving rights for vehicles using the Licensee's car wash business on Lot A DP157079 to exit the property over Council's adjoining land being Lot 11 DP791198 on the same terms as that granted to D & D Dale, R Hitchcock at a rental of \$1 per annum for a term expiring when the traffic corridor on Lot 11 DP791198 ceases to be available or when Lot 11 DP791198 is required by Council for redevelopment.
2. Authorise the Common Seal of the Council of the City of Shoalhaven be affixed to any documentation requiring to be sealed and delegate to the General Manager authority to sign any documentation necessary to give effect to this resolution.

### Options

1. Resolve as recommended.

Implications: The licence is required to record the change of ownership.

2. Not adopt the recommendation.

Implications: The purchaser will not be afforded the ability to efficiently manoeuvre cars through the carwash.

### Background

In August 2006 pursuant to Minute 1089 (refer to attachment 2) Council resolved to grant a licence to M & G Gee giving rights for vehicles using the Licensee's car wash business at 83 South Street, Ulladulla to exit the property over Council's adjoining car park. Under the same minute Council also resolved to give consent to any sale by Mr & Mrs Cross of the fee simple interest.

Both the fee simple interest and the car wash business have been sold to D & D Dale, R Hitchcock and A McKenna and a new licence agreement was entered into on 8 January

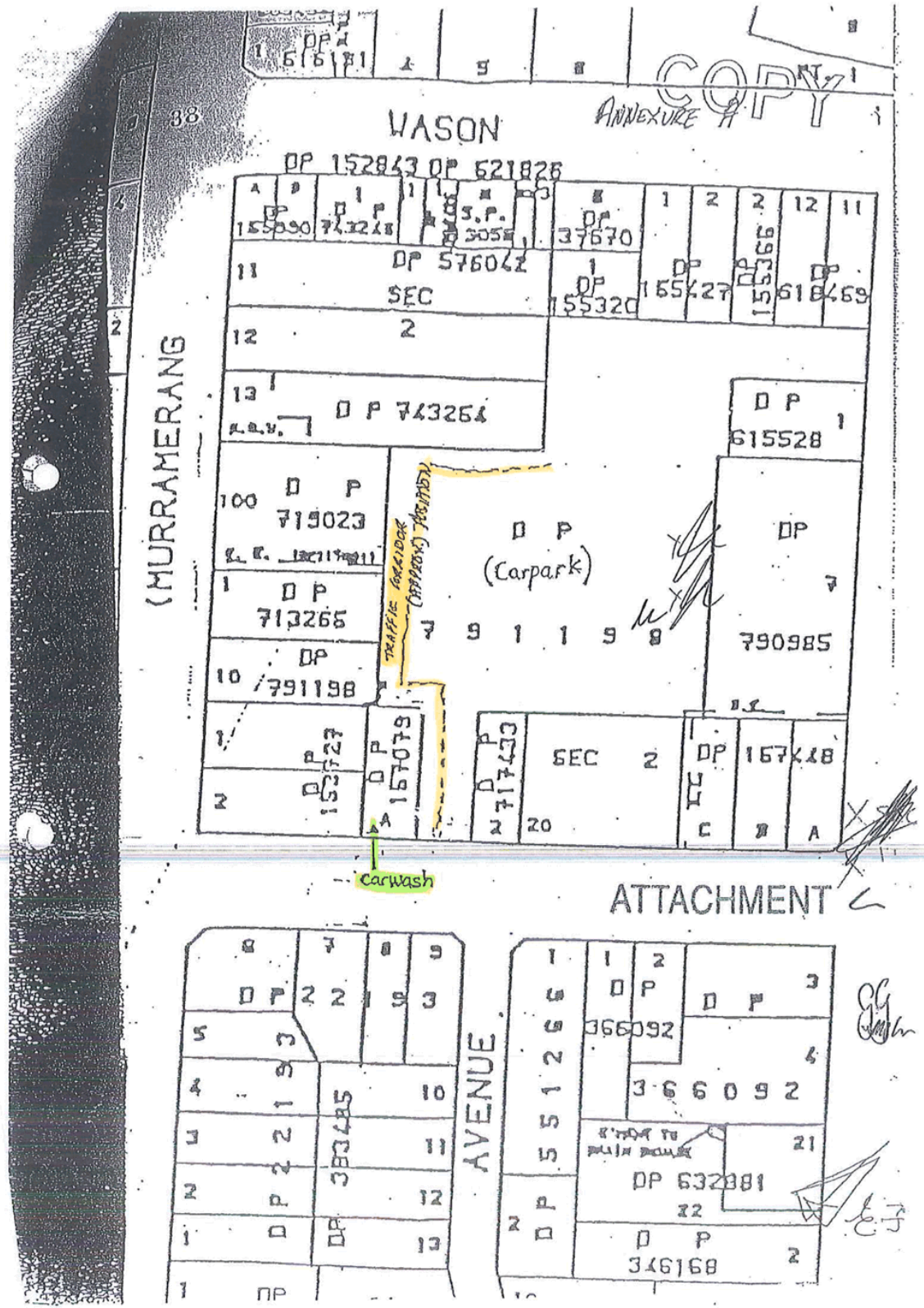
2007 They have requested Council to grant a licence to them giving the same rights of access over Council's adjoining car park as that granted to Gee.

Both the fee simple interest and the car wash business are again the subject of a sale. Council has been contacted by D & D Dale, R Hitchcock and A McKenna to request a new licence be granted to the purchasers, Desert Developments Pty Ltd giving them the same rights of access over Council's adjoining car park as that granted to them.



*Dolphin Spa Car wash, South Street Ulladulla bordered above in blue*

SA18.279



SA18.279 - Attachment 1

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ADOPTED AT COUNCIL MEETING HELD ON TUESDAY 22 AUGUST, 2006

1089. (Page9, Item 13) Licence for Carwash ~ M & G Gee, 83 South Street, Ulladulla File 34689

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This item was withdrawn and dealt with separately.

RECOMMENDED that consideration of the Licence for Carwash – M & G Gee, 83 South Street, Ulladulla, be deferred pending further information being presented to Councillors prior to the Ordinary Meeting of Council on 22<sup>nd</sup> August 2006.

**RESOLVED on a MOTION of Clr Willmott, seconded Clr Young, that:**

- a) **The Council of the City of Shoalhaven grants a licence to M & G Gee giving rights for vehicles using the Licensee’s car wash business on Lot A DP157079 to exit the property over Council’s adjoining land being Lot 11 DP 791198, in similar terms to that enjoyed by Mr & Mrs Cross, at a rental of \$1 per annum for a term expiring when the traffic corridor on Lot 11 DP791198 ceases to be available or when Lot 11 DP791198 is required by Council for redevelopment.**
- b) **The Council of the City of Shoalhaven, as Caveator of Lot A DP157079, consents to registration of the lease from A & C Cross to M & G Gee for Lot A DP157079 and any sale by Mr & Mrs Cross of the fee simple interest.**
- c) **The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed and that otherwise the General Manager be authorised to sign any documentation necessary to give effect to this resolution.**

The MOTION upon being PUT to the meeting was declared CARRIED.

SA18.279 - Attachment 2

## SA18.280 State of the Environment Report Cards 2017/18

**HPERM Ref:** D18/350799

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

**Attachments:** 1. State of the Environment Report Cards 2017/18 (under separate cover)

### Purpose / Summary

Inform Council of the completion of the Shoalhaven State of Environment (SoE) Report Cards for 2017/18.

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

That Council receive the State of the Environment Report for 2017/18 for information and note its contents.

### Options

1. As recommended.

Implications: Nil.

2. Adopt an alternative recommendation.

Implications: Will depend on the recommendation.

### Background

The purpose of the State of the Environment Report (SoE) is to provide a summary of the attributes of the local government environment and the human impacts upon that environment. It also provides a public record of the activities of government, industry and the community in protecting and restoring the environment. The preparation of the SoE Report is a requirement of the NSW Local Government Act 1993.

The attached SoE Report Cards for 2017/18 have been completed and will be published as part of Council's Annual Report and on Council's website.

The following are some of the significant stand out statistics for 2017/18.

### Community

- Total waste collected at kerbside has decreased by 30 kilograms per capita over the last 12 months. This can, in part, be attributed to the container deposit scheme introduced in December 2017.
- 25% of the wastewater collected by Council during the year was recycled and reused.
- Residential Water consumption increase by 15% reflecting the dryer conditions experienced over the last 12 months.
- More than 600 water samples were collected and approximately 5,000 tests were conducted over 20 catchments. 77% of these tests passed the Water Quality Guidelines

for primary contact water. Those sites that did not pass were on smaller tributaries that are not used for swimming.

### **Corporate**

- Council's corporate energy consumption remained static at 1.21 gigajoules per resident per day.
- 94% of Council's fleet is now made up of 4-cylinder vehicles. Council is currently tracking better than average in this regard when compared against other Local Government Areas.
- Council has reduced its greenhouse gas emissions by 12% on 2010/11 levels. This data is calculated from Council's use of electricity, landfill emissions, waste water emissions corporate fleet and gas emissions. Council is currently tracking 11% better than the national average when compared against other Local Government Areas for greenhouse gas emissions.
- Average water consumption at Council assets increased by 14.6% which is a similar increase to that of the community over the last 12 months. Council is currently tracking 4% better than the national average when compared against other Local Government Areas.

### **Key Issues:**

#### **Reporting Improvements**

The SoE Report uses Planet Footprint Pty Ltd to provide a 'snapshot' of our state of the environment. These report cards reflect both the Shoalhaven community's environmental footprint and the Council's corporate environmental footprint.

This report is presented in a graphical format, which is easily converted to media releases and has many promotional applications. These report cards are included for information.

With the introduction of integrated reporting it is intended that the SoE Report reflects the environmental issues raised in Council's Integrated Strategic Plan. The SoE reports on how well these issues are tracking and can influence the direction of Council's Plans in the future.

Future SoE reports need to ensure there is a link between this report and Council's Integrated Strategic Plan. Future reports will look to integrate Council's commitment to the Cities Power Partnership and Sustainability Advantage programs and our progress on meeting these goals.

#### **Community Engagement**

Extensive community consultation was undertaken for the Council's Community Strategic Plan. The information gathered in the surveys and face-to-face interactions were collated and used in the preparation of the Plan. This information will now be used to ensure that Council's SoE Report focuses on the environmental issues that the community considers are a priority.

## **SA18.281 Trees - Example Audit, Value and Status - Shoalhaven Local Government Area**

**HPERM Ref:** D18/293311

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

**Attachments:**

1. Assessment of environmental, economic and social benefits of trees in a Shoalhaven City Council case study - University of Technology Sydney (under separate cover)
2. University of Technology Sydney, Tree Comparison 2014 v 2018 [↓](#)
3. Urban Tree and Bushland Policy - Sutherland Council (under separate cover)

### **Purpose / Summary**

Report the findings of the example urban tree canopy audit undertaken by University of Technology Sydney (UTS) and detail how other Councils are managing trees on public land in urban areas and how they are valued in that landscape.

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

That Council:

1. Receive the St Georges Basin urban canopy study area report prepared by the University of Technology Sydney for information.
2. Review relevant current policies to consider opportunities to better protect and enhance the urban tree canopy.
3. Consider a city wide, or larger area audit to better inform Council on the economic, social and environmental value of trees in urban areas. (Refer to 2019/20 Budget considerations.)
4. Consider a subsequent report on the detail of a possible “tree replacement policy” in line with those of other Councils and the previous Council resolution (MIN18.733).

### **Options**

1. As recommended.

Implications: This will require changes to policies and processes related to how Council assesses tree removal and development applications on private, public and development sites. It will require consideration of the existing tree canopy for Council owned and managed lands.

Implementing an “urban tree and bushland policy”, like Sutherland Shire Council’s policy, would potentially provide a funding source for replacing and replenishing the urban tree canopy.

Undertaking a larger area or citywide audit of the urban tree canopy using the ‘i-tree’ audit method would better inform Council of the economic value in dollar terms for trees within urban areas.

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2. Do nothing.

Implications: Increasing community representation is being received in this regard. There is currently limited ability to implement compensatory planting within Council's current policies. There is no compensatory planting for tree loss on development sites and limited compensatory planting mandated for tree removal approvals on public land when requested by the public.

**Background**

Urban canopy tree audit ("i-tree") - St Georges Basin selected area

To better understand the value of trees in our urban areas, the former Sustainable Futures Committee resolved, in part, on 29 November 2017 (SF17.30) to:

*Undertake a selected audit of the urban tree canopy to help Council understand the economic and other values trees provide to the communities of the Shoalhaven.*

University of Technology Sydney (UTS) were engaged to conduct an evaluation of the environmental, economic and social benefits of trees within a selected urban area in St Georges Basin using "i-tree" modelling software based on spatial analysis from aerial photography.

Their Report, "Assessment of environmental, economic and social benefits of trees in a Shoalhaven City Council case study", is provided for information as **Attachment 1**.

The "i-Tree" modelling computer software program was developed by the United States Department of Agriculture Forest Service. It can calculate parameters such as air pollution removal and carbon sequestration and storage, and associated economic values using aerial imagery. More detailed and accurate calculation outputs can be obtained by collecting data from sample plots in the field where tree species can be identified. Whether a tree is deciduous or not, which alters the calculations, can be determined from field data for example.

The key findings of the Report for the selected 25.6ha urban area at St. Georges Basin (shown in Figure 1 below) are that tree cover within the area (24% of the 25.6ha) stored CO<sub>2</sub> to the value of \$88,565.42 and sequestered CO<sub>2</sub> annually to the value of \$4,479.62.

The trees in this area also reduced air pollution with the value calculated at \$1033.67 per year. The audit also modelled scenarios based on an increased tree canopy cover within the study area to provide a benefit in Australian dollars as well as a decrease in tree canopy for comparison (Table 9 of the attached report). It clearly shows increasing the area of tree cover within the selected area would provide a substantial increase in the benefits trees provide when measured in economic terms.

For example, if the tree canopy was increased from the current 24% of the study area to 28.2% or 33.9% the amount of air pollution removed from the atmosphere converted to Australian dollars (AUD) would increase from the current \$1033.67 per year to \$1218.87 and \$1464.36 respectively. The value of carbon storage per year by the tree canopy would increase from the current \$88,565.43 to \$104,433.40 and \$125,467.69 respectively. A decrease to 18% tree canopy for the study area reduces the air pollution and carbon storage benefits to \$775.25 and \$66,424.07 respectively.

The report also provides a review of the social, environmental and economic benefits of urban trees and these directly relate to issues being raised with Council by Community Consultative Bodies (CCBs) and community members.

In summary, trees within urban areas are important for property values, human physical and mental health, and the amenity of our urban areas. Trees also provide habitat value for the native fauna that draws people and tourists to Shoalhaven. Specifically, the UTS report

references multiple benefits-based studies in a number of countries and other local government areas of Australia with trees in urban areas being able to:

- Protect and improve biodiversity
- Improve rainfall interception benefits
- Improve amenity and public health (both physical and mental)
- Reduce air pollution by removing carbon monoxide, ozone, nitrogen dioxide and particulate matter
- Minimise space heating and cooling energy demands in buildings through shading
- Sequester the important greenhouse gas, atmospheric carbon dioxide, by photosynthesis
- Add to the economic value of properties

The key recommendation in the report is that “state governments and local councils should focus on developing possible implementation methods for the protection of existing urban trees and the creation of new urban forests through innovative programs.”

In this regard, Sutherland Shire Council has designed and implemented an award-winning policy and system for the management and restoration of their urban forests (see **Attachment 3**) and this is discussed further below.

For interest, a simple comparison of the tree canopy within the UTS study area at St Georges Basin was conducted by Council’s Environmental Services staff using the 2014 aerial image available on Council’s GIS and a Google Maps 2018 image to identify approximately 80 trees that have disappeared from the urban landscape in approximately 4 years (see **Attachment 2**).



Figure 1 – the subject area of the UTS “i-tree” audit.

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#### Urban canopy tree audit (“i-tree”) – Nowra urban area

To build on the above and better understand the value of trees within the urban area, Council could consider commissioning an i-tree audit using an aerial photo-based tree assessment of the Nowra urban area that would take approximately 6–12 weeks to complete at a cost of approximately \$7000 to \$15000 (depending on the scale at which the analysis was undertaken)

An alternative to this assessment is to undertake the audit using the same software with data collected in the field from approximately 200 sampled plots. The fieldwork-based audit and assessment would take approximately 9–12 months and cost between \$50,000 and \$75,000. The advantage of the fieldwork-based assessment is that data collected from the plots would allow for a more accurate dollar value to be assigned to various tree species.

#### Tree replacement policy

In September 2018 Council requested (MIN18.733) that:

*Staff prepare a draft policy on “compensatory tree planting” following the legal removal of trees in our city. This policy would need to address, but not be restricted to the following:*

- a. *Suitable sites to plant new trees, especially in non-residential locations.*
- b. *The ideal new tree to old tree ratio.*

- c. *The possibility of recoupment costs.*
- d. *The investigation of similar policies that may exist in other municipal areas*

This is in line with the strategy of the NSW State Government as they recently announced grant availability for Greater Sydney region Councils to meet an objective to plant five million trees and enhance the tree canopy of Greater Sydney. Whilst these grants are not available to regional Councils it is important to note the recognition that the urban tree canopy contributes to the health, sustainability and climate adaptation capacity of communities. More information on this grant is available at:

<https://www.planning.nsw.gov.au/Policy-and-Legislation/Open-space-and-parklands/5-million-trees/Five-Million-Trees-grant>

Within the Greater Sydney Region, Sutherland Shire Council has already implemented a policy based on an award-winning model for “Bringing Back our Indigenous Tree Canopy: Green Streets Program”. More information on this is available at:

[https://www.lgnsw.org.au/files/imce-uploads/90/Sutherland\\_bringing\\_back\\_canopy.pdf](https://www.lgnsw.org.au/files/imce-uploads/90/Sutherland_bringing_back_canopy.pdf).

Other Councils such as Wollongong City Council prepared policies to protect the urban tree canopy based on Sutherland’s model.

The Sutherland Policy (**Attachment 3**) provides for trees lost through tree removal applications and in development to be compensated with local native tree species at varying ratios at a cost of approximately \$110 per tree to the resident or applicant for development sites (the exact figure per tree varies – feedback from Sutherland Shire Council). The ratios (number of replacement tree per removed tree) within the policy are as follows:

- 4 to 1 for approvals to remove trees on private land,
- 5 to 1 for approvals to remove trees on public land
- 5 to 1 replacement tree planting for illegal removal.

Tree replacement to compensate for tree loss on development sites is managed or facilitated through:

- Incorporating compensation requirements in the planning framework
- Development of a Voluntary Planning Agreement pro-forma for offsite compensatory planting.
- Require replacement planting when trees are removed with consent at a rate of 5:1 onto public land.

The compensatory tree policy is funded via tree removal approvals and development applications and in part through revenue from illegal tree removal prosecutions.

Trees for compensatory plantings come from a community nursery operated by Sutherland Shire Council that relies in part on volunteers from their community. Trees are planted by Council staff where trees can be looked after by community members who volunteer to look after the trees.

A similar model and policy in Shoalhaven requires considerably more detail beyond that required for this current report. However, producing a policy of this nature aligns with Part 2 of MIN18.733 from the Ordinary Meeting of 25 September 2018 – develop a draft policy on “compensatory tree planting” following the legal removal of trees in our city as previously mentioned and will be reported at a later date.

### **Community Engagement**

The community via CCBs and individual residents has already contacted Council to express concern over the loss of trees within urban areas of the City.

Should a model like Sutherland's be pursued, the community would need to be consulted further to see whether there is support for an approach of this nature.

### **Policy Implications**

Changing how Council manages the urban tree canopy in the City would require changes to a number of documents such as the current Shoalhaven DCP 2014 Chapter G4 (Tree and Vegetation Management) and internal processes such as consideration of trees during Council works and projects.

### **Financial Implications**

Currently the economic value of trees is not considered in existing policies, so Shoalhaven is currently losing natural capital. Trees are not currently treated as an asset, so the cost of tree loss to the community is currently unknown. There are likely to be costs associated with implementing any changes to policies including staff time to assess additional applications and would need to be the subject of a further report to Council should it be resolved to investigate a policy based on the Sutherland model.

### **Risk Implications**

Should Council decide to not do anything, the existing urban canopy will continue to be undervalued and the urban tree canopy will continue to decline.

Other risks of not protecting and renewing our urban tree canopy include negatively impacting on human health and not capitalising on the social and economic benefits of the urban tree canopy.

## St Georges Basin Tree Comparison



Figure 1. SCC 2014 – blue dots indicate trees that are no longer there when compared to the 2018 Google Maps snip below.



Figure 2. Google Maps 2018

## SA18.282 Sustainability Program Update

**HPERM Ref:** D18/376211

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

**Attachments:** 1. Sustainability Advantage - SCC Strategic Review Report Final 191118 - November 2018 [↓](#)

### Purpose / Summary

Update the Committee on the progress of the Sustainability Advantage Program, the appointment of the Sustainability Coordinator, and the outcome of the initial Strategic Review of Council's Sustainability Program.

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

That Council:

1. Accept the report for information.
2. Endorse the General Manager reviewing the Sustainability Coordinator position and the need for a full-time position (currently only 2 days per week) to enable effective coordination and delivery of sustainability programs across all areas of Council (Job No. 15920) and that funding is sourced from existing salary budgets.
3. Note that a Sustainability Planning Workshop (Management Diagnostic) across Council's senior management will be arranged to identify the key issues, actions and priorities the organisation needs to progress for a coordinated sustainability program and that a further report will be provided to Council following the workshop.

### Options

4. Adopt the recommendation.

Implications: Will lead to improved integration and coordination on sustainability across the Council organisation and costs will be met from existing budgets.

5. Adopt an alternative recommendation

Implications: Depending on the alternative this could have a range of implications. Not resourcing a full-time dedicated officer to coordinate sustainability across the organisation will leave Council in its current position of only being able to coordinate this workload at 14hrs a week. This will result in slower uptake and limit capacity for coordination across Council.

The Management Diagnostic workshop is run, at no cost to Council, by NSW Office of Environment's Senior Project Officer for Sustainable Advantage Program and aims to identify key issues, actions and priorities that an organisation needs to progress their sustainability program. Not supporting this workshop will result in Council needing to undertake this work, possibly at its own cost.

## Background

The Sustainability Advantage Program is coordinated through the NSW Office of Environment & Heritage (OEH) and is assisting Local Governments, non-government organisations (NGOs) and businesses across New South Wales to achieve increased competitiveness and improved bottom lines through resource efficiency, staff engagement and sustainable business planning.

‘Sustainability Advantage’ has been running for over a decade, and now has participation from over 500 organisations, providing a broad support network for organisations to strategically plan and work effectively to achieve sustainable resource management and improved environmental outcomes.

The former Sustainable Futures Committee resolved on 22 January 2018 (SF18.1) to participate in the NSW Government’s Sustainability Advantage Program and consequently Council signed up as a partner in February 2018.

## Progress on Actions

In May 2018, Council engaged a consultant through OEH to help identify and prioritise initial actions through a strategic review of Council’s Sustainability Program. The consultant initially conducted a website review, followed by interviews with relevant Council personnel from Environmental Services, Shoalhaven Water, Waste Services, Supply Chain, Traffic & Transport and Integrated Planning & Reporting areas. The purpose of these interviews was to gain information and insight into Council’s project evaluation process, and to measure the level of focus given to sustainability throughout the organisation.

In September 2018, Council appointed a Sustainability Coordinator (2 days per week), reporting to the Environmental Services Manager. The roles and responsibilities of the Sustainability Coordinator include:

- Develop and implement environmental sustainability plans, policies and procedures in consultation with Council’s Planning Environment & Development Group, Councillors and Council Staff
- Manage the planning, preparation and implementation of approved environmental initiatives to address issues such as energy, emissions, water, biodiversity and waste.
- Provide timely strategic advice for Council management and relevant committees to facilitate informed decision making on environmental management issues.
- Develop and coordinate applications for funding, rebates and grants for environmental sustainability initiatives.
- Facilitate the development and maintenance of partnerships that support sustainability initiatives, including the Sustainability Advantage Program.
- Represent Council at environmental forums and meetings and establish positive working relationships with other Councils, State and Federal Government agencies and authorities, NGO’s, consultants and contractors relating to environmental issues.

The Sustainability Coordinator will work closely with OEH representatives, consultants, Councillors, and Council staff on ‘Sustainability Advantage’ and has already made progress by being the catalyst in the delivery of the Consultants’ Strategic Review (see **Attachment 1**) that was completed and provided to Council by the OEH Consultant on 6 November 2018.

The Strategic Review presents analysis of Council’s current approach to sustainability in project planning, development and implementation, and provides subsequent recommendations to improve the focus of sustainability across the organisation.



## Strategic Review – Key Findings

Some of the key findings of the Strategic Review include:

- Definition - Council does not have a clear documented definition for Sustainability.
- Support - The commitment for Council's sustainability programs currently lacks top-down support.
- Approach - The current sustainability projects lack a clear direction and fail to identify achievable goals, targets, KPIs and demonstrate a substantial lack of coordinated integration across council departments.
- Drivers - Key drivers for Council-supported sustainability are cost and legislation.
- Communication - Council has demonstrated poor internal communication and engagement in relation to sustainability.

The key recommendations of the Strategic Review are as follows:

- The current definition of sustainability be reviewed and expanded to better reflect global sustainable development priorities (e.g. the United Nations' Sustainable Development Goals).
- A cross-disciplinary sustainable development planning workshop be held to identify and agree on a sustainability vision and goals for Council.
- A business case be developed to demonstrate the links between local community priorities (as documented in the CSP) and broader sustainable development goals and targets.
- A Sustainable Development Policy or Commitment Statement be developed and endorsed by elected representatives and top management that reflects the requirements of the Local Government Act (and recognises the CSP priority themes).
- A Sustainability Communications Strategy be developed for internal staff and Councillors.
- A Sustainable Development Strategy be prepared that links to community priorities (documented in the CSP) and identifies roles, responsibilities and accountabilities for implementation across Council.
- The Sustainable Development Strategy include evaluation and reporting requirements linked to the Integrated Planning and Reporting Framework.
- A sustainable procurement framework be developed that integrates social and environmental ratings for suppliers and informs purchasing and contract decision-making.
- Budgets be allocated for priority sustainable development areas as identified by the community and linked to State, national and global goals and targets.
- The Sustainability Coordinator's role be revised and expanded beyond the current two day a week role to also include integration of a diverse range of Council sustainability projects relating to the CSP priority areas with sustainable development strategies, goals, targets and indicators to accurately measure progress across the four priority themes.

The Strategic Review suggests progressing from this analysis into developing action plans and to deliver a cross-Council planning workshop (Management Diagnostic) to better define sustainability, establish a sustainability vision and goals, then to follow with an implementation strategy. The Project Officer from OEH assists Council's Sustainability Officer in progressing this workshop.

**Management Diagnostic Workshop**

The Management Diagnostic is essentially a workshop that is provided by group analysis completed by senior managers within Council that identifies key issues, actions and priorities an organisation needs to progress their sustainability program. This usually works best when everyone is in the same room and takes approximately 90 minutes to complete and consists of a series of strategic questions grouped around the following key business systems:

BUSINESS SYSTEM	EXAMPLE QUESTION
Leadership and management systems	'We have a written policy or statement that describes what sustainability means for our business'
Operations	'Data is collected and reported on regularly to measure our performance against our targets.'
Customer needs	'We have a good understanding of what our customers and community want from us as a sustainable business.'
Human resources	'Staff have a good understanding of how they can support our sustainability priorities and goals.'
Procurement and logistics	'We give preference to suppliers that provide environmentally sustainable alternatives.'
Environmental risk and responsibility	'We have a range of policies, procedures and programs in place to ensure we comply with all relevant environmental regulatory requirements.'

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The results from the workshops will lead to management actions to support driving the Sustainable Advantage Program through the management team of the organisation from the top down and provide the basis for the preparation of a corporate Sustainability Policy covering the three pillars of social, economic and environmental performance.

It is proposed that Council proceed to hold a Sustainability Planning Workshop (Management Diagnostic) across Councils senior management to identify the key issues, actions and priorities the organisation needs to progress a coordinated sustainability program.

**Community Engagement**

There will be opportunity for community engagement through Council staff and stakeholder consultation and a variety of community forums to assist in strategic decision making, the identification of priorities for future sustainable planning, development and implementation.

**Financial Implications**

The financial implications of adopting the above recommendations would potentially create numerous opportunities for Council to save money across the organisation.

However, resourcing the Sustainability Officer Position to a full-time position will require allocation of additional budget to the Environmental Services Section (Job number 15920) to the value of \$27,943 to the end of this financial year and \$59,000 yearly plus CPI.

**Risk Implications**

Failure to introduce a coordinated focus on sustainability runs the risk of missing out on potential economic savings for the organisation, reducing the Council's global footprint and demonstrating corporate leadership to our community.

## Strategic Review of Shoalhaven City Council’s Sustainability Program

### Introduction

Shoalhaven City Council (SCC) is a relatively new SA member, joining the program in May 2018. Initial discussions with council staff identified the need for a high-level strategic review of sustainability commitments and programs within SCC. Feedback suggested different parts of the council were working on sustainability related issues independently (ie. siloed delivery) and there was no ‘big picture’ perspective of what is going on across the organisation.

The objectives of the review were to understand:

- numbers and types of programs SCC is committed to delivering (e.g. energy, water, waste, climate change, biodiversity, renewables etc);
- status of the programs (level of implementation, responsibilities, accountabilities and future directions);
- what is *actually* being delivered (especially against public commitments made); and
- what can be realistically delivered given resource constraints (people and money), political priorities and community needs.

While the results of the review process directly address these four objectives, the recommendations provided in this report go beyond this somewhat narrow project-based focus.

The recommendations are intended to provide a more informed and integrated approach for future sustainability programs undertaken by SCC that link more closely to the local community’s identified priorities and themes as documented in the Community Strategic Plan (CSP). They also reflect broader State, national and global sustainable development goals and targets.

### Methodology

The review process involved the following tasks:

1. Review of SCC website to identify broad sustainability programs and public commitments to sustainability.
2. Preparation of a ‘Current Projects List’ based on the website review.
3. Ground-truthing the list of projects for currency and relevance.
4. Conducting interviews with key project staff responsible for sustainability projects at SCC.
5. Preparation of Strategic Review report and recommendations.

### Website Review

A review of Council's website undertaken in May 2018 identified a number of broad commitments to sustainability projects and action plans (*see separate Website Review Report*). The term 'sustainability' on Council's website refers only to 'environmental sustainability' (social aspects of sustainability appear to be largely ignored) with key themes including water, waste, energy, climate and the natural environment.

The 'sustainability' web page references a [Sustainability Action Plan](#) (2012 – 2016) which provides a 'wish list' of projects across seven key areas of sustainability:

- Climate change
- Biodiversity
- Waste
- Water
- Energy
- Transport
- Sustainable purchasing

A review of the projects included in the Action Plan identified that the majority had either not been undertaken or had not been completed / reported on. Many were grants-based initiatives that were not continued once the grant funding ceased. Project evaluation reports were not available and it is unclear which projects were completed or whether the intended outcomes were achieved.

The list of projects included in the 2012 Sustainability Action Plan did, however, provide the basis for a more in-depth review of current projects being undertaken across various council departments. These projects were verified by the Environmental Services Manager and a list of project staff identified to participate in a more in-depth project evaluation process.

It should be noted, that the OEH consultant was guided by SCC Environmental Services Staff in relation to the personnel to interview for the project evaluation process and the topics to be addressed. A number of the topics or project titles included the term 'sustainability' (such as sustainable procurement and sustainable transport), however there was only limited, if any, focus on sustainability in the projects being undertaken.

Of all the 'sustainability' projects reviewed, it appears that only the Reclaimed Water Management (REMS) initiative and Council's Waste Management Strategy continue to be fully supported and funded.

#### Key findings from Website Review:

- A majority of projects on the SCC webpage have not been undertaken or completed.
- The information on the website is dated and, in many instances, no longer relevant.
- No clear definition of 'sustainability' across the organisation has resulted in some projects being mislabelled as 'sustainable'.



### Staff Interviews

Staff interviews were conducted on Tuesday 4<sup>th</sup> September 2018 at Shoalhaven City Council. The intent of the interviews was to:

- Identify project status;
- Confirm project responsibility (staff and department) and project duration;
- Understand the reason for the project (the ‘why’);
- Determine project links to the Integrated Strategic Plan themes (and the IPR Framework);
- Define project outcomes and the metrics used to measure these outcomes;
- Understand who was (or continues to be) involved in the project; and
- Confirm anticipated future project directions.

The following table provides a list of projects/topics and staff members included in the more in-depth interview process:

#### Staff Involved in Interview Process

Project/Topic	Staff Member	Position
Climate Change Management	Kellie Clarke	Section Manager, Environmental Services
Energy Matters	Darren O’Connell	Energy Management Coordinator, Shoalhaven Water
Energy Management Project	Darren O’Connell	
Solar Projects	Darren O’Connell	
Reclaimed Water Management Scheme	Rob Horner	Section Manager, Water Asset Planning & Development
Shoalhaven Waste Strategy	Avalynne Wilby	Waste Services
Sustainable Procurement	Paul French	Manager, Supply Chain
Sustainable Transport	Daniel Dunstan	Traffic and Transport
Integrated Planning Framework	Peter Swann	
State of Environment Report	Shane Pickering	Unit Manager, Environmental Health

The summarised outcomes of staff interviews are included in **Attachment A**.

#### Key Findings from Staff Interviews

The interviews identified a number of issues and challenges for sustainability programs at Shoalhaven City Council. These issues can be grouped into five categories:

1. **DEFINITION:** No clear, documented definition for sustainability across the organisation.
2. **SUPPORT:** Limited top-down support and commitment for some sustainability programs.
3. **APPROACH:** Current sustainability projects are largely reactive with no clear goals, targets or indicators and no integration across Council departments.
4. **DRIVERS:** Cost and legislation are key drivers for Council-supported ‘sustainability’ programs.
5. **COMMUNICATION:** Poor internal communication and engagement around sustainability.

The majority of staff interviewed as part of this review expressed disappointment with the limited senior management and elected representative support for (environmental) sustainability projects. A number of project proposals and funding requests had not made it through Council and it is evident from the interviews that issues such as climate change, renewable energy, sustainable procurement and integrated sustainable transport strategies are not always supported by the elected Council. Further engagement with the elected representatives is recommended so that sustainability strategies, plans and funding requests are better supported in future.



The key drivers for sustainability programs within Council (according to staff interviewed) continue to be short-term cost savings and legislative requirements. Leadership has been shown by Shoalhaven Water's Reclaimed Water Management Scheme, however this project alone stands out as a leading sustainability project for Shoalhaven City Council (although it has not been linked to the CSP priority areas).

The five categories identified above and associated findings under each category have informed the recommendations included in this report (see page 5).

#### Sustainability Coordinator

A part-time Sustainability Coordinator was recently appointed and currently works two days per week in this role, reporting to the Environmental Services Manager. The role is focused on 'environmental sustainability' only and includes the following tasks:

- Develop and implement environmental sustainability plans, policies and procedures in consultation with Shoalhaven City Council's Planning Environment & Development Group, Councillors and Council Staff, which include measurable environmental objectives and targets.
- Manage the planning, preparation and implementation of approved environmental initiatives to address issues such as energy, emissions, water, biodiversity and waste.
- Provide timely strategic advice for Council management and relevant committees to facilitate informed decision making on environmental management issues.
- Develop and coordinate applications for funding, rebates and grants for environmental sustainability initiatives.
- Facilitate the development and maintenance of partnerships that support sustainability initiatives, including the Sustainability Advantage Program.
- Identify, report, recognise and reward areas of environmental best practice within Council and the wider community.
- Represent Shoalhaven City Council at environmental forums and meetings and establish positive working relationships with other Councils, State and Federal Government agencies and authorities, NGO's, consultants and contractors relating to environmental issues.

It is questionable whether these tasks and responsibilities are achievable in a part time (two-day a week) position. With a focus only on environmental sustainability, the role misses the opportunity to link more closely with the community's identified priority areas and the themes documented in the Community Strategic Plan (CSP). The role would benefit from a full-time resourcing commitment to allow for better coordination of sustainability programs across all sections of council with programs better aligned to the CSP.

The four themes addressed in the CSP are:

1. Resilient, safe and inclusive communities;
2. Sustainable, liveable environments;
3. Prosperous communities; and
4. Responsible governance.

These themes link closely to the global UN Sustainable Development Goals (SDGs), which would provide an ideal platform for Council's future sustainability strategies and action plans. The role of Council's Sustainability Coordinator ought to include integration of a diverse range of council sustainability projects that reflect the community's priorities. The role ought to be instrumental in



the development of locally applicable sustainable development targets and indicators to measure progress across these four priority themes.

This would be further enhanced with a more focused State of Environment reporting framework linked to the CSP priority areas and to Council’s Integrated Planning and Reporting Framework.

**Key findings from Review of Sustainability Coordinator’s Role:**

- Questionable that the newly appointed Sustainability Coordinator will be able to deliver the SCCs sustainability program in two days a week.
- Opportunity to the Sustainability Coordinator to help break down silos within Council across key sustainable development priority areas (as identified in the CSP and project staff interviewed).
- Significant opportunity to link the SCC sustainability program with the CSP priorities and the global Sustainable Development Goals.
- A full-time sustainability Coordinator position would allow for more effective delivery of broad sustainability programs across all sections of Council.

Recommendations

The following table provides a list of recommendations under each of the five categories.

<b>1. DEFINITION:</b> No clear, documented definition for ‘sustainability’ across the organisation (or to the community).	
1.1	The current definition of sustainability be reviewed and expanded to better reflect global sustainable development priorities (eg. the Sustainable Development Goals).
1.2	The definition be approved and endorsed by Council.
1.3	The definition be communicated to staff and stakeholders.
<b>2. SUPPORT:</b> Lack of top-down support and commitment for sustainability programs.	
2.1	A business case be developed to demonstrate the links between local community priorities (as documented in the CSP) and broader sustainable development goals and targets.
2.2	A sustainable development policy or commitment statement be developed and endorsed by elected representatives and top management that reflects the requirements of the Local Government Act (and recognises the CSP priority themes).
2.3	Key sustainability performance indicators be developed for Group Directors and Section Managers.
2.4	Budgets be allocated for priority sustainable development areas as identified by the community and linked to State, national and global goals and targets.
<b>3. APPROACH:</b> Current sustainability projects are largely reactive with no clear goals, targets, indicators or future directions.	
3.1	The Sustainability Coordinator’s role be revised and expanded beyond the current two day a week role to also consider integration of CSP priority areas with sustainable development strategies, goals, targets and indicators.
3.2	A cross-disciplinary sustainable development planning workshop be held to identify and agree on a sustainability vision and goals for Council.



3.3	A Sustainable Development Strategy be prepared that links to community priorities (documented in the CSP) and identifies roles, responsibilities and accountabilities for implementation across Council.
3.4	The Sustainable Development Strategy include evaluation and reporting requirements linked to the Integrated Planning and Reporting Framework.
3.5	Future sustainable development priorities be identified through staff and stakeholder surveys and community forums.
<b>4.</b>	<b>DRIVERS:</b> Cost and legislation are key drivers for Council-supported 'sustainability' programs.
4.1	Drivers for sustainability programs be linked to identified community needs and priorities as documented in the CSP.
4.2	Council to demonstrate leadership in environmental and social sustainability initiatives by moving beyond legislative compliance requirements.
4.3	A sustainable procurement framework be developed that integrates social and environmental ratings for suppliers and informs purchasing and contract decision-making.
<b>5.</b>	<b>COMMUNICATION:</b> Poor internal communication and engagement around sustainability.
5.1	Council's sustainability website be updated to reflect current programs and initiatives and links to former (and no longer relevant reports and action plans) be removed.
5.2	A Sustainability Communications Strategy be developed for internal staff and councillors.
5.3	Sustainability projects and initiatives be communicated via the intranet and documents and reports be readily accessible to all staff.
5.4	The SOE reporting framework be updated to better reflect the CSP priority areas and sustainable development strategies/actions as per the updated legislative requirements.

Next Steps

The following approach is recommended:

- Council review the report and recommendations.
- Council's Sustainability Coordinator work with the Sustainability Advantage (SA) team to develop an action plan to address key findings.
- Council / SA develop and deliver a cross-disciplinary Sustainability Planning Workshop to better define sustainability, establish a vision and goals for sustainability and develop an implementation strategy.
- Council with SA support and implement the action plan.

Sonja Duncan  
November 2018





Attachment A: Interview Outcomes

The following table provides a snapshot of key findings for each of the project interviews conducted:

Project Title	Key findings
<b>Climate Change Management</b>	<ul style="list-style-type: none"> <li>• Initial project undertaken in 2010 driven by Council’s insurer. Short term actions implemented, but no evaluations undertaken</li> <li>• Currently no budget for climate change adaptation strategy or policy</li> <li>• Not a Council priority area</li> <li>• No current risk assessment of council services and no “fit for the future” planning approach around climate change impacts</li> <li>• Unable to obtain buy in for linking Climate Change Strategy to IPF although it would fit into ‘Resilient, Safe and Inclusive Communities’ theme</li> <li>• Potential for linking to LEP or DCP to leverage budgets</li> <li>• Potential links to Coastal Zone Management Plan</li> <li>• If funding and support provides, would link to Asset Management Plan, 3-year delivery programs and annual operational programs.</li> </ul>
<b>Energy Matters</b>	<ul style="list-style-type: none"> <li>• Series of projects under banner of energy savings initiatives</li> <li>• No strategic project plan and no actions, targets, KPIs</li> <li>• Reactive approach – reporting on involvement in various projects (eg Cities Power Partnership, Sustainability Advantage, Social Access Solar Gardens, Planet Footprint etc)</li> <li>• One-page summaries prepared but not readily accessible to staff (currently sit on Trim system rather than intranet)</li> <li>• Sustainable Energy Policy ‘received for information’ by Council. Amended version to be put to Council late October.</li> <li>• Drivers for energy projects are mostly cost related</li> <li>• No documented links or cross-referencing to IPF or CSP</li> <li>• Would link to “Sustainable Liveable Environments” theme</li> <li>• Project is primarily a communications and awareness raising initiative</li> <li>• No appetite for setting renewables targets within Council and deferred signing up to Mayoral Compact for 12 months</li> </ul>
<b>Council Solar Projects</b>	<ul style="list-style-type: none"> <li>• Solar Power Purchase Agreement – partnership project with OEH which did not get approval through Council’s finance section</li> <li>• Solar projects planned for water utilities and \$75,000 has been approved by Shoalhaven Water’s Director.</li> <li>• Community Solar workshops planned to encourage solar uptake among community, but no support from Council for bulk buy programs or pay-back schemes through rates.</li> <li>• Need to better present the ‘business case’ to the Council and link to priority areas</li> </ul>
<b>Energy Management Project</b>	<ul style="list-style-type: none"> <li>• Street lighting proposal for accelerated replacement of street lights with LED lighting</li> <li>• Currently spot replacement only but no measurement of emissions or energy savings undertaken.</li> <li>• 7000 street lights across the city – would be cheaper to replace all at once. Business case does not yet stack up for Council but there are</li> </ul>

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Project Title	Key findings
	<p>some rebates and grants under development by the NSW Government that may assist.</p> <ul style="list-style-type: none"> <li>• Cost barriers due to current low cost of electricity available to the Council (5.5c/kWh) and the large capital cost involved. Locked into contract until December 2019, however there may be some variation in electricity prices in July 2019 as a result of network charges adjusted by Endeavour Energy.</li> <li>• Payback period too long (8-9 years).</li> <li>• Long-term emissions and energy savings for the Council but these are not prioritised.</li> </ul>
<b>Shoalhaven Waste Strategy</b>	<ul style="list-style-type: none"> <li>• Waste Reduction and Management Strategy approved in August 2018.</li> <li>• Majority of actions had already been completed prior to approval.</li> <li>• Reference (very brief) to CSP and the goals of providing solid waste and recycling collection, resource recovery and landfilling services.</li> <li>• Strategy links to NSW legislative framework and programs.</li> <li>• Staff aware of how it links to ISP themes and priorities but this is not documented. Does not specifically cross-reference Council's broader objectives.</li> <li>• Action divided into three categories: Policy, Infrastructure and Program actions.</li> <li>• No evaluation of projects or actions – only considering 'delivery' and 'participation' but no documented metrics or outcome reports.</li> <li>• Opportunity to break down silos and engage other sections of Council in waste-related projects (eg 2019 Re-Imagine Project). Council's Engagement Team not doing enough to promote initiative.</li> <li>• Waste is internally funded (based on a pre-approved budget) and therefore have more flexibility with program delivery.</li> </ul>
<b>Reclaimed Water Management Scheme</b>	<ul style="list-style-type: none"> <li>• Program started in 1990 with first reclaimed water distributed to farms in 2002.</li> <li>• Targeted reuse of 80%.</li> <li>• Currently constructing Stage 1B to introduce two larger treatment plants into scheme (Bomaderry and Nowra STPs)</li> <li>• Cost-benefit driver - ageing infrastructure, discharges not always compliant with regulatory requirements and supplement existing reclaimed water distribution.</li> <li>• Links to Integrated Water Cycle Management Plan for SCC.</li> <li>• Crosses over a number of ISP themes – supports growth, asset management, sustainable farming – but specifically Sustainable Liveable Environments.</li> <li>• Council resolved to provide free reclaimed water to farmers for additional 15 years.</li> <li>• Outcomes include additional capacity of STPs to allow for growth in the region, provision of reclaimed water for farms, golf courses and sporting fields (if close to pipeline), reduced environmental impact on receiving waters.</li> <li>• Tangible and intangible benefits assessed in proposal including natural capital.</li> <li>• REMS 1B - well supported project and about 80% complete (anticipate completion mid-2019).</li> </ul>



Project Title	Key findings
<b>Sustainable Procurement</b>	<ul style="list-style-type: none"> <li>• Leading way in NSW for this type of reuse scheme.</li> <li>• Not linked to SDGs or reporting against national/global targets.</li> <li>• No specific project on sustainable procurement – addresses broad Council procurement only.</li> <li>• No authorisation to implement sustainable procurement programs.</li> <li>• Overall Council procurement policy references sustainable procurement but it is a one-line generic statement only.</li> <li>• No commitment from top down for sustainable procurement – no assessment of suppliers for compliance against sustainability policies or commitments (not that Council has these) and no willingness within Council to enforce this.</li> <li>• Contract managers may look at sustainability of products, but there is no clear strategic direction.</li> <li>• Tenders and specifications are written by project managers – sustainability may not necessarily be included in the evaluation process or evaluation plan.</li> <li>• Projects and budgets generally set without taking procurement into account.</li> <li>• Procurement staff need to be involved in schedule of works and budget processes to assist with the planning and sourcing of alternative products.</li> <li>• Procurement team gets involved in probity and governance but not in specifications.</li> <li>• Metrics related to cost, meeting specifications and delivery timeframes. Would not be able to justify buying something that costs more but is recycled.</li> <li>• Identified need for sustainable procurement policy (and weightings) that can be enforced across different scope of works and that can be evaluated as part of tender process.</li> <li>• Sustainable procurement guidelines needed to limit selection and to educate and direct staff to make sustainable choices .</li> <li>• Need clear sustainability objectives, targets and indicators to report against. ‘Without clear KPIs people keep blurring the lines.’</li> <li>• See benefit of a regional approach to sustainable procurement (including social procurement options) without locking councils into long-term contracts.</li> <li>• Important to incorporate sustainability and VALUE at the same time.</li> </ul>
<b>Sustainable Transport</b>	<ul style="list-style-type: none"> <li>• Major barriers to sustainable transport strategy are funding and limited staff resources and retention enabling delivery of applicable plans and strategies.</li> <li>• There is no specific ‘sustainable transport’ strategy in place, however related plans include PAMP (Pedestrian Access Mobility Plan), Bike Plan and the Integrated Transport Strategy. These plans do not reference the CSP.</li> <li>• Transport infrastructure is currently reactively driven as KPIs focus on volume as opposed to other metrics such as those measured in the CSP i.e. funding mechanisms, metres of path, completed roadworks, number of bus shelters etc</li> </ul>

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Project Title	Key findings
	<ul style="list-style-type: none"> <li>• Need to promote links to sustainable tourism, seasonal transport issues and deliver tourist related infrastructure in a reasonable time period in order to address growing infrastructure demands.</li> <li>• Lack of metrics, data collection and analysis on transport infrastructure (under resourced), to ensure future proofing road network through CBD masterplans, contributions plans etc.</li> <li>• Need leadership from, and collaboration with, State Government and ROCs to deliver better transport infrastructure inter-regionally and community health outcomes.</li> </ul>
<p><b>Integrated Planning Framework</b></p>	<ul style="list-style-type: none"> <li>• Council now has one key document – the Integrated Strategic plan. The CSP forms Chapter 1 of this plan.</li> <li>• Project in place to help managers establish indicators and actions to achieve the intent of the ISP</li> <li>• Need better indicators to reflect the CSP</li> <li>• Mostly fighting spot fires and not considering the bigger picture</li> <li>• Council responds when there is a legislative framework – eg the Disability Inclusion Action Plan – although the budget to implement it is limited. Links to the IPR is currently achieved through the Delivery Program Goals and Operational Plan Actions (not directly through the CSP).</li> <li>• Need a framework to move forward with integration of sustainability across all programs.</li> <li>• A State-wide SDG indicator project would be supported.</li> <li>• Need to get better at linking strategies to CSP and developing plans with community priorities in mind (rather than back-casting).</li> </ul>
<p><b>State of Environment Report</b></p>	<ul style="list-style-type: none"> <li>• Legislative requirement that now has to reflect what’s in the CSP</li> <li>• The SOE Report has been using the same framework since 2006. Council is looking to update this report to make it more relevant instead of using legacy themes.</li> <li>• Question the role of the SOE report if it is not driving change.</li> <li>• Legislative requirement is to prepare SOE report every four years, but SCC prepares them annually.</li> <li>• Current SOE reports are not included in IPR framework and there is no feedback on CSP actions/outcomes.</li> <li>• No clear KPIs and is more-or-less a tick-box exercise.</li> <li>• Need to ensure it gets into the IPR framework and better reflects the community’s needs and aspirations to inform strategic and operational plans.</li> <li>• Currently SOE data is not being used to inform any reports or the KPIs council is measuring against.</li> <li>• Need some story-telling around the key sustainability issues and their relationship to the community priorities documented in the CSP.</li> </ul>

SA18.282 - Attachment 1

## SA18.283 Natural Resources and Floodplain Management Committees Reinstatement - Structure, Governance and Resourcing

**HPERM Ref:** D18/394535

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

**Attachments:** 1. Government Agency feedback [↓](#)

### Purpose / Summary

Provide information on the governance, resourcing and legislative implications related the reinstatement of following four (4) Natural Resources & Floodplain Management Committees (NR&FMC):

1. Southern Natural Resources & Floodplain Management Committee
2. Central Natural Resources & Floodplain Management Committee
3. Northern Natural Resources & Floodplain Management Committee
4. Shoalhaven Heads Estuary Taskforce

and suggest an alternate model.

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

That:

1. Council establishes the following four Advisory Groups:
  - a. Southern Coastal, Estuary & Floodplain Management Group
  - b. Central Coastal, Estuary & Floodplain Management Group
  - c. Northern Coastal, Estuary & Floodplain Management Group
  - d. Shoalhaven Heads Estuary Taskforce
2. Council adopt the Purpose, membership and quorum for each of these advisory Groups as detailed in the report;
3. Council:
  - a. Establishes a Citywide Coastal, Estuary & Floodplain Management Committee, which includes membership from the necessary Government Agencies and from each of the three CE&FM advisory groups, with membership, Purpose and quorum as detailed in the report; OR
  - b. That Councillors, staff and government agencies meet as required in a less formal structure to discuss key documents, including studies, plans and strategies as they evolve. If this is the preferred option then government agencies would also be invited to attend the localised Advisory Group meetings as “optional members”. In this option the roles/Purpose of the Citywide committee would be incorporated into the Development & Environment Committee under delegation.
4. Expressions of Interest be called for community membership of each of the three advisory Groups and the Chair of each Group be involved in the selection process and report to council to make appointments.

## Options

1. As per the recommendation

Implications: Having the one overarching Coastal, Estuary & Floodplain Management Committee for the City would provide an advisory body that is able to guide the floodplain, estuary and coastal management plans, policies and grant funded projects across Shoalhaven in a consistent and formalised manner; however it does create an additional level of committees. It may assist State and Federal government agencies in having capacity to service the one committee. Alternatively if Council chose option 3 B government agencies could be invited to the Advisory Group meetings and only attend when critical matters are on the agenda. Either way, Council needs to satisfy the expectations required in the NSW Flood Development Manual and the Coastal Management Act 2016 which both require Councils to have formalised mechanisms for stakeholder engagement for both Flood Risk Management Plans and Coastal Management Programs. Geographic advisory Groups will have input into policy and program development and be a key means of local community engagement.

2. Proceed to reinstate the four Natural Resources & Floodplain Management Committees only.

Implications: Having four geographically distinct committees to provide advice on natural resources management matters may not provide the broader strategic guidance on citywide plans, policy and projects, such as the open coast coastal management program.

Many State government agencies have informed Council that they potentially do not have the capacity to service four (4) committees. This would mean that these committees would not have consistent agency representation, which is crucial in providing timely legislative and planning advice, regarding floodplain, estuary and coastal management.

3. Alternative recommendation

Implications: This will depend on the recommendation

## Background

At the Ordinary Meeting of 16 October 2018, Council (MIN18.828) resolved the following in relation to the Shoalhaven Natural Resources & Floodplain Management Committee:

*That Council reinstate the following committees pursuant to Section 355 & Section 377 of the Local Government Act:*

1. *Southern Natural Resources & Floodplain Management Committee with the following membership:*
  - a. *Chairperson - Cllr White*
  - b. *All Councillors*
  - c. *4 Community representatives*
2. *Central Natural Resources & Floodplain Management Committee with the following membership:*
  - a. *Chairperson - Cllr Proudfoot*
  - b. *All Councillors*
  - c. *4 Community representatives*

3. *Northern Natural Resources & Floodplain Management Committee with the following membership:*
  - a. *Chairperson – Clr Wells*
  - b. *All Councillors*
  - c. *4 Community representatives*
4. *Shoalhaven Heads Estuary Taskforce with the purpose and quorum as outlined in the report and the following membership:*
  - a. *Chairperson – Clr Pakes*
  - b. *All Councillors*
  - c. *Community and organisational members as outlined in the report.*

Regarding Part 4 of this resolution, the report to Council dated 25 September 2018 noted the community and organisational members of the Shoalhaven Heads Estuary Taskforce as follows:

*Community Representatives* - State Member Gareth Ward MP or Nominee; Jessica Zealand, Mike James; Phil Guy; David Lamb; Craig Peters; Gerald Groom; Stephen Short; Carole Cassidy; Rob Russell.

*Organisational Representatives* - Bob Williamson & Barry/Brian Allen (Greenwell Point CCB); Robyn Flack (Shoalhaven Heads Community Forum).

### **Shoalhaven Natural Resources & Floodplain Management Committee - Role**

The now disbanded Shoalhaven Natural Resources & Floodplain Management Committee (NR&FMC) was established as an Advisory Committee under Sections 355 and 377 of the Local Government Act 1993, to foster and promote sustainable management of the Shoalhaven's natural resources, including floodplains, coast and estuaries.

The roles of the Shoalhaven NR&FMC were as follows.

1. Provide overall guidance for the management of natural resource management including floodplain management, estuary management and coastal zone management in accordance with Federal, State and Local Government Policy and Legislative instruments;
2. Advise Council on natural resource management including floodplain management, estuary management and coastal zone management matters;
3. Formulate agreed vision, goals, objectives, and targets sought from the Natural Resource Management Plans;
4. To facilitate the preparation of Natural Resources Management Plans;
5. Provides input into the identification of management options for Natural Resources Management Plans;
6. Facilitate broad community consultation;
7. Monitor State and Federal Government natural resource management direction and advise Council on appropriate response;
8. Monitor advances in knowledge and science of natural resource management issues (such as sea level rise and climate change) and integrate this knowledge in new Natural Resource Management Plans as well as in the review of existing Plans; and
9. Make recommendations for Council consideration.

## Legislative Requirements

Under the NSW Coastal Management Act 2016 and the NSW Flood Development Manual (FDM) 2005, Council has a requirement to undertake community engagement for The Floodplain Risk Management Process and the development of Coastal Management Programs.

As part of the NSW FDM 2005, the formation of a Flood Risk Management Committee (FRMC) is described in numerous sections of the manual and is identified as the first formal step in the flood risk management process. Section 1 of the FDM repeatedly refers to the FRMC and it appears in Figure 2.1 of the Floodplain Risk Management Process.

Council is also required to demonstrate compliance with the mandatory provisions within the Coastal Management Act 2016 and Coastal Manual (Part A) – one of which is the requirement to undertake community engagement during the preparation of a coastal management program.

Council also needs to consider addressing the intended purpose of stakeholder input and feedback, such as those described in the Floodplain Development Manual and the implementation of the Shoalhaven Coastal Zone Management Plan and development of future Coastal Management Program under the Act.

## Feedback from State Government Agencies

The key consideration for Council in relation to the decision to disband the Shoalhaven NR&FMC and create three geographically distinct NR&FMCs and the Shoalhaven Heads Estuary Taskforce (SHET) is the ability of agencies to resource the additional committees and have regular representation at the meetings.

Advice was sought from key NSW Government Agencies (that provided representatives to the Shoalhaven NR&FMC) on their ability to resource multiple committees, and a summary of the responses is provided in Attachment 1.

## NR&FMC Structure – Positives/Negatives

Over the next 12 months Council will be preparing a Coastal Management Program for the open coast and St Georges Basin and Lake Conjola, as per the NSW Coastal Management Manual (Part A). Ongoing community engagement and feedback on the progress of the program will be important, via the initial scoping study and then the development and progress of the program.

One of the best mechanisms for seeking ongoing feedback and engagement is via a Citywide NR&FM Committee, where community members, Councillors, Council staff and Government agencies can provide ongoing feedback, advice and guidance on the direction of the coastal management program in a coordinated way across the City.

Establishing four committees as resolved will result in:

- Duplication of reporting of the city-wide programs.
- Reduced ability to deal with broader scale regional flooding, coastal and estuary management issues in a coordinate way.
- Reduced representation from state government agencies
- Reduced ability to have in-time advice and guidance from state government agencies on flood, coastal and estuary management.
- More focus and local knowledge on localised issues.



Establishing three geographic based local Advisory Groups (leaving SHET as is) and having a Citywide Committee will enable:

- An overarching coordinated approach across the City;
- The ability to keep government agency involvement
- A structure to facilitate good community engagement and input at a local level.

If Council chooses not to have a formalised Citywide committee and opts for a less formal meeting with government agencies as required (as suggested at the Councillor Briefing on Thursday 29 November) then Council will need to clearly record the opinions expressed by government agencies at those meetings.

### **Community Engagement**

Following the 25 September 2018 Council resolution to disband the Shoalhaven Natural Resources & Floodplain Committee, Council received 201 separate written objections to the loss of this committee. The objective of the Shoalhaven NR&FMC was to foster sustainable management of Shoalhaven's natural resources including floodplains, coast and estuaries.

The Shoalhaven NR&FMC had a maximum of 15 community members across a broad ranging representation of the community, with industry, Aboriginal and other community interest groups represented.

The value of having a single citywide CE&FMC, plus smaller geographical (north, central and southern) Advisory Groups is as follows:

- Ensures a Citywide approach but with local area engagement;
- Integrates community, Local and State government expectations and objectives into flood, coast and estuary plans that are commensurate with current policy and legislation.
- Provide a forum for local community participation in coastal, estuary and floodplain management planning, project development and prioritisation
- Provide a forum where by the community can raise issues and concerns with Council and State Government Agencies, on natural resource management across the City.

However, it was also raised at the Councillor Briefing that allowing more localised decisions rather than imposing "citywide" views could be more productive and acceptable to local communities.

### **Policy Implications**

The NSW Flood Development Manual and the Coastal Management Act 2016 both require Councils to have formalised mechanisms for stakeholder engagement for both Flood Risk Management Plans and Coastal Management Programs. There are no legislative requirements for how these engagement frameworks should be structured and this is left to individual Councils and their community to decide.

### **Financial Implications**

The financial staff resourcing cost to Council for four separate committees, having two meetings per year, is approximately \$40,000 per annum; as opposed to a cost of \$10,000 for the staff resourcing cost of having a single committee with two meetings per year.

## **Risk Implications**

The main risk identified in separating the Shoalhaven NR&FMC into three separate geographical NR&FM Committees plus SHET (which has a different charter) is the loss of broader scale strategic planning and engagement of larger flood and coastal plans and projects; as well as the loss of state government agency representation across all NR&FM Committees.

## **Proposed Committee and Advisory Group structure as Recommended:**

If Council supports the alternate model proposed and recommended it will essentially retain SHET reporting direct to Council with three geographic advisory committees and an overarching Citywide committee as follows:

### **A. Citywide Coastal, Estuary & Floodplain Management Committee**

Objective:

- To foster sustainable management of the City's coast, estuaries, lakes and floodplains.

Purpose:

1. Provide overall guidance for effective floodplain management, estuary management and coastal zone management in accordance with Federal, State and Local Government Policy and Legislative instruments;
2. Advise Council on floodplain management, estuary management and coastal zone management matters;
3. Formulate agreed vision, goals, objectives, and targets sought from the various Management Plans;
4. To facilitate the preparation of Management Plans in accordance with council Policy and State Government manuals;
5. Facilitate broad community consultation and engagement with key stakeholders through the four area Advisory Groups.;
6. Monitor State and Federal Government legislation and management direction and advise Council on appropriate response;
7. Monitor advances in knowledge and science of broader natural resource management issues (such as sea level rise and climate change) that may impact on coastal, estuary and floodplain management, and integrate this knowledge in new or amended Management Plans as necessary; and
8. Make appropriate recommendations for Council consideration

Membership:

- All Councillors;
- General Manager (or their representative);
- Three community representatives from each of the Northern, Central and Southern Advisory Groups and one community representative from SHET = Total 10.
- Government Agency representatives:
  - OEH
  - DPI Fisheries
  - Crown Lands

- Local Land Services
- NSW Office of Water
- Roads & Maritime Services
- Jervis Bay Marine Parks Authority
- SES
- National Parks and Wildlife Service
- Jerrinja LALC
- Ulladulla LALC
- Nowra LALC

Quorum:

- Five, provided at least one Councillor, one Government agency representative and one community representative.

Chair:

- to be elected by committee

Meeting Frequency:

- Twice per annum or on *an as needs basis*

*NOTE: Should Council not support the Citywide committee structure then the roles / Purpose above could be altered and included as functions of the Development & Environment committee under delegation.*

## **B. Southern Coastal, Estuary & Floodplain Management Group**

Objective:

- To advise and recommend to the Citywide committee on sustainable management of the coast, estuaries, lakes and floodplains within the areas from Bendalong south to Durras North.

Purpose:

1. Provide input for effective floodplain management, estuary management and coastal zone management in accordance with Federal, State and Local Government Policy and Legislative instruments;
2. To provide input in the preparation of various Management Plans relevant to its area;
3. To receive information from the Citywide committee on relevant State and Federal Government legislation and other information; and
4. Make appropriate recommendations to the Citywide committee for consideration

Membership:

- All Councillors;
- General Manager (or their representative);
- Four community representatives

Quorum:

- Three, provided at least one Councillor, and one community representative.

Chair:

- 2018/19 - *Chairperson - Clr White*

Meeting Frequency:

- Twice per annum or on *an as needs basis*.

### **C. Central Coastal, Estuary & Floodplain Management Group**

Objective:

- To advise and recommend to the Citywide committee on sustainable management of the coast, estuaries, lakes and floodplains within the areas from Callala Bay south to Berrara.

Purpose:

1. Provide input for effective floodplain management, estuary management and coastal zone management in accordance with Federal, State and Local Government Policy and Legislative instruments;
2. To provide input in the preparation of various Management Plans relevant to its area;
3. To receive information from the Citywide committee on relevant State and Federal Government legislation and other information; and
4. Make appropriate recommendations to the Citywide committee for consideration

Membership:

- All Councillors;
- General Manager (or their representative);
- Four community representatives

Quorum:

- Three, provided at least one Councillor, and one community representative.

Chair:

- 2018/19 - *Chairperson - Clr Proudfoot*

Meeting Frequency:

- Twice per annum or on *an as needs basis*.

### **D. Northern Coastal, Estuary & Floodplain Management Group**

Objective:

- To advise and recommend to the Citywide committee on sustainable management of the coast, estuaries, lakes and floodplains within the areas from Shoalhaven Heads south to Currarong.

Purpose:

1. Provide input for effective floodplain management, estuary management and coastal zone management in accordance with Federal, State and Local Government Policy and Legislative instruments;
2. To provide input in the preparation of various Management Plans relevant to its area;
3. To receive information from the Citywide committee on relevant State and Federal Government legislation and other information; and

4. Make appropriate recommendations to the Citywide committee for consideration

Membership:

- All Councillors;
- General Manager (or their representative);
- Four community representatives;

Quorum:

- Three, provided at least one Councillor, and one community representative.

Chair:

- 2018/19 - *Chairperson - Clr Wells*

Meeting Frequency:

- Twice per annum or on *an as needs basis*.

**E. Shoalhaven Heads Estuary Taskforce**

Purpose:

1. Examine options for pursuing a partial or complete opening of Shoalhaven Heads
2. Review Councils current Entrance and Estuary Management Plans for Shoalhaven Heads
3. Report directly to Council

Membership:

- All Councillors;
- *Community Representatives* - State Member Gareth Ward MP or Nominee; Jessica Zealand, Mike James; Phil Guy; David Lamb; Craig Peters; Gerald Groom; Stephen Short; Carole Cassidy; Rob Russell.
- *Organisational Representatives* - Bob Williamson & Barry/Brian Allen (Greenwell Point CCB); Robyn Flack (Shoalhaven Heads Community Forum).

Quorum:

- Three (3): One (1) Councillor and Two (2) Community Members

Chair:

- 2018/19 - *Chairperson - Clr Pakes*

Meeting Frequency:

- Twice per annum or on *an as needs basis*.

Attachment 1.

Government Agency Feedback.

NSW Office of Environment and Heritage (OEH)

Would be more than happy to discuss how the recent decision might work if it is proposed, for example to arrange timed meetings rather than for Council to program meetings, with relevant Committees to align with decision points in the process of preparing a flood risk management plan or coastal management program.

As in the past, OEH aims to attend as many flood and coastal meetings as possible and where the agenda is relevant. This however is based on staff availability and we generally find where Council staff are effectively liaising with OEH regional staff on the timing and agenda of committee meetings, staff are in attendance. We would aim to attend all meetings that focus on advancing specific Floodplain Risk Management Plans or Coastal Management Programs.

Our main concern with pre-determined meeting times, is that they may not align with decision points in preparing or implementing plans, forward locking staff into meetings they do not need to attend. Should this become an issue, we would suggest council consider Technical Working Group (TWG) meetings so that the relevant staff from NSW OEH and associated agencies are available at these points.

As discussed above, this is a function of the objectives of the committee as well as representatives. OEH, as with other State Government agencies, support council committees for coastal and flood in an advisory capacity as these are not decision-making groups and are usually established as advisory committees of council.

OEH would be more than happy to discuss the geographic coverage of these committees to meet current and new Floodplain Risk Management Plans/Coastal Management Plans and to optimise the operational efficiency and effectiveness. The committee operation is usually advisory in nature and consultation (with agencies and the broader community) also occurs outside of the committee.

NSW Department of Industry – Land and Water (Dol Lands)

Would only continue to attend NR&FM Committee meetings when notified on a specific matter relating to Dol Lands managed Crown Land.

NSW Department of Primary Industry – Fisheries (Dol Fisheries)

Only has one Coastal Systems Officer managing the workload from Wollongong to the Victorian Border and east of the Great Divide. The officer currently covers 10 Council areas each of which have various coastal and catchment committees requiring representation from our Department.

The coastal and catchment committees in other Council areas seek to manage their area using a holistic approach, given that their entire area is covered by the same objectives and legislative requirements. Issues specific to a location can easily be raised and discussed at a central meeting. It is also important that the community is aware that the priorities and objectives they may have for their local area need to be considered in a much wider context.

At this stage DPI Fisheries cannot commit to providing representation and advice to 4 separate committees within a single Council area. Given our current resourcing, the preference is to provide representation on a single committee for Shoalhaven.

South East Local Land Services (LLS)

Attendance at three separate NR&FM Committees per year, in addition to the support that we provide to other Councils is well beyond our current capacity. The larger overarching NR&FM committee would be a much-preferred use of our resources.

NSW Roads and Maritime Service – NSW Maritime

The first question for NSW Maritime is whether they should be on these committees, as experience from past attendance is that they are not very often relevant to our functions.

Seems to work well for RMS/Maritime to not attend these meetings, but instead to deal with Council directly when needed. If Council would like us to participate, we are happy to try to do that, but unlikely to be able to send people to six meetings, one overarching one would be a much better chance.

## SA18.284 Solar Saver Program

**HPERM Ref:** D18/406932

**Group:** Shoalhaven Water Group

**Attachments:** 1. Report Attachment - Solar Saver Special Charge Scheme Guide [↓](#)

### Purpose / Summary

At the Ordinary Council meeting of 13 November 2018, it was resolved (MIN18.836) to undertake investigations into the Darebin City Council Solar Savers scheme and report back to Council how such a model could be offered in the Shoalhaven.

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

That Council receive the report on the Solar Saver Program for information only.

### Options

1. The report be received for information.

Implications: No further investigation of a similar scheme for Shoalhaven City Council will be undertaken.

2. Council request that further investigation be undertaken into alternative schemes.

Implications: Investigation of alternative schemes will be undertaken.

### Background

In 2014, Darebin City Council in Victoria established that a Special Charge Scheme (SCS) could be used to install solar photovoltaic (PV) systems on ratepayers' homes. Council offered the service to low-income households who repay the cost of the system over 10 years – interest free. This was the first time in Australia a local government has used a SCS for an environmental program – specifically to install solar PV installation.

Darebin Solar Saver program was trialled in 2013-2015 and delivered again in 2015-17. The scheme has been expanded for 2017-2019 with an estimated 2000 participants benefiting from the \$10M program. Under the program, Council pays the upfront cost for a solar system and the ratepayer pays it off over ten years, interest free. Furthermore, Council facilitates access to suppliers and installers, quality panels and inverters and extended warranties through the establishment of a tender panel.

In 2017, 292 pensioners installed 545 kilowatts (kW) of PV. The average solar system size was 1.87 kW and the average repayment is \$290 per year, whilst it is estimated that the average household will save \$90 - \$120 per year on electricity costs above the rates charge. The Solar Saver program is equivalent to reducing greenhouse gas emissions by 3.2 tonnes per year per household. The Solar Saver program is a win-win scenario for pensioners and the environment. For further details on the scheme, please see Attachment 1 titled "Solar Saver – Special Charge Scheme in Victoria, A how to guide for local government".

According to Section 163 of the Victorian *Local Government Act 1989*, Councils can establish a SCS to recover the costs associated with works or programs. Typically, Councils would introduce a SCS for an infrastructure project, such as drainage or footpaths.



In NSW, the establishment of a Special Charge Scheme **is not available** under the provisions of the NSW *Local Government Act 1993*. There are no similar mechanisms under the NSW LGA 1993 to enable a similar program of repayments via rates notices.

In the Integrated Strategic Plan, 'Theme 2 Sustainable, liveable environments' indicates that "sustainable / renewable energy" is one of the issues identified as important to the community. Potentially, renewable energy measures could fit under the third priority for this theme ('Protect and showcase the natural environment') but they are not part of the Delivery Program goals or Operational Plan actions, except for Shoalhaven Water specifically.

Because a specific program isn't identified, the interest-free loan could, as an alternative, be considered a financial assistance measure (s356), provided it is for the purpose of exercising Council's functions. s356 doesn't exclude private gain for recipients [356(2)] but the measure needs to be placed on public notice. In this case, rather than repayments being part of a special charge on the rates notice, successful applicants could enter a repayment arrangement with Council and they would become debtors. If Council is willing to go down this path, then there is the issue of the handling of debtor default to be resolved.

### **Policy Implications**

At Shoalhaven Council's Ordinary Meeting of 13 November 2018, Council resolved to prepare a Sustainable Energy Policy. Apart from tackling Council's corporate energy challenges, there may be scope in the policy to address community renewable energy demands.

### **Financial Implications**

The cost to establish a Solar Saver Program in Shoalhaven City Council is the opportunity cost associated with the upfront funding of the scheme, when there are competing capital works priorities, together with deferred repayments and the costs of establishing tender panels and administering the scheme. Assuming a program comparable to Darebin City Council's trial involving 300 pensioner residential ratepayers, an upfront cost for supply and installation of solar panels is estimated at \$1.5M. The opportunity cost associated with interest-free repayment of this amount over 10 years is roughly \$470K. The Solar Rates Business Case prepared for the Eastern Alliance for Greenhouse Action indicates that the Council administrative requirement is 0.65 full-time equivalent (FTE) and the program requirement is 3 FTE.

## Solar Saver – Special Charge Scheme in Victoria

### A how to guide for local government

Disclaimer: The following information is provided in good faith by Darebin Council. The Special Charge Scheme has worked for Council. The Special Charge Scheme may not work so please consider seeking legal advice.

In 2014 Darebin City Council<sup>1</sup> established that a Special Charge Scheme (SCS) could be used to install solar photovoltaic (PV) systems on ratepayers' homes. Council offered the service to pensioners who repay the cost of the system over 10 years - interest free.

This is the first time in Australia a local government has used a SCS for an environmental program – specifically to install solar PV installation. During the course of the project Council confirmed legal and operational parameters with external lawyers.

In Darebin Council's situation 292 pensioners who receive a rate rebate<sup>2</sup> installed 545 kilowatts (kw) of PV. The average solar system size was 1.87 kw and the average repayment is \$290 per year, whilst it is estimated that the average household will save on electricity costs another \$90 - \$120 per year above the rates charge. The Solar Saver program is equivalent to reducing greenhouse gas emissions by 3.2 tonnes per year per household. The Solar Saver program is a win-win scenario for pensioners and the environment.

#### STEP by STEP – the key components of how to establish a SCS

According to Section 163 of the Victorian Local Government Act 1989<sup>3</sup> Councils can establish a SCS to recover the costs associated with the works or program. Typically Councils would introduce a SCS for an infrastructure project such as drainage or footpath. Given the compulsory nature of the works and related charges, Councils are required to consult with the community and provide an opportunity for the community to respond to the proposed charges.

Darebin Council understands that the following steps are mandatory for a Council to establish a SCS in Victoria.

1. **Council to formally propose to declare a Special Charge Scheme** for the works (solar program) at a properly constituted Council meeting.
2. **Council to notify all ratepayers** who are participating in the scheme and make information public. Council is required to send a letter to all participating ratepayers of the proposed charges – including address and the amount of the charge (names of ratepayers are not required) of all participating properties. A public notice in the local newspaper indicating the proposed rates charge scheme is required. The general public must have access to this public information<sup>4</sup>. The Darebin Solar Saver Public Notice SCS Declaration is attached in Appendix 1 for your information.

<sup>1</sup> Darebin City Council is an inner urban council in Melbourne. The city has a population of 146,000, made up of 54,000 households. A significant proportion of households 11,370 (21%) receive a Council Rate Rebate.

<sup>2</sup> In Victoria, many local governments provide a 10% Rates Charge discount for approved pensioners, who are typically on low incomes. For a Darebin ratepayer to qualify for the Rate Rebate they must be in receipt of a current pensioner concession card or DVA Gold Card with war widow or TPI classification and live at the property shown on the Rate Notice.

<sup>3</sup> The SRCS legislation will be different in each State or Territory, however many jurisdictions are likely to have a similar capacity to recover charges through rates for works. It appears that NSW does not have SRCS or similar legislation.

<sup>4</sup> Darebin Council made the list of the participating properties and amount of the charge available at Council's Customer Service counter and posted the list on the Council website.

3. **Provide a minimum of 28 days for participants/the public to make a submission or object** to the SCS, including receiving written objections to scheme.
4. **Council to hear the complainant/objector in person** if required.
5. **Council to formally declare a Special Rate Charges** for the works (solar program) at properly constituted Council meeting.

Darebin Solar Saver SCS is a voluntary program and so participation is optional. However the public notices and consultative elements are fundamental legal requirements under the Act, and consequently must be adhered to so as to comply with the legislation.

During the extensive consultation/public notices regarding the SCS, Council officers found that a number of participating pensioner households were confused by the consultation. In light of this experience, it recommended that the public notices aspect be thoroughly explained well in advance of the distribution of the notices.

#### **Accuracy is the order of the day**

Once the Special Rates Charge (SRC) has been set, the Act does not allow for the SRC to be increased<sup>5</sup>. Consequently it is critical that the quotation and the Householder agreement are accurate and cover all potential costs. The SRC amount can however be reduced and in a number of cases this was done where the specified number of panels could not be installed on the roof.

Darebin Council specified that the contractor must provide a site visit and not just use industry typical aerial photo analysis of roof area, orientation and inclination. The specification of a site visit was done for several reasons. Aerial photographs may not give the assessor enough detail to assess all the relevant details regarding roof condition.

A site visit is required to assess the condition of the switchboard, basic wiring and other on critical on-site details. In Darebin's situation many pensioners are living in post-war homes and there was some uncertainty about the condition of switchboards, wiring and even the provision of electrical safety switches. Although all Victorian homes were required to have old meters upgraded to new smart meters, it was likely that a few pensioner households had made the switch. Specifying an on-site inspection significantly reduced the risks of these additional costs not being picked up.

#### **Switchboard upgrades and related wiring costs**

From the site inspections it became clear that a number of homes, required switchboard upgrades and some wiring to meet Australian Standards. Council permitted up to \$900 of switchboard and wiring work to be added to the total installation cost and included in the SCS. This decision by Council to incorporate this additional work has two benefits: one it has resulted in improved safety of pensioners homes and secondly it has reduced the barriers<sup>6</sup> for pensioners to participate in the program.

<sup>5</sup> For this reason Darebin Council specified in the Works Contract that the supplier/installer had to honour the quotation and signed Householder SRCS contract (subject to a timely Quality Assurance check), even if additional costs were discovered.

<sup>6</sup> In the formation of the program, Council has been influenced by the 'community based social marketing' approach by Doug McKenzie Mohr. Identifying and removing barriers to participation in a program is a key platform of this approach.

### Signed Householder Agreement

Following the site inspection a quotation is prepared for the supply and installation of solar system including any additional associated electrical works. The household is required to sign an Agreement form which payments commits the ratepayer to repay the systems cost as a quarter payment over 10 year.

In Darebin’s situation the installer was advised to do a ‘Quality Assurance’ check that the quotation was adequate and covered all there relevant costs, because Council could not accommodate any additional costs in the charges, once the charge was set at a Council meeting.

If a householder chose to withdraw following proposed special charge Council asked householders to sign another statement confirming their withdrawal from the SCS.

### 5 step process – simple but time consuming

The fundamentals of the SRC are these simple 5 step process. The key regulatory aspects of the SCS are time consuming to administer<sup>7</sup> (depends on the size and complexity of the project) but it does add a minimum of 2 months in time to complete (the initial Council report, distribution of public information and a final Council report and resolution).

Once a SCS Solar PV template is formed it should be relatively easy to manage and implement, but it does require adequate resourcing. Particular attention is required is getting all the relevant details accurate as required by the Act.

### Additional benefits of the SCS

During the exploration of legal and practical issues associated with the establishment of the SCS the following information was confirmed:

- the purchase and installation of the solar systems are **not subject to GST**, because the SCS is a local government (rates) charge it is GST exempt. The great news for the program was that this resulted in a 10% discount to households on total costs – a significant benefit to participants.
- the **SCS charge is applied to the property** and not the property owner. Consequently if a property owner decides to sell the property, any remaining SCS liability is **registered as an encumbrance against the property by Council**, attached as a Section 32 document against the title. The property owner pays out the remaining liability<sup>8</sup> at time of purchase from the proceeds of the sale of the property.
- **Council’s money is comparatively secure**. The question has been raised - What if a property owner failed to repay the charges? As a rates charge is a legislated charge through an Act of the Victorian Parliament, it has a higher priority than a mortgage against a property. The value of the SCS is also relatively small in terms of the typical value of the property (land and dwelling).

This is not to suggest that if a ratepayer repeatedly defaulted on payments it would be time consuming for Council to attempt to recover the charges. It is should be noted that given the savings are greater than charges the program does not increase the risk of a ratepayer defaulting on payments. Consequently Council’s SCS money is considered more secure than a bank’s mortgage or perhaps ‘safer than houses’!

<sup>7</sup> Darebin Council estimated that approximately 0.5 EFT was required to administer the program for 300 households.

<sup>8</sup> Adjustments would be made at time of settlement by the acting solicitor as per outstanding rates.

### Key options to consider in a Solar Special Rates Charge Scheme

The mandatory aspects of the SCS have been set out in the preceding sections. The following elements the Darebin Solar Saver program are optional:

1. what do pensioners want? - background research
2. who is eligible ? - a service to pensioners who receive a Council rebate
3. affordable repayments with savings greater repayments - the rate and length of repayments
4. great value for money - the balance of quality and price
5. how big can I go? - the size of solar PV systems offered
6. solar PV and more? - the scope of services offered
7. Council funded - possible sources of funding for a project
8. the final hurdle - helping pensioners navigate the transition to solar

The following discussion outlines a number of possible aspects to consider and the Darebin Council rationale for adopting particular options in the 2014 program.

#### 1. what do pensioners want? - background research

Darebin Council carried out extensive research and consultation to determine if there was interest in a solar program for pensioners. It was important for Council to identify potential barriers and benefits to participation in a solar program and what might be the guiding principles for the establishment of the program.

Darebin's work built on a substantive research project by CSIRO for the Australian Photovoltaic Association published as **Australian householders' interest in the distributed energy market**<sup>9</sup>. The three take home messages for Council in relation to a potential program were:

- Australians are primarily motivated by saving money 71%
- Australian prefer to pay for solar up front, but those households with a low income are very interested in alternative arrangements;
- Australians don't particularly trust electricity companies or solar retailers – but they do trust independent bodies like CSIRO

In light of increasing concerns about electricity costs<sup>10</sup> and a high proportion of low income pensioners in Darebin, Council chose to focus on providing a service to pensioners.

#### 2. who is eligible ? - a service to pensioners who receive a Council rebate

A strategic goal of Darebin Council's Climate Change Action Plan 2009 -2015 is

*"To future-proof the community and council against increasing energy prices, particularly low income households in our community most vulnerable to increasing energy costs."*

<sup>9</sup> Romanach, L., Contreras, Z., & Ashworth, P - National survey results CSIRO for the Australian Photovoltaic Association published as Australian householders' interest in the distributed energy market, Report number EP133598 22 May 2013

<sup>10</sup> Average Victorian electricity prices rose by 103% in the last 6 years (2007-08 to 2013-14) according to work by Dr Lynne Chester, an energy researcher at the University of Sydney. <http://www.abc.net.au/news/2015-03-25/fact-check-does-privatisation-increase-electricity-prices3f/6329316>

Consequently Council chose to target the disadvantaged pensioners by limiting participation to pensioners who receive a Council Rate rebate. In 2014 Darebin Council had 11,370 rateable properties with a pensioner receiving the Council rate rebate.

A Council door to door survey of 200 households (representative of Darebin population not just pensioners) sought feedback on electricity prices and solar PV. This small survey provided useful insights and assisted in the preparation of a more comprehensive survey in October 2013 to 3,000 pensioners who receive the Council rate rebate. The Survey Questionnaire is attached in Appendix 2.

Four hundred and forty pensioners (14.4%) completed the survey which indicated a high level of interest in the survey content. The key messages from the survey were:

- 88% of pensioners are concerned or very concerned about their electricity bill costs
- 73% can't afford up-front costs of solar PV
- nearly 50% would be interested in paying for a solar PV system through their rates

As a result of the survey 220 pensioners registered interest in the program, whilst a further 110 pensioners registered as a result of a local newspaper article about the survey. The survey highlighted the significant interest in a potential solar program and that up-front costs and affordable repayments were key issues to be addressed by any program to be developed by Council.

### 3. affordable repayments with savings greater repayments - the rate and length of repayments

The Local Government Act does not specify the time period or increments for a ratepayer to pay the Special rates charge with the repayment schedule to be determined by the local Council.

Bearing in mind the *"To future-proof the community ... against increasing energy prices"* goal of Council a guiding principle for the program was that **savings in electricity costs were greater than the SCS repayments** for the solar PV system. Consequently Solar Saver was structured so that repayments could be made over 10 years. Average Solar Saver repayments are around \$290 per year, but the average savings (based on 50% usage and a Feed in Tariff of 6.2c/kwh<sup>11</sup>) are around \$380 per year. As a result most households will be \$90 -\$120 per year ahead and more, if they are able to use more of their electricity during solar production time.

One of the three electricity distributors in Darebin, Citipower charge residents \$291 for the 'reprogramming' of the smart meters<sup>12</sup> to accommodate solar PV system. Jemena another distributor in the municipality, charges \$34 for the reprogramming completes these tasks remotely. These reprogramming charges are added directly to the household's first electricity bill post installation.

The large Citipower fee was going to be problematic for 23% of pensioners who live in the Citipower distribution area. Consequently Council chose to delay the charging of the Rates charge until the new financial year – from 1 July 2015, so that pensioners will have had their PV systems installed for 6 - 9 months and will have made some savings to cover the reprogramming the smart meter fee. The SCS repayments are still over 10 years from commencement, but with a delayed start to the repayment schedule.

<sup>11</sup> From January 2015, the minimum Victorian Feed-in-Tariff paid to solar PV exporters was reduced from 8.0 c/kWh to 6.2 c/kWh and further reduced to 5.0 c/kWh in 2016.

<sup>12</sup> In 2014 all Victorian households had a new 'smart meter' installed. However the meter has to be reprogrammed so that it can accommodate 'export' of electricity from the house to the grid. Without the reprogramming a household may inadvertently be charged for exporting rather than receive the feed in tariff.

It is Darebin Council’s understanding that Councils are entitled to charge interest on the funds used for the installation of solar PV. This would of course increase the amount of repayments to cover all the costs. **Darebin Council decided that given the cost of electricity and the low incomes of pensioners it would not charge interest.**

Darebin Council is foregoing interest on the allocated funds over 10 years and this is another aspect of the Council’s financial contribution to this project and the community.

**4. great value for money - the balance of quality and price**

Getting the balance right on quality and price can be a challenging decision for any purchase. Research has indicated that Australian’s don’t trust electricity companies and solar companies. But the feedback Council received is that many pensioners look to Council to provide ‘independent and trustworthy’ advice.

Darebin Council engaged the Alternative Technology Association (ATA) to assess and rank the various technologies (solar panels and inverters). The ATA is a not for profit organisation which has both the technical skills and regularly provides this service to Councils. Darebin Council did not have sufficient technical skills or the time to undertake this task consequently it was simpler to engage ATA to provide this independent service.

Council did not select the premium or ‘Rolls Royce’ of panels or inverters. However the selection of panels and inverters are clearly distinguished from cheaper and poorer quality products that may not be reliable or perform over the long period. The ATA’s advice was critical in helping Council balance quality and price.

A significant outcome of the tender was Council negotiating a 10 year warranty on PV panels (standard), on the inverter (not standard) and also installation (exceptional outcome). In effect pensioners participating in the SCS are 100% covered by the warranty which will ensure that have a working solar PV system during the period that are repaying for the system. The inverter may need to be replaced beyond 10 years but the panels are likely to last for 25 years.

Council went to a public tender for the supply and installation of \$900,000 of solar PV systems for pensioner households in Darebin. The significant buying power enabled Council to get a valuable discount for the pensioners. The Solar Savers pensioner already had discount of 10% with the GST exemption.

‘Council has done all the hard work’ by sorting out reliable supplier and installers (Council is seen as independent and trustworthy) but in addition pensioners were buying a significantly price discounted system.

**5. how big can I go? - the size of solar PV systems offered**

Pensioners have low incomes and consequently live relatively thrifty lifestyles. As a result of the comparatively high costs of electricity in Victoria, most pensioners try to manage their energy consumption well. Darebin households typically use 4.8 kwh/day/person of electricity, the lowest in the Northern Alliance for Greenhouse Action region. This low average consumption is likely to be influenced by the relatively high percentage (21%) of pensioners who live in Darebin.

Council chose to limit the offer of solar PV to 1.5kw and 2.0kw sized systems, which was estimated to best match the low electricity demand. An additional benefit of restricting sizes was that this enabled a

greater number of households that could participate in the program. With a low feed-in-tariff (6.2c/kwh) in order to maximise financial benefits this requires smaller PV systems appropriately 'matched' to day time consumption by pensioners. These assumptions were confirmed through the 600 site visits and examination of pensioner electricity bills. Generally the smaller 1.5kw and 2.0kw sized systems were most appropriate for the household.

A few households had considerably higher electricity consumption, typically associated with larger and double storey houses. Conversations indicated that sometimes three generations were living in these larger homes. In this situation Council recommended the household purchase a larger PV system 3kw – 5kw through the Council bulk-buy purchase scheme<sup>13</sup>, which was being run in parallel with the Solar Saver.

It was noted that there is the occasional bit of competition between neighbours and friends regarding the size of the solar PV system – 'My neighbour has 8 panels, can I get 10 panels?'

#### **6. solar PV and more? - the scope of services offered**

Darebin Council chose to use the SCS for the installation of solar PV systems. It is Council's understanding that there is no reason why a SCS could not be used for other renewable energy technologies such as heat pump for hot water or heat pump space heating (typically a reverse cycle air-conditioner) or solar hot water service. A SCS could be used to add-insulation, double-glazing or improve the 'air-tightness' of a home or building.

**It is Council's understanding that the legal requirement is that the SCS works must be considered a fixture.** If the SCS related to the supply of an appliance (e.g. an energy efficient refrigerator) a householder may be able to remove the appliance, however the SCS would still be applied to the property regardless of whether the refrigerator remains.

A complementary range of technologies and services could be wrapped up all together to create 'carbon-down home energy retrofit' – all packaged under the one SCS and paid off over 10 – 20 years to Council.

#### **Heritage Planning Permit**

Fourteen of the Solar Saver households were situated in heritage precincts. Victorian Planning regulations require a Planning Permit to install solar PV within a heritage precinct. Council organised the planning permit application process, drawing up of plans of installation and also included the purchasing of a copy of land titles and payment of the notification costs. This is an optional additional service that Council has offered to the pensioner households.

All this additional service was provided in the context of Council removing any final barriers to a household installing solar PV.

#### **7. Council funded - possible sources of funding for a project**

Darebin Council funded the entire Solar Saver project from its own Capital budget. Council will be repaid the funds at 1/10<sup>th</sup> of the total installation cost per year for the next 10 years from the pensioners. In Darebin Council's situation Council will forego interest that could have been earned on these funds.

<sup>13</sup> The Darebin Bulk Buy involved same supplier and installer, the same comparative discounts and 10 year warranties on panels, inverter and the installation but purchasers were required to pay the full installation cost up front.



Some Councils or Greenhouse Alliances may not have sufficient funds to allocate to such a program. If Councils need to borrow funds for such a program, there are number of institutions that are able to provide a loan such as the Clean Energy Finance Corp (CEFC), the CEFC/CBA partnership fund or the Sustainable Melbourne Fund to name a few.

Solar PV performance is predictable as insolation (solar radiation) varies very little over time. Lending institutions know that solar is reliable and consequently financial risks are minimal. A Council Special Charge Scheme has priority over a mortgage payment, so Councils can reasonably consider there is a high probably of recovering all costs. Consequently Council's or coordinating institutions may be able to borrow funds at very competitive interest rates for a SCS solar project.

Please note: some legal advice indicates that funds borrowed from a third party for a rates charge scheme would accrue as a financial liability on Council's accounts. This could have implications for a Council and consideration would need to be given with regard to borrowing limits and guidelines under the Local Government Act. Further legal advice indicates that borrowing funds for the Melbourne City Council Environmental Upgrade Agreement - a different rates mechanism - does not accrue as a Council financial liability.

#### **8. the final hurdle - helping pensioners navigate the transition to solar**

In Victoria, all solar PV generation is directed to household use first and any excess electricity is then exported to the grid. The Victorian Government has mandated a minimum feed-in-tariff for solar PV export which was 8 c/kwh at time of Solar Saver program but changed to 6.2 c/kwh from 1 January 2015.

In Victoria, if a smart meter has not re-programmed for solar, electricity exported to the grid may be 'read' by the meter as additional consumption. So most PV installers recommend the PV system is not turned on until the distributor/retailer notifies the household of the reconfiguration of the smart meter. So it is essential to have the smart meter reprogramed as soon as possible post installation. Unfortunately this can take 4 – 6 weeks, even if the process proceeds smoothly.

One of the challenges of having solar PV installed is negotiating the changes with the electricity retailer. The process in Victoria typically involves the solar installer contacting the electricity retailer to notify the retailer that solar has been installed (includes supplying a copy of the certificate of electrical safety). The retailer contacts the electricity distributor who owns and manages the new smart meters. The distributor<sup>14</sup> reprograms the smart meter so that it is capable of recognising solar pv and exporting electricity to the grid.

Experience shows that sometimes the required information is often sent to the wrong retailer, wrong distributor or there are internal delays in processing this information promptly. Sometimes the householder's provides the wrong information. As a result these issues can cause significant delays and angst for householders particularly when the sun is shining and 'my solar system is not on!'

Darebin chose to be pro-active about making pensioners aware of some of these potential issues and how to problem solve them should they arise. Council held two public information sessions for pensioners as the systems were being installed. 150 pensioners attended one of two sessions on an extremely hot Melbourne day. Council was very surprised to see how engaged the pensioners had become with their new solar systems, how keen the pensioners were to reduce their energy consumption and to maximise their savings by using appliances during solar generation times.

<sup>14</sup> There are 3 distributors in Darebin – Citipower, Jemena and Ausnet which adds to the degree of complexity and possible sources of error.

At the information sessions, pensioners were shown how to check their inverter to make sure the system was working and how to read their new smart meters so they can make sure that they are exporting as well as importing electricity. Finally we showed householders how to read their electricity bills to make sure they were being credited for the solar export electricity at the appropriate feed-in-tariff rate.

With the advent of smart meters in Victoria, retailers now offer flexible pricing options- typically one based on a flat or standard rate service and another called flexible which has a peak, shoulder and off-peak rate pricing rates.

If you are an elderly pensioner the prospect of moving to a multi-pricing rate can be daunting or confusing. Some retailers required their solar customers to move from a flat rate to a flexible pricing structure. Council considered the various options and as a matter of simplicity opted to recommend that pensioners stay on the flat or standard rate service, if possible.

Council provided advice on the Victorian Government services such as <http://switchon.vic.gov.au/> which provides useful information for householders to compare electricity prices and pricing structures. Pensioners can use **My Power Planner** to compare different flexible pricing structures.

The main message for the Solar Saver customers was to maximise your savings try to **use as much of the electricity generated by your PV during the day**. For pensioners who are largely at home during the day, this was not a difficult message.

#### **In summary – the key engagement points for the community**

- Council has done the hard work for the pensioner by sorting out reliable systems and installers - Council is seen as independent and trustworthy
- Council has selected a quality product – but at a discounted price
- Nothing up front, nothing at the end and more than affordable – in fact savings from day one – from \$90 - \$120 per year for the first 10 years and then \$380 - \$430 per year for the next 10 years.
- A solar PV systems reduces the risk of increasing electricity costs in future years
- Most people, including pensioners love solar and renewable energy – they want to do something for the environment – if they can afford it.
- Age is no barrier – a 101 year pensioner installed solar on his home through the program!

#### **Strong demand for continuation of the program**

Darebin’s Solar Saver households are proud of their choice to participate in the program as can be seen on Council’s Youtube link.

Video 1: [www.youtube.com/watch?v=GUGfF7ad3jM](http://www.youtube.com/watch?v=GUGfF7ad3jM)

Video 2: [www.youtube.com/watch?v=lsgTPZLn5GE](http://www.youtube.com/watch?v=lsgTPZLn5GE)

The Solar Saver program has received excellent media coverage<sup>15</sup>. Neighbours talk to each other and observe the solar panels being installed and consequently refer their friends to Council. Since completing the program 100 pensioners who receive the Rate Rebate have registered an interest to participate in a future Council program.

Council has proposed allocating \$1 million for a second Solar Saver project in the draft budget 2015 – 2016.

**Adoption of Special Charge Scheme or similar**

A number of other Councils and greenhouse alliances, including interstate councils, are presently exploring a Special Charge scheme for solar pv installation.

In 2017 Adelaide City Council and ACT Government are presently implementing a rates based Council/Govt hosted solar purchase scheme.

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<sup>15</sup> There has been numerous press coverage of the program including: The Weekly Times -3 June 2014, Northcote Leader – 12 Sept 2014, Government News – 18 Sept 2014, Council Manager – Spring 2014, Preston Leader – 9 Dec 2014, Civic Magazine – December 2015, WME Waste Management & Environment – 1 Jan 2015, Australian Local Government Yearbook – 2015.

## SA18.285 Sustainable Energy Initiatives

**HPERM Ref:** D18/410635

**Group:** Shoalhaven Water Group

**Attachments:** 1. Energy Matters Executive Summary (under separate cover)

### Purpose / Summary

In response to a Resolution received from the Ordinary Council Meeting held on 13 November 2018, Group Directors were asked to prepare a report for a future Strategy and Assets Committee meeting as to what each department has pursued or is currently pursuing in the sustainable energy space.

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

That the Committee receive the Sustainable Energy Initiatives report for information.

### Options

1. As per the recommendation.

Implications: The Council is informed of the current status of the relevant projects.

2. Request further information.

Implications: Staff can provide further detail on any Council request.

### Background

A number of areas of Council have been pursuing sustainable energy initiatives throughout 2018 to ensure energy efficient operations and to prevent excessive energy charges. Two part-time staff have been engaged within the Shoalhaven Water Group throughout 2018 to oversee energy management, both within Shoalwater and more broadly across Council.

### 2018 Sustainable Energy Initiatives

#### Callala Solar Farm

Development of the business case for a 5MW solar farm at Callala Wastewater Treatment Plant was completed mid-2018 by consultants 100% Renewables and indicated that the risk level in the project due to market uncertainties was high. Much of the uncertainty was surrounding future energy price forecasts, Council's retail electricity contract post-2020 and grid/network connections and charges. Discussions with other Councils that are constructing solar farms is continuing.

#### Solar PV on Council Assets – Berry WWTP/Bamarang WTP

An RFQ is currently out on Tender Panel for the installation of 25kW solar PV arrays on both Berry Wastewater Treatment Plant and Bamarang Water Treatment Plant. A battery storage option is included at Berry WWTP to provide a better energy supply for its particular "peaky" power consumption profile.

**Planet Footprint – GHG/SoE/GDs reporting**

During 2018, Shoalwater has coordinated the various sections across Council in an attempt to streamline and improve outcomes from our Planet Footprint subscription. This included enacting changes to Performance Reporting to ensure it is more meaningful to sections, discussions with staff about energy and emissions reporting requirements, as well as dealing with issues around data quality and accounts payable. PF recently has a new dashboard platform with greater flexibility for staff to interrogate data and reporting for improved energy management.

**EV Charging Stations on Public Land Policy**

A Working Group composed of representatives from Strategic Planning, Enviro Services and Shoalwater drafted the external policy titled 'EV Charging Stations on Public Land' which is now approved for public exhibition. An increase in the installation of EV charging stations by third parties is expected in 2019 in line with new fully EV cars coming on the market in Australia.

**Social Access Solar Garden – Repower Shoalhaven**

Throughout much of 2018, SCC has been a partner in the Social Access Solar Garden feasibility study. The project has a number of partners, including Repower Shoalhaven, Community Power Agency and UTS. Council's role was to source a suitable site for a 4MW solar farm and the North Nowra disused tip site was selected. The findings of the study concluded that a solar farm was a viable and feasible option for the site, which is now being pursued by Repower Shoalhaven.

**Cities Power Partnership (CPP) – Pledges**

SCC has been a member of the CPP since mid-2017 when it signed up to implement 5 pledges across each Group. The CPP progress reports every 6 months on the pledges. They also run webinars on topical climate and energy policy issues for members. Shoalhaven coordinated the NSW South-east Buddies Group under the CPP framework, which won the national Knowledge Sharing Award at the CPP Summit in Oct 2018.

**General Supply of Electricity – Contract**

SCC's current contracts for the supply of electricity for Council assets and streetlighting expire on 31 Dec 2019. At a current annual cost of over \$6M, the forecast estimate is for an increase in the cost of electricity by 10-15% in 2020. Negotiations for the new electricity contracts will commence in early 2019 and involve a number of key Council staff including Procurement.

**LED Streetlighting Upgrade**

SCC pays electricity and service charges for around 10,500 streetlights throughout the LGA. Endeavour Energy own and manage the streetlighting infrastructure and currently spot replace damaged luminaires with LED lights for improved energy savings. A number of Councils have completed an accelerated bulk LED lamp replacement for their streetlighting. SCC has liaised with Endeavour Energy to do this at a capital cost of \$2M and a payback of around 7 years. OEH has recently announced funding to assist Councils with a portion of the cost to upgrade to LED streetlights although funding criteria have not yet been announced.

**Solar PV on Council Assets – SEC, SRG & Nowra Library**

During 2018, Shoalwater prepared the business cases for the installation of solar panels on a number of suitable Council assets, including the SEC, Shoalhaven Regional Gallery and the Nowra Library. These sites were highly suitable for solar power generation and onsite consumption with their hours and days of operation and large roof space. The initial proposal to enter into a Power Purchase Agreement (PPA) under a LGP Vendor Panel was rejected due to its comparatively high finance rate. With a further push for the ‘solarization’ of Council assets, other funding models are being analysed for the installation of solar arrays on these buildings which involve a range of relevant Council staff.

**Sustainable Energy Policy – development**

During the latter part of 2018, Shoalwater staff were involved in the preparation of a Sustainable Energy Policy which was submitted to Council a number of times for approval. The latest resolution (MIN18.902) is for Council staff to formulate a draft Sustainable Energy Policy for the February 2019 Strategy and Assets Committee. Shoalwater will take a lead role in the development of this Policy during 2019.

**Flow Power Retail Electricity**

Shoalhaven Water have been in discussion with Flow Power to identify opportunities for the future purchase of wholesale electricity direct from the energy market. Interval data has recently been shared for Burrier Pump Station and is awaiting analysis.

**Open Energi – Demand Management**

Shoalhaven Water have liaised with Open Energi since May 2018 and most recently proposed to commence a detailed feasibility study for Vincentia and Ulladulla Wastewater Treatment Plants.

**LED Lighting Installation Sussex Inlet Aquatic Centre**

Shoalhaven Swim & Fitness has focussed on the replacement of pool hall lighting throughout Council’s year-round swim & fitness facilities. In November 2018 works were completed at the Sussex Inlet Aquatic Centre to install more energy efficient LED lights.

**Milton Water Treatment Plant Micro Hydro Power**

Milton Water Treatment Plant has a 100kW micro hydro generator which has had commissioning issues since construction in 2014. The water for the plant comes from Porters Creek Dam. This project will work with the operations team to verify the impact of the electricity consumption and subsequent cost of electricity at the treatment plant. The hydro plant is now ready to resume testing once Porters Creek dam water levels rise.

**Solar Energy Installation Bay & Basin Leisure Centre**

Shoalhaven Swim & Fitness commenced solar hot water heating and solar energy harnessing in 2004. In 2011 a major installation of PV panels took place to generate electricity to use at the Centre. Energy needs continue to be assessed and additional units can be installed dependent upon demand.

**Solar Panel Installation – Cremators**

Capital funds are currently not available for solar installation. Local government loan programs may offer a solution. A capital bid for loan funds to install a solar system in 2019/20 will be initiated once quotations have been updated.

## SA18.286 Report - REMS Stage 1B - Review of Environmental Factors Addendum - Bomaderry to Nowra Transfer Main - Drilling Mud Management

**HPERM Ref:** D18/363647

**Group:** Shoalhaven Water Group  
**Section:** Shoalwater Operations & Maintenance

**Attachments:** 1. REMS 1B - REF Addendum (under separate cover)

### Purpose / Summary

The purpose of this report is to inform Council of the Review of Environmental Factors, (REF) Addendum, REMS 1B Transfer Main from Bomaderry to Nowra, Drilling Mud Management (September 2018).

This REF Addendum specifically addresses the management of horizontal directional drilling (HDD) muds and outlines the mitigation measures to adequately manage environmental risks and satisfy legislative requirements for the material to be beneficially reused.

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

That

1. After consideration of the REF Addendum REMS 1B Transfer Main from Bomaderry to Nowra Drilling Mud Management September 2018, Council determine that it is unlikely that there will be any significant environmental impact as a result of the proposed work and an Environmental Impact Statement is therefore not required for the proposed activity.
2. The proposed mitigation measures and controls outlined in the REF Addendum (and summarised in Table 5 of that REF) be adopted and implemented.

### Options

1. Adopt the recommendation.

Implications: This is recommended as the preferred management measures are determined to be the least costly and most environmentally beneficial for dealing with drilling muds from the REMS 1B transfer main construction.

2. Council could determine not to proceed with any of the proposed drilling mud management measures assessed within the REF Addendum.

Implications: This would require a completely new design and is not recommended as the preferred management measures are determined to be the least costly and most environmentally beneficial for dealing with drilling muds from the REMS 1B transfer main construction.

3. Council could choose one of the alternate options assessed within the REF Addendum.

Implications: This is not recommended as the REF has assessed the recommended option as the least costly and most environmentally beneficial for dealing with drilling muds from the REMS 1B transfer main construction.



4. Council could determine that the environmental impacts warrant the preparation of an EIS.

Implications: This is not recommended as the REF has found that the identified potential impacts are addressed by the proposed management and mitigation measures and assessment of statutory matters reveals the proposed management and mitigation measures will meet legislative requirements.

## Background

Council endorsed the REF for the REMS Stage 1B at its Ordinary Meeting in April 2015, including the construction of a reclaimed water transfer main under the Shoalhaven River between the Bomaderry and Nowra wastewater treatment plants. Following approval of the original REF, detailed consultation was conducted with affected landowners, which resulted in proposed modifications in the alignment of the proposed REMS Stage 1B transfer main. Council endorsed these changes in the REF Proposed Modifications to Project Scope Transfer Main Bomaderry to Nowra Transfer Main at its Ordinary Meeting in May 2018.

Shoalhaven Water intends to beneficially reuse any project spoil from HDD operations where possible. Recent consultation with stakeholders including the NSW EPA have identified that the management of drilling muds (drill cuttings and fluid) generated by the HDD operation requires specific management practices in order to adequately manage environmental risks (contamination of land, surface and groundwaters) and satisfy legislative requirements for the material to be beneficially reused.

This REF Addendum specifically addresses the management of HDD muds and outlines the mitigation measures to adequately manage environmental risks and satisfy legislative requirements for the material to be beneficially reused.

Options considered for the management of drilling muds included:

- A. Disposal of all drilling mud wastes (fluids and cuttings) at a licensed waste facility;
- B. Manage and process drilling muds at the two major HDD drilling sites to ensure compliance with waste management requirements and beneficially apply to land, dispose of drilling fluids at a licensed waste facility;
- C. Transport all drilling mud wastes (fluids and cuttings) to a dedicated area on the Nowra wastewater treatment plant site (WwTP), process wastes to ensure compliance with waste management requirements and then beneficially apply to land; or,
- D. A combination of options B & C, but drilling wastes from one drilling site will be transported to the Nowra WwTP for processing and beneficial land application.

Option C is the preferred management option as it was assessed to have the lowest management costs in meeting environmental requirements. Option B also allows the drilling mud wastes to be beneficially reused in the restoration of the old Nowra WwTP site, saving the import of an estimated 800 tonnes of fill material for this purpose.

Implementation of Option C will require Shoalhaven Water to hold a temporary waste management licence from the NSW Environment Protection Authority (EPA) and also seek resource recovery exemptions from the EPA to apply the processed drilling muds to land.

## Community Engagement

The REMS project has had a long history within the Shoalhaven, and was a visionary strategy developed through extensive community input.

The project has been included in Council's DPOP for many years, and has been included in the long term financial plan since its inception 20 years ago.

At the commencement of the project extensive consultation was undertaken with Regulatory Authorities, Government Agencies, other key stakeholders and the community. A Community and Stakeholder Engagement Plan was developed in April 2014 to guide the engagement and consultation process through the environmental assessment phase of the project. The main focus for this phase was to liaise with Regulatory Authorities to gauge requirements and ensure statutory compliance moving forward.

Shoalhaven Water has engaged with key stakeholders and the general community throughout the development and construction of the REMS 1B project. A Community and Stakeholder Engagement Plan was developed and implemented in regard to the transfer main project. Key engagement activities included:

- Direct discussions and development of works agreements with properties directly affected by construction of the proposed transfer main.
- Door knocking and provision of project information to residents immediately adjacent to the proposed transfer main route, including the Shoalhaven Caravan Village.
- Distribution of a project newsletter to Nowra and Bomaderry residents and businesses in the vicinity of the works sites.
- Information about the proposed transfer main was placed on the Council and Shoalhaven Water websites.

Extensive discussions were held with the NSW Environment Protection Authority regarding legislative and licensing requirements for the management of drilling muds as an input to this REF Addendum.

The REF was placed on public exhibition from 29 August to 12 September 2018. This included displays at the Nowra and Ulladulla Administration Centres. There were no submissions received from the public or stakeholders.

### **Policy Implications**

The construction of the REMS 1B transfer main is an integral part of the project. Construction of the transfer main will allow reclaimed water produced by the upgraded Bomaderry wastewater treatment plant to be beneficially reused by farms and sporting grounds on the southern side of the Shoalhaven River. Construction of the transfer main will assist in achieving the community's preference to maximise beneficial reuse of reclaimed water produced through the REMS.

### **Financial Implications**

The preferred option for management of the drilling mud is the lowest cost option. This will form part of the budget allocation for the overall transfer main and this has been the subject of a previous report to Council.

### **Risk Implications**

A construction environmental management plan will be produced by the contractor to address environmental risks including those identified in the REF Addendum.

## SA18.287 REMS 1A Work Package 3.1 UV Procurement

HPERM Ref: D18/409384

Group: Shoalhaven Water Group

### Purpose / Summary

To inform Council of the tender process for REMS 1A Work Package 3.1 UV Procurement.

### Recommendation

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

### Options

1. As recommended

Implications: The confidential report will be considered.

2. Council could propose an alternative process for consideration of the issue.

Implications: Not recommended as the tender process has been carried out in accordance with relevant policies and the confidential report addresses the relevant requirements.

### Background

Shoalhaven Water's REMS provides for the collection and storage of treated effluent (i.e. reclaimed water) and its application to agricultural land and sports grounds, with the majority of land lying on the floodplain between Nowra and the coast. Stage 1A of the Scheme has been operating for many years and significant infrastructure is in place to collect reclaimed water from St. Georges Basin, Huskisson/Vincentia, Culburra, and Callala Wastewater Treatment Plants. The collected reclaimed water is transferred to participating irrigation areas via a transfer and distribution system. The current REMS also includes a 600 ML bulk storage facility at Coonemia to store surplus reclaimed water, and an ocean outfall located at Penguin Head near Culburra, and an emergency release point to Jervis Bay at Plantation Point.

Chlorination at the Stage 1A Plants (St. Georges Basin, Huskisson/Vincentia, Culburra, and Callala Wastewater Treatment Plants (WWTPs)), although meeting historical regulatory needs, does not achieve the required Log Reduction Values (LRVs) for pathogens for the authorised end uses of the reclaimed water, as required by the current Australian Guideline for Water Recycling (AGWR). Regulators will only give approval to Council for the uses of reclaimed water that meet the AGWR, and where the quality of the reclaimed water can be validated, verified and controlled. To meet these requirements, upgrades to the disinfection systems with installation of UV treatment systems at the existing Huskisson/Vincentia, Culburra and Callala WWTPs (The Sites) are required. Effluent from St. Georges Basin is transferred to Huskisson/Vincentia for tertiary treatment and additional disinfection is currently not proposed for this site (St. Georges Basin).

The project is to retrofit UV treatment stage downstream of the existing filtration process at Culburra, Callala & Vincentia wastewater treatment plants (WwTP) to achieve the required

LRV to allow Shoalhaven Water to achieve Section 60 approval by the Department of Industry.

The following tenders were received:

<b>Tenderer</b>	<b>Location</b>
Aquatec Maxcon Pty Ltd (Aquatec)	8 Charles St, St Marys, NSW 2760
Filtec International Pty Ltd (Filtec)	13/40 Ricketts Rd, Mt Waverley, VIC 3149
Pacific Construction Group Pty Ltd (Pructon)	5/23 Ashtan Place, Banyo, Qld 4014
Xylem Water Solutions Australia Limited (Xylem)	Unit 2, 2 Capicure Drive, Eastern Creek, NSW 2766

### **Community Engagement**

Shoalhaven Water commissioned a Review of Environmental Factors (REF) which was completed in October 2018. The REF recommended limited consultation due to the small footprint of the works and the limited impact on stakeholders

Stakeholders were provided with a copy of the REF by e-mail and were encouraged to view the document and provide a written submission to Council in relation to the proposal.

Responses to the REF were received from Office of Environment and Heritage/NSWNP.

As a result of the comments received from OEH further consultation has been undertaken with the Local Aboriginal communities. Responses to that consultation close on the 7 December. Other recommendations from OEH will be incorporated into the REF. To date no negative responses were received as part of the consultation.

### **Policy Implications**

Purchasing Policy – POL12/101

The tender for this project has been undertaken and in accordance with Council's Purchasing Policy. The recommendation for this report are consistent with the provision of Council's Purchasing Policy.

### **Financial Implications**

Sufficient funds have been allocated in the wastewater capital budget for the 2018/19 financial year. Contract management will be done in conjunction with GHD and site inspections are to be undertaken by Shoalhaven Water's nominated construction inspectors.

It is proposed to start construction of the project in the first quarter 2019. Completion of the project is proposed for August 2019.

## SA18.288 Communications Facilities Asset Management Plan

**HPERM Ref:** D18/416397

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

### Purpose / Summary

Shoalhaven Water staff have updated Council's Communications Facilities Asset Management Plans (AMP) as a result of activities undertaken since their previous adoption in 2011. Council has placed the AMP on public exhibition and has received no comments or submissions. A copy of the AMP is available in the Councillors' Room.

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

That Council, in accordance with the Committee's delegated authority, and as no submissions have been received, adopt the Communications Facilities Asset Management Plan.

### Options

1. Adopt the AMP

Implications: Shoalhaven Water will be able to manage communication infrastructure in a manner consistent with Best Practice Guidelines and Council's strategic direction.

2. Adopt the AMP with other changes as determined. Not recommended as the community has already been given the opportunity to comment on the existing plan.

Implications: Modification of the plan would further consultation.

### Background

Council is requested to consider the updated Communications AMP following a significant review of the Plan.

The aim of the Communications AMP is to summarise Shoalhaven Water's current position regarding the management of Council's communications assets and to continue to provide a sustainable approach to the management of communications assets (and the services provided from those assets) for the Shoalhaven Community.

Since Council's adoption of the Asset Management Plan – Telecommunication Facilities (POL11/115) several advancements have been made to improve the effective management of Shoalhaven Water Assets. Some achievements are highlighted below.

- Asset Data Hierarchy Review.
- Development of an Asset Information Framework.
- Asset Information Confidence Rating.
- Development of Shoalhaven Water's Asset Management Policy.
- Development of Shoalhaven Water's Asset Management Strategy.
- Application of Council's Community Engagement Policy to projects.

- Development of a Customer Service Plan.
- Asset Criticality Framework and Management strategies, Criticality Framework Implementation and Critical Assets Management Strategies.
- Development of a Framework for the Shoalhaven Water's Asset Management Plans.
- Asset Management Plans review.
- Established a Shoalhaven Water Asset Management Steering Group.

Copies of the Communications AMP have been left in the Councillor's Room for reference / review. The AMP was available for viewing on Council's website during the exhibition period

### **Community Engagement**

The Communications AMP was on public exhibition for a minimum period of 28 days, and submissions were sought for a period of 42 days from the date of exhibition. In that time no submissions were received.

### **Financial Implications**

The implementation of asset management projects enables Shoalhaven Water to develop more informed programs of works. Delivery programs, operational plans and longer term financial plans can be prepared with increased validation and levels of confidence.

## SA18.289 Lease of land at Yalwal for new communications tower site

**HPERM Ref:** D18/417030

**Group:** Shoalhaven Water Group

**Section:** Water Asset Planning & Development

### Purpose / Summary

To seek Council approval to lease part of Lot 3 DP252335 at Yalwal Road, Yalwal from Mr Edward McPartland for a period of 20 years for a new communications tower and grant a licence to Mr McPartland for access to the tower when constructed.

### Recommendation

That Council

1. Lease an area of approximately 10m x10m over part of Lot 3 DP252335 at Yalwal Road, Yalwal from Edward McPartland for a period of 20 years at an annual rental of \$5,000 pa, annual increases to CPI and 20% of rent received by Council from other future users of the site. The final area to be leased to be determined by design of the communications tower.
2. Grant a licence to Edward McPartland at a nominal \$1 pa to allow installation of his equipment on the communications tower when constructed.
3. Delegate Authority to the General Manager to approve and execute all future telecommunication leases and licences relating to this site, know as Part Lot 3 DP252335 Yalwal.

### Options

1. Adopt the Recommendation

Implications: The communications tower is required to support radio communications for the Danjera Dam campgrounds and provide site security and safety.

2. Not adopt the Recommendation

Implications: Council and Mr McPartland will have on-going concerns for security and anti-social behaviour at the campgrounds.

### Background

Concerns have arisen in the past with anti-social behaviour in and around the Danjera Dam campgrounds and the safety of campers in an isolated location. The tower is to support Council radio communications at the campground and a proposed evacuation warning system. The tower site is located on adjoining land owned by Mr McPartland.

Negotiations with the landowner have resulted in the following agreement:

- The lease to be for a period of 20 years at \$5,000 pa (exclusive of GST) with annual increases based on the CPI. The landowner is to be also paid 20% of rental received by Council from any future users of the site. The area to be leased to be approximately 10m x 10m, subject to final design.

SA18.289

- The licence to be granted to the landowner to be at a nominal \$1 pa. The licence is to allow the landowner to install equipment on the tower for his own use.

The agreed terms are considered reasonable having regard to the benefits that the tower will provide in the management of the campground site.

### **Financial Implications**

The lease rental and costs associated with the preparation and administration of the lease and licence are to be met from Shoalhaven Water's Telecommunication Fund.



## **SA18.290 Tenders - Report Provision of Trainees & Apprentices**

**HPERM Ref:** D18/416635

**Group:** Shoalhaven Water Group

**Section:** Shoalwater Operations & Maintenance

### **Purpose / Summary**

To inform Council of the tender process for Provision of Trainees and Apprentices.

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

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

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

### **Options**

1. As recommended.

Implications: The confidential report will be considered

2. Propose an alternative process for the consideration of the issue.

Implications: This is not recommended as an extensive tender evaluation process has been undertaken.

### **Details**

Council currently hosts approximately 40 trainees and apprentices across Council. Roles include trainee certificate 2 & 3 in water operations, administration, building maintenance, civil construction, horticulture and trade apprentices in mechanical, metal fabrication, carpenter, electrical and communications. The trainees and apprentices program at Shoalhaven City Council has been a vital tool in providing training for future employees and providing options for young job seekers from the Shoalhaven.

Council invited tenders for the provision of trainees and apprentices. The successful tenderer will be the employer of the Trainees and Apprentices. Council will be a host to provide on the job training for the duration of the placement to obtain formal qualification in the selected vocation.

### Tenders Received

Tenders were called for on 21 August 2018 and closed at 10:00am on 12 September 2018. A total of five (5) submissions were received from the following providers:

Table 1: List of Tenderers

Tenderer	ABN	Conforming	GTO
Sydney Training and Employment Pty Ltd	87 003 008 884	Yes	Yes
MIGAS Limited T/A Migas Apprentices & Trainees	39 231 619 354	Yes	Yes
Macarthur Group Training Ltd T/A My Gateway	51 003 486 655	Yes	Yes
Hunter Valley Training Company Pty Ltd	45 002 226 619	Yes	Yes
Australian Training Company Ltd	99 068 364 269	Yes	Yes

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

**Policy Implications**

*Purchasing Policy – POL16/103*

The tender process was undertaken in accordance with Council's Purchasing Policy

**Financial Implications:**

The final contract amount will be determined by the number and type of trainees and apprentices placed. Placements will be made based on operational needs and available budget. Operational budgets allow for the employment of trainees and apprentices.

## 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.