

Ordinary Meeting

Meeting Date: Monday, 26 September, 2022

Location: Council Chambers, City Administrative Building, Bridge Road, Nowra

Attachments (Under Separate Cover)

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a. Audit, Risk and Improvement Committee

<p><u>Meetings per year</u> – Minimum of 4 & others as required Commencement time – 4pm</p>	<p><u>Quorum:</u> Three (3) – including 1 Councillor & 1 External member <u>Charter:</u> D19/261344 (39763E) <u>Amended:</u> 30/7/2019</p>
<p>Objective The objective of the Audit, Risk and Improvement Committee (ARIC, the Committee) is to provide independent assurance and assistance to Shoalhaven City Council on risk management, control, governance, business improvement related matters and external accountability responsibilities.</p>	
<p>Authority The Council authorises the Committee, within the scope of its role and responsibilities to:</p> <ol style="list-style-type: none"> 1. Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information). 2. Discuss any matters with the internal or external auditor or other external parties (subject to confidentiality considerations). 3. Request the attendance of any employee or councillor at Committee meetings. 4. Obtain external legal or other professional advice considered necessary to meet its responsibilities. 	
<p>Chairperson - Independent Member appointed by Committee</p>	
<p>2022 Councillor / Staff Membership Clr Wells Clr White Clr Butler (alternate) Clr Christen (alternate)</p>	<p>2022-2023 Councillor / Staff Membership (two Councillors & up to two alternates)</p>
<p>Independent Community Representatives 3 Independent community representatives</p>	
<p>Sitting Fee for Community Members \$16,213 per annum for the chairperson and \$1,621 per meeting for other independent members. A travel per kilometre allowance based on the Councillor rates is also paid.</p>	

Note: This committee operates as a confidential committee in accordance with the Section 2.2 Professional Standards of the Internal Audit Guidelines published by the Division of Local Government in September 2010.

b. Senior Staff Contractual Matters Committee

<u>Meetings per year</u> – As required No set commencement time	<u>Quorum</u> – Five (5) (5001E)
<p>Purpose and Delegated Authority The Committee be delegated authority under Section 377 of the Local Government Act to:</p> <ol style="list-style-type: none"> 1. Review the CEOs performance against the agreement, at least annually. 2. Deal with matters relating to requirements of the contract including the annual review of remuneration and to make any determinations where necessary. 3. Receive the CEO's annual reports on other Senior Staff contracts where Council is required to deal with contractual matters. 4. Consider and determine : <ul style="list-style-type: none"> • The organisational structure. • Industrial Relations Policy. • Other staff matters requiring Council consideration 	
<p>Chairperson – Appointed by Council</p>	
<p>2022 Councillor / Staff Membership Mayor Clr Findley (Chairperson) All Councillors CEO</p>	<p>2022-2023 Councillor / Staff Membership Mayor (Chairperson)</p>
<p><u>Sub- Committee to undertake Delegations</u> <u>1&2:</u> Mayor Findley (Chairperson) Deputy Mayor – Clr Butler Clr White Clr Gray Clr Copley</p>	<p><u>Sub- Committee to undertake Delegations</u> <u>1&2:</u></p>

Note: This committee operates as a confidential committee under the *Local Government Act - Section 10A(2)(a) - Personnel matters concerning particular individuals (other than Councillors)*.

c. Northern Floodplain Risk Management Committee

<p><u>Meetings per year</u> – As required Commencement time – 4pm</p>	<p>Quorum – Three (provided that a minimum of one (1) Councillor as the Chair or Acting chair and two community representatives are present) Terms of Reference: POL22/28 – Amended 1 August 2022 (59952E)</p>
<p>Purpose The principal objective of the Northern Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the north area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The north area applies to the following catchments:</p> <ul style="list-style-type: none"> • Lower Shoalhaven River; • Crookhaven River; • Kangaroo River; • Broughton Creek; • Bomaderry Creek; • Nowra and Browns Creek; and • Lake Wollumboola. 	
<p>Role of the Committee</p> <p>a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under ‘Purpose’ (see above).</p> <p>b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation.</p> <p>c) To assist the Council by providing input into known flood behaviour as part of the Flood Study; and</p> <p>d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups.</p>	
<p>Delegation – NIL</p>	
<p>Chairperson – Appointed by Council</p>	
<p>2022 Councillor / Staff Membership Clr White – Chairperson All other Councillors (non voting members) CEO or nominee</p>	<p>2022-2023 Councillor / Staff Membership Clr - Chairperson All other Councillors (non voting members) CEO or nominee</p>
<p>Community/Organisational Representatives Community representatives (including a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative) Relevant government agency representatives (Non voting)</p>	

d. Central Floodplain Risk Management Committee

<p><u>Meetings per year</u> – As required Commencement time – 4pm</p>	<p>Quorum – Three (provided that a minimum of one (1) Councillor as the Chair or Acting chair and two community representatives are present) Terms of Reference: POL22/28 – Amended 1 August 2022 (59951E)</p>
<p>Purpose The principal objective of the Central Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the central area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The central area applies to the following catchments:</p> <ul style="list-style-type: none"> • St Georges Basin (includes Sussex inlet); • Jervis Bay; • Currumbene Creek; • Moona Moona Creek; • Currarong Creek; • Berrara Creek • Callala Creek; and • Swan Lake 	
<p>Role of the Committee</p> <ol style="list-style-type: none"> a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under ‘Purpose’ (see above). b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation. c) To assist the Council providing input into known flood behaviour as part of the Flood Study; and d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups. 	
<p>Delegation – NIL</p>	
<p>Chairperson– Appointed by Council</p>	
<p>2022 Councillor / Staff Membership Chairperson All other Councillors (Non voting members) CEO or nominee</p>	<p>2022-2023 Councillor / Staff Membership Clr - Chairperson All other Councillors (Non voting members) CEO or nominee</p>
<p>Community/Organisational Representatives Community representatives (including a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative) Relevant government agency representatives (Non voting)</p>	

e. Southern Floodplain Risk Management Committee

<p><u>Meetings per year</u> – As required Commencement time – 4pm</p>	<p>Quorum – Three (provided that a minimum of one (1) Councillor as the Chair or Acting chair and two community representatives are present)</p> <p>Terms of Reference: Terms of Reference: POL22/28 – Amended 1 August 2022</p>
<p>Purpose The principal objective of the Southern Floodplain Risk Management Committee is to assist Shoalhaven City Council in the development and implementation of one or more floodplain risk management plans for the southern area of the Council. This will need to be in accordance with the NSW Floodplain Development Manual. The southern area applies to the following catchments:</p> <ul style="list-style-type: none"> • Lake Conjola • Narrawallee • Mollymook • Ulladulla • Burrill Lake • Clyde River • Lake Tabourie • Willinga Lake 	
<p>Role of the Committee</p> <ol style="list-style-type: none"> a) To assist the Council in the development and implementation of a Flood Study, Floodplain Risk Management Study and Floodplain Risk Management Plan for the areas listed under ‘Purpose’ (see above). b) To assist the Council monitoring and assessing the effectiveness of the management plans during and after their implementation. c) To assist the Council by providing input into known flood behaviour as part of the Flood Study; and d) Facilitate broader community consultation and participation in floodplain risk management through informing and liaising with member community groups. 	
<p>Delegation – NIL</p>	
<p>Chairperson– Appointed by Council</p>	
<p>2020/2021 Councillor / Staff Membership Chairperson All other Councillors (Non voting members) CEO or nominee</p>	<p>2022-2023 Councillor / Staff Membership Clr - Chairperson All other Councillors (Non voting members) CEO or nominee</p>
<p>Community/Organisational Representatives Community representatives (including a maximum of five (5) local community representatives, one (1) youth representative between ages 16 and 30, and one (1) indigenous representative) Relevant government agency representatives (Non voting)</p>	

