

## Ordinary Meeting

**Meeting Date:** Monday, 26 February, 2024  
**Location:** Council Chambers, City Administrative Building, Bridge Road, Nowra  
**Time:** 5.30pm

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

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

Shoalhaven City Council live streams its Ordinary Council Meetings and Extra Ordinary Meetings. These can be viewed at the following link

<https://www.shoalhaven.nsw.gov.au/Council/Meetings/Stream-a-Council-Meeting>.

### Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Shoalhaven City and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

## Agenda

1. **Acknowledgement of Country**
2. **Moment of Silence and Reflection**
3. **Australian National Anthem**
4. **Apologies / Leave of Absence**
5. **Confirmation of Minutes**
  - Ordinary Meeting - 12 February 2024
6. **Declaration of Interests**
7. **Presentation of Petitions**
8. **Mayoral Minute**

**9. Deputations and Presentations****10. Call Over of the Business Paper****11. A Committee of the Whole (if necessary)****12. Committee Reports**

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### Reports

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- Local Government Act - Section 10A(2)(d)(i) - Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.*
- There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be expected to reveal commercial-in-confidence provisions of a contract, diminish the competitive commercial value of any information to any person and/or prejudice any person's legitimate business, commercial, professional or financial interests.*
- CCL24.5 Acquisition - 78 Railway Street Bomaderry - Lot 1 DP 203965
- Local Government Act - Section 10A(2)(c) - Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.*
- There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be expected to reveal commercial-in-confidence provisions of a contract, diminish the competitive commercial value of any information to any person and/or prejudice any person's legitimate business, commercial, professional or financial interests.*

## CL24.36 Report of the Homelessness Advisory Committee - 1 February 2024

HPERM Ref: D24/47854

**Attachments:** 1. Homelessness Advisory Committee - Amended Terms of Reference - Track Changes [↓](#)

**HT24.2 Homelessness Advisory Committee - Reduce Quorum**

**HPERM Ref: D23/520027**

### Recommendation

That Council accept and amend the Terms of Reference to reduce quorum to six (6), and the community member requirement to 'one community member'.

### Note by the CEO:

The current Terms of Reference (adopted 14 September 2021 MIN21.638) underwent an amendment on 17 July 2023 (MIN23.352), and as part of that amendment the following clause regarding quorum was included:

*Eight provided that a minimum of one Councillor with voting rights, two community members, and one crisis/homelessness support are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.*

The proposal to reduce quorum to six (6), and the required number of community members to one (1), has arisen for the following reasons:

- Two (2) Community members recently resigned from the Committee, leaving three (3) vacant community member positions of the six (6).
- Council has advertised the vacant positions but have had no uptake since the last EOI round in March 2023.
- At the prior Committee meeting held 30 November 2023, the meeting failed to achieve quorum due to lacking one (1) community member required to meet quorum.

This amendment to quorum numbers will assist the Homeless Advisory Committee function effectively and consider reports and make decisions within delegation to improve outcomes for those at risk or experiencing homeless.

CL24.36



# Homelessness Advisory Committee – Terms of Reference

<b>Adoption Date:</b>	14/09/2021
<b>Amendment Date:</b>	17/07/2023, 25/09/2023
<b>Minute Number:</b>	MIN17.196, MIN17.713, MIN21.638, MIN22.937, MIN23.352, MIN23.525
<b>Review Date:</b>	1/12/2024
<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL23/54

CL24.36 - Attachment 1

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#### Homelessness Advisory Committee – Terms of Reference

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### 1. Purpose

The purpose of the Homelessness Advisory Committee is to provide advice, guided by lived experience and expertise, to Shoalhaven City Council on homelessness and related issues that can be dealt with at Council level. The Committee will work with Council to address issues and identify strategies to assist Council in their decision making processes.

#### **Strategic Plan Alignment:**

##### **Community Led Plan For Homelessness**

1. Early Intervention & Collaborative Support
2. Community Awareness & Education
3. Advocacy and Lobbying
4. Housing & Accommodation

### 2. Interpretation

For the purpose of this document:

- *Member* means a member of the Committee.
- *Council* means Shoalhaven City Council.
- *Chairperson / Chair* means the chairperson of the Committee.
- *Elected members* mean the elected Councillors of Shoalhaven City Council.
- *The Plan* means the Community Led Plan for Homelessness.

### 3. Status of the Committee

The Homelessness Advisory Committee provides non-binding advice to Council for consideration.

### 4. Role

- Provide Council with advice, guided by lived experience and expertise on homelessness and related issues that can be dealt with at a Local Government level.
- Work with Council to address issues and develop strategies to assist Council in their decision making processes.
- Advise on the development, review and implementation of The Plan.
- Provide comment on relevant Council policies and strategies.
- Advocate for community needs on issues relating to homelessness in the Shoalhaven.
- Continuous monitoring and evaluation of The Plan.

### 5. Delegations

Advisory Committees may make recommendations to Council on all matters within the role outlined above. These recommendations may be submitted via the minutes of each meeting to Council for consideration.

This does not include substantial issues and recommendations (possibly including expenditure) that will be reported to Council by a separate report by the appropriate manager.

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**Homelessness Advisory Committee – Terms of Reference**

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The Committee does not have the power to incur expenditure (directly or indirectly), or the power to bind Council.

**6. Membership**

The Committee will be Chaired by a nominated member of the Committee. Membership of the Committee will consist of members from the community with expertise, lived experience and/or an interest in addressing issues of homelessness across the Shoalhaven, as well as representatives from relevant government/non-government organisations and local service providers. The voting and non-voting members will be as follows:

**Voting Members**

- The Mayor.
- All Councillors
- CEO or nominee
- Three community members with lived experience.
- Three community members with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA.
- Three crisis/homelessness support organisations; SALT Care, Supported Accommodation & Homelessness Services Shoalhaven Illawarra (SAHSSI), Vinnies.
- Community housing provider; Southern Cross Housing.
- Legal AID NSW.
- An Aboriginal Organisation nominated by the Committee.

**Non-voting Members**

Representatives from organisations and local service providers being either Government/Non-Government agencies/organisations and community members with an interest in addressing homelessness across the Shoalhaven.

**Councillor Representatives**

All Councillors are voting members on the Committee.

**Community Representatives**

Following an expression of interest process, a maximum of six local community representatives, three with lived experience of homelessness and three with an interest in homelessness in the Shoalhaven with representation from North, Central and South of the Shoalhaven LGA will be appointed.

*Only community representatives with Committee Membership have voting rights.*

**Community representative appointments:**

- Nominations should be advertised throughout the community via an Expression of Interest (EOI) process.
- Appointments to the Committee will be for a four-year term with a set commencement and finish date.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An assessment panel consisting of a Council staff member (Community Connections Team member), the Chairperson of the Committee and one suitably qualified

#### Homelessness Advisory Committee – Terms of Reference

independent representative will assess the applications and make recommendations for appointments to Council based on a set criteria. Each member of the assessment panel will vote on recommendations with a majority ruling. The assessment panel may hold interviews if necessary to reach a consensus.

#### **Government Agencies, Community Organisations and Service Providers**

Representatives from three crisis/homelessness support organisations, a community housing provider (Southern Cross Housing), Legal AID NSW and an Aboriginal organisation will be sought as voting members of the Committee.

The Chief Executive Officer invites a range of Government Agencies, Community Organisations and Service Providers to nominate one representative each.

The nominated agency representatives provide advice in relation to their functions and areas of expertise, however, are non-voting members unless they have been nominated for a Committee Membership.

#### **Council Officers**

Council officers may attend meetings to provide specialist professional advice including but not limited to Strategic Planning (Affordable Housing Strategy), Council services, facilities and assets, Compliance and Community Development.

*Council officers (other than the CEO or nominee) do not have voting rights*

#### **Chair**

The Chair of the Committee is open to all members of the Committee.

#### **Terms of Office**

The term of the Chair will be one year which will be reviewed annually in September. Elected members (or their representative) continue as members of the Committee until the next ordinary election of the Mayor, or the next general election of Council, or until the Committee is disbanded or completes its purpose in accordance with these Terms of Reference (ToR).

### 7. Committee Meetings

#### **Agenda**

An agenda will be distributed seven days prior to the date of the meeting. Councillors and members may contribute to the agenda by requesting a report on a particular issue four weeks prior to the meeting, subject to the approval of the Chair and the relevant Director.

#### **Quorum**

~~Eight Six~~ provided that a minimum of one Councillor with voting rights, ~~two one~~ community members, and one crisis/homelessness support are present. No proxy votes are permitted. If a quorum is not present within 30 minutes of the scheduled commencement time, the meeting lapses.

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**Homelessness Advisory Committee – Terms of Reference**

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**Voting**

It is expected that the Committee, and any working group, develop recommendations by consensus. If voting is required, a majority shall prevail with the Chair having a casting vote in the case of a tie.

Any votes against will be recorded in the minutes.

**Meeting Schedule**

In general, meetings should be held quarterly or otherwise as determined by the Chair and conducted either in person or electronically. Please note as required the Committee can request to meet informally via teams or in person without formal agenda or minutes for the purpose of receiving information only i.e., not making recommendation/resolution.

**Minutes**

The Committee shall provide advice to the Council for consideration. The Committee's advice shall be posted on the Council website with minutes reported to the elected Council. Following consideration of the advice from the Committee, any resolution determined by Council, will be posted on the Council website.

**Confidentiality And Privacy**

Members who may have access to confidential or personal information retained by Council are required to maintain the security of such confidential or personal information and therefore shall not use or remove any information unless the member is authorised to do so.

**Communication**

In relation to the communication functions of Committee, the following apply:

- Members of the Committee are not permitted to speak to the media as Council representatives of the Committee unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Committee and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Committee is the preferred point of contact for communication between members and Council staff.
- Council will endeavour to utilise the Chair as the primary point of contact to communicate with Committee members.

**8. Council Staff Responsibility**

The Committee's contact within Council is through the Community Capacity Builder, Homelessness, within the City Lifestyles Directorate. This Directorate is responsible for ensuring the agenda and presentations remain relevant to the Committee's role and presenting the Action Table Report.

Reports requested by or presented to the Committee from other departments/Directorates outside of the responsible contact department will be the responsibility of said Directorate.

Updates on these actions in the Action Table will be the sole responsibility of said department and Directors will ensure these updates are finalised in a timely manner.

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#### Homelessness Advisory Committee – Terms of Reference

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Governance is responsible for administrative support functions of the committee such as collating and distributing the agenda, minutes, and notation of apologies.

### 9. Code of Conduct

All members of the Committee are required to observe the provisions of Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the Committee.

A breach of the Code of Conduct may lead to the member being expelled from the Committee.

### 10. Document Control

These ToR are reviewed at the commencement of each term of Council. Amendments to these ToR are to be reported to Council for approval.

A version history (footnote on front page) is included if amendments have been approved.

### 11. Other Relevant Documents List

Code Of Conduct

Code of Meeting Practice

CSP

Terms Of Reference Template

Community Led Plan for Homelessness

Affordable Housing Strategy

## **CL24.37 Report of the Aboriginal Advisory Committee - 6 February 2024**

HPERM Ref: D24/60212

### **AA24.6 Additional Item - Proposed Road Closure - Part Comberton Grange Road Comberton - Further Information Required and Report Back**

#### **Recommendation**

That Council as requested by the Aboriginal Advisory Committee:

1. Request staff to send information on the proposed road closure to the Committee and request the Committee to provide their feedback within 6 weeks on this matter via email or telephone for Council's consideration.
2. Contact the Registered Aboriginal Parties in the Extent report to seek comment.
3. Provide further information to the Committee on any updates on the DA provided by the Department.

CL24.37

## CL24.38 Report Back - Question on Notice - Consultants and Contractors

HPERM Ref: D24/1093

Approver: Kerrie Hamilton, Director City Performance

### Reason for Report

The reason for this report is to respond to Questions on Notice which were brought to Council on 27 November 2023 (CL23.436) to review Shoalhaven's engagement of Contractors and Consultants.

### Recommendation

That Council receive the detailed report on Consultants and Contractors in response to CL23.436, Question On Notice from the 27 November 2023 Ordinary Council Meeting.

### Options

1. Receive the report for information.
2. Request more information.

### Background

#### Question on Notice

*Given the recent community concern around the misuse of State and National Consultancy firms, my questions tonight go to the ability of Shoalhaven Council to guarantee our rate payers are getting value for money out of Consultancies and outsourcing.*

*Generally, the use of consultants and contractors in the public service has grown immensely in the last few years. It seems that at the State level and Federally some consulting firms (all of the big 4) seem to be leveraging the information given to them in contracts with the Government to increase their wealth by sharing that knowledge with selected clients.*

*This is unacceptable conduct. Some confidential Government initiatives have been shared illegally with other firms by staff members from these consulting organisations. Those organisations who are clients of the consultants are setting themselves up for windfall profits based on information they shouldn't have. It seems to be a business model that has been adopted across the consultancy industry.*

### Questions

1. *What is the difference in our Council between consultants and contractors?*
2. *Is the CEO aware of any data and information from Shoalhaven City Council being used by consultants/contractors for purposes outside of which they were contracted for?*
3. *If this were to happen what is the procedure Council would undertake to mitigate the damage?*
4. *Are there any examples where Shoalhaven Council has become aware of consultants/contractors that involve the unauthorized release or use of SCC information? If so what were the consequences?*

CL24.38



5. *What percentage of contracts or consultancies are completed on time and to the cost without adjustments? What are the grounds and extent of contract adjustments?*
6. *What is the number and value of consultants / contractors used in the last three financial years by each directorate?*
7. *What are the repeat tasks across three or more FYs that SCC hires consultants/contractors for, by directorate?*
8. *What are the top 10 consultants and contractors that SCC outsource to by total contract(s) value, by directorate?*
9. *Lastly, What are we doing to ensure we have best practice options on management of contractors and consultants in line with other councils in NSW?*

*Shoalhaven ratepayers want to know that our council is doing everything it can to control costs in this difficult budgetary time. This knowledge will allow Councillors, staff and community members the opportunity to scrutinize some of Council's expenses that are less apparent on the balance sheet.*

### **Summary**

The Council engages consultants when there's a requirement for specialised knowledge or skills not available within the Council's talent pool. Contractors are brought in for short to medium-term projects where permanent employment isn't necessary. Both consultants and contractors are remunerated at market rates as per Council policy.

All Council contracts include a confidentiality clause aimed at safeguarding Council's proprietary and sensitive information from disclosure by consultants and contractors.

The confidentiality clause is in place to prevent Council's intellectual property or proprietary processes from being disclosed to the public or competitors. We firmly believe that our contracts serve as a robust mechanism to address any breach of information. Our commitment remains to regularly review and enhance our legal contracts to ensure continued protection of the Council.

Response to each of the above 9 questions is provided as follows.

### **Question 1**

*What is the difference in our Council between consultants and contractors?*

Whilst the Office of Local Government (OLG) doesn't provide a clear definition, the general consensus is that a consultant is defined as a person or organisation engaged under contract on a temporary basis to provide recommendations or professional advice to assist decision-making by management. The skills and knowledge of a consultant is usually unique and unable to be found within Council's talent pool. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

### **Question 2**

*Is the CEO aware of any data and information from Shoalhaven City Council being used by consultants/contractors for purposes outside of which they were contracted for?*

No

### **Question 3**

*If this were to happen what is the procedure Council would undertake to mitigate the damage?*

Our contracts include a confidentiality clause, so breaching confidentiality means breaching the contract itself. The severity of the breach depends on the data involved and its potential impact on the Council. For instance, inappropriate use of private or personal information would typically require reporting under the Privacy Act.

Regardless of the situation, we would conduct a thorough investigation, report as necessary to oversight agencies, and consider any recommendations stemming from the investigation. These recommendations may involve taking action under contractual provisions to address misconduct. Additionally, they might lead to changes in policy, processes, or educational initiatives.

#### Question 4

*Are there any examples where Shoalhaven Council has become aware of consultants/contractors that involve the unauthorised release or use of SCC information? If so what were the consequences?*

No, there has not been any unauthorised release or use of SCC information.

#### Question 5

*What percentage of contracts or consultancies are completed on time and to the cost without adjustments? What are the grounds and extent of contract adjustments?*

It would be a substantial task to analyse data regarding the percentage of contracts or consultancies completed on time and within the initial cost parameters without adjustments. The success rates of contract completion can vary significantly across different directorates, and types of projects. The grounds and extent of contract adjustments also depend on various factors such as:

1. **Scope Changes:** Modifications to the initial project scope can lead to adjustments in contracts. Changes in project goals, requirements, or objectives often necessitate adjustments to the contract terms.
2. **Unforeseen Circumstances:** External factors like market changes, regulatory adjustments, or unexpected events can impact project timelines and costs, prompting contract adjustments.
3. **Quality Control Issues:** If there are issues with the quality of work delivered, it might require adjustments in the contract terms to rectify or redo certain aspects of the project.
4. **Agreed Upon Variations:** Sometimes, contracts include provisions for adjustments, variations, or change orders. These could include contingencies for cost and timeline adjustments.

To get accurate data on the percentage of contracts or consultancies completed without adjustments and understand the grounds and extent of contract adjustments, it would be necessary to analyse all records and reports maintained by the Council and this would be a substantial task and include the analysis of internal project management data, contract documentation, and performance reports. With the implementation of the new Project Management Office, which we know was necessary, this data analysis will become more easily available in time. For now, we can assure the public that our projects are managed by skilled Project Managers, skilled staff and supported by Finance Business Partners.

#### Question 6

*What is the number and value of consultants / contractors used in the last three financial years by each directorate?*

The report contains over 10,000 entries with information that is commercial in confidence. If you would like to review please refer to the Director City Performance. A summary of regularly used consultants/contractors by monetary value has been supplied under questions 7 and 8.

#### Question 7

*What are the repeat tasks across three or more FYs that SCC hires consultants/contractors for, by directorate?*

The top 3 repeat tasks by contractors were for:

1. Natural Disasters
2. Waste
3. Roads / Construction

#### Question 8

*What are the top 10 consultants and contractors that SCC outsource to by total contract(s) value, by directorate?*

Consultant/Contractor	Directorate
Symal Infrastructure Pty Ltd	City Services
Suez Recycling & Recovery Pty Ltd / VEOLIA	City Services
Roadworx	City Services
Cleary Bros (BOMBO) P/L	City Services
HISWAY P/L	City Services
Jirgens Civil	City Services
Stabilised Pavements of Australia	City Services
Ali Civil Pty Ltd	City Services
Utilstra	City Services
CBK Constructions	City Services

#### Question 9

*What are we doing to ensure we have best practice options on management of contractors and consultants in line with other councils in NSW?*

We follow our adopted Procurement Policy, the OLG framework for procurement, and the internal audit of our procurement practices.

CL24.38

## CL24.39 Child Safe Strategy and Statement of Commitment to Child Safety

**HPERM Ref:** D24/23197

**Department:** People & Culture

**Approver:** Kerrie Hamilton, Director City Performance

**Attachments:** 1. Child Safe Strategy and Statement [↓](#)

### Reason for Report

The reason for this report is to provide Council an update on the progress of the development of the Child Safe Principles/Standards, and seek Council's endorsement of the of:

1. The Child Safe Strategy
2. The Statement of Commitment to Child Safety

This is the first step in working towards becoming a Child Safe organisation and meet obligations under the Children's Guardian Amendment (Child Safe Scheme) Bill 2021 and comply with the requirements of the Office of Children's Guardian.

### Recommendation

That Council:

1. Endorse the Child Safe Strategy and the Statement of Commitment to Child Safety.
2. Subject to the endorsement of the Strategy and Statement, publicly circulate both documents through social media and other public forums as an indication of public commitment and accountability.

### Options

1. As recommended.

Implications: The Child Safe Strategy and Statement of Commitment to Child Safety will be publicly circulated and the development and implementation of the Child Safe indicators will continue to work towards the outcome of becoming a Child Safe organisation.

2. Decline the Strategy and Statement of Commitment to be publicly circulated.

Implications: Whilst the Office of Children's Guardian (OCG) has not set timeframes for Council's to undertake the work involved in implementing the Child Safe Principles/Standards, Councils must be able to show that they are taking action to become Child Safe. The Children's Guardian Amendment (Child Safe Scheme) Bill 2021 gives the OCG strong powers to compel Councils to comply if they cannot demonstrate consistent progress.

### Background

In February 2019, the Council of Australian Governments (COAG) endorsed the National Principles for Child Safe Organisations (National Principles).

In response to the National Principles, the NSW government enacted the Children's Guardian Amendment (Child Safe Scheme) 2021. The Scheme enables the NSW Office of the Children's Guardian (OCG) to audit organisations and identify gaps in systems and processes. The Office of the Children's Guardian published 'A guide the Child Safe Standards' which outlines details of each of the National Principles as Standards and guidance on way that organisations know they are meeting the standards in the following areas for each:

- Applying the Standard
- Documenting the Standard
- Indicators of success

The National Principles/Standards for Child Safe Organisations are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national Child Safe Principles/Standards is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

Shoalhaven City Council needs to meet the relevant legislative obligations under the Children's Guardian Amendment (Child Safe Scheme) Bill 2021 as it provides direct services to children through libraries and aquatic centres, as well as indirectly through activities such as events and community engagement.

The first step in Council meeting its obligations of the National Principles/Standards is to endorse the Child Safe Strategy and the Statement of Commitment to demonstrate Council's commitment to becoming a Child Safe organisation.

The Child Safe Strategy will help drive the development of a Child Safe culture and build safeguarding capacity across the Council, services, and activities by providing:

- Support in the practical and consistent application of the Principles/Standards
- Opportunities to identify and improve children's safety and wellbeing
- Clear direction and guidance to address risk and respond to harm proactively and effectively
- A clear explanation of the roles and responsibilities, legal/policy obligations, and best practice for effective safeguarding
- Increased community and family engagement by reducing barriers
- Higher levels of child safety and wellbeing amongst the community

The Strategy includes the following key Child Safe indicators that will be developed and implemented:

1. Statement of Commitment to Child Safety
2. Child Safe operational framework which will include:
  - Part 1: Overview – What is the Child Safe Framework?
  - Part 2: Prevention - screening, recruitment, induction, training and educating Council and the community
  - Part 3: Recognising indicators of abuse and supporting disclosures
  - Part 4: Responding to and reporting child safety reports and concerns
  - Part 5: Information sharing and record keeping
  - Part 6: Redress and support for victims and survivors of abuse
3. Revision of human resources recruitment, induction, performance review practices and policies including the code of conduct to ensure they are Child Safe
4. Establish a role and appoint a Child Safe delegate within current resources
5. Develop a Child Safe risk management and action plan
6. Develop and roll out a Child Safe training plan for staff based on the practical application of the Child Safe operational framework
7. Implement a structure of ongoing review and annual reporting

### **Internal Consultations**

On 23 May 2023, the Executive Management Team endorsed the Strategy and Statement of Commitment.

On 8 February 2024, a Councillor briefing was held which provided Councillors with information about the Child Safe Strategy and Statement of Commitment to Child Safety.

### **Policy Implications**

Subject to endorsement of the Child Safe Strategy by Council, the draft Child Safe Policy which supports the Child Safe Strategy will be presented to the Executive Management Team for adoption.

### **Financial Implications**

Nil. The Child Safe Strategy to be implemented within current resources.

### **Risk Implications**

The Child Safe Strategy includes key Child Safe indicators to be developed and implemented including the development of a Child Safe risk management and action plan.

CL24.39



# Shoalhaven City Council

## Child Safe Strategy



CL24.39 - Attachment 1

## Shoalhaven City Council – Child Safe Strategy

Shoalhaven City Council (the Council) is committed to providing a child safe environment where children are safe and feel safe, and their voices are heard about decisions that affect their lives. We value and support inclusion, diversity and equality. Council supports the empowerment and participation of children within Council and the broader community. We take children seriously when they raise concerns regarding their wellbeing, or when we see that they are being harmed in any way.

The Child Safe Strategy proposes to strengthen the safety of children in the Shoalhaven community and drive compliance with the National Principles for Child Safe Organisations and the New South Wales Child Safe Standards (the Standards) which are audited by the NSW Office of the Children's Guardian (OCG).

Local councils, including Shoalhaven City Council, are considered child-related organisation given their role in providing local community services to children and as the representative for the community, including members of the community who are children. Council provides direct services to children through libraries and aquatic centres, as well as indirectly through activities such as events and community engagement, and through leasing facilities to community organisations that work directly with children.

Robyn Stevens, CEO of the Shoalhaven City Council under the Children's Guardian Amendment (Child Safe Scheme) 2021 is committed to and responsible in ensuring that our organisation implements the Child safe Standards through systems, policies and processes.

Whilst the OCG has not set a timeframe for councils to undertake this work and put these policies and procedures in place, councils must be able to show that they are taking action to become child safe. The Act gives the OCG strong powers to compel councils to comply if they cannot demonstrate consistent progress.



Robyn Stevens  
Chief Executive Officer

### Purpose

The Child Safe Strategy (the Strategy) will help drive the development of a child safe culture and build safeguarding capacity across the Council, services and activities by providing:

- Support in the practical and consistent application of Child safe Standards
- opportunities to identify and improve children's safety and wellbeing
- clear direction and guidance to address risk and respond to harm proactively and effectively
- a clear explanation of the roles and responsibilities, legal/policy obligations and best practice for effective safeguarding
- minimise barriers to community and family engagement
- higher levels of child safety and wellbeing amongst the community.

### Provide and update public information about the child safe strategy

Standard 3 requires organisations to keep families and communities informed and involved in child safety. Throughout the development and implementation of this strategy, Council will routinely publish and update information on the Council's website as well as other public/social media and information forums to keep family and communities informed.

When key indicators, as set out below, are developed and endorsed they will be publicly circulated to keep Council personnel, families and the community informed and updated.



## Development and implementation of Child safe indicators

The Child safe strategy includes the following key child safe indicators that will be developed and implemented:

- 1. Develop a statement of commitment to child safety through community wide circulation, which will inform the community of the Council's commitment to embedding a culture where the safety, wellbeing, and participation of all children in the Shoalhaven community is paramount.
- 2. Develop a child safe operational framework which will include the Council's policy basis for prevention of and response to reports and concerns of abuse and form part of the induction process for new employees and ongoing training and education of Council personnel. which will include:
  - a. Part 1: Overview – What does the Child Safe Framework do?
  - b. Part 2: Prevention - screening, recruitment, training and educating Council and the community.
  - c. Part 3: Recognising indicators of abuse and supporting disclosures.
  - d. Part 4: Responding to and reporting child safety reports and concerns.
  - e. Part 5: Information sharing and record keeping.
  - f. Part 6: Redress and support for victims and survivors of abuse.
- 3. Revision of human resource policies including the code of conduct to ensure they are child safe.
- 4. Establish a role and appoint a child safe delegate within current resources to support the CEO implement and maintain the Child Safe Standards.
- 5. Develop a child safe risk management and action plan.
- 6. Develop and roll out a child safe training plan for staff based on the practical application of the child safe operational framework.
- 7. Implement a structure of ongoing review and annual reporting.





## Outcome – To be a Child safe organisation

The purpose and outcome of the implementation of the Standards is to be a child safe organisation which creates, fosters and maintains a culture, adopt strategies and acts to prevent harm and respond consistently with best practice if harm to a child is caused. The expected outcomes include:

- children feel empowered, their voices valued and there is an expectation that children are consulted in an age appropriate and child friendly way.
- the Council's child safe strategy and operational framework is extensively communicated and understood by Council personnel and community members.
- every Council personnel feels responsible for child safety and understands the child safe expectations of their role and responds appropriately to disclosures, reports, and concerns of harm.
- Council personnel understand the limitations of what they are responsible for and the internal and external responsibilities reporting pathways to minimise the risk of failed responses.
- creates conditions to reduce the likelihood of children being harmed.
- creates conditions that increase the likelihood of identifying and reporting harm.



## Shoalhaven City Council – Key Indicators of Child Safety

**Shoalhaven Council are committed to the following key indicators that will support a child safe organisational culture:**

- Empower children and consider their views about decisions that affect their safety and wellbeing.
- Acknowledge the cultural diversity of families and are sensitive to how cultural diversity may impact child safety.
- Respect and support children's rights to privacy.
- implement strategies to embed and enhance a culture of child safety and wellbeing through the leadership, governance, and culture of our organisation.
- Take proactive steps to prevent child abuse and identify risks early so that such risks may be removed or reduced.
- Involve families, carers and relevant communities in decision making processes that support the development of a child safe culture.
- Support programs and services to help children develop the knowledge and skills to understand and maintain their own personal safety.
- Apply robust human resources, recruitment, induction and performance review practices for all staff, contractors and volunteers.
- Build capacity through regular training and education about how to recognise the nature and indicators of child abuse and other harm; respond to safeguarding risks and build culturally safe physical and online environments for children.
- implement specific policies, procedures, training, a Code of Conduct, and a set of Child Safe Standards to support the achievement of a child safe culture that sets clear standards for Council and staff about how they:
  - o Behave towards and engage with children.
  - o Meet their obligations in responding to and reporting child safety concerns and reports including how they share information and keep records.
- Listen to concerns about the safety of children, and suggestions to improve the child safety processes in place.
- Prioritise the response to any child safety concerns and implement clear procedures that set out individual and organisational obligations in the response to and reporting of child safety concerns.
- Support programs, services and child safe initiatives that raise community awareness about the needs to consistently prioritise the safety and wellbeing of children.
- Recognise the impact of harm on children who are abused and the need to support them and their families. continuously review and improve our child safe practices to protect children from abuse and use child safety reports and concerns as opportunities to identify systemic causes and failures and foster continuous improvement as a child safe organisation.



## Shoalhaven City Council– Statement of Commitment to Child Safety

**All children have a right to feel safe and be safe.**

Shoalhaven City Council is committed to embedding a culture where the safety, wellbeing, and participation of children in our community is paramount. Shoalhaven City Council is committed to fulfilling its obligations and following best practice to identify and respond to risk and harm of children within our community who engage in activities and services provided by Shoalhaven City Council.

Shoalhaven City Council embraces the diversity of children in our community, particularly the needs of children who:



- are Aboriginal and/or Torres Strait Islander



- have lived experience of disability



- are from culturally and/or linguistically diverse backgrounds



- are unable to live at home



- are of diverse sexualities and genders

Shoalhaven City Council is committed to always acting in the best interests of children, nurturing their wellbeing, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

We have zero tolerance of child abuse. All reports, disclosures and concerns about child safety are treated very seriously. Shoalhaven City Council is consistently working to improve individual and organisational capacity to understand risk and recognise harm for effective prevention, response and support of anyone who is harmed.

Shoalhaven Council and its staff, contractors and volunteers have legal and moral obligations to respond to all disclosures and concerns including contacting authorities where relevant when we are concerned about a child's safety.

Shoalhaven City Council are committed to the safety and wellbeing of children and the implementation of the Child Safe Standards including the key indicators that will support a child safe organisational culture.

Statement endorsed by the Shoalhaven City Council on [\[insert date\]](#).

Information on how to raise a concern relating to the safety and wellbeing of a child in the Shoalhaven Community, including making a confidential report, can be found at [\[insert link\]](#)



## CL24.40 Investment Report - January 2024

**HPERM Ref:** D24/50850

**Department:** Finance

**Approver:** Kerrie Hamilton, Director City Performance

**Attachments:** 1. Shoalhaven Monthly Investment Report - January 2024 (under separate cover) [⇒](#)

### Reason for Report

The reason for this report is to inform the Councillors and the Community on Council's investment returns. The report also ensures compliance with Section 625 of the Local Government Act 1993 and Clause 212 of the Local Government (General) Regulation 2021, that requires a written report is provided to Council setting out the details of all funds it has invested.

### Recommendation

That Council:

1. Receive the Record of Investments for the period to 31 January 2024.
2. Note that Council's total Investment Portfolio (excluding the Long-Term Growth Fund) returned 4.88% per annum for the month of January 2024, outperforming the benchmark AusBond Bank Bill Index (4.44% pa) by 44 basis points (0.44%).
3. Note the performance of the Long-Term Growth Fund as presented in the report.

### Options

1. The report on the Record of Investments for the period to 31 January 2024 be received for information.

Implications: Nil

2. Further information regarding the Record of Investments for the period to 31 January 2024 be requested.

Implications: Nil

3. The report of the record of Investments for the period to 31 January 2024 be received for information, with any changes requested for the Record of Investments to be reflected in the report for the period to 29 February 2024.

Implications: Nil

### Background

Please refer to the attached monthly reports provided by Council's Independent Investment Advisor, Arlo Advisory Pty Ltd (formally Imperium Markets Pty Ltd).

## Portfolio Return

The investment returns (excluding Long-Term Growth Fund) were a stable 4.88% p.a. in January 2024, outperforming the benchmark AusBond Bank Bill Index (4.44% p.a.) by forty-four basis points (0.44%).

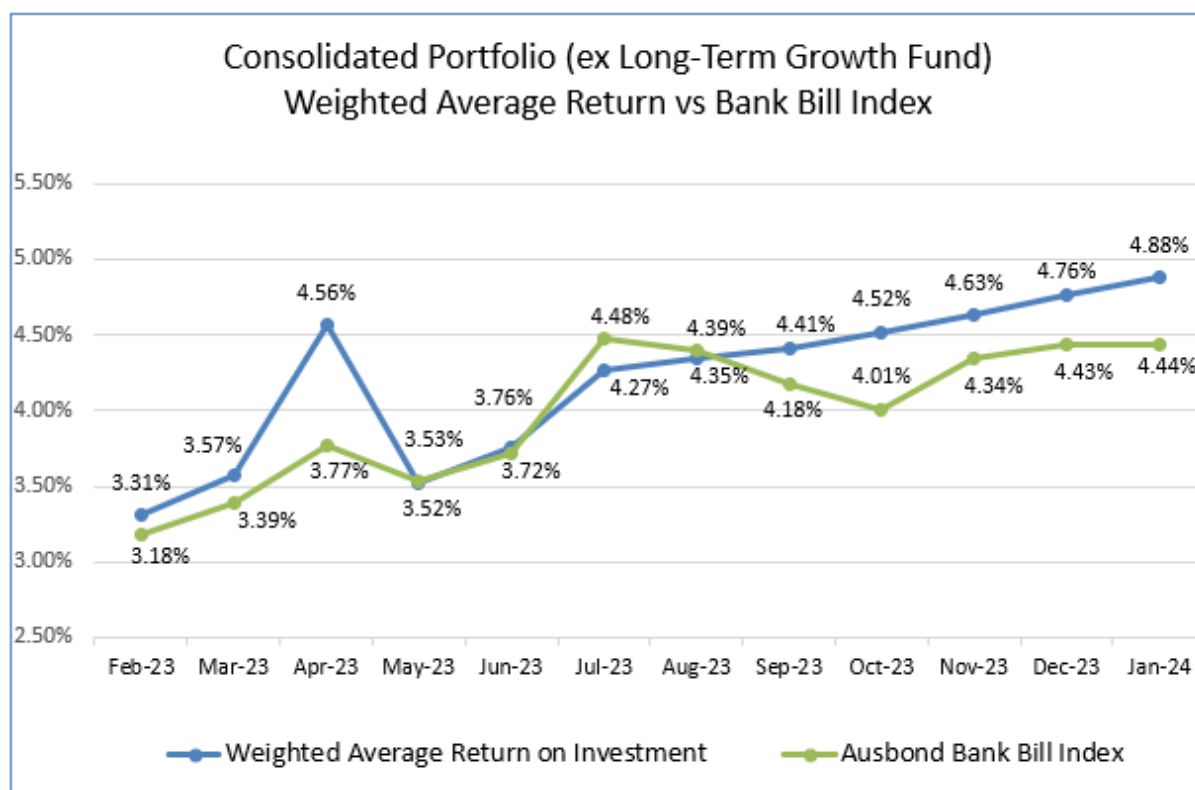
The overall portfolio (excluding cash) returned a positive 7.57% p.a. for the month of January 2024, outperforming the benchmark AusBond Bank Bill Index return by 3.13% p.a.

The RBA decided to leave the cash rate unchanged at 4.35% at its first board meeting of 2024 and indicated either cuts were unlikely in the immediate term or a further increase in rates cannot be ruled out.

## Investments (Excluding Long-Term Growth Fund)

**Graph 1** below, shows the performance of Council's Investment Portfolio (excluding Long-Term Growth Fund) against the benchmark on a rolling 12-month basis.

**Graph 1 - Performance of Council's Investment Portfolio against the benchmark on a rolling 12-month basis**



## Long-Term Growth Fund

Council's investment in the Long-Term Growth Fund outperformed and returned a positive - \$304,329.72 or 1.42% (net actual) for the month of January 2024.

It is important to note that TCorp has a target of 3.5% above inflation of 2.5%, therefore the long-term target is expected to return an average of 6.0% per annum (benchmark) over a seven-year cycle with positive months outweighing the negative months over the long-term.

## Investment Interest Earned – January 2024

**Table 1** below, shows the interest earned for the month of January 2024.

CL24.40

**Table 1- Interest Earned for the Month of January 2024**

Fund	Monthly Revised Budget \$	Actual Earned \$	Difference \$
General	259,572	357,013	97,441
Water	87,989	194,165	106,176
Sewer	56,904	75,161	18,257
<b>Total excluding Long-Term Growth Fund</b>	<b>404,465</b>	<b>626,339</b>	<b>221,874</b>

The interest earned for the month of January, excluding changes in the fair value of the TCorp Long-Term Growth Fund was \$626,339 compared to the monthly revised budget of \$404,465.

#### Investment Interest Earned - Year to Date

**Table 2** below, demonstrates how the actual amount of interest earned year to date has performed against the total budget.

**Table 2 - Amount of interest earned year to date, against the total budget.**

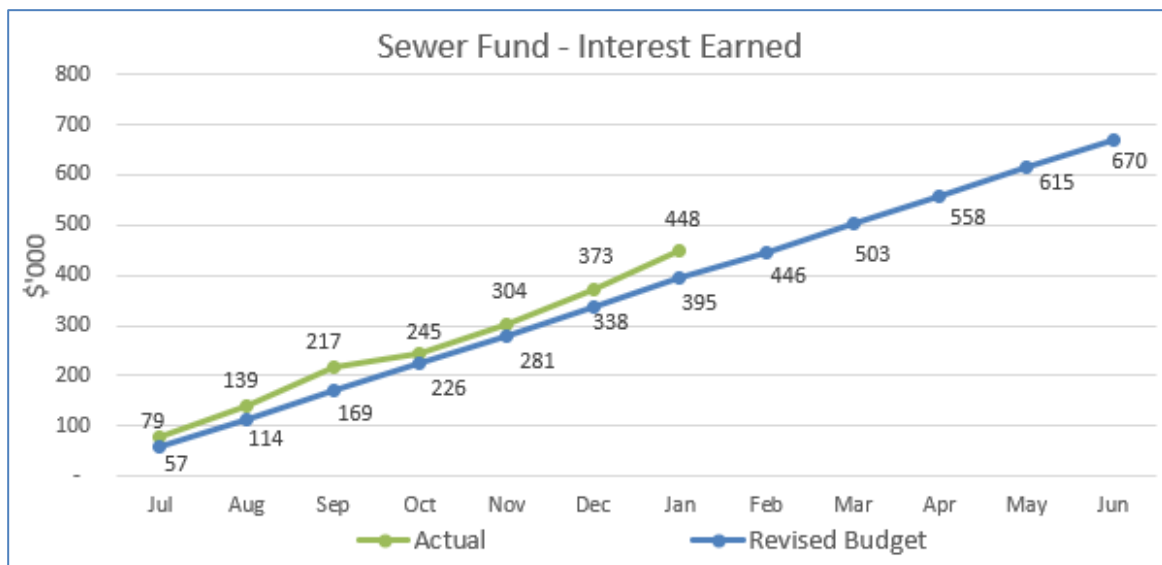
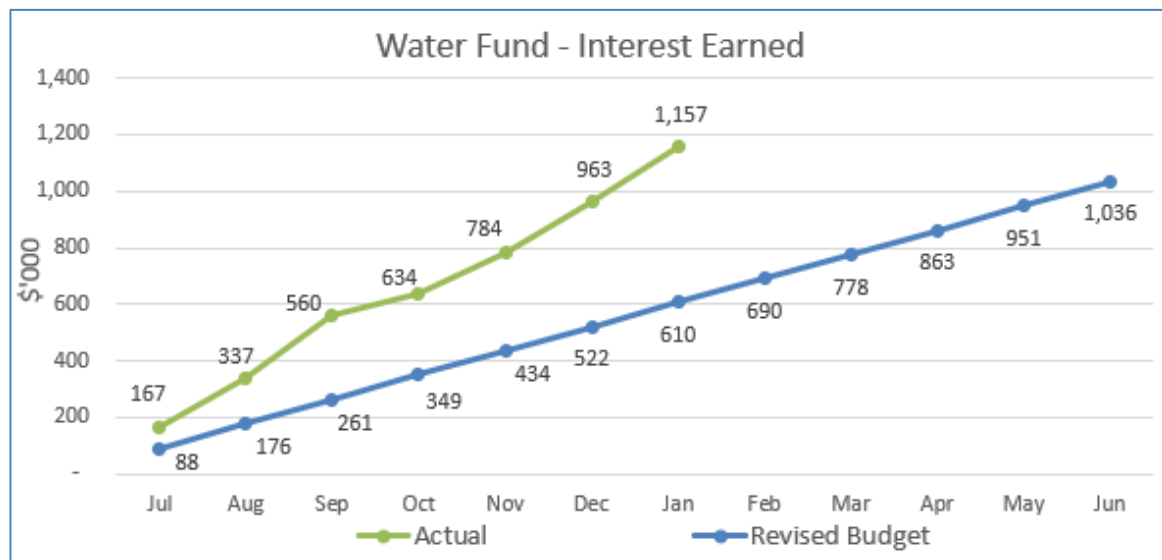
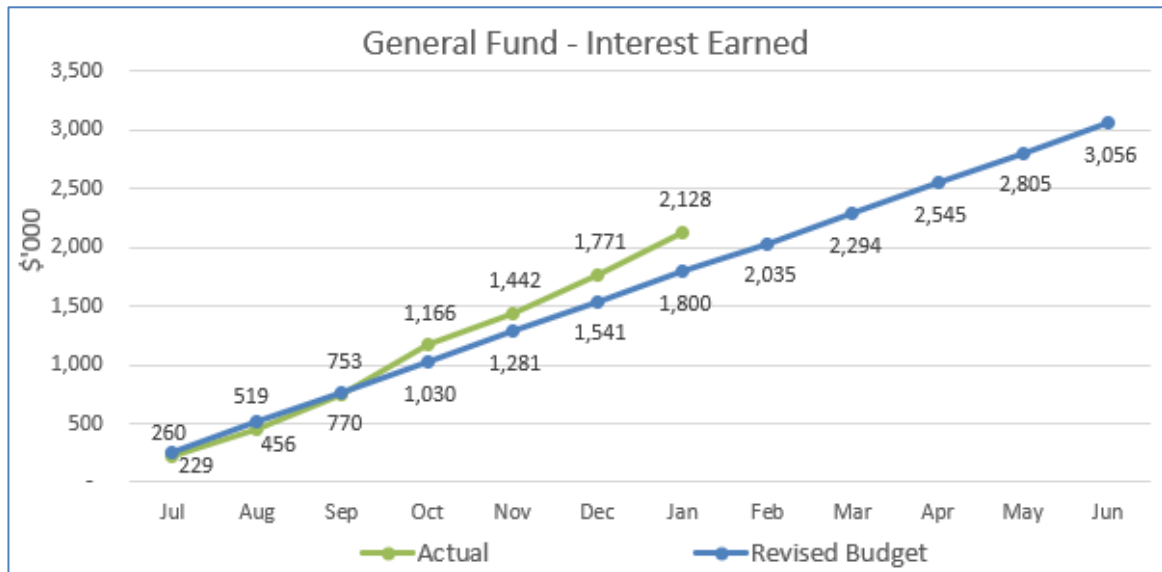
Fund	Revised Total Annual Budget \$	Actual YTD \$	% Achieved
General	3,056,247	2,128,191	69.63%
Water	1,036,000	1,157,437	111.72%
Sewer	670,000	448,040	66.87%
<b>Total excluding Long-Term Growth Fund</b>	<b>4,762,247</b>	<b>3,733,668</b>	<b>78.40%</b>

The cumulative interest earned for the year (July to January), excluding the change in fair value of TCorp Long-Term Growth Fund was \$3,733,668 which is 78.40% of the current full year revised budget.

**Graph 2** (3 separate graphs) below, illustrates the cumulative interest earned for the year for each fund (General, Water and Sewer) against budget:

CL24.40

**Graph 2 - Cumulative interest earned for the year for each fund against budget.**



CL24.40



**Cash and Restricted Assets, Restricted Asset Movements and Liquidity Indicators**

At the time of preparing this report, Finance was in the process of finalising the December quarter budget reviews. Accordingly, the Cash and Restricted Assets, Restricted Asset Movements and Liquidity Indicators sections have necessarily been excluded from the January Investment Report.

As at 30 June 2023, Council had spent \$35M in grants spent in advance. In accordance with Council's adopted Liquidity Contingency Plan, internal restrictions were utilised to fund the grants spent in advance.

Since 30 June 2023 and up to 31 January 2024, Council received \$22.2M of the outstanding grants spent in advance balance.

**Statement by Responsible Accounting Officer**

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulations 2021 and Council's Investments Policy POL 22/78.



Katie Buckman

Date: 21 February 2024

CL24.40

## CL24.41 Budget Strategies and Parameters - 2024/25

HPERM Ref: D24/67803

Department: Finance

Approver: Kerrie Hamilton, Director City Performance

### Reason for Report

To seek adoption of the budgeting strategies and economic parameters to guide the preparation of the draft 2024/25 Budget.

### Recommendation

That Council adopt the following budgeting strategies and guiding economic parameters for the preparation of the initial Draft of the 2024/25 Budget to be considered at future Budget Workshops:

1. Principal budgeting strategies:
  - a. The budget will not result in an unrestricted cash deficit
  - b. Prioritise funding in the following order:
    - i. Provide sufficient funding for all continuing services
    - ii. Continue Council's commitment to asset renewal
    - iii. Continue a program of capital improvements to address historic budget shortfalls
  - c. Maintain or improve Council's financial and asset management performance indicators reported in the annual financial statements
  - d. Maintain an adequate working funds balance
  - e. Minimise carry forwards through substantial completion and long-term planning of the capital works program
2. Economic parameters for budgeting:
  - a. Rates are increased by 4.5%
  - b. User fees and charges are increased by a minimum of 7.5%
  - c. Salaries and wages are increased by 3.5%, plus bonus payable, as per the Local Government (State) Award
  - d. Superannuation guarantee is to be increased from 11% to 11.5% in line with legislated increases
  - e. Materials and other expenditures increase by 5%
  - f. The capital works program is reduced in order to assist in the management of Council's financial sustainability challenges and to ensure there is no reduction in Council's unrestricted cash balance.
  - g. Borrowing for capital works is limited to those projects identified for loan borrowings in the AEC Financial Sustainability Review. No other loan borrowings are to be taken out unless a funding source is identified for the ongoing repayments or principal and interest.
  - h. Should the need arise during the year for additional funding, the following options will be considered:

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- i. Internal borrowing opportunities
  - ii. Asset rationalisation
3. Repairs to Council's Road Network be a primary focus of the initial draft of the Capital Works Program.
4. Budget Workshops be scheduled with all Councillors in the preparation of the draft 2024/25 budget which will include consideration of any recommended re-prioritisation of capital works projects listed in the current Delivery Program and Operational Plan.

### Options

1. Adopt the recommendations

Implications: Management would proceed to prepare the draft 2024/25 Budget guided by the strategies and parameters

2. Amend the recommendations

Implications: Management would proceed to prepare the draft 2024/25 Budget guided by the amended strategies and parameters and/or report back to Council on the financial impacts of the amendments

### Background

#### **Proposed Budget Strategies and Parameters**

Management is seeking the adoption of the following principal budgeting strategies for the preparation of the draft 2024/25 Budget:

- a. The budget will not result in an unrestricted cash deficit
- b. Prioritise funding in the following order:
  - i. Provide sufficient funding for all continuing services
  - ii. Continue Council's commitment to asset renewal
  - iii. Continue a program of capital improvements to address historic budget shortfalls
- c. Maintain or improve Council's financial and asset management performance indicators reported in the annual financial statements
- d. Maintain an adequate working funds balance
- e. Minimise carry forwards through substantial completion and long-term planning of the capital works program

The following economic parameters are recommended for adoption.

#### **General Rates Increase**

Independent Pricing and Regulatory Tribunal (IPART) has set the rate peg for the 2024-25 financial year using the new rate peg methodology. The rate peg applicable to Shoalhaven City Council for the 2024/25 year is 4.5%, consisting of:

- Base Cost Change (BCC) of 3.9%
- Superannuation adjustment of 0.4%

- ESL factor of 0.3%
- Population factor of 0%

This will generate an additional \$4.24m in rate income but will be short of covering the estimated or known cost increases for 2024/25 as detailed below:

Cost Increase	\$'000	
Labour 3.5% + bonus payable under the Award	\$3,049	Known Award increases
Materials & other expenses 5%	\$3,227	Recommended increase of 5%
Insurance	\$294	Known insurance premiums increase of 7.5%
	<b>\$6,570</b>	

With increases in costs likely to be greater than the rate peg it will be significantly detrimental to Council's capacity to deliver its services and renew its infrastructure if it adopted a rate increase less than 4.5%. Please note that this recommendation is only for budgeting purposes, the rates increase will be formally set as part of the delivery program and operational plan adoption process.

#### Recommendation – Economic Parameter 1

Rates are increased by 4.5%.

#### User Fees and Charges

A recommendation from the AEC Financial Sustainability Review (recommendation 1.b) was to:

*“Review the pricing for fees and charges (outside of statutory fees set by the State Government) and ensure they reflect full cost price for services, as far as it is practical to do so, without impacting significantly on access to services by the community”.*

Given the increases in costs faced by Council, it is reasonable to increase user fees and charges by an amount more than the rate peg. In some instances, higher increases may be required. An assessment of impacts on utilisation and affordability will be assessed in setting the fee or charge.

#### Recommendation – Economic Parameter 2

User fees and charges are increased by a minimum of 7.5%.

#### Employee Costs

The Local Government (State) Award was negotiated prior to 30 June 2023. The Award increase for 2024/25 is 3.5%, plus eligible employees will be entitled to 0.5% of their salary (as at 30 June 2024) or \$1000 from the first full pay period from 1 July 2024, whichever is greater. Further, that the superannuation guarantee is due to increase from 11% to 11.5% on 1 July 2024.

#### Recommendation – Economic Parameter 3

Salaries and wages are increased by 3.5%, plus bonus payable, as per the Local Government (State) Award

#### Recommendation – Economic Parameter 4

Superannuation guarantee is to be increased from 11% to 11.5% in line with legislated increases

### **Materials and Other Expenditure**

Over the previous two budget cycles (2022-23 and 2023-24) material and other expenditure has been increased by less than 5%, whilst CPI and heavy construction indexes remained above 5%. This has resulted in historic over expenditures which need to be addressed in the 2024-25 budget.

Item	Dec-21	Jun-22	Dec-22	Jun-23	Dec-23
Consumer Price Index	3.50%	6.14%	7.83%	6.03%	4.05%
Other Heavy and civil engineering construction Australia	5.94%	9.06%	9.29%	5.11%	2.42%
Heavy and civil engineering construction Australia	5.61%	9.01%	9.58%	5.36%	2.65%
Road and Bridge construction	4.37%	8.77%	10.99%	6.20%	3.55%

The December 2023 annualised CPI was 4.05%. Forward projects released by the Reserve Bank of Australia indicate CPI will be 3.2% at December 2024 and 3.1% at June 2025.

Whilst the forward projections for CPI are below 5%, the historic shortfalls in Material and Other Expenditure need to be addressed. It is recommended that a 5% increase is applied to each Material and Other Expenditure item as a starting point, and then a review of the necessity of particular expenditures will be performed as part of the operational budget Councillor workshops.

#### **Recommendation – Economic Parameter 5**

Materials and other expenditures increased by a maximum of 5.0%

### **The Capital Budget**

#### **General Fund**

The 2023/24 financial year saw a large capital budget being adopted by Council, including a significant number of projects carried forward from the 2022/23 financial year. Council is working to reduce the capital budget for 2024/25 to ensure:

- Projects committed can be delivered by the end of June 2024, reducing the amount of capital carry forwards, and
- Council acts responsibly and works within its current financial constraints
- Council does not take on any new debt which was not already factored into the draft Long Term Financial Plan (Base Case scenario) through the AEC Financial Sustainability Review

The 2024/25 financial year will be a year of consolidation with one of the budgeting strategies focusing on the minimisation of carry forwards through substantial completion of the capital works program.

Further, there will be an increased focus on renewal projects, and a significant reduction in new and upgrade projects as recommended in the AEC Financial Sustainability Review.

#### **Recommendation – Economic Parameter 6**

The capital works program is reduced in order to assist in the management of Council's financial sustainability challenges and to ensure there is no reduction in Council's unrestricted cash balance.

#### **Recommendation – Economic Parameter 7**

Borrowing for capital works is limited to those projects identified for loan borrowings in the AEC Financial Sustainability Review. No other loan borrowings are to be taken out unless a funding source is identified for the ongoing repayments or principal and interest.

**Additional Funding**

There are limited opportunities for Council to obtain other funding for its budget. In the context of the overall budget, it would be prudent for Council to consider internal borrowings, and asset rationalisation.

**Recommendation – Economic Parameter 8**

Should the need arise for additional borrowings, the following options will be considered first:

- Internal borrowing opportunities
- Asset rationalisation

**Councillor workshops**

Workshops will be held with all Councillors during the preparation of the draft operational and capital budgets including consideration of any recommended re-prioritisation of projects in the current Delivery Program and Operational Plan.

These budget workshops will be in addition to the workshops and briefings which Council resolved ([MIN24.44](#)) to take place in order to progress and monitor the outcomes of the report prepared by AEC titled Financial Sustainability Review and dated November 2023.

**Financial Implications**

Council is facing a difficult task in presenting a balanced Draft 2024/25 Budget to Council. Maximising opportunities to increase income, including taking up the full 4.5% rate peg, and managing inflationary impacts as outlined in the economic parameters will assist in achieving the primary strategy of presenting a budget that does not result in an unrestricted cash deficit.

## CL24.42 Nebraska Estate, St Georges Basin - Planning Proposal (PP) Options

**HPERM Ref:** D23/496054

**Department:** Strategic Planning

**Approver:** Coralie McCarthy, Acting Director - City Futures

**Attachments:** 1. Rezoning Option Maps - Councillor Briefing [↓](#)  
2. Tenure Resolution Feasibility - Nebraska Rezoning Options (councillors information folder) [⇒](#)

### Reason for Report

The purpose of this report is to seek direction and endorsement to progress a Planning Proposal (rezoning) to resolve the Nebraska Estate 'paper subdivision' at St Georges Basin.

### Recommendation

That Council:

1. Update the Nebraska Estate Planning Proposal (PP) based on Option 3.1 as outlined in this report, noting that timing will also depend on workloads generated by proponent-initiated PPs.
2. Submit the updated PP to the Department of Planning, Housing and Infrastructure (DPHI) for a Gateway determination.
3. Subject to receiving a favourable Gateway determination from DPHI, exhibit the PP package.
4. Prepare a draft site-specific chapter (Chapter N9 - Nebraska Estate) for inclusion in the Shoalhaven Development Control Plan (DCP) 2014, acknowledging that staff resources available to work on this project will depend on workloads associated with proponent-initiated PP's and other strategic planning priorities.

### Options

1. Update the Planning Proposal (PP) based on Option 3.1 and seek a Gateway determination. This is the recommended option.

**Implications:** This option balances the concerns raised by Councillors at the meeting on 17 July 2023 (MIN23.361) with the need to bring this complex legacy planning matter to a conclusion. The PP would facilitate 17 new dwellings on the least constrained land and rezone the more environmentally sensitive land for conservation. The tenure of the residual C2 land could potentially be resolved using the net profits from Council's developable land, following the principle underpinning Council Policy [POL23/18](#).

This option utilises the extensive body of work that has been completed over many years and funded by the landowners. Subject to receiving a favourable Gateway determination from the Department of Planning, Housing and Infrastructure (DPHI), community feedback would be sought on the PP and draft DCP and presented to Council for consideration. Discussions with the DPHI indicate that a local clause could potentially be utilised that requires a DCP and essential road infrastructure to be in place before development can be approved. This will enable the DCP finalisation, infrastructure, and financial planning tasks to be completed in a logical and manageable sequence, after the zoning has been resolved.

2. Progress the Nebraska Estate PP based on a different option.

Implications: An option for allowing up to 23 new dwellings was reported to Council on 17 July 2023 was not supported by Council due to a range of concerns. This report includes information on the options presented to a Councillor briefing on 28 September 2023. Further advice on the options can be provided if required.

## Background

Council considered a report on the Nebraska Estate PP on 17 July 2023 that provided a range of background information. The report and its attachments can be viewed via the following links:

- [Report to Ordinary Meeting 17 July 2023 \(CL23.214\)](#)
- [Attachment 1: Draft Planning Proposal - Nebraska Estate, St Georges Basin](#)
- [Attachment 2: Updated Constraints Summary Map \(2023\)](#)

The July 2023 report sought Council's 'in principle' support to restart the PP process for the Estate based on an updated version of a concept plan adopted by Council in 2016.

Council resolved to:

*"... defer consideration ... to enable Council to be fully briefed on:*

1. *The possible expansion of the proposed C2 Environmental Conservation zone to the whole of the subject land, or parts of it, to afford greater protection to the Estate's environmental values and Jervis Bay wildlife corridors, and*
2. *Minimise the creation of areas of isolated development in bushland that are at risk from bushfire and may incur large infrastructure maintenance costs per capita."*

The resolved briefing was held on 28 September 2023 and attended by six Councillors. The following options were presented and discussed at the briefing:

1. **Option 1** – enabling up to potentially 23 new dwellings and rezoning the Estate to a mix of *C2 Environmental Conservation, C4 Environmental Living* and *R5 Large Lot Residential*. Based on 2016 concept plan with some minor changes/adjustments. See **Figure 1**.
2. **Options 2.1 or 2.2** - no new dwellings, rezoning the whole Estate to C2 (**Option 2.1**) with a variation of rezoning the cleared land west of Waterpark Road to R5 (**Option 2.2**).
3. **Options 3.1 and 3.2** - reduced overall development footprint enabling up to either 17 new dwellings (**Option 3.1** – see **Figure 2**) or 16 dwellings (**Option 3.2**) and rezoning the Estate to a mix of C2, C4 and R5.

Options 1 and 3.1 are shown below in **Figures 1** and **2** respectively given Councillors' interest in these options at and following the briefing.

Maps of all options are provided in **Attachment 1**.



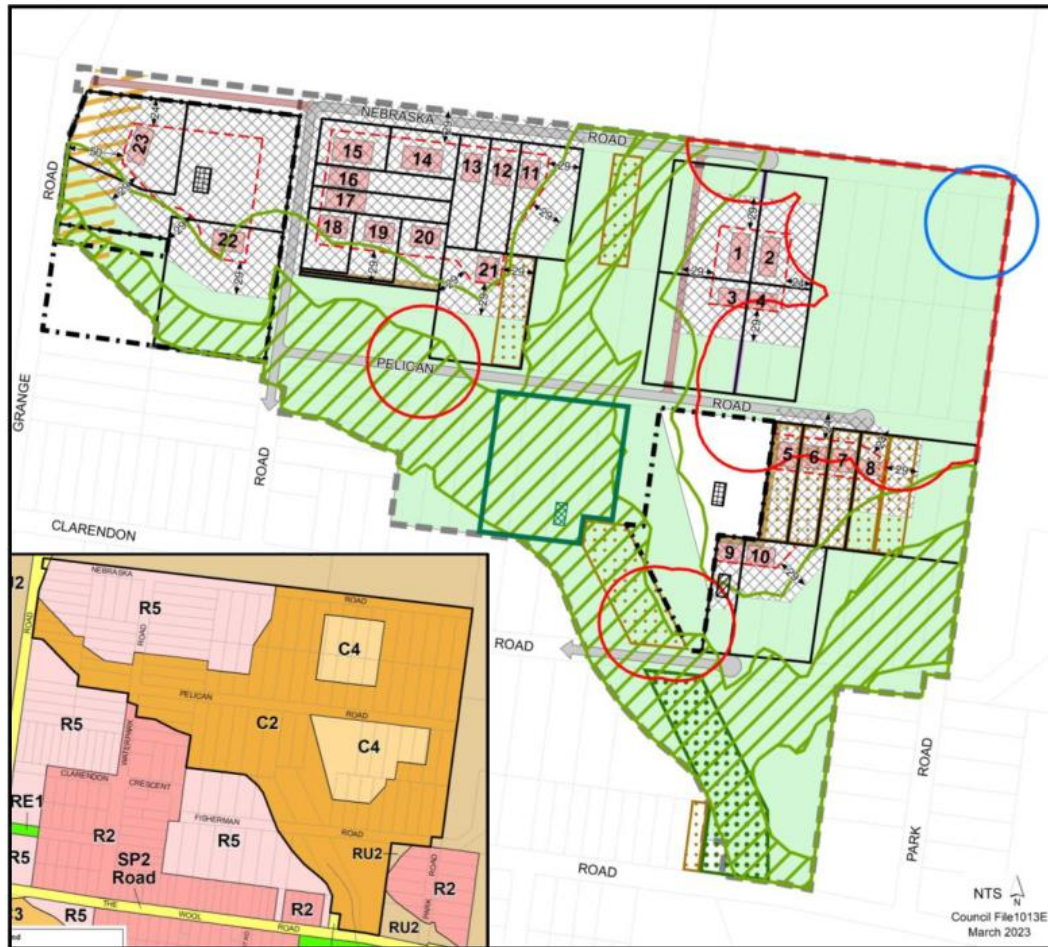


Figure 1: Option 1 concept plan (main) and zoning (inset) – 23 dwellings

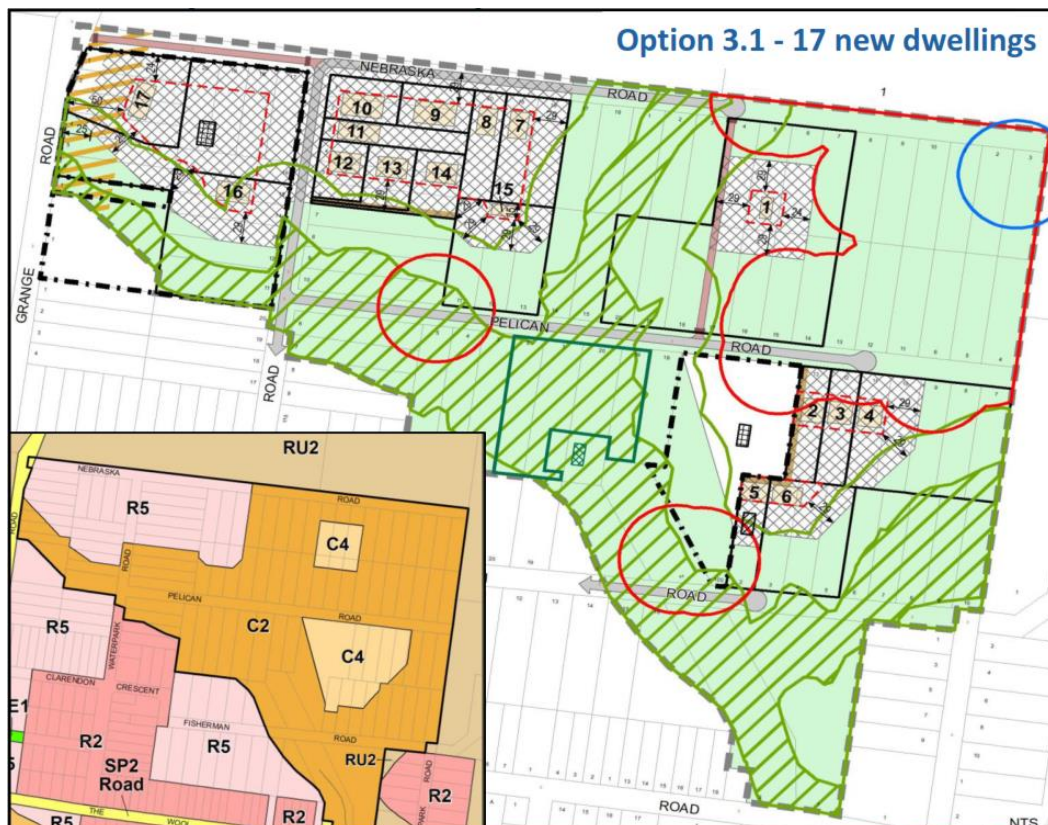


Figure 2: Option 3.1 concept plan (main) and zoning (inset) – 17 dwellings

CL24.42

Follow-up information was circulated following the briefing to Councillors on 27 October 2023, including a preliminary feasibility assessment of applying the tenure resolution model which underpins the existing Council Policy [POL23/18](#) – essentially using the net profits from the sale of Council's developable land to purchase (voluntary purchase only) and manage the residual C2 land.

The feasibility of resolving the tenure of the residual C2 land for each option is ranked from highest to lowest below.

1. **Option 1** is the **most feasible** (even if 100% of the residual C2 land is acquired).
2. **Option 3.1** is the **next most feasible** to resolve tenure. An acquisition price of around \$30,000 per lot would enable >75% of residual C2 properties to be acquired and managed.
3. **Option 3.2** is **less feasible than Option 3.1** but still potentially viable.
4. **Option 2** (2.1 and 2.2) there would be no ability to resolve land tenure. Ownership would become more fragmented over time (if or when lots within multiple landholdings are individually sold).

The feasibility information circulated to Councillors on 27 October is available in the Councillors information folder.

### Internal Consultations

Options 2 and 3 were developed in consultation with Council's Land Management team. [POL23/18](#) (*Voluntary Acquisition – Residual C2 Environmental Conservation Land – Jerberra & Nebraska Estates*) was developed in consultation with Council's finance, property, and land management staff.

### External Consultations

Key NSW Government agencies have been consulted on the planning options over the years, including the former NSW Department of Planning and Environment, former Biodiversity Conservation Division, and Rural Fire Service.

Further agency consultation would occur should Council decide to progress the PP.

### Community Consultations

The Estate's landowners have been consulted and informed through this long running matter. Several landowner workshops and surveys have been conducted in previous years. In recent years, letters have been sent to landowners when appropriate (e.g. prior to relevant Council meetings).

If a PP is ultimately progressed, landowners and the broader community will be formally engaged as part of the public exhibition process (post Gateway).

### Policy Implications

On 5 October 2021, Council adopted a Policy titled '[Voluntary Acquisition – Residual C2 Environmental Conservation Land - Jerberra & Nebraska Estates](#)' (POL23/18). Part 4 of the resolution to adopt the Policy (MIN21.699) included the following note:

- a. *The Policy will also **only apply to land in the Nebraska Estate, St Georges Basin if/when the Planning Proposal (LP145.1) for the Estate has been finalised and the land rezoned** [emphasis added] ...*

The Policy will need to be reviewed and updated if the Estate is rezoned.

### Financial Implications

Costs associated with preparing the PP (including the supporting studies) were funded by a \$200,000 Council loan that was repaid by the benefitting landowners over 10 years through special rates.

\$32,777 remains unspent and is available to assist this project and should be sufficient to complete the rezoning process provided the matter is not deferred. A preliminary contamination assessment would need to be completed. This was quoted at \$11,425 +GST in August 2023.

Any funds remaining at the conclusion of the PP process are intended to be utilised for designing the necessary upgrades to the subdivision infrastructure, for which a new special rate (or equivalent funding arrangement) will be required.

### Risk Implications

Work completed since 2005 was funded by the landowners via special rates collected over 10 years. While Council has no legal obligation to restart the PP process, a decision not to would trigger a strong reaction from the Estate's landowners, who have a reasonable expectation that the Estate's planning status will be resolved one way or another.

In the meantime, speculation about the land's rezoning potential will continue to influence sales. If the Estate's planning future is not resolved now, the area will continue to be impacted by unauthorised clearing, development, and other activities.

CL24.42



# Rezoning Options

## Nebraska Estate, St Georges Basin

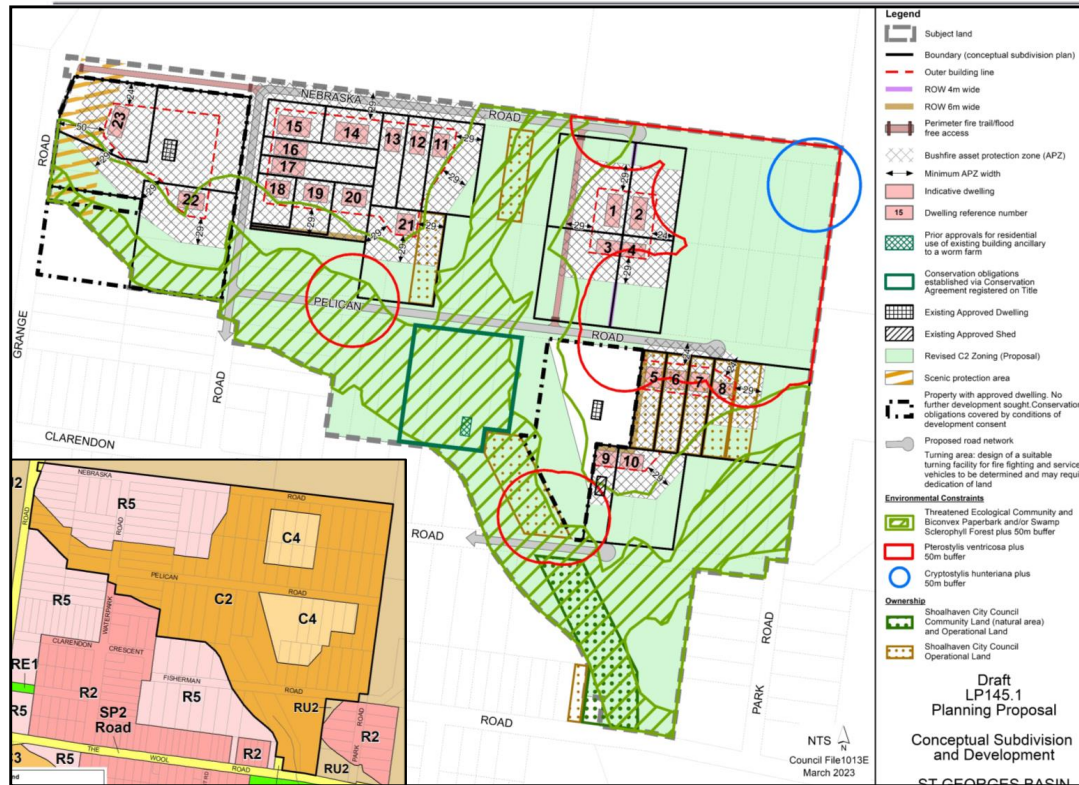


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# Nebraska – Option 1 (2016 concept plan w/ minor changes)



- 23 new dwellings
- PBP (NSW RFS) generally satisfied
- All dwellings above PMF
- All dwellings have flood free emergency access

## Positives

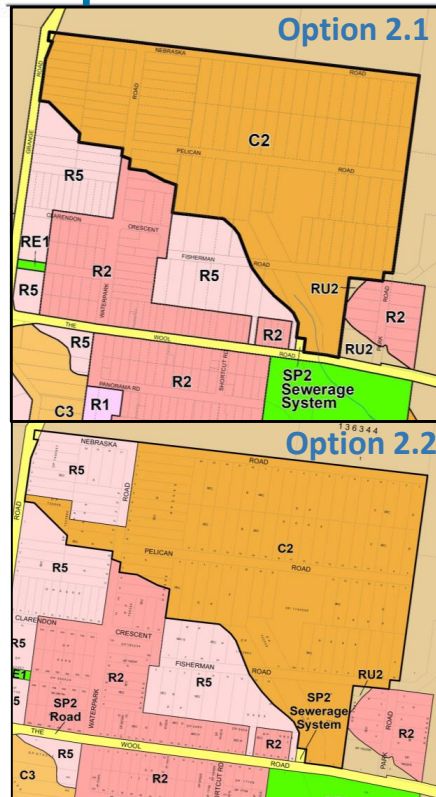
- **BEST** option to resolve residual C2 land
- More dwellings = less infrastructure costs per dwelling
- Emergency access for new and existing dwellings
- balances constraints and landowner expectations

## Negatives

- Smaller buffers to protected vegetation in some areas
- As for Jerberra & Verons, requires DCP & infrastructure delivery (= special variation application to IPART)



## Options 2.1 & 2.2 – Rezone to C2



- Rezone to C2 (Option 2.1) – no new dwellings or
- Same as Option 2.1, but rezone NW corner to R5 – 2 new dwellings

### Positives

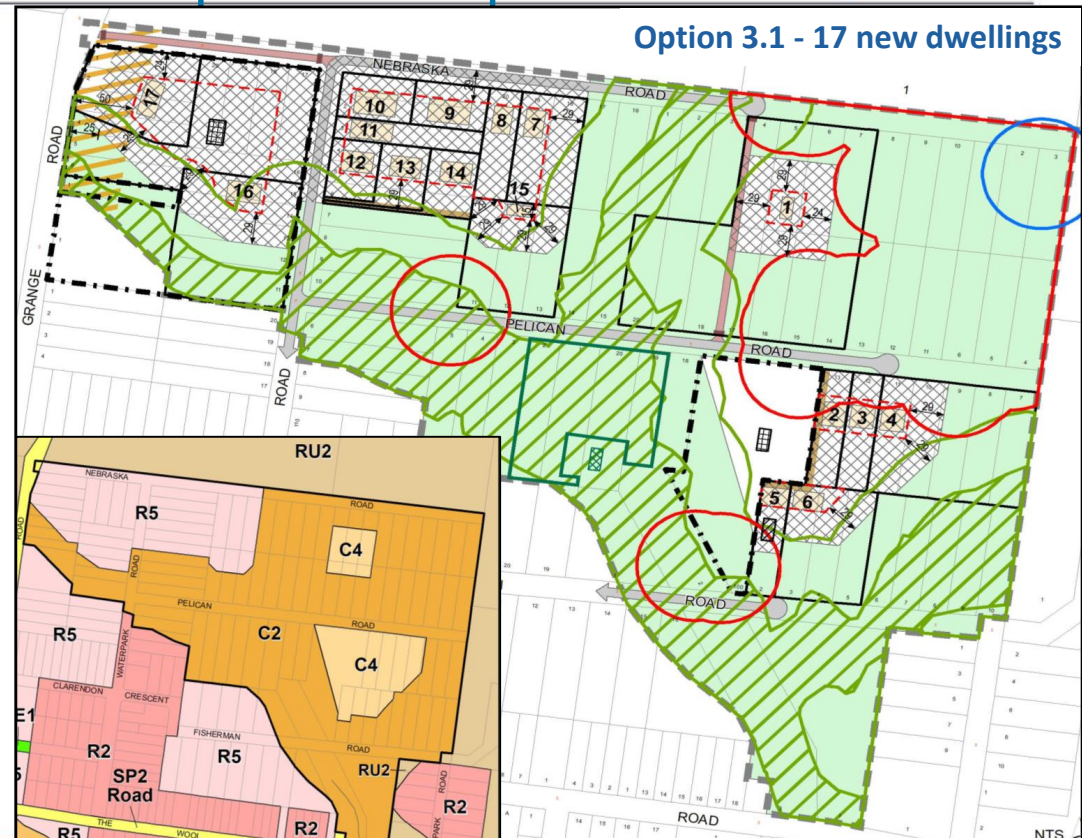
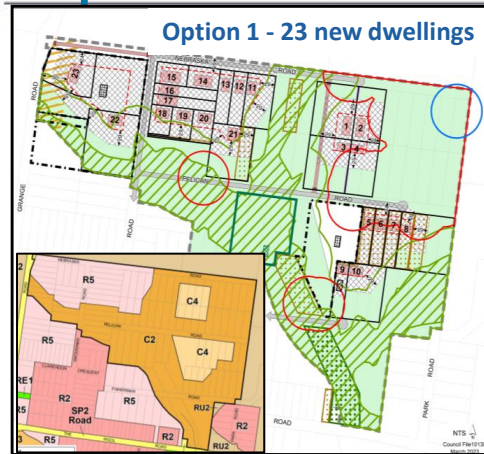
- Minimal increase in dwellings on bushfire prone land
- Emergency access not required
- No new vegetation clearing for APZs
- No reason to prepare DCP or upgrade infrastructure

### Negatives

- No ability to resolve tenure and management of private land
- Increased fragmentation of ownership likely
- Ongoing compliance issues, environmental degradation
- Limited ability to address erosion in road reserves /no future funding mechanism (special rates) for infrastructure improvements
- Landowner dissatisfaction (zoning outcome, no return on special rates)



## Option 3.1 – Reduced development footprint



### Positives

- Wider vegetation buffers - more C2 land
- Emergency access for new and existing dwellings
- Acquisition of residual C2 land potentially viable

### Negatives

- 6 fewer dwellings for same infrastructure = higher infrastructure cost
- As for Jerberra and Verons, requires DCP & infrastructure delivery (=special variation application to IPART)

## Option 3.2 – Smaller development footprint

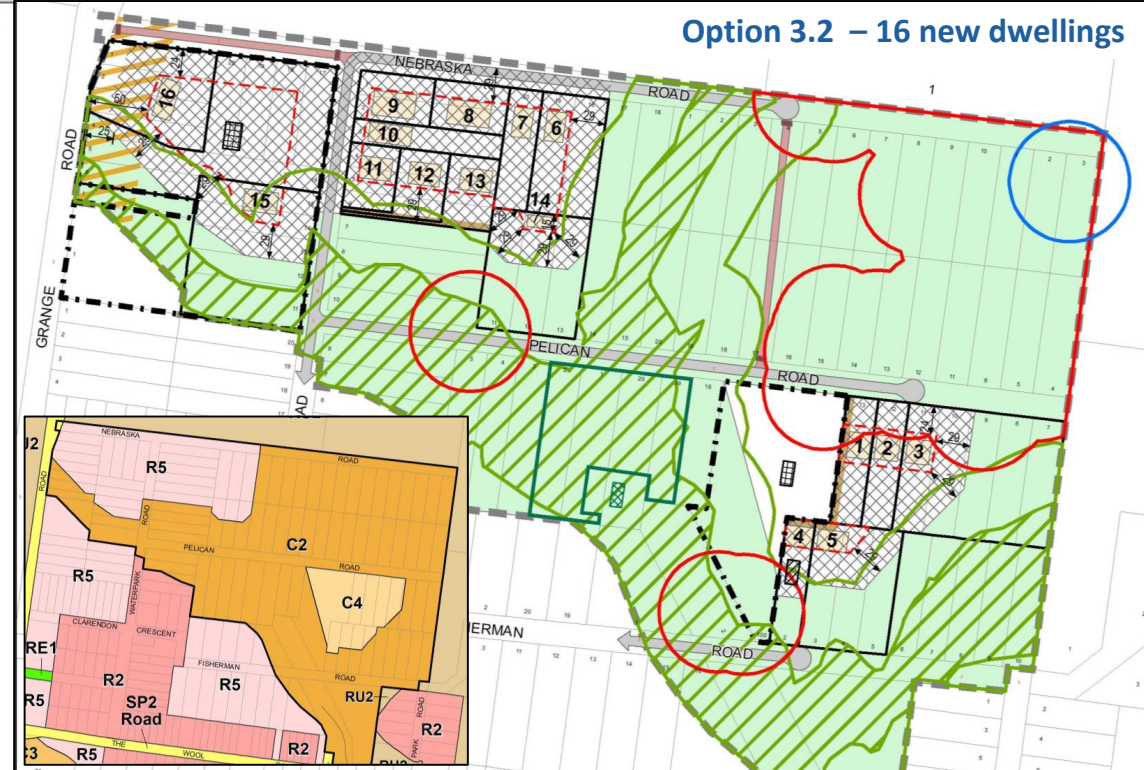


### Positives

- 3.28 ha more C2 land than Option 1

### Negatives

- Infrastructure not substantially reduced
- 7 fewer dwellings = higher infrastructure cost per dwelling
- Acquisition of residual C2 land not viable
- As for Jerberra and Verons, requires DCP & infrastructure delivery (=special variation application to IPART)



Same as **Option 3.1** without NE Sector



## CL24.43 Shoalhaven River Festival 2023 Review

**HPERM Ref:** D24/31424

**Department:** Tourism

**Approver:** Coralie McCarthy, Acting Director - City Futures

**Attachments:**

1. Post Event Financial Report - Shoalhaven River Festival - 2023 (councillors information folder) [⇒](#)
2. Post Event Committee Report - Shoalhaven River Festival - 2023 [↓](#)
3. Post Event Committee Report - Additional Information - Shoalhaven River Festival - 2023 [↓](#)
4. Shoalhaven River Festival Committee - Terms of Reference [↓](#)
5. Shoalhaven River Festival Initial Report - Shoalhaven Tourism Board - 27/5/13 [↓](#)

### Reason for Report

The purpose of this report is to provide an update on the 2023 Shoalhaven River Festival, review its financial viability and long term sustainability, and provide information on its status as the only event run as a Committee of Council.

### Recommendation

That Council:

1. Thank the past and present Shoalhaven River Festival Committee members for the work and commitment they have shown in running the festival over the past decade and reaffirm the importance of the River Festival to the activation of the riverfront.
2. Recognise that Council offers existing and well established funding opportunities for community events through the Community Donations Program and encourage the Shoalhaven River Festival to apply for funding through this program.
3. Discontinue the annual non-competitive funding for the River Festival, recognising this will bring the River Festival support in line with all other community events in the city.
4. Transition the event to a non-council entity, in-line with other community-based events in Shoalhaven and disband the 355 Committee called the "Shoalhaven River Festival".

### Options

1. As recommended.

Implications: The Shoalhaven River Festival volunteers will need to establish a new independent organising committee which assumes its own risk and financial responsibility.

2. Retain the 355 Committee "Shoalhaven River Festival" governance and financial commitment annually, along with a routine review and update of the Committee's Terms of Reference.

Implications: Continued financial implications and community perception of Councils involvement in the event planning process, and perceived inequity as compared to other Shoalhaven-run community events.

## Background

The Shoalhaven River Festival is a community event which aims to provide a spring-time celebration that involves the whole community while enjoying the beauty and accessibility of the Shoalhaven River.

The first Shoalhaven River Festival was held in October 2013, following a resolution of Council through the previous Tourism Board. See initial report and recommendation, Attachment 5). This was supported with an ongoing annual payment of \$20,000. A further \$10,000 of annual funding was awarded to the Committee from 2016 Shoalhaven Water sponsorship.

The Shoalhaven River Festival has run annually with the support of Council. Operating as a 355 Committee of Council, under Council Terms of Reference. This committee is the only event committee of its kind.

Since 2013, Shoalhaven River Festival has received over \$300,000 ex GST, which includes the two years the event was cancelled due to COVID and the funds were rolled over to future years. In addition to the above funds, there has been over \$45,000 ex GST written off as bad debts by local businesses or additional funds provided by Council to cover short falls.

More recently, Council resolved on 25 October 2023 (MIN23.535):

*"That Council:*

*Continue the operation of Shoalhaven River Festival Committee for the period to September 2024 as outlined below.*

### Role:

- 1. To plan, promote and manage the Shoalhaven River Festival event.*
- 2. To identify and approve all expenditure of funds, including those allocated by Council and grants or funds from any other source.*
- 3. Provide reports to Council as required, outlining the event, expenditure and recommendations for future events.*
- 4. To put in place appropriate risk management measures to provide a safe event for participants, volunteers and visitors.*
- 5. Consult with relevant stakeholders as needed.*

### Delegations:

- 1. To expend funds allocated/obtained for the purpose of the Shoalhaven River Festival.*
- 2. To establish working groups as deemed appropriate.*
- 3. To promote the Festival including issuing press releases and other promotional activities.*
- 4. To raise other funds to support the Festival, with a view to the event becoming self-sufficient."*

## 2023 Event Update

For the first time in 2023, the event was required to relocate to the Nowra Showground due to works from the Bridge.

Key items from the 2023 post event debrief with key committee members included:

- Going forward the committee preferred that the event be held away from the long weekend and reduce to a single day event.
- The heat and poor weather contributed to the lower than expected attendance on the Saturday, with Sunday cancelled. Mobility data during the event showed the

estimated total unique attendance data on Saturday to be 2,325 – 2,875\* with initial plans and estimates aiming for over 8,000 in attendance. \*Localis Data Company

- The committee preference is to move the event back to the riverside location as in previous years, however this would be dependent on the river side development and what is happening in the space in late 2024.
- The committee struggled with event organising capabilities due to only gaining a small number of volunteers and advised going forward a minimum of ten volunteers/committee members to manage the event.
- Discussions around the possibility of rebranding the event, if it is moved from riverfront location going forward.

Refer to attachments 1, 2 and 3 for reports received from the Committee.

The event was also supported by council staff in kind, attending site meetings, supplying signage and assisting with arranging water stations.

### Review of Financial Viability

Continued support based on the existing model, equates to \$30,000 with a breakdown annually of \$20,000 from Shoalhaven City Council, plus an additional \$10,000 from Shoalhaven Water. This is the only community event to receive this level of funding from Council, whilst it is recognised this is an important event to activating the river and our local community, there is no formal direct economic impact or return on investment measured.

Inadequate financial reports provided on the event do not show breakdown of the full event spend. Council requires Financial Statements to be submitted annually. These have not been received from the River Festival since 2017/2018.

The Shoalhaven River Festival Committees financial management processes have resulted in unpaid invoices and general over-spend over multiple years that Council has had to mitigate. It should be noted that this year the committee is reporting no losses.

### Community Events, Funding and the Donations Program

Within the Shoalhaven, all other community events are run by independent community groups. These events are supported by the Council Events Team, with relation to booking of public spaces, processing of Council permits, advice and resources.

It is recommended that the Shoalhaven River Festival Committee be transitioned from a 355 Committee to become an independent body, as council have supported them for the past 10 years. It is also recommended that in the interest of fairness they don't automatically receive funding. Instead, the River Festival will follow the same event processes as other community events, applying through the available funding options. Funding and support for events from Council include: [Community Donations Program](#), the [Tourism Event Support Program](#) and through [Fees Waivers](#).

### Internal Consultation

Internal discussions with the City Lifestyles team identified that there is significant support for the event to remain at the Showgrounds, however, it was noted that quality of essential event elements would need to be greatly improved if the festival continues in its current form. This includes improvements in:

- Event Management Plan
- Access control at entrances gates
- Traffic Management Plan

- Waste Management
- Provision and cleaning of amenities.

City Performance's Governance team have been consulted and supported the \$20,000 transfer of funds across to the Community Donations Program, should Council support the recommendation, reallocation of the funds will be considered as part of Council's usual budget process.

Shoalwater have also been consulted and advise there is an option for the \$10,000 annual sponsorship across to the broader Tourism Event Support Program to ensure events have equal opportunity to apply for funding across the City, this will align with other Shoalwater supported events across the Shoalhaven.

### **Financial Implications**

Council has identified a need to review services and financial commitments in view of long term financial sustainability.

\$20,000 in General Fund annual allocation is identified as a cost saving for the General Fund and reallocation of this saving will be a consideration for Council as part of future budget setting.

### **Risk Implications**

The following risks continue for Council should the Shoalhaven River Festival continue in its current form:

- Council's continuing liability for unpaid bills, as in previous years.
- Continued risk of reputation or perceived reputation for the Council, as the event operates under Council branding, and often not to the standards expected given the investment.
- Fatigue of existing Committee and inability to recruit new members to support organising of the event will result in poor delivery of the festival.
- Continued risk as Council takes on the public liability and insurance for the event as long as it operates under the management of a 355 Committee of Council.

## The 2023 Shoalhaven River Festival Report

### Sponsorship

- Needs a dedicated team of 3 people minimum to maximise capture of keen sponsors. Sponsorship was lower than in previous years, partly due to not holding the Festival on the river.
- Sponsors need to see that their sponsorship is valued and that they are promoted through advertising before the Festival and during the Festival through announcements and display of Sponsor banners and flags.

### Food and Market Stalls

- A good variety of food and market stalls
- A couple of food stalls were isolated and not in a good position
- Local food vendors were invited through media advertising but the majority of food vendors were not local
- Stalls were disappointed with the cancellation of the Festival at 1pm on Sunday but this was for safety reasons.
- Comments were made that the fee for Market Stalls was too high. This could be looked into for future Festivals
- Some stall holders asked for refunds due to the lack of attendees on Sunday due to the extreme wind and heat.

### Amusements

- KD Amusements were well received but patronage was down due to the severe hot weather
- The Nowra Showground allowed for many large and small rides to be set up.
- Coast to Coast Ice Skating was also well received as it was a new amusement for Nowra. Unfortunately the weather was again not favourable.

### Fireworks

- A spectacular display, which many said were the best Nowra has ever had.
- Length of the performance was more than expected
- Mr Boom Boom was cooperative and had excellent communication with the Committee

### Indigenous Activities

- Inviting Jerrinja to do Welcome to Country and the Smoking Ceremony was well received by the local community.
- The dance performance by the children on the Saturday provided an opportunity for them to participate in a community event and build their confidence and cultural connections.
- Story Telling on Saturday night was a great initiative. A better location may have improved audience participation and engagement
- The local indigenous band, the Drifting Doolagahls, drew a large crowd on Saturday night and provided excellent entertainment.
- Doonooch Dance group on Saturday were also well received by the crowd.

## **Main Stage and Dance Floor**

- The main stage and dance floor were excellent, providing a wonderful space for local entertainers
- Location was good – seating provided on the grass as well as seating available on the boardwalk
- Sound system and lighting above expectations
- Stage crew were exceptional. Professional and knowledgeable
- Generators were needed and due to missed communications the wrong generators sent in the morning. After many phone calls this was eventually rectified
- Excellent representation of local talent

## **Outside TV Screen**

- This was an expensive item that was not utilised well. Plans for AFL viewing on Saturday possibly failed due to the weather and Sunday night not used for NRL due to cancellation of the event
- Screen was isolated from crowd during the day so sponsor advertising not maximised
- The screen was very useful as a backdrop for Saturday night Story Telling
- Cost vs use should be looked into for future Festivals.

## **Art Zone**

- The activities in the zone were interesting, varied and well received by the public
- Local artists involved
- Great to have the involvement of the North Nowra Girl Guides as it provides its members with citizenship opportunities

## **Youth Ambassador Program**

- The reintroduction of the Youth Ambassador Program was a positive addition as the 2 Ambassadors contributed ideas and assisted with getting youth involved in the Festival
- The Youth Ambassadors contributed an important component to the Festival with their approach to communication, using technology and social media for advertising and their access to youth groups.
- If this was to continue a more formal set of guidelines, expectations and responsibilities needs to be developed.

## **Ticketed Events**

- The public do not seem interested in attending ticketed events. Fundraisers are needed so perhaps new ideas also needed for ticketed events.

## Traffic

- Closing Scenic Dr and Junction St made traffic control easy to manage.
- Barricades at the top of Junction St also provided a safe pedestrian space
- Worrigee St gate was also closed during the Opening Parade for safety reasons
- Disability parking was set aside close to the Pavilion
- AMTC had requested no parking around the Exhibition Hall on Saturday. While access through Scenic Dr was stopped, cars managed to enter through Worrigee St and parked around the Exhibition Hall. Barricades should have been positioned to stop this movement of traffic

## Waste

- 40 - 20 of bins of each was sufficient for the 2 days plus 1 skip bin
- Public not observing recycled only bins - heavily contaminated with general rubbish – same as 2022
- Food vendors left rubbish piled on top of bins – need to use skip bin provided
- Waste management was a problem. Youth group organised to do it but it was a difficult task for this group due to the weight of the bins.
- A dedicated team needed to manage this efficiently.

## Toilets

- The existing toilets at the Showground were sufficient for the crowd that attended
- Additional toilets were not needed. The 8 toilets added by Council were not used
- One clean was conducted each day as part of normal council maintenance and 1 extra clean each day was added

## Water Supply

- 3 outside sources of water were available at the Showground
- Water supply wasn't really required by many vendors.

## Police

- Police were invited but did not attend. This was probably due to the Festival being held on the Long Weekend and they were committed elsewhere.

## Security

- WCG were very professional and did an efficient job
- No major security problems eventuated
- WCG do not attend events which sell alcohol, which led to not allowing two local companies to attend the Festival. Just a thought for the future.

## Volunteers

- A very small committee of volunteers led to overload of many on the committee
- RFS unable to assist as weather conditions resulted in their need to be elsewhere.
- Lack of volunteers for Monday clean up meant a very few tired and exhausted members had to back up again
- Volunteers definitely needed for waste management

## Master of Ceremonies

- Jemma Tribe was Emcee on Saturday for a reasonable cost.
- Other voluntary duties were conducted by our Youth Ambassador Bridget Raftery and Stage manager Brendan Comber.
- There could have been more promotion of our sponsors, market vendors and food outlets. Again a problem of overload of small committee.

## Bus Shuttle

- Premier bus provided free transport to the Showground via Scenic Dr

## Signage

- A Festival Banner was placed over the Highway at the Jane St overpass
- Signs were also placed along the highway and on main roads around Nowra.
- Signs for poles were not finished in time to be used
- Could have more signs outside of Nowra but this was a problem due to the workload of the small committee
- Need a Committee position dedicated to Promotion and social media.

## Committee Structure

- A larger committee is needed with specialist areas for Infrastructure and Markets

## Storage of Festival Items

- Festival gear is still being stored at Chris Mitchell's shed at Worrigee and at Dora Rögnvaldsdóttir's Mad Cow Studio. The Committee would like to press Council to acquire a container dedicated to housing Festival gear as well as the CBD Committee's Christmas decorations. The container should be located at the Northern Works Depot at Bomaderry under the Store Department's custodianship.

## Festival Communications

- The two-way radios obtained by Brendan facilitated communication and ensued smooth running of the event



## Radio Broadcasts

- 2ST promotion of the festival in the 2 weeks leading up to the festival was thorough
- A pity broadcasting is only for 3 hours. It would be great if it was longer.

## What Worked

- Saturday was a fabulous day with local entertainment, amusements and a reasonable crowd in the day, despite the heat. Saturday night entertainment drew a large crowd, with the fireworks being a real crowd pleaser.
- The size of the Showground allowed for a wide variety of amusements.
- Parking was easily managed and there was no cost for traffic management
- Power supply at the Showground meant generators for stall holders did not need to be hired, which reduced Festival costs.
- Having indoor venues, the Pavilion and Committee Room, was a bonus as visitors were able to find refuge from the heat.
- The opening parade was well received by the community.
- Committee managing Food and Market Stalls but a big responsibility
- Indigenous activities well received by the community.

## What Didn't

- No involvement from local schools probably as the Festival was held during school holidays.
- The Festival in retrospect was too spread out. The Stage on the Main Arena worked but the Children's Art Zone would have been better on the Added Area near the rides.
- Cancelling at 1pm on Sunday due to the heat and wind was a disappointment for many vendors

## Future Directions

- The Shoalhaven River Festival needs to be on the river. There are concerns however for future Festivals due space as the bridge has taken much of the ground previously used by the Festival.
- Visibility of the river is also a problem due to the growth of trees and shrubs along the bank
- The possible use of Paringa Park and utilising both sides of the bridge and river may increase space as well as using the old bridge in future Festivals.
- Committee – essential roles need to be filled by one volunteer. Committee size needs to be a minimum of 10 volunteers.
- shaded/covered seating for all festivals should be considered.

## Overall

- The 2023 River Festival was held at the Nowra Showground due to ongoing bridge works on The Shoalhaven River. It was a pity that the initial request to hold the Festival on the North side of the river was rejected by SCC after a few months of consultation due to issues with WHS, but the decision was accepted. This side of the river is a valuable resource and better use of it in the future could be looked into.
- The 2023 Committee started with a deficit budget from previous Festivals. The committee has worked diligently to repay expenses from 2022 and to not be in deficit at the conclusion of the 2023 Festival. We have proudly achieved that goal.

### Shoalhaven River Further Comments

#### Sponsorship

Name	Amount deposit	Amount In Kind
Australian Defence Force Careers	10,000	
Maceys	5000	
Fiona Phillips	2000	
Premier Transport		10000
V & C foods	500	
Manildra	2000	
Lions Club	250	
Rotary	500	
2st		5000
Shoalhaven water	10 000	
Shoalhaven City Council	20 000	
Dave Hill Marine	2000	
GJ Gardiner	500	
CBD Revitalisation Committee	5000	
Total	\$57, 750	\$15000

#### Food Stalls

Local – 6  
Out of area – 15

#### Market Stalls

Local - 5  
Out of Area - 3

#### Amusements and staging (including Kids Zone and Parachute Jump)

Local - 9  
Out of area – 3

#### Entertainment

All local

#### Advertising

Radio – 2ST, Power FM, Local radio – Triple UFM, Chance and Becky Breakfast Show, ABC Illawarra  
News – Channel 9 Local News  
Instagram, FB Group and FB Page, South Coast Register, Posters

#### Examples of Advertising Posters:

**River Festival Saturday Entertainment**  
**Nourra Showground**  
**Sat 30Sep**









Shoalhaven City Council

WATER

ADF CAREERS

**The Art Zone**  
**Nth Nowra Girl Guides**  
Badge making  
Art  
Demonstrations  
Games  
Scrunches & bags  
4 sale



Penny Craig Art

**Clay fish**




Paint a surfboard or bring your own skateboard/helmets to paint

**Mosaic demonstration**



madcowstudio.com



Kelm Artworks Face & Body Art

Shoalhaven City Council

WATER

ADF CAREERS



**Nowra Showground**  
**One more sleep**  
**FREE entry**  
**Gates open at 10am Sat & Sun**  
**Pedestrian entry Junction St & Worrige St**  
**Vehicle entry Worrige St**  
**Disabled parking near the Pavilion**



**Social Media Comments Summary**

2 unbelievably hot days in Spring were not expected. Thanks for the committee's efforts.

Awesome great work team

Loved this 🇨🇳 - the Lantern Parade

Love the Junior choir ❤️

Super well done girls 🙌

Thanks the opportunity to perform, we really had a wonderful time. If anyone is interested in learning salsa dancing, please send me a message.

You did a splendid job team Shoalhaven River festival including Craig, Lou and Suzanne. We had a great time catching up with locals and bringing life to our city

What a tremendous effort under such hot and windy conditions. Thank you for keeping the River Festival alive 2023. Will look forward to 2024.

Sorry to hear this, but completely understand safety above all else. Thanks SRF organisers.

Thank you and all the other people involved for such a tremendous and energetic endeavour!!!

Thanks to everyone for organising the event! It was fantastic to be involved yesterday. We look forward to being back on the river for an amazing event next year!

Yes thank you for all the effort to produce the festival.

It's such a shame the festival had to be cancelled, but we can't control Mother Nature. There has been an awful lot of hard work gone into this event.

# Shoalhaven River Festival – Terms of Reference

<b>Adoption Date:</b>	24/06/2019
<b>Amendment Date:</b>	01/08/2022
<b>Minute Number:</b>	MIN18.321, MIN22.504
<b>Review Date:</b>	01/12/2024
<b>Directorate:</b>	City Futures
<b>Record Number:</b>	POL21/49

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## Shoalhaven River Festival – Terms of Reference

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### 1. Purpose of the Committee

To plan, administer and run the Shoalhaven River Festival.

### 2. Statement

The Shoalhaven River Festival is a community event which aims to provide a springtime celebration that involves the whole community while enjoying the beauty and accessibility of the Shoalhaven River.

The first Shoalhaven River Festival was held in October 2013 following the following resolution of the Council on 21 June 2013:

*“That Council:*

- a) Establish a Management Committee formed under Section 355 of the Local Government Act to progress and deliver the Shoalhaven River Festival*
  - i. The Committee be named the Shoalhaven River Festival Committee*
  - ii. The membership of the Committee be formed from the Shoalhaven Tourism Board and co-opted community members as required*
  - iii. The Tourism Manager act as Executive Officer of the Committee and report to the Shoalhaven Tourism Board on the activities of the Committee*
- b) Allocate \$20,000 to the Shoalhaven River Festival Committee from the Strategic Projects Reserve for planning, Development Application and other fees and charges for the running of the event*
- c) Provide support in-kind in the form of a dedicated promotional website, secretariat, meeting space and event liaison assistance”*

Further the Council resolved (interalia) on 24 April 2018 (MIN18.321)

*“That Council....*

- 2. Continues to provide the following support to the Shoalhaven River Festival Committee:*
  - a. Continue to provide \$20,000 funding and support in line with what Council originally resolved on 21 June 2013, provided that the Shoalhaven River Festival Committee is properly constituted*
  - b. Council (including Elected Members) assist the Committee in promoting the event through broader community and industry networks to assist in increasing volunteer numbers and local business support.*
  - c. Council staff continue to work with and provide advice to the Committee to improve the sustainability of the event through the review of the ongoing format of the event to identify potential revenue opportunities and manage event costs.*
  - d. The committee consider a name change such as Shoalhaven Music and River Festival”*

### Shoalhaven River Festival – Terms of Reference

These Terms of Reference have been developed to meet the requirements of the above Council resolutions and ensure the Committee meets its requirements as a Section 355 Committee.

In accordance with the above resolution it is considered that the Committee shall be '*properly constituted*' when it has:

- An appointed and active Chairperson and Treasurer
- Sufficient members to support the activities of the Committee
- Formally minuted meetings and accounts are kept

### 3. Role

- 3.1. To plan, promote and manage the Shoalhaven River Festival event.
- 3.2. To identify and approve all expenditure of funds, including those allocated by Council and grants or funds from any other source.
- 3.3. Provide reports to Council as required, outlining the event, expenditure and recommendations for future events.
- 3.4. To put in place appropriate risk management measures to provide a safe event for participants, volunteers and visitors.
- 3.5. Consult with relevant stakeholders as needed.

### 4. Delegated Authorities

- 4.1. To expend funds allocated/obtained for the purpose of the Shoalhaven River Festival.
- 4.2. To establish working groups as deemed appropriate.
- 4.3. To promote the Festival including issuing press releases and other promotional activities.
- 4.4. To raise other funds to support the Festival, with a view to the event becoming self-sufficient.

### 5. Committee Membership

- 5.1. Voting Members
  - Community members who bring requisite skills and experience to the Committee
- 5.2. Non-voting Members
  - Shoalhaven Tourism Staff Staff can attend and speak but are non-voting members
- 5.3. The Voting Members of the Committee will be capped at 15.
- 5.4. The Committee will appoint the position of chairperson annually.
- 5.5. The role of the chairperson shall be:
  - Chairing of meetings
  - Representative on sub-committees as appropriate
  - Oversight of activities of a co-ordinator (if applicable)



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**Shoalhaven River Festival – Terms of Reference**

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- Provide guidance around event management and delivery
- Provide regular reports to Council

**6. Appointment Of Members**

That appointments to the Shoalhaven River Festival Committee will be made by the Council following recommendation from the Shoalhaven River Festival Committee

**7. Meetings**

- 7.1. Meetings will be held at least quarterly depending on demand.
- 7.2. Where most practical, meetings may be conducted electronically. In this circumstance:
  - A time and date for the vote will be set and notified to members via email.
  - The matters to be voted upon must be binary in nature (Yes/No or choice of only 2 options).
  - A quorum must be achieved by receipt of the required number of votes by the nominated time and date.
  - The decision will be minuted in the next ordinary meeting of the Committee.
- 7.3. Where relevant, meeting minutes will be supplied to Shoalhaven Tourism Staff and/or Council.
- 7.4. Topics for the agenda should be forwarded to the chairperson no later than 14 days prior to the meeting.
- 7.5. Agenda and minutes from the previous meeting will be circulated to members at least 7 days prior to the meeting.
- 7.6. Members must declare in writing any conflicts of interest in any report tabled at the meeting.
- 7.7. A member of Shoalhaven Tourism to attend key meetings throughout the year to answer questions and provide input.

**8. Quorum**

- 8.1. A quorum will consist of at least 50% of members plus one additional member.

**9. Voting and Recommendations**

- 9.1. Where possible, voting on recommendations is made by consensus.
- 9.2. Where a consensus cannot be reached a vote shall be called. The Chairperson shall have a casting vote.
- 9.3. All decisions regarding the allocation of funding must be stated precisely for the inclusion of the minutes.

**10. Communication**

- 10.1. Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by the chairperson.

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**Shoalhaven River Festival – Terms of Reference**

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- 10.2. Where approval has been given by the chairperson, views and opinions expressed are those of the Shoalhaven River Festival and not of Shoalhaven City Council.

**11. Parent Committee**

- 11.1. No parent committee

**12. Code of Conduct**

- 12.1. All members of the Committee are to abide by Council's Code of Conduct, including declaration and management of all conflicts of interest.
- 12.2. Members cannot obtain private benefit because of their involvement in decision making as a member of the Committee.

**13. Review**

- 13.1 This policy will be reviewed within 12 months of each Council election.

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**SHOALHAVEN TOURISM BOARD**

**MONDAY, 27 MAY 2013**

**FINANCE AND CORPORATE SERVICES**

**1. Shoalhaven River Festival**

**File 47326E**

**PURPOSE:** Delivery Program Activity: 1.1.6.3

To inform the Board on the progress of the Shoalhaven River Festival (formerly Shoalhaven Spring Festival).

**RECOMMENDED that Council;**

- a) **Establish a Management Committee formed under Section 355 of the Local Government Act to progress and deliver the Shoalhaven River Festival**
  - a) **The Committee be named the Shoalhaven River Festival Committee**
  - b) **The membership of the Committee be formed from the Shoalhaven Tourism Board and co-opted community members as required**
  - c) **The Tourism Manager act as Executive Officer of the Committee and report to the Shoalhaven Tourism Board on the activities of the Committee**
- b) **Allocate \$20,000 to the Shoalhaven River Festival Committee from the Event Strategic Projects Reserve for planning, Development Application and other fees and charges for the running of the event**
- c) **Provide support in-kind in the form of a dedicated promotional website, secretariat, meeting space and event liaison assistance**

**OPTIONS**

- 1. Adopt the recommendation as written
- 2. Propose an alternative recommendation
- 3. Resolved to not support the Shoalhaven River Festival

**DETAILS**

After two successful meetings of those interested in being part of the Shoalhaven River Festival, the new name for the Shoalhaven Spring Festival, a date and preferred route for the parade has been chosen.

The Festival will be held on Saturday 26<sup>th</sup> October and after much discussion and debate the desired route for the parade will end at Harry Sawkins Park. The preferred Parade route will commence at the Nowra Show Ground travel though Nowra CBD via Junction,

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Kinghorne and North Streets to end at Graham Street leading to the Shoalhaven River. The main focus of the activities will be in, on and around the Shoalhaven River and activation of the shoreline along Scenic Drive between Bridge Road and Mandalay Avenue.

NOTE: Route and exact location of the festival activities are subject to change in accordance with the Development Application and Traffic Management Plan.

Lynne Locke, Catherine Shields and Melissa McManus have stepped up as Board representatives on the working Committee and Councillors Gash, Tribe and White have offered to assist with the project.

In order for the event to be covered by Council's insurance it is proposed that Council set up a Management Committee, under Section 355 of the Local Government Act. That the Committee co-opt members in order to progress and deliver the Shoalhaven River Festival.

# Attached

- Media Release on the launch of the Festival

Facebook page

<https://www.facebook.com/pages/Shoalhaven-River-Festival/469645753106010>

**FINANCIAL IMPLICATIONS:**

At this stage there is no allocation in the 2013/14 budget for the Shoalhaven River Festival (see budget report with draft 2013/14 budget). As such it is proposed that the Strategic Projects Reserve be used. This allocation was created from the operational profit of the successful Local Government Association Conference and was allocated for use to help establish signature events for the Shoalhaven.

Currently there is \$80,000 in the Strategic Projects Reserve – less any allocations made at this meeting.

**COMMUNITY ENGAGEMENT:**

The need for a signature event for the Shoalhaven has been identified in the Shoalhaven Tourism Master Plan; the Shoalhaven River Festival has the potential to not only create a signature event for the Nowra area but create a platform for similar events throughout the Shoalhaven.

The Shoalhaven River Festival will be the focal point for future Spring festivals in the Shoalhaven and will help to create a sense of place for the City.

Shoalhaven Tourism Board 27 May 2013 - Item 6

## MEDIA RELEASE

13 MAY 2013



The Shoalhaven Tourism Board is excited to announce that the former Shoalhaven Spring Festival which last ran in Nowra in 1998, will be reinvented with a new name the "Shoalhaven River Festival".

The Shoalhaven River Festival is an initiative of the Shoalhaven Tourism Board and will be supported by Shoalhaven City Council in its first year. The Shoalhaven Tourism Board hopes this will become the "Signature Event" for the northern Shoalhaven and will be a focus for community spirit and celebration as well as becoming a major tourism drawcard for Nowra and surrounds.

**The date:** Saturday, 26 October 2013.

The success of the event will depend on the support of the community. Already many volunteers have come forward to offer their advice and assistance. The response to this event has been overwhelming with groups like the Variety Club offering 50 volunteers and many others offering their services or a desire to be involved.

**The events:** The planned activities include a street parade, music concert in Harry Sawkins Park featuring local talent, markets, food stalls and some fantastic river events. During the afternoon the Festival will move to the river where such activities as dragon boats, stand up paddle board races, surf boats and a local "Pollies" race will be taking place. Many other activities are in the planning stage and once details are available the community will be advised.

In the evening it is hoped to turn the river bank into a sea of people as they enjoy live entertainment with a huge fireworks display to mark the end of the Festival. Childrens activities along the river bank and a variety of food stalls will assist in creating a fantastic atmosphere.

To ensure the success of the Festival the Tourism Board is hoping that local groups will support the event by either taking part in the street parade or performing in the music concert. Some groups are already designing their floats and sporting groups have indicated that they will be marching along with local bands and other entertainers showing just how enthusiastic the community is about this event being a success.

The Tourism Board has decided that as this is a community event there will be no charge to participate in the parade and many activities in the park and on the river will be free of charge.

**The team:** The event Champion is Shoalhaven Tourism Board Member Lynn Locke, who brings many years as CEO of the Shoalhaven City Turf Club and sporting club experience to the

Shoalhaven Tourism Board 27 May 2013 - Item 6

## MEDIA RELEASE CONT.

13 MAY 2013



fore. Lynn is supported in the organisation of the festival by Shoalhaven Tourism Board Chair, Catherine Shields. Treasurer of the previous Shoalhaven Spring Festival, Ruth Mathews, has agreed to take on this job again and will now be the Treasurer of the Shoalhaven River Festival.

Moving forward the Tourism Board is in the process of setting up a website [shoalhavenriverfestival.org](http://shoalhavenriverfestival.org) and has set up a new Facebook page which will be called Shoalhaven River Festival where people can access the latest news and communicate with organisers.

**Sponsorship:** The support of local businesses is paramount to the success of the Festival and the Tourism Board is thrilled with the positive response received so far. The Board hopes that local businesses will be more than keen to be part of an event which will be the region's signature high profile event.

There are a range of sponsorship options to suit businesses of all sizes - from the entry level "Friends of the Festival" right through to bronze, silver, gold and platinum sponsor levels with naming rights of the event available to the platinum sponsor.

To register your interest, give your ideas, or sponsor the Shoalhaven River Festival please contact:

Lynn Locke on 0412 586 707

or

Catherine Shields on 0412 292 917.

## CL24.44 Australian Liveability Census 2023 - Final Reports

**HPERM Ref:** D24/48560

**Department:** Corporate Performance & Reporting  
**Approver:** Coralie McCarthy, Acting Director - City Futures

**Attachments:**

1. 2023 Liveability Census - Executive Summary Report (under separate cover) [↗](#)
2. 2023 Liveability Census - Priorities Values and Performance Report (under separate cover) [↗](#)
3. 2023 Liveability Census - Community Strategic Plan Performance Report (under separate cover) [↗](#)

### Reason for Report

The purpose of this report is to inform Council of the results for the Shoalhaven LGA in the 2023 Australian Liveability Census. The Census was supported by the NSW Government Department of Planning, Housing and Infrastructure and will also inform future regional planning.

### Recommendation

That Council

1. Receive and note the results for Shoalhaven City in the 2023 Australian Liveability Census.
2. Note the potential opportunity to utilise the Liveability metrics in Council's future Integrated Planning & Reporting evaluation framework.

### Options

1. Adopt the recommendation

Implications: Nil.

2. Adopt an alternative recommendation

Implications: Staff will act in accordance with the alternative recommendation.

### Background

Council participated in the 2023 Australian Liveability Census (Census) in partnership with the NSW Government and Placescore. The Census, first held in 2021 invites local communities to share what is important to them, and rate how they feel their local neighbourhoods are performing.

The survey questions also help to understand 'liveability' from the perspective of Australia's diverse population and provides decision makers with the evidence base to enhance the lives of local communities. The results of the Liveability Census will also inform the NSW Government's planning for the Six City regions of which Shoalhaven City Council is part of the Illawarra Shoalhaven City.

Liveability is described as an assessment of what a place is like to live in. The survey puts together two metrics which help identify what is important, how a place is performing, and what the focus of change should be.

Placescore invited people from across Australia to assess the liveability of their own neighbourhoods by rating 50 Place Attributes. These Place Attributes cover a broad range of themes including open space, movement, local character and economy. From the survey responses, the following metrics are captured:

- Care Factor (CF) – captures what attributes a community ‘values’
- Place Experience (PX) – captures how a community ‘rates’ each attribute

Data was collected between 26 March and 30 June 2023. The census was heavily promoted across the Shoalhaven through Council media releases and social media posts.

## Results Overview

### National

- Overall across Australia there were 51,700 responses (CF and PX combined)
- Green, Clean, Walkable and Local were the major values of what is important to Australians in their neighbourhoods
- 82% were satisfied with liveability in their local neighbourhood

### Shoalhaven LGA

- Received 711 Responses (CF) and 681 responses (PX)
- 77% are satisfied with liveability in their local neighbourhood
- In addition to Australia’s universal values of green, clean and safe; Shoalhaven’s ideal neighbourhoods also have the following features:
  - Easy to access shared community amenities, like the local shops on foot or bike
  - A well maintained and managed public domain; footpaths, parks, roads and other public assets
  - Locally owned and operated businesses that provide the community with their daily needs

Attachment 1 includes the Executive Summary Report of the Australian Liveability Census results for Australia and the comparison to the Shoalhaven.

## Priorities, Values and Performance

A report was also compiled by Placescore to provide direction for Council’s planning and policy against the key themes from Shoalhaven residents, compared with NSW and Australia.

The top strengths for the Shoalhaven LGA and top priorities for improvement across particular attributes are included below in Figure1. Attachment 2 – provides a copy of the Priorities, Values and Performance Report.



**Figure 1: Shoalhaven LGA top liveability strengths and top priorities for improvement.**

**TOP 3 LIVEABILITY STRENGTHS**

CF# <sup>1</sup>	STRENGTHS	PX <sup>2</sup>
1	<i>Elements of natural environment (natural features, views, vegetation, topography, water, wildlife etc.)</i>	8.3
8b	<i>Local businesses that provide for daily needs (grocery stores, pharmacy, banks etc.)</i>	7.0
8a	<i>Sense of personal safety (for all ages, genders, day or night)</i>	7.3

**TOP 3 LIVEABILITY PRIORITIES**

CF# <sup>1</sup>	PRIORITIES	PX <sup>2</sup>
2	<i>General condition of public open space (street trees, footpaths, parks etc.)</i>	5.6
5	<i>Walking/jogging/bike paths that connect housing to communal amenity (shops, parks etc.)</i>	5.7
12	<i>Quality of public space (footpaths, verges, parks etc.)</i>	5.4

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## Community Strategic Plan 2032 - Strategic Performance

Council staff participated with Placescore to align the 50 metrics within the Census to Values within the [Shoalhaven 2032 Community Strategic Plan](#) (CSP). This helped to measure the delivery of certain aspects of the CSP, and assist with data-driven decision making, evidence based planning and policy development based on the needs and priorities of the community.

The key strategic improvement directions in the report are included below. Investment to improve community outcomes associated with the CSP Themes should be prioritised in the following order:

### 1. Sustainable, Liveable Environments

Protect nature and invest in local walking and cycling paths, connecting them to the wider network and neighbourhood amenity.

### 2. Thriving Local Economies that meet community needs

Ensure streetscapes and public spaces are safe and well maintained, and that housing is co-located with retail and amenity.

### 3. Resilient, Safe, Accessible and Inclusive Communities

Build on strong community connections to enhance neighbourhood safety. The metric with the highest overall priority and therefore the most opportunity for improved liveability outcomes is *General condition of public open space (street trees, footpaths, parks etc.)*.

[Attachment 3](#) – provides a copy of the 2023 Strategic Performance Report by Placescore.

## Opportunities

The alignment of liveability metrics to the existing CSP, the Census results and the liveability framework will be used to inform the review and update of the Community Strategic Plan following the Local Government Elections in September 2024. The insights provided by the Census will also be used in our organisational planning initiatives such as place-based recreation planning, social planning, land use, and economic strategies.

**Community Consultations**

A cross organisational team assisted the Communications and Media team to boost responses a variety of people of different ages and geographic locations. This included a presentation to all Year 8 students from Nowra Anglican College who also completed the survey questions.

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## CL24.45 Proposed Road Closure - Part Buchan Street Mollymook

**HPERM Ref:** D23/487485

**Department:** Technical Services

**Approver:** Carey McIntyre, Director - City Services

**Attachments:** 1. Proposed Road Closure - Buchan Street Mollymook [↓](#)

### Reason for Report

The reason for this report is to provide Council with an opportunity to consider approving the closure of unformed road reserve known as Buchan Street, Mollymook and dispose it to the adjoining landowner of Lots 1 to 3 DP 33065 for consolidation.

### Recommendation

That Council:

1. Resolves to close approximately 535sqm, subject to final survey, of unformed road reserve known as Buchan Street, Mollymook, shown in red on Attachment 1 (D23/500630) by notice published in the Government Gazette;
2. Authorises the sale of the closed road to the registered proprietor of the adjoining property being Lots 1 to 3 DP 33065 for \$195,000 plus GST (if applicable);
3. Requires the proceeds from the sale to be allocated to the Property Reserve;
4. Requires that the portion comprised in the road closure be consolidated into Lots 1 to 3 DP 33065;
5. Requires that all costs associated with the road closure, sale and consolidation to be borne by the registered proprietor of Lots 1 to 3 DP 33065;
6. Delegates authority to the Chief Executive Officer (or her delegate) to make minor adjustments to the purchase price, if necessary, relative to the area determined by final survey;
7. Ensures an easement for overhead powerlines 9 wide has been created in favour of Endeavor Energy or the existing easement relocated by the developer, authorises the Chief Executive Officer (Director City Services) to sign any documentation required to give effect to this Resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

### Options

1. As recommended

Implications: The road closure will proceed and will reduce road reserve maintenance burden on Council and generate an income of \$195,000 plus GST.

2. Not resolve as recommended

Implications: The road reserve will remain the responsibility of Council including the maintenance requirements.

CL24.45

## Background

In July 2022, the Buchan Property Group Pty Ltd purchased Lots 1 to 3 DP 33065 which is commonly known as Mollymook Motel, highlighted yellow in **Figure 1** below.



Figure 1: Showing lots owned by Buchan Property Group Pty Ltd, commonly known as Mollymook Motel

Buchan Property Group Pty Ltd has submitted an application to close a portion of the unformed road reserve along Buchan Street, to the north of the subject lots, to facilitate a future development of the site. The area of road reserve proposed to be closed is highlighted red in **Figure 2**.



Figure 2: Section of Buchan Street, Mollymook that is proposed to be closed (in red)

The proposed development includes part demolition works and carrying out alterations and additions to the existing Mollymook Motel. A Development Application, DA23/1461, has been lodged with Council for assessment. The development consent will be issued by way of a deferred commencement, with the deferred matter being the road closure, title creation for the sale of land, and consolidation with Lots 1 to 3 DP 33065.

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Buchan Street was a Crown Road; however, in 2017 Council undertook a review of Crown Roads that were maintained by Council with a view to having these roads transferred to Council's ownership under Section 151 of the Roads Act 1993. Buchan Street was transferred to Council by means of government gazette on 20 December 2019.

A valuation was undertaken by Walsh & Monaghan which determined that the amount of compensation payable is \$195,000 excluding GST. Buchan Property Group Pty Ltd agreed to pay Council \$195,000 plus GST (if applicable) for the portion of road to be closed. This amount would be adjusted in accordance with final survey.

### **Internal Consultations**

A request for internal comments was made on 21 September 2021.

The original proposal submitted in September 2021 did not result in satisfactory intersection arrangements, affecting Buchan Street and Golf Avenue. It was requested that the applicant obtain a Traffic Assessment Report to investigate the short and long-term requirements for intersection options. A Traffic Assessment Report was assessed as part of the developer's development application.

It was determined that the road closure be assessed concurrently with a Development Application submitted by the developer. The developer would pursue the purchase of the land upon receipt of a satisfactory consent from Council. If consent were to be granted, it could be by way of deferred commencement, with the deferred matter being the road closure, title creation for the sale of land, and consolidation. Traffic issues connected with the development and road closure would be assessed as part of the development application process.

The road closure is supported by Council staff.

### **External Consultations**

Under Section 38B of the Roads Act 1993 –

- 1) A Council that is proposing to close a council public road must cause notice of the proposal –
  - a) To be published in the local newspaper, and
  - b) To be given to –
    - I. All owners of land adjoining the road, and
    - II. All notifiable authorities, and
    - III. Any other person (or class of person) prescribed by the regulations.

The above has been undertaken with all parties notified in May 2023.

A formal objection was made by Endeavour Energy to the proposal. It was identified that overhead powerlines are located within a part of the proposed road cluster for closure. An easement for overhead powerlines 9 wide would need to be created or the easement relocated before Endeavour Energy would remove the objection. The developer has agreed in principle to Endeavor Energy's requirements and will complete prior to the final signoff from the Council CEO.

### **Community Consultations**

Adjoining landowners were notified of the proposal on 18 May 2023 and an advertisement was published in the South Coast Register and Milton Ulladulla Times on 25 May 2023.

No submissions were received.

**Policy Implications**

This proposal is in accordance with Council Policy “Development and/or Disposal of Council Lands” POL 22/47.

**Financial Implications**

The registered proprietor of Lots 1 to 3 DP 33065 is responsible for all costs associated with the road closure, sale and consolidation. This transaction will occur at nil cost to Council.

Walsh & Monaghan assessed the compensation payable of the land to be sold at \$195,000 excluding GST. This will be an income received by Council.

**Risk Implications**

Nil.

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## CL24.46 Tenders - Full-Service Pavement Rehabilitation - Yalwal Road, (Ch2.215-3.9km)

**HPERM Ref:** D24/35722

**Department:** Works & Services

**Approver:** Carey McIntyre, Director - City Services

### Reason for Report

The reason for this report is to inform Council of the tender process for *Full-Service Pavement Rehabilitation – Yalwal Road, Chainage 2.215km to 3.9km*.

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

### Recommendation

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

### Options

1. Accept the recommendation

Implications: Consider a separate confidential report on the matter.

2. Council make a different resolution

Implications: This is not recommended as an extensive evaluation process has been undertaken by the tender evaluation team in accordance with the tender evaluation plan.

### Details

#### **Project Description**

Council are contracting out the full-service rehabilitation of Yalwal Road between 245 metres west of George Evans Rd and Flatrock Road.

The general scope of work will comprise two pavement types.

- Type 1 (straight pavement sections) - Gravel shoulder (pavement widening), in-situ stabilised pavement, heavily bound base material overlay, 10mm prime seal, DGA20 and SMA10 wearing course.
- Type 2 (intersections) – Deep lift DGA28 and SMA10 wearing course.

#### **Tendering**

Council called tenders for the Full-service Pavement Rehabilitation, Yalwal Road Chainage 2215m - 3900m on 24 November 2023 which closed at 10:00 am on 15 December 2023.

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Seven tenders were received at the time of closing. The tenders received are shown in **Table 1.** below.

**Table 1 - List of Tenders Received**

<b>Tenderer</b>
Symal Infrastructure Pty Ltd
State Civil Pty Ltd
Stefanutti Construction Pty Ltd
Stabilised Pavements of Australia Pty Ltd
Roadworx Surfacing Pty Ltd
Fulton Hogan Industries Pty Ltd
Cleary Bros. Bombo Pty Ltd

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

#### **Policy Implications**

Nil. The tender process has followed the requirements under the provisions of the Local Government Act 1993.

#### **Financial Implications:**

These are discussed in the confidential report

#### **Risk Implications**

Details relating to the Risk Implications are contained in the confidential report.

## **CL24.47 Public Amenities Cleaning - External Contractor Review**

**HPERM Ref:** D24/47147

**Department:** Building Services  
**Approver:** Carey McIntyre, Director - City Services

**Attachments:**

1. Public Amenities Cleaning Report 2023 [↓](#)
2. Off Peak Cleaning Schedule [↓](#)
3. Peak Cleaning Schedule [↓](#)
4. Intense Cleaning Schedule [↓](#)
5. Glossary [↓](#)
6. Lighthouse Tracking [↓](#)
7. Monthly KPI Checklist [↓](#)

### **Reason for Report**

The purpose of this report is to respond to the Question on Notice as requested by Council at the Ordinary Meeting held on 14 August 2023 (CL23.273).

### **Recommendation**

That Council receive the report regarding the Public Amenities Cleaning – External Contractor Review for information.

### **Options**

1. That Council receive the report regarding the Public Amenities Cleaning – External Contractor – Review for information.

Implications: Response to the Question of Notice and performance of the Public Amenities Cleaning Contractor is received.

2. That Council not receive the report regarding the Public Amenities Cleaning – External Contractor – Review for information

Implications: Nil

### **Background**

A report regarding Public Amenities cleaning (CCL22.10) was presented to the Council Ordinary Meeting on 28 March 2022. The [report](#) detailed the challenges surrounding public amenities cleaning and the recent transition of service provision from Works & Services to Building Services and Swim Sport and Fitness.

The report explained that a key driver for the transfer was resulting from the recently implemented Asset Custodian Model and the need to improve Parks & Open Space services. It is important to note that a transfer of staff occurred between Works & Service and Swim, Sport & Fitness; however, no staff were transferred into Building Services to provide cleaning for 99 of the 135 public amenities that existed at the time.

Due to the service transition occurring in October 2021 just prior to the summer peak and intense cleaning season, Building Services initially resourced the provision of public amenities cleaning through contract labour hire overseen by a Cleaning Coordinator and an

assistant. That experience confirmed the resource challenges that were driven by the seasonal cleaning schedules and identification of resources willing to undertake the work.

Consequently a tender was advertised for the provision of Public Amenities cleaning services for all Building Services amenities to provide a value for money option from a cleaning service provider, who would be better placed to address the variable nature of the task.

Outcomes of the tender process were reported to council on the 28 March 2022 (CCL22.10), with a resulting resolution of council ([MIN22.231C](#)) as follows;

*That:*

- 1. Council endorses the recommendation of the Tender Evaluation Team to accept the Tender from Storm International Pty Ltd for two years (with the option of a one-year extension) at a cost of \$573,840.12 (exc. GST) per year (total cost over two years \$1,147,680.24).*
- 2. Council note that this arrangement does not prevent Council staff undertaking Emergency Reactive Repair Works and ad-hoc cleaning due to high service demand and that no existing staff are disaffected or displaced through this contractual arrangement.*
- 3. Council notes the budget implication of both options presented and that an adjustment of the Building Services Public Amenities budget from \$631,288 to \$1,054,728 will be required in the 2022/2023 financial year.*
- 4. The contract documents and any other associated documents be executed on behalf of the Council in accordance with Local Government (General) Regulation 2021 (section 165), by the CEO (Director – City Services), as the Principal's Representative.*
- 5. The recommendation remains Confidential in accordance with Section 10(A)(2)(d)(i) of the Local Government Act until Tenders are determined by Council*

As resolved by Council, a contract was entered into with Storm International Pty Ltd for a two year term in May 2022.

### **Questions on Notice:**

At the Ordinary Meeting held on the 14 August 2023, Council put forward a Question on Notice regarding the Public Amenities Cleaning Contract (CL23.273). See the questions outlined below.

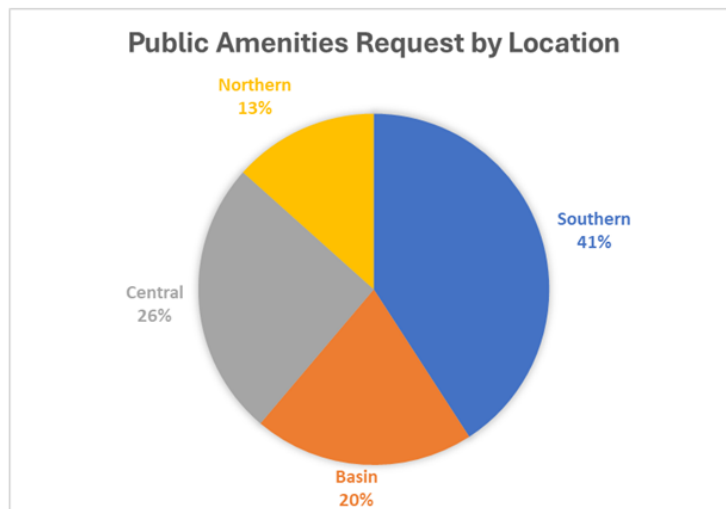
- 1. What is the feedback from the general public from Wards 1, 2 and 3 on the quality of the amenities upkeep in the Shoalhaven as a result of Storm International taking over the contract?*
- 2. Are all council amenities in our parks and recreation services etc been assigned to Storm International or have we retained some in-house cleaning?*
- 3. How are the performance metrics monitored in the Shoalhaven?*
- 4. Is the workforce wearing PPE in accordance with NSW Health standards? If so, how is this data captured?*
- 5. How many Storm International workers are long-term local residents of the Shoalhaven vs international workers on an special visa?*
- 6. What are the lessons learnt (both positive and negative) from this 12 month (now 16 month) trial period?*
- 7. Can Council look into availing ourselves of the many organisations locally e.g. Flagstaff who run similar programs with their employees with contracts for public amenities so the local workforce and economy is strengthened and money stay in the local community?*

## Responses

### 1. What is the feedback from the general public from Wards 1, 2 and 3 on the quality of the amenities upkeep in the Shoalhaven as a result of Storm International taking over the contract?

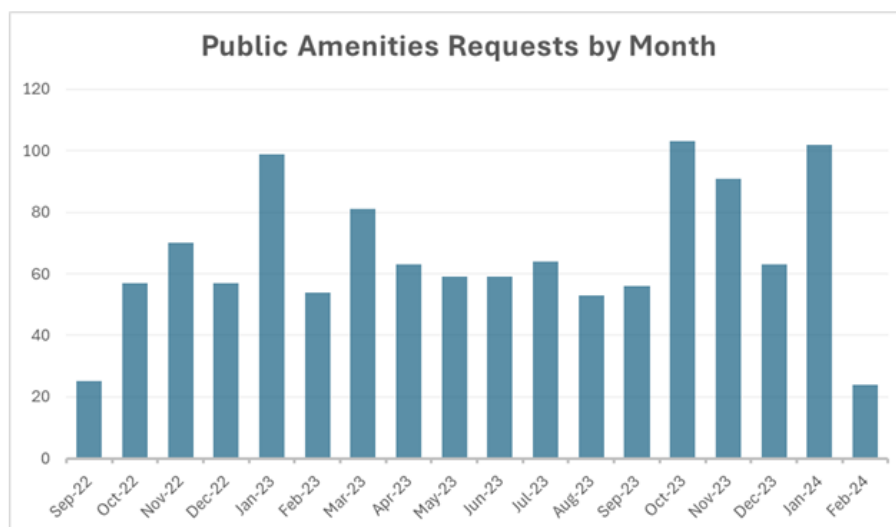
Feedback from the community is gauged from submissions to Council via phone calls, emails, app interaction (Snap Send Solve) and direct input of requests through the Council website. 77% of requests, regarding public amenities, are received by phone call and entered into the Request Management System. These requests are assigned for action to either the Facility Officer or the Structures Crew in the case of a repair. A breakup of these requests by district is provided in **Figure 1** as follows:

**Figure 1: Public Amenities Request by Location**



Since September 2022, the Facility Officer has received 24 requests for contact through Councils Compliments, Complaints and Feedback category. Of the 24 requests, 8 were related to Grounds Maintenance around Council Buildings, 14 (58%) provided negative feedback and 2 provided positive feedback regarding public amenities cleaning... The number of requests by month is shown in **Figure 2** as follows:

**Figure 2: Overall Requests for Public Amenities**



From the data provided in **Figure 2** above, there was 899 requests entered for 2023. The nature of these requests were largely relating to maintenance and repair. E.g., broken door

CL24.47

locks, vandalism, taps inoperable etc. A total of 55 requests were identified for Building Services public amenities cleaning issues. **Attachment 1** details the range of feedback received throughout 2023 and the nature of the calls.

Public amenities in the Shoalhaven are subject to a high degree of vandalism and misuse throughout the year; however, particularly during the peak and intense cleaning periods. This is illustrated (**Figure 2**) by the increased requests received during these periods requiring high levels of intervention for extra over cleaning and reactive repairs.

In many cases it is impossible to respond to a reported incident immediately and in the event of misuse of vandalism, it is often the case that the event occurs between the scheduled cleaning visits and is of an abnormal nature.

Initially due to the quantity of amenities under the contract, their geographical nature and dispersion across the Shoalhaven it was critical to manage the transfer of sites across to the contractor. Coupled with the fact that this was a new method of performing public amenities cleaning, the transition or release of areas to the contractor was undertaken in a staged approach. This ensured Council staff were satisfied with the performance in one area prior to releasing the next. Commencing in Ward 1 in June 2022, Ward 2 in August 2022 and Ward 3 in October 2022.

Performance has been managed by the creation and implementation of processes to ensure the contractor both understands the standards required and council staff can measure the outcomes. These are explained further below.

Overall, the Contractor is performing to the standard required by Council, including two consecutive peak and intense periods of high demand. Due to the challenges initially for both Contractor and Council staff in the familiarisation of sites and initiating new processes, the delivery standard was below expectations; however, this is no longer the case.

Currently, the feedback received from the public is positive and the contractor is providing a consistent service.

## **2. Are all council amenities in our parks and recreation services etc being assigned to Storm International or have we retained some in-house cleaning?**

Building Services are custodian for 99 out of a total of 135 Public Amenities in the Shoalhaven, the remainder of which are under the custodian of Swim, Sport & Fitness (35) and Holiday Haven (1).

Building Services outsource the cleaning of its public amenities via a contract (Storm) and contract labour, Swim Sport & Fitness perform the cleaning inhouse with dedicated resources. The distribution of these amenities by Ward is shown in **Table 1** as follows:

**Table 1: Amenities Ward Distribution**

	<b>Building Services</b>	<b>Swim Sport &amp; Fitness</b>	<b>Holiday Haven</b>
<b>Ward 1 (North)</b>	20 amenities	11 amenities	
<b>Ward 2 (Central)</b>	40 amenities	12 amenities	1 amenities
<b>Ward 3 (South)</b>	39 amenities	12 amenities	

During the peak & intense cleaning periods an additional 13 port-a-loos are hired and deployed to remote locations to service tourists visiting these areas. The contractor also cleans and services these additional facilities daily for a period of six weeks at Christmas and two weeks at Easter each year.

**Attachments 2, 3 & 4** detail the full seasonal cleaning schedules for the Building Services managed amenities in the South, Central & North Shoalhaven. Comparison between the Off

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Peak (**Attachment 2**), Peak (**Attachment 3**) and Intense (**Attachment 4**) cleaning rosters per area demonstrates the significant fluctuations in seasonal resourcing demands.

### **3. How are the performance metrics monitored in the Shoalhaven?**

Building Services has implemented a number of initiatives to monitor performance of the public amenities contractor, combined they are used to ensure the quality, effectiveness and efficiency of services provided.

#### ***Development of Cleaning Glossary:***

The Glossary (**Attachment 5**) was developed to ensure the cleaning standards and quality of Building Services public amenities meet contractual obligations. It is used to convey the acceptable level of cleaning service and is utilised for onsite inspections and reporting. The Glossary is based on a 1-5 rating system and the daily acceptable standard rating of 3 or above is required.

#### ***Implementation of Monitoring System:***

Due to the remote locations of Councils amenity buildings, Council requested implementation of a software system that could perform the following functions;

- Provide proof of service
- Monitor field based cleaners in real time
- Report maintenance or incidents on site

Through provision of an online software solution, the Building Services Facility Officer can access this information to ensure cleaning is being performed as per the schedule which is also used in cross referencing monthly progress claims.

**Attachment 6** provides a sample report illustrating the detail required per site including time in and out, defect reporting and photos of completed works. A download of the full daily schedule is also included.

#### ***Onsite Monitoring:***

The public amenities cleaning contract is managed by Council's Facility Officer within the Building Operations team. The Facility Officers duties includes:

- Undertaking contract surveillance, audits, compliance checks and inspections
- Performing reactive cleans and maintenance response
- Conducting contractor inductions (**attachment 6**) and safety audits
- Consumable stock management and control
- Issuing non-conformance reports and improvement notices
- Reviewing progress claims and payment recommendations

The Facility Officer conducts regular site inspections with representatives of the contractor management team. **Attachment 7** provides samples of the monthly KPI checklist undertaken onsite.

#### ***Contract Meetings:***

Contract meetings are conducted with minutes taken, on a monthly basis, attended by management representatives of Council and the Contractor. Agenda items include WHS, Quality, Staff, Scheduling, Vehicles and Supervision. Any current non-conformance reports or active improvement plans are reviewed in detail.



**4. Is the workforce wearing PPE in accordance with NSW Health standards? If so, how is this data captured?**

Safework Australia define the requirements for Persons Conducting a Business or Undertaking (PCBU) in regards to Personal Protective Equipment (PPE) in accordance with the “Model WHS Regulations”.

Extract from Safework;

“As the PCBU, you must only issue PPE if other control measures haven’t removed or minimised the risk to workers’ health and safety, as far as is reasonable.

It’s the duty of the PCBU to:

- select suitable PPE for the worker and the task, including that it is reasonably comfortable.
- provide information, training and instructions to workers and people visiting your workplace about how to use PPE.
- guide workers and others to use PPE properly.
- periodically assess whether the PPE is and continues to be effective, and
- put up signs about using PPE.

In the instance of public amenity cleaning both the Contractor and Council have a duty of care to ensure the correct PPE is identified for the task, issued and being utilised accordingly. This is managed on multiple levels throughout tendering onboarding and implementation phases.

At the tendering phase the contractors are required to complete a Work Health & Safety (WHS) Questionnaire, whereby responses are provided pertaining to WHS Policy & Management, Safe Work Practices & Procedures, WHS Inspection, Consultation and Performance Monitoring. Additionally relevant Safety Policy and WHS Procedures are submitted and reviewed as part of the tender evaluation process.

Upon awarding of the contract the requirement of task specific PPE is reviewed and agreed with the contractor. It is the Contractors responsibility to provide all necessary PPE items to cleaning staff and ensure it worn properly when required.

Council ensures that all contract cleaners undertake a specific induction prior to commencement of cleaning duties on public amenities sites, this presentation includes associated PPE requirements. **Attachment 6** illustrates the content of the induction session delivered by Councils Facility Officer. Records of attendees are listed and trimmed to Council files.

Conformance to PPE and safe work practices are measured through site observations and audits by both Contractor and Council representatives. The Facility Officer undertakes onsite review for correct PPE use and carry’s spare PPE stock if required.

**5. How many Storm International workers are long-term local residents of the Shoalhaven vs international workers on an special visa?**

The contract to perform Public Amenities cleaning is based on a fee to provide services as per the contract specifications and schedule, the contract does not stipulate preferential requirements for the residential status of contract cleaning personnel.

Currently the contractor’s staff consist of two long term Shoalhaven residents and two international working visa holders, additional staff travel from outside of the Shoalhaven to supplement the workforce during Peak and Intense periods.

**6. What are the lessons learnt (both positive and negative) from this 12 month (now 16 month) trial period?**

The engagement of Storm International Pty Ltd as resolved by Council is a two year contract with an option for a one year extension.

Prior to contracting this service the greater component of Councils public amenities cleaning was performed by staff in multifunctional roles, this meant that amenity cleaning was not prioritised over other competing tasks and consequently suffered at times.

The seasonal resourcing demands which increased in Peak and Intense periods was reliant on significant staff overtime and engagement of casual labour, provision of additional vehicles and equipment to provide the extra over demand above base staff numbers.

Engaging a contract to complete these works has led to an improved focus on cleaning and assigned responsibility for quality. Innovative solutions have assisted in rationalising the cleaning schedules and identifying any improvement opportunities.

The contract is now in its second year of operation and generally there is less feedback requiring rectification, there has also been a reduction in service callouts, leading to a consistency of good performance.

From a costs perspective Council have better visibility of the costs per clean throughout the seasonal schedules and improved control of consumables stock. Allocated budget for the provision of public amenities cleaning has remained on track over the past two years.

Regardless of the model for the delivery of this service it is imperative that appropriate levels of supervision is assigned for auditing and reactive response, this is critical during peak and intense periods.

Transitioning to the contract was initially intensive to ensure the Contractor understood Councils expectations and learnt the geographical and seasonal impacts, in terms of visitation, access and traffic congestion. There were a high number of non-conformance reports within the first 6 months; however, that has now subsided with effective communication between both parties and a consistently high level of cleaning performance.

**7. Can Council look into availing ourselves of the many organisations locally e.g. Flagstaff who run similar programs with their employees with contracts for public amenities so the local workforce and economy is strengthened and money stay in the local community?**

The delivery of public amenities cleaning services is demanding, it is subject to an intense cleaning schedule and the navigation of many variables. The performance based contract works well.

The engagement of resources to fulfill this task is managed through an open tender process, which presents an open opportunity for all service providers to make a submission, including those mentioned.

Organisations such as Flagstaff Group have previously been engaged by Council for provision of landscape maintenance services, opportunities to supplement cleaning and landscape maintenance activities can be explored; however, undertaking the full extent of the service delivery may pose service delivery risks, particularly in peak and intense periods.

**WARD 1 16 complaints**

BLD23-00238	31/01/2023	North Street NOWRA NSW 2541	Ladies toilets at Jelly Bean Park require cleaning
BLD23-00333	14/02/2023	Bus Terminal 3 Stewart Place NOWRA NSW 2541	Is Calling In Regards To Wanting To Inform That There Is Human Faecal Waste Nearby Where The Toilets Are As They Were Closed Last Night. It Causing A Disgusting Scene For People Walking By. It Is In The Garden Between The Ladies Toilet's And The Red Cross. Please Action Soon.
BLD23-00473	06/03/2023	Alexandra Street BERRY NSW 2535	No soap available, hand dryer not working, toilet needs a clean.
BLD23-00534	15/03/2023	Sewage Pump Station SPS17 North Nowra Princes Highway SOUTH NOWRA NSW 2541	Sharps container in ladies toilet needs serious attention - Rotary Roadside Park South Nowra
BLD23-00854	10/05/2023	North Street NOWRA NSW 2541	There is faeces all over the womens toilets at Jelly Bean Park
BLD23-00865	12/05/2023	Apex Park & Baby Health Centre 12 Prince Alfred Street BERRY NSW 2535	Apex Park Berry public toilets need cleaning - not currently usable.
BLD23-00882	18/05/2023	Jerry Bailey Reserve River Road SHOALHAVEN HEADS NSW 2535	Toilets are filthy. Same rubbish is in the toilets from a week ago. Contractor not keeping up with cleaning. Very disappointed. Surfers changing
BLD23-00932	26/05/2023	Egans Lane NOWRA NSW 2541	Disabled toilet door handle is very dirty (sticky and tacky). The toilet bowl on the outside is very dirty. The condition has been the above for approx 2
BLD23-01083	20/06/2023	North Street NOWRA NSW 2541	Female toilet covered in faeces
BLD23-01223	11/07/2023	Mavromattes Reserve 6 Wharf Road NOWRA NSW 2541	Looks like a fire has been started to access needle box - now the needle box is accessible and a danger to the public.
BLD23-01281	21/07/2023	Kinghorne Street NOWRA NSW 2541	Caller states the female toilet has no toilet paper and there is faeces on the floor of the toilet
BLD23-01774	29/09/2023	Bus Terminal 3 Stewart Place NOWRA NSW 2541	Medical incident occurred at 3 Stewart Place Nowra toilet block. NSW ambulance has called it through advising there is blood and faeces in the toilet block.
BLD23-01855	11/10/2023	Bus Terminal 3 Stewart Place NOWRA NSW 2541	Syringe has been placed in waste paper bin not syringe disposable container. Needs to be collected, dangerous for children.
BLD23-01859	12/10/2023	Bus Terminal 3 Stewart Place NOWRA NSW 2541	feces all over the floor in Public toilets
BLD23-01860	12/10/2023	Bus Terminal 3 Stewart Place NOWRA NSW 2541	Someone has used a ladies toilet, missed it, then walked faeces through the toilet block. Needs urgent cleaning. Stewart Place Bus Terminal.
BLD23-02252	29/11/2023	Stewart Place NOWRA NSW 2541	report of vomit on the floor of the disabled toilet

**WARD 2 24 complaints**

BLD23-00012	03/01/2023	Plantation Point Parade VINCENTIA NSW 2540	Plantation Point public toilette facility requires a clean, there is also a strong odour present. There is also not enough toilette paper.
BLD23-00074	10/01/2023	Community Hall & Tennis Court 89A Quay Road CALLALA BEACH NSW 2540	Toilette facilities on Quay Rd Callala Beach car park have not been cleaned on a regular basis all summer. The facilities are in a state of disrepair
BLD23-00105	15/01/2023	1 Piscator Avenue CURRARONG NSW 2540	Has Called About The Currarong Public Toilets. Someone Has Vomited In The Sink And The Toilet. It Is A Real Mess
BLD23-00153	19/01/2023	Burton Street VINCENTIA NSW 2540	Public toilets are filthy at the Vincencia shopping village, people could not use them
BLD23-00207	27/01/2023	Myola Road MYOLA NSW 2540	Portaloo smells and needs cleaning and emptying
BLD23-00410	24/02/2023	Huskisson Wharf Currumbene Street HUSKISSON NSW 2540	No hand soap in any of the toilet blocks in the Shoalhaven. It's extremely unhygienic for people to not wash their hands after using the toilet.
BLD23-00566	21/03/2023	Marine Parade CALLALA BAY NSW 2540	Some has put faeces in the hand basin in disabled toilet Callala Bay boatramp.
BLD23-00712	14/04/2023	Cyrus St Reserve Cyrus Street HYAMS BEACH NSW 2540	Said the original amenities block the southern end of Hyams Beach has not been cleaned since Christmas said has always been maintained but they have stopped cleaning said that a new amenities has been built but he and others use the old ones still
BLD23-00829	08/05/2023	98 Cyrus Street HYAMS BEACH NSW 2540	Southern toilet block requires cleaning inside and out, it has not been cleaned in months.
BLD23-00838	09/05/2023	Marine Parade CALLALA BAY NSW 2540	Excrement in disable toilet smeared on the seat
BLD23-01054	18/06/2023	Plantation Point Reserve Plantation Point Parade VINCENTIA NSW 2540	1) There is no toilet paper in the "Unisex toilet & baby change" (the middle toilet). 2) Would be nice to have soap as well.
BLD23-01211	10/07/2023	Burrill Street HUSKISSON NSW 2540	Resident complained to SCC staff member about cleanliness of toilets located at Moona Moona Creek - "Looks like they haven't been cleaned in a while"
BLD23-01220	11/07/2023	Church Street TOMERONG NSW 2540	It has been egged and there are eggs all through it that are starting to smell badly.
BLD23-01398	07/08/2023	106 Church Street TOMERONG NSW 2540	Rubbish bin tipped over, all the rubbish is in the toilet, toilet rolls in the toilet, faeces smeared over mirror.
BLD23-01515	22/08/2023	Plantation Point Reserve Plantation Point Parade VINCENTIA NSW 2540	Will used the lift and change facility today at plantation point, which is wonderful. However, since the Change facility opened there has been no bin to take the adult size nappies. We have bought or nappy home however there is a very strong likelihood that some People will just leave the dirty nappy on the floor.  Could you please put a nappy bin suitable for adult size nappies into the Change facility? The paper towel holder for the bed is always empty. Perhaps this could be checked also when the cleaner does the Ccleaning.  Thank you once again for providing such a wonderful Change facility in the area.
BLD23-01758	27/09/2023	Curleys Bay Reserve Prince Edward Avenue CULBURRA BEACH NSW 2540	Build up of mould on path at rear of building causing potential slip hazard.
BLD23-01765	28/09/2023	Burton Street VINCENTIA NSW 2540	Flushing not working & no toilet paper & no water from taps general cleaning
BLD23-01791	04/10/2023	98 Cyrus Street HYAMS BEACH NSW 2540	Lots of sand is built up on outside showers need a hose off. Has not been cleaned since xmas. Used to be hosed off daily. Its a mess. Can you please contact [redacted] and follow up with action that will be taken? thanks
BLD23-01794	04/10/2023	2 Piscator Avenue CURRARONG NSW 2540	Female toilet is very dirty, sanitary pads and food waste throughout the toilet block.
BLD23-01834	09/10/2023	15 Hawke Street HUSKISSON NSW 2540	Can we please get hand wash installed in these facilities.
BLD23-02097	07/11/2023	10 Burton Street VINCENTIA NSW 2540	Appalling condition of public toilets. No water to flush and no paper.
BLD23-02105	09/11/2023	Paradise Beach Reserve 183 Walmer Avenue SANCTUARY POINT NSW 2540	Toilets are not flushing due to no water. Advised there was a leak there some time ago so possibly the water hasn't been turned back on since being fixed. Rubbish bins are overflowing in the building if they could also be emptied that would be good too please.
BLD23-02142	14/11/2023	210 Penguins Head Road CULBURRA BEACH NSW 2540	The toilets at Tilbury Park are disgusting. There has been human poo on the floor for over five weeks. I know people have been there because the toilet paper is replenished. However they clearly don't clean the floor.

BLD23-02455	31/12/2023	Burton Street VINCENTIA NSW 2540	reports that the new public toilets at Burton St in Vincentia need to be opened up and cleaned.
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**WARD 3 15 complaints**

BLD23-00002	02/01/2023	26 Mcdonald Parade BURRILL LAKE NSW 2539	Called To Say That Someone Has Defecated All Over The Toilet At The McDonald Parade Reserve
BLD23-00014	03/01/2023	Princes Highway MILTON NSW 2538	Faeces covering the whole of the disabled toilets in the courtyard of 69 Princes Hwy, Milton
BLD23-00190	24/01/2023	Boree St Carpark 6 Boree Street ULLADULLA NSW 2539	reporting that the public toilets in the carpark opposite Coles smells she is reporting an odour and thinks they need to cleaned
BLD23-00748	21/04/2023	McDonald Pde Reserve (North) Mcdonald Parade BURRILL LAKE NSW 2539	is reporting that one of the unisex toilets at McDonald Parade Reserve has feces all over the toilet and the other one has water all over the floor
BLD23-01112	26/06/2023	Green Street ULLADULLA NSW 2539	No soap has been in the dispensers and today the water is cut off.
BLD23-01189	06/07/2023	Milton Village Cultural Centre 73 Princes Highway MILTON NSW 2538	Toilets are blocked and need cleaning.
BLD23-01413	08/08/2023	Sussex Inlet Theatre 173 Jacobs Drive SUSSEX INLET NSW 2540	The toilets in ladies has had one of the toilet bowls (inside) painted black. Unsure on mens toilets or any other public toilets in the area
BLD23-01764	28/09/2023	107 Deering Street ULLADULLA NSW 2539	Male toilets need desperate
BLD23-01771	29/09/2023	Boree St Carpark 6 Boree Street ULLADULLA NSW 2539	Toilets are filthy and have no toilet paper in them
BLD23-01772	29/09/2023	Millards Historic Cottage 275 Green Street ULLADULLA NSW 2539	Toilet are filthy and when toilets are flushed takes ages to clear
BLD23-01842	10/10/2023	137 Princes Highway ULLADULLA NSW 2539	Third party caller states a customer approached their business to ask them to contact Council re the disgraceful state of the public toilet block located in a Council car park
BLD23-02059	04/11/2023	Burrill Lake Lions Park Dolphin Point Road BURRILL LAKE NSW 2539	Has Called In Relation To The Toilet That Is Currently Full Of Vomit And Is Wanting To Organize For A Cleaner To Come Down To Clean Up The Facility.
BLD23-02148	14/11/2023	10 Victor Avenue NARRAWALLEE NSW 2539	These toilets need attention. They are very dirty
BLD23-02417	20/12/2023	Matron Porter Dr Reserve Matron Porter Drive MOLLYMOOK BEACH NSW 2539	The ladies toilets at the Matron Porter Reserve by Narrawallee inlet are at times messy because none of the toilet cubicles contain sanitary bins. Women are reduced to having to place soiled sanitary napkins in an open bin by the sink. It's disgusting and a third world practice not something that should be found in Australia. In addition there are no soap dispensers despite soap dispensers installed at Mollymook beach toilets and Ulladulla and covid times. I went to check if conditions had improved today and I found that the sink had been removed and only the tap available with a hole for water to run into. There was no sign to explain why the sink had been removed. I urge the council to remedy the terrible conditions of the ladies and gents toilets  The Gents are dirty and sink removed also- install Ladies sanitary bins, soap dispensers in both toilets and provide sinks in the both toilets. Holiday visitors will be arriving the reserve is used for Xmas and holiday celebrations they are entitled to clean decent good facilities in the toilets. It a disgrace to our region and a bad example to holiday makers and locals alike.
BLD23-02423	21/12/2023	Mitchell Parade MOLLYMOOK BEACH NSW 2539	Would like more regular cleaning outside and inside the toilet amenities. Since there has been a change of cleaners, there has been a marked difference in the level of cleanliness.

### Shoalhaven City Council Public Amenities

Sussex Inlet Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Berrara Creek Reserve	1 Berrara Rd, Berrara	✓		✓			✓	
2 Cudmirrah Public Hall	32 Collier Rd, Cudmirrah	✓		✓			✓	
3 Errol Bond Reserve	15 Goonawarra Dr, Cudmirrah.	✓		✓			✓	
4 Ski Beach Boat Ramp	The Springs Rd, Swanhaven	✓		✓			✓	
5 Dyball Reserve	Yaroma Ave Boat Ramp, Swanhaven	✓		✓			✓	
6 Sussex Inlet Surf Club	194 Pacificana Dr, Sussex Inlet	✓		✓			✓	
7 Lions Park	8 Edgewater Ave, Sussex Inlet	✓		✓			✓	
8 Coastal Patrol	22 Sussex Rd, Sussex Inlet	✓		✓			✓	
9 Chris Creek Boat Ramp	River Rd opposite Harboard St	✓		✓			✓	
10 RSL Ellmoos Reserve	212 Jacobs Dr, Sussex Inlet	✓		✓			✓	
11 Picture Theatre	Jabobs Dr (Rear of Cinema)	✓		✓			✓	
12 Neilson Lane Reserve	Access Via Northern end	✓		✓			✓	

### Shoalhaven City Council Public Amenities

Ulladulla North Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Burleigh Way Mollymook	8 Burleigh Way - Edith Twynam		✓			✓	✓	✓
2 Beach Road Mollymook	36 Beach Rd - Nth End		✓			✓	✓	✓
3 Matron Porter Drive North	Narrawallee		✓			✓	✓	
4 Matron Porter Drive South	Narrawallee		✓			✓	✓	
5 Milton CBD Princes Hwy	Milton Culture Centre		✓	✓		✓	✓	✓
6 Mick Ryan Reserve	Mick Ryan Park Milton		✓	✓		✓	✓	✓
7 Lake Conjola Boat Ramp	Lake Conjola Entrance Rd			✓		✓		✓
8 Fishermans Paradise Boat Ramp	92 Anglers Parade			✓			✓	✓
9 York St Cunjurong Point	Boat Ramp Cunjurong Point		✓	✓			✓	✓
10 Cunjurong Reserve	Ottawa Street Cunjurong Point		✓	✓			✓	✓
11 The Bulwark Manyana	1 Bulwark Manyana			✓		✓		✓
12 Inyadda Beach Manyana	Sunset Strip Manyana			✓				✓
13 Bendalong Boat Ramp	36 Red Point Rd Bendalong		✓			✓	✓	
14 Washerwomans Beach Bendalong	10 North Bendalong Rd		✓			✓	✓	

### Shoalhaven City Council Public Amenities

Ulladulla South Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Rotary Park Ulladulla	12 Crescent St	✓		✓			✓	✓
2 Harris Scarf	Top of Town Carpark	✓		✓			✓	✓
3 East Carpark Ulladulla	East Carpark-South St-Ulladulla	✓		✓	✓		✓	✓
4 Boree St Carpark	Boree Street Shopping Centre Carpark	✓		✓	✓		✓	✓
5 Green Street Ulladulla	275 Green St, Ulladulla	✓		✓			✓	✓
6 McDonald Parade Burrill Lake	78 McDonald Pde	✓			✓			✓
7 Dolphin Pt Rd Burrill Lake	Lions Park-27 Dolphin Point Road	✓		✓	✓		✓	✓
8 Seaside Parade Dolphin Point	8 Seaside Parade-Dolphin Point			✓	✓			✓
9 Lake Tabourie North	Lake Tabourie Boat Ramp Holiday Have	✓		✓	✓		✓	✓
10 Lake Tabourie South	South-33 Beach St-Lake Tabourie	✓		✓	✓		✓	
11 Scerri Drive Boat Ramp Kioloa	Scerri Drive Boat Ramp Kioloa	✓		✓				✓
12 Tingira Drive Bawley Point	Op 64 Tingira Drive/38 Murramarang Rd	✓		✓				✓

13	Johnson St Bawley Point	160 Johnston Street-Bawley Point	✓		✓				✓
14	Dolphin Pt Rd Burrill Lake	Lions Park-27 Dolphin Point Road	✓		✓			✓	✓
15	Boree St Carpark	Boree Street Shopping Centre Carpark	✓		✓			✓	✓
	min 2 cleans per day								

Morning Clean

Afternoon Clean

#### Shoalhaven City Council Public Amenities

Central Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Stewart Place - Ladies Disable	Schofields Lane, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
2 Stewart Place - Mens - Bus -	Stewart Place, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
3 Egans Lane wollies Carpark - Nowra	Jelly Bean Park Egans Lane	✓	✓	✓	✓	✓	✓	✓
4 Harry Sawkins Park - Nowra	McGrath Ave Nowra CBD	✓	✓	✓	✓	✓	✓	✓
5 Mavromattes Reserve - Nowra	Wharf Rd, Nowra	✓		✓		✓		✓
6 Nowra Cemetery - Nowra	210 Kinghorne St, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
7 South Nowra Rotary Park	Princes Hwy, South Nowra	✓	✓	✓	✓	✓	✓	✓
8 Yalwal Picnic Ground - Amenities A	Yalwal Picnic Ground			✓		✓		
9 Yalwal Picnic Ground - Amenities B	Yalwal Picnic Ground			✓		✓		
10 Stewart Place - Ladies Disable - Bus Terminal - Nowra		✓	✓	✓	✓	✓	✓	✓
11 Stewart Place - Mens - Bus Terminal - Nowra		✓	✓	✓	✓	✓	✓	✓
12 Egans Lane wollies Carpark - Nowra		✓	✓	✓	✓	✓	✓	✓

#### Shoalhaven City Council Public Amenities

Central North Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Mark Radium Park Berry	Victoria St, Berry (Duck Park)	✓	✓		✓	✓	✓	✓
2 Alexandra Street Berry	62 Alexandra St, Berry	✓	✓		✓	✓	✓	✓
3 Apex Park Berry	12 Prince Alfred St, Berry	✓	✓		✓	✓	✓	✓
4 Hay Ave Shoalhaven Heads	25 Hay Avenue, Shoalhaven Heads	✓	✓		✓		✓	✓
5 Wharf off river Rd	Carpark River Road, SH	✓					✓	✓
6 Curtis Reserve Celia Pde	16 Celia Pde, next to Pre-school		✓		✓		✓	✓
7 River Entrance Shoalhaven Heads	Eastern end of River Rd carpark		✓		✓		✓	✓
8 Gumley Reserve SLSC	Eastern end of McIntosh St		✓		✓		✓	✓
10 Greys Beach Boat Ramp	Fairway Dr North Nowra	✓			✓	✓	✓	
11 Watersleigh Bangalee Reserve	351 Koloona Dr Bangalee		✓			✓		
12 RFS Kangaroo Valley	3 Broughton St Kangaroo Valley		✓			✓		✓
13 Hampton Bridge Kangaroo Valley	5 Moss Vale Road, Kangaroo Valley		✓			✓		✓
14 Apex Park Berry - 2nd	12 Prince Alfred St, Berry		✓			✓	✓	✓
15 Alexandra Street Berry - 2nd	62 Alexandra St, Berry		✓			✓	✓	✓
min 2 cleans per day								

#### Shoalhaven City Council Public Amenities

Coastal Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 West street Slipway (Slipway winch house) Greenwell Point			✓	✓		✓		
2 Behind Culburra Beach Shops - Culburra Beach			✓	✓		✓	✓	✓
3 Curleys Bay Reserve - Skate Park - Culburra Beach			✓	✓		✓	✓	✓
4 Orient Point Boat Ramp - Orient Point			✓	✓		✓	✓	✓

5	Crookhaven Heads Boat Ramp - Culburra Beach		✓	✓		✓	✓	✓
6	Ocean Street - Culburra Beach		✓	✓		✓	✓	✓
7	Tillbury Cove - Culburra Beach		✓	✓		✓	✓	✓
8	Culburra Beach Surf Life Saving Club - Culburra Beach		✓	✓		✓	✓	✓
9	81 East Crescent - Culburra Beach		✓	✓		✓	✓	✓
10	West Cres (Near Men's Shed) - Culburra Beach		✓				✓	
11	Piscator Avenue, 2 Dolphin Reserve - Currarong		✓	✓		✓	✓	✓
12	Abraham's Bosom Beach - Currarong		✓	✓		✓	✓	✓
13	78 Warrain Crescent - Currarong		✓	✓		✓	✓	✓
14	Callala Bay Boat Ramp - Callala Bay		✓	✓		✓	✓	✓
15	Bicentennial Park - Callala Bay		✓	✓		✓	✓	✓
16	Callala Beach Road Reserve - Callala Beach		✓	✓		✓		✓
17	Parks Crescent Circle Reserve - Callala Beach		✓				✓	
18	Behind Community Centre - Callala Beach		✓	✓		✓	✓	
19	Myola Boat Ramp		✓				✓	✓

#### Shoalhaven City Council Public Amenities

Bay - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1	Huskisson Beach - Toilets	in front of van Park 2 Beach St, Husky	✓		✓		✓	✓
2	Moona Moona Creek - Toilets	Off beach st Huskisson	✓		✓		✓	✓
3	Vincentia Shops - Toilets	Burton st, Vincentia Mall	✓		✓		✓	✓
4	Vincentia Boat Ramp - Toilets	Holden St Boat Ramp - Vincentia	✓		✓		✓	✓
5	Plantation Point - Toilets	Plantation Point - Vincentia	✓		✓		✓	✓
6	Blenheim Beach Reserve- Toilets	Frederick Ave, Blenheim Beach	✓		✓		✓	✓
7	Husky Picture Theatre - Toilets	Behind Theatre - Owen St, Huskisson	✓		✓		✓	✓
8	Lady Denman - Toilets	Enter via Dent st, Huskisson	✓		✓		✓	✓
9	Woollamia Boat Ramp - Toilets	2540/2 Coulon St, Woollamia	✓		✓		✓	✓

#### Shoalhaven City Council Public Amenities

Basin Off Peak - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1	Hyams Beach (Seamans Beach) - Toilets	Cyrus St Reserve, Hyams Beach	✓		✓		✓	✓
2	Hyams Beach Boat Ramp - Toilets	Cyrus St, Hyams Beach	✓		✓		✓	✓
3	Erowal Bay Fire Station -Toilets	Naval Parade, Erowal Bay	✓		✓		✓	
4	John Williams Reserve Boat Ramp -	Sanctuary Point Rd, SP	✓		✓		✓	✓
5	Palm Beach Reserve - Toilets	Greville Ave, Sanctuary Point	✓		✓		✓	✓
6	Paradise Beach - Toilets	179 Walmer Ave, Sanctuary Point	✓		✓		✓	✓
7	Clifton Park - Toilets	13 Clifton St, Sanctuary Point	✓		✓		✓	
8	Kingfisher Reserve Island Pt Rd. - Toilets	Island Point Rd, St Georges Basin	✓		✓		✓	
9	Lachlan Cres (Blacket Park) - Toilets	Lachlan Cres, St Georges Basin				✓		
10	Basin View Boat Ramp -Toilets	Basin View Pde, Basin View	✓		✓		✓	✓
11	Tomerong Reserve - Toilets	Church St, Tomerong	✓				✓	



\* The **peak** period run from 8 November 2021 to 30 April 2022

### Shoalhaven City Council Public Amenities

Sussex Inlet **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Berrara Creek Reserve	1 Berrara Rd, Berrara	✓		✓		✓	✓	
2 Cudmirrah Public Hall	32 Collier Rd, Cudmirrah	✓		✓		✓	✓	
3 Errol Bond Reserve	15 Goonawarra Dr, Cudmirrah.	✓		✓		✓	✓	
4 Ski Beach Boat Ramp	The Springs Rd, Swanhaven	✓		✓		✓	✓	
5 Dyball Reserve	Yaroma Ave Boat Ramp, Swanhaven	✓		✓		✓	✓	
6 Sussex Inlet Surf Club	194 Pacificana Dr, Sussex Inlet	✓		✓		✓	✓	
7 Lions Park	8 Edgewater Ave, Sussex Inlet	✓		✓		✓	✓	
8 Coastal Patrol	22 Sussex Rd, Sussex Inlet	✓		✓		✓	✓	
9 Chris Creek Boat Ramp	River Rd opposite Harboard St	✓		✓		✓	✓	
10 RSL Ellmoos Reserve	212 Jacobs Dr, Sussex Inlet	✓		✓		✓	✓	
11 Picture Theatre	Jabobs Dr (Rear of Cinema)	✓		✓		✓	✓	
12 Neilson Lane Reserve	Access Via Northern end	✓		✓		✓	✓	

### Shoalhaven City Council Public Amenities

Ulladulla North **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Burleigh Way Mollymook	8 Burleigh Way - Edith Twynam	✓		✓	✓	✓	✓	✓
2 Beach Road Mollymook	36 Beach Rd - Nth End	✓		✓	✓	✓	✓	✓
3 Matron Porter Drive North	Narrawallee	✓		✓	✓	✓	✓	✓
4 Matron Porter Drive South	Narrawallee	✓		✓	✓	✓	✓	✓
5 Milton CBD Princes Hwy	Milton Culture Centre	✓		✓	✓	✓	✓	✓
6 Mick Ryan Reserve	Mick Ryan Park Milton	✓		✓	✓	✓	✓	✓
7 Lake Conjola Boat Ramp	Lake Conjola Entrance Rd	✓		✓		✓	✓	✓
8 Fishermans Paradise Boat Ramp	92 Anglers Parade	✓				✓	✓	
9 York St Cunjurong Point	Boat Ramp Cunjurong Point	✓		✓		✓		
10 Cunjurong Reserve	Ottawa Street Cunjurong Point	✓		✓		✓		✓
11 The Bulwark Manyana	1 Bulwark Manyana	✓		✓		✓	✓	✓
12 Inyadda Beach Manyana	Sunset Strip Manyana	✓		✓		✓	✓	✓
13 Bendalong Boat Ramp	36 Red Point Rd Bendalong	✓		✓		✓	✓	✓
14 Washerwomans Beach Bendalong	10 North Bendalong Rd	✓		✓		✓	✓	✓

### Shoalhaven City Council Public Amenities

Ulladulla South **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Rotary Park Ulladulla	12 Crescent St	✓	✓	✓	✓	✓	✓	✓
2 Harris Scarf	Top of Town Carpark		✓		✓		✓	
3 East Carpark Ulladulla	East Carpark-South St-Ulladulla	✓	✓	✓	✓	✓	✓	✓
4 Boree St Carpark	Boree Street Shopping Centre Carpark	✓	✓	✓	✓	✓	✓	✓
5 Green Street Ulladulla	275 Green St, Ulladulla	✓		✓		✓		✓
6 McDonald Parade Burrill Lake	78 McDonald Pde	✓		✓		✓		✓
7 Dolphin Pt Rd Burrill Lake	Lions Park-27 Dolphin Point Road	✓	✓	✓	✓	✓	✓	✓
8 Seaside Parade Dolphin Point	8 Seaside Parade-Dolphin Point	✓		✓		✓	✓	
9 Lake Tabourie North	Lake Tabourie Boat Ramp Holiday Have	✓			✓		✓	
10 Lake Tabourie South	South-33 Beach St-Lake Tabourie	✓			✓		✓	
11 Scerri Drive Boat Ramp Kioloa	Scerri Drive Boat Ramp Kioloa	✓		✓		✓	✓	✓
12 Tingira Drive Bawley Point	Op 64 Tingira Drive/38 Murramarang Rd	✓		✓	✓	✓	✓	
13 Johnson St Bawley Point	160 Johnston Street-Bawley Point	✓		✓		✓	✓	✓
14 Dolphin Pt Rd Burrill Lake	Lions Park-27 Dolphin Point Road						✓	
15 Boree St Carpark	Boree Street Shopping Centre Carpark	✓	✓	✓	✓	✓	✓	✓
min 2 cleans per day								

Morning Clean

Afternoon Clean

### Shoalhaven City Council Public Amenities

Central **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Stewart Place - Ladies Disable	Schofields Lane, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
2 Stewart Place - Mens - Bus -	Stewart Place, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
3 Egans Lane wollies Carpark - No	Jelly Bean Park Egans Lane	✓	✓	✓	✓	✓	✓	✓
4 Harry Sawkins Park - Nowra	McGrath Ave Nowra CBD	✓	✓	✓	✓	✓	✓	✓
5 Mavromattes Reserve - Nowra	Wharf Rd, Nowra	✓		✓		✓		✓
6 Nowra Cemetery - Nowra	210 Kinghorne St, Nowra CBD	✓	✓	✓	✓	✓	✓	✓
7 South Nowra Rotary Park	PrincesHwy, South Nowra	✓	✓	✓	✓	✓	✓	✓
8 Yalwal Picnic Ground - Amenities	Yalwal Picinc Ground			✓		✓		
9 Yalwal Picnic Ground - Amenities	Yalwal Picinc Ground			✓		✓		
10 Stewart Place - Ladies Disable - Bus Terminal - Nowra		✓	✓	✓	✓	✓	✓	✓

11	Stewart Place - Mens - Bus Terminal - Nowra	✓	✓	✓	✓	✓	✓	✓
12	Egans Lane wollies Carpark - Nowra	✓	✓	✓	✓	✓	✓	✓

### Shoalhaven City Council Public Amenities

Central North **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Mark Radium Park Berry	Victoria St, Berry (Duck Park)	✓	✓	✓	✓	✓	✓	✓
2 Alexandra Street Berry	62 Alexandra St, Berry	✓	✓	✓	✓	✓	✓	✓
3 Apex Park Berry	12 Prince Alfred St, Berry	✓	✓	✓	✓	✓	✓	✓
4 Hay Ave Shoalhaven Heads	25 Hay Avenue, Shoalhaven Heads			✓			✓	✓
5 Wharf off river Rd	Carpark River Road, SH			✓			✓	✓
6 Curtis Reserve Celia Pde	16 Celia Pde, next to Pre-school		✓		✓		✓	✓
7 River Entrance Shoalhaven Heads	Eastern end of River Rd carpark		✓		✓		✓	✓
8 Gumley Reserve SLSC	Eastern end of McIntosh St		✓		✓		✓	✓
10 Greys Beach Boat Ramp	Fairway Dr North Nowra	✓		✓		✓	✓	
11 Watersleigh Bangalee Reserve	351 Koloona Dr Bangalee		✓			✓		
12 RFS Kangaroo Valley	3 Broughton St Kangaroo Valley		✓			✓		✓
13 Hampton Bridge Kangaroo Valley	5 Moss Vale Road, Kangaroo Valley		✓			✓		✓
14 Apex Park Berry - 2nd	12 Prince Alfred St, Berry	✓	✓	✓	✓	✓	✓	✓
15 Alexandra Street Berry - 2nd	62 Alexandra St, Berry	✓	✓	✓	✓	✓	✓	✓
min 2 cleans per day								

### Shoalhaven City Council Public Amenities

Coastal **PEAK** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 West street Slipway (Slipway winch house) Greenwell Point				✓		✓		
2 Behind Culburra Beach Shops - Culburra Beach			✓	✓	✓	✓	✓	✓
3 Curleys Bay Reserve - Skate Park - Culburra Beach			✓	✓	✓	✓	✓	✓
4 Orient Point Boat Ramp - Orient Point			✓	✓	✓	✓	✓	✓
5 Crookhaven Heads Boat Ramp - Culburra Beach			✓	✓	✓	✓	✓	✓
6 Ocean Street - Culburra Beach			✓	✓	✓	✓	✓	✓
7 Tillbury Cove - Culburra Beach			✓	✓	✓	✓	✓	✓
8 Culburra Beach Surf Life Saving Club - Culburra Beach			✓	✓	✓	✓	✓	✓
9 81 East Crescent - Culburra Beach			✓	✓	✓	✓	✓	✓
10 West Cres (Near Men's Shed) - Culburra Beach			✓				✓	
11 Piscator Avenue, 2 Dolphin Reserve - Currarong			✓	✓	✓	✓	✓	✓
12 Abraham's Bosom Beach - Currarong			✓	✓	✓	✓	✓	✓
13 78 Warrain Crescent - Currarong			✓	✓	✓	✓	✓	✓

14	Wowley Creek - Portaloo - Callala Bay		✓	✓	✓	✓	✓	✓
15	Callala Bay Boat Ramp - Callala Bay		✓	✓	✓	✓	✓	✓
16	Bicentennial Park - Callala Bay		✓	✓	✓	✓	✓	✓
17	Callala Beach Road Reserve - Callala Beach		✓	✓	✓	✓	✓	✓
18	Parks Crescent Circle Reserve - Callala Beach		✓		✓		✓	✓
19	Behind Community Centre - Callala Beach		✓	✓	✓	✓	✓	✓
20	Myola Boat Ramp		✓		✓		✓	✓

### Shoalhaven City Council Public Amenities

Sussex Inlet **INTENSE** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Berrara Creek Reserve	1 Berrara Rd, Berrara	✓		✓		✓	✓	✓
2 Cudmirrah Public Hall	32 Collier Rd, Cudmirrah	✓		✓		✓	✓	✓
3 Errol Bond Reserve	15 Goonawarra Dr, Cudmirrah.	✓		✓		✓	✓	✓
4 Ski Beach Boat Ramp	The Springs Rd, Swanhaven	✓		✓		✓	✓	✓
5 Dyball Reserve	Yaroma Ave Boat Ramp, Swanhaven	✓		✓		✓	✓	✓
6 Sussex Inlet Surf Club	194 Pacificana Dr, Sussex Inlet	✓		✓		✓	✓	✓
7 Lions Park	8 Edgewater Ave, Sussex Inlet	✓		✓		✓	✓	✓
8 Dyball Reserve	22 Sussex Rd, Sussex Inlet	✓		✓		✓	✓	✓
9 Chris Creek Boat Ramp	River Rd opposite Harboard St	✓		✓		✓	✓	✓
10 RSL Ellmoos Reserve	212 Jacobs Dr, Sussex Inlet	✓		✓		✓	✓	✓
11 Picture Theatre	Jabobs Dr (Rear of Cinema)	✓		✓		✓	✓	✓
12 Neilson Lane Reserve	Access Via Northern end	✓		✓		✓	✓	✓

### Shoalhaven City Council Public Amenities

Ulladulla North **INTENSE** Weekly Cleaning Schedule

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Burleigh Way Mollymook	8 Burleigh Way - Edith Twynam	✓		✓	✓		✓	✓
2 Beach Road Mollymook	36 Beach Rd - Nth End	✓		✓	✓		✓	✓
3 Matron Porter Drive North	Narrawallee	✓		✓	✓		✓	✓
4 Matron Porter Drive South	Narrawallee	✓		✓	✓		✓	✓
5 Milton CBD Princes Hwy	Milton Culture Centre	✓		✓	✓		✓	✓
6 Mick Ryan Reserve	Mick Ryan Park Milton	✓		✓	✓		✓	✓
7 Lake Conjola Boat Ramp	Lake Conjola Entrance Rd	✓		✓	✓		✓	✓
8 Fishermans Paradise Boat	92 Anglers Parade	✓		✓	✓		✓	✓
9 York St Cunjurong Point	Boat Ramp Cunjurong Point	✓		✓	✓		✓	✓
10 Ottawa St Cunjurong Point	Ottawa Street Cunjurong Point	✓		✓	✓		✓	✓
11 The Bulwark Manyana	1 Bulwark Manyana	✓		✓	✓		✓	✓
12 Inyadda Beach Manyana	Sunset Strip Manyana	✓		✓	✓		✓	✓
13 Bendalong Boat Ramp	36 Red Point Rd Bendalong	✓		✓	✓		✓	✓
14 Bendalong	10 North Bendalong Rd	✓		✓	✓		✓	✓
15 Northern Carpark - Bendalong		✓		✓	✓		✓	✓
16 Access to Eastern end of	to east end beach Inyadda Beach	✓		✓	✓		✓	✓
18 Boat Ramp - Berringer Lake		✓		✓	✓		✓	✓

3 x PA Loos in Intense Period

### Shoalhaven City Council Public Amenities

Ulladulla South **INTENSE** Weekly Cleaning Schedule

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Rotary Park - Ulladulla	12 Crescent St		✓	✓		✓	✓	✓
2 Harris Scarf - Ulladulla	Top of Town Carpark		✓	✓		✓	✓	✓
3 East Carpark - Ulladulla	East Carpark-South St-Ulladulla		✓	✓		✓	✓	✓
4 Boree St Carpark - Ulladulla	Boree Street Shopping Centre Carpark		✓	✓		✓	✓	✓
5 Green Street - Ulladulla	275 Green St, Ulladulla		✓	✓		✓	✓	✓
6 McDonald Parade - Burrill Lake	78 McDonald Pde		✓	✓		✓	✓	✓
7 Dolphin Pt Rd - Burrill Lake	Lions Park-27 Dolphin Point Road		✓	✓		✓	✓	✓
8 Seaside Parade - Dolphin Point	8 Seaside Parade-Dolphin Point		✓	✓		✓	✓	✓
9 Lake Tabourie North	Lake Tabourie Boat Ramp Holiday Have		✓	✓		✓	✓	✓
10 Lake Tabourie South	South-33 Beach St-Lake Tabourie		✓	✓		✓	✓	✓
11 Scerri Drive Boat Ramp - Kioloa	Scerri Drive Boat Ramp Kioloa		✓	✓		✓	✓	✓
12 Wilinga Point - End of Carpark - Bawley Point	Portaloo		✓	✓		✓	✓	✓
13 The Gantry - Carpark - Bawley Point	Portaloo		✓	✓		✓	✓	✓
14 Gannet Beach - Just inside the slip rail - Bawley Point	Portaloo		✓	✓		✓	✓	✓
15 Tingira Drive - Bawley Point	Op 64 Tingira Drive/38 Murramarang Rd		✓	✓		✓	✓	✓
16 Johnson St Bawley Point	160 Johnston Street-Bawley Point		✓	✓		✓	✓	✓
17 Dolphin Pt Rd Burrill Lake	Lions Park-27 Dolphin Point Road		✓	✓		✓	✓	✓
18 Boree St Carpark	Boree Street Shopping Centre Carpark		✓	✓		✓	✓	✓
		Morning Clean						
		Afternoon Clean						

### Shoalhaven City Council Public Amenities

Bay Run **Peak - INTENSE** - Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Huskisson Beach - Toilets	in front of van Park 2 Beach St, Husky	✓	✓	✓	✓	✓	✓	✓
2 Moona Moona Creek - Toilets	Off beach st Huskisson	✓	✓	✓	✓	✓	✓	✓
3 Vincentia Shops - Toilets	Burton st, Vincentia Mall	✓	✓	✓	✓	✓	✓	✓
4 Vincentia Boat Ramp - Toilets	Holden St Boat Ramp - Vincentia	✓	✓	✓	✓	✓	✓	✓
5 Plantation Point - Toilets	Plantation Point - Vincentia	✓	✓	✓	✓	✓	✓	✓
6 Blenheim Beach Reserve- Toilet	Frederick Ave, Blenheim Beach	✓	✓	✓	✓	✓	✓	✓

7	Husky Picture Theatre - Toilets	Behind Theatre - Owen St, Huskisson	✓	✓	✓	✓	✓	✓	✓
8	Lady Denman - Toilets	Enter via Dent st, Huskisson	✓	✓	✓	✓	✓	✓	✓
9	Woollamia Boat Ramp - Toilets	2540/2 Coulon St, Woollamia	✓	✓	✓	✓	✓	✓	✓

### Shoalhaven City Council Public Amenities

Basin Run PEAK - **INTENSE** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Hyams Beach (Seamans Beach)	Cyrus St Reserve, Hyams Beach	✓	✓	✓	✓	✓	✓	✓
2 Hyams Beach Boat Ramp - Toilets	Cyrus St, Hyams Beach	✓	✓	✓	✓	✓	✓	✓
3 Hyams Beach - Portaloo	Booderee Ave (Roundabout)	✓	✓	✓	✓	✓	✓	✓
4 Hyams Beach (Reserve) - Portaloo	Cyrus St, Hyams Beach	✓	✓	✓	✓	✓	✓	✓
5 Hyams Beach (Chinamans Beach)	Adjacent sewer pump station	✓	✓	✓	✓	✓	✓	✓
6 Hyams Beach (Chinamans Beach)	Adjacent sewer pump station	✓	✓	✓	✓	✓	✓	✓
7 Erowal Bay Fire Station - Toilets	Naval Parade, Erowal Bay	✓	✓	✓	✓	✓	✓	✓
8 John Williams Reserve Boat Ramp	Sanctuary Point Rd, SP	✓	✓	✓	✓	✓	✓	✓
9 Palm Beach Reserve - Toilets	Greville Ave, Sanctuary Point.	✓	✓	✓	✓	✓	✓	✓
10 Paradise Beach - Toilets	179 Walmer Ave, Sanctuary Point	✓	✓	✓	✓	✓	✓	✓
11 Clifton Park - Toilets	13 Clifton St, Sanctuary Point	✓	✓	✓	✓	✓	✓	✓
12 Kingfisher Reserve Island Pt Rd	Island Point Rd, St Georges Basin	✓	✓	✓	✓	✓	✓	✓
13 Lachlan Cres (Blacket Park) - Toilets	Lachlan Cres, St Georges Basin	✓	✓	✓	✓	✓	✓	✓
14 Basin View Boat Ramp - Toilets	Basin View Pde, Basin View	✓	✓	✓	✓	✓	✓	✓
15 Tomerong Reserve - Toilets	Church St, Tomerong	✓	✓	✓	✓	✓	✓	✓
	Extra Port-a-loos							

### Shoalhaven City Council Public Amenities

Central **Intense** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Stewart Place - Ladies Disable - Bus Terminal - Nowra		✓	✓	✓	✓	✓	✓	✓
2 Stewart Place - Mens - Bus Terminal - Nowra		✓	✓	✓	✓	✓	✓	✓
3 Egans Lane wollies Carpark - Nowra		✓	✓	✓	✓	✓	✓	✓
4 Harry Sawkins Park - Nowra		✓	✓	✓	✓	✓	✓	✓
5 Greys Beach		✓	✓	✓	✓	✓	✓	✓
6 Mavromattes Reserve - Nowra		✓	✓	✓	✓	✓	✓	✓
7 Nowra Cemetery - Nowra		✓	✓	✓	✓	✓	✓	✓
8 South Nowra Rotary Park - South Nowra.		✓	✓	✓	✓	✓	✓	✓
9 Yalwal Picnic Ground - Amenities A				✓		✓		



10	Yalwal Picnic Ground - Amenities B			✓		✓		
11	Stewart Place - Ladies Disable - Bus Terminal - Nowra	✓	✓	✓	✓	✓	✓	✓
12	Stewart Place - Mens - Bus Terminal - Nowra	✓	✓	✓	✓	✓	✓	✓
13	Egans Lane wollies Carpark - Nowra	✓	✓	✓	✓	✓	✓	✓
	Twice daily							

### Shoalhaven City Council Public Amenities

Central North **Intense** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 Apex Park Berry	12 Prince Alfred St, Berry	✓	✓	✓	✓	✓	✓	✓
2 Alexandra Street Berry	62 Alexandra St, Berry	✓	✓	✓	✓	✓	✓	✓
3 Mark Radium Park Berry	Victoria St, Berry (Duck Park)	✓	✓	✓	✓	✓	✓	✓
4 Surf Club Shoalhaven Heads	25 Hay Avenue, Shoalhaven Heads	✓	✓	✓	✓	✓	✓	✓
5 River Entrance Shoalhaven Heads	Carpark River Road, SH	✓	✓	✓	✓	✓	✓	✓
6 Celia Pde Shoalhaven Heads	16 Celia Pde, next to Pre-school	✓		✓		✓	✓	✓
7 Hay Ave Shoalhaven Heads	Eastern end of River Rd carpark	✓	✓	✓	✓	✓	✓	✓
8 River Road Shoalhaven Heads	Eastern end of McIntosh St	✓	✓	✓	✓	✓	✓	✓
10 Greys Beach Nth Nowra	Fairway Dr North Nowra	✓	✓	✓	✓	✓	✓	✓
11 Bangalee Reserve Bangalee	351 Koloona Dr Bangalee		✓			✓		
12 RFS Kangaroo Valley	3 Broughton St Kangaroo Valley	✓		✓			✓	✓
13 Hampton Bridge Kangaroo Valley	5 Moss Vale Road, Kangaroo Valley	✓		✓			✓	✓
14 Apex Park Berry - 2nd	12 Prince Alfred St, Berry	✓	✓	✓	✓	✓	✓	✓
15 Alexandra Street Berry - 2nd	62 Alexandra St, Berry	✓	✓	✓	✓	✓	✓	✓
min 2 cleans per day								

### Shoalhaven City Council Public Amenities

Coastal **INTENSE** Weekly Cleaning Schedule: 5:00am - 1:30pm

TOILET NAME	Address	MON	TUE	WED	THUR	FRI	SAT	SUN
1 West street Slipway (Slipway winch house) Greenwell Point				✓		✓		
2 Behind Culburra Beach Shops - Culburra Beach			✓	✓	✓	✓	✓	✓
3 Curleys Bay Reserve - Skate Park - Culburra Beach			✓	✓	✓	✓	✓	✓
4 Orient Point Boat Ramp - Orient Point			✓	✓	✓	✓	✓	✓
5 Crookhaven Heads Boat Ramp - Culburra Beach			✓	✓	✓	✓	✓	✓
6 Ocean Street - Culburra Beach			✓	✓	✓	✓	✓	✓
7 Tillbury Cove - Culburra Beach			✓	✓	✓	✓	✓	✓

8	Culburra Beach Surf Life Saving Club - Culburra Beach		✓	✓	✓	✓	✓	✓
9	81 East Crescent - Culburra Beach		✓	✓	✓	✓	✓	✓
10	West Cres (Near Men's Shed) - Culburra Beach		✓	✓	✓	✓	✓	✓
11	Piscator Avenue, 2 Dolphin Reserve - Currarong		✓	✓	✓	✓	✓	✓
12	Abraham's Bosom Beach - Currarong		✓	✓	✓	✓	✓	✓
13	78 Warrain Crescent - Currarong		✓	✓	✓	✓	✓	✓
14	Wowley Creek - Portaroo - Callala Bay		✓	✓	✓	✓	✓	✓
15	Callala Bay Boat Ramp - Callala Bay		✓	✓	✓	✓	✓	✓
16	Bicentennial Park - Callala Bay		✓	✓	✓	✓	✓	✓
17	Callala Beach Road Reserve - Callala Beach		✓	✓	✓	✓	✓	✓
18	Parks Crescent Circle Reserve - Callala Beach		✓	✓	✓	✓	✓	✓
19	Behind Community Centre - Callala Beach		✓	✓	✓	✓	✓	✓
20	Myola Boat Ramp		✓	✓	✓	✓	✓	✓
21	Myola Break Wall - Portaroo - Myola.		✓	✓	✓	✓	✓	✓



## Glossary

### Specifications

<input type="checkbox"/>	Removal of all rubbish and debris internally, including disposal of any sharps in a safe manner.
<input type="checkbox"/>	Empty all rubbish receptacles in each public toilet.
<input type="checkbox"/>	Wipe down hand and grab rails where fitted.
<input type="checkbox"/>	Clean urinals with approved diluted substance to remove stains, built up materials, litter and unpleasant odour including under grates. Ensure system is working correctly, reporting defects.
<input type="checkbox"/>	Check cubicle doors and all locking devices for correct operation, reporting defects.
<input type="checkbox"/>	Check each amenity block for graffiti and other vandalism, reporting defects.
<input type="checkbox"/>	Flush toilets and thoroughly brush inside bowls using a toilet brush. Re-flush toilets to remove any wastes.
<input type="checkbox"/>	Clean all floors, by sweeping to remove all litter and unwanted materials. Mop or brush using approved diluted substance to remove stains and unpleasant odour. Floors are to be left in a safe, dry condition.
<input type="checkbox"/>	Using approved diluted substance wash down and wipe hand basins, bench tops, toilet seats, pedestals, cubicle walls and cubicle doors to remove stains and unpleasant odours.
<input type="checkbox"/>	Using approved diluted substance clean floors and walls of shower cubicles where applicable, to remove stains and ensuring once all cleaning work is completed all surfaces are left dry and ready for safe public use.
<input type="checkbox"/>	Clean and fill all toilet paper dispensers.
<input type="checkbox"/>	Clean external fittings and the immediate surrounds of the buildings to remove any obvious litter or unwanted materials within a one metre radius of the structure.
<input type="checkbox"/>	Remove all spider webs from inside and outside the toilet block daily.
<input type="checkbox"/>	Replace broken or missing toilet seats with new seats. Council will provide replacement toilet seats.
<input type="checkbox"/>	Clean any internal shower facilities including any sand to ensure drainage systems operate correctly
<input type="checkbox"/>	Servicing of waterless urinals once inoperable.
<input type="checkbox"/>	Record and send electronically attendance and work performed at the time of work in accordance with this specification.
<input type="checkbox"/>	Monthly deep clean of the entire interior of the toilet block to remove built up grime and to generally refresh the surface without causing damage to existing surfaces.

### Daily Procedure Implemented





1	Remove Cobwebs
2	Sweep Floors free of litter
3	Replace any broken toilet seats
4	Change urinal screens as per specifications
5	Spray Crown X on surface such as floors, mirrors, walls, toilets, urinals and sinks and then scrub
6	Wash down all surfaces with hose
7	Wipe dry all basins. Sinks. Mirrors. Toilet pans and squeegee water off floors
8	Mop dry around drains and puddles
9	Photos to be taken daily of sinks, toilets and urinals
10	Report any damage, defects and graffiti immediately.

### Monthly Deep Clean

1	High level cobwebs internal external above 3M
2	Deep scrub of floors with a bristle brush.
3	Use of Momar M4 to deep clean and polish toilet bowls, seats, lids, handbasins and mirrors
4	Use of Euca Clean to deep clean urinals
5	Use of Crown X to scrub clean walls, partitions, doors and floors






## URINALS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating: 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Build-up in urinal</li> <li>• Extensive stains in urinal</li> <li>• Extensive stains on floor</li> <li>• Strong urine smell</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up in urinal</li> <li>• No stains in urinal</li> <li>• No stains on floor</li> <li>• No urine smell</li> </ul>	<ul style="list-style-type: none"> <li>• Deep cleaned urinal (scrubbed with Euca-clean)</li> <li>• Polishing materials used</li> <li>• No build-up in urinal</li> <li>• No stains in urinal</li> <li>• No stains on floor only</li> <li>• No urine smell</li> </ul>
 		 






## TOILET BOWLS, SEATS AND LIDS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating: 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Heavy build-up on/around toilet bowl</li> <li>• Extensive stains on/around toilet bowl</li> <li>• Strong smell</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around toilet bowl</li> <li>• Minor stains on/around toilet bowl that can be easily wiped.</li> <li>• Minor stains on the floor that can be easily mopped</li> <li>• No smell</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around toilet bowl</li> <li>• No stains or streaks on/around toilet bowl</li> <li>• No stains on floor</li> <li>• No smell</li> <li>• Polished and deep cleaned toilet bowls, seats and lids (polishing material used)</li> </ul>
		




## HANDBASINS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Heavy build-up on/around sink</li> <li>• Extensive stains on/around sink</li> <li>• Strong smell</li> <li>• Dirty sink (rubbish and debris)</li> <li>• Not wiped over</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around sink</li> <li>• Minor stains on/around sink that can be easily wiped</li> <li>• No smell</li> <li>• Clean sink (no rubbish and debris)</li> <li>• Wiped over</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around sink</li> <li>• No stains on/around sink</li> <li>• No smell</li> <li>• Clean sink (no rubbish or debris)</li> <li>• Hand basin wiped with polishing materials (top, bottom and sides)</li> </ul>
		








## MIRRORS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating: 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Heavy build-up on/around mirror</li> <li>• Extension stains on/around mirror</li> <li>• Not wiped</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around sink</li> <li>• Minor stains on/around sink that can be easily wiped</li> <li>• Wiped over</li> </ul>	<ul style="list-style-type: none"> <li>• No build-up on/around mirror</li> <li>• Minor stains on/around mirror</li> <li>• Wiped over (no water stains)</li> <li>• Streak free and visibly clear</li> <li>• Polished and deep cleaned mirrors</li> </ul>
	<p><b>Agreed by all that mirrors will be the same rating as the sinks.</b></p>	




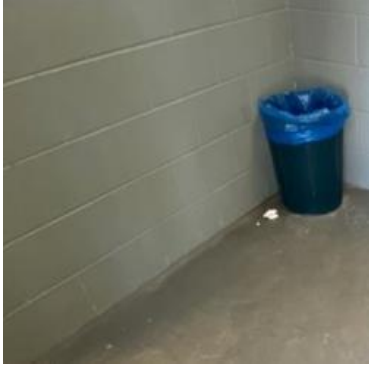



## FLOORS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating: 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Urine stains on floor</li> <li>• Dirty floor (unswept and wet)</li> <li>• Plants/grass/weeds growing from cracks</li> <li>• Rubbish not removed</li> <li>• Floor debris hosed and left at amenity entrance</li> </ul>	<ul style="list-style-type: none"> <li>• Minor stains (needs mopping)</li> <li>• Swept clean floor (mopped and dry)</li> <li>• No plants/grass/weeds growing</li> <li>• Rubbish removed</li> <li>• No floor debris left at amenity entrance</li> </ul>	<ul style="list-style-type: none"> <li>• No stains (scrubbed clean with Crown X)</li> <li>• Swept clean floor (mopped and dry)</li> <li>• No plants/grass/weeds growing</li> <li>• Rubbish removed</li> <li>• No floor debris left at amenity entrance</li> </ul>
		



## WALLS, PARTITIONS AND DOORS

<b>Daily Acceptable Standard: 3</b>		
<b>Rating: 2</b>	<b>Rating: 3</b>	<b>Rating: 4 (Monthly Requirements)</b>
<ul style="list-style-type: none"> <li>• Dirty walls</li> <li>• Walls have footprint and similar large markings</li> </ul>	<ul style="list-style-type: none"> <li>• Walls have small light visible marks that can be easily wiped/removed</li> </ul>	<ul style="list-style-type: none"> <li>• Clean wall surface</li> <li>• No marks</li> <li>• No stains (scrubbed clean with Crown X)</li> </ul>
		

Task ID	Title	Date	Time	Timezone	Task Name	Location 1	GPS Location	Latitude	Longitude
00012984	Daily Cleaning	11/02/2024	18:51:23	AEDT (+11:00)	Daily Cleaning	SCC - Orient Point Boat Ramp	Otranto Avenue, NSW	-34.91195	150.7448892
00012983	Daily Cleaning	11/02/2024	18:41:23	AEDT (+11:00)	Daily Cleaning	SCC - Crookhaven Heads Boat Ramp	Prince Edward Avenue, NSW	-34.905718	150.7604886
00012982	Daily Cleaning	11/02/2024	18:31:45	AEDT (+11:00)	Daily Cleaning	SCC - Curleys Bay Skate Park	Prince Edward Avenue, NSW	-34.92633	150.762068
00012981	Daily Cleaning	11/02/2024	18:26:26	AEDT (+11:00)	Daily Cleaning	SCC - Culburra Shopping Centre	Prince Edward Avenue, NSW	-34.929347	150.758637
00012980	Daily Cleaning	11/02/2024	18:21:57	AEDT (+11:00)	Daily Cleaning	SCC - Sussex Inlet Surf Club	Pacificana Drive, NSW	-35.187413	150.5819861
00012979	Daily Cleaning	11/02/2024	18:16:17	AEDT (+11:00)	Daily Cleaning	SCC - Ocean Street	Ocean Street, NSW	-34.931649	150.7721465
00012978	Daily Cleaning	11/02/2024	18:07:53	AEDT (+11:00)	Daily Cleaning	SCC - Chris Creek Boat Ramp	River Road, NSW	-35.162274	150.5990115
00012977	Daily Cleaning	11/02/2024	18:02:33	AEDT (+11:00)	Daily Cleaning	SCC - Picture Theatre	Jacobs Drive, NSW	-35.15624	150.6004776
00012976	Daily Cleaning	11/02/2024	17:41:20	AEDT (+11:00)	Daily Cleaning	SCC - Tillbury Cove	Penguins Head Road, NSW	-34.932402	150.7781798
00012975	Daily Cleaning	11/02/2024	17:35:27	AEDT (+11:00)	Daily Cleaning	SCC - Culburra Beach SLSC	Farrant Avenue, NSW	-34.933711	150.7789699
00012974	Daily Cleaning	11/02/2024	17:24:43	AEDT (+11:00)	Daily Cleaning	SCC - East Crescent	East Crescent, NSW	-34.939364	150.774673
00012973	Daily Cleaning	11/02/2024	16:49:56	AEDT (+11:00)	Daily Cleaning	SCC - Abrahams Bosom Beach	Beecroft Parade, NSW	-35.011597	150.8265551
00012972	Daily Cleaning	11/02/2024	16:42:26	AEDT (+11:00)	Daily Cleaning	SCC - Piscator Avenue, Dolphin Reserve	Beecroft Parade, NSW	-35.01472	150.8228303
00012971	Daily Cleaning	11/02/2024	16:28:08	AEDT (+11:00)	Daily Cleaning	SCC - Warrain Crescent	Curarong Road, NSW	-35.01583	150.8195032
00012970	Daily Cleaning	11/02/2024	16:06:54	AEDT (+11:00)	Daily Cleaning	SCC - Callala Bay Boat Ramp	Boorawine Terrace, NSW	-35.000109	150.7242745
00012969	Daily Cleaning	11/02/2024	15:53:02	AEDT (+11:00)	Daily Cleaning	SCC - Bicentennial Park - Lackersteen Street	Callala Street, NSW	-35.006405	150.7188831
00012968	Daily Cleaning	11/02/2024	15:34:52	AEDT (+11:00)	Daily Cleaning	SCC - RSL Ellmoos Reserve	Jacobs Drive, NSW	-35.156828	150.6038207
00012967	Daily Cleaning	11/02/2024	15:20:29	AEDT (+11:00)	Daily Cleaning	SCC - Dyball Reserve	NSW	-35.18391	150.5699406
00012966	Daily Cleaning	11/02/2024	15:02:23	AEDT (+11:00)	Daily Cleaning	SCC - Errol Bond Reserve	Goonawarra Drive, NSW	-35.194281	150.559771
00012965	Daily Cleaning	11/02/2024	14:57:13	AEDT (+11:00)	Daily Cleaning	SCC - Callala Beach Road	Callala Beach Road, NSW	-35.009534	150.6995444
00012964	Daily Cleaning	11/02/2024	14:48:36	AEDT (+11:00)	Daily Cleaning	SCC - Parkes Crescent Callala Beach	Parkes Crescent, NSW	-35.009999	150.6967529
00012963	Daily Cleaning	11/02/2024	14:44:49	AEDT (+11:00)	Daily Cleaning	SCC - Callala Beach near Community Centre	Centre Street, NSW	-35.012367	150.6937645
00012962	Daily Cleaning	11/02/2024	14:35:31	AEDT (+11:00)	Daily Cleaning	SCC - Myola Boat Ramp	Catherine Street, NSW	-35.016972	150.6724601
00012961	Daily Cleaning	11/02/2024	14:20:31	AEDT (+11:00)	Daily Cleaning	SCC - Burton Street	Burton Street, NSW	-35.070442	150.6752051

00012960	Daily Cleaning	11/02/2024	13:55:50	AEDT (+11:00)	Daily Cleaning	SCC - Huskisson Beach	Fegen Street, NSW	-35.043787	150.6765265
00012959	Daily Cleaning	11/02/2024	13:54:05	AEDT (+11:00)	Daily Cleaning	SCC - Mark Radium Park	Victoria Street, NSW	-34.775618	150.6854986
00012958	Daily Cleaning	11/02/2024	13:43:15	AEDT (+11:00)	Daily Cleaning	SCC - Husky Picture Theatre	Owen Street, NSW	-35.038397	150.6679453
00012957	Daily Cleaning	11/02/2024	13:41:21	AEDT (+11:00)	Daily Cleaning	SCC - Alexandra Street	Alexandra Street, NSW	-34.774808	150.6967582
00012956	Daily Cleaning	11/02/2024	13:37:29	AEDT (+11:00)	Daily Cleaning	SCC - Lady Denman	Dent Street, NSW	-35.034302	150.668234
00012955	Daily Cleaning	11/02/2024	13:21:09	AEDT (+11:00)	Daily Cleaning	SCC - Apex Park	Prince Alfred Street, NSW	-34.775364	150.6990539
00012954	Daily Cleaning	11/02/2024	13:13:35	AEDT (+11:00)	Daily Cleaning	SCC - Woollamia Boat Ramp	Frank Lewis Way, NSW	-35.025584	150.6656214
00012953	Daily Cleaning	11/02/2024	12:54:02	AEDT (+11:00)	Daily Cleaning	SCC - Greys Beach Boat Ramp	Fairway Drive, NSW	-34.862831	150.5971106
00012952	Daily Cleaning	11/02/2024	12:38:29	AEDT (+11:00)	Daily Cleaning	SCC - Jelly Bean Park Egans Lane	Egans Lane, NSW	-34.87389	150.602332
00012951	Daily Cleaning	11/02/2024	11:48:36	AEDT (+11:00)	Daily Cleaning	SCC - Stewart Place Mens Bus Terminal	Fitzgerald Lane, NSW	-34.875393	150.6018519
00012950	Daily Cleaning	11/02/2024	11:37:05	AEDT (+11:00)	Daily Cleaning	SCC - Nowra Cemetery	Kinghorne Street, NSW	-34.888326	150.6011692
00012949	Daily Cleaning	11/02/2024	11:30:51	AEDT (+11:00)	Daily Cleaning	SCC - Tomerong Reserve	Church Street, NSW	-35.055298	150.5868574
00012948	Daily Cleaning	11/02/2024	11:26:10	AEDT (+11:00)	Daily Cleaning	SCC - South Nowra Rotary Park	Princes Highway, NSW	-34.907747	150.6020664
00012946	Daily Cleaning	11/02/2024	11:17:55	AEDT (+11:00)	Daily Cleaning	SCC - Basin View Boat Ramp	Basin View Parade, NSW	-35.093563	150.5623511
00012945	Daily Cleaning	11/02/2024	11:05:34	AEDT (+11:00)	Daily Cleaning	SCC - Kingfisher Reserve	Island Point Road, NSW	-35.100782	150.596034
00012944	Daily Cleaning	11/02/2024	10:50:11	AEDT (+11:00)	Daily Cleaning	SCC - Carters Corner Reserve	River Road, NSW	-34.857541	150.7361565
00012943	Daily Cleaning	11/02/2024	10:47:11	AEDT (+11:00)	Daily Cleaning	SCC - Clifton Park	Clifton Street, NSW	-35.108665	150.6258093
00012942	Daily Cleaning	11/02/2024	10:38:04	AEDT (+11:00)	Daily Cleaning	SCC - Paradise Beach Reserve	NSW	-35.112307	150.6214409
00012941	Daily Cleaning	11/02/2024	10:36:41	AEDT (+11:00)	Daily Cleaning	SCC - Curtis Reserve Celia Pde	Celia Parade, NSW	-34.856299	150.7363822
00012940	Daily Cleaning	11/02/2024	10:23:15	AEDT (+11:00)	Daily Cleaning	SCC - River Road Reserve	River Road, NSW	-34.85505	150.7479289
00012939	Daily Cleaning	11/02/2024	10:16:24	AEDT (+11:00)	Daily Cleaning	SCC - Palm Beach Reserve	Greville Avenue, NSW	-35.115821	150.6365325
00012938	Daily Cleaning	11/02/2024	10:16:22	AEDT (+11:00)	Daily Cleaning	SCC - C H Gumley Reserve	McIntosh Street, NSW	-34.851196	150.7493819
00012937	Daily Cleaning	11/02/2024	10:10:44	AEDT (+11:00)	Daily Cleaning	SCC - John Williams Reserve Boat Ramp	NSW	-35.114238	150.6390381
00012936	Daily Cleaning	11/02/2024	09:47:57	AEDT (+11:00)	Daily Cleaning	SCC - Erowal Bay Fire Station	Naval Parade, NSW	-35.102099	150.6507212

00012935	Daily Cleaning	11/02/2024	09:43:01	AEDT (+11:00)	Daily Cleaning	SCC - Erowal Bay Fire Station	Naval Parade, NSW	-35.102246	150.6506427
00012934	Daily Cleaning	11/02/2024	09:42:11	AEDT (+11:00)	Daily Cleaning	SCC - Hyams Beach Boat Ramp	Cyrus Street, NSW	-35.099923	150.69291
00012933	Daily Cleaning	11/02/2024	09:30:48	AEDT (+11:00)	Daily Cleaning	SCC - Alexandra Street	Alexandra Street, NSW	-34.77474	150.6966831
00012931	Daily Cleaning	11/02/2024	08:53:42	AEDT (+11:00)	Daily Cleaning	SCC - Apex Park	Prince Alfred Street, NSW	-34.775318	150.6989873
00012930	Daily Cleaning	11/02/2024	08:44:17	AEDT (+11:00)	Daily Cleaning	SCC - Plantation Point	Plantation Point Parade, NSW	-35.072406	150.6945842
00012929	Daily Cleaning	11/02/2024	08:22:47	AEDT (+11:00)	Daily Cleaning	SCC - Blenheim Beach Reserve	NSW	-35.082023	150.6906422
00012928	Daily Cleaning	11/02/2024	08:06:03	AEDT (+11:00)	Daily Cleaning	SCC - Vincentia Boat Ramp	Holden Street, NSW	-35.069578	150.6792189
00012927	Daily Cleaning	11/02/2024	07:47:14	AEDT (+11:00)	Daily Cleaning	SCC - Moona Moona Creek	Beach Street, NSW	-35.048451	150.6757661
00012925	Daily Cleaning	11/02/2024	07:26:50	AEDT (+11:00)	Daily Cleaning	SCC - Mavromattes Reserve	Wharf Road, NSW	-34.865268	150.6038274
00012924	Daily Cleaning	11/02/2024	07:14:39	AEDT (+11:00)	Daily Cleaning	SCC - Harry Sawkins Park	McGrath Avenue, NSW	-34.871426	150.6026911
00012923	Daily Cleaning	11/02/2024	07:03:32	AEDT (+11:00)	Daily Cleaning	SCC - Jelly Bean Park Egans Lane	Egans Lane, NSW	-34.873896	150.60227
00012922	Daily Cleaning	11/02/2024	06:32:32	AEDT (+11:00)	Daily Cleaning	SCC - Stewart Place Mens Bus Terminal	Fitzgerald Lane, NSW	-34.875394	150.6018966



Sun, 11th Feb 2024

## Daily Cleaning

SCC - Tillbury Cove - 5:41 pm AEDT by Honghee Kang  
Penguins Head Road, NSW 2540

### Ready to Start?

Select the NOW button to clock in

5:35 pm

### Are there damages to report?

Type of Damage

Comment/s

Photo/s

Other Damages?

### Task - Completed Work - Pictures

Photo/s

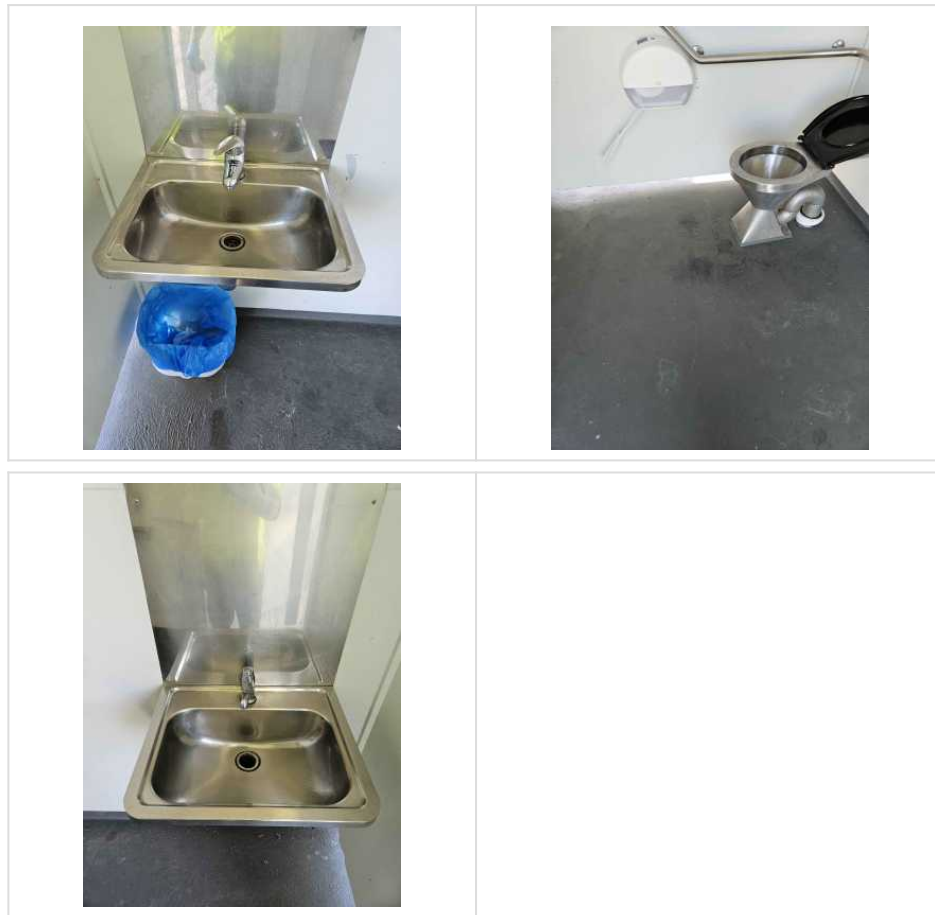


Task 00012976 | 11th Feb 2024

CL24.47 - Attachment 6



Sun, 11th Feb 2024



Comments

**Ready to leave?**

Select the NOW button to clock off

5:41 pm



Task 00012976 | 11th Feb 2024

CL24.47 - Attachment 6



## SHOALHAVEN CITY COUNCIL - TOILET CLEANING CONTRACT KPI

Activity	Action	Measure	Reporting Frequency	<del>Result</del> Comment
Graffiti reporting	All graffiti reported to council	Complete/Incomplete	Monthly	
Workplace safety	Work is undertaken in a safe manner. Full compliance with organisation WHS system	Compliant/Not Compliant	Monthly	
Customer Service	Cleaners are helpful, polite and assist with customers cleaning related request.	Compliant/Not Compliant	Monthly	
Non-Scheduled Cleans	Cleaners to attend non-scheduled cleans. Attendance times to be less than 2 hours from request.	Complete/Incomplete	Monthly	

Communication	Contractors' contract administers contact details for tender related communication. Contact details are current and cover leave periods.	Complete/Incomplete	Monthly	
Defect Reporting	All urgent defects to be reported to Principal immediately. All other defects reported electronically on the morning of discovery.	Complete/Incomplete	Monthly	
Pressure Cleaning	Monthly activity to be undertaken on all sites within specification. Monthly works program to be provided by contractor to Council before be thoroughly cleaned, removing grime and dirt. Site to be controlled during wash down and left in a safe, dry manner, ready for use before opening. Works to be undertaken outside 9am-3pm period for toilets in CBD zones of owra & Ulladulla.	Scale of 1 to 5 (Cleanliness) Compliant/Noncompliant (Time Frame)	Quarterly (Inspection outcome) Monthly (Timeframe)	3
Opening locked toilets	Supply a list of toilets to the contractor. Amend and update as required	open toilets as per contract (Appendix H)	As Scheduled	STRUGGLING TO OPEN ON TIME -

Electronic reporting equipemtn failure	Comments about reporting equipment not functioning. Includes a timeframe for reporting incidents and to whom.	Comments about reporting equipment not functioning. Includes a timeframe for reporting incidents and to whom.	At the time of incident	COMPLIANT
Cleaning blockages to floor level	All blockages are to be removed to ground level as per specification	All blockages removed as per specification	As requested	COMPLIANT
Defect recording	All defects are to be reported to SCC immediately at the time of discovery	Defects reported, a record of to be kept within contractors system	As requested	COMPLIANT
Electronic reporting	Electronic reporting capabilities are to be maintained at all times. Complete chievement reporting at each site, for every service event. Should there be an issue with electronic reporting Council to be advised within the first half of the next working day.	Complete/Incomplete	Electronic reporting is to be used at least 99% of the time	

Name: [REDACTED]	Signature: [REDACTED]	Date: 30/11/23
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## CL24.48 Exemption to Tender - Coomee Nulunga Boardwalk - Warden Head Ulladulla

**HPERM Ref:** D24/54830

**Approver:** Carey McIntyre, Director - City Services

### Reason for Report

The reason for this report is to allow Council to consider an exemption to Tendering in accordance with Section 55 of the Local Government Act for the supply of the boardwalk material for the construction of the Coomee Nulunga Boardwalk. If approved the procurement would be approved as a variation to the contract with Sustainabyt Pty Ltd which has the construction contract for the project.

### Recommendation

That Council:

1. Approves an exemption from tender in accordance with Section 55(3)(i) & (k) of the Local Government Act 1993, for the supply of boardwalk materials for the Coomee Nulunga Boardwalk located at Warden Headland Ulladulla, noting that a satisfactory result would not be achieved by inviting tenders due to:
  - a. Extenuating circumstances existing due to:
    - i. The current supplier, Sustainable Infrastructure Systems (SIS), are unable to perform the requirements of the contract and the contract is to be terminated.
    - ii. There is insufficient time to Tender the project again due to time constraints on the grant funding and community expectations.
    - iii. Sustainabyt Pty Ltd who are currently contracted to construct (only) the boardwalk has sourced alternative suppliers who have stock available immediately. Their proposed supplier also fabricates the majority of the material in the Australian market so additional supplies, should they be required, can be provided within a short timeframe and would not incur further increase in delays to the project.
    - iv. Ulladulla Local Aboriginal Land Council (ULALC) have committed staff to assist in the construction as part of their training program and this opportunity may be lost if there are further time delays.
2. Authorises the CEO (Director of City Services) to negotiate and enter into a contract with Sustainabyt Pty Ltd for the supply of boardwalk materials for the Coomee Nulunga Boardwalk.

### Options

1. Adopt the recommendation.

#### Implications:

Provides Council with its best opportunity to meet the requirements of the Restart NSW Funding Deed for the Shoalhaven Sustainable Tourism Infrastructure grant. Council is currently seeking an extension of time change request from December 2023 to July 2024. The construction contractor Sustainabyt is committed to constructing this project and have sound knowledge of the site and construction methodology. Supplying the

material will enable full responsibility for the entirety of the project and ensure the project is completed by the newly proposed due date.

2. Council chooses not to accept the recommendation and resolve to undertake a full open tender process.

Implications: This is not recommended as a full open tender process will be lengthy and likely result in either an equal or greater cost to that provided by the preferred contractor. Delays to the construction of the project will not fulfill our requirement under the Grant Deed.

Further delays may also be met with backlash from the community who have been expecting this project for considerable time.

## Details

### *Project Description*

#### **Background**

The Coomee Nulunga Cultural Walk is project D6 - 2 of the Shoalhaven Sustainable Tourism Infrastructure Grant. The project is located on the southern side of Warden Headland, Ulladulla. The walk traverses many tenures including Shoalhaven City Council (SCC), Crown and Ulladulla Local Aboriginal Land Council (ULALC) lands.

The project involves the construction of 585m of low-level boardwalk with adjoining talking/viewing platforms and will be used by ULALC to conduct cultural walking tours. The Bunaan Sculpture commissioned by ULALC will also be installed at the western entrance (opposite the Lighthouse Oval). ULALC is contributing both financially and in-kind work towards this project and have committed staff to assist with the construction and initial clearing of the track. Council staff have been working collaboratively with ULALC for 3 years on the project.

All projects in the deed are required to be completed by the end of December 2023. The Coomee Nulunga Walk is the last project to be constructed. However, due to the contractual issues with SIS and the subsequent delays Council is seeking an extension of time with the funding body - Restart NSW for completion by July 2024.

The original Tender was awarded to Sustainable Infrastructure System (SIS) for the design and construction of the Coomee Nulunga Boardwalk on 15 June 2023. Due to internal resourcing issues within SIS, SIS indicated they did not have the capacity to construct the works currently and indicated their interest in supplying the boardwalk materials only, as this is their core business.

At Councils Ordinary meeting, 27 November 2023 Council CL23.428, Council approved an Exemption to Tender authorising the CEO (Director of City Services) to negotiate and enter a contract with Sustainable Infrastructure System (SIS) to supply the material only.

SIS have subsequently failed to confirm procurement and delivery for the materials for this project and construction of the boardwalk has not been able to proceed.

After many failed attempts to obtain information from SIS on the boardwalk material, two options were presented to the company on 22 January 2024 with a response due by COB on 24 January 2024:

1. Provide detailed delivery information including a BOQ with delivery dates.
2. Confirm that there will not be any material delivered and return the deposit paid back to SCC.

SIS decided to choose Option 2. An agreement has been undertaken to refund the deposit paid for the materials and SIS has been sent an invoice.

### Policy Implications

Nil implications. This report and proposed recommendation are in accordance with Council's adopted Procurement Procedures and applicable Legislation.

### Financial Implications

Adopting the recommendation will result in manageable financial implications for Council. The project is funded by the Shoalhaven Sustainable Tourism Grant (76%), SCC (24%) and ULALC (1%). The project is budgeted for in the 2023/2024 adopted budget.

The revised proposed total cost of the Coomee Nulunga Boardwalk and the new engagement with Sustainabyt is broken down Table 1 below:

Table 1 - Revised cost estimate to deliver the works package

Item	Cost (ex. GST)
<b>1 - Total Sustainabyt Construction Cost</b>	<b>\$306,034.26</b>
<b>2 - Total Sustainabyt Supply Cost</b>	<b>\$320,000.00</b>
<b>3 - Detail Design by SCC</b>	<b>\$10,000.00</b>
<b>4 - Refund from SIS</b>	<b>\$99,047.26</b>
<b>5 - Sub-Total project cost</b>	<b>\$536,987.00</b>
<b>6 - Project Contingency</b>	<b>\$53,698.70</b>
<b>7 - Total Project Cost</b>	<b>\$590,685.70</b>

### Risk Implications

Positive Implications. Adopting the recommendation will mitigate risk associated with lengthy delays to the project that would cause Council to miss meeting the grant milestone and incur additional cost associated with inflation of materials and labour. Council may be exposed to significant additional cost if the conditions of the grant milestone are not met.

CL24.48

## CL24.49 Request for Plaques and Memorials

**HPERM Ref:** D23/507678

**Department:** Recreation Projects - Planning & Delivery

**Approver:** Michael Paine, Manager - Community Connections

**Attachments:** 1. Detailed Information - Request for Plaques and Memorials - January 2024 (councillors information folder) [⇒](#)

### Reason for Report

The purpose of this report is to seek Council's approval for the installation of two memorial seats with memorial plaques and one plaque to be installed within the public domain of Berrara, Currarong and Shoalhaven Heads in accordance with Council's Plaques and Memorials Policy (POL22/57).

### Recommendation

That Council as per the Plaques and Memorials Policy (POL22/57);

1. Approve the request for a memorial seat and installation of a memorial plaque at Berrara Creek Reserve, Berrara.
2. Approve the request for a memorial plaque installation on the viewing platform handrail at Warrain Crescent, Currarong.
3. Approve the request for a memorial seat and installation of a memorial plaque at Shoalhaven Heads Road, Shoalhaven Heads.
4. Advise the applicants on Council's determination of the requests.

### Options

1. Adopt the recommendations as written,

Implications: This is consistent with the adopted Plaques and Memorials Policy (POL22/57) and will allow staff to advise the applicants of the outcome of their request.

2. Adopt an alternative recommendation.

Implications: An alternative recommendation may be inconsistent with the Plaques and Memorials Policy.

### Background

Council has received requests to install a number of memorial seats in memory of deceased persons on Council owned and/or managed land. As per the adopted Plaques and Memorials Policy (POL22/57), a Council resolution is required to approve the installation of a plaque or memorial. This report summarises the requests received, identifies whether they are for new or existing infrastructure, and whether the requests are consistent with the adopted Policy.

Council has received two requests for a memorial seat with memorial plaques and one request to install a memorial plaque on a viewing platform on Council owned and/or managed land. These are summarised in Table 1 below. Additional detail of the individual requests is provided in attachment 1.

CL24.49



*Table 1 – Summary of Requests for Memorial Seats*

Table 1 – Summary of Requests for Memorial Seats			
	Infrastructure Request	Preferred Location	Consistent With Policy (POL22/57)
1	Memorial seat	Berrara Creek Reserve, Berrara	Yes
2	Memorial plaque	Viewing platform – Warrain Crescent Currarong	Yes
3	Memorial seat to replace existing seat	Shoalhaven Heads Road, Shoalhaven Heads (outside Shoalhaven Heads Surgery)	Yes

### Community Consultations

Currarong Community Association are supportive of the Memorial Plaque installation on the viewing platform on Warrain Crescent, Currarong.

### Policy Implications

The requests received have been considered in line with the criteria contained within the adopted Plaques and Memorials Policy. As per the approval process of the Policy, a Council resolution is required to approve the installation of the plaque or memorial.

Each application is consistent with the Plaques and Memorials Policy and is, therefore, recommended to be supported by Council. Where applications have been for ‘townships’, Council staff have negotiated with the applicants to determine a specific location, detailed in the attachment.

### Financial Implications

As per the adopted Plaques and Memorials Policy (POL22/57), delivery of the requests will be funded by the applicants, however, Council will be responsible for ongoing maintenance and operational costs.

For memorial seats with plaques, applicants will be charged for the memorial seat, plaque, concrete slab and all labour for installation. The amount applicants are charged, are based on average costs for installations across the City and are based on a full cost recovery model.

For memorial plaque installations only, applicants will be charged for the memorial plaque, and all labour for installation. The amount applicants are charged, are based on average costs for installations across the City (including Council staff time) and will be full cost recovery.

The Asset Custodian for the preferred locations of each request has considered each individual request and noted that maintenance and operation of the new infrastructure will be managed within existing Operational Budgets.

## CL24.50 Application for Council Endorsement to Expand the Boundary of the Kangaroo Valley Community Consultative Body

**HPERM Ref:** D24/18944

**Department:** Community Connections

**Approver:** Michael Paine, Acting Director - City Lifestyles

**Attachments:** 1. KVCCB Boundary Change Application Letter [📄](#)

### Reason for Report

The purpose of this report is to advise Shoalhaven City Council that the Kangaroo Valley Community Consultative Body (KVCCB) has applied to Council requesting a change to their current boundary to cover a wider area.

### Recommendation

That Council:

1. Support in principle the application from Kangaroo Valley Community Consultative Body to expand the coverage of their current boundary to cover a wider area.
2. Advertise the proposal for public comment.
3. In considering public comment,
  - a. if no significant adverse feedback is received, accept the Kangaroo Valley Community Consultative Body boundary change and staff advise the community group accordingly.
  - b. if significant feedback is received, staff will submit a report to Council for final determination of the Kangaroo Valley Community Consultative Body boundary.

### Options

1. Shoalhaven City Council support in principle the application from Kangaroo Valley Community Consultative Body (KVCCB) to expand the coverage of their current boundary to cover a wider area. (Recommended)

#### Implications:

As per Section 1.7 of the *Community Consultative Body - Guidelines* (POL23/44), following Council's in principle support, for consultation purposes, Council staff will then:

- a. Advertise the proposal for public comment.
  - b. Consult with any other organisation that is recognised as a Community Consultative Body (CCB) within any part of the same geographic area.
  - c. Following public comment submit a report to a Council meeting for determination.
  - d. Take into consideration any comments received when determining the application.
  - e. Inform the applicant of Council's determination.
2. Shoalhaven City Council does not support in principle the application from KVCCB to expand the coverage of their current boundary to cover a wider area.

CL24.50

Implications:

Staff will inform KVCCB that their boundary application was not supported and pass on any feedback from Council.

**Background**

The Kangaroo Valley Community Consultative Body (KVCCB) applied to Council on 20 December 2023 with a request to expand the boundary area which it covers. There is currently no CCB coverage for Red Rocks and parts of Wattamolla, which both form part of the area known as Kangaroo Valley.

At the KVCCB General Meeting of 30 May 2023, a motion was unanimously carried to cover those residents and ratepayers not currently included in an existing CCB, being the geographic land area eastward to meet Berry's CCB (Berry Forum) geographic boundary and south to the pinnacle of Moss Vale Road (to encompass Box Hill Road, Leebold Hill Road [Red Rocks], Cambewarra Lookout Road, and Tourist Road). The map in **Attachment 1** shows the proposed boundary realignment that KVCCB are applying for.

The two Community Consultative Bodies that are geographically adjacent to KVCCB, Berry Forum and Budgong Community Group were contacted for comment on this proposed boundary alignment.

Budgong Community Group met and discussed the issue at their meeting on 14 January 2024 and confirmed that they have no issue with the KVCCB proposed boundary expansion.

Council staff also spoke to the Berry Forum on 17 January 2024 and the Secretary confirmed that they are also supportive of the KVCCB proposed boundary expansion.

**Community Consultations**

As per Section 1.7 of the *Community Consultative Body - Guidelines* (POL23/44), following Council's in principle support, for consultation purposes, Council staff will then:

- a. Advertise the proposal for public comment.
- b. Consult with any other organisation that is recognised as a CCB within any part of the same geographic area.
- c. Following public comment submit a report to a Council meeting for determination.
- d. Take into consideration any comments received when determining the application.

**Policy Implications**

KVCCB will be bound by the *Community Consultative Body - Guidelines* (POL23/44)

**Financial Implications**

As per Section 2.4 of the *Community Consultative Body - Guidelines* (POL23/44), Council provides financial assistance to help meet CCB administrative costs and/or hall hire expenses.

The amount determined in Council's budget process is currently \$500 per CCB and is paid each financial year after the CCB provides a copy of their financial statements for the previous 12 months.

This application by KVCCB will not incur any additional costs to Council.

General Manager  
Shoalhaven City Council  
P.O. Box 42  
Nowra NSW 2541

Attention: Community Engagement Team

20<sup>th</sup> December 2023

**RE: Application to expand the boundary of the Kangaroo Valley Community Consultative Body**

The Kangaroo Valley Community Consultative Body (KVCCB) would like to formally apply to expand the boundary of the area which it covers.

The following map shows the current area covered and the areas covered by the Budgong Community Group and Berry Forum:

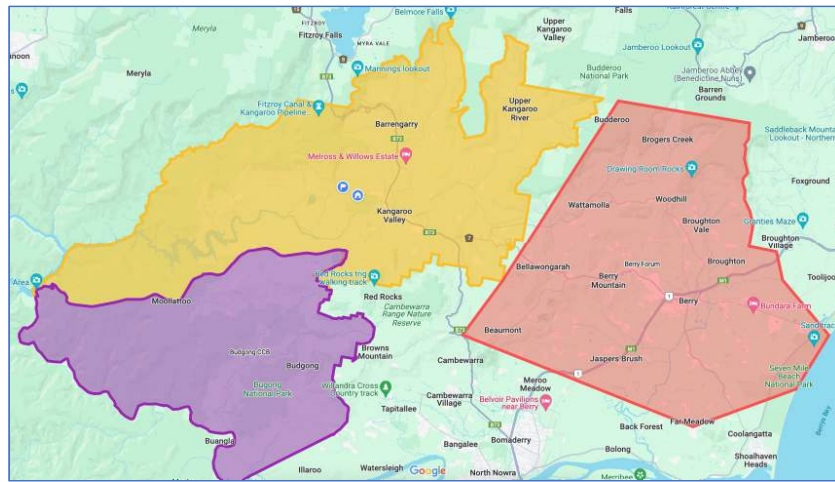


Figure 1 - Existing KVCCB Boundary

As can be seen from the map above, there is no coverage of Red Rocks and parts of Wattamolla, which both form part of the area known as Kangaroo Valley. At the KVCCB General Meeting of 28 March 2023, a motion was unanimously carried to apply to expand the existing boundary to include those areas. The following map shows the proposed boundary realignment that we would like to apply for:

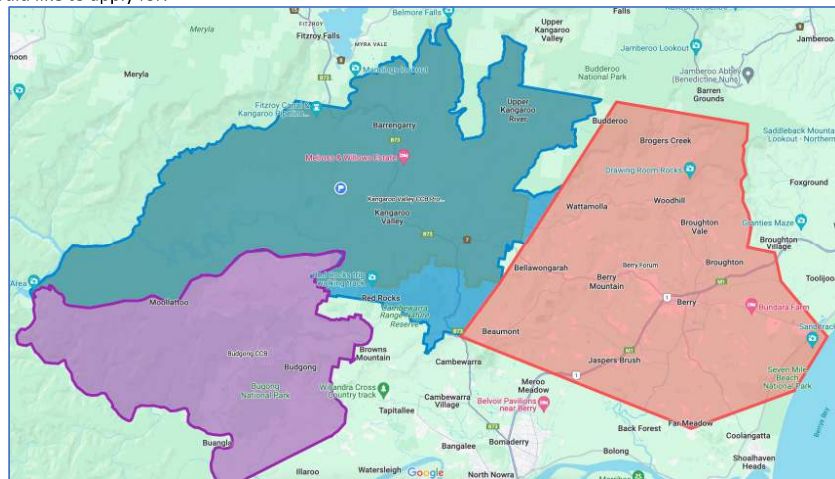


Figure 2 - Proposed Boundary Expansion


The boundary expansion will allow the inclusion of parts of Red Rocks and Wattamolla, whilst ensuring there is no overlap with the existing Budgong and Berry CCBs.

Please contact the undersigned if you require further information.

Regards,

Mrs Brenda Sambrook  
Vice-President  
Kangaroo Valley Community Consultative Body

✉ kvccb@kangaroovalley.nsw.au  
✉ PO Box 6201 Kangaroo Valley NSW 2577



## CL24.51 Acquisition - 78 Railway Street Bomaderry - Lot 1 DP 203965

**HPERM Ref:** D24/50092

**Department:** Technical Services

**Approver:** Andrew McVey, Acting Executive Manager - Shoalhaven Water

### Reason for Report

This report is to provide Council with an opportunity to consider a confidential report for the purchase of a property in Railway Street.

Further information is provided in a separate confidential report in accordance with Section 10A(2)(c) of the Local Government Act 1993; if this information was disclosed, this would confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

### Recommendation

That Council consider a separate confidential report in accordance with Section 10A(2)(c) of the Local Government Act 1993 in relation to the proposed acquisition of the Railway Street property.

### Options

1. Accept the recommendation

Implications: Consider a separated confidential report on the matter.

2. Reject the recommendation

Implications: Information regarding the property would be made public.

### Background

Council upgraded the Bomaderry Sewage Treatment Plant in 2019 investing ~\$50M to upgrade the plant to include the construction of new sludge lagoons, inlet works, odour control units, and advanced treatment technologies. Due to poor ground conditions and flooding, the sludge lagoons were relocated to high ground at the northern end of the sewage treatment site which is bounded by industrial zoned land which contains a mixture of residential and industrial developments including the subject property.

During the construction and commissioning of the plant, several landowners raised concerns with Shoalhaven Water regarding odours and the impact of the newly constructed plant.

### Community Consultation

Details relating to the Community Consultation are contained in the confidential report.

### Policy Implications

Details relating to the Policy Implications are contained in the confidential report.

### Financial Implications

Details relating to the Financial Implications are contained in the confidential report.

CL24.51

## **CL24.52 Notice of Motion - Bomaderry Lions - Storage Access - Thurgate Oval Bomaderry**

**HPERM Ref:** D24/57701

**Submitted by:** Cllr Serena Copley

**Attachments:** 1. Letter from Bomaderry Lions Club [↓](#)

### **Purpose / Summary**

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

### **Recommendation**

That Council receive a full report on the Bomaderry Lions proposal for storage access at Thurgate Oval.

### **Background**

See attached letter from Bomaderry Nowra Lions Club.

CL24.52





## The Lions Club of Bomaderry Nowra Inc

Date 12/2/24

President: Bruce Murphy  
Secretary: John Price  
Treasurer: Bob Mortyn

Cr Serena Copley  
Shoalhaven Council Ward 1

Dear Serena,

### **Bomaderry Nowra Lions proposal for Thurgate Oval, Bomaderry**

Shoalhaven City Council had offered to help Bomaderry Nowra Lions Club with somewhere to house our Lions truck, caravan and all of our equipment. We have been asking Council for help for over 7 years. We wish to set out a brief history of the situation and then offer a proposal for which we hope Council would agree to.

#### **Brief History:**

Bomaderry Nowra Lions approached Shoalhaven City Council for assistance to house our truck, caravan, fridges, and all of our gear about 2015 - 16. We currently have all of the items owned by our club housed at many member's residences. Sadly some of these members have passed during the past 7 years, and placement of the gear has therefore become even more critical. Having the gear spread over so many places (at least 6x ranging from Meroo Meadow to Nowra Hill), is extremely difficult to coordinate activities, and certainly takes a lot of extra time preparing for those activities.

4 years ago, Council offered us a building in Ulladulla – which we rejected due to the distance and the fact we need to access the proposed building at least 5x per month.

We applied for the Illaroo Fire Shed, which would have been ideal, but that was leased to another group (and we haven't seen or heard anyone in that building since). About 2 years ago we were alerted to the possible opportunity of large sheds in McIntyre Way, Bomaderry, which were leased by Council, which didn't eventuate.

Other alternatives have been investigated by both Council and Lions to no avail (including the Bomaderry Community Hall site).

18 months ago we were offered Thurgate Oval by Council as a site. We were offered the building on the understanding that modification to the existing canteen/ changerooms would suit our requirements. The public toilets were to be retained as such.

Wayne Brighton (a Council consultant) was appointed as a consultant by Council to oversee the Thurgate project.

Edmistone Jones Architects were requested by Council to draw up plans for the Thurgate project (after we had plans drawn up by one of our members who is a practising, registered draftsman).

#### **Other relevant thoughts:**

Many charities have folded in the Northern Shoalhaven including Bomaderry Apex, Bomaderry Rotary, South Nowra Rotary, and recently Nowra Lions had to be incorporated into Bomaderry Nowra Lions.

Bomaderry Nowra Lions is always offering to assist Council with Council requirements including Carols (which was initiated by Council), mural openings, charity days supporting disabled and disadvantaged groups (such as those held at the Shoalhaven Indoor Sporting Complex annually).

Bomaderry Nowra Lions always quietly supports the local community in many and varied ways, including SALT, Shoalhaven Hospital, local Children's charities, local groups and individuals requiring assistance.

Bomaderry Nowra Lions Proposal to build Thurgate Oval Facilities:

Bomaderry Nowra Lions is aware that Council is currently experiencing difficulties financially. We have become aware that the proposals as set out by architects Edmestone Jones was very expensive, as was a shed proposed in its place.

Bomaderry Nowra Lions is held with high regard in the community. We have many strong contacts to be able to carry out renovations to the existing canteen/ changerooms at Thurgate Oval, with donations in materials, money and actual registered builder's time, and also that of tradesman for all other aspects of the works. We would be prepared to apply for grants from the NSW and Australian Governments to assist with the renovations.

We would build the renovations to Council specifications with little or no cost to Council.

We believe modifications to the plans could be presented to Council by one of our members who is a registered, practising draftsman. In reality we would be lifting the existing roof line on the NW side of the building to allow our caravan to be able to enter the building (retaining the SE roof line), and extending the footprint of the building approximately 2 metres onto the existing carpark side (NW) where we would place a large roller door for vehicular entry to the building. We would build the renovations using similar materials as is currently in place.

We would be requesting a donation from Council of any planning requirements, inspections, dumping of rubbish at the local Nowra Tip, and other Council fees that may arise. Being a Council building, we would also expect building insurance to be covered by Council.

We would only use qualified tradesmen, and abide by all building regulations.

Moving Forward:

Bomaderry Nowra Lions is requesting that our proposal be brought to all appropriate bodies in Council for their approval.

Bomaderry Nowra Lions is requesting a written long term minimal charge lease of the renovated Building at Thurgate Oval.

Bomaderry Nowra Lions is requesting a written statement from Shoalhaven City Council that Council is prepared to let us build the proposed renovations to the existing Thurgate oval canteen/ changerooms. This would allow us to apply for grants from the NSW and Australian Governments. This we request as soon as is practical, so we can start applying for grants.

The Bomaderry Nowra Lions member who is a draftsman will draw up the proposed changes for Council approval at no cost.

Consultation between Council, Lions and potential builders to be undertaken before the start of the project.

Appointment of a principal builder to be agreed upon by Bomaderry Nowra Lions and Council.

If you need to further gain information as to this proposal, please contact our president, Bruce Murphy on phone [REDACTED] or myself on [REDACTED]

Yours sincerely,

Bob Mortyn

Treasurer

Bomaderry Nowra Lions.

## **CL24.53 Notice of Motion - Shoalhaven Cancer Care Centre - Operational Funding**

**HPERM Ref:** D24/60436

**Submitted by:** Cllr Greg Watson

### **Purpose / Summary**

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

### **Recommendation**

That Council make urgent representations through the State Member for Kiama and the State Member for South Coast to the New South Wales Minister for Health requesting an increase in recurrent funding, particularly in respect of funding for Cancer Specialists.

### **Background**

Staff at the Shoalhaven Cancer Care Centre have expressed concern about cutbacks to their operational funding, particularly in respect of the availability of Cancer Specialists.

CL24.53

## **CL24.54 Notice of Motion - Creation of Asset Protection Zone over Lot 30 DP 1285758, Catalina Place and Lot 29 DP 1282389 Wirraway Boulevard, Badagarang**

**HPERM Ref:** D24/64079

**Submitted by:** Cllr John Wells  
Cllr Patricia White  
Cllr Serena Copley

**Attachments:** 1. Attachment A [↓](#)  
2. Attachment B [↓](#)

### **Purpose / Summary**

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

### **Recommendation**

That Council

1. Grant a 10 metre easement for Asset Protection Zone purposes in accordance with the provisions of the Conveyancing Act 1919 over Lot 30 DP 1285758 and Lot 29 DP 1282389 to benefit the following Lots by way of positive covenant:
  - a. Lot 9 DP 1282389
  - b. Lot 17 DP 1285758
  - c. Lot 18 DP 1285758
  - d. Lot 27 DP 1285758
  - e. Lot 28 DP 1285758
  - f. Lot 29 DP 1285758
2. Require that landowners of the benefitting Lots indemnify Council against any loss, injury or damages incurred whilst on Council owned land and undertaking the activities defined in the development consent conditions and pay all costs, fees and charges (including legal) associated with the creation of the positive covenant.
3. Require the owners of the benefitting lots to fund all costs associated with the creation and registration of the asset protection zone.
4. Authorise the Chief Executive Officer to sign any documentation required to give effect to this resolution and to affix the Common seal of Council of the City of Shoalhaven to all documentation required to be sealed.
5. Require all new subdivision plans / applications lodged with Council on and from the date of this resolution to be referred to the NSW Rural Fire Service for the purpose of defining any requirement for the mapping of Asset Protection Zones.

CL24.54

## Background

The residential subdivision located at Catalina Place and Wirraway Boulevard, Badagarang has been approved and lots have been registered.

As the site was not mapped as bushfire prone at the time of the subdivision, it was approved by Shoalhaven City Council without the benefit of a bushfire assessment and therefore no Asset Protection Zones had been incorporated into the design. Had the Rural Fire Service been asked to assess / map the locality the likelihood is a different subdivision layout would have been contemplated. As that did not occur, the situation has arisen where land has been developed and purchased and landowners are preparing Development Applications for their homes only to discover that a retrospective APZ assessment has been required. The assessment which has resulted in the mapping at **Attachment A** has resulted in the substantial impairment of several lots affected by an Asset Protection Zone which reaches out beyond land owned by Council - Lot 30 DP 1285758 - onto privately owned Lots.

The impact this has had on owners will not be lost on Councillors. Having to build a house able to survive Flame Zone or Bushfire Attack Level 40 can add \$100 to \$150 thousand dollars to the build cost, making construction unaffordable and the land virtually unsaleable. Consultants for the landowners have approached Council requesting consideration of a 10 metre easement to help resolve the issue. The request was refused.

There is a solution to this problem, though it will require Council to resolve in a manner contrary to its policy on creating Asset Protection Zones on Council Owned or Managed Land - POL22/103. The Policy is scheduled for review later this year. However if the recommendation we're proposing is adopted, any future variation of the nature being proposed is unlikely as it requires that all future subdivision plans go through an APZ mapping process as part of the subdivision assessment process.

The creation of a 10 metre easement for APZ purposes has been mapped and results in a BAL level acceptable for building purposes - refer **Attachment B**.

We also point out that as recently as October last year, Council granted an easement for Asset Protection Zone purposes at Norfolk Avenue, South Nowra to enable a disability services provider to develop an employment space which would have been cauterised by a BAL rating which rendered the asset unviable. Extending an easement into adjacent Council land solved the problem. Council's vote was unanimous.

Now, whilst staff have submitted that the Norfolk Avenue cannot be compared to this subdivision case - different zoning, different purpose, different built outcome, etc - the inescapable fact is that the outcome is identical. What couldn't be done before can be done with the grant of an easement.

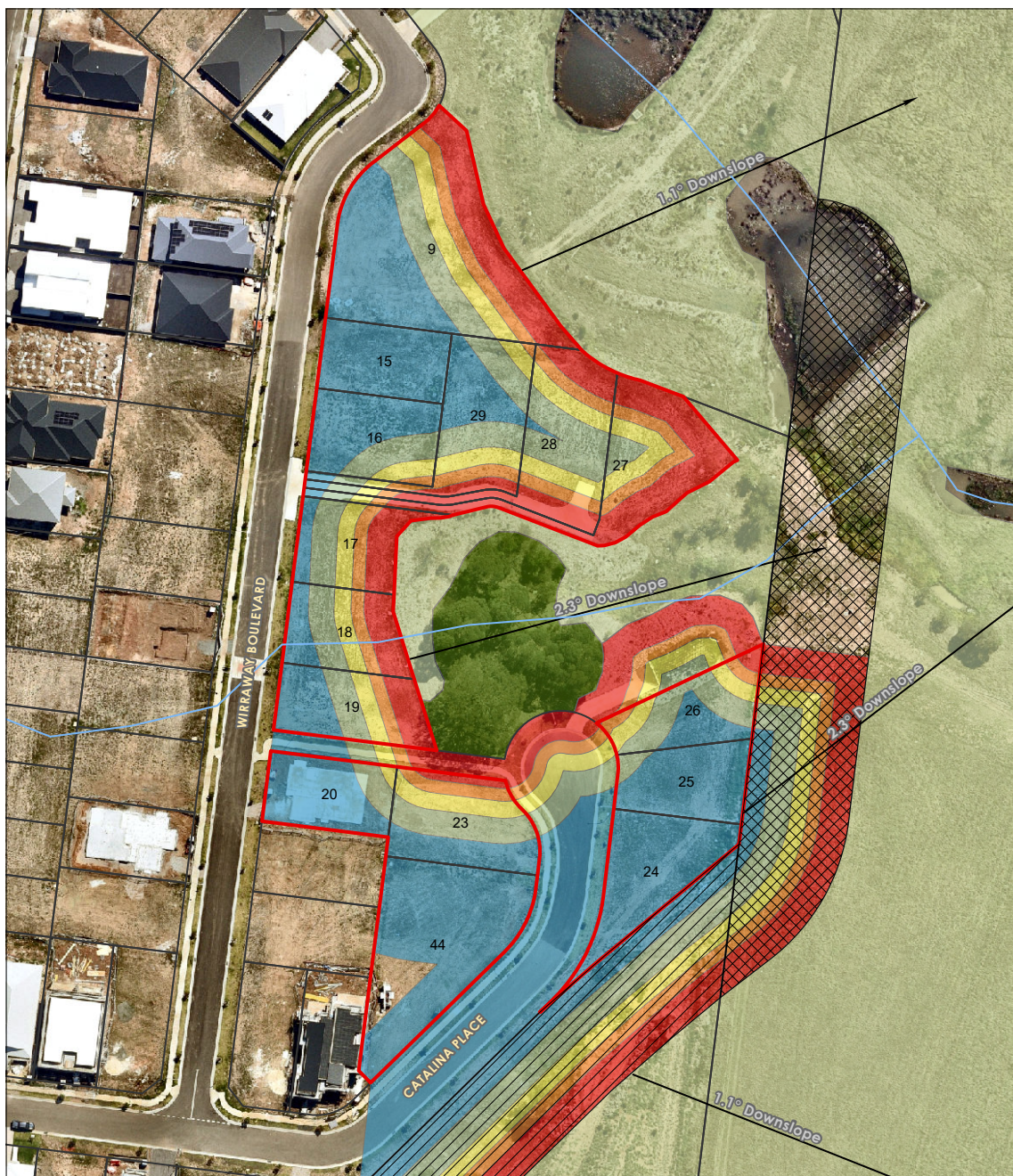
It is noted that consultants to the landowners have mapped the BAL ratings for the affected lots to deliver acceptable built outcomes, a vegetation and ecological assessment of the proposal has also been prepared which concludes that the proposed 10 metre APZ easement will not impact any areas of ecologically significant land. We understand that Council has this and other documentation relevant to this matter, including draft legal documentation which would accompany the grant of easement. Future maintenance of the land subject to the easement would also transfer to the landowners, divesting Council of that expense.

On behalf of the family's affected by the situation described above, we urge our colleagues to support the recommendation.



Attachment A

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**Legend**

- Watercourse
- Contour - 2m
- Subject Land
- Cadastre
- 25m Registered APZ
- 25m APZ

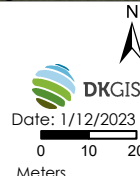
**Vegetation Class**

- Grassland
- Southern Lowland Wet Sclerophyll Forests

**Bushfire Attack Level (BAL) With 1.8m High Colour Bond Fence**

- BAL - Flame Zone

- BAL - 40
- BAL - 29
- BAL - 19
- BAL - 12.5



Coordinate System: GDA2020 MGA Zone 56  
Imagery: © Nearmap

CL24.54 - Attachment 1



We request council to re-consider the request for an APZ in this area to assist the lot owners to develop the lots in a cost-effective way without incurring additional costs that can be avoided.

Yours faithfully,  
Maker ENG.

Mark Rigoni  
MIEAust CPEng NER  
Director

Encl.

Attachment A: - BAL Map without APZ in Council Land

Attachment B - BAL Certificate - APZ in Council Land

Attachment C - Response - Request to Create APZ on Council Land to Benefit

Attachment D - Bushfire Advice - Catalina Place & Wirraway Blvd, Cambewarra

Attachment E - Ecological Impact Report

Attachment F - Survey Plan and Document



Attachment B

**BLACKASH**  
BUSHFIRE CONSULTING



CL24.54 - Attachment 2

Attachment B



27 January 2024

Mr Mark Rigoni  
Maker Eng

By Email: [REDACTED]

Dear Mr. Rigoni,

**Re: BAL Map – Catalina Place & Wirraway Blvd, Cambewarra**

Blackash Bushfire Consulting has been engaged to undertake a bushfire attack level (BAL) assessment for the new subdivision at Catalina Place & Wirraway Blvd, Cambewarra.

The site is on designated bushfire prone land and new dwellings are bound by the of the *Environmental Planning and Assessment Act 1979*. However, future developments may be undertaken as Complying Development, requiring a BAL Certificate to satisfy the requirements of the *State Environmental Planning Policy (Exempt and Complying Development) 2008* (the Codes SEPP).

Based on the assessment of the site and the agreed APZ, **the Bushfire Attack Level has been identified as shown on the attached BAL Map** (see attached BAL Map). As such, Complying Development may be carried out on all future lots subject to compliance with the identified BAL and the other relevant bushfire provisions of the Codes SEPP.

This assessment and certificate conforms to the relevant specifications for *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

If you require any further information, please do not hesitate to contact me on [REDACTED]

Yours Sincerely

Corey Shackleton | Principal Bushfire & Resilience  
**BlackAsh Bush fire Consulting**  
B.Sc., Grad. Dip. (Design for Bushfire Prone Areas)  
Fire Protection Association of Australia BPAD Level 3 – 34603



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CL24.54 - Attachment 2

## CL24.55 Notice of Motion - Calling on Greater Financial Support from the NSW Government for Local Pensioners

**HPERM Ref:** D24/66649

**Submitted by:** Cllr Serena Copley

### Purpose / Summary

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

### Recommendation

That Shoalhaven City Council

1. Acknowledge the need to provide additional financial support to seniors and pensioners across the community, particularly during the cost of living challenge currently facing those across the Shoalhaven;
2. Acknowledge local councils, including Shoalhaven City Council which currently meet 45 per cent of the total cost of pensioner concession rebates available through Service NSW;
3. Acknowledge the New South Wales State Government has not increased its proportion of the Pensioner Concession Rebate for more than a decade;
4. Calls on the New South Wales Government to immediately
  - a. double the Pensioner Concession Rebate from \$250 to \$500 per annum
  - b. double the annual water rates and charges rebate from \$87.50 to \$175,
  - c. to meet the entire cost of the increase from NSW Treasury
5. Writes to the State Member for Kiama and the State Member for South Coast seeking their support for Council's position

### Background

Currently, a rebate for council and water rates is available to eligible pensioners. Pensioners who hold a pensioner concession card, DVA Gold Card (TPI and EDA), and widow/widowers who are entitled to income support, may apply for this rebate.

This rebate has not increased in the last 13 years. The current cost of living crisis and an increase in rates over this period has seen the benefit of this rebate erode. The Shoalhaven has a significant veteran and elderly population who would benefit from this increased support.

CL24.55

## LOCAL GOVERNMENT ACT 1993

### 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.