

## Strategy and Assets Committee

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

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

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

## Agenda

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5. **Deputations and Presentations**
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## 8. Confidential Reports

### Reports

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

*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:

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

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



## MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

**Meeting Date:** Tuesday, 21 March 2017

**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra

**Time:** 5:00pm

The following members were present:

Clr Andrew Guile - Chairperson

Clr Joanna Gash

Clr John Wells

Clr Patricia White

Clr John Levett

Clr Nina Cheyne

Clr Annette Alldrick

Clr Kaye Gartner – left the meeting 7.19pm

Clr Amanda Findley

Clr Mitchell Pakes

Clr Mark Kitchener

Clr Bob Proudfoot

Mr Russ Pigg - General Manager

### Apologies / Leave of Absence

Clr Watson

### Confirmation of the Minutes

**RESOLVED** (Clr Findley / Clr Cheyne)

MIN17.184

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

CARRIED

### Declarations of Interest

Conflict of Interest Declaration – Russ Pigg - pecuniary interest – SA17.82 Ratepayers Advance Kerb & Gutter Construction - 58 - 64 Basin View Pde, Basin View – he is one of the property owners – will leave the room, will not take part in discussion or vote.

Conflict of Interest Declaration – Clr White – less than significant non pecuniary interest – SA17.71 Telstra Tech Savvy Seniors Grant Funding – her husband is a previous Telstra Dealer, Council is

receiving grant funding of \$1800 for library programs and no remuneration or advantage will be received by her husband – will leave the room, will not take part in discussion or vote.

Conflict of Interest Declaration - Clr Proudfoot – less than significant non pecuniary interest – SA17.87 Dealing With Development Applications Lodged by Council Staff or Councillors – he has a Development Application before Council – will leave the room, will not take part in discussion or vote.

## DEPUTATIONS AND PRESENTATIONS

Mr Paul Davies addressed the Committee in relation to Item SA17.75 Funding Options - Sealing - Bishops Drive, Mollymook

Ms Jenny Brodie addressed the Committee in relation to Item SA17.74 Bomaderry Aquatic Centre & Nowra Aquatic Park - Winter Swimming in Northern Shoalhaven

### Procedural Motion - Bring Item Forward

**RESOLVED** (Clr Pakes / Clr Kitchener) MIN17.185

That the matter of items SA17.75 Funding Options - Sealing - Bishops Drive Mollymook and SA17.74 Bomaderry Aquatic Centre & Nowra Aquatic Park - Winter Swimming in Northern Shoalhaven be brought forward for consideration.

CARRIED

### SA17.75 Funding Options - Sealing - Bishops Drive Mollymook

HPERM Ref:  
D17/37745

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

That the report on the sealing of 150 metres of Bishop Drive be received for information and the works not be funded in the 2017/18 budget.

MOTION (Clr Kitchener / Clr Proudfoot)

That Council consider sealing the 150 metres of Bishop Drive, Mollymook as a priority for the next scheduled road works and the \$213,000 cost for the works be funded in the 2017/18 budget.

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

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

LOST

**RESOLVED** (Clr Gash / Clr Gartner) MIN17.186

That the report on the sealing of 150 metres of Bishop Drive be received for information and the works not be funded in the 2017/18 budget.

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

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

CARRIED

**SA17.74 Bomaderry Aquatic Centre & Nowra Aquatic Park - Winter Swimming in Northern Shoalhaven**

**HPERM Ref: D17/83607**

**Recommendation**

That Council

1. Within the Shoalhaven Swim & Fitness area, maintain the operation of:
  - a. Bomaderry Aquatic Centre 25 metre indoor pool – all year
  - b. Bomaderry Aquatic Centre 50 metre outdoor pool – all year
  - c. Nowra Aquatic Park 50 metre outdoor pool - close 30 June 2017 until 1 November 2017
  - d. To be funded within existing 2016/17 budgets
2. Undertake a comprehensive Community Engagement Process to outline the proposed six (6) options for summer and winter swimming in the northern Shoalhaven (Bomaderry Aquatic Centre and Nowra Aquatic Park) as outlined in this report. That this consultation seek the community's views on which is the preferred option taking into consideration all factors including service level provision and costs. This be undertaken as part of the DPOP consultation and be reported back to Council as part of the budget process.
3. Upon receipt of the feedback, determine which option of the six considered it will fund in future budgets.

**Recommendation** (Clr Pakes / Clr Findley)

That Council:

1. Undertake a comprehensive Community Engagement Process in plain English to outline the proposed six (6) options for summer and winter swimming in the northern Shoalhaven (Bomaderry Aquatic Centre and Nowra Aquatic Park) as outlined in this report. That this consultation seek the community's views, including swimming community members, on which is the preferred option taking into consideration all factors including service level provision and costs. This be undertaken as part of the DPOP consultation and be reported back to Council as part of the budget process.
2. Upon receipt of the feedback, determine which option of the six considered it will fund in future budgets.

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

AGAINST: Clr Guile and Clr Proudfoot

CARRIED

**Procedural Motion - Bring Item Forward**

**RESOLVED** (Clr Cheyne / Clr Findley)

MIN17.187

That the matter of item SA17.68 Shoalhaven Family Day Care - Consultation process and feedback re transfer of service be brought forward for consideration.

CARRIED

**SA17.68 Shoalhaven Family Day Care - Consultation process and feedback re transfer of service HPERM Ref: D17/8966**

**Recommendation**

1. That Council receive the report for information on the consultation process with affected staff, Educators and Families and feedback regarding potential transfer of the Shoalhaven Family Day Care Service to a suitable provider for information.
2. That Council adopt **Option 4 Performance Targets met or transfer** and that an update report be provided to Council in April 2018.
3. That as part of the public exhibition/community engagement period for the draft 2017/18 DP/OP council specifically gain feedback on the matter of 'ratepayer subsidy' for the FDC service.

**Recommendation (Clr Cheyne / Clr Wells)**

1. That Council receive the report for information on the consultation process with affected staff, Educators and Families and feedback regarding potential transfer of the Shoalhaven Family Day Care Service to a suitable provider for information.
2. Council adopt performance targets to improve services it provides and report back in April 2018 when more clarity around federal funding is available.
3. That as part of the public exhibition/community engagement period for the draft 2017/18 DP/OP council specifically gain feedback on the matter of 'ratepayer subsidy' for the FDC service.
4. Council acknowledge that high quality child care services are a fundamental responsibility of the Federal Government and acknowledge that the current service of the Family Day Care Service reaches an exceeding level and congratulate the staff and the educators for that high level recognition.
5. That Council continue to lobby the Federal Government for Federal Government support and funding.

CARRIED

Note: That Clr Cheyne read to the Committee a letter submitted by educator, Jamie Horton.

**NOTICES OF MOTION / QUESTIONS ON NOTICE**

**SA17.62 Notice of Motion - Code of Meeting Practice - Adjournment of Meetings HPERM Ref: D17/72458**

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

That Council consider a ten minute adjournment at all meetings after two hours.

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

MIN17.188

That Council consider a ten minute adjournment at all meetings after two hours.

CARRIED

**SA17.63 Question on Notice - Traveller Rest Areas****HPERM Ref:  
D17/82219****Question**

What is the Council policy or plan on the provision of short time traveller rest areas.

**Background**

There appears to be a growing need for roadside areas that can be utilised for overnight traveller stays, with basic toilet and shower facilities. A number of locations are now used which appear to be inadequate for the purpose in particular the roadside area opposite the Bewong Café.

**Response**

Roadside rest areas primarily come under the responsibility of NSW Roads & Maritime Services, they provide rest stops in various locations on the Princes Highway within the Shoalhaven region. The rest areas are placed in locations where traffic flow is high enough to justify the cost of establishing such a facility for passing travellers, rather than overnight site accommodation. There is often shelters and toilets provided at rest areas. Areas such as Bewong and Rotary Park (South Nowra) are designed to provide rest stops, not overnight site accommodation.

The provision of overnight site accommodation with adequate facilities is covered under the Local Government Regulations (Caravan Parks and Camping Grounds). Overnight site accommodation of this type is provided by over 80 approved caravan parks in the Shoalhaven. There are alternative primitive camping areas and camp grounds provided in National Parks.

Under State Environmental Planning Policy (SEPP) (Infrastructure) 2007, certain development can be exempt, if development can be carried out by or on behalf of a public authority in connection with a road or road infrastructure facilities and complies with Clause 20 of that SEPP.

This includes roadside facilities and rest areas, if the development does not involve the installation of toilets and involves no greater disturbance to the ground or vegetation than necessary.

<http://www.legislation.nsw.gov.au/#/view/EPI/2007/641/part3/div17/subdiv1/cl97>

Refer to Clause 97 (1) (ix).

Clause 20 of the SEPP states:

**RESOLVED** (Clr Levett / Clr Findley)

MIN17.189

That Question on Notice - Traveller Rest Areas be received for information.

CARRIED

**SA17.64 Question on Notice - "Adopt a Road" Scheme****HPERM Ref:  
D17/82232****Question**

Could Councillors be given an explanation of the operation and success of the "Adopt-a-Road" scheme in the Shoalhaven, is it still actively worked, and could it be expanded as a means of coping with the roadside rubbish issue.

**Response**

Shoalhaven City Council does participate in the "Adopt A Road" programme. Currently there is one formal "Adopt A Road" group which is the Adopt A Road Bendigo Bank Parkcare Group which removes litter as necessary along all roads in Sanctuary Point, St Georges Basin and Basin View. The group began in 2012 and the Parkcare Action Plan was adopted by Council in March 2013 (D13/4640). The group was supplied with personal protection equipment by Council and has been very effective and donated over 190 hours of labour, to the task, since its creation.

Council's Parkcare Programme in many areas is very successful and provides an opportunity for volunteers to provide higher levels of services which are currently unable to be funded by Council due to large area serviced. It also provides a fantastic opportunity for volunteers to "give back" to their community and demonstrate pride in the local area. Council provides all groups with financial support and assistance by staff to set up their groups and develop their Action Plans which are then put forward to Council for consideration and adoption. New Parkcare groups require approximately \$400 per year in funding which forms part of the recommendation at the time of the Action Plans adoption.

The Adopt A Road programme can be easily expanded if there are willing volunteers to assist Council in control of litter.

**RESOLVED** (Clr Levett / Clr Findley)

MIN17.190

That Question on Notice - "Adopt a Road" Scheme be received for information.

**CARRIED**

Note: Clr Findley acknowledged, Jo Power who received an International Womens Award for her work along Bendalong Beach and Plastic Free NSW Facebook and instagram pages.

**Procedural Motion - Adjournment of Meeting****RESOLVED** (Clr Findley / Clr Pakes)

MIN17.191

That the meeting be adjourned for 10 minutes, the time being 7.00pm.

**CARRIED**

## **Procedural Motion - Resumption of Meeting**

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

MIN17.192

That the meeting be reconvened, the time being 7.12pm when the following members were present:

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

CARRIED

## **REPORTS**

### **SA17.65 Economic Development Strategy - Draft Report to be Placed on Exhibition**

**HPERM Ref:  
D17/73359**

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

That

1. Council place the draft Economic Development Strategy (2017-2026) on public exhibition for a minimum of 28 days.
2. A report be submitted to Council including comments from submissions received with the view to have the Economic Development Strategy (2017-2026) adopted by Council.

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

MIN17.193

That the matter of Economic Development Strategy - Draft Report to be Placed on Exhibition be deferred to the Ordinary Meeting, Tuesday 28 March 2017 and a copy of the Draft Economic Development Strategy be made available as an attachment to the report.

CARRIED

### **SA17.66 Citizens Panel**

**HPERM Ref:  
D17/82371**

#### **Recommendation (Option 2)**

That:

1. Council randomly select a total of 24 persons from the existing 24 Consultative Community Bodies (CCBs), Council's Advisory Committees & Boards, and the Business Chamber Executives, to form a Community Reference Panel to provide input into the Community Strategic Plan (CSP) review process and the Delivery Program/Operational Plan (DPOP) and budget community engagement process.

2. This Panel undertake 3 workshops to provide feedback on the priorities for expenditure of the Special Rate Variation (SRV) and the projects and priorities of the CSP and DPOP
3. Council allocate a budget of \$10,000 to meet staff and other costs to form and assist the Community Reference Panel in the process.
4. Council also utilise alternative community engagement methods to reach other stakeholders of Shoalhaven, to actively seek their feedback on their priority areas for expenditure of the proposed SRV as part of this year's DP/OP and budget and allocate \$5,000 to fund materials and resources for these engagement methods
5. Council consider providing a budget in the 2017/18 financial year for the establishment of a permanent randomly selected Community Reference Panel that could be externally facilitated and used for a number of projects of Council throughout the year and form part of Council's overall community engagement strategy

**RESOLVED** (Clr Wells / Clr Guile)

MIN17.194

That the Citizens Panel Report be received for information.

CARRIED

Note: Clr Gartner left the meeting – 7.19pm

**SA17.67 Request for Alternate Delegates - Nowra CBD  
Revitalisation Strategy Committee**

**HPERM Ref:  
D17/56377**

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

That there be no change to the Terms of Reference in relation to membership of the committee.

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

MIN17.195

That there be no change to the Terms of Reference in relation to membership of the committee.

CARRIED

**SA17.68 Shoalhaven Family Day Care - Consultation Process  
And Feedback Re Transfer Of Service**

**HPERM REF:  
D17/8966**

Item dealt with earlier/later in the meeting.

**SA17.69 Shoalhaven Homelessness Taskforce - Terms of  
Reference**

**HPERM Ref:  
D17/60968**

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

That Council

1. Establish the Shoalhaven Homelessness Taskforce as a section 355/377 Committee of Council;
2. Endorse the Terms of Reference of the Shoalhaven Homelessness Taskforce
3. Confirm the three councillor representatives on the taskforce.



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

MIN17.196

That Council

1. Establish the Shoalhaven Homelessness Taskforce as a section 355/377 Committee of Council;
2. Endorse the Terms of Reference of the Shoalhaven Homelessness Taskforce with the following changes:
  - a. That all councillors be members of the taskforce.
  - b. The Chairperson be appointed for a term of 2 years

FOR: Clr Gash, Clr Wells, Clr White, Clr Levett, Clr Cheyne, Clr Alldrick, Clr Findley, Clr Pakes, Clr Proudfoot and Russ Pigg

AGAINST: Clr Guile and Clr Kitchener

CARRIED

**SA17.70 Overview/Update - Shoalhaven Section 94 Contributions Plan Review**

**HPERM Ref:  
D17/67071**

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

That:

1. The report on the proposed reforms to the Shoalhaven Contributions Plan 2010 be received for information
2. The funds from recoupment projects and identified deleted projects be transferred to a "recoupment fund" and used as Council's apportionment to projects and to provide seed funding for community infrastructure projects identified in the revised Contributions Plan.

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

MIN17.197

That:

1. The report on the proposed reforms to the Shoalhaven Contributions Plan 2010 be received for information
2. The funds from recoupment projects and identified deleted projects be transferred to a "recoupment fund" and used as Council's apportionment to projects and to provide seed funding for community infrastructure projects identified in the revised Contributions Plan.

CARRIED

**SA17.71 Telstra Tech Savvy Seniors Grant Funding**

**HPERM Ref:  
D17/70549**

**Recommendation**

That Council:

1. Accept the NSW Government and Telstra Tech Savvy Seniors grant funding to the value of \$1,800 for Shoalhaven Libraries to deliver a series of technology training modules to the Shoalhaven Community and adjust the budget accordingly.
2. Write to the NSW Government accepting the grant offer.

Conflict of Interest Declaration – Clr White – less than significant non pecuniary interest –SA17.71 Telstra Tech Savvy Seniors Grant Funding – her husband is a previous Telstra Dealer, Council is

receiving grant funding of \$1800 for library programs and no remuneration or advantage will be received by her husband – left the room, did not take part in discussion or vote.

**Recommendation** (Clr Proudfoot / Clr Alldrick)

That Council:

1. Accept the NSW Government and Telstra Tech Savvy Seniors grant funding to the value of \$1,800 for Shoalhaven Libraries to deliver a series of technology training modules to the Shoalhaven Community and adjust the budget accordingly.
2. Write to the NSW Government accepting the grant offer.

CARRIED

**SA17.72 2017 Future of Local Government National Summit**

**HPERM Ref:  
D17/73086**

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

That the Committee

1. Notes the details of the 2017 Future of Local Government National Summit scheduled for 25-26 May 2017 in Melbourne.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

Note Clr White returned to the meeting.

**RESOLVED** (Clr Findley / Clr Cheyne)

MIN17.198

That the Committee

1. Notes the details of the 2017 Future of Local Government National Summit scheduled for 25-26 May 2017 in Melbourne.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

CARRIED

**SA17.73 2017 Australian Local Government Women's Association Conference****HPERM Ref:  
D17/81524****Recommendation (Item to be determined under delegated authority)**

That the Committee

1. Notes the details of the 2017 Australian Local Government Women's Association Conference scheduled for 4 to 6 May 2017 in Penrith.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

**RESOLVED** (Clr Findley / Clr Cheyne)

MIN17.199

That the Committee

1. Notes the details of the 2017 Australian Local Government Women's Association Conference scheduled for 4 to 6 May 2017 in Penrith.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

CARRIED

**SA17.74 Bomaderry Aquatic Centre & Nowra Aquatic Park - Winter Swimming In Northern Shoalhaven****HPERM REF:  
D17/83607**

Item dealt with earlier in the meeting.

**SA17.75 Funding Options - Sealing - Bishops Drive Mollymook****HPERM REF:  
D17/37745**

Item dealt with earlier in the meeting see MIN17.186

**SA17.76 Long Term Parking Facility Proposal - Bomaderry Railway Station**

**HPERM Ref:  
D17/56033**

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

That the report on the availability of land in the vicinity of the Bomaderry Railway station to be used for all day/night parking, be received for information

**RESOLVED** (Clr Wells / Clr Gash)

MIN17.200

That the report on the availability of land in the vicinity of the Bomaderry Railway station to be used for all day/night parking, be received for information.

CARRIED

**SA17.77 Bus Service - Bomaderry Rail Station to Nowra CBD**

**HPERM Ref:  
D17/56121**

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

That the report on the feasibility of subsidising a shuttle bus service, or facilitating timely bus services, from Bomaderry railway station to the Nowra CBD, be received for information.

**RESOLVED** (Clr Wells / Clr Cheyne)

MIN17.201

That the report on the feasibility of subsidising a shuttle bus service, or facilitating timely bus services, from Bomaderry railway station to the Nowra CBD, be received for information.

CARRIED

**SA17.78 Report - Traffic Management - Milton/Ulladulla Area - Summer Holiday Period - By-pass Proposal**

**HPERM Ref:  
D17/80036**

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

That the Report of the General Manager (Director of Assets & Works) be received for Information and council note the status of this matter as detailed in the Princes Highway Corridor Strategy.

**MOTION** (Clr White / Clr Gash)

That:

1. The Report of the General Manager (Director of Assets & Works) be received for Information and council note the status of this matter as detailed in the Princes Highway Corridor Strategy.
2. Council continue to lobby the State Government for funding for the Milton Ulladulla Bypass and involve our community in that lobbying

**AMENDMENT** (Clr Guile / Clr Proudfoot)

That:

1. The Report of the General Manager (Director of Assets & Works) be received for Information and council note the status of this matter as detailed in the Princes Highway Corridor Strategy.
2. Council continue to lobby the State Government for funding for the Milton Ulladulla Bypass as a priority Princes Hwy Project and involve our community in that lobbying

**FOR:** Clr Guile, Clr Findley, Clr Pakes, Clr Kitchener, Clr Proudfoot and Russ Pigg

AGAINST: Cllr Gash, Cllr Wells, Cllr White, Cllr Levett, Cllr Cheyne, Cllr Alldrick

CARRIED ON THE CASTING VOTE OF THE CHAIR

The AMENDMENT became the MOTION and was PUT and CARRIED ON THE CASTING VOTE OF THE CHAIR

**RESOLVED** (Cllr Guile / Cllr Proudfoot)

MIN17.202

That:

1. The Report of the General Manager (Director of Assets & Works) be received for Information and council note the status of this matter as detailed in the Princes Highway Corridor Strategy.
2. Council continue to lobby the State Government for funding for the Milton Ulladulla Bypass as a priority Princes Hwy Project and involve our community in that lobbying

FOR: Cllr Guile, Cllr Findley, Cllr Pakes, Cllr Kitchener, Cllr Proudfoot and Russ Pigg

AGAINST: Cllr Gash, Cllr Wells, Cllr White, Cllr Levett, Cllr Cheyne, Cllr Alldrick

CARRIED ON THE CASTING VOTE OF THE CHAIR

#### **SA17.79 Shared path signage - citywide**

**HPERM Ref:  
D17/25041**

#### **Recommendation**

That the General Manager (Director of Assets & Works)

1. Continues to ensure that signage for cycleways complies with Australian Standard AS1742.9 (Bicycle facilities) and AUSTROADS Guide to Road Design Part 6A (Pedestrian and Cyclist paths)
2. Includes a 'share the path' educational component in the pamphlet for distribution with the rates notices at a future time.
3. Develops a strategy to install additional signage at key locations along the shared path network within existing budget constraints.

#### **Recommendation** (Cllr Cheyne / Cllr Levett)

That the General Manager (Director of Assets & Works)

1. Continues to ensure that signage for cycleways complies with Australian Standard AS1742.9 (Bicycle facilities) and AUSTROADS Guide to Road Design Part 6A (Pedestrian and Cyclist paths)
2. Includes a 'share the path' educational component in the pamphlet for distribution with the rates notices at a future time.
3. Develops a strategy to install additional signage at key locations along the shared path network within existing budget constraints.

CARRIED

**SA17.80 Review - Graffiti Management Policy**

**HPERM Ref:  
D17/73999**

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

That Council reaffirm the Graffiti Management Policy with the minor update to nominate Assets & Works as the responsible Council Group.

**RESOLVED** (Clr Wells / Clr Levett)

MIN17.203

That Council reaffirm the Graffiti Management Policy with the minor update to nominate Assets & Works as the responsible Council Group.

CARRIED

**SA17.81 Road Verge Improvements & Maintenance Policy  
(POL16/157).**

**HPERM Ref:  
D17/53061**

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

That Council reaffirm the Road Verge Improvements & Maintenance Policy (POL16/157).

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

MIN17.204

That Council reaffirm the Road Verge Improvements & Maintenance Policy (POL16/157).

CARRIED

**SA17.82 Ratepayers Advance Kerb & Gutter Construction - 58 -  
64 Basin View Pde, Basin View**

**HPERM Ref:  
D17/73903**

**Recommendation**

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

1. Peter Brown of 58 Basin View Parade, Basin View in respect of Kerb and Gutter construction to the value of \$5,379.72 (advance) of which \$1,722.12 (excluding GST) is the contribution, \$3,657.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,572.00.
2. Stephen Long of PO Box 460, Wollongong in respect of Kerb and Gutter construction at 60 Basin View Parade to the value of \$5,621.72 (including additional an \$242, which includes \$22 GST, for a single driveway) (advance) of which \$1,964.12 (excluding GST) is the contribution, \$3,657.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,572.00.
3. Russ Pigg of PO Box 1150, Nowra in respect of Kerb and Gutter construction at 62 Basin View Parade to the value of \$7,372.80 (including an additional \$484, which includes \$44 GST, for a 4.8 mt driveway) (advance) of which \$2,689.20 (excluding GST) is the contribution, \$4,683.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$5,854.50.
4. Sean Butcher of PO Box 30, Coniston in respect of Kerb and Gutter construction at 64 Basin View Parade to the value of \$7,130.80 (including an additional \$242, which includes \$22 GST, for a single driveway) (advance) of which \$2,447.20 (excluding GST) is the contribution, \$4,683.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$5,854.50.

5. Graham Butler of 68 Basin View Parade, Basin View in respect of Kerb and Gutter construction to the value of \$8,408.88 (advance) of which \$2,070.16 (excluding GST) is the contribution, \$6,338.72 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$7,923.40.
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.

Conflict of Interest Declaration – Russ Pigg - pecuniary interest – SA17.82 Ratepayers Advance Kerb & Gutter Construction - 58 - 64 Basin View Pde, Basin View – he is one of the property owners – left the room, did not take part in discussion or vote.

**Recommendation** (Clr Wells / Clr White)

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

1. Peter Brown of 58 Basin View Parade, Basin View in respect of Kerb and Gutter construction to the value of \$5,379.72 (advance) of which \$1,722.12 (excluding GST) is the contribution, \$3,657.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,572.00.
2. Stephen Long of PO Box 460, Wollongong in respect of Kerb and Gutter construction at 60 Basin View Parade to the value of \$5,621.72 (including additional an \$242, which includes \$22 GST, for a single driveway) (advance) of which \$1,964.12 (excluding GST) is the contribution, \$3,657.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,572.00.
3. Russ Pigg of PO Box 1150, Nowra in respect of Kerb and Gutter construction at 62 Basin View Parade to the value of \$7,372.80 (including an additional \$484, which includes \$44 GST, for a 4.8 mt driveway) (advance) of which \$2,689.20 (excluding GST) is the contribution, \$4,683.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$5,854.50.
4. Sean Butcher of PO Box 30, Coniston in respect of Kerb and Gutter construction at 64 Basin View Parade to the value of \$7,130.80 (including an additional \$242, which includes \$22 GST, for a single driveway) (advance) of which \$2,447.20 (excluding GST) is the contribution, \$4,683.60 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$5,854.50.
5. Graham Butler of 68 Basin View Parade, Basin View in respect of Kerb and Gutter construction to the value of \$8,408.88 (advance) of which \$2,070.16 (excluding GST) is the contribution, \$6,338.72 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$7,923.40.
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.

CARRIED

**SA17.83 Exercise of Option - Lease - Part First Floor - 12 Berry Street Nowra - Shoalhaven Community Radio Incorporated**

**HPERM Ref:  
D17/71592**

**Recommendation**

That Council:-

1. Approve the additional five (5) year term of the lease agreement with Shoalhaven Community Radio Incorporated for the continued occupation of Part 12 Berry Street, Nowra;
2. Affix the Seal of the Council of the City of Shoalhaven to the lease agreement and any other documentation required to be sealed to enable the lease to be finalised.

**Recommendation (Clr Wells / Clr Gash)**

That Council:

1. Approve the additional five (5) year term of the lease agreement with Shoalhaven Community Radio Incorporated for the continued occupation of Part 12 Berry Street, Nowra;
2. Affix the Seal of the Council of the City of Shoalhaven to the lease agreement and any other documentation required to be sealed to enable the lease to be finalised.

**SA17.84 Road Closure - Lot 28 DP 755927 - Conjola**

**HPERM Ref:  
D17/59419**

**Recommendation**

That Council resolves to:

1. Make an application to the Minister administering the Roads Act 1993, for the unformed part of Wollybutt Road Conjola, shown by red shading on Attachment "1", to be closed and vested in Council as Operational Land, then sell to the owners, J B McCloghry & V M Gautier, for consolidation with the adjoining Lot 28 DP755927,;
2. Authority be given to affix the Common Seal of the Council of the City of Shoalhaven to any documents required to be sealed and that the General Manager be authorised to sign any documents necessary to give effect to the resolution; and
3. Council authorise the sale of the closed road to J B McCloghry & V M Gautier in exchange for the land shown by blue hatching on Attachment "1" pursuant to Section 44 of the Roads Act 1993 and that such land be dedicated as public road in the plan of consolidation pursuant to Section 9 of the Roads Act 1993;
4. All costs associated with this matter are to be met by the applicant.

Note: Russ Pigg returned to the meeting.

**Recommendation (Clr White / Clr Cheyne)**

That Council resolves to:

1. Make an application to the Minister administering the Roads Act 1993, for the unformed part of Wollybutt Road Conjola, shown by red shading on Attachment "1", to be closed and vested in Council as Operational Land, then sell to the owners, J B McCloghry & V M Gautier, for consolidation with the adjoining Lot 28 DP755927,;
2. Authority be given to affix the Common Seal of the Council of the City of Shoalhaven to any documents required to be sealed and that the General Manager be authorised to sign any



documents necessary to give effect to the resolution; and

3. Council authorise the sale of the closed road to J B McCloghry & V M Gautier in exchange for the land shown by blue hatching on Attachment "1" pursuant to Section 44 of the Roads Act 1993 and that such land be dedicated as public road in the plan of consolidation pursuant to Section 9 of the Roads Act 1993;
4. All costs associated with this matter are to be met by the applicant.

CARRIED

**SA17.85 Variation to Compensation - Acquisition of Easement for Water Supply at Terara**

**HPERM Ref:  
D17/75193**

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

That Council resolve to amend MIN16.914 (3) by inserting \$15,000 plus GST in lieu of \$8,500 plus GST.

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

MIN17.205

That Council resolve to amend MIN16.914 (3) by inserting \$15,000 plus GST in lieu of \$8,500 plus GST.

CARRIED

**SA17.86 June 2016 Storm Remediation Response**

**HPERM Ref:  
D16/400617**

**Recommendation**

1. Council consider funding the Coastal Management and Infrastructure Reserve (MIN16.998) by transferring \$500,000 each year from the Strategic Projects Reserve or another source, to fund priority coast and estuary management and infrastructure projects commencing in 2017/18 financial year.
2. In 2017/18 Council allocate \$400,000 to complete and implement the Currarong coastal erosion strategy and determine the source of funds during the consideration of the draft 2017/18 budget.

**Recommendation** (Clr Wells / Clr White)

1. Council consider funding the Coastal Management and Infrastructure Reserve (MIN16.998) by transferring \$500,000 each year from the Strategic Projects Reserve or another source, to fund priority coast and estuary management and infrastructure projects commencing in 2017/18 financial year.
2. In 2017/18 Council allocate \$400,000 to complete and implement the Currarong coastal erosion strategy and determine the source of funds during the consideration of the draft 2017/18 budget.

CARRIED

**SA17.87 Dealing With Development Applications Lodged by Council Staff or Councillors**

**HPERM Ref: D17/72258**

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

That Council adopt the following policies with minor amendments:

1. Dealing With Development Applications Lodged by Council Staff or Councillors

Conflict of Interest Declaration - Clr Proudfoot – less than significant non pecuniary interest  
SA17.87 Dealing With Development Applications Lodged by Council Staff or Councillors – he has a Development Application before Council – will leave the room, will not take part in discussion or vote.

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

MIN17.206

That Council adopt the following policies with minor amendments:

1. Dealing With Development Applications Lodged by Council Staff or Councillors

CARRIED

**Introduction of Items as Matters of Urgency**

**RESOLVED** (Clr Pakes / Clr Alldrick)

MIN17.207

That the following addendum reports be introduced as matters of urgency:

1. SA17.88 NSW State Government Restart NSW - Environment and Tourism Grants Program
2. SA17.89 Greenwell Point Timber Jetty Decommissioning

CARRIED

The Chairperson ruled the matters as ones of urgency as they relate to urgent business of Council and allowed their introduction.

Note: Clr Proudfoot returned.

**ADDENDUM REPORTS**

**SA17.88 NSW State Government Restart NSW - Environment and Tourism Grants Program**

**HPERM Ref: D17/86241**

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

That Council make applications for the following projects to the NSW State Government Restart NSW – Environment and Tourism Grants program.

- Project - Round the Bay walk incl. Moona Moona Creek, Way Finding, Callala Bay - \$1M
- Project – Woollamia – Maintaining the Tourism Fleet - \$2.242M
- Project – South Nowra Rotary Park - \$600,000
- Project – Nowra Showground Enhancements \$1.05M
- Project – Beach Erosion Ulladulla Harbour - \$750,000
- Project – Additional Boating Facilities Greenwell Point - \$3M
- Project – Shoalhaven Heads River Road Precinct - \$750,000

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

MIN17.208

That Council make applications for the following projects to the NSW State Government Restart NSW – Environment and Tourism Grants program.

- Project - Round the Bay walk incl. Moona Moona Creek, Way Finding, Callala Bay - \$1M
- Project – Woollamia – Maintaining the Tourism Fleet - \$2.242M
- Project – South Nowra Rotary Park - \$600,000
- Project – Nowra Showground Enhancements \$1.05M
- Project – Beach Erosion Ulladulla Harbour - \$750,000
- Project – Additional Boating Facilities Greenwell Point - \$3M
- Project – Shoalhaven Heads River Road Precinct - \$750,000.

CARRIED

**SA17.89 Greenwell Point Timber Jetty Decommissioning****HPERM Ref:  
D17/86839****Recommendation (Item to be determined under delegated authority)**

That the timber jetty, adjacent to the Crown's concrete wharf at Greenwell Point, be demolished and an application for funding be made to the State Government at the appropriate time for a replacement berthing facility

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

MIN17.209

That:

1. The timber jetty, adjacent to the Crown's concrete wharf at Greenwell Point, be demolished and an application for funding be made to the State Government at the appropriate time for a replacement berthing facility
2. Notification be made to Community Consultative Bodies at Greenwell Point and user groups including adjacent local business operators advising that Council supports the replacement as a priority and will be continuing to seek funding for this project

CARRIED

## CONFIDENTIAL REPORTS

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

No members of the public made representations.

**RESOLVED** (Clr Wells / Clr Pakes)

MIN17.210

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

CSA17.6 Red Rocks UHF CB Repeater

*Details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property. 10(A)(2)(f)*

*There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be expected to expose a person to a risk of harm or of serious harassment or serious intimidation.*

CSA17.7 Pump Procurement Contract

*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 8.35pm.

The meeting moved into open session, the time being 8:38pm.

## REPORT FROM CONFIDENTIAL SESSION

The following resolutions of the meeting, whilst closed to the public, were made public.

**CSA17.6 Red Rocks UHF CB Repeater**

**HPERM Ref:  
D17/28810**

**RESOLVED**

MIN17.211C

That Council advertise its intention to relinquish its Red Rocks UHF CB licence and consider any feedback prior to removal of the equipment.

There being no further business, the meeting concluded, the time being 8.39PM.

Clr Guile  
CHAIRPERSON

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

**HPERM Ref:** D17/107475

**Submitted by:** Cllr Joanna Gash

### **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

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

### **Background**

Since the last council election changes were made to have Council meetings starting an hour later at 5pm however have gone well past 4 hours in duration in order for all issues to be addressed. This results in council staff working longer after hours together with it not being good for ones health to sit that long.

SA17.90

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

HPERM Ref: D17/114249

Submitted by: Cllr Patricia White  
Cllr Greg Watson  
Cllr Mitchell Pakes

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

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

### Background

Councillors Watson, Levett, Gash & White met with the Executive of Callala Beach Community Hall Facilities committee on Friday 7th April to discuss issues surrounding the Hall and Management.

Previously the outside community toilets were located directly behind the Hall however, Council has relocated the toilets to the east of the Hall. This has resulted in overgrowth of tea tree bush and other species of bushes directly behind the hall. Additionally, there appears to be a large amount of rubbish in the bush area.

The Facilities Committee acknowledges that the bush provides protection to the dune, however, the overgrowth is now impeding on the activities of the Hall and Tennis courts. Additionally, there are issues with safety of young children and security of the Hall from break-ins.

The Committee has sort feedback from the local Land Care and Bush care groups who have no issues with selective pruning of the vegetation.

Previously, on a Councillor Familiarity Tour, this matter has been discussed with the Committee and the Committee is now requesting Council approval for the work. The work will be undertaken by the Facilities Committee who will discuss with Council staff on the pruning.

### Note by the General Manager

While there may well be reasonable grounds for some of the vegetation management proposed, especially along the side of the tennis court, Council needs to appreciate that before any approval is considered, the extent of the proposed work should be more fully

quantified and an assessment carried out to meet legislative requirements. The Tennis Courts already have a gap between the fence and the existing dune vegetation and there are some smaller re-growth of Coastal Wattle (*Acacia sophorae*) and Tea Tree that could be pruned back to the existing line of dune vegetation without damaging or compromising the dune vegetation structural stability

Currently there is an opportunity for public viewing of Jervis Bay beside the community centre and adjacent the beach access track. Vegetation is pruned at this point to allow access to the beach and affords 160 degree views Jervis Bay as shown below



SA17.91

The pruning of dune vegetation (which is mainly comprised of Coastal Tea Tree (*Leptospermum leavigtum*) to provide a view from the hall raises the following issues that would need to be addressed:

1. Further information and details are required as to the extent, depth and length of dune vegetation that is to be pruned. As without this information it is difficult to assess the impact on the dune vegetation and the integrity/stability of the dune.
2. Callala Beach has been identified in the Coastal Zone Management Plan/Hazard Mapping as one of three coastal locations at highest risk in Shoalhaven. The hazard mapping also indicates that the community hall would be one of 60 buildings extending into the zone of wave impact and slope adjustment for future coastal inundation for 2050 & 2100.
3. The proposed height that the dune vegetation is to be pruned would need to be known as heavy pruning of the Coastal Tea Tree can weaken the plant structurally and leave them susceptible to attack from pest and disease, resulting in the die back of the Tea Trees across the dune. This loss of primary vegetation can lead to a dune scalping effect, resulting in dune sand becoming mobile and potentially impacting on the Community Hall and the car park (see photo below for an estimate of extent vegetation height pruning that might be required).

4. Pruning of the dune vegetation will trigger a 5 part test as part of a Review of Environmental Factors under EPA Act and details of the extent of pruning would need to be known.



SA17.91

In consideration of the above points it is **recommended** (under the committee's delegation) that:

1. Council arrange for appropriate vegetation maintenance adjoining the tennis court area; and
2. Council request the necessary assessment of the proposal be undertaken and that the General Manager report back to the Committee on what works can be approved in the Dune area.



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

**HPERM Ref:** D17/114693

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

SA17.92

## SA17.93 Delegations to the General Manager

HPERM Ref: D17/112674

Group: General Manager's Group

### Purpose / Summary

Council to consider clarifying the delegation to the General Manager and granting additional delegation to another body in respect to the consideration and determination of tenders as a result of the changes to S377 (1)(i).

### Recommendation

That Council

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

### Options

1. As recommended.

Implications: This will facilitate more timely determination of tenders and reflect the rationale of the State Government's amendments to S377 of the Local Government Act.

2. That Council amend the existing delegations to the General Manager to restrict ability to determine tenders.

Implications: This will negate any operational benefits that was intended by the State Government's amendments to the Local Government Act.

3. That Council make different delegations and threshold amounts.

### Background

Councillors are aware of the changes to the Local Government Act which passed through Parliament in August '16.

Some changes commenced on 30/8/16, some on 23/9/16 & others 1/10/16.

One significant change was the ability for Council to now delegate consideration and determination of tenders EXCEPT:

*"the acceptance of tenders to provide services currently provided by members of staff of the Council".*

A Councillor Briefing on these changes was held on 8/12/16.

Council may, in accordance with S377 of the Local Government Act, delegate to the General Manager or any other person or body (not including another employee of the Council) any functions that are able to be delegated.

The requirements to call tenders for works & services where estimate of cost is \$150,000 or more has not changed.

In respect to the current delegation to the General Manager which says:

*“2. The person who from time to time holds the position of General Manager of Council ("General Manager"), being at the date of this instrument RUSSELL DESMOND PIGG, be delegated authority under:*

*2.a Section 377 of the LG Act, to exercise and/or perform on behalf of Council the Council's Functions under all Acts and Regulations in force and as amended from time to time:*

*i. Subject to any condition or limitation on a Function specified in Schedule 1; and*

*ii. Excluding those Functions:*

*1. that are expressly prohibited from delegation as listed under Section 377 of the LG Act;*

*2. which are expressly required by legislation to be exercised by a resolution of the Council.”*

this would now allow the General Manager to accept tenders in line with the amendment to S377 effective 23 September '16. This authority has not been exercised by the General Manager to date and tenders have continued to be referred to Council.

The change in legislation was to recognise that tenders were in essence operational matters for the General Manager to deal with and also allow delegations to regional organisations such as the IPJO to accept procurement tenders on a regional basis.

To facilitate more timely determination of tenders it is proposed that Council delegate this function subject to some limitations as follows:

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

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

HPERM Ref: D17/112239

Group: General Manager's Group

### Purpose / Summary

To report back to Council, the Risk & Audit Committee's resolution in respect to the referral of the Mark Crowther matters to the Committee.

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

That Council:

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

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

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

### Options

1. As recommended.
2. Council consider additional actions.

SA17.94

## Background

Council is aware of the sequence of events leading to the referral of matters raised by Mark Crowther to the Risk & Audit Committee.

The matters raised by Mark Crowther in early January '17 were the subject of a Councillor Briefing on 24/1/17 and Council subsequently resolved to ask the Risk & Audit Committee to consider these issues.

The matter was considered by the Risk & Audit Committee at its meeting on 27 March including:

- Meeting notes of the meeting between Councillors & Mark Crowther of 10/1/17;
- The Councillor Briefing Presentation of 24/1/17;
- Letter from Pitcher Partners.

The Risk & Audit Committee Resolved as follows:

*“The committee endorse the action taken in this case (Mark Crowther) and the following Actions be taken in future:*

- a. Any errors highlighted need be addressed*
- b. That the Risk & Audit Committee be involved a bit earlier in the process*
- c. Acknowledge that the external audit plan from the Audit Office NSW focusses on the key issues that have been raised*
- d. The public should be reminded that they can make submissions when the financial statements are placed on public exhibition”*

The Audit Office of NSW also issued its Client Services Plan on 15/3/17 for the Audit of 2016/17 financial year.

The Audit Plan is very comprehensive and includes three Key Issues:

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

<b>Related Parties</b>		
AASB 2015-6 'Amendments to Australian Accounting Standards' extended related party disclosures to not-for-profit entities. From 30 June 2017, the financial statements must disclose key management personnel remuneration, related party relationships, transactions and balances.	Risk of non-compliance with the requirements as per AASB124 'Related Party Disclosures', especially the risk of incomplete disclosure.	<p>We will gain an understanding of Council's policies and procedures to capture and disclose related party information as at 30 June 2017.</p> <p>We will audit the related party disclosures to determine whether the Council has materially complied with AASB 124.</p>
<b>Procurement and contract management risk</b>		
Council spends a substantial amount each year to procure goods and services and its contracts vary in nature, size and complexity.	<p>Lack of probity, accountability or transparency in procurement operations increases the risk of:</p> <ul style="list-style-type: none"> <li>unauthorised purchases</li> <li>corruption and /or fraudulent behaviour</li> <li>value for money not being achieved</li> <li>non-compliance with the Local Government legislation and internal policies and procedures.</li> </ul> <p>If contracts are not managed appropriately, this increases the risk of service delivery failure, unapproved scope variations and potential legal disputes.</p>	<p>We will gain an understanding of Council's procedures around procurement and contract management.</p> <p>We will review tendering procedures to identify any probity and related party issues.</p> <p>For a sample of contracts, the audit team will review:</p> <ul style="list-style-type: none"> <li>compliance with Council's procurement policies</li> <li>updating of the contract register.</li> </ul>

SA17.94

## Financial Implications

There has been some matters identified to make alterations within the Asset Register valuations and depreciation schedules however the quantum of change has not been considered "material" in the overall Financial Reports by Council's external Auditor. The Risk & Audit Committee have simply noted that "any errors highlighted needs to be addressed" and staff have already done so.

The Audit Office of NSW is understood to be including this as a key issue in many councils.

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

**HPERM Ref:** D17/102147

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

**Attachments:** 1. R&AC Annual Report 2016 (under separate cover) [⇒](#)

### Purpose / Summary

To table the 2015 – 2016 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 2015 – 2016.

### Options

1. Council receive the Risk and Audit Committee annual report 2015 – 2016.
2. Council do not receive the Risk and Audit Committee annual report 2015 – 2016 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 fourth annual report to provide an overview of the key issues that the committee has dealt with in 2015 – 2016. 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 also attached for consideration.

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

**HPERM Ref:** D17/102563

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

**Attachments:** 1. Risk & Audit Committee Charter with amendments [↓](#)

### Purpose / Summary

The purpose of this report is to seek Council's endorsement for the amendments to the Risk and Audit Committee Charter and the appointment of Risk and Audit Committee Chair in line with Council's Risk and Audit Committee Charter.

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

That Council:

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

### Options

1. Endorse the proposed changes to the Risk and Audit Committee Charter and endorse the appointment of Dr Philp Ross as the Risk and Audit Committee Chair.
2. Seek further information in relation to the matter.

### Background

#### Risk and Audit Committee Charter

The Risk and Audit Committee Charter is a formal document that defines the purpose, authority, responsibilities and administrative arrangements for the Risk and Audit Committee. The Charter has been revised for relevancy and reflects the following changes:

- Recruitment process of the committee members;
- Appointment of the Risk and Audit Committee Chair; and
- Communication of committee minutes to all Councillors and executive management team.

The amended charter was presented and endorsed at the March 2017 Risk and Audit Committee meeting.

#### Appointment of Risk and Audit Committee Chair

As per the Risk and Audit Committee Charter requirements and Office of Local Government guidelines; 'Internal Audit Guidelines, September 2010', the chair of the Risk and Audit committee should be independent and should not be the Mayor or a member of Council.



The former chair's term expired in December 2016. Recruitment of a new independent member was finalised in January 2017. A nomination for the chair was called in the March 2017, Risk and Audit Committee meeting. The Risk and Audit Committee resolved to appoint Dr Philp Ross as the chair for his remaining term on the Risk and Audit Committee.

Dr Ross is appointed for the period of February 2015 to December 2018. Dr Ross has held senior accounting and audit roles in the public and private sector and he is a specialist in risk management, corporate governance and education. He has also held a number of senior positions in academia including Associate Professor and Head of School (Accounting) at the University of Western Sydney. Dr Ross is a Chartered Accountant and he holds a B.Bus (Accounting), M.Com (Accounting) and a PhD (Accounting). He has published in national and international journals on audit and governance issues in local government and he is also the Chair of Audit and Risk committees for the two largest Councils in NSW.



Risk and Audit Committee Charter

Effective ~~27 March 2017~~ ~~16 November 2015~~

**1. Objective**

The objective of the Risk and Audit Committee (Committee) is to provide independent assurance and assistance to Shoalhaven City Council on risk management, control, governance, and external accountability responsibilities.

**2. Authority**

The Council authorises the Committee, within the scope of its role and responsibilities- to:

- 2.1 Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- 2.2 Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- 2.3 Request the attendance of any employee or councillor at Committee meetings.
- 2.4 Obtain external legal or other professional advice considered necessary to meet its responsibilities.

**3. Composition and Tenure**

The Committee will consist of:

**3.1 Members (voting)**

Three independent external members and two Councillors. The Councillors may have alternates elected at the time of appointment of Councillor members to the Committee.

The Council will appoint committee members and the committee chair. One of the independent external members will be the Chair. The Committee will select its own Chair and the report would be provided to Council for determination.

A vacancy for an independent member of the committee may occur upon the resignations of the member, expiry of a term of appointment, death of the member, failure to attend without a cause three consecutive meetings, or by removal by resolution of Council.

A selection panel would be convened comprising:

3.1.1 Current Chair of the Committee (or other Independent Member where the Chair is not able to participate or is inappropriate for the Chair to participate)

3.1.2 General Manager or their Delegate (e.g. Manager or staff member from relevant Group); and

3.1.3 Mayor or nominee.

Vacancies for independent members on the Committee will be filled following public advertisement inviting Expression of Interest. The selection panel will submit their recommendation to the Council for determination.

The independent external members are appointed for a period of 4 years, after which they will be eligible for extension or re-appointment following a formal review of their performance by the General Manager in consultation with the Committee Chairperson and/or Councillor members on the Committee. The Risk and Audit Committee has decided that the maximum period for membership by Independent Members shall be 8 years.

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Past employees and Councillors of Shoalhaven City Council are eligible for appointment as Independent Risk and Audit Committee members only if there has been a minimum of four years 'break of service'.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Shoalhaven City Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

### 3.2 Attendee (non-voting)

General Manager, Executive Strategy Manager, Director Corporate & Community Services, Director Planning & Development, Director Works & Services, Director Shoalhaven Water, Chief Financial Officer, Section Manager HR Governance & Customer Service and Internal Audit Program Coordinator.

### 3.3 Invitees (non-voting) for specific Agenda items

Representatives of the external auditor.

Other officers may attend by invitation as requested by the Committee.

~~The independent external members are appointed for a period of 4 years, after which they will be eligible for extension or re-appointment following a formal review of their performance. The Risk and Audit Committee has decided that the maximum period for membership by Independent Members shall be 8 years, with existing Independent members retiring on a staggered basis over the three years ended 31 December 2014, 2015 and 2016, with one independent position being readvertised each year.~~

~~Past employees and Councillors of Shoalhaven City Council are eligible for appointment as Independent Risk and Audit Committee members only if there has been a minimum of four years 'break of service'.~~

~~The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Shoalhaven City Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.~~

## 4. **Role and Responsibilities**

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

#### 4.1 Risk Management

- 4.1.1 Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- 4.1.2 Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- 4.1.3 Review the impact of the risk management framework on its control environment and insurance arrangements; and
- 4.1.4 Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

#### 4.2 Control Framework

- 4.2.1 Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- 4.2.2 Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- 4.2.3 Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- 4.2.4 Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- 4.2.5 Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

#### 4.3 External Accountability

- 4.3.1 Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- 4.3.2 Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- 4.3.3 To consider contentious financial reporting matters in conjunction with council's management and external auditors.
- 4.3.4 Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- 4.3.5 Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- 4.3.6 Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

#### 4.4 Legislative Compliance

- 4.4.1 Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- 4.4.2 Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- 4.5.1 Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- 4.5.2 Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- 4.5.3 Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- 4.5.4 Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- 4.5.5 Monitor the implementation of internal audit recommendations by management.
- 4.5.6 Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- 4.5.7 Periodically review the performance of Internal Audit.

4.6 External Audit

- 4.6.1 Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- 4.6.2 Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- 4.6.3 Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- 4.6.4 Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Responsibilities of Members

- 4.7.1 Members of the Committee are expected to:
- 4.7.2 Understand the relevant legislative and regulatory requirements appropriate to Shoalhaven City Council.
- 4.7.3 Contribute the time needed to study and understand the papers provided.
- 4.7.4 Apply good analytical skills, objectivity and good judgment.
- 4.7.5 Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. **Reporting**

~~At the first Committee meeting after 30 June each year, Internal Audit will provide a performance report to the Committee.~~

- ~~5.1 The performance of Internal Audit for the financial year as measured against agreed key performance indicators.~~
- ~~5.2 The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.~~

**Commented [SP1]:** 5.1 and 5.2 have been deleted to reflect Committee's reporting requirements. IA reporting requirements are reflected in the Internal Audit Charter

~~5.3 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.~~

5.1 The Committee will report regularly, and at least annually, to the governing body of council on the management of risk and internal controls.

~~5.2 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.~~

~~5.3 The minutes of Committee meetings will be provided to Councillors and Council's Executive Management for information.~~

## **6. Administrative arrangements**

### 6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Risk and Audit Committee Charter. The agenda items for the meetings will be developed prior to the meeting in consultation to the Risk and Audit Committee chair.

### 6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member and one Councillor member. Meetings can be held in person, by telephone or by video conference.

The Internal Auditor will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the Chief Finance Officer or any other employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the Committee to meet separately with each of the Internal Auditor and the External Auditor in the absence of management on at least one occasion per year.

### 6.3 Secretariat

The Committee has appointed the Internal Audit Program Coordinator to be responsible for ensuring that the Committee has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least ~~one-two weeks~~ before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

### 6.4 Conflict of Interests

Councillors, council staff and members of council committees must comply with the applicable provisions of Council's code of conduct in carrying out the functions as council

officials. It is the personal responsibility of council officials to comply with the standards in the code of conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

#### 6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

#### 6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

#### 6.7 Review of Risk and Audit Committee Charter

At least once every two years the Risk and Audit Committee will review this Risk and Audit Committee Charter.

The Risk and Audit Committee will approve any changes to this Risk and Audit Committee Charter.

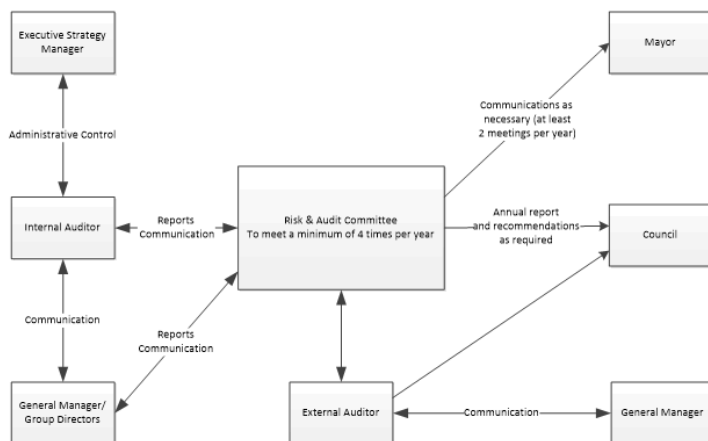
**Approved:** Risk and Audit Committee Chair Date: 27 March 2017

**Adopted by Council** Date:

Appendix 1

**Risk and Audit Committee (R&AC) Communications Guidelines**

The following diagram depicts communication channels:



**Internal Auditor:**

- Primary responsibility is to service all the R&AC's needs to meet the R&AC Charter.
- Will report to the R&AC with full independence from Council, management and staff.
- Will seek information from staff or request staff to report on certain matters to the R&AC.
- Will provide feedback or direction to staff from decisions / recommendations by the R&AC.
- Attends all R&AC meetings.

**Executive Support Manager:**



- Provides "administration" supervision and direction to the Internal Auditor.
- Assists the R&AC if required and attends meetings as necessary.

**General Manager:**

- Reports directly to the R&AC on strategic risks as requested by the R&AC.
- Attends R&AC meetings (unless excluded by Committee).

**Group Directors:**

- Report directly to the R&AC on strategic risks within their responsibility areas as requested by the R&AC or General Manager.
- Attend R&AC meetings (unless excluded by Committee).

**Risk and Audit Committee:**

- Meets minimum four times per year.
- Undertakes role in accordance with R&AC Charter.
- Reports annually to Council (in November after final audit) and Chairman attend and speaks.
- Chairman meets with Mayor at least twice per annum.
- Chairman meets with the General Manager regularly and at least four occasions each year.

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

**HPERM Ref:** D17/57934

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

**Attachments:**

1. BMX Policy [↓](#)
2. Skate Parks [↓](#)
3. Temporary Storage (Shipping) Containers on Public Land [↓](#)
4. Community Gardens [↓](#)

### Purpose / Summary

To review and reaffirm the following current policies:

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

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

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

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

### Options

1. Adopt the recommendations.

Implications: This will allow inclusion of minor changes to make the relevant policies relevant and up to date.

2. Amend the recommendation

Implications: Any significant change to the policy(s) should consider consultation and input from the wider community and/or alternatively may have a resourcing implication.

3. Rescind the Policies

Implications: Not recommended as this will result in a loss of provisions and controls for the relevant policy

## Background

The following policies have been developed over a number of years and have been reviewed in line with current implementation, legislation and community feedback.

### BMX Circuits

This policy was initially endorsed by Council in December 2002 and has been successful in defining the role of Council and community in providing BMX Circuits appearing on public land.

A summary of the recommended changes to the policy are detailed in Attachment 1 and summarised below:

- Policy name change to make it easier for the community to reference / understand.
- Encourages an interested community group to evaluate the success of the BMX Circuit and works towards activating the facility.
- Assesses the project under the related statutory legislative process.
- Encouraging location close to transport networks.
- Suitable buffer from adjacent private residents.
- Construction cost increased to \$15,000 to reflect recent construction costs.
- Minor text changes.

### Skate parks

This policy was initially endorsed by Council in July 2001 and has been successful in delivering a number of popularity of Skate parks.

A summary of the recommended changes to the policy are detailed in Attachment 2 and summarised below:

- Policy name change to make it easier for the community to reference / understand.
- Encourages an interested community group to evaluate the success of the Skate park and works towards activating the facility.
- Bay & Basin Skate park (Vincentia) is a district Skate park to reflect past Council resolutions.
- Eligibility text changes.
- Assesses the project under the related statutory legislative process.
- Encouraging location close to transport networks.
- Suitable buffer from adjacent private residents.
- WHS and project management text added.
- Minor text changes.

### Temporary Storage (shipping) Container on Public Land

This policy was initially endorsed in February 2015 and was created as a cost effective solution to the shortfall in storage for community groups that operate on Council owned and/or managed land.

A summary of the recommended changes to the policy are detailed in Attachment 3 and summarised below:

- Removal of “Type of Approval” section to acknowledge a resolution of the Shoalhaven Sports Board that sporting groups will not pay fees to licence a shipping container on a sportsground.
- Defining that concrete footings will be anchors for a container in flood ways.
- Graffiti clean up is the responsibility of the container owner.
- Minor text changes.

### Community Gardens

This policy was initially endorsed in August 2005 and has facilitated provision of a number of community gardens.

A summary of the recommended changes to the policy are detailed in Attachment 4 and summarised below:

- Encourages growth of fruit and vegetable options as well as permaculture.
- Update to reflect current liability cover.
- Site access will not be locked.
- Maintenance of garden surrounds to be consistent Council's Parkcare Policy.
- Minimum number of members for a community garden group be 20 members.
- Council reserves the right to remove and/or demolish abandoned garden.

### **Community Engagement**

The review of the above policies is considered a minor policy change that does not warrant community engagement. Community engagement is recommended only if the policy is significantly considered for amendment by the elected Council.

### **Policy Implications**

Reaffirmation of the above policies to make them relevant and up to date.

### **Financial Implications**

No additional financial implications result from reaffirming the above policies.



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Southern District Office  
Deering Street, Ulladulla - Phone: (02) 4429 8999 - Fax: (02) 4429 8939

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

For more information contact the [Strategic Planning Corporate & Community Services Group](#)



## PROVISION OF LOCAL AREA BMX CIRCUITS

**Policy Number:** POL 12/237-15/109 • **Adopted:** 17/12/2002 • **Reaffirmed:** 23/11/2004, 23/04/2013 • **Amended:** 30/01/2007, 28/04/2009 • **Minute Number:** MIN02.1660, MIN04.1443, MIN07.126, MIN09.510, MIN13.378 • **File:** 27502E • **Produced By:** [Strategic Planning Corporate & Community Services Group](#) • **Review Date:** 1/12/2016

### 1. PURPOSE

To define Council's requirements for the provision of ~~a Local Area~~ BMX Circuits.

### 2. STATEMENT

The need for a BMX circuit can be identified through a number of ways, this may include requests from ~~Community community Groups groups~~. Council provision of public facilities to meet current and future needs, or most regularly, when unauthorised bumps or mounds with well-worn trails start appearing on public or private land. Usually behind these unauthorised initiatives is a group of local young people who have worked together to build a BMX circuit. Unfortunately such ~~initiatives a development~~ does not meet the processes for approval and could cause conflict with established users of the public reserve.

#### 2.1. Planning of Local BMX Circuits

Planning of local BMX Circuits on ~~Community Land Public Reserve can be is~~ the responsibility of Council. BMX Circuits provide young people with an affordable, healthy, creative and popular pastime. The activity provides significant benefits to the participant of which include:

- Health benefits through participation in physical activity; and
- Social benefits through interaction with friends and peers.

The process begins with a needs analysis and is followed by site identification within the local catchment area ~~identified for a BMX Circuit~~. This process involves consultation with local BMX riders, property owners immediately surrounding a proposed BMX Circuit site ~~and Community Consultative Bodies~~ and ~~Community Consultative Bodies~~.

#### 2.2. Developing a Local BMX Circuit

~~As the term suggests, a local~~ BMX Circuit is located in a local/neighbourhood reserve to facilitate the needs of local riders.

Shoalhaven City Council - Provision of Local Area BMX Circuits

Circuit design will involve consultation with potential circuit users and other users of the reserve to encourage maximum community use. The final design (meeting the **local**-BMX Circuit construction guidelines) is not intended to compromise the aesthetic attraction of the **public** reserve; rather attempts are made to integrate the circuit into the reserve. Signage will encourage appropriate use and safety gear to be worn by BMX Circuit users.

### 3. PROVISIONS

#### 3.1. Eligibility

For a **community-community group** to be eligible for a proposed **local-area**BMX circuit, it must first meet the following criteria:

- Demonstration of significant need by local BMX riders;
- The proposed **BMX** circuit location meets the site selection criteria;
- ~~All applications are to be considered and~~ **BMX Circuits** approved through the statutory legislative process prior to construction.
- ~~An interested community group agree to evaluate the success of the BMX Circuit and work towards activating the facility.~~

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#### 3.2. Site Selection Criteria

Sites proposed for the development of BMX circuits must first meet the following selection criteria:

- Council owned/managed reserve;
- Consistent with the relevant Plan of Management for the reserve;
- Relatively flat terrain;
- Circuit size does not encroach on more than 1/3 of the reserve area;
- Visual prominence affording casual supervision;
- Suitable bike access to the reserve;
- ~~If circuit to be located within 40m from a watercourse the proposal is to be discussed with the department that administers the Water Management Act; and~~
- Wherever possible, to be located **within the area in close proximity** of other recreation facilities ~~and amenities and transport networks.~~
- ~~Suitable buffer from adjacent private properties~~

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#### 3.3. **Local**-BMX Circuit Construction Guidelines

**Local**-BMX circuit design will be guided by the following specifications:

- Circuit width (minimum of 1.5m) will be designed to accommodate only one rider, however with sufficient distance between riders multiple users can use the facility;
- The start mound and jump heights will vary and be not higher than 1 metre. The approach gradient will be not greater than 1:2.5;
- Where practical, berms (corners) will be constructed with a width of 2 metres and a gradient not greater than 1:3;
- Where possible a minimum distance from the centre of the circuit surface and surrounding trees will be 2 metres;
- ~~Maximum~~-Council contribution ~~of up to \$7,000 will be in the order of \$15,000.~~

### 4. IMPLEMENTATION

The **Strategic Planning and Infrastructure Corporate & Community Services** Group has responsibility for implementing this policy.

*Shoalhaven City Council - Provision of Local Area BMX Circuits*

Upon Council receiving a request from the community to build a Local BMX Circuit an assessment will be undertaken in accordance with the above provisions.

Implementation of the Local BMX Circuit will be dependent on meeting statutory legislative requirements and available Council funding.

**5. REVIEW**

To be reviewed within one year of the election of a new Council.

**6. APPLICATION OF ESD PRINCIPLES**

Natural Capital – Encourage the use of recycled materials around BMX Circuit (e.g. use of recyclable plastics in park furniture).

Ecological Integrity – Encourage the selection of vegetation around BMX Circuits that will require low application of fertilisers, herbicides, pesticides, need for watering and to minimise erosion.

Social Integrity – Encourage community involvement through the development of each BMX Circuit.



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

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For more information contact the Corporate & Community Services Group

## PROVISION OF SKATE PARKS

**Policy Number:** POL16/213 • **Adopted:** 1/07/2001 • **Amended:** 21/08/2006, 13/10/2009, 23/04/2013 •  
**Minute Number:** MIN04.1434, MIN06.1136, MIN09.1362, MIN13.378 • **File:** 16417E • **Produced By:**  
Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

To define Council's commitment to the provision of ~~district and local~~ skate parks within the Shoalhaven. Council will provide and fully fund district skate parks at Ulladulla, Nowra, and Sanctuary Point/Vincentia (Bay and Basin Leisure Centre). ~~District/Local~~ skate parks will be fully-partially funded by Council, and where possible community contributions and / or other grant programs. Requests by the community for a local skate parks in addition to these district parks will be considered as local skate parks will require community involvement and commitment.

### 2. STATEMENT

Skate parks provide a popular recreation facility within the Shoalhaven. Due to the high cost in providing such facilities, Council has adopted the following provision to meet the citywide needs of skate park users.

### 3. PROVISIONS

~~District/Local~~ skate parks will be provided/approved by Council at Ulladulla, Nowra, and Sanctuary Point after extensive community engagement and commitment. The design of ~~district~~ facilities will cater for all abilities, i.e. beginners to advanced users.

~~Requests by the community for skate parks in addition to these district skate parks will be considered as local skate parks. The design of local skate parks should primarily meet beginner needs and where possible provide for more advanced users.~~

~~When a potential local skate park site is identified and nominated by the community to Council an assessment of the request and the projects viability will be made against the following:~~

#### 3.1. Eligibility

~~For a community group to be eligible for a proposed skatepark, it must first meet the following criteria:~~

- ~~• Demonstration of significant need by local community~~
- ~~• The proposed skatepark location meets the site selection criteria~~
- ~~• Skatepark approved through the statutory legislative process prior to construction.~~



Shoalhaven City Council - Provision Of Skate Facilities

- The interested community groups agrees to evaluate the success of the skatepark and work towards activating the use of the facility.

**3.1.**

For a community to be eligible for a proposed local skate park it must:

- Demonstrate a significant need by local skateboard riders;
- Have demographic projections to support the medium term viability of the project;
- Meet the policy's site selection criteria for the proposed skate park location;
- Have a community group existing to facilitate and manage the project with Council support; and
- Have applications considered and approved through the statutory legislative process prior to construction.

**3.2. Site Criteria**

Sites proposed for the development of a skate park must first meet the following site criteria:

- Council owned/managed reserve;
- Consistent with the relevant Plan of Management for the reserve if adopted;
- Soil, slope and environmental factors are suitable;
- Circuit to be located at least 40 meters from any watercourse;
- The location provides casual supervision;
- Suitable access to the reserve, and where possible be co-located with other recreation facilities, and amenities and transport networks; and
- Facilities of a similar scale and nature are not provided in adjacent communities.
- Suitable buffer from adjacent private properties

**3.3. Skate Park Funding**

Any community seeking consideration of a local skate park in their village/town should contact Council to ascertain potential time frames and funding availability prior to commencing community fundraising or lodging grant applications.

- Council will contribute a maximum of 50% of the cost of a local skate park construction up to a maximum contribution of \$50,000 subject to availability of funds.
- Council funding will be allocated on a needs basis and cannot be used for non-construction elements of the project such as preliminary or detailed design.
- The total local skate park project price must be determined which includes skate park design, site preparation, construction, landscaping (eg. seating, shade, garbage bins), and risk management (fencing, signage).
- Construction of a local skate park can involve a community contribution of cash or in kind support. Cash or material contributions may come from fundraising and/or grants.

In kind contributions for plant and/or labour can only be accepted if overall project management lies with the identified community group and the relevant WHS / project management requirements are met - Council's OH&S requirements do not apply to volunteer work sites.

**4. IMPLEMENTATION**

The Strategic Planning and Infrastructure Corporate & Community Services Group will administer this policy.

**5.4. REVIEW**

To be reviewed within one year of the election of a new Council.

**6.5. APPLICATION OF ESD PRINCIPLES**

*Shoalhaven City Council - Provision Of Skate Facilities*

Natural Capital – Encourage the use of recycled materials around skate parks i.e. use of recyclable plastics in park furniture.

Ecological Integrity – Encourage the selection of vegetation around skate parks that will require low application of fertilisers, herbicides, pesticides and need for watering.

Social Integrity – Encourage community involvement through the development of each skate park.



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For more information contact the Corporate & Community Services Group

## Temporary Storage (shipping) Containers on Public Land

**Policy Number:** POL16/218 • **Adopted:** 17/02/2015 • **Minute Number:** MIN15.87 • **File:** 6320E • **Produced By:** Corporate & Community Services Group • **Review Date:** 1/12/2016

### 1. PURPOSED

The aim of this Policy is for Shoalhaven City Council to manage the use and installation of storage (shipping) containers on Council owned and managed land.

### 2. STATEMENT

Storage (shipping) containers provide a cost effective and short term storage solution to the shortfall in storage for Community-community groups that operate on Council owned and/or managed land while encouraging the group to save for a more permanent arrangement.

### 3. DEVELOPMENT PERMITTED WITHOUT CONSENT

The State Environmental Planning Policy (Infrastructure) 2007 (the SEPP) permits outdoor recreation facilities to be developed without consent in a public reserve. Therefore, outdoor recreation facilities which meet the SEPP do not require consent, however, must meet the requirements of this policy.

### 4. DEFINITIONS

#### 4.1. SHIPPING CONTAINER

Shipping containers are usually large rectangular-shaped, units that are used or are capable of being used for short term storage requirements. The most common shipping container is either 6.1 or 12.2 metres (20 or 40 feet) long by 2.4 metres (8 feet) wide and 2.6 metres (8 feet 6 inches) high.

#### 4.2. RECREATION FACILITY (outdoor)

As per the State Environment Planning Policy ~~r~~Recreation facility means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a

*Shoalhaven City Council – Temporary Storage (shipping) Container on Public Land*

like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).

## 5. POLICY

This policy applies to Council owned and/or managed land.

### 6. TYPE OF APPROVAL

~~The applicant is required to enter into a licence with Council to occupy Council land for the placement of a temporary storage (shipping) container to be used for storage purposes. The applicant must submit their proposal to Council's Property Unit, prior to submitting a request for placement of the temporary storage.~~

~~If the request is for Council managed land held by the Crown, the licence request will be referred to Crown Lands for approval prior to advertising.~~

~~Any licence request over both Council and Crown land will need to be advertised for a minimum of 28 days to allow community comment.~~

~~The applicant will be required to pay all rental and advertising fees associated with the licence agreement, in accordance with the statutory minimum annual rental fee and Council's adopted Fees and Charges.~~

### 7.6. APPROVED TIME PERIOD

Shipping containers will only have approval to be on Council owned land for a maximum period of five (5) years, subject to satisfactory compliance assessment, with an option for a further five (5) years.

### 8.7. INSTALLATION/REMOVAL

Installation of a shipping container must have Council approval and be licensed. Failure to comply with this policy will result in removal of the shipping container by the applicant or by Council at the cost of the group/person responsible for the shipping container.

### 9.8. LOCATION

The location of temporary storage (shipping) containers must adhere to the following:

- Installation must not impede access to the land.
- Containers must be placed on flat, solid ground. Any associated earthworks (cut & fill) must be in accordance with the State Environmental Planning Policy (Exempt and Complying Development) 2008 (Subdivision 15 – Earthworks and retaining walls).
- Containers must not be used to store contaminated or hazardous materials.

Temporary storage (shipping) containers must not be placed:

- In flood ways, however, containers placed on flood prone land must be appropriately anchored (~~Contact Council for information on the location of flood ways into significant concrete footings~~);
- In drainage reserves;

*Shoalhaven City Council – Temporary Storage (shipping) Container on Public Land*

- In areas that are subject to maintenance and access for bushfire purposes;
- In designated parking areas on or within any (developed/active) easement or road reserve;
- In high visibility or scenic quality areas;
- In a heritage conservation area or impact on a European or Aboriginal heritage item;
- Next to structures such as fences or buildings that could encourage climbing and access to buildings;
- On top of services such as pipes, irrigation systems, ~~and~~ effluent disposal systems, on top of underground power or under power lines (must be compliant with the requirements of the energy provider).
- Across or impeding access by pedestrians or emergency vehicles;
- Be placed where sight lines for traffic or pedestrian /cyclists are impeded;
- ~~on top of underground power or under power lines – must be compliant with the requirements of the energy provider;~~
- Where the removal of significant vegetation is required.
- Be kept in good condition.

**10.9. CONDITION OF TEMPORARY STORAGE (SHIPPING) CONTAINER**

Temporary storage (shipping) containers must be in good repair; this includes no visible corrosion. They must be painted and maintained to a suitable standard that is compatible and sympathetic to the surrounding area.

**11.10. GRAFFITI**

Graffiti on a shipping container must be removed within 48 hours of its detection and clean up is the responsibility of the container owners.

**12.11. NUMBER OF TEMPORARY STORAGE (SHIPPING) CONTAINERS**

Only one (1) temporary storage (shipping) container can be located on a reserve unless there are exceptional circumstances, in which case Council will determine each application on its merits. The intention of this limitation is to discourage the proliferation of containers in parks and reserves.

**13.12. PURPOSE OF TEMPORARY STORAGE (SHIPPING) CONTAINERS**

Temporary storage (shipping) containers must not be:

- Used for any purpose other than for storage of items belonging to the community group.
- Fitted out with sanitary facilities.
- Used to store hazardous substances and/or dangerous goods for example chemicals, paints, flammable liquids and gases, corrosives, toxic substances.
- Modified or enable a business to be carried out from it.
- Used for personal storage or activities.
- Used for advertising.

**14. GOVERNING POLICIES AND PLANS**

~~Environmental Planning and Assessment Act~~  
~~Shoalhaven Local Environment Plan 2014~~

Shoalhaven City Council – Temporary Storage (shipping) Container on Public Land

—— Local Government Act  
—— SEPP Infrastructure

#### **15.13. INSURANCE AND RESPONSIBILITIES OF OWNERS**

Shipping containers are owned by and are the responsibility of the applicant. They are not a registered asset of Council and any maintenance, repairs or disposal are the responsibility of the ~~user group or~~ applicant that located the container at the site. The applicant is to compensate Council should the container cause an increase to Council's public liability insurance.

The contents within are the applicants responsibility to insure as is the case with all storage at sportsgrounds.

The owner of the container MUST

- ensure the temporary storage (shipping) container is secured to withstand structure loads of location.
- Ensure that a mechanical fitting is installed to prevent accidental entrapment (self locking) of a person in the temporary storage (shipping) container (eg chaining door to side walls)

#### **16.14. IMPLEMENTATION**

The Corporate and Community Services Group will administer this policy.

#### **17.15. REVIEW**

To be reviewed within one year of the election of a new Council.



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For more information contact the [Assets and Works Corporate & Community Services Group](#)

## COMMUNITY GARDENS

**Policy Number:** POL16/137 • **Adopted:** 24/08/2005 • **Amended:** 10/02/2009, 26/03/2013 • **Minute Number:** MIN05.1164, MIN09.162, MIN13.259 • **File:** 32328E • **Produced By:** [Assets and Works Corporate & Community Services Group](#) • **Review Date:**

### 1. PURPOSE

To define Council's role in the provision of Community Gardens.

### 2. STATEMENT

Community Gardens embrace the philosophy of permaculture in a community supported setting. Ideally a garden should aim to imitate nature in its diversity and provide a wide range of non-commercial plant produce in a context that also assists in the rehabilitation of soils, habitat and water quality. Depending on the community management of these gardens, a site may consist of individual or shared garden plots, including fruit and vegetable growing options.

### 3. PROVISIONS

#### 3.1. Eligibility

For a community group to be eligible to establish a proposed Community Garden, it must first meet the following criteria:

- a) Demonstration of support by the local community/~~Principle-Community~~ Consultative Body.
- b) No other Community Garden located within the local community (i.e. with the Town/Village).
- c) Incorporated community group with APRA (Australian Prudential Regulation Authority) approved Public Liability Cover of \$40-20 million that indemnifies Council and where necessary the Crown.
- d) The proposed Community Garden meets the site selection criteria.
- e) The site access will not be locked.
- d) Community Garden Group will adhere to requirements in Council's Parkcare Policy to care for the garden and surrounds.
- f) To ensure adequate community interest and sharing of a community garden, the group management must maintain a minimum membership of 20 members.



Shoalhaven City Council - Community Gardens

### 3.2. Site Selection Criteria

A site proposed for the Community Garden development must meet the following selection criteria:

- a) Council owned/managed reserve.
- b) Consistent with the relevant Plan of Management for the reserve.
- c) The Community Garden must not occupy more than one third (1/3) of the reserve area.
- d) Close proximity to supporting infrastructure such as public amenities, water and car parking.
- e) Visual prominence affording casual supervision.

### 3.3. Management Framework

Following development consent, a Community Garden will be licensed (at a minimal fee) to an incorporated community group with APRA approved Public Liability Cover of \$20 million that indemnifies Council and where necessary the Crown. This community group will be required to manage safe access in/around the site and if necessary allocation of garden plots. Management of the site will also be required to follow Council's Environmental Sustainable Development guidelines.

The incorporated community group will be responsible for funding and servicing all supporting infrastructure on the site. No funding for fencing or provision of irrigation systems, water (including connection and usage), structures (i.e. garden sheds, etc.), plants, mulch, etc will be provided by Council. Prior to the erection/installation of any infrastructure, written approval or Development Consent will be required from Council.

### 3.4. Provision of suitable land

Council's contribution to development of a Community Garden will be through the provision of its managed land. Provision of this land will be subject to Development Consent and meeting the terms of a licence.

Council reserves the right to remove and/or demolish an abandoned garden.

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## 4. IMPLEMENTATION

- a) Upon Council receiving a request wide community consultation will be undertaken in the local area before approval is granted for a Community Garden.
- b) The [City Services & Operation](#) [Corporate & Community Services](#) Group will administer this policy.

## 5. REVIEW

To be reviewed within one year of the election of a new Council.

## 6. APPLICATION OF ESD PRINCIPLES

### 7.6. NATURAL CAPITAL – WHERE POSSIBLE AVOID THE USE OF ACID SULPHATE SOILS AND ENCOURAGE WATER SAVING MANAGEMENT.



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

**HPERM Ref:** D17/67958

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

**Attachments:**

1. Strategy & Asset Committee Report - 11 October 2016 [↓](#)
2. Plan of second croquet court [↓](#)
3. Letter from Milton Show Society Requesting use of temporary fenced area of the proposed second croquet court [↓](#)
4. Hawkesbury Working Dogs using the proposed second croquet court area [↓](#)
5. Copy of letter confirming arrangement for a croquet event on the exiting croquet court during the Milton Show [↓](#)
6. Milton Ulladulla Croquet Club signage erected during Milton Show [↓](#)
7. Photos of Milton Show 2017 [↓](#)
8. Narrawallee Subdivision Reserve Information [↓](#)
9. Proposed Narrawallee Subdivision Croquet Court Facility [↓](#)

### **Purpose / Summary**

To update Council on options for a second croquet court for Milton Ulladulla Croquet Club following the Milton Show which was held on 3 & 4 March 2017.

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

That:

1. Council endorse construction of a second croquet court at Milton Showground which is consistent with Council's adopted Milton Showground Plan of Management.
2. Council continue to work with the Milton Showground Management Committee and Milton Show Society to minimise the impact of a second croquet court at Milton Showground and to increase use of all areas of the Showground.
3. Council continue to work with land owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement to increase capacity for future large events at the Showground.
4. Council adopt the Croquet User Agreement (as outlined in the report to Council's Strategy & Assets Committee meeting on 11 October 2016) and inform both Milton Ulladulla Croquet Club & Milton Showground Management Committee that they are to abide by this agreement.
5. Council advise both the Milton Ulladulla Croquet Club & Milton Showground Management Committee of the above Council resolution.

## Options

1. Adopt the recommendation and Council staff continue progressing to deliver a second croquet court at Milton Showground which is consistent with Council's adopted Milton Showground Plan of Management.

Implications: This will enable staff to continue progressing projects as discussed in this report.

2. Not adopt the recommendation and provide an alternative resolution with direction for staff.

Implications: Unknown until the Committee identify alternatives

## Background

### Related Council Resolution

In response to Council's Strategy & Assets Committee meeting on 11 October 2016 considering a report on second croquet court & expansion options at Milton Showground, Council resolved that MIN16.768:

1. *Council continue to work with land owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement for future large events at the Showground.*
2. *Council peg out and temporary fence the area of the proposed second Croquet Court at the Milton Showground for the 2017 Milton Show to trial the potential impact of the development of the croquet court on the show which could also demonstrate the impact on similar large events especially in relation to parking.*
3. *Staff review the impacts on parking and other aspects of the show and seek formal feedback from the Showground Management Committee, The Milton Show Society and the Milton Ulladulla Croquet Club to include in a report to Council after the 2017 Milton Show*
4. *The croquet club submit a letter to the show management committee and show society requesting to run an event in March 2017.*
5. *Council undertake a review of the management plan of the Milton Showground.*

In addition to the above resolution, the Strategy & Assets Committee meeting of 11 October 2016 also made a separate confidential resolution at this meeting that related to further investigation of acquisition of property adjacent to the Milton Showground.

The public report presented to the Strategy & Assets Committee meeting on 11 October 2016 is provided as Attachment 1.

### Status of Second Croquet Court

As reported to the Shoalhaven Sports Board meeting on 3 August 2016, Council has received an application for *Council's Voluntary User Contribution Policy funds* (VUCPF) from the Milton Ulladulla Croquet Club to construct a second croquet court at Milton Showground. The application requested \$50,000 from the VUCPF to construct a second court to the value of \$126,000 which the Club had designed and costed. The design is based on an area identified for the facility in the *Milton Showground Plan of Management* which Council adopted in February 2010. Since making this application, the Club has advised Council that it has received grant funding of \$20,000 from the *Federal Government Stronger Communities Programme* to deliver this project.

An assessment by Council staff has determined that the second croquet design is consistent with the Council adopted *Milton Showground Plan of Management* (Plan of Management can be viewed at <http://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=D11/116086>).

The second croquet court design plan as outlined in VUCPF application to the Shoalhaven Sports Board is provided as Attachment 2.

#### Previous Community Representation

Council has received representation both for and against a second croquet court at Milton Showground. Representation for the second court has primarily been received from the Milton Ulladulla Croquet Club which is wanting to expand their playing area and to ensure adequate court space for current and future club members. Representation against the second court has primarily been received from the Milton Showground Management Committee and Milton Show Society which is related to loss of space for onsite car parking and event use.

#### Peg Out & Temporary Fence the Area of the Proposed Second Croquet Court

As outlined in Committee resolution of 11 October 2016 MIN16.768, Council requested to peg out and temporarily fence the area of the proposed second Croquet Court at the Milton Showground for the 2017 Milton Show. This resolution was aimed at trialling the potential impact of the development of the second croquet court on the Milton Show and/or similar large events. At the request of the Milton Show Society, Council staff allowed for this temporary fence to be removed to permit the Hawkesbury Working Dogs to attend the Show and as outlined in the letter (see Attachment 3). Photos of how this area was used during the Show is provided as Attachment 4.

#### Croquet Club Event at Milton Show

As outlined in Council Committee resolution of 11 October 2016, the Milton Ulladulla Croquet Club submitted a letter to the Milton Show Society and an agreement was reached for the Club to run an event on the existing croquet court during the Milton Show. A copy of a letter confirming this arrangement is shown as Attachment 5 and signage erected by the croquet club during the show is shown as Attachment 6.

#### Milton Show Assessment / Review

Council staff undertook visual assessment of the Milton Show on both days of its operation being Friday 3 & Saturday 4 March 2017. Unfortunately on both these days significant rainfall occurred and subsequently events were cancelled and the overall public attendance to the show was reported to Council staff as being down 40% on previous years. Photos of the Milton Show, including an aerial photo, are shown as Attachment 7. These photos identified a large area on the western side of the showground that was not fully utilised and reserved for the purpose of "Dog Exhibitors Parking".

#### Onsite Car Parking

As shown in the photos in Attachment 7, Council staff undertook visual review of the impacts on parking from the proposed second croquet area at the Milton Show. Whilst acknowledging that public attendance at the Show was down 40% on previous years these photos identified that considerable parking was available onsite and not all parking areas were used. In addition, the surrounding road/streets had capacity for on street car parking.

#### Adjoining Property Owner Feedback

Since Council making the above resolution, and conclusion of the annual Milton Show, the adjoining property owners have not changed their position / feedback as reported to Council Committee on 11 October 2016. Therefore, Council staff have not been able to investigate options to expand the showground site area. The only option here would be compulsory acquisition which is not recommended in this case.

### Croquet User Agreement

As outlined in Council Committee resolution of 11 October 2016, finalisation of a Croquet User Agreement between Milton Ulladulla Croquet Club & Milton Showground Management Committee remains outstanding due to both parties being unclear on the future arrangements of Croquet on the Showground site.

### Other Site Options

Recognising the above challenges in providing a second croquet court & expansion options at Milton Showground, Clr White has facilitated discussions with the Milton Ulladulla Croquet Club, Milton Showground Management Committee and Council staff representatives to examine possible Council owned land options that could facilitate a croquet site off the Showground site. These discussions have identified the possibility of relocating the Milton Ulladulla Croquet Club to a future public reserve (not currently in Council ownership) that will be dedicated to Council as part of the Hazcorp South Coast subdivision development at Narrawallee.

This potential Narrawallee public reserve that could provide for a croquet facility is shown in Attachment 8 and is the largest of three public reserves proposed in this subdivision. An initial concept plan of how a croquet court facility could be provided on this reserve (provided by the subdivision developer) is shown in Attachment 9. This reserve is currently heavily vegetated and has no services supplied and at this time the exact timing of handover of this land to Council ownership is unknown.

Another possibility, whilst not investigated further other than an idea, is the potential use of part of the Milton Pony Club Grounds for a croquet court facility and to examine co-sharing or, again not investigated, in the future the Pony Club consider relocation to the Milton Showground. It should be noted that their requirements for the site are unknown and whether these would have a similar potential impact on space at the showground that does not resolve the current concerns. At present, Council staff are aware that the Pony Club has a relatively small membership and could be open to this proposal.

### Cost / Benefit Analysis of Croquet Court Facility Relocation

Should Council consider relocation of the croquet court facility from the Milton Showground to another site, it needs to understand the associated costs / benefits which is briefly summarised in the table below.

<b>Cost / Benefit Analysis Item</b>	<b>Milton Showground Site</b>	<b>Alternative Site (future Narrawallee Reserve)</b>
<b>Likely cost (provide clubhouse and 2 courts)</b>	\$126,000 (as identified in VUCPF application) to provide a second croquet court.	Unknown at this time. If vegetation clearing, services, soil, site levelling, drainage, car parking is required the cost of providing is clubhouse and 2 courts is likely to be in the order of \$1,000,000 (based on recent earthworks at the Shoalhaven Equestrian Centre).
<b>Site Issues</b>	An approximate court area of 820m <sup>2</sup> (25.6m x 32m) is potentially no longer available for car parking and event use.	Unknown at this time and needs to be determined during further detailed investigation however, as shown in Attachment 9 the reserve has sufficient space to provide a two court croquet facility including clubhouse and car parking.

Cost / Benefit Analysis Item	Milton Showground Site	Alternative Site (future Narrawallee Reserve)
<b>User Issues</b>	Recognition that the site is a multi-use venue for all the community to use. The proposed additional croquet court is consistent with the specific site Plan of Management. An outstanding point, the user agreement between the Management Committee and Croquet Club has not been signed off.	Recognition that this potential site is a multi-use venue for all the community to use.
<b>Timing</b>	Site area is available and construction is pending completion of an REF which is unlikely to impede or deter court construction.	Unknown and pending completion of REF and design investigations.

#### Resolution Need

Resolution of a preferred option to provide or not provide for second croquet court for the Milton Ulladulla Croquet Club is required. A final decision on this matter will also determine how to treat the grant funding that the Club has received and also determine the arrangements of the Croquet User Agreement between Milton Ulladulla Croquet Club & Milton Showground Management Committee.

#### Milton Showground Plan of Management Review

Depending on the Council resolution, a review of the *Milton Showground Plan of Management* may need to be brought forward by Council and with identified resources. This matter will need to be considered if the above recommendation is changed.

#### **Community Engagement**

Ongoing community engagement has been occurring with Milton Ulladulla Croquet Club & Milton Showground Management Committee and both these groups will be updated on the Council resolution from this report.

#### **Financial Implications**

The Milton Ulladulla Croquet Club is seeking consideration of funding from Council's VUCPF at the next Sports Board meeting to allow construction to commence on a second croquet court at Milton Showground. A decision to relocate the croquet court facility to another site will have a related financial implication.

## **SA16.6 Milton Showground - Second Croquet Court & Expansion Options**

**HPERM Ref:** D16/301979

**Group:** Corporate & Community Services Group  
**Officer:** James Harris - Social & Infrastructure Planning Unit Manager

**Attachments:**

1. Sports Board Report - Voluntary User Contributions Scheme Round 1 Funding 2016-2017
2. Milton Ulladulla Croquet Club INC. Voluntary Users Contributions Policy - Project Nomination Form & Supporting Documentation - June 2016 (councillors information folder)
3. Response - Plans of Second Croquet Court - Milton Showground - Milton Showground Management Committee (councillors information folder)
4. Milton Showground Aerial Map
5. Milton Showground User Agreement

### **RePurpose / Summary**

To update Council on the construction status of a second croquet court and options to expand Milton Showground.

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

That

1. Council accept the construction status update report for a second croquet court at Milton Showground which is consistent with Council's adopted Milton Showground Plan of Management.
2. Council continue to work with land owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement for future large events at the Showground.
3. Council adopt the Croquet User Agreement (as outlined in this report) and inform both Milton Ulladulla Croquet Club & Milton Showground Management Committee that they are to abide by this agreement.

### **Options**

1. Council adopt the recommendation.
2. Council adopt the recommendation with an amendment.
3. Council not adopt the recommendation and provide direction to staff.

### **Background**

**Previous Sports Board Report Related To Second Croquet Court**

As reported to the Shoalhaven Sports Board meeting on 3 August 2016, Council has received an application to Council's Voluntary User Contribution Policy Fund (VUCPF) from Milton Ulladulla Croquet Club to construct a second croquet court at Milton Showground. The application requested \$50,000 from the VUCPF to construct the court to the value of \$126,000. Since making this application, the Club has advised Council that it has received grant funding of \$20,000 from the Federal Government Stronger Communities Programme to deliver this project.

As per the report to the Sport Board (see Attachment 1), the Milton Ulladulla Croquet Club's VUCPF application was not determined at the time due to the design not having been reviewed and signed off before the application was considered. This application can be assessed again when round 2 (two) VUCPF are reported to the Sports Board in either November / December 2016. This assessment can consider if the Croquet User Agreement for use of the showground has been finalised.

An initial assessment by Council staff has deemed the design to be consistent with the Council adopted Milton Showground Plan of Management (Plan of Management can be viewed at <http://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=D11/116086>). The VUCPF application (including design plans and supporting information) is provided as Attachment 2.

#### **Second Croquet Court Design Feedback**

Feedback on the design plans for the second croquet court was requested from Council staff and the Milton Showground Management Committee. Council staff have reviewed the design and are satisfied providing construction of the court does not occur when the annual show occurs and the stockpile area during construction does not impact on use of the showground land. Feedback from the Management Committee does not support the application due to loss of the area to conduct the show and other large events. Supporting information from the Management Committee is provided as Attachment 3. In addition, Council has received correspondence from concerned users of the Showground and Attachment 3 in part includes a petition.

Upon reviewing feedback from the Management Committee, the main concerns stem from loss of onsite car parking associated with large events. To minimise impact on the Showground site, the Management Committee has suggested that the second croquet court should be constructed on adjacent private land (which they have suggested that Council buys). The option to construct the second croquet court on adjacent private land is not practical as the croquet courts will be divided by a drainage line and the facility operations / user arrangements would be impacted by such an arrangement.

The Management Committee have also questioned the relevance of the Milton Showground Plan of Management which was due for review in February 2015 however, due to competing workload priorities this plan has not been reviewed.

#### **Onsite Car Parking**

As identified in feedback from the Management Committee, onsite car parking is a key priority and supporting function of large events held at the Showground. However, when comparing the Milton Showground to Showgrounds in Nowra, Berry and Kangaroo Valley most car parking at these facilities are provided on street. Therefore, whilst recognising that the Milton Showground has unique functions and attractions compared to other facilities, offsite parking should be investigated both on street surrounding the showground and off street on adjacent land.

Upon recognising that off street car parking is a benefit for large event users of the Milton Showground, it cannot be necessarily justified that purchase of additional land to meet this short term need is an immediate solution. For example, it is more cost effective in the short term for Council to enter into a licence agreement for use of adjacent land for car parking than necessarily purchase land outright which may be vacant for most of the year and may need ongoing maintenance or adjustment to keep vegetation under control. In addition, whilst an inconvenience for surrounding residents, the width of the road reserve does provide opportunities for short term car parking during peak usage periods.

#### **Expansion Options Resolution**

Upon receiving representation from the Management Committee regarding the loss of showground area from construction of a second croquet court, Council at its Strategy & Assets Committee meeting of 19 July 2016 (MIN16.557), resolved that:

1. *The General Manager investigate options for the expansion of the Milton Showground including negotiations with adjoining property owners.*
2. *Once investigations are completed a report on the findings be provided to an appropriate meeting of Council.*

#### **Adjoining Property Owner Feedback**

Upon actioning the above resolution, Council staff have investigated options to expand the showground and determined that it is only feasible to expand the showground to the west. This determination was based on the proximity of a residential house to the east and proximity to the creek / riparian area to the south of the Showground. As shown in the attached aerial map (see Attachment 4), two (2) land lots with separate owners are to the west of the Showground and Lot / DP details are shown.

Council staff have made initial contact with the two land owners to the west of the showground and they have provided the following feedback.

Lot 2 DP 1097329 – Landowner is open to considering a licence use of some adjacent land for a nominal fee however, at this time is not wanting to sell part of the adjacent land for showground use.

Lot 11 DP 599612 – Landowner will consider meeting with Council but not sure at this time if they want to assist with options to expand Milton Showground. At the time of writing this report, no further feedback from the landowner had been received.

Based on reviewing the above information, it is recommended that Council continue to work with land owners adjacent to Milton Showground to formalise offsite parking options via a licence agreement for future large events at the Showground.

#### **Croquet User Agreement**

An outstanding item since construction of the current croquet court at Milton Showground is the finalisation of a Croquet User Agreement between Milton Ulladulla Croquet Club & Milton Showground Management Committee. In trying to reach a resolution and sign off of the User Agreement, Council staff have prepared multiple versions of the agreement (based on Croquet and Management Committee feedback) and facilitated meetings with the relevant parties to the Agreement. This process has been ongoing for numerous years and taken considerable Council resources, therefore, Council staff are seeking resolution of the matter as soon as possible.



At the last meeting facilitated by Council staff on 15 August 2016, both the Croquet Club and Management Committee representatives agreed on most information in the latest version of the Croquet User Agreement (see Attachment 5) however, sign off could not be achieved due to no agreement being able to be reached with point 5 which addressed access to croquet facilities of the Agreement. In response to reviewing information in Point 5, the Show Society via the Management Committee requested to use the croquet court area during shows (although use not defined) and the Croquet Club has refused any use of the croquet court area outside croquet club related activities. It was acknowledged that neither the Management Committee nor Croquet Club could resolve this point.

To provide resolution of this matter, Council Staff have amended wording in point 5 (five) to try and meet the needs of both groups. The amendment allows for applications to be made for use of the specialist croquet courts and for these applications to be assessed by the Croquet Club and relevant Council staff. This will allow for each application to be assessed on its merits. Any possible use of the surface would need to be in keeping with the types of uses for which it has been designed and constructed.

It is recommended that Council review and adopt the attached version of the Croquet User Agreement which has been amended since the meeting of 15 August 2016 and inform both Milton Ulladulla Croquet Club & Milton Showground Management Committee that they are to abide by this agreement.

#### **Community Engagement**

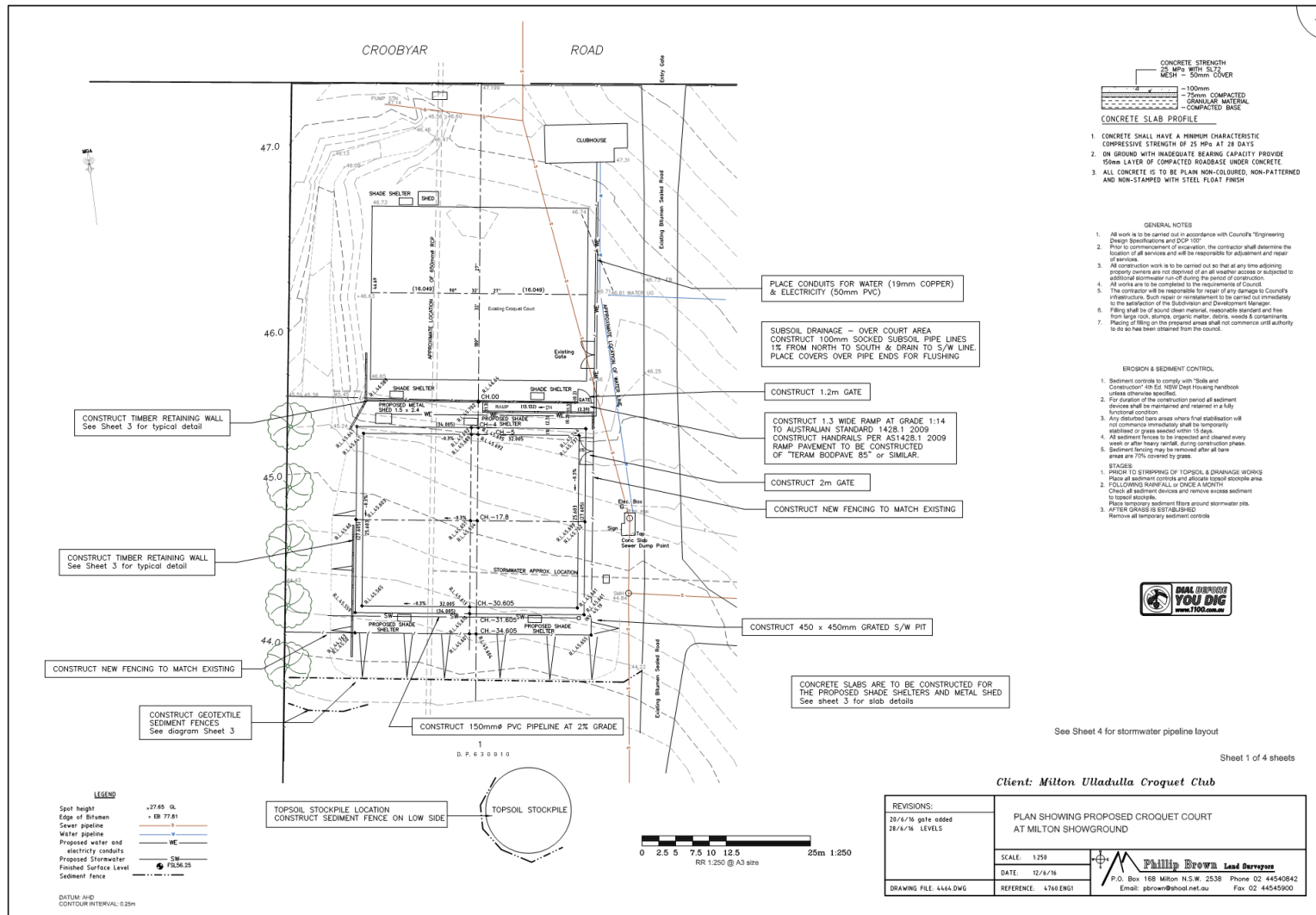
As mentioned above, ongoing community engagement has been occurring with Milton Showground users for construction of a second croquet court at Milton Showground which is consistent with the Plan of Management for this land.

As also mentioned above, ongoing engagement has been occurring between the Milton Ulladulla Croquet Club and Milton Showground Management Committee regarding expansion options for the showground and sign off of the Croquet User Agreement.

#### **Financial Implications**

As mentioned above, the Milton Ulladulla Croquet Club is seeking consideration of funding from Council's VUCPF at the next Sport Board meeting to allow construction to commence on a second croquet court at Milton Showground.

As also mentioned above, the landowner of Lot 2 DP 1097329 is open to considering a licence with Council for use of part of the adjacent land for car parking for a nominal fee.



Shoalhaven City Council  
PO Box 42  
Nowra NSW 2541

Shoalhaven City Council  
Received  
24 JAN 2017  
File No. 5439E  
Referred to: B Britton

Milton Show Society Inc  
PO Box 100  
Milton NSW 2538  
14/12/2016

Dear Sir,

The Milton Show Society would like to apply to Council to use the area inside the fenced proposed second Croquet Green on Milton Show ground for the 2017 Show. At the 2016 Show the Hawkesbury Working Dogs were a popular attraction and were rebooked for 2017.

The site required for the dog yards, sheep pens and presenters vehicle is 30m X 20m. The President and the Chief Ground Steward have tried to identify alternative sites for this attraction but due to the large footprint no site can be found that does not cause compounding disruption to our already packed show ground.

We are proposing to keep the fence in place to fulfill the objectives of the motion passed at the Strategy and Assets Committee Meeting of the 11/10/16. We would require to make an access gate by removing 2 panels on the eastern side facing the road.

Yours Sincerely

*J.R. Johnston*

Roy Johnston. President

**Dogs using the proposed second croquet court area**





**Milton-Ulladulla Croquet Club Inc.**  
**PO Box 307**  
**Ulladulla NSW 2539**

ABN 98 501 489 290

Patron Margaret Murray

03/01/2017

Roy Johnston  
President  
Milton Show Society Inc  
PO Box 100  
Milton NSW 2538

Dear President Roy

Thank you for your letter of acceptance of the Milton-Ulladulla Croquet Club's application to participate in the Milton Show on Friday 3<sup>rd</sup> & Saturday 4<sup>th</sup> March.

We understand that all the members of our club running the event will be required to pay \$10 admission per day & that no charge will be paid for ground space fees. Any showgoers participating in the event will have already paid show admission.

As requested I am enclosing our completed application form from "showday online". Information about our Croquet Club event will also be attached. Please include this information in the Milton Show Program.

Our Certificate of Currency for Public Risk Insurance expires on 31<sup>st</sup> December each year. Our 2017 remittance has been paid. We are awaiting appropriate documentation which is usually received in mid-January. I will forward a copy to you & also to the Milton Showground Management Committee immediately on our receipt.

Thank you for the opportunity to present an event at the Milton Show 2017.

Yours sincerely

Jen Bromley  
Secretary  
Milton-Ulladulla Croquet Club

Milton Ulladulla Croquet Club Signage Erected During Milton Show





## Photos of Milton Show

Photo 1. Showing west side of showground (area beside croquet court) – 3/5/2017



Photo 2. Showing west side of showground (area beside croquet court) – 3/5/2017



Photo 3. Showing east side of showground (dog exhibitor car parking area)–3/5/2017



Photo 4. Showing east side of showground (dog exhibitor car parking area)–3/5/2017

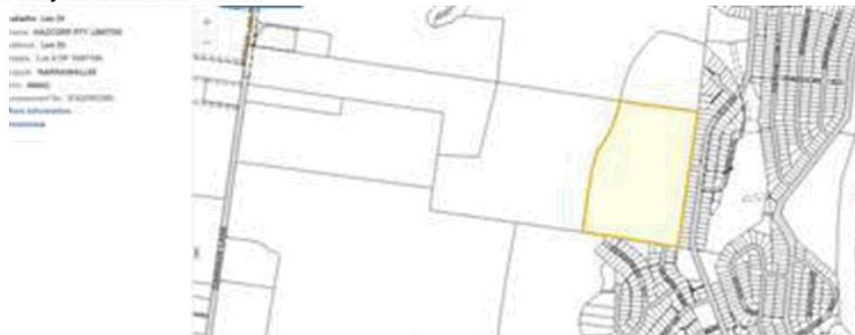




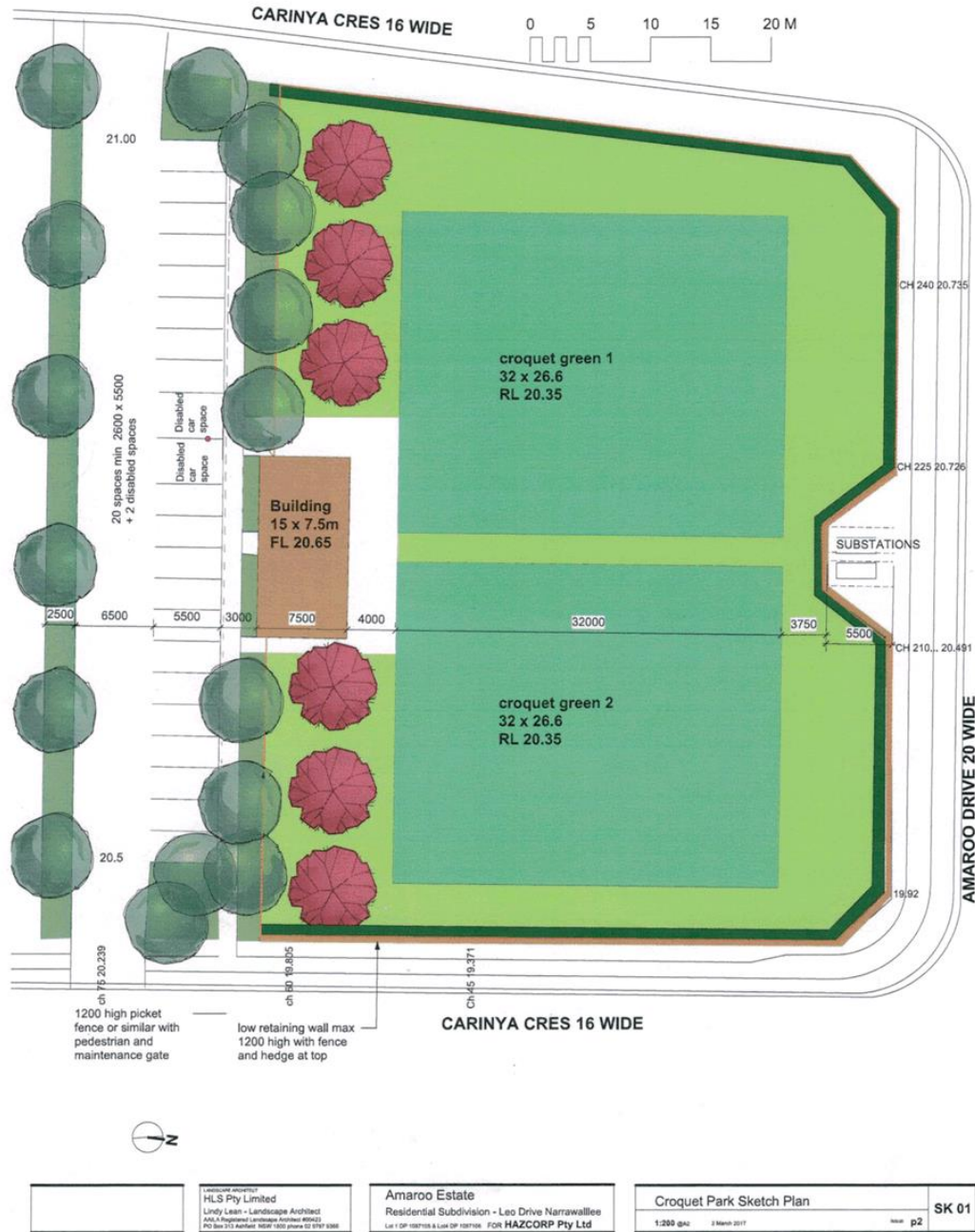
Photo 5. Aerial image of Milton Show - 4/5/2017



## Subject subdivision site



Site plan of the proposed 100-unit apartment building at 1000 West 10th Street. The plan shows a large rectangular building footprint with a central courtyard area highlighted in yellow. The building is surrounded by parking spaces and is adjacent to existing structures and a street. A legend in the top right corner defines symbols for building footprint, parking spaces, and existing structures. A scale bar at the bottom left indicates distances up to 100 feet.



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

**HPERM Ref:** D17/67960

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

**Attachments:** 1. Shoalhaven Equestrian Centre of Excellence Master Plan (under separate cover) [⇒](#)  
2. DA Approved site plan [↓](#)

### Purpose / Summary

To update Council on the following matters related to the Shoalhaven Equestrian Centre of Excellence:

- Project status for current stage 1 works;
- Options for development approval to assist in delivery of future stages; and,
- Options for Berry Riding Club to use the site.

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

That Council

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

### Options

1. Adopt the recommendation and Council staff continue progressing completion of the Shoalhaven Equestrian Centre of Excellence.

Implications: This will enable staff to continue progressing the project as discussed in this report.

2. Not adopt the recommendation and provide an alternative resolution with direction for staff.

Implications: Unknown until the Committee identify alternatives.

## Background

### Related Council tender resolution / Project Budget

Council at its Ordinary meeting of 19 April 2016 resolved that:

- a) *Council accept the tender of TCL Constructions Pty Ltd for works only in the amount of \$425,394 excl. GST;*
- b) *Authorise the General Manager, (Director Community and Corporate) to finalise and execute the contract with TCL Constructions Pty Ltd on behalf of Council;*
- c) *Authorise the General Manager, (Director Community and Corporate) to adjust the contract for variations for components under the contract.*
- d) *Council allocate additional project funding of \$31,664 in the 2016/2017 budget to meet the shortfall plus any minor project variations.*

Based on the above resolution, the agreed Council budget for the project was \$457,058 for the tender contract component of the project delivery.

### Master Plan

The master plan which guides development of the Shoalhaven Equestrian Centre of Excellence is provided as Attachment 1.

### Stage 1 works

As reported to the Council meeting of 28 June 2016, Council endorsed Development Application (DA) approval for stage 1 works for the Shoalhaven Equestrian Centre of Excellence which consists of a storage shed, a spectator shelter, two (2) grassed warm up/training areas, a multipurpose equestrian arena associated earthworks, car parking and access for construction. The purpose of the DA was to provide 'like for like' facilities on the Equestrian Centre site for the Berry Riding Club which was displaced as part of the Berry Highway Bypass works and which the RMS provided \$450,000 in compensation.

### Stage 1 - Status report / construction budget increases

Prior to obtaining DA approval on 28 June 2016, Council accepted the above tender resolution on 19 April 2016 as tenders were initially advertised in anticipation that DA approval would be approved prior to tender submissions expiring. Unfortunately, the DA assessment was delayed and hence the tender process was reported to Council to avoid Council having to re-tender for the project, to minimise project delays, and to minimise the impost to the Berry Riding Club.

Upon receiving the DA approval, a number of changes / additions were required to deliver stage 1 of the Shoalhaven Equestrian Centre which are summarised below:

- Providing a hardstand car park 60M x 20M
- Additional internal road
- Disabled Car Parking
- Hardstand Wash Bay
- Extra Water Line
- Boundary landscaping / fencing improvements

Provision of these changes / additions to the accepted tender document were then negotiated with the successful tenderer and subsequently added additional construction costs of approximately \$140,000 to the project.

The delivery of the project has been delayed as a result of a design oversight and heavy rainfall. The design oversight related to cut and fill calculations not allowing for a contingency amount for unpredicted high topsoil required quantities. The initial design quantities could not be used and compacted to form the multipurpose equestrian arenas.

This design oversight resulted in a shortfall of approximately 4,500 cubic metres of fill material which was subsequently sourced and imported at no cost for the soil material from the adjacent Berry Highway Bypass works however, resulted in additional construction costs of approximately \$40,000 for the tenderer to spread this additional soil across the site.

When delivering the site earthworks program, the need was recognised to integrate the adjacent current temporary equestrian riding area used by the Berry Riding Club into the stage 1 project. This increases the footprint of the Stage 1 works which was previously unfunded, although part of the overall masterplan to be delivered in a subsequent stage.

This involved scraping and burying a section of rock material at cost of approximately \$6,000 that previously formed a vehicle access road. It was necessary to undertake this work at this point in time due to the economies of having available machinery on site.

The impact of recent heavy rainfall on the project, and other related incidental costs, including additional project management costs incurred as a result of addressing the aforementioned items, have resulted in increased construction costs that at this time are estimated to cost \$27,000.

#### Stage 1 - Budget shortfall

The combined effect of meeting both contemporary requirements for an equestrian centre and the above project variations to complete the project has resulted in the following project construction budget shortfall.

#### Shortfall summary

Original project budget (adopted at tender acceptance)	\$457,058
Meet contemporary requirements (engineering)	\$140,000
Earthwork shortfall	\$40,000
Removal of previous vehicle access road	\$6,000
Heavy rainfall / related incidental costs	\$27,000
<b>Total project budget required</b>	<b>\$670,058</b>
<b>Total project budget shortfall</b>	<b>\$213,000</b>

To address the construction shortfall, the following existing funding sources/budgets have been or are identified to be transferred into the original project budget. This will result in these activities / projects not being undertaken.

Original Stage 1 project budget (adopted at tender acceptance – job number 88801)	\$457,058
Future business planning / design budget for the site Stage 2 (job number 88803 already transferred to the project in a previously quarter review to assist meeting DA Approval requirements)	\$120,000
Nowra Showground arena replacement fencing budget (job number 82513)	\$75,000
Implementation of Plans of Management budget (job number 82511)	\$18,000
<b>Total project budget</b>	<b>\$670,058</b>



#### Temporary Berry Riding Club licence area

The Berry Riding Club has been displaced from their original site beside the Berry Sporting Complex to allow for construction of the Berry Highway Bypass. Their preferred site for equestrian activities is the Equestrian Centre site, the Club has - via a licence agreement with Council – been temporarily using a small area of the Equestrian Centre site. This is located between stage 1 site and the highway with access to the site via the adjacent Department of Primary Industries land - shown in Attachment 2.

Unfortunately, due to construction delays with providing stage 1 works, and withdrawal of access via Department of Primary Industries land by the Department, the temporarily licenced area is not able to be accessed by the Berry Riding Club until stage 1 is completed. This is due to access not being permissible through the construction site.

Currently the Riding Club activities have been suspended until the works have been completed. It is anticipated that this will be completed in late Quarter 2 dependant on prevailing weather conditions.

#### Additional Berry Riding Club improvements

In addition to seeking permanent use of the temporary areas located beside the stage 1 site, the Berry Riding Club is also wanting to erect a portable cabin on the site to commence establishing a clubhouse facility and developing trails as identified in the master plans which will require works around a creek line. To do this the Riding Club will need to seek DA approval and associated building approvals for these works. Attachment 2 shows the approved DA area.

#### Development Approval to assist in delivery of future stages

Recognising that current DA approval only covers stage 1 works, subsequent DAs are required and need to be reported to Council to meet relevant legislation as this is Council owned land.

To minimise the requirement to report subsequent DAs related to the Equestrian Centre which are consistent with the Council adopted master plan, it is recommended that staff lodge a DA application for the remaining master plan area.

Should Council approve a Development Application for the Shoalhaven Equestrian Centre of Excellence Master Plan, subsequent DA applications consistent with the Master Plan would not need to be reported to Council however, DA applications which are variations to the Master Plan would be needed to be reported to Council for endorsement – for example the Berry Riding Club seeking to locate a temporary Club House on site, which is not shown in the masterplan.

#### Future Berry Riding Club licence area

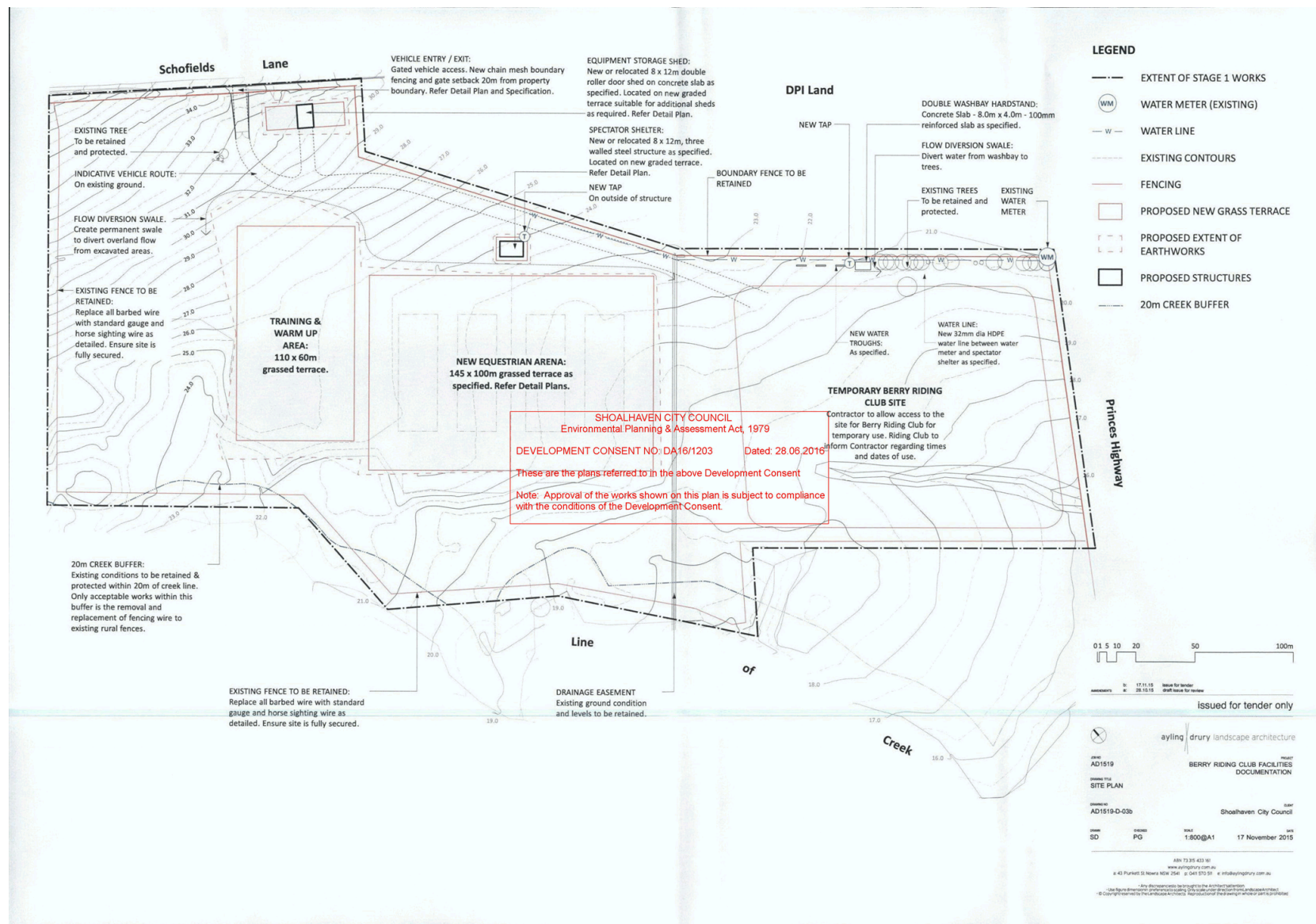
It is proposed that Council work with the Berry Riding Club to negotiate a future licence area that aligns with relevant Development Application approvals.

### **Community Engagement**

Community engagement continues with the Berry Riding Club.

### **Financial Implications**

As outlined above, to complete all requirements for delivery of stage 1 works, and to balance the construction budget, for the Shoalhaven Equestrian Centre of Excellence requires transfer of funds in the upcoming budget review into the Equestrian Centre job number (88801).





## SA17.100 Community Infrastructure Guidelines

**HPERM Ref:** D17/95343

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

**Attachments:** 1. Community Infrastructure Guidelines (under separate cover) [↗](#)

### Purpose / Summary

To introduce the *Community Infrastructure Guidelines* to Council and to respond to the upcoming Notice of Motion from Cllr Proudfoot requesting a report on broadening the potential for the ways that "in kind" contributions from community groups can be used for capital works projects.

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

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

### Options

1. Adopt the recommendation.

Implications: This will update Council on the *Community Infrastructure Guidelines* that staff are implementing.

2. Not adopt the recommendation.

Implications: This may require providing direction to Council staff on how to broaden the potential for the ways that "in kind" contributions from community groups can be used for capital works projects

### Background

#### Upcoming Notice of Motion

In the Council Ordinary Business Paper of 4 April 2017 a Notice of Motion was proposed by Cllr Proudfoot which was deferred to the Ordinary Meeting on 26 April 2017:

*That Council staff prepare a report on broadening the potential for the ways that "in kind" contributions from community groups can be used. The report would need to include, but not be restricted to applications for funding and constructing capital projects.*

The note by the General Manager related to the above resolution indicated that Council staff were currently preparing *Community Infrastructure Guidelines* that address potential ways that "in kind" contributions from community groups can be used to deliver minor infrastructure projects which is presented at this Strategy & Assets Committee meeting. Unfortunately, the above Notice of Motion was deferred to the following Council Meeting however, staff have presented this report in anticipation of meeting the requirement of this Notice of Motion.

### Community Infrastructure Guidelines

The *Community Infrastructure Guidelines* are designed to encourage and define "in kind" contributions from community groups for capital projects. In doing this, the *Guidelines* define the extent to which community driven infrastructure projects may be funded by Council, and the roles of other partners contributing to the project (i.e. community, other levels of government). The *Guidelines* are shown in Attachment 1.

### **Community Engagement**

Community engagement and feedback will be encouraged through implementing the *Guidelines* and where appropriate the *Guidelines* will be updated and improved with this feedback.

### **Policy Implications**

There are no policy implications for the implementation of the *Guidelines* which are designed to complement existing Council policies such as the *Voluntary Users Contributions*, *Skate Parks* and other similar policies which encourage in kind contributions from community groups for capital works projects.

### **Financial Implications**

There are no foreseen financial implications for the implementation of these *Guidelines* which value add to Council's capital works program and/or encourages delivery of external grant funded projects.

### **Risk Implications**

There are no immediate foreseen risk implications with community groups undertaking relevant capital works projects which are covered by Council's blanket volunteer insurance coverage.

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

**HPERM Ref:** D17/97283

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

**Attachments:** 1. Nowra Showground Ownership map [↓](#)

### Purpose / Summary

To respond to part 4 of the Council resolution of 22 November 2016 (Minute 16.888) and outline options for further feasibility investigations for a caretaker arrangement at the Nowra Showground.

### Recommendation

That Council:

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

### Options

1. Adopt the recommendation and provide further direction to staff.

Implications: This will enable staff to focus on the future arrangements to be implemented at the Showground.

2. Not adopt the recommendation and provide alternate resolution with direction for staff.

Implications: Unknown until the Committee identify alternatives.

### Background

#### Related Council resolutions

Council at its Ordinary Meeting of 22 November 2016, made the following resolutions:

*Minute 16.888, that states:*

- 1 *Council apply a ban in respect of casual camping at Nowra Showgrounds in tents with exception of camping associated with an event.*

2. Council reaffirm its policy to actively encourage the use of the Nowra Showground for motor homes and caravans.
3. Council ensure that any booking in respect of the above does not overlap the days when the Showground is used for the Nowra Show.
4. The General Manager report back to Council on the feasibility of reinstating a Caretaker for the Nowra Showground.
5. Council lobby the State and Federal Governments to increase funding for homelessness services in the Shoalhaven.

Minute 16.886, that states:

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

The above resolutions will be discussed in this report however, the main purpose of this report is to outline options for further feasibility investigations for a caretaker arrangement at the Nowra Showground. Site context

Nowra Showground is a public reserve which consist of both Crown Land and Community Land (Sportsground) – see Attachment 1 demonstrating land ownership. The site is approximately 18 hectares of which 13 hectares are Crown Lands and the remainder is Community Land. The site has 3 vehicle controlled (gated) entrances from Scenic Drive, Junction Street and Worrigea Street. In addition, the site has controlled pedestrian access at the Junction Street and Worrigea Street vehicle entrances and pedestrians can enter the site (which are not normally locked) with open access from the adjacent Bens Walk. The site is used regularly for sporting activities, events, meetings, functions, vehicle/caravan based camping, public recreation and other activities.

On Crown Land which makes up the Showground, approval for new activities and infrastructure needs to be sourced from the Crown. In seeking approval Council staff would need to approach the Crown and possibly (dependent on the activity) need to seek a lease agreement.

In addition, Council needs to be aware there is currently a blanket Aboriginal Land Claim over the site and therefore there is no guarantee of Crown support for leases or building works until this Claim is resolved.

### Homelessness

When considering options for further feasibility investigations for a caretaker arrangement at the Nowra Showground, the matter of homelessness related to the site needs to be considered. As Councillors would be aware, the homelessness issue is increasing in the Shoalhaven and the Nowra Showground remains an option for the homeless who live in a registered car or caravan. In addition, homeless people camping in tents or the alike have been deterred from using the Showground.

In response to considering this matter recently, Council at its Strategy & Assets Committee Meeting of 21 March 2017, resolved (MIN17.196) that Council:

- a) Establish the Shoalhaven Homelessness Taskforce as a section 355/377 Committee of Council;
- b) Endorse the Terms of Reference of the Shoalhaven Homelessness Taskforce with the following changes:
  - That all councillors be members of the taskforce.

- *The Chairperson be appointed for a term of 2 years.*

As outlined at the meeting of 21 March 2017, the Taskforce is comprised of service providers in the homelessness sector, faith based organisation and community groups and members. The Taskforce will aim to better understand the complexities of homelessness, develop a strategic framework to address the issues of homelessness and to advocate for homelessness solutions throughout the Shoalhaven.

This Taskforce formed under the above Terms of Reference have not yet met and it would be beneficial for this group to have input into any proposed caretaker arrangements at the Nowra Showground.

In addition, Council has endorsed the NSW Protocol for Homeless People protocol which means it is obligated to treat homeless people in public places in the same way as anyone else and not discriminate.

#### Caretaker context/Definition

Upon reviewing part 4 of the Council resolution of 22 November 2016 (Minute 16.888), the notion of “caretaker arrangement” at the Nowra Showground is quite broad and hence feasibility options cover a variety of scenarios. The role of the caretaker could simply be a person or community group to monitor the site and report non permissible activities to Council and/or police; or a dedicated Ranger and/or paid person/company onsite; and/or a person/company that only deals with camping matters at the Showground. Therefore, in considering this matter, Council needs to define the caretaker role.

#### Caretaker considerations

Dependent on the preferred context/role of the caretaker, the following considerations also need to be considered prior to determining the appropriate caretaker option.

##### *Development Application Approval*

If a new building is to be provided on the site as a residence, this Application would need to address issues such as siting context within a heritage precinct, access provisions, parking etc.

##### *Plan of Management*

The existing Plan of Management does not currently address caretaker’s provisions and therefore amendments to the Plan would need to be undertaken in consultation with the Crown. As previously mentioned, there is currently a blanket Aboriginal Land Claim over the majority of the showground site and therefore there is no guarantee of Crown support for a Development Applications or building.

##### *Human resourcing considerations*

It is estimated that a caretaker wage for 365 day cover would be approx. \$130,000 per year, plus call out fees (for out of hours calls) and relief manager costs (to cover leave) of approx. \$1,800 per week. Council engages management contractors to manage the properties in its Holiday Haven group through the tender process and these management contractors maintain the site and manage their own staff and bookings on behalf of Council. Given the “other” public activities that occur on the showground site, a caretaker would not have the enforcement powers of a Council Ranger.

##### *Jurisdictional Authority*

A caretaker may be authorised to refuse entry or ask someone to leave the grounds, but if the direction is not adhered to, a Ranger or the police would need to be called. The jurisdictional powers of the caretaker would need to be addressed in line with Crown Lands Act, Residential Tenancy Act and Local Government Act. Council’s Rangers currently have the ability to enforce these requirements at the showground.

### Site access

As mentioned above, the showground has 3 entry points that are locked at night by a Security Patrol company. Bens Walk provides open public access to the showground and the public nature / use of the site makes it difficult to limit access during the day for both casual use and the regular organised users of the site.

### Caretaker period

Upon considering a caretaker arrangement, the period of time required onsite needs to be defined. For example, a caretaker could be onsite for specific days/ times or alternatively it could be 24 hour/7 day a week role.

### Precedents with other showgrounds

Council may also need to consider the current arrangements at other showgrounds within the Shoalhaven. In addition to Nowra, the Shoalhaven has three other showgrounds – Berry, Milton and Kangaroo Valley. All of these showgrounds, except Nowra, are run by a Management Committee, i.e. community volunteers. Of those, Kangaroo Valley does not permit regular/casual camping as they have a camp ground immediately next door. Berry and Milton do permit camping, including tent based camping, and the Management Committees are responsible for handling community inquiries, taking bookings, maintaining the site and collecting fees, thereby acting as caretakers.

### Current site costs and revenue

According to Crown Lands reporting, the Nowra Showground ran at a deficit of \$133,549 in the 2015/16 financial year and is currently running at deficit of \$101,664 for the current 2016/17 financial year.

According to Council's financial information, the Nowra Showground made \$12,962 in camp fees in the 2014/15 financial year and \$7,481 in the 2015/16 financial year. This current revenue from camping, and its future potential revenue, needs to be analysed when considering future improvements and the cost/benefits of associated decisions.

### Caretaker options for further investigations

In consideration of the matters outlined above, the following caretaker options are available and will be further investigated to understand the specific needs and resourcing requirements.

1. *Council continue to retain existing caretaker arrangements at Nowra Showground which involves daily Ranger site visits*

Currently, Nowra Showground operations are overseen by Council's Facilities Coordinator within the Social & Infrastructure Planning Unit and currently there is no Management Committee or caretaker in place. All camping inquiries, bookings and camp fee collections are managed by the Nowra Visitor Information Centre. Maintenance is coordinated by Council's Parks staff and Rangers conduct daily visits to check and enforce compliance matters.

2. *Council allocate additional funding to increase Ranger site visits and night time security patrols to the Nowra Showground to ensure adequate surveillance and enforcement of compliance requirements*

An alternative option is to employ additional Ranger services and night time security patrols to provide extra site surveillance and enforce compliance requirements. It is estimated that a Ranger with this role would need to be paid wages of approx. \$60,000 per year and would not be full time at the site but would visit mornings and afternoons.

This arrangement would then be available to assist the Rangers in other priority enforcement areas when not needed at the Showground. The current security arrangements include 2 visits per day – 1 at open and 1 at lock up - at a cost of \$19

per day. Increasing these by 2 additional visits per day/night would cost an additional \$20 per day, which equates to \$140 per week or \$7,280 additional each year at current rates.

3. *Provide an alternative off site management option – i.e. Holiday Haven*

An option exists for site bookings to be managed through a reservation management system similar to that used by Council's Holiday Haven group. Bookings would be able to be made either through the Visitor Information Centre or online. Council would continue maintaining the site.

This arrangement could involve a roving caretaker who would visit the site once/twice per day, but would have little jurisdiction over the site. Therefore, if there were issues with compliance, the Rangers or police would need to be called.

To allow this option to go ahead, the Showground would need to be embellished with formalised camp sites, amenities and the like to increase patronage and revenue. These works would need planning, approvals, construction and costings would need to be investigated.

Alternatively, Council could look to advertise for an external management company to monitor the site and collect fees – cost of this option is unknown.

4. *Caretaker in former caretaker building*

Previously, there was an on-site caretaker at the Nowra Showground who lived in the building just inside the main gates, located off Worrigee Street, and had limited obligations (i.e. walk the site and lock gates). This building has since been altered and is currently utilised as a multipurpose facility and is licenced to three community organisations:

Spinners and weaver	– licenced until 2 February 2024
Woodcraft Society	– licenced until 2 February 2024
Men's Shed	– licenced until 31 July 2024.

The existing licences provide the current users with security of tenure and therefore if Council proposed to terminate these agreements, alternative facilities and/or compensation would need to be negotiated.

5. *Provide a new building on site*

If a new caretaker cottage were to be built, a Development Application would be required. Initial inquiries to purchase, install and provide services to a new building (a two bedroom 8.5m x 5.3m cabin) suggest the costs would be approx. \$100,000. There would also need to be accommodation for the relieving manager when the caretaker is on leave, or alternatively this period could be covered by Rangers.

It should be noted as previously commented due to the Aboriginal Land Claim there is no guarantee that Crown Lands will give permission for further development of the site until the Claim is resolved. In addition, such a building could be considered to accommodate an overnight Ranger with the relevant additional staffing costs provided.

6. *Establish a Management Committee*

In line with Berry and Milton Showgrounds, an option is to establish a Management Committee and Council delegate the caretaking responsibility for all matters such as handling inquiries, taking bookings, maintaining the site and collecting fees to this volunteer group. However, it must be recognised that use of volunteers in such an arrangement has limitations with required abilities and capacities. At both Berry and Milton Showgrounds this caretaker arrangement is almost at capacity and is a potential significant financial liability to Council if these arrangements were handed

back to Council to manage directly as volunteer arrangements currently add significant in-kind value and make the operations viable.

A further limitation of this arrangement is that Rangers or Police would need to be called to enforce compliance issues if they arise. This option would allow for the Management Committee to monitor on a daily basis who is coming into the Showground and therefore prevent homeless people in tents from camping at the Showground and also direct people who may be homeless to appropriate services in the first instance.

7. Cease all forms of camping at Nowra Showground

This option would cease all forms of camping at Nowra Showground, in line with Kangaroo Valley Showground, and direct all camping requests to the surrounding tourist parks, etc. This could be considered a more cost effective approach given the current revenue that the Showground site generates.

Nowra Showground Ideas Day

To commence actioning Council resolution (*Minute 16.888 – see above*) Council staff, in conjunction with the Nowra Show Society, organised and facilitated an Ideas Day on Sunday 26 February 2017 at the Showground which approximately 70 participants attended.

The Nowra Showground Ideas Day was very successful and had great input from the community. Council staff are currently analysing feedback and will report back to Council in May 2017. It should be noted that camping at the Nowra Showground was a significant feedback theme at the Ideas Day, along with more defined caretaker role to improve the overall showground facility.

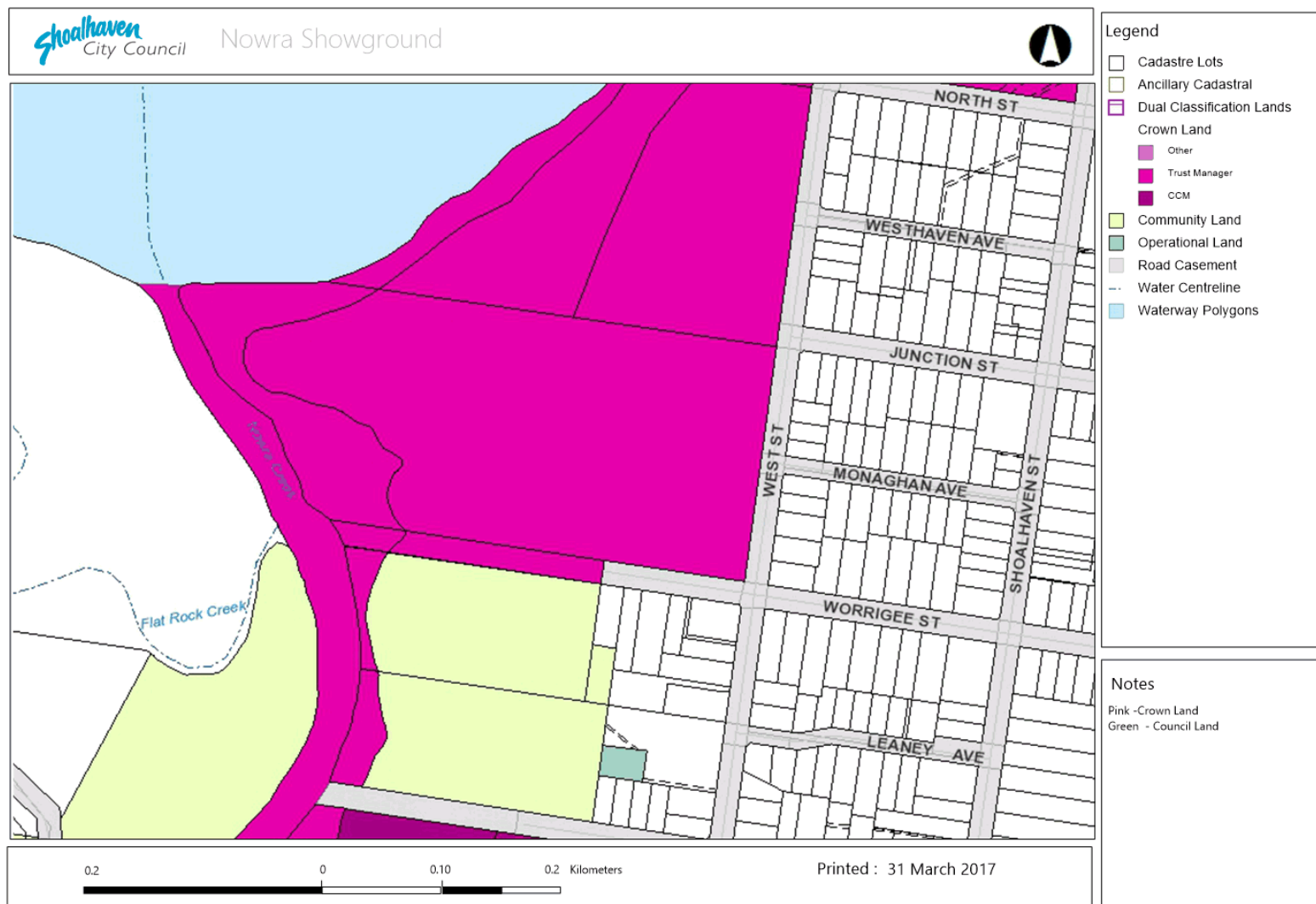
**Community Engagement**

Depended on the preferred options for further feasibility investigations for a caretaker arrangement at the Nowra Showground, it is likely that further community engagement may be required.

**Financial Implications**

Dependent on the preferred options for further feasibility investigations for a caretaker arrangement at the Nowra Showground, it is likely that the financial implications will need to be reported at a later date.





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

**HPERM Ref:** D17/97733

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

### Purpose / Summary

To seek Council endorsement to accept a successful grant funding application under the NSW Community War Memorials Fund for \$5,000.

### Recommendation

That

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

### Options

1. Council adopt the recommendation as printed.

Implications: Adoption of recommendation will fund necessary repointing and repair works to the Nowra Showground Memorial Gates.

2. Council reject the recommendation

Implications: Repointing and repair works to the Nowra Showground Memorial Gates will remain unfunded and works subsequently won't occur.

### Background

Over many years, various repairs have been done on the stonework pointing on the Nowra Showground Memorial Gates. These repairs have been ad hoc and not necessarily to a professional stonemason standard and cement colour does not match the stonework.

The historical method of tuck-pointing is required to match the original finish of the mortar. Tuck-pointing is a way of using two contrasting colours of mortar in the mortar joints of brickwork, one colour matching the bricks themselves, to give an artificial impression that very fine joints have been made

Grant funding of \$5,000 from the NSW Community War Memorial Fund will allow Council to engage a suitably qualified stonemason to remove the past poor quality repairs and to colour match and repoint in tuck-pointing on the Nowra Showground Memorial Gates.

Therefore, it is recommended that Council accept this grant offer.

**Community Engagement**

Nowra RSL Sub Branch were consulted prior to the grant application being submitted and the Sub Branch supports the undertaking of this repair work on the Nowra Showground Memorial Gates.

**Financial Implications**

The \$5,000 grant funding will cover all the proposed repair works on the Nowra Showground Memorial Gates.

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

**HPERM Ref:** D17/101457

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

### Purpose

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

### Recommendation

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

### Options

1. As per the recommendation.

Implications: This will enable the soup kitchen to continue operation in the Nowra School of Arts Annex without having to provide fees for the related building hire.

2. Not adopt the recommendation and provide an alternative resolution with direction for staff.

Implications: Unknown until the Committee identifies alternatives.

### Background

The Lay Missionaries of Charity volunteers have been conducting a weekly soup kitchen on Fridays at the Nowra School of Arts for the homeless and underprivileged since 17 April 2015 (initially operated out of the Nowra Showground Committee Room and moved to the Nowra School of Arts Annex in 2016). The Charity provides food as well as support services for approximately 40 people per soup kitchen day.

All services involved with the soup kitchen are voluntary and all food is provided through local business donations. Approximately 50 volunteers from different groups, including St Michael's Church and The Red Cross work on a 6-weekly roster to provide the soup kitchen. Some of the Nowra local businesses that donate food and services include:

Farms Fresh  
East Nowra Bakery  
Nowra Fresh, fish & meat market  
Hot Bake  
St Vincent de Paul – break & milk  
Vincentia High School – class of children with disabilities make soup/dessert

Shoalhaven High School Support Unit for disadvantaged children bring dessert  
Water bottles – anonymously donated  
Murrays Carpets – carpet clean  
Bomaderry Bowling Club – 14-seater bus provides transport for disabled patrons  
Centrelink – sent Liaison Officer for support benefits advice & processing at the facility  
Carers with Homeless Groups (for emergency accommodation) bring patrons to eat.

In the 2015/16 financial year, the fee for hire of the Nowra School of Arts Annex was funded by Council from the Unallocated Donations Budget being, \$4,747.50. The Charity has requested continued fee support from Council for use of the Nowra School of Arts Annex, indefinitely into the future.

Acknowledging the significant voluntary contribution that the Lay Missionaries of Charity Soup Kitchen is providing for the Shoalhaven community, and the limited ability it has to raise funds to cover related hire fees of the Nowra School of Arts Annex, it is recommended that Council provide an annual donation allocation to cover related hire fees. This annual donation will need to be adjusted annually to meet any fee changes that Council adopts in its annual Fees & Charges.

### **Community Engagement**

The Lay Missionaries of Charity volunteers have been very grateful for Council's donations to date and they wish to continue providing their associated soup kitchen services to the Shoalhaven community. In addition the Charity speaks highly of Council contribution and this is communicated regularly by volunteers at every luncheon event, and in any media coverage.

### **Financial Implications**

While Council community facilities available for hire are provided for the benefit of the community, fees are set by Council to cover associated building maintenance costs. To recover the associated fees for operation of the soup kitchen in the Nowra School of Arts Annex in the 2017/18 financial year it is recommended that Council cover these fees from an annual donation allocation.

This donation amount will need to be adjusted annually to meet any fee changes that Council adopts in its annual Fees & Charges. In current financial year, the fee for hire of the Nowra School of Arts Annex for the Charity is \$4,227.

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

**HPERM Ref:** D17/101517

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

### Purpose

To seek Council endorsement for an annual donation allocation to cover related hire fees for the Helping the Homeless Soup Kitchen to operate weekly in the Nowra Showground Pavilion.

### Recommendation

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

### Options

1. As per the recommendation.

Implications: This will enable the soup kitchen to continue operation in the Nowra Showground Pavilion without having to provide fees for the related building hire.

2. Not adopt the recommendation and provide an alternative resolution with direction for staff.

Implications: Unknown until the Committee identifies alternatives.

### Background

The Helping the Homeless volunteers have been conducting a weekly soup kitchen on Tuesdays at the Nowra Showground Pavilion for the homeless and underprivileged since 23 February 2016. The volunteers provide food as well as support services for approximately 40 people per soup kitchen day. All services involved with the soup kitchen are voluntary and all food is provided through local business donations. Approximately 20 volunteers work to provide the soup kitchen.

In 2016 the fee for this hire of the Nowra Showground Pavilion was waived by Council. The Helping the Homeless Soup Kitchen volunteers have requested continued fee support from Council for use of the Nowra Showground Pavilion, indefinitely into the future.

Acknowledging the significant voluntary contribution that the Helping the Homeless Soup Kitchen is providing for the Shoalhaven community, and the limited ability it has to raise funds to cover related hire fees of the Nowra Showground Pavilion, it is recommended that Council provide an annual donation allocation to cover related hire fees. This annual donation will need to be adjusted annually to meet any fee changes that Council adopts in its annual Fees & Charges.

**Community Engagement**

The Helping the Homeless volunteers have been very grateful for Council's donations to date and they wish to continue providing their associated soup kitchen services to the Shoalhaven community. In addition the Charity speaks highly of Council contribution and this is communicated regularly by volunteers at every luncheon event and in any media coverage.

**Financial Implications**

While Council community facilities available for hire are provided for the benefit of the community, fees are set by Council to cover associated building maintenance costs. To recover the associated fees for operation of the soup kitchen in the Nowra Showground in the 2017/18 financial year, it is recommended that Council provide this from an annual donation allocation.

This donation amount will need to be adjusted annually to meet any fee changes that Council adopts in its annual Fees & Charges. In the 2017/18 year the donation amount requested is estimated to be \$6,380.

## SA17.105 Shoalhaven Disability Inclusion Action Plan

**HPERM Ref:** D17/99881

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

**Attachments:** 1. Draft Disability Inclusion Action Plan (DIAP) 2017 (under separate cover)  
[⇒](#)

### Purpose / Summary

To provide the Committee with the opportunity to review the draft Shoalhaven Disability Inclusion Action Plan and endorse it for public exhibition. There is a legislative requirement for the Shoalhaven Disability Inclusion Action Plan to be lodged with the NSW Government by July 1, 2017.

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

That Council

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

### Options

1. Adopt the recommendation.

Implications: This will allow the community the opportunity to comment on the draft plan before it is submitted to the NSW Government by July 1, 2017.

2. Council not adopt the recommendation and provides further direction to staff.

Implications: There is a legislative requirement for the Shoalhaven Disability Inclusion Action Plan to be lodged with the NSW Government by July 1, 2017. The plan must be on public exhibition for 28 days and we will need time to incorporate public feedback into the final plan before the submission deadline. If the committee does not endorse the plan at this meeting we risk not meeting the deadline.

### Background

Shoalhaven City Council has a Disability Action Plan which is registered with the Human Rights and Equal Opportunity Commission. A new “Disability Inclusion Bill 2014” has been passed by the NSW Parliament and is now known as the Disability Inclusion Act 2014.

The Act aims to achieve for people with a disability its objects acknowledging human rights, promoting independence and social and economic inclusion of people with a disability



enabling choice and control, setting up safeguards and where practical supporting the United Nations Convention on the Rights of People with a Disability.

The Act also recognises particular groups such as Aboriginal and Torres Strait Islander people with a disability, people from cultural and linguistically diverse backgrounds with a disability and women and children with a disability.

Under the Act the NSW Government must develop a four (4) year State Disability Inclusion Plan to guide how the whole of Government's work towards the inclusion of people with a disability in the community. The State Disability Inclusion Plan will show how it improves access to mainstream services and community facilities.

The Act requires NSW Government, local Councils and some other public authorities to develop and implement a Disability Inclusion Action Plan. Local Governments/Councils plans must be in place by July 1 2017.

Jenny Bray Training and Consulting was engaged to prepare the Draft Disability Inclusion Action Plan for Shoalhaven City Council. Targeted stakeholder consultations and workshops formed a key process in developing the draft Plan. A copy of the draft Plan has been provided to Councillors in the Councillors Information Folder.

### **Community Engagement**

Initial community engagement for the draft Plan commenced through the key stakeholder input. The recommended public exhibition process will enable wider community input in to the draft Plan. A project page will be set up on Get Involved. A survey will be available for completion, there will be an option to talk with a Community Development Officer and a workshop will be conducted with Shoalhaven Self Advocacy Group.

The proposed community engagement process will include public exhibition for a minimum period of 28 days

### **Financial Implications**

The work to develop the Plan has been funded through the Community Development budget.

A budget bid for the implementation of the Disability Inclusion Action Plan of \$100,000 has been submitted. If this is not successful the Plan's actions will need to be met within current works programs and will result in a delay in the implementation of the plan and a potential risk to the reputation of council.

### **Risk Implications**

The minimum legislative requirements for local government in relation to preparing a DIAP are set out in the DIA 2014. These are:

- NSW councils to prepare a DIAP by 1 July 2017
- Consulting people with disability must be undertaken and documented as part of the planning process
- Councils must give a copy of the DIAP actions to the Disability Council NSW
- Councils must report on implementation of their DIAP in their Annual Report, and forward a copy to the Minister
- Council must review their DIAP every four years.

There is a reputational risk to council if this does not occur.

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

**HPERM Ref:** D17/86701

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

**Attachments:**

1. Road Naming [↓](#)
2. Property Addressing [↓](#)
3. Land and Property Information - NSW Address Program and NSW Addressing Committee [↓](#)

### Purpose / Summary

To review and reaffirm the following current policies:

- Road Naming
- Property Address Numbering – renamed to Property Addressing

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

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

1. Road Naming
2. Property Addressing

### Options

1. Adopt the recommendation

Implications: This will update the policies to incorporate and comply with the NSW Addressing Policies.

### Background

The following policies have been developed over several years and have been reviewed in line with recent NSW state addressing policies and guidelines that have formalised and standardised the road naming and property addressing processes.

The NSW State government has recently created several policies and guidelines to improve efficiency and effectiveness of delivery for emergency services, postal services, good delivery, government and utility services.

Please see the attached Council support letter from the NSW Land & Property Information department.

The policy changes in both documents are to formalise this acceptance of these policies and guidelines.

### Road Naming

This policy was initially endorsed by Council in January 1974 and has been successful in defining the guidelines Council uses for any road naming proposals.

The changes to this policy were to adopt the NSW state policies and guidelines and to remove local criteria that were already included in those documents. Links to those policies and guidelines were added where relevant.

### Property Addressing

This policy was initially endorsed by Council in July 2014 and has been successful in defining the guidelines Council uses for property addressing.

The changes to this policy were to adopt the NSW state policies and guidelines and to remove local criteria that were already included in those documents. Links to those policies and guidelines were added where relevant.

The name of the policy was also changed from Property Address Numbering to Property Addressing. This was to reflect that addresses are now more than one single number per property but allow for multiple complex address types per property that are part of the State policies & guidelines

### **Policy Implications**

Reaffirmation of the above policies to make them relevant and up to date.



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

For more information contact the **Finance** Corporate & Community Services Group

## ROAD NAMING

**Policy Number:** POL16/205 • **Adopted:** 29/01/1974, 10/09/1991, 17/12/1991, 17/08/1993, 16/03/1999 •  
**Reaffirmed:** 28/09/2004 • **Amended:** 25/06/2009, 23/11/2012, 29/07/2014 • **Minute Number:** MIN74.178,  
MIN91.2399, MIN91.3218, MIN93.2072, MIN99.330, MIN04.1175, MIN09.792, MIN12.1271, MIN14.491 • **File:**  
8259E • **Produced By:** **Finance** Corporate and Community Services Group • **Review Date:**

### 1. PURPOSE

The purpose of this policy statement is to bring together and detail Council's policies in relation to the naming of roads ~~and streets~~ in the Shoalhaven local government area.

### 2. STATEMENT

This policy statement is based on

- [Roads Act 1993](#)
- [The Roads \(General\) Regulations 2008](#)
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- [New South Wales Address Policy](#)
- [NSW Addressing User Manual Road Naming Policy as adopted by the Geographical Names Board \(GNB\) 24 October 2013 \(as amended\)](#)
- [New South Wales Retrospective Address Policy](#)
- Consolidation of Council Minutes

### 3. PROVISIONS

#### 3.1. Road Names within the City of Shoalhaven

Council will apply this policy for Road Naming within the City of Shoalhaven and it will be incorporated within Council's overall document of policies for planning and development within the City.

##### 3.1.1. Public Roads

###### General Requirements

The naming or re-naming of public roads ~~should~~ must comply with the guidelines and policies as per the New South Wales Address Policy and the principles of road naming as outlined in the NSW Addressing User Manual.

~~meet the following criteria –~~

~~Road names must be unique and not duplicate existing names within the City.~~

Shoalhaven City Council - ~~Road and Street Naming~~~~Road and Street Naming~~~~Road Naming~~

~~Be easy to spell, pronounce and write. Preferable to not exceed three words (including road type) and not be more than 25 characters.~~

~~Not use diacritical marks or punctuation marks.~~

~~Not include a preposition.~~

~~Additional local criteria as follows -~~

- ~~• A road name shall not include Arabic numerals.~~
- ~~• Road names shall not be offensive, racist, derogatory or demeaning.~~
- ~~• A road name shall not include qualifying terminology (e.g. Upper, Lower, old, East, West, etc.) unless the road name is derived from a name which includes it.~~
- ~~• Names of people to be used only to mark notable public achievements or pioneers of the area. A Council resolution is required if the name is to be that of a living person. The name should preferably be the surname only.~~
- ~~• Road names should include an appropriate road type suffix.~~
- A relationship to the locality e.g. flora & fauna, aboriginal, historical etc. is desirable but not obligatory.
- For large subdivisions with multiple ~~streets~~~~roads~~ an overall theme for the naming of ~~streets~~~~roads~~ and parks is recommended.
- Due consideration be given to the use of Aboriginal names for appropriate features within the City (added through resolution of 17.12.91 – Minute No. 91.3218). – see also clause 3.2 below.
- Council will apply the New South Wales Retrospective Address Policy where problematic or confusing road naming issues are identified.

#### Governing Requirements

- ~~• All names must comply with the NSW Road Naming Policy as adopted by the GNB on 24 October 2013.~~  
~~Council must adhere to the procedure for the naming of roads as set out by the NSW Road Naming Procedure and Process as adopted by the GNB on 24 October 2013.~~

### **3.1.2. Private Roads**

#### General Requirements

The naming or re-naming of Private roads should meet the following criteria –

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council will be submitted to the GNB for consideration.
- All private roads within complex sites are to be named as required by the *NSW Road Naming Policy* to allow the allocation of street numbers.
- All private road signs must not include the Council logo and be clearly signposted as “Private Road”.

### **3.1.3. Crown Roads**

#### General Requirements

The naming or re-naming of Crowns roads should meet the following criteria –

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council be submitted to the GNB for consideration.
- All crown road signs must not include the Councils logo and be clearly signposted as “Privately Maintained Road”.

Shoalhaven City Council - ~~Road and Street Naming~~~~Road and Street Naming~~~~Road Naming~~

### 3.2. Roads ~~and Streets~~ in the Bomaderry Area

Future ~~street~~~~road~~ names (from 29/1/74) in respect of the area bounded by Cambewarra Road, Princes Highway and Meroo Street are to be of aboriginal origin to achieve uniformity as far as practicable in view of the number of ~~streets~~~~roads~~ already allocated aboriginal names in the subject section of Bomaderry.

## 4. IMPLEMENTATION

- Council's ~~Geographic Information Systems (GIS) Unit~~~~Information Services Section~~ administers road naming.
- The applicant will be required to pay the scheduled fee as per Council's current fees and charges prior to processing the application.
- Proposed road names in new subdivisions must be approved by Council as part of the subdivision approval process.
- Any road name, whether for a public, private or crown road within an urban, rural or community subdivision must comply with this ~~policy~~.
- The subdivision developer is required to supply road name signs and maintain them until Council accepts maintenance of the roads as public roads.

## 5. REVIEW

This policy statement will be reviewed within one year of the election of every new Council.

## 6. APPLICATION OF ESD PRINCIPLES

None Applicable

## 7. EXTERNAL LINKS

New South Wales Address Policy

[http://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0010/199396/NSW\\_address\\_policy\\_online.pdf](http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0010/199396/NSW_address_policy_online.pdf)

NSW Addressing User Manual

[http://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0007/199411/NSW\\_addressing\\_user\\_manual\\_online.pdf](http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0007/199411/NSW_addressing_user_manual_online.pdf)

New South Wales Retrospective Address Policy

[http://www.gnb.nsw.gov.au/\\_data/assets/pdf\\_file/0014/202442/NSW\\_Retrospective\\_Address\\_policy.pdf](http://www.gnb.nsw.gov.au/_data/assets/pdf_file/0014/202442/NSW_Retrospective_Address_policy.pdf)



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Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)  
Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the [Finance](#) Corporate & Community Services Group

## Property Addressing Numbering

**Policy Number:** POL16/195 • **Adopted:** 29/07/2014 • **Minute Number:** MIN14.490 • **File:** 8259E • **Produced By:** [Finance](#) Corporate & Community Services Group • **Review Date:**

### 1. PURPOSE

The purpose of this policy is to detail Council's policies in relation to assigning of property addresses numbers in the Shoalhaven local government area.

### 2. STATEMENT

This policy statement is based on and is to be used in conjunction with

- The Australian/New Zealand Standard for Urban and Rural Addressing AS/NZ 4819:2011
- [New South Wales Address Policy](#)
- [NSW Addressing User Manual \(as amended\)](#)
- [New South Wales Retrospective Address Policy](#)
- The Surveying and Spatial Information Regulation 2012
- [Proposed NSW Comprehensive Property Addressing System \(CPAS\)](#)

### 3. PROVISIONS

#### 3.1. Assigning of Property Addresses numbers in the City of Shoalhaven

Council will apply this policy for Property Addressing Numbering within the City of Shoalhaven and it will be incorporated within Council's overall document of policies for planning and development within the City.

#### General requirements—

The assignment of all property addresses will comply with the guidelines and policies as per the New South Wales Address Policy and the general principles of addressing as outlined in the NSW Addressing User Manual.

- A property address number shall be assigned to each separately owned or occupied area of land for the purposes such as residential, commercial, industrial, educational and farming.
- A number range (e.g. 2-10) shall not be assigned as a property address number.
- A property address number shall be assigned to facilities such as hospitals, places of worship, railway stations and sports facilities.
- The datum point for numbering will be at the commencement of the road from where access to the road is most common.
- When allocating numbers to new roads, numbering will start from the datum point with odd numbers on the left side and even numbers on the right side increasing sequentially.

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Shoalhaven City Council - Property Address Numbering

Additional local criteria as follows -

- New subdivisions are to be assigned property address numbers prior to registration of the deposited plan.
- All private roads within complex sites are to be named as required by Council's *Road Naming Policy* to allow the allocation of property numbers.
- Council will notify all relevant All required authorities are to be notified of new or amended property numbers addresses.
- Princes Hwy property addresses with an alpha prefix will be reviewed in accordance with the New South Wales Retrospective Address Policy.
- Council will apply the New South Wales Retrospective Address Policy where problematic or confusing address issues are identified.

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Urban property address numbers allocated will meet the following criteria—

- Be based on access
- Be unique
- Be clear, logical and unambiguous
- Be sequential, ranging from lowest to highest
- Only integers (no preceding zero, fractions or decimals)
- Alpha suffixes may be used when no address numbers are available.
- Corner properties to be allowed a number to both frontages and the number to be assigned when access is determined by construction.
- Only a positive integer shall be used as a prefix to the primary street address to identify individual dwellings where a private road does not exist on a complex site.

Rural property address numbers allocated will meet the following criteria—

- Be based on access
- Be unique
- Be clear, logical and unambiguous
- Be calculated based on a distance from a designated intersection.
- Only integers (no preceding zero, fractions or decimals)
- Alpha suffixes are to be used when multiple properties have a shared access.
- Only a positive integer shall be used as a prefix to the primary property address number to identify individual dwellings where a private road does not exist on a complex site.

**3.2. Alteration of an existing property address numbers**

- All requests for altered property addresses must be made in writing on the Council's *Property Address Alteration Form* and a non-refundable fee may be charged.
- In considering the request for alteration Council will decide/terminee whether the property number needs/requires alteration to be altered and will in l-compliance with this policy above criteria.
- Requests based on religious beliefs and superstition will not be considered as over time it may have an adverse impact and provide no public benefit.

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**4. IMPLEMENTATION**

- Council's Geographic Information Systems (GIS) Unit Information Services Group administers the assigning-nment of property addresses numbers.



Shoalhaven City Council - Property Address Numbering

- Property addresses numbers are to be assigned to new subdivisions prior to registration of the deposited plan under in accordance with the Surveying and Spatial Information Regulation 2012.
- Any All property address numbers must comply with this policy.

**5. REVIEW**

This policy statement will be reviewed within one year of the election of every new Council.

**6. APPLICATION OF ESD PRINCIPLES**

None Applicable.

**7. EXTERNAL LINKS**

New South Wales Address Policy  
[http://www.gnb.nsw.gov.au/data/assets/pdf\\_file/0010/199396/NSW\\_address\\_policy\\_online.pdf](http://www.gnb.nsw.gov.au/data/assets/pdf_file/0010/199396/NSW_address_policy_online.pdf)

NSW Addressing User Manual  
[http://www.gnb.nsw.gov.au/data/assets/pdf\\_file/0007/199411/NSW\\_addressing\\_user\\_manual\\_online.pdf](http://www.gnb.nsw.gov.au/data/assets/pdf_file/0007/199411/NSW_addressing_user_manual_online.pdf)

New South Wales Retrospective Address Policy  
[http://www.gnb.nsw.gov.au/data/assets/pdf\\_file/0014/202442/NSW\\_Retrospective\\_Address\\_policy.pdf](http://www.gnb.nsw.gov.au/data/assets/pdf_file/0014/202442/NSW_Retrospective_Address_policy.pdf)

The Surveying and Spatial Information Regulation 2012  
[http://www.lpi.nsw.gov.au/data/assets/pdf\\_file/0009/171999/Surveying\\_and\\_Spatial\\_Information\\_Regulation\\_2012.pdf](http://www.lpi.nsw.gov.au/data/assets/pdf_file/0009/171999/Surveying_and_Spatial_Information_Regulation_2012.pdf)

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**Land & Property  
Information**

346 Panorama Avenue, Bathurst NSW 2795  
+61 2 6332 8070 | [addressing@lpi.nsw.gov.au](mailto:addressing@lpi.nsw.gov.au)  
ABN 84 104 377 806 | [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au)

**Land and Property Information supports your local council with NSW Address  
Program and NSW Addressing Committee**

Local councils in conjunction with NSW Land and Property Information (LPI) are working to improve the property addressing system in NSW. This will improve the efficiency and effectiveness of delivery for emergency services, postal services, goods delivery, government and utility services in your area.

Your local council together with every other council in NSW is responsible for issuing and ensuring addresses are correct and unambiguous by meeting established standards. Having a correct address will ensure you and your property can be located easily and without delay or confusion in the event of an emergency or for the provision of some other service.

Development proposals also need to ensure that all addresses, access and location naming comply with Council's and Australian Addressing Standards.

LPI asks that you support your council in this important program, and adopt the addresses or address change that council may be implementing for your address or property, or for other addresses and locations within your area.

Should you want to find out more about the NSW Address Program and how LPI may be able to assist with your address requirements, please contact the NSW Addressing Committee.

Yours faithfully

NSW Addressing Committee  
Land and Property Information

e: [addressing@lpi.nsw.gov.au](mailto:addressing@lpi.nsw.gov.au)

w: [www.qnb.nsw.gov.au/addressing](http://www.qnb.nsw.gov.au/addressing)

t: +61 2 6332 8070

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

**HPERM Ref:** D17/108863

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

### Purpose / Summary

This report details Council's proposed Motions to be submitted to the Australian Local Government Association – 2017 National General Assembly scheduled for 18 to 21 June 2017 in the National Convention Centre Canberra, ACT. Motions are required to be submitted by 21 April 2017.

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

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

### Options

1. As per the recommendation

Implications: The Motions and supporting text are finalised and ready for submission prior to the deadline.

2. That alternate Motions be presented for consideration.

Implications: Motions are required to be submitted by 21 April 2017. In order for the deadline to be reached both the motion and supporting text will be required.

### Background

A report was submitted to Ordinary Meeting of 28 February 2017 which recommended in part 6. *"Call for a Councillor Briefing to be convened to consider Notices of Motion for the Australian Local Government Association National General Assembly."*

A Councillor Briefing was held Thursday 11 March 2017 to discuss draft Motions for submission.

Further at the Ordinary Meeting of the Council held on 28 March 2017, Council resolved in relation to Report CL17.65 Notice of Motion – Balloon Release Ban (MIN17.233) as follows:

*"That Council...*

*Asks Amanda Findley, our voting delegate at the Australian Local Government Association 2017 National General Assembly, to introduce a Notice of Motion urging Environment Minister, Josh Frydenberg to introduce similar bans."*

The Six (6) motions proposed for submission arising from the briefing and the Council Resolution are as follows:

<b>1. FAMILY DAY CARE FUNDING</b>
<b>Motion :</b> <b>That Federal Government Funding for Family Day Care Services that meet or exceed the National Quality Standards be re-established in a manner that provides continuity of financial support for quality services.</b>
<b>National Objective:</b> <ul style="list-style-type: none"> <li>• The Community Support Program assists Family Day Care providers to maintain viable services in parts of the country where they might not otherwise be viable or able to meet the unique requirements of the community, such as in disadvantaged or regional and remote areas. This funding will cease with the implementation of the Jobs for Families Package on 1 July 2018.</li> <li>• The intent of the Jobs for Families Child Care Package is to make child care more affordable, accessible and flexible. Quality Family Day Care services already meet all these requirements however ongoing funding is needed to ensure the standards are maintained and this flexible option of Early Childhood Education and Care remains available to families.</li> </ul>
<b>Summary of Key Arguments:</b> <ul style="list-style-type: none"> <li>• Family Day Care services which have been rated as 'Exceeding the National Quality Standards' or 'Excellent' have provided to children and their families quality Education and Care. There is a significant amount of research which links high levels of investment in quality early childhood education to greater developmental and social outcomes for children, and later adults. This in turn correlates to significant savings for taxpayers and governments.</li> <li>• Family Day Care services which exceed the National Quality Standards have proven their ability to use funding with integrity to maintain their coordination units to recruit, train and support Educators in providing quality care as well as monitoring to ensure compliance with all relevant legislation. In addition they have proven their ability to support children and their families. Regional and rural areas encounter additional operating expenses in ensuring support and compliance visits are maintained on both a regular and spontaneous basis, as well as providing professional development opportunities for all staff and Educators.</li> <li>• Quality Family Day Care services recognise the value of relationships between Coordinators, Educators, Families and the Community. In some instances Family Day Care is the only form of Education and Care, or the only form of care which has the flexibility and local knowledge to meet a family's needs.</li> <li>• Services rated as 'Excellent' or 'Exceeding the National Quality Standards' have proven their ability to work under an ethic of continuous improvement based in their Quality Improvement Plan. These services are proactive rather than reactive in working towards best practice.</li> </ul>
<b>2. INNOVATION FUND - REMOVAL OF PLASTIC WASTE</b>
<b>Motion :</b> <b>That the Federal Government implement an Innovation Fund for the specific purpose of reducing plastic waste.</b>
<b>National Objective:</b> To position our nation at the forefront of recognising and acting upon the serious problem of plastic pollution.
<b>Summary of Key Arguments:</b> <ul style="list-style-type: none"> <li>• Legislation is required for key business and corporate stakeholders to implement strong process that leads to reduction of manufacture of single use plastics.</li> </ul>

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- The Community has become aware of the plastic pollution problem and are looking for leadership in changing habits and practices.
- There needs to be a focus on sustainable, long lasting solutions and community plays a vital role in the acceptance and implementation of any legislative change.

### 3. NATIONAL NATURAL DISASTER FUNDING

**Motion :**

**That the Federal Government's Natural Disaster Funding Programs include natural and built assets as eligible works when impacted by natural disaster events and affects of climate change and Sea Level rise.**

**National Objective:**

Federal Government Natural Disaster Funding is available to local government to manage natural resources (beaches, estuaries, and foreshores) and infrastructure impacted by climate change and Sea Level rise.

**Summary of Key Arguments:**

- Most public assets that are impacted upon by sea level rise and the impacts of climate change cannot be insured and are not eligible for natural disaster grant funding. These include foreshore access structures and existing coastal erosion protection measures which protect public (roads, water, sewer, access, walking tracks and boardwalks, parks etc.) and private infrastructure (residential and commercial).
- Legislation requires that Councils provide public access to foreshore areas and protect these foreshore, most of which are on Crown Land that Councils are required to manage, however there is no funding available to renew or restore these assets and the foreshore when natural disaster/damage occurs.
- Recreational infrastructure contributes to building and maintaining community resilience as well as building a community's health and well-being. Whether a sporting field or shared pathway/walking track or a park, they can provide places where community members can regain a sense of normality, interact with other users or have a break away from the demands of restoration tasks in the event of a natural disaster. Eligibility for funding could be linked to projects, facilities or locations that can demonstrate outcomes around rebuilding communities and their resilience that can also contribute to economic development e.g. provision of recreation facilities to encourage the return of tourists post-disaster.
- Funding is required to proactively manage assets (natural or built) that are impacted by climate change and sea level rise to ensure that they are more resilient to the likely impacts of a natural disaster.

### 4. FEDERAL FINANCIAL ASSISTANCE GRANTS

**Motion :**

**That the Federal Financial Assistance Grants to Local Government be restored to the level of 1% of total Taxation Revenue.**

**National Objective:**

The Whitlam Government identified that the lack of adequate services and infrastructure in Australia was due to the poor funding of local government, it rectified this by giving local government access to funding through the Commonwealth Grants Commission. The level of need for funding has not changed however the amount of grants have – this needs to be restored for the benefit of all Communities across the nation.

**Summary of Key Arguments:**

- Current levels of funding for local government via Federal Financial Assistance Grants are insufficient to adequately support the provision of adequate services and local infrastructure across the nation.

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- Without restoration of the Federal Financial Assistance Grants to the initial share of total taxation Local Government infrastructure and services will continue to be at risk and decline.
- The FAG's are untied giving local government the flexibility needed to meet the varying needs of it's communities.

## 5. ROADS TO RECOVERY FUNDING

### **Motion :**

**That the Federal Government be commended for the ' Roads to Recovery' Program funding and be encouraged to continue funding at the current levels**

### **National Objective:**

The 2015 National State of the Assets report produced for the Australian Local Government Association found that of the \$73.7 billion of roads assets, \$8.2 billion (11%) were in a poor to very poor state. It will require significant levels of funding from all levels of government to start addressing the backlog of roads in poor condition. The 'Roads to Recovery' Program is therefore a critical funding source for local councils to renew their roads.

### **Summary of Key Arguments:**

Communities expect their local councils to provide safe, serviceable and efficient road networks. However, many councils do not have the financial resources to arrest the deterioration of their networks. This leads to increasing road safety risks, higher vehicle operating costs and more expenditure on road maintenance and renewal than would otherwise be necessary.

## 6. BALLOON RELEASE BAN

### **Motion :**

**That the Minister for the Environment and Energy, the Hon Josh Frydenberg MP, be requested to bring into force national bans on the use of helium to inflate balloons and the release of balloons.**

### **National Objective:**

To prohibit the release of balloons and the use of helium to inflate balloons across the nation due the recognised threat they cause to wildlife and the environment.

### **Summary of Key Arguments:**

- Approximately 95% of released balloons burst in the atmosphere and litter small pieces of plastic to earth. The remaining 5% do not reach a high enough altitude to burst and instead can drift hundreds of kilometres before coming down at land or at sea.
- Balloons can cause significant harm to land and sea creatures. Even the natural latex balloons take months to break down and are known to harm and kill animals both in the marine environment and on land. The attached strings and clips on balloons last a long time in the environment and can be eaten by or entangle marine species.
- Helium is non- renewable gas which is extracted from the earth's crust and there is currently a shortage of this gas. The use of helium to inflate balloons not only exacerbates the problem with the travel of balloons and impact on the environment, but also creates demand for this scarce gas. This is a problem as helium is an important gas used in medicine – It is used in MRI scanners and is mixed with oxygen to aid respiration for the ill and in particular newborn babies.

## SA17.108 Public Transport in the Shoalhaven

HPERM Ref: D16/324854

Group: Assets & Works Group

Section: Asset Management

Attachments: 1. Shoalhaven Integrated Transport Strategy 2000 (under separate cover)  
[⇒](#)

### Purpose / Summary

To report on the status of a public transport strategy for the Shoalhaven.

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

That

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

### Options

1. Receive the report for information and review the Shoalhaven Integrated Transport Strategy (Recommended)
2. Make some other recommendation

### Background

Council resolved at its meeting on 4 October 2016 (Minute MIN16.754) that

*the General Manager report to council on what plans are in place to improve public transport in the Shoalhaven.*

Also, Council resolved at its meeting on 22 November 2016 (Minute MIN16.897), on a related matter, that

*the General Manager provide a report on the availability of any Shoalhaven wide public transport strategy that would integrate present and future cycle ways, bus routes and train arrivals and departures. And also report on the availability of State Government funding to assist with the establishment of such a network.*

This report addresses these Council resolutions.

Council's role in public transport is mainly advocating for improvements and providing support infrastructure. Whereas the State government is responsible for strategy, planning,

policy, regulation and funding allocation for all modes of transport in NSW including road, rail, 'point to point', regional air, cycling and walking.

Council adopted the Shoalhaven Integrated Transport Strategy in 2000. To assist the implementation of the Strategy, a Public Transport Working Party was established, as a committee of Council, and operated until 2005 when it was disbanded and replaced by a non-council committee called the Shoalhaven Transport Working Group. The Group includes representatives from Transport for New South Wales, bus companies and Council staff including the Road Safety Officer. Council continues to host meetings of the Group which are organised by Council's Traffic and Transport Unit.

Over recent years, the business of this Group has focussed on bus-related matters as a separate 'cycling committee' was established in 2014 to review Council's Bike Plan and to recommend priority actions for the next two to three years.

Some of recommendations of the Shoalhaven Integrated Transport Strategy, which have already been implemented, include:

- Upgrading Bomaderry railway station access
- Installation of bus shelters, 'J' poles and bus bays
- Public transport signage
- 'Bus to Go' scheme
- Completion of many 'shared user' paths
- Public transport forums
- Timetable alignment between bus and train arrivals and departures
- Continuing operations of a Transport Working Group
- Planning for bus interchanges

In relation to 'non-motorised' transport, Council's Pedestrian Access and Mobility Plan (PAMP) and the Bike Plan contain priority path projects which already integrate with transport hubs.

### Community Engagement

Over the 17 years since the adoption of the current Shoalhaven Integrated Transport Strategy, the Transport Working Group has carried out a number of actions in collaboration with Transport for New South Wales. It is timely to review the Strategy assumptions, expected outcomes and the progress of its recommended actions.

The initial review could be undertaken by the existing Shoalhaven Transport Working Group. If the Group believes that significant sections of the Strategy need re-writing, then a consultant could be engaged to facilitate the review process. If, however, relatively minor changes are required, staff could undertake the review.

In either case, an amended Strategy would be reported to Council for subsequent broader community consultation.

However, the Strategy's primary focus is on public transport so is not truly an 'integrated transport strategy' as no mention is made of upgrading the road network to cater for future development and the subsequent growth in traffic of all kinds. Council may wish to include a section on road network upgrading in a revised Strategy. If so, this would be a significant change requiring input from a transport planning consultant.

### Financial Implications

Council continues to deliver shared user paths as funds allow. The main funding source is from Roads and Maritime Services which provides grants on a 50:50 basis. The RMS's grants for 2016/17 total about \$225,000, which Council matches, and also allocates its own



funds for other path projects which do not qualify for grant funding. In 2016/17, Council's total allocation to new path construction is about \$1,200,000.

The only other regular grant funding source is from the State Government's Country Passenger Transport Infrastructure Grants Scheme (CPTIGS). This Scheme provides subsidies to support the construction or upgrade of bus stop infrastructure such as shelters, seats and lighting. The last CPTIGS grants to Council were \$52,700 for bus shelters and \$39,700 for the Stewart Place bus interchange. Applications for CPTIGS grants closed in September 2016 for the 2016 to 2018 period but no announcements on successful applications have yet been made by the State government.

If a consultant is engaged to facilitate a major review of the Shoalhaven Integrated Transport Strategy a budget of about \$15,000 would need to be allowed. Currently, there is no funding source recognised to undertake a major review.

## SA17.109 Path Construction and Funding Strategy

HPERM Ref: D17/47911

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

### Purpose / Summary

To consider adoption of path construction and funding strategy, to seek matching funds from the State Government.

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

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

### Options

1. Adopt the path project priority list (Recommended)

Implications: This will provide new paths for the community but will commit Council to additional costs of \$1,524,000 by the end of the 2020/21 financial year plus another \$2,980,000 for the renewal of the paths after the end of their 'useful' lives. This option would demonstrate Council's ongoing commitment to Active Transport and allow Council to continue to benefit from available grant funding for shared user paths.

2. Adopt the path project priority list but indefinitely defer any financial commitment (Not Recommended)

Implications: This will allow any available budget allocations to be spent on asset renewals instead of the construction of new assets. Council's financial sustainability principles suggest asset renewals should have budget allocation priority over new construction.

3. Make some other recommendation.

### Background

Due to successful applications Council has been receiving significant annual grant funding from Roads and Maritimes Services under the NSW Government's Active Transport Program. This Program requires contributory funding from Council "up to" 50%. Council has been successful in attracting grant funding up to approximately \$350,000 per year, which Council needs to match if it accepts the RMS offer.

It is desirable to establish a priority list of path projects which meet RMS guidelines for funding. This allows early investigation and design to be undertaken as grant funding is only available in the year that it is offered.

Table 1 contains the recommended path projects which qualify for grant funding under the Active Transport Program.

**Table 1**

Project Description	Funding	Year
Shared user path (SUP) - Vincent St and Twyford St, Vincentia	SCC - \$190000 RMS - \$190000	2017/18
SUP - Deering St – Stage 1 to ‘The Bombie’ car park, Ulladulla	SCC - \$150000 RMS - \$150000	2017/18
Pedestrian crossing improvements – Huskisson town centre	SCC - \$100000 RMS - \$100000	2017/18
SUP - Deering St – Stage 2 - ‘The Bombie’ car park to lighthouse Ulladulla	SCC - \$250000 RMS - \$250000	2018/19
SUP – Sanctuary Point to St Georges Basin – ‘missing link’ Stage 1 – The Wool Lane to Wonga Place	SCC - \$100000 RMS - \$100000	2018/19
SUP – Matron Porter Dr – Bannister Head Rd to Garside Rd	SCC - \$280000 RMS - \$280000	2019/20
SUP – Sanctuary Point to St Georges Basin – ‘missing link’ Stage 2 – Wonga Place to Claylands Dr (Wonga Place reserve)	SCC - \$70000 RMS - \$70000	2019/20
SUP – Yalwal Rd – Albatross Rd to Filter Rd	SCC - \$240000 RMS - \$240000	2020/21
SUP – Shoalhaven Heads Rd – Stage 1 – Mathews St to Jerry Bailey Rd	SCC - \$110000 RMS - \$110000	2020/21

The above list is based on the high priorities in Council’s Bike Plan (which by resolution of Council funding priorities are based), as well as annual feedback from Community Consultative bodies. The Sanctuary Point to St Georges Basin route that is proposed is relatively low cost and an achievable solution which was supported by the Basin Villages CCB, the longer alternative routes would be significantly higher cost due to the need of kerb and gutter, driveway crossing and utility adjustments and therefore would be unlikely to proceed due to funding constraints.

The projects and respective stages are limited by the current available funding

Based on the Bike Plan as well as annual feedback from Community Consultative bodies, beyond 2020/21 the current priorities are:

- Continue the Matron Porter Drive shared user path to Narrawallee (several stages)
- Continue the River Road Shoalhaven Heads shared user path (several stages)
- Continue the “Round the Bay” shared user path (several stages)
- Commence the Illaroo Road shared user path (several stages)
- Extend the “Wool Way”
- Commence the Croobyar Road Milton shared user path (several stages)

### Community Engagement

The recommended projects would be included in the annual consultation on Council’s Delivery Program and Operational Plan.

### Financial Implications

If the grant funding offers are successful and accepted, Council's financial commitment would be as shown in Table 2.

**Table 2**

Year	Capital Expenditure	On-going Operational Expenditure per year	Total
2017/18	\$440,000	\$10,000	\$450,000
2018/19	\$350,000	\$8,000	\$358,000
2019/20	\$350,000	\$8,000	\$358,000
2020/21	\$350,000	\$8,000	\$358,000
Totals	\$1,490,000	\$34,000	\$1,524,000

If the program is adopted the funding will be identified in the long term financial plan and will involve an allocation within the existing Roads and Transport budget.

## SA17.110 Recycling and Waste Facilities Review

**HPERM Ref:** D17/85988

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

**Attachments:**

1. Submission - Callala Recycling & Waste Depot - Currarong Community Association Inc [↓](#)
2. Submission - sussex inlet and community forum - Sussex Inlet Waste Transfer Station - opening hours [↓](#)
3. Response - multiple items - Kioloa Waste Transfer Station hours - Bawley Point and Kioloa Community Association [↓](#)
4. Waste transfer hours of operation - Kangaroo Valley Recycling and Waste facility - Budgong Community Group Meeting Minutes [↓](#)
5. West Nowra Waste - RRP financial Modelling Report - Final - John Desmond [↓](#)

### Purpose / Summary

This report provides an overview of the second round of community consultation regarding the review of Council's Recycling and Waste Facilities.

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

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

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

## Options

1. Council accept the recommendation as presented

Implications: The primary sites of Huskisson, Ulladulla and West Nowra remain unchanged and continue to provide an alternative to the smaller sites 7 days per week. The suggested changes to opening hours and days are considered by the affected CCBs to be acceptable. With the nominated changes, Waste and Recycling drop off facilities continue to be provided to the community, but with lower accessibility. The changes reduce expenses by about \$387,000 per year, lowering the subsidies to the smaller transfer stations. The revised operation focuses on the demand at sites and lower utilisation days will be less frequent.

2. Accept the recommendation but add the need for Nowra, Ulladulla, Huskisson, Sussex Inlet, Callala and Berry to be opened on Easter Monday.

Implications: This proposal is in line with the request by the Sussex Inlet and District Community Forum to open the facility on Easter Monday, based on the fact that the sites will be closed on both Good Friday and Easter Sunday. The additional staffing cost for implementing this will be approximately \$16,500.

3. Not accept the recommendation and maintain the current service levels

Implications: Council's transfer stations are operating at a financial loss and are being subsidised by the higher volume of gate fees collected at the West Nowra Waste Facility. Increasing diversion to the Resource Recovery Park will reduce the gate fees collected, reducing the capacity to fund the current level of service or alternatively an increase in the charge will be required. Service level changes are required to reduce operating costs to make Waste Services financially sustainable into the future.

## Background

Council currently operates 10 recycling and Waste Facilities. The three main sites are Ulladulla, Huskisson and West Nowra with 7 smaller transfer facilities at Berry, Kangaroo Valley, Callala, Sussex Inlet, Bandalong, Lake Conjola and Kioloa. The Shoalhaven's only putrescible landfill is located at West Nowra, with all waste collected at the other sites transferred to this location for disposal. Inert waste can be landfilled at Huskisson.

Following a Service Review of the Waste Services operation in November 2015, the current operation of all the recycling and waste transfer facilities were reviewed to reduce the reliance on an approximately \$3m / year subsidy from the gate fees main landfill facility at West Nowra. The ability to sustain this subsidy will decline as Council moves to achieve State Government targets to increase diversion of waste from landfill to 70%. Shoalhaven currently diverts 43% from landfill through kerbside recycling and green waste processing at the depots. A key element to achieving the required diversion is the development of a Resource Recovery Park, which recently received planning approval. Increasing diversion will reduce the gate fees collected at west Nowra, reducing the capacity to fund the current level of service (see long term financial plan attached).

In June 2016 Waste Services conducted a public survey to identify potential changes at the smaller Recycling and Waste Facilities that would result in a reduced necessity for a subsidy. A number of community groups were consulted and a report with provisional recommendations submitted to Council in October 2016. At the Council meeting of 4 October 2016 (MIN16.735), Council resolved:

1. That Council proceed to engage with the community regarding the results of the survey and seek feedback on the proposed recommendations as listed below:
  - a. West Nowra, Huskisson and Ulladulla - continue operating the three large facilities seven days per week;

- b. *Berry, Callala and Sussex Inlet - change the operating days to three days per week, Friday, Saturday and Sunday and open the buyback facilities on Saturday and Sunday mornings;*
  - c. *Kangaroo Valley - change the operating days to three days per week, Saturday, Sunday and Monday and open the buyback facility on a Sunday morning;*
  - d. *Kioloa - change the operating days to three days per week, Friday, Saturday and Sunday;*
  - e. *Lake Conjola - change the operation to 2 mornings per weekend from 8am to 12pm;*
  - f. *Bendalong - change the operation to 2 afternoons per weekend from 1pm to 5pm;*
  - g. *Continue operating all facilities for 7 days per week from Christmas to the end of the January school holidays with the exception of Bendalong and Lake Conjola;*
  - h. *Operate Lake Conjola and Bendalong for 5 days per week during the Christmas school holidays, on Friday, Saturday, Sunday, Monday and Wednesday;*
  - i. *Public holidays - close all ten recycling and waste facilities on all public holidays;*
  - j. *Currarong, Berry, Culburra and Nowra - close and remove the bottle bank;*
2. *Staff provide a further report to Council on completion of community engagement, with details and cost analysis of the options and time line for implementation.*

Between October 2016 and February 2017, four staff engaged with the CCBs in the relevant catchment areas for the smaller Recycling and Waste Transfer facilities. In general the community developed an understanding of the need to take action, and they were proactive in making various alternative suggestions. The general consensus, with some minor modifications, was that the original recommendations are acceptable and that they support Council's efforts to streamline operations and reduce costs.

Following these meetings, written submissions have been received from

- Currarong Community Association – agreed with all proposed measures, but also indicated that the extended hours over the Christmas period may be unnecessary if the site can be open Friday, Saturday, Sunday and Monday (as current) over the Christmas holiday period (attachment D17/107412).
- Sussex Inlet and District Community Forum CCB – proposed different opening hours for Sussex Inlet as 9am to 3pm Friday, Saturday, Sunday and Monday (resulting in a similar saving to the proposal). The CCB supported the continuation of the additional days for the Christmas Holiday Period and supported the closure of the facilities on public holidays with the exception of Easter Monday (attachment D17/107410).
- Bawley Point & Kioloa Community Association Inc. – agreed with all proposed measures.
- Budgong Community Group Meeting Minutes – preference to remain open on Mondays (attachment D17/107415).

Applying the recommendations and the modified recommendations following the community engagement, the approximate savings (current offset by West Nowra) for the forthcoming year is estimated to be \$387,638 which is approximately 35% of the 2015/16 shortfall at the small transfer facilities.

The most appropriate time for introducing the changes is 1 July 2017 in line with the start of the new financial year. Council staff will provide information to customers at the waste

facilities in the lead up and all the CCBs will be provided with a copy of the recommendations and asked to incorporate the changes in the local newsletter. The front gate signs will be altered on the day to show the new days/times.

### **Community Engagement**

Between October 2016 and February 2017 four Works and Services staff engaged with the CCBs in the catchment areas for the smaller Recycling and Waste Transfer facilities. The CCBs are listed (with approximate number of people present) as Berry (70); Currarong (10); Greenwell Point (10); Shoalhaven Heads (54); Lake Conjola (15); Callala Bay (21); Callala Beach (14); Culburra (17); Bendalong (Red Head Villages and Manyana) (24); Budgong/Kangaroo Valley (4); Bawley Point (20); and Sussex Inlet.( 42).

In general the community developed an understanding of the need to take action, and were proactive in making various alternative suggestions. The general consensus, with some minor modifications, was that the original recommendations are acceptable and that they support Council's efforts to streamline operations and reduce costs.

### **Financial Implications**

Applying the recommendations and the modified recommendations following the community engagement, the approximate savings for the forthcoming year is estimated to be \$387,638 which is approximately 35% of the 2015/16 shortfall at the small transfer facilities that is currently funded by West Nowra gate fees.



Shoalhaven City Council

Received

23 FEB 2017

CURRARONG COMMUNITY ASSOC. INC.

EST 1947

File No. \_\_\_\_\_

Community Consultative Body to Shoalhaven City Council

Referred to: D. Hogan

17<sup>th</sup> Feb 2017

60-62 Walton Way  
Currarong. 2540

The General Manager  
Shoalhaven City Council

Attn  
Waste Services Manager

Callala Recycling and Waste Depot – submission

Dear Sir,

Thankyou for your recent visit to the Currarong Community meeting and breifing about the above item.

In response to the report and Council resolutions you presented we forward the following;

1. Extended days over xmas holidays – if these are justified they could continue otherwise the normal shedule; Friday, Saturday, Sunday and possibly Monday could apply.
2. Bottle bank – it seemed reasonable to those present at the meeting that this be closed for a trial period.
3. Close facility on public holidays – this was agreed on a cost saving basis. Would this impact on holiday home owners?.
4. Buyback centre on Saturdays and Sundays – this was agreed
5. Operating days suggested would be Friday, Saturday, Sunday.
6. A green bin option was not supported at this time by those present at the meeting.

The above recommendations would be considered along with the submissions previously received from Council on this item.

Yours faithfully  
Peter Cumes  
Secretary.



20/1/17

Shoalhaven City Council  
The General Manager  
Dear Mr Pigg,

**SUSSEX INLET CCB SUBMISSION**  
**Future Opening Hours of Sussex Inlet Transfer and Waste Disposal Facility**

The Sussex Inlet and Districts Community Forum submits the following proposal as passed unanimously at the January Meeting:

**“That the Sussex Inlet Recycling and Waste Transfer Facility opening hours be amended to: 9.00 am to 3.00 pm Friday, Saturday, Sunday and Monday.**

**That the facility be closed on Public Holidays with the exception of Easter Monday and open 9.00am to 3.00pm on that day. That the facility open the day after Public Holidays .**

**And, that the Christmas Holiday opening period remain as for 2016.”**

This decision was resolved after three well advertised and attended meetings with input from Council Waste Management staff, Councilors, the Mayor and a wide cross section of our diverse community; a study of Council’s Proposal and consideration of various submissions and suggestions regarding opening hours.

Much consultation, discussion, collaboration and compromise was made by many in saving eight hours per week throughout the year and so meeting the proposal for the Sussex Inlet Facility by Council.

We trust that Council will, in response to our submission, and the number of transactions historically recorded as in Council’s report, to have the facility open on the Public Holiday of Easter Monday.

The Community of Sussex Inlet and Districts thank Council for the opportunity to make this submission on what to so many in our community, is an important service. We thank you also, in anticipation of these options being accepted by Council and notification of the final decision inline with our stated submission.

Yours faithfully

Gail Drummond

Secretary  
Sussex Inlet and Districts Community Forum



**Bawley Point & Kioloa Community Association Inc.**  
**C-/ Bawley Point Newsagency**  
**Voyager Crescent**  
**BAWLEY POINT NSW 2539**  
**[www.bawleykioloa.org.au](http://www.bawleykioloa.org.au)**

Mayor Amanda Finlay  
Shoalhaven City Council  
PO BOX 42  
Nowra NSW 2541

14 January 2017

Dear Mayor

**Community opposes pump out proposal.**

I am writing to you as President of the Bawley Point Kioloa Community Association to report on three resolutions of a well attended general meeting of the community last Monday (9 January)

The Bawley Point Kioloa Community unanimously and vocally rejected the proposal for Council to cease to provide the existing human effluent pump out service. This service has been provided by Shoalhaven Water on behalf of Council for many years. It would leave individual residents on septic pump out systems to try to seek a contractor on an individual basis to undertake this essential service. The inefficiency and wrong sightedness of such a proposal is manifest.

The meeting , again unanimously, called on Council to continue this core municipal service . The meeting asserted that as the municipal service provider in this part of New South Wales , Council has an unavoidable obligation to provide a pump out service and residents require it to continue.

The meeting also noted that the inappropriate dumping of effluent in public and natural areas was a likely result of such a proposal. The meeting also resolved that the Association write to the Mayor, to Council and to the NSW Government to advise that this proposal is rejected.

The meeting noted that under the NSW Local Government Act councils have an explicit function to provide this most basic sewerage service. Accordingly , Council is not free to abandon residents as proposed.

The meeting recognised that Bawley Point and Kioloa were not the only parts of the municipality that was affected but there is a large concentration of pump out systems in these areas because there is no town sewerage service.

**Waste Transfer Station**

On a happier note the Community accepted the tentative recommendation to close the Waste Transfer Station at Kioloa on Mondays but continue the service on Friday , Saturday

and Sunday as well as days in January at holiday time. This was decided on the ground of sharing in the cost cutting that would result.

### Proposed Rates Increase

The meeting discussed the proposed rates increase Council is seeking. The proposal discussed is shown in the table below.

After a well informed discussion the Meeting resolved to agree to a rates increase of 6.5% (5% plus the rate peg increase of 1.5%) for ONE YEAR only pending the decision of the NSW Government on the Report from the Independent Pricing and Regulatory Tribunal which submitted the findings of its Enquiry to Government on 19 December. Those recommendations could have far reaching effects on many ratepayers and any consideration of a rates increase should await the Government's decision.

In addition the meeting resolved also that BP&K Community Association join with other community consultative groups to approach the Mayor and Council to convey this decision and seek an independent review of Council finances and contracting practices.

Your sincerely

Justin Stanwix  
President  
Bawley Point Kioloa Community Association

Phone 4457 1427  
Mob 0438 475 121

For rates of \$1,000 in 2016/17.

Options	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
11.5% for 2 years (plus rate peg of 1.5% <sup>**</sup> )	\$1,000	11.5% + 1.5% <b>\$1,130</b>	11.5% + 1.5% <sup>*</sup> <b>\$1,277</b>	1.5% <sup>*</sup> <b>\$1,296</b>	1.5% <sup>*</sup> <b>\$1,315</b>	1.5% <sup>*</sup> <b>\$1,335</b>	1.5% <sup>*</sup> <b>\$1,355</b>	1.5% <sup>*</sup> <b>\$1,375</b>
6.27% every year for 4 years (plus rate peg of 1.5% <sup>**</sup> )	\$1,000	6.27%+ 1.5% <b>\$1,078</b>	6.27%+ 1.5% <sup>*</sup> <b>\$1,161</b>	6.27%+ 1.5% <sup>*</sup> <b>\$1,252</b>	6.27%+ 1.5% <sup>*</sup> <b>\$1,349</b>	1.5% <sup>*</sup> <b>\$1,369</b>	1.5% <sup>*</sup> <b>\$1,390</b>	1.5% <sup>*</sup> <b>\$1,411</b>
5% every year for 7 years (plus rate peg of 1.5% <sup>**</sup> )	\$1,000	5% + 1.5% <b>\$1,065</b>	5% + 1.5% <sup>*</sup> <b>\$1,134</b>	5% + 1.5% <sup>*</sup> <b>\$1,208</b>	5% + 1.5% <sup>*</sup> <b>\$1,286</b>	5% + 1.5% <sup>*</sup> <b>\$1,370</b>	5% + 1.5% <sup>*</sup> <b>\$1,459</b>	5% + 1.5% <sup>*</sup> <b>\$1,554</b>

CC MR R PIGG < GM

**MINUTES OF MEETING OF  
THE BUDGONG COMMUNITY GROUP INCORPORATED HELD AT  
THE KANGAROO VALLEY AMBULANCE STATION ON 3<sup>rd</sup> DECEMBER 2017 COMMENCING  
AT 1.30PM**

**Present were:** E Dumpleton, S Hansel, B Robertson, A. Acworth, J. Salkeld

SCC: Patricia White, Tony Fraser

**Meeting Opened:** conducted jointly by members present

**Apologies:** were noted for A. Cooke, K and R. Stewart, B Acworth, R & J Bartrum

Minutes from the previous meeting were not presented.

**Open Business:**

a) Council Update:

There is a new Council website inviting feedback from rate payers.

Tents are no longer permitted at the show grounds.

Council is winding down for Christmas.

Tony Fraser advised:

The number to call over the Christmas period to report overflowing park/public area bins is 4421 3100. Leave a message.

Waste Services: Council tips are running at a loss. There were 5500 responses to the recent survey, including 400 from KV residents. No facility will be closed however days will be rationalized and closed on public holidays. People will dump in the bush regardless!

The meeting requested KV tip be open on Mondays or even Tuesdays in preference to Mondays (and there is no need for the tip to be open all January. This is an unnecessary expense for the Council).

A Buy Back Centre will operate from the KV tip once a month, to be run by Council Staff. Starting date tba.

**Mt Scanzi Rd:**

Work to repair the landslip area on Mt Scanzi Rd has gone to tender which will close at the end of January. Work will include reinstatement of the road and works to retain the hillside down hill. The road will be open to one-way traffic only while work is being done. Dates to be advised.

**Fire Trail:**

Works to start before Christmas to create a culvert crossing. Ownership of the Fire Trail has passed to Council and Council will now be responsible for maintenance. When transition is finalized the Trail will be designated 'East' and 'West'.

Budgong Creek Causeway: this is a constant problem. It needs 5mtrs concrete to be laid on either side. This is NOT in the budget.

**New Business:**

**Jamie Salkeld (RFS)** distributed 'Get Ready for a Bush Fire' packs. He emphasized the importance of having a plan and making sure your gutters are clear. Take responsibility for your own safety as services are always stretched in times of emergency. If in any doubt, get out. Walki Talkies are a good way to communicate in such situations.

**Mobile Phone coverage:** there has been no mobile phone coverage along the Fire Trail for some time. Patricia White advised Telstra have a lot of problems at the moment and promised to raise the issue with Ann Sudmalis.

**Area Map:** Ernie tabled the area map prepared in conjunction with Council. He advised that the local tourism association declined to allow it to be displayed in the new information bureau (BCG members not CCTA members).

**Treasurer's Report:**

Not available

**Correspondence**

**in:**

1. Letter from The Office of Environment & Heritage advising revocation of BFT and transfer to Council
2. Multiple responses from Clr White re road, rubbish removal, causeway repairs

**Out:**

1. K. Stewart to Mark Speakman re gazetting Fire Trail
2. Request for information of resident postal addresses (post Oct meeting)

There being no further business the meeting was closed at 2.40pm

The next meeting will be held on Saturday 4<sup>th</sup> February 2017 at 1.30pm at the Kangaroo Valley Ambulance Station.

**MEETING DATES FOR 2017:**

4/2/17  
1/4/17  
3/6/17  
5/8/17  
7/10/17  
2/12/17

## 1 PURPOSE OF REPORT

The NSW Government Waste Avoidance and Resource Recovery Strategy is produced and updated every five years by the Environment Protection Authority. It sets clear directions for both government and the waste industry, and in recent years legislation, controls and reporting have been increasing. The main objectives of the waste strategy which are of relevance to this investigation are that from the 2010-11 baseline year recycling rates would increase and more waste would be diverted from landfill. The target changes are:

Municipal solid waste	from 52% to 70%
Commercial and Industrial	from 57% to 70%
Construction and Demolition	from 75% to 80%
Divert from Landfill	from 63% to 75%

Shoalhaven City Council has a draft Waste Strategy currently being finalised and the reporting targets are in line with the legislation to be met by the given time frame of 2021.

As part of this strategy Shoalhaven City Council is proposing to develop a Resource Recovery Park, with the main aim of reducing the amount of waste being delivered to landfill. Expressions of Interest were sought in 2013 to build and operate the facility, with ownership and operational responsibilities to revert to Council after 20 years. A number of potential operators were short listed and it is intended to seek formal tenders from these organisations. It is expected that planning approval will be received in the short term.

Based on the Expressions of Interest up to 60% of the current volume to landfill could be diverted. As a large part of the revenue received by Council is based on landfill volumes this will be reduced significantly. There will be a corresponding decrease in the EPA levy payments and some changes in operating costs.

Before proceeding to a formal tender Council wish to have some detailed financial modelling of the impact of the proposed changes.

## 2 BACKGROUND

At present Council operate a major landfill site at West Nowra and a secondary smaller landfill at Huskisson which accepts non putrescible waste only, with any putrescible waste transferred to West Nowra. There are eight transfer stations located at:

Kangaroo Valley  
Bendalong  
Lake Conjola  
Kioloa  
Berry  
Sussex Inlet  
Ulladulla  
Callala

Some of these transfer stations are located on former landfills. In addition Council manages the closed landfill at North Nowra.

Kerbside collections of waste and recycling within the Shoalhaven Council area are carried out by a contractor and this arrangement is not expected to be impacted by the development of the Resource Recovery Park. All waste and recycling from this source is delivered directly to West Nowra by the contractor.

Deliveries to the transfer stations are made by residents or private operators and any waste delivered that cannot be easily recycled or reused on site is transferred to West Nowra for landfill disposal. The operation of the transfer stations was previously contracted out but the contractor went into voluntary administration in February 2016, following which the operations have been brought back in house.

In addition to the regular kerbside collections residents are provided with vouchers for waste disposal and these are collected and analysed to provide a more detailed picture of the operating characteristics of each of the receiving sites.

The larger sites have buy back facilities for on-sale of reusable items.

### 3 FINANCIAL RESULTS

The financial results for Councils waste collection and processing activities are kept separate within the Waste Reserve and are not impacted by other Council activities.

There has been some delay in refunds of the EPA levy but if this is corrected for, the results for the 2015/16 financial year by location were:

**Key Depot Stats 2015/16**

	<b>Income</b>	<b>Expense</b>	<b>Net</b>
Kangaroo Valley	66,046	125,540	-59,494
Bendalong	43,485	136,171	-92,686
Lake Conjola	55,017	164,116	-109,099
Kioloa	76,570	216,911	-140,341
Berry	394,148	577,328	-183,180
Sussex Inlet	206,069	443,674	-237,605
Callala	316,362	452,319	-135,957
Huskisson	1,544,879	3,251,990	-1,707,111
Ulladulla	1,765,309	2,219,110	-453,801
Nowra	18,601,997	14,725,834	3,876,163
<b>Total</b>	<b>23,069,882</b>	<b>22,312,993</b>	<b>756,889</b>

Because the operation of the transfer stations changed during the year the components of the costs for the year will be different in future, but the total costs of operations if they continue in the current format is not expected to change significantly. The key feature to note is the highly profitable landfill operations at West Nowra, which subsidise the costs of the transfer stations.



In the absence of policy changes by either Council or the NSW Government both income and expenses will change over time with the main driving factors being changes in population, changes in the amount of waste generated per person and inflation levels. The management issue then involves a focus on the build-up of cash in the waste account to ensure that it is adequate to cover the costs of the medium term landfill upgrade and the long term costs of development of a replacement landfill site.

### 3.1 Population

The population of the Shoalhaven local government area has increased from 90,173 in 2005 to 100,147 in 2015, giving an average annual increase of approximately 1.1% over that period. In the absence of any evidence to the contrary it is assumed that this rate of population increase will at least continue over the forecast period and may well increase beyond the 1.1% applying in the recent past. A population increase of 1.2% a year has been used as a starting point in the financial model.

### 3.2 Waste Generation

The amount of waste generated per person has seen some increase but any forecasting may be subject to greater errors because of potential changes in the composition of the waste stream and potential changes in behaviour. This is also an area where behaviour may be susceptible to policy changes and public education.

A potentially important factor here is the introduction of Container Deposit Legislation (CDL) by the NSW government in July 2017 which is likely to result in a decrease in material in the landfill bin. On average over the last four bin composition audits, there were approximately 10% recyclable materials in the landfill bin, of which 6% were classified as CDL materials. It is anticipated that the introduction of CDL could reduce the total quantity of material in the landfill bin by up to 3% over time. In the financial model a reduction of 0.2% annually has been used for initial forecasts.

### 3.3 Landfill Capacity

Under current operating characteristics it is expected that the current landfill site will reach capacity in about eight years. It is possible to upgrade the current site which could increase its expected life by up to 12 years but after this a new site would be required. Detailed planning has not commenced for such an upgrade but a preliminary estimate is that about \$5 million will be required.

It is extremely difficult to estimate the costs of development of a new landfill at this stage as no site has been identified, and the timing will be considerably affected by any decision on the Resource Recovery Park.

## 4 RESOURCE RECOVERY PARK PROPOSAL

As mentioned initially the proposal for this development is that a private operator would construct and run a Resource Recovery Park (RRP) for a twenty year period, after which ownership and

operations would revert to Council. The return to the private operator arises from two sources; firstly the profits generated by reusing and treating waste and secondly the fees from operation of the landfill. A number of alternative technologies are feasible and these would be evaluated in more detail during the tender process.

There are a number of financial impacts on Council, with the immediate changes being a significant reduction in landfill fees and some reduction in operating costs. In the longer term Council will be able to defer an upgrade of the current landfill site and will have an asset at the end of the 20 year period which it can continue to operate. This of course will only be possible if the plant as constructed by the private operator has a design life in excess of 20 years, and it will be important to consider the specifications surrounding this issue in the tender evaluation process.

A major factor in the development of the proposal for the development of a Resource Recovery Park is the long term diversion of waste from landfill. If no changes are made to the proportion of total waste going to landfill it is estimated that the West Nowra site will reach capacity and need to close by about 2038. This would require very significant investment in the development of a new site, involving finding suitable land, public consultation and environmental approvals and substantial capital investment. The extension to the life of the West Nowra site by construction and operation of the RRP is subject to a significant degree of estimating error but conservatively it could be expected to increase the operating life of the current site by up to 24 years.

## 5 FINANCIAL ANALYSIS

### 5.1 General Approach

The development of a Resource Recovery Park will lead to a very different pattern of cash flows to those from a continuation of current policies. In the short term the decrease in revenue from dumping fees is likely to outweigh the expected cost savings. However in the longer term there are advantages to Council by way of the deferral of the required upgrade to the West Nowra site, the acquisition of a processing facility at the end of the 20 year contract term and the lengthy deferral of the need for a new landfill site.

Given the profitability of the current waste operations it is unlikely that the RRP can be justified on a net present value basis. Nevertheless a detailed financial model can be a useful tool for analysis of the impacts and the identification of alternative operating policies.

It is considered that a comparison of the cash flows over the estimated construction and private operation period of the RRP provides a useful starting point for the analysis. There are of course significant cash flows after this term but they are subject to much greater degrees of estimating error and for the sake of simplicity in both financial model construction and in explaining to stakeholders it is proposed that these cash flows be discounted to the end point and input as single cash flows at that time. The RRP cash flows are estimated to commence in year four and then allowance made for termination values in year 24.

Because the development of the RRP will affect the West Nowra site only all financial starting points have been disaggregated and the evaluation focuses on this site. The transfer stations will, in the absence of any other policy changes, continue to operate as they do now. For simplicity the net effect of the transfer stations are input as a single line item.

## 5.2 Revenue Estimates

The starting point is the volume of waste generated and going to landfill at present. This is projected forward using the expected population changes and estimates of waste generated per person. Year by year pricing is then applied to these estimates. The RRP alternative uses these baseline figures but reduced by the expected amount reprocessed.

Income from residents vouchers is forecast in the same way but this is not expected to be reduced by the RRP.

## 5.3 Cost Estimates

Current costs are taken as a starting point and the various components have specific inflation factors applied to them. For the RRP scenario specific estimates have been made of the extent to which the various categories of costs will reduce.

## 5.4 Price Changes

In recent years average inflation has been lower than the ongoing Reserve Bank target and this is likely to continue in the short term but over a twenty year period we may expect inflation to more closely approximate long term averages. For the purposes of the financial modelling it has been assumed that price increases will be limited to CPI. In turn CPI is a significant part of the general inflation rate. There is no specific target for general inflation for any given period but the Reserve Bank has stated that a general inflation rate of 2% to 3% over the economic cycle would be optimum. In line with experience elsewhere it is expected that Council costs will increase at a rate slightly higher than CPI. This is due to the suppression of CPI increases flowing from cheaper imports, mainly from China. Unless there is a major realignment of currency values this is expected to continue and for the financial modelling it is assumed that CPI will increase at 2% a year and staff and similar costs for a given level of activity will increase at a rate of 1% greater than CPI.

## 5.5 End of Term Values

As stated earlier any decision to develop an RRP will have financial implications well beyond the construction and 20 year private usage period. The two factors to be brought into the analysis are the value of the plant for which ownership reverts to Council and the cost of development of a new landfill site. These are necessarily subject to a considerable degree of estimating error.

Preliminary information available to Council indicates that the plant has a development cost of \$65 million and that it has a 30 year life with one third remaining at the end of the lease period. A simple allocation of the development cost would significantly underestimate the value to Council of this plant and a better approach is to estimate the profitability of the private operator and then extrapolate this to the period of Council ownership of the plant.

For continued operation all businesses need to generate a return which covers the cost of debt plus the required return on equity. This will vary considerably with the size and risk class of the firm but some initial guidance can be obtained from the published figures for Weighted Average Cost of Capital for large publicly listed companies. For instance:

BHP Billiton	8.6%
Downer	10.4%
Lend Lease	10.1%
Origin Energy	10.6%

It would be safe to assume that a private operator prepared to build the RRP would expect a return in excess of these figures. If this level of return is projected forward allowing for inflation an estimate can be obtained for the value of the surplus cash flows accruing from the operation of the RRP during the period of Council ownership. A capital value of this cash flow can then be incorporated into the analysis as a lump sum in year 24. This will affect the NPV but as it not a cash item at that stage it will not impact on the Waste Account.

Assuming the plant has fixed physical capacity, a simplified calculation would start with an 11% return on \$65 million annually. After 20 years allowing for inflation at 2% this would be generating an annual surplus of \$10.4 million. If inflation continues at 2% and if the next ten year series of cash flows are discounted to the start of the Councils period of ownership at the Council discount rate of 8.3% a capital value of \$76 million is calculated.

Current estimates of the costs for development of a new landfill site, providing such a site can be identified, are in the region of:

Land cost	\$3m
Usage studies	\$1m
Environmental approvals	\$1m
Design	\$0.3m
Construction	\$4m

These estimates have been projected forward to the estimated construction time in option one, but for the RRP alternative it falls outside the evaluation period so the required amount has been projected and then discounted back to the end of the evaluation period. It must be noted that this estimate is subject to a much greater degree of error than other figures used in the analysis as it is difficult to predict land availability and the likely environmental and public relations issues so far ahead.

## 5.6 Financial Model

A simple financial model has been developed to analyse the potential impact of the proposed Resource Recovery Park and to pinpoint any areas where other policy changes may be desirable.

The attached model comprises a number of interlinked spreadsheets which forecast the cash flows over a 24 year period for both a continuation of the current policies and for the operation of the RRP.

The first worksheet sets out the 2015/16 financial results for West Nowra and then lists appropriate adjustments to allow for correction of timing of cash flows with the EPA and for the change over of operations from outsourced contract management to Council in house management. The forecast start point has cells shaded yellow and these are for input after consideration of the listed results and any proposed changes. The first column is for the start point under a continuation of current policies and the second column is for the RRP option with quantities and rates for income specified.

For expenses the expected outcome for the various categories is expressed as a percentage of the existing policies.

The second worksheet is for input of the expected changes over time in all of the identified factors which may affect the operating results. Again the yellow shaded cells are for input.

The next two worksheets labelled cash Flow 1 and 2 set out the 24 year cash flows based on the input starting point and the change factors.

The last worksheet summarises the income and expense for the transfer depots for information. This is treated as a single line and the starting point input on the first worksheet.

For simplicity in operation the worksheets are all protected except for the yellow data entry cells, but there is no password so they can be unprotected if changes are needed.

## 6 PRELIMINARY RESULTS

### 6.1 Net Present Values

A standard technique of programme evaluation is to calculate the net present value of future cash flows at an appropriate discount rate. Private sector business analysis routinely uses the weighted average cost of capital for investment evaluation, and this is also the recommended approach for state government business enterprises. For local councils this would be a very theoretical exercise as they do not have the same type of capital structure.

NSW Treasury recommendations for public sector financial evaluation are to use a discount rate comprising the risk free rate plus a risk premium. For the risk free rate the 10 year Commonwealth bond rate is an appropriate benchmark and in the absence of specific factors to the contrary Treasury recommend a risk premium of 6%.

Based on current information this gives a discount rate of 8.3% and this is the rate used for the evaluation in the financial model.

The net present values of the cash flows and the notional figures for end term values for the West Nowra landfill site only are:

Continuation of current policies	\$58 million
Resource Recovery Park	\$31 million

If the transfer stations are included the comparable figures are:

Continuation of current policies	\$16 million
Resource Recovery Park	\$10 million negative

The limitations of normal business NPV analysis are only too obvious in this calculation. Because the operation of the landfill is cash flow positive, an evaluation of net present values would indicate that the more waste going to landfill the better. This is however contrary both to overall environmental objectives and to the NSW Governments stated policy objectives. In this case the appropriate policy is to focus attention on the elements making up the waste treatment operations which will most effectively achieve the stated policy objective of waste diversion and recycling, as well as the Council required objective of managing the waste processing function in a manner which poses limited net cost to other Council functions.

## 6.2 Waste Account Impact

Using the initial assumptions described earlier there is a striking difference in outcomes over the project evaluation period.

Under a continuation of the current policies the net cash flows from the waste services function are positive until the required upgrade in year eight. However the waste account, which currently stands at approximately \$8 million is adequate to fund the upgrade and even after allowing a further \$12.3 million for a new landfill in year 20 the waste account would have a cash balance of \$64 million at the end of the 24 year comparison period.

By contrast the development of the RRP leads to negative operational cash flows from its implementation in year four and the waste account would hold a negative balance from year seven. This negative balance increases over time so that at the end of the 24 year analysis period it stands at over \$53 million. After this of course the profits revert to Council and over the subsequent 10 years of operational life the waste account could reach a positive \$21 million. This would be more than enough to fund the new landfill, which under this scenario would not be required for a further 10 years.

These figures include both West Nowra and the transfer stations as they are both operated through a general waste account. If the transfer stations were to be reorganised with different operating procedures and funded through a commercial waste levy this would change the outcomes, but such a change is outside the scope of the current investigation.

## 7 POLICY OPTIONS

There are number of policy options available to Council which can assist in meeting the overall objectives of waste reduction and financial sustainability.

### 7.1 Expand Recyclable Activity

Although the proposed RRP will take an estimated 60% of the waste stream there are opportunities for Council to increase revenue through a selective approach to recycling of the waste not going to the RRP. A detailed analysis of the potential from this source cannot be undertaken until the RRP tender process is further advanced but some indicative figures for a number of categories of waste are:

	tonne	rate/t	\$
Mattresses	298	345	102,810
Tyres	43	327	14,061
Green Waste	3,331	82	273,142
Roots	107	123	13,161
Timber	294	82	24,108

This activity could increase revenue by over \$400,000 a year with outlays perhaps 10% of this.

## 7.2 Cost Management

Cost management is a standard component of daily operations and the cost estimates used in the initial iterations of the financial model are those based on the short period since Council resumed management from the contractors. Because Council maintains overall management of the landfill site many of the costs will remain and other costs are unable to be reduced proportionately with the reduction in revenue from tip fees. Once the operations of the RRP have been more closely specified through the tender process, a more detailed costing review can be undertaken and the operating costs, particularly staff and plant, can be more closely aligned to the post RRP responsibilities.

## 7.3 Transfer Stations

The cost of operating the transfer stations under the current parameters is approximately \$3.3 million a year. Council has a clearly expressed policy of retaining all of the transfer stations but it is believed that significant potential savings can be realised by more closely aligning opening hours and waste accepted to local resident demand.

## 7.4 New Technology

Advances in waste processing technology are becoming more economical and the application of some small scale reprocessing activities will increasingly be feasible for Council. As an example it is now possible for an outlay in the region of \$100,000 to set up reprocessing of electrical cabling by separating out the plastic and copper. At present retrieved copper can be sold for \$8 a kilogram. Such a system may not be economical at present but as more detailed data becomes available regarding the available waste stream and as the reprocessing costs are more closely specified this type of technology is likely to be desirable for Council.

Expanding the recycling operations in the manner described does move Council out of the standard public sector functions of waste collection and landfill operation, and into reprocessing which has traditionally been more often carried out in the private sector. If there is a fully contestable and efficient market in the region it would not be appropriate for Council to become involved in this extension of activities. However in regional areas the efficient market criteria may not exist and so direct Council involvement is not only feasible but desirable from a public policy viewpoint.

# 8 CONCLUSIONS

The underlying financial characteristics of the waste services function within Council is that the West Nowra landfill generates a substantial profit which is sufficient to offset the operating costs of the transfer stations. If the proposed RRP is developed it is expected to remove 60% of the waste stream. Even if costs decrease proportionately the size of the profit is reduced and unless the costs of the transfer stations are reduced or revenue from other sources can be increased the waste function of Council will turn into a financial loss and will require subsidies from Councils general

revenue. Such a loss can be recouped after the period of private operation of the RRP, but it would nevertheless require a temporary subsidy or loan to the Waste Account.

The preliminary financial modelling undertaken to this point has focussed attention on the cash flow deficiencies consequent on the development of the RRP. The model as set up should be updated after the RRP tender process and it can then be utilised to readily explore the effects of various cost and revenue policies.



## SA17.111 Professional Property Officers Conference

HPERM Ref: D17/88410

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

### Purpose / Summary

To inform Council that Shoalhaven City Council will be co-hosting the Professional Property Officers Conference at the Shoalhaven Entertainment Centre on 12 & 13 October 2017.

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

Council receive the report for information

### Options

1. Adopt the recommendation

Implication: The conference for Property officers within NSW Councils will proceed

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

### Background

Shoalhaven City Council is partnering with Local Government NSW (LGNSW) to co-host the NSW Professional Property Officers Conference to be held on Thursday 12 & Friday 13 October 2017 at the Shoalhaven Entertainment Centre. This is primarily for staff working in Local Government.

Based on initial interest, it is anticipated that attendance will be approximately 100 – 150 property related Council staff from across New South Wales.

LGNSW as partner to the event will assist in the handling of:

- Registration and invoicing process
- Program and Invitation design
- Promotion to all Councils through newsletters and links
- General administration
- Seeking further Sponsorship through 1500 organisations on their database.
- Providing future ongoing Professional Development for NSW Local Government Property Officers.

Having LGNSW as an Event Partner will provide exposure, credibility and weight to the event with the potential for State based sponsorship.

In addition to the exposure garnered from the above partnership, Council will also include advertising/media releases distributed via:

- Emails to the Australian Local Government Property Professionals Group,
- LGNSW websites and links
- Professional websites,
- Newsletters
- LinkedIn Forum

- A Council Webpage

### **Conference content**

A broad range of property related topics have been assembled, comprising the following:

- Aboriginal Land Claims
- Native Title
- Compulsory Acquisitions
- Easements
- Telecommunications Carrier occupation agreements
- Classification and Reclassification of Land
- Crown Land Management
- Road Closures
- Leasing/Licensing Council Properties
- Ongoing training requirements

### **Speakers**

Responses to requests for Guest Speakers has been very promising with confirmation by representatives of:

- National Australia Bank - Key note speaker
- Crown Lands;
- New South Wales Office Local Government;
- Aboriginal Land Claims Assessment Unit – Dubbo;
- Native Title Unit;
- Bartier Perry Lawyers from Sydney; and
- RMB Solicitors

Council is awaiting attendance confirmation (favourable response already indicated in discussions) from other local businesses along with RMS, and National Parks & Wildlife Service.

### **Boost to local economy**

Hosting the event on a Thursday/Friday gives the attendees the opportunity to stay on over the following weekend to enjoy what the Shoalhaven has to offer.

It presents a significant tourism and economic opportunity for the Shoalhaven through attendee accommodation requirements, tours to wider parts of the Shoalhaven and at the conference dinner venue. Based on this opportunity for attendees, their partners and families to stay on over the weekend, it is estimated the boost to the local economy will be in the vicinity of \$30,000 - \$60,000.

A further opportunity to showcase the Shoalhaven and provide a networking opportunity will be via a small function to be held at Cambewarra Winery on the Thursday night. Attendees will be transferred by coach leaving SEC at 6.15pm and returning at 8.30pm.

### **Sponsorship**

Sponsorship to date has been received by way of:

- Function sponsorship
- supplying merchandise eg, tote bags with usb's, water bottles, notepads etc
- contribution towards meal breaks
- contribution of speakers
- further promotion of the event through corporate websites and "Linkedin"

Organisations to date offering sponsorship are:

- LGNSW as Event Partner
- Holiday Haven
- Shoalhaven Water
- Bartier Perry Lawyers
- Walsh & Monaghan, Valuers

### Costings

Income      These figures are based on 100 attendees @ \$360.00 for Registration and sponsorship to date.

Expenses    Covers venue, meals, dinner, transport, fees and ancillary items.

<b>Total Income</b>	<b>\$41,400.00</b>
<b>Total Expenses</b>	<b>\$29,984.00</b>
<b>Surplus</b>	<b>\$11,416.00</b>

Council staff have plans to host this Conference as a two yearly event. Any profits generated will be put forward to the next Conference.

### Financial Implications

There are no financial implications for Council. All costs are recovered through Registration Fees and Sponsorship.

It is anticipated a small profit will be made and may go towards future events.

SA17.111

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

**HPERM Ref:** D17/97403

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

**Attachments:** 1. Management of Mobile Food Vending Vehicles on Council Owned or Managed Land - LAP (under separate cover) [↗](#)

### Purpose / Summary

To seek Council approval to the adoption of the existing Management of Mobile Food Vending Vehicles on Council Owned or Managed Land Policy with minor amendments as discussed at a Councillor's Briefing on the 21 March 2017 and set out in this report.

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

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

### Options

1. Resolve as recommended.

Implications: The adoption of the minor amendments made to the Policy will provide a better management of Mobile Food Van Operators and meet Community needs.

2. Decline minor changes and provide further direction to staff.

### Background

At Council's Ordinary Meeting of 20 December 2016 it was resolved under MIN16.1011:

- "3. *that consideration of the Management of Mobile Food Vending Vehicles on Council Owned or Managed Land – Local Approvals Policy be deferred for a briefing of Councillors*".

The Councillor Briefing was held on 21 March 2017 and the following minor changes to the Policy were discussed including increase stationary time to 5 hours, remove maximum number of Approvals; and amend 1km distance to be measured by road (shortest route) from shop to MFV Vehicle set up point. The Policy is now being submitted to Council with these inclusions for consideration and adoption.

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

**HPERM Ref:** D17/90672

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

**Attachments:** 1. Easement Plan - 35 Brighton Parade Culburra Beach [↓](#)

### Purpose / Summary

This report is submitted to seek Council approval to acquire an Easement for Sewerage Purposes 3 metres wide over Lot 1454 DP12278, No.35 Brighton Parade, Culburra Beach, from the Public Trustee of New Zealand (for the Estate of the Late G.E. Johnson).

### Recommendation

That

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

### Options

1. Resolve as recommended. The easement is required to formalise tenure over an existing pipeline on the subject property.
2. Not resolve as recommended and provide further directions to staff.

### Background

In 1991 Shoalhaven Water constructed a sewer rising main through the subject property, towards its rear boundary, for the Culburra-Greenwell Sewerage Scheme. Investigations have revealed that the easement for the pipeline has not been acquired.

A valuation undertaken on behalf of Council by Walsh & Monaghan Pty Ltd assessed compensation for the easement at \$8,250. A conditional offer was made at that amount plus costs. The owner's solicitor has advised that the offer is acceptable and their client is not liable for GST on the transaction.

### Financial Implications

The compensation and reasonable legal and valuation costs associated with the acquisition are to be funded from Council's Sewer Fund.

**Risk Implications**

Acquisition of the easement is necessary to secure Shoalhaven Water's access for the operation and maintenance of essential public infrastructure.

The proposed action is administrative and has no environmental impact.

[illegible]

## SA17.114 Review of Shoalhaven Water Group Policies

**HPERM Ref:** D17/101606

**Group:** Shoalhaven Water Group  
**Section:** Water Asset Planning & Development

**Attachments:**

1. Liquid Trade Waste Discharge to Sewerage Policy (under separate cover) ➡
2. Drinking Water Policy (under separate cover) ➡
3. Reclaimed Water Policy (under separate cover) ➡

### Purpose / Summary

All Public and Local Approval Policies are to be submitted to Council within 12 months of the election of Council. The three Public Policies proposed for reaffirmation represent “Round 2” of this requirement with respect to Shoalhaven Water Group’s responsibilities.

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

That Council:

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

### Options

1. Adopt the recommendation as written

Implications: Minor changes will give greater clarity with regard to what activities are considered to produce Liquid Trade Waste and the fees and charges associated with those activities. Specific details of changes are outlined further below.

2. Not adopt the recommendation.

Implications: Council can request further details, seek community input, remove proposed changes or initiate other changes



## Background

Minor changes have been made to the following policies as shown in the attachments:

### Liquid Trade Waste Discharge to the Sewerage System POL16/55

This policy was last adopted in September 2013 and the following changes have been made:

- Updating the definition of liquid trade waste to include sporting ground canteens and portable ablution block waste and excluding activities in community/public premises where no fee is charged.
- Updating the requirements associated with premises containing refuelling points to comply with DPI-Water directives
- Clarifying who is responsible for submitting a Liquid Trade Waste Application
- Updating which Category 2S activities Council has received assumed concurrence for from DPI-Water
- Updating the frequency of inspection requirements for the various categories of discharger
- Clarification regarding in what circumstance the various Liquid Trade Waste fees and charges can be applied
- Updated Guideline Limits for Perfluorinated Compounds

### Drinking Water Policy POL16/85

This Public Policy was originally adopted in January 2012 and reaffirmed in 2013 primarily to articulate Council's commitment to the provision of a safe, high quality drinking water supply. Minor amendments are proposed to the Policy to reflect currency with Guidelines and other policies. The proposed changes do not alter the intent nor implementation of the current policy.

The Public Health Regulation 2012 was approved in July 2012 and commenced, along with the Public Health Act 2010, on 1 September 2012. The objectives of the Regulation are to support the smooth operation of the Public Health Act 2010.

To satisfy these regulations Shoalhaven Water has successfully implemented a quality assurance program in compliance with the 2011 Australian Drinking Water Guidelines' "Framework for Management of Drinking Water Quality". This quality assurance program is comprised largely by Shoalhaven Water's Drinking Water Quality". This quality assurance program is comprised largely by Shoalhaven Water's Drinking Water Quality Management Plan (DWQMP) which incorporated Council's Drinking Water Quality Policy.

Shoalhaven Water has also implemented a Memorandum of Understanding (MoU) with NSW Health (see MIN12.641) which forms an important part of the quality assurance program.

### Reclaimed Water Policy POL16/88

This Public Policy was adopted in 2007 (MIN07.1087) then amended in 2009 (MIN03.774) and updated in 2013. The Policy provides a commitment by Council to the safe and sustainable management of reclaimed water.

Only minor changes are proposed to add clarification with no impact on the intent of the policy.

## Community Engagement

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

## Policy Implications

The amended policy would become the new policy for liquid trade waste discharge to the sewerage system.

## SA17.115 Community Energy Congress - Conference Report

HPERM Ref: D17/96037

Submitted by: Clr John Wells  
Clr Patricia White

### Purpose / Summary

To provide a report from Clr John Wells and Clr Patricia White on the Community Energy Congress held in Melbourne in February 2017 in accordance with Clause 3.3(e) of the Council Members – Payment of Expenses and Provision of Facilities Policy.

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

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

### Options

1. Receive the report for information
2. Request further information on the conference

### Report from Clr John Wells and Clr Patricia White

#### Overview

#### *The Power of Community Energy*

Communities around the world are playing a critical part in the clean energy transition.

The Conference highlighted Community energy projects bring an added social dimension to renewable energy and harness the passion, time and energy of thousands of committed people across Australia and around the world.

Strengthening community energy helps to deliver substantial economic, environmental, social, technological and political benefits which will in turn help activate deep support for the transition by the community.

Observations at the Congress indicated that Australian Community energy sector is moving from strength to strength and has come a long way since the early 2000's. There is now over 70 groups developing community energy projects and more than 30 projects up and operating.

The Community Energy Congress 2017 was held in Melbourne in February; it built on the strength of the community energy sector by bringing together the majority of community energy groups from across Australia, including every day residents. However, it should be noted that Shoalhaven had the greatest number of individual conference attendees from any LGA.

The Community Energy Congress event was organised by the Coalition for Community Energy (C4CE).

Over 500 community energy stakeholders from across Australia attended the Congress, you could say the Melbourne Town Hall was packed to the rafters. The highlights of the Congress were:-

- Inspiring speakers and workshops to create change in their communities;
- Built on developing skills and capacity to deliver community energy projects;
- Provided an understanding of pathways for communities, companies, and local and state government to collaborate;
- It Identified key opportunities and barriers facing the sector
- Provided successful community energy case studies
- Provided networking opportunities to share information and strategies about overcoming barriers and realising real opportunities;
- Provided information on consolidate and coordinate efforts across the nation; and
- Fostered new networks and relationships within the community energy sector.

The Congress was a 2-day event with a number of side-events held before and after the Congress, including trainings, master classes and field trips.

### **Report Opening**

The key themes for the Congress were:

1. Energy Justice
2. Powering the Future together
3. Empowering Communities

### **Key Note Speakers**

**Søren Hermansen** - spearheaded his community's efforts to become 100 percent energy independent and has proved to the world that it is possible for communities to become energy self-sufficient.

Born and raised on the Island of Samsø in Denmark – the island became the world's first 100% renewable island in 2007.

Søren focused on his experiences of transferring common knowledge into action and translating top down policies into local action. He sees community power as the key to energy democracy and local ownership.

He spoke about the 3 challenges:-

- Climate Change
- Security of Supply
- Industry economy and jobs

There needs to be a new deal - paving the way for the next 10 to 20 years; it's about long term energy policies; the need to make new investments in renewable energy; and changes to meet the new technology. How is this done – reliable policies; brave politics; long term framework and reasonable budgets.

Link: [www.energiakademiet.dk](http://www.energiakademiet.dk)

**Other Key Note Speakers:**

Hon. Lily D'Ambrosio  
Candace Vahlsing  
Nicky Ison

(Presentations available <http://c4ce.net.au/congress/congress-output/>)

**Workshops:**

The congress featured a number of breakout sessions which delivered a number of short presentations by speakers on a range of projects and developments in the community energy/renewable energy sectors. Included among these presentations were-

**Sydney Renewable Power Co** - Is a volunteer operated public company established to install a solar energy grid for Sydney. The company's first project is the installation of a solar farm on the roof of the new Sydney International Convention Centre. The company secured this project by directing its proposal to a known tenderer for the construction of the facility, a proposal which the NSW Government's procurement team found appealing from a number of perspectives including a community based case for renewable clean energy in the city centre funded by a public share offer.

**Lismore Solar Farms** - Funded in part by the OEH, two solar farms situated on Lismore Council's Leisure Centre and Sewer Treatment Works. The projects were funded by the community with Council establishing a limited shareholder company (20 shareholders) each of whom bought \$9000 worth of shares to fund the projects. The share offer which was oversubscribed provides a degree of community ownership/buy-in, with council giving shareholders 5% ROI – a price it felt acceptable.

**The Bendigo Sustainability Network** - A community group that solarises Council building using Community funding. Council buys the power so generated under a power supply agreement with funds going back to the community for re-investment in other renewable projects

**Clear sky Solar Investments** - A not for profit community Energy Company based around Sydney's northern beaches. The company uses Trust funding models to invest in renewable and claims competitive ROI to other Trust investment options

**Clean Cowra** - A presentation by director Dylan Gowe outlining the company's focus on biomass aggregation using anaerobic digestion technology to generate methane to drive turbine generators. Very much in the developmental stage, the project claims a capability to deliver 60% of Cowra's power needs.

**Community Energy Financing, Legals and Risk** – This presentation was made by Solicitors and Financiers:-

Manny Pasqualini  
Simon Currie  
Kylie Hitchman

Jennifer Lauber Patterson  
Huon Hoofsteger

The session discussed the common legal structures and legal considerations for communities in community energy. Communities need to consider what their vision is; how to develop it; the business plan; legal structure; but the two main messages were: "keep it simple – more efficient" and "what's best for the community". It is about delivery of projects not just talking about it.

The session then provided information on the new Community Energy Funding Toolkit (Toolkit) that has been developed as a "centralised, simplified repository of information" to mobilise the development of community renewable energy projects. The Toolkit provides:-

- Increases expertise in developing renewable energy projects

- Information on funding alternatives and to improve financial literacy of CE project Developers
- Resources to provides the tools required to enable CE project development
- Understanding community renewable energy models (with CE Examples) that can be replicated
- Case studies that show practical application
- Reduces costs and timeline for delivery and development

Link: [http://c4ce.net.au/congress/wp-content/uploads/2017/03/Community-Energy-Financing-Legals-and-Risk\\_Lauber-Patterson-Jennifer.pdf](http://c4ce.net.au/congress/wp-content/uploads/2017/03/Community-Energy-Financing-Legals-and-Risk_Lauber-Patterson-Jennifer.pdf)

Website: [www.FrontierImpact.org.au](http://www.FrontierImpact.org.au)

**Repower Shoalhaven** - RePower Shoalhaven; Shoalhaven Councillors and residents who attended the Conference sat down together for approx. 1 hour and discussed and exchanged the opportunities and ideas for the LGA. These will be discussed at the Climate Change Committee in coming months.

**Key Note Addresses:**

Ben Franklin MLC – Parliamentary Secretary for Renewable Energy - NSW

Shane Rattenburg-Grenns MLA & Minister for Climate Change and Energy - ACT

Chris Picton MP Assistant to the Treasurer - SA

Kristy Gowers, GM of the Australian Renewable Energy Agency (ARENA)

All demonstrated a commitment by governments to a zero emissions future by at least 2050; a recognition of the role community energy schemes will play in future (household solar panels now produce as much energy as the Snowy Hydro scheme).

Speakers also recognised that the National Electricity Market is dysfunctional arising from failure by Governments and the market to provide incentives for investment into renewable alternatives and distortions caused by open market pricing of gas and failure to dedicate a proportion of the Nations gas resource for domestic energy generation.

**Conclusion**

It was an excellent conference and it was interesting to listen and network with Energy Renewal stakeholders, residents and groups from different areas across Australia and understand the changes over the last 10 years.

In recent times energy renewal, supply and politics has become a real issue for everyone and as a Council, we have vital roles to play.

## SA17.116 Tourism Conference 2017

**HPERM Ref:** D17/107708

**Submitted by:** Cllr Mark Kitchener

**Attachments:** 1. Tourism Conference 2017 Report [↓](#)

### Purpose / Summary

To provide a report (Attachment 1) from Cllr Mark Kitchener on the Tourism Conference 2017 held in Taree on 12-14 March 2017 in accordance with Clause 3.3(e) of the Council Members – Payment of Expenses and Provision of Facilities Policy.

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

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

### Options

1. Receive the report for information
2. Request further information on the conference

## Report to Council

### Title: Tourism Conference 2017

<b><u>Date:</u></b>	<b>12 – 14 March 2017</b>
<b><u>Venue:</u></b>	<b>Manning Valley Entertainment Centre</b>
<b><u>Theme:</u></b>	<b>Tourism is everyone's business</b>
<b><u>SCC Representatives:</u></b>	<b>Councillor Mark Kitchener Council Staff Coralie Bell, Joe Puglisi, Georgia Herring</b>
<b><u>Key Note Speakers:</u></b>	<b>David Sheldon The Hon Adam Marshall MP The Hon Ray Williams MP</b>
<b><u>Conference Format:</u></b>	<b>Ministerial address, keynote presentations and panel discussions in the morning with site visits and concurrent topic streams in the afternoons</b>

### **Summary of Presentations:**

'Tourism, the most competitive industry in the world, needs world class opportunities to attract and sustain international interest,' said Simonne Shepherd. Regional tourism is on the rise, is an integral part of the economy and is vital to Australia's financial growth. David Sheldon went on to say, 'tourism will be one of the super-sector industries driving the Australian economy by 2030.'

Regional and rural tourism injects \$14.4 billion into the state's economy each year, accounting for 84,600 jobs in rural and regional New South Wales. Tourism is worth \$29 billion to the economy and represents 13% of all Australian businesses. Visitor attraction and overnight spend are essential to rural economies. 'Tourism is everyone's business.'

Nurturing tourism in a local government area offers invaluable returns to individual towns, and New South Wales generally. The Hon. Adam Marshall MP stated 'tourism is booming across the state with 21.4 million international visitors, an increase of 6.8% on the previous twelve months.' He verified the government wants to get funding support out the door in order to build greater capacity. He indicated the criteria for applications will be incredibly broad so programs will not be restricted to 'fit into the box.' It is envisaged this support will improve Australia from tenth place as an international tourist destination.

Money is available to enhance and expand conferencing facilities and to establish, promote and develop new events and attractions in regional areas. Further strategic funding will boost growth and create an opportunity for young people to stay in local communities.

Minister Marshall announced round two of the New South Wales government Incubator Event Fund 2017 is now open. Councils can apply between July and December this year for one-off grants of up to \$20,000 for new and emerging rural and regional events being staged for the first or second time. The Incubator Event Fund is in addition to the \$300 million New South Wales regional and rural tourism infrastructure grants.

The government is providing a host of smaller grants to support and boost local tourism. Grants for the establishment of museums, festivals, purpose built facility exhibition halls, theatres, stadiums and events to gain greater access to arts experiences like 'Opera in the Paddock' for example. Events, programs and attractions help to increase visitation, grow physical capacity, improve experience, increase visitor spend and make NSW price competitive and exciting again.

Further to the minister's address, Simonne Shepherd stated the number of international visitors coming to New South Wales has grown 31% since 2011 and the state now welcomes 50% of all overseas travelers. There is an increasing number of cruise ships visiting the New South Wales ports of Sydney, Newcastle, Eden and maybe Jervis Bay might be considered in the not too distant future.

It is common knowledge tourism brings with it a significant external revenue to the Shoalhaven. It therefore seems reasonable to further improve access for arrivals and departures, to enhance the overall tourist experience through infrastructure installation, to encourage the length of stay for the purpose of increasing visitor spend and to aim at developing strategies to further inspire local, regional, interregional, national and international tourism that will in turn underpin intergenerational visitation.

The 'Unspoilt Shoalhaven' tourism promotion campaign has exceeded all expectations by drawing significantly increased numbers of tourists to the region. The Shoalhaven is open for business and wants tourists to come, to enjoy their stay, return as repeat customers, invite their friends to join them, and have their children's, children's children return with their families to assure economic sustainability of the Shoalhaven into the future. Advocacy will attract infrastructure investment and better assets will attract more travelers who will stay longer.

The financial benefit of tourism is indispensable to the region however it brings with it a murky problem. How can a local government area of one hundred thousand people provide infrastructure needs for peak season influxes in excess of three hundred thousand? The impacts of tourism on the local community need to be assessed, monitored, evaluated, and modified, adjusted and regulated when necessary. Well thought out planning strengthens the regions social license and mitigates the impact on the local community.

David Sheldon asked the question, 'What do local governments spend on tourism?' Local government underpins tourism through events, festivals, promotions, marketing, visitor



information centres, function centres, art galleries, pools, sporting facilities, caravan parks, waste services, toilets, cleaning, street furniture and the like.

Local governments have a direct relationship with the tourist industry by delivering on supply and demand. Local government spend on infrastructure such as parks, roads, airports, community buildings, tourism infrastructure is second to none.

Eight out of ten councils directly employ staff in a tourism role who work on accommodation bookings, transport, access requirements, the best ways to get into shopping centres, parking, traffic management and a myriad of things that influence the attitudes of local businesses by enabling and assisting them to get the best outcomes for tourism in the region.

Why then do tourists come? For some it is about safety and security, world class nature, good food and wine, value for money, family friendliness, pet friendliness, events, and for others it is a chance to explore, socialize, escape or have an adventure.

Visitors are happy to pay for an experience and fixing a reasonable price sends a strong signal about value. There is an increasing desire to stay in boutique accommodation, heritage houses, lighthouses and luxury cabins.

Desire for health and fitness is also a common theme in all life stages. Everyone claims to be stressed making wellbeing and travelling with friends high on the agenda along with leisure activities, discovery, challenge, achievement and adventure. Rules you live by are set aside for a moment to enjoy a slower pace of life which is therapeutic and contrasts the busy hectic modern city life full of pressure and anxieties.

People are looking for a balance of harmony and simplicity to counter the tensions of urbanization. For young adults leisure time provides the freedom to enjoy themselves and escape from the stresses of work and study. Twenty five percent of the domestic population are driven by a need to escape. Twenty four percent of tourists are looking for a social experience, nineteen percent want an adventure and twenty three percent want to explore. Motivation to learn, explore and engage on holidays can be found amongst international and domestic travelers.

Jo Jewitt said national parks are a key tourism asset and motive for travel. Fifty five percent of New South Wales residents visit national parks annually and collectively make up forty million visits. It is therefore necessary to understand the needs of nature tourists, what drives their behaviours, emotions, feelings and attitudes toward environment and conservation.

Older nature lovers are happy to combine an adventure with a half-day bush walk to a summit and pay for ranger led walks. There is an interest in interacting with national park staff. Accordingly, national parks are looking at driving visitation from a tourist point of view. Earth is the common heritage to all.

“A series of iconic walks can be developed and promoted to specifically position Shoalhaven as a national and international walking destination, thereby increasing visitor numbers,

generating additional income and employment for local businesses and enhancing awareness of the local natural environment of the region.” The Shoalhaven is on the verge of introducing walking tourism to the region and if successful will contribute to safeguarding prosperity into the future.

Helen Smith advocates for accessibility in natural environments. Make fire trails accessible and wheelchair friendly, provide shorter urban walks, convey information about bush walking tracks to people with disabilities, provide services, play equipment, toilets, seats, barbecues and multi service areas. There is a growing need for comprehensive information to be included in bushwalking guides for impaired walkers. ‘We all walk on sacred land and independent walking is great.’

Christian Hampson spoke of culture and heritage tourism being authentic, enriching, tied to place, unique by contrast or similarity, respectful, inclusive and connected. Large numbers of people who travel to Australia include heritage characteristics in their itinerary and consequently they want to experience aspects of the longest surviving continuous civilization in the world.

Understanding consumers and their needs is imperative. If tourists can have their needs met in a particular shire they will stay otherwise they will move on. Tourists are not interested in a particular shire but are enticed to a particular event, attraction or natural asset that aligns with their personal interests.

Tourists don't go to the Deniliquin Ute Muster because they are going to Deniliquin, they go to Deniliquin because of the Ute Muster. Nor do tourists travel to Nowra specifically for a holiday but rather for the attractions found in the outlying areas. The more unique the attractions provided the more the community will prosper. Major events like the Blessing of the Fleet in Ulladulla, the Huskisson Triathlon, or destination attractions like the newly constructed privately owned Equestrian Centre at Bawley Point or Bundanon will attract those who are interested in these activities.

John Trevillian states that events need creativeness, a team plan, research, marketing and a set of goals. No event can be done in isolation, events need the community to make them happen. Some events live forever while others have a natural use by date.

Events drive economic sustainability during the off season period and sustain economies throughout the year. Travelers love exciting events such as mountain bike riding, surf competitions, music festivals, fishing tournaments, triathlons, nature spaces and food and wine festivals all of which are catalysts to discovery of a particular region.

Cristina Bullivan spoke on outstanding visitor experiences and highlighted some case studies. The ‘End Event’ at Hill End is a two day culture and food event which attracts approximately 5000 people. All local accommodation options are booked for this annual event and the town is given positive media exposure.

‘Canoe Trail’ on the Murray River features the natural assets and provides digital mapping, water height, communication, signage, campground information, links to canoe hire tours,

shuttle services, visitor information, marketing, and attracts significant numbers during spring, summer and autumn.

Stone the Crows is a grey nomad's event in Wagga Wagga started by a local champion and has grown into a signature event.

Just about every town in Australia has a unique annual event that attracts significant numbers of tourists to the area. The Shoalhaven is no stranger to establishing events, for example, the Shoalhaven Winter Wine Festival, the Shoalhaven River Festival, Milton's Escape Art Fest, A&H Society Annual Shows to name a few. With forty nine towns and villages in the Shoalhaven the number of events is endless and the potential possibilities for revitalization and growth are immeasurable.

Gary O'Dell specified that regulating events is difficult because events are a complex system of government, community and industry factors with many contradictions, inconsistencies, uncertainties and ambiguities.

Events are diverse cultural celebrations of art and entertainment, sport and recreation, business and trade, political, state and private functions. There is an ever increasing diversity of events. Events have a significant amount of red tape at State and Federal level and are a shared responsibility among other government agencies. Forests New South Wales control significant lands and also encourage events. Crown Lands encourage events but happen to be interlinked with Aboriginal land claims. Numerous trusts, showgrounds, Marine Park Authorities and a host of others all add to a discordant set of obstacles.

Public and private enterprises are focused on establishing new experiences, diversifying events and enhancing attractions to activate a locality and engage the tourist and resident populations.

To assist this activation some local government areas are cutting red tape by relaxing regulations and fees and allowing community to take charge of civic space by utilizing the Temporary Use of Land Clause in the Local Environment Plan, Schedule 2 exempt development, universal DA's or approving use of roads, parks and vacant land for markets and festivals. Use of public space for events is an increasing part of urban policy which was demonstrated on a case study site tour of Taree.

Twenty years ago Taree had a four lane highway as its main street. The government decided to by-pass the town to improve freight distribution times and provided money to beautify the town centre. The community ended up with a 'pretty' main street with seats, trees and parking spaces. Consequently, twenty three businesses closed and Taree entered into a period of decline.

Finally, when the town had reached rock bottom a local champion set about revitalizing the town by enlisting like-minded people to assist.

A video was made of all the negatives impacting on visitors that contributed to a less than ideal experience. This video was then taken to those who would listen. Rotary, Lions, Apex,

State Emergency Service, Rural Fire Service, the local business chamber, the local community forum and all other organisations in the town were approached and when there was united community support, representatives went to the council. The results of which established a community/council partnership.

This partnership of people working together identified and assessed the problems confronting the town, invited a revitalization expert to speak to the community providing a fresh perspective and together they crafted some objectives which culminated in a 'Tidy Up Taree' community day attended by over 150 people.

As a united group, the partnership aimed at developing pride in the township and creating attractions that kept residents and tourists lingering around the CBD. Some deserted buildings were tidied up, graffiti removed, linkages made to work, streets and pathways were pressure cleaned, council infrastructure was painted, gardens planted, public toilets refurbished, and the town was given a fresh appearance.

As a result businesses sponsored 'Tidy Up' Taree Day with the cost of materials and drinks and nibbles afterwards. Volunteers made in kind donations of labour and equipment and when it was finished there was so much elation among the workers the community wanted to do more and asked what would be next.

In due course the success of this day led to the establishment of a night bizarre, new art works and sculptures in the CBD paid for by local businessmen, new freshly painted seats contributed by the men's shed, the main street was closed to hold markets with local musicians, dancers, showcasing local produce with a carnival atmosphere which has now become an annual celebration and festival event. One businessman installed, at his own expense, the best set of public toilets in regional New South Wales.

None of this could have been achieved if council hadn't relaxed regulations, removed costs, set up trials and taken a risk. The Taree council had some philosophical ideals to address and then adopted a role of being advisory rather than regulatory. Rather than imposing restrictions the council encouraged participation. The council had to let go and give the community a chance to prove itself and let this critical mass and momentum carry this tide of community pride forward.

The Taree Council is now willing to explore new ideas and make policy adjustments. 'Maybe' has replaced 'No,' as the councils first response. The council is now working with the community encouraging confidence and improving perceptions about the town not just imposing policy regulations which invariably makes the community angry.

As an incentive the council is exempting fees for two years to allow a business idea to establish itself. This in turn has generated business enthusiasm because businessmen are less concerned with being fined for small infringements.

The town has gone from having four activated sites in the main street to eighteen activated vibrant spaces around the CBD. Neighbouring businesses compliment and assist each other rather than competing against each other by keeping the footpath clean and free of trip

hazards and directing customers to products in competitor's shops. There is street engagement with businesses moving out onto the pathway, outdoor dining, parklets, interactive sculptures and a vibrancy that has lifted confidence and boosted sales.

Flow on affects include street art, foreshore activation on the Manning River, mobile food vendors and a marked return to the CBD from the out of town big box shopping centres. This whole approach works on the premise that the first impression is the last impression and the process has taken nine years to turn the town around.

It appears ratepayer's money spent on revitalizing the town is beneficial to all. Businesses are more profitable leading to more employment, resident's now love coming to the CBD resulting in pride of community and tourists are enticed to stay longer having a greater overall spend improving the economy and adding to the sustainable prosperity of the town.

This growing pride of community contributes to the realization that the town no longer has to compare itself to Sydney or other councils and underwrites the consciousness that Taree offers something unique and doesn't have significant problems around traffic, crowds, pollution, crime, noise, parking, congestion, and stress.

Taree's story of success is an example of true community ownership, ownership of an idea cannot be imposed it must rise from a grass roots level. An identified local champion formed a united group that grew to a critical mass and created a council/community partnership that embarked upon bringing the town back to life. This became a winning formula that achieved better than satisfactory results.

However, the circumstances for all councils are totally different. What works in one community might be a dismal failure in another. What has been successful in Taree might not work in the Shoalhaven. Each local government area is unique and must apply strategies suitable to its situation.

Another specific focus at the conference was on accessible and inclusive tourism and the economic and community opportunities this presents.

The Hon. Ray Williams MP reported on the 'Disability and Inclusion Action Plan'. All local government areas have initiated strategies for accessible tourism and are embedding accessible tourism in policy. Increasing information on inclusive tourism provides new choices for people with disabilities and is a significant opportunity for service providers.

There are 1.4 million people with disabilities who travel regularly and by 2020 will make up 25% of the market. Tourists that visit an area spend in that area and people with a disability do not travel alone but with an average of two others. The government is spending eight billion dollars per year on inclusion tourism because it is largely an untapped market.

Inclusive marketing accessibility has become front page news on websites attracting people to different regions. Advertising slogans such as 'relaxation, romance and ramps,' 'sun, sea and step free access,' 'history, heritage and handrails,' 'art aperitifs and accessible loos,' are becoming commonplace in promotion campaigns.

Inclusive tourism is no longer about accessing the motel room. People with disabilities are well informed through social media networking. People with disabilities want to know what is relevant to them. Whether or not there is disability access or lift and change facilities and examples of what there is to do in the area. Available information determines the destination of choice and knowledge drives visitation.

Helen Smith made the distinction that accessible buildings with ramps at gradient and doors at manageable widths for wheelchairs do not necessarily make an inclusive experience. A person in a wheelchair often enters the front of a building, rolls around the back of the foyer to find another ramp, then continues inside from the back of the building in order to access a lift to travel to the top floor.

People with disabilities have been conducting the longest running awareness program in the history of mankind. Their efforts have developed a change in attitude that has led to a change in culture and has improved and strengthened the society in which we live.

The Shoalhaven Access Committee has been identifying accessibility problems around the city for many years while the Shoalhaven City Council has been applying for suitable grants to alleviate these problems. Disabled access to water is being achieved through grants that provide large wheeled wheelchairs that can be pushed across the sand enabling access to many of the Shoalhaven beaches.

Inclusivity and accessibility problems are not solved by the council alone. Individuals and organisations in the Shoalhaven also have a proven history of inclusion. Forty years ago Father Patrick Michael Kenna established a 'Larche' community in Milton.

Through a committee of people 'Emmaus Cottage' was purchased near the Milton hospital and people with disabilities who had been sheltered in private homes and institutions were brought together, with appropriate support, introduced to and lived in main stream Milton society.

Presently, Jindelara House is being constructed in Ulladulla to provide respite care for those with disabilities and Hansa sailing is providing opportunities for everyone to experience the thrill and challenge of sailing. An all accessible play-space in the Shoalhaven is being constructed at Mollymook reserve. It is of universal design and provides one solution to accommodate people with disabilities as well as the rest of the population.

Public and private inclusive infrastructure is being provided in many locations throughout the Shoalhaven. This raises the question, what else can be done to make life experiences good for everyone?

**Conclusion:**

Councillors attend conferences at different times of the year and listen to international guest-speakers talk of world's best practice. On return to council, they listen to council staff, colleagues, investors and members of the public transform theory into practice and perception into reality.

There is a collective intelligence in all Shoalhaven Council boards, advisory groups and committees that aim at improving the quality of life in the towns and villages of the Shoalhaven. This collective intelligence is made up of people who have utilized their knowledge to shape a career, those who are investors with skin in the game and residents that provide expertise and experience. These committees consider different strategies and implement the best that are available. Some strategies continue over time while others reach a use by date and are replaced with alternatives.

One could argue that the solution to the Shoalhaven City's revitalization and sustainability into the future lies not in focusing on the implementation of isolated individual strategies but in remaining fluid, open minded and flexible in order to adapt, alter, and change as opportunities and local champions present themselves.

It is reasonable to think that now is the time to elevate the status of inclusive tourism in the Shoalhaven. The Shoalhaven Access Advisory Committee has been doing a great job and could improve remarkably if it had access to a budget. The Nowra Revitalization Committee for example, with an annual budget of \$500 000 is achieving its objectives of re-establishing a regional centre that is vibrant and activated.

Alternatively, one could advocate for the introduction of 'walking tourism,' by creating a partnership with National Parks and Wildlife Service to take advantage of the many national parks located in the region.

Additionally one could consider installing infrastructure in outlying towns and villages to augment and enhance tourist experience and aim at establishing, improving and coordinating events to further create intergenerational visitation while making these experiences good for everyone.

One can identify a rising groundswell for a change of focus to concentrate on outlying towns and villages for the purpose of dispersing tourist populations and encouraging overall spend. Regional dispersal will enable infrastructure installation and boost visitation, employment, communications and connectivity.

It is conceivable to contemplate a realignment of focus and further provide inclusive infrastructure in townships like Kiola/Bawley Point, Lake Burrill, Lake Conjola, Sussex Inlet, Berrara, Cudmirrah, St Georges Basin, Sanctuary Point, Basin View, Huskisson, Vincentia, Callala, Crookhaven Heads, Shoalhaven Heads, Berry and Kangaroo Valley. The time has arrived to push for increasing infrastructure investment for the long term and advocate for increased permanent funding for the central and southern Shoalhaven.

There is an identified need to further advocate for funding of the Berry to Bomaderry section of the Princes Highway and to simultaneously stimulate the idea, that over the fullness of time, a dual carriage way should proceed to Bateman's Bay and connect to the Kings Highway. This might help to raise the standing for the proposed Milton/Ulladulla by-pass and address the Island Point Road turn-off at St Georges Basin. The Princes Highway is critical for the growing prosperity of the Shoalhaven and South Coast region and with the nearing completion of the Sydney to Brisbane freeway money might become available.

In my opinion, based on extensive discussions with numerous residents of Ward Three, that council consider in the review of the Community Infrastructure Strategic Plan the following suggestion – now is the time to further increase infrastructure provision in towns and natural locations that attract tourists to the area.

Tourists come for a multitude of reasons and the Shoalhaven has something for everyone. Life is simpler and more harmonious and there is a real sense of freedom and community. The Shoalhaven needs to capture these qualities, treasure, promote and protect them as it is these qualities that people who are fed up with urbanisation are drawn towards.

It stands to reason that development has to be the right development, in the right location with the best possible design, to not only be inclusive and provide future generations with employment but also to compliment the Shoalhaven's existing urban environment and take advantage of the best assets the Shoalhaven has to offer. Focusing on increased infrastructure provision outside the Nowra CBD is becoming necessary.

Sydney and other category five councils can only dream of what the Shoalhaven has to offer. North coast towns like Tweed Heads, Coffs Harbor, Port Macquarie and Foster embarked upon a higher density housing strategy with multi-story buildings that has become irreversible and tourists are now looking for towns with a point of difference that make for memorable experiences, rather than more of the same.

It is time to stop comparing the Shoalhaven with other Australian towns. The Shoalhaven has a unique set of circumstances and in addition to all its attractions the Shoalhaven has fewer crowds, less noise, reduced pollution, whilst anti-social behaviours are lower and more manageable. Other local government areas experience modern lifestyle disturbances all year round whereas in the Shoalhaven they are largely confined to the peak seasons.

Although the Shoalhaven is categorized as a low socio-economic area, residents have a lifestyle that is rich in pristine outdoor experiences, immersed in community activities and unaffected by the pressures of urbanization. This attracts tourists and engenders in them a sense of 'coming home.'

Inclusive tourism, improved utilization and protection of natural assets, increasing tourist visitations through enabling infrastructure in outlying towns and event creation all add to revitalization, sustainability and eventual prosperity. It is becoming a necessity to focus more on creating new and more effective community/council partnerships and collaborate with the other tiers of government, non-government agencies and the public sector to maximize achievements in renewal. Revitalization, growth and prosperity go hand in hand and are inextricably intertwined with tourism.

Councillor Mark Kitchener



## 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.