

## Shoalhaven Heads Estuary Taskforce

**Meeting Date:** Wednesday, 26 June, 2024  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

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

### Agenda

1. **Meeting Conduct Statement**
2. **Acknowledgement of Country**
3. **Apologies**
4. **Confirmation of Minutes**
  - Shoalhaven Heads Estuary Taskforce - 20 March 2024 ..... 1
5. **Declaration of Interests**
6. **Presentations**
  - SH24.6 Ongoing Item - Update From City Services
7. **Reports**
  - SH24.7 Action Table Report - Shoalhaven Heads Estuary Taskforce 26 June 2024.....5
8. **General Business**

**Membership**

Clr Serena Copley - Chairperson  
All Councillors  
Mr Gareth Ward MP (Nominee – TBA)  
Mr Phil Guy  
Mr Brian Allen  
Ms Jessica Zealand  
Mr Rob Russell  
Ms Natalie Lloyd  
Ms Robyn Flack  
Ms Jan Turbill

**Quorum** – Five (5) – One Councillor as Chair or acting Chair and four Community Members

**Purpose:**

The purpose of the Shoalhaven Heads Estuary Taskforce (SHET) is to act as an advisory and representative group on matters relating to the Shoalhaven River, its estuary and entrance at Shoalhaven Heads.

**Role:**

- To receive and disseminate information and updates to and from the Shoalhaven Heads community about the management of the Shoalhaven Heads estuary.
- To provide and receive information to the Northern CMP Advisory Committee in the preparation of the Lower Shoalhaven River CMP.
- To provide and receive information to the Northern Floodplain Risk Management Committee in the development and preparation of the Lower Shoalhaven Flood Risk Management Study/Plan.
- When the Lower Shoalhaven River CMP is adopted by Council on behalf of the community, the SHET will be disestablished.

## MINUTES OF THE SHOALHAVEN HEADS ESTUARY TASKFORCE

**Meeting Date:** Wednesday, 20 March 2024  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Clr Serena Copley - Chairperson  
Clr Matthew Norris  
Clr Patricia White  
Clr Tonia Gray – (Joined Remotely at 4:33pm)  
Mr Phil Guy  
Mr Rob Russell  
Ms Jan Turbill  
Ms Robyn Flack  
Ms Jessica Zealand – (Joined at 4:16pm)

Others present:

Mr James Ruprai – Director City Development  
Mr Peter Swanson – Acting Manager – Environmental Services  
Mr Nigel Smith – Lead Coastal Management  
Mr Trevor Dando - Manager - Works & Services – (Joined at 4:11pm)

### Apologies / Leave of Absence

Apologies were received from Clr Watson, Clr Wells, Gareth Ward MP and Natalie Lloyd.

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Shoalhaven Heads Estuary Taskforce held on Wednesday 27 September 2023 be confirmed.

CARRIED

### Declaration of Interests

Nil

## REPORTS

### SH24.1 Outcomes of Lower Shoalhaven River Pre-Dredging Feasibility Study

HPERM Ref:  
D24/68542

Mr Phill Guy thanked the staff for the report provided, but noted that the Study is quite technical and difficult to read. Mr Guy further noted that this report will be a topic of discussion at the next Shoalhaven Heads Forum meeting, 1 May 2024, and suggested that the Taskforce request an Environmental Services staff member to attend the meeting to answer any question that may arise in relation to the study.

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

That the Taskforce receive the Lower Shoalhaven River Pre-Dredging Feasibility Study for information.

#### **RESOLVED** (By consent)

That the Taskforce

1. Receive the Lower Shoalhaven River Pre-Dredging Feasibility Study for information.
2. Request an Environmental Services staff member, if available, to attend the next Shoalhaven Heads Forum meeting on 1 May 2024 to answer any questions in relation to the Lower Shoalhaven River Pre-Dredging Feasibility Study.

CARRIED

### SH24.5 Business Arising From Previous Minutes

The Committee discussed matters relating to item SH23.10 from the previous minutes with Mr Trevor Dando - Manager Works & Services. Mr Dando, and other staff addressed the following items:

#### **Budgets for Sand Scraping & Mangrove Removal**

Mr Dando advised that these works are funded from Councils operational budget on a as needs basis.

#### **SH23.8 - Flooding at Beach Road Shoalhaven Heads**

Mr Dando advised that the works in relating to flooding on Beach Rd have been completed.

Ms Robyn Flack asked Mr Dando to expand upon the works completed on Beach Rd, noting that the Shoalhaven Heads Forum received a letter from Council stating that the flooding was a result of high rain fall.

Mr Dando further advised that the flooding was a result both of pipework installed at a particular driveway on Beach Rd which have since been remediated, and the high level of rainfall at that time.

#### **SH23.10 - Gross Pollutant Traps Maintenance**

Mr Dando clarified that the two Gross Pollutant Traps in question along the Shoalhaven Heads rock wall are actually Surcharge Pits, and advised that these Pits generally do not require any maintenance accepting when scour erosion occurs around the pits.

Mr Phil Guy noted that a lot of scouring has occurred on the beach surrounding those Pits.

#### **SH23.10 - Survey of the Shoalhaven Heads Entrance Notch**

Mr Nigel Smith advised that a Survey of the Entrance Notch is conducted monthly by Councils Floodplain Management Unit and a surveyor in the City Services Directorate, engaged by the Floodplain Unit.

My Phil Guy queried the results of these Surveys and Mr Smith advised that the Survey results previous to the most recent showed that the Entrance Notch was under and around a 2 meter Australian Height Datum (AHD), the height level at which dry notch maintenance is based around.

### City Services – Ongoing Agenda Item

The Chair of the Taskforce requested that an ongoing heading only item be added to the agenda to allow for a brief update from City Services staff on any relevant matters.

**RESOLVED** (By consent)

That an ongoing heading only item be added to the agenda for an update from City Services staff.

CARRIED

### SH24.4 Request - Extend Mangrove Seedlings Removal West of the Wharf in Front of River Rd to the Storm Water Drain

**HPERM Ref:**  
**D24/90841**

Mr James Ruprai advised the Taskforce in regards to the staff resourcing involved in applying for the appropriate permit, and advised an alternate recommendation which was resolved by the Taskforce below.

#### Recommendation

That Council seek an appropriate permit for the removal of mangrove seedlings that are taking root west of the wharf to the end of Hay Avenue.

**RESOLVED** (By consent)

That Council staff contact Fisheries NSW to note the prolific expansion of mangrove seedlings this year, and receive advice on what can be done in the interim under the current permit held by Council.

CARRIED

### SH24.2 Foreshore Remediation Shoalhaven Heads

**HPERM Ref:**  
**D23/485917**

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

That Council staff report back on the lessons learnt, if any, from the remediation works carried out at Shoalhaven Heads beach in the week ended 26 October 2023.

**RESOLVED** (By consent)

That the Taskforce receive this report for information, noting the information provided in the *Directors Note*.

CARRIED

### SH24.3 Coastal Protection Works - Tidal Flats in Front of Holiday Haven Caravan Park, Shoalhaven Heads

**HPERM Ref:**  
**D24/90104**

#### Recommendation

1. That Council effect works from the maintenance of the dry notch at Shoalhaven Heads river entrance to relocate clean sand to the river front tidal area adjacent to Holiday Haven Caravan Park and the public playground and picnic area.
2. This action be included in the Lower Shoalhaven River Coastal Management Plan (CMP) for an action on an annual basis.

**RECCOMENDATION** (By consent)

The Taskforce request that

1. Council effect works from the maintenance of the dry notch at Shoalhaven Heads river entrance to relocate clean sand to the river front tidal area adjacent to Holiday Haven Caravan Park and the public playground and picnic area.
2. This action be included by Council for progression in the Lower Shoalhaven River Coastal Management Plan (CMP) for an action on an annual basis.
3. The Director City Development to assess whether sand arising from notch maintenance can be reallocated to the foreshore in front of Holiday Haven under current permits.

CARRIED

**GENERAL BUSINESS****Actions From Minutes**

Mr Phil Guy requested that a list of all actions arising from this meeting be provided to be considered at the next meeting. These actions are listed below:

- **SH24.1 - Outcomes of Lower Shoalhaven River Pre-Dredging Feasibility Study**

**Action:** Request an Environmental Services staff member, if available, to attend the next Shoalhaven Heads Forum meeting on 1 May 2024 to answer any questions in relation to the Lower Shoalhaven River Pre-Dredging Feasibility Study.

- **SH24.5 Business Arising From Previous Minutes**

**Action:** That an ongoing heading only item be added to the agenda for an update from City Services staff.

- **SH24.4 - Request - Extend Mangrove Seedlings Removal West of the Wharf in Front of River Rd to the Storm Water Drain**

**Action:** That Council staff contact Fisheries NSW to note the prolific expansion of mangrove seedlings this year, and receive advice on what can be done in the interim under the current permit held by Council.

- **SH24.3 - Coastal Protection Works - Tidal Flats in Front of Holiday Haven Caravan Park, Shoalhaven Heads**

**Action:**

1. Council effect works from the maintenance of the dry notch at Shoalhaven Heads river entrance to relocate clean sand to the river front tidal area adjacent to Holiday Haven Caravan Park and the public playground and picnic area.
2. This action be included by Council for progression in the Lower Shoalhaven River Coastal Management Plan (CMP) for an action on an annual basis.
3. The Director City Development to assess whether sand arising notch maintenance can be reallocated to the foreshore in front of Holiday Haven under current permits

*Post Meeting Note: Staff will begin providing an on-going action table report so the Taskforce can keep a record of outstanding and completed actions.*

There being no further business, the meeting concluded, the time being 5:21.

Clr Serena Copley  
CHAIRPERSON

## SH24.7 Action Table Report - Shoalhaven Heads Estuary Taskforce 26 June 2024

**HPERM Ref:** D24/249230

**Department:** Business Assurance & Risk

**Approver:** James Ruprai, Director - City Development

**Attachments:** 1. Action Table Report - 26 June 2024 [↓](#)

### Reason for Report

The purpose of this report is to provide the Shoalhaven Heads Estuary Taskforce with a progress report on outstanding/completed actions.

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

That the Shoalhaven Heads Estuary Taskforce:

1. Accept and receive the Action Table Report (Attachment 1) for information.
2. Acknowledge the following actions as complete and remove from the action table:
  - a. SH24.1 - Report Received - Outcomes of Lower Shoalhaven River Pre-Dredging Feasibility Study - Staff Attend Shoalhaven Heads Forum Meeting 1 May 2024.
  - b. SH24.3 - Coastal Protection Works - Shoalhaven Heads - Dry Notch Maintenance - Relocate Clean Sand - Tidal Flats in Front of Holiday Haven Caravan Park - Annual Basis.
  - c. SH24.4 - Shoalhaven Heads Estuary - Mangrove Seedlings Removal Extension request (West of the River Rd Wharf to Storm Water Drain).
  - d. SH24.5 - Business Arising From Previous Minutes - Ongoing Heading Only Item - Update from City Services.

### Options

1. As recommended.

Implications: The Action Table will be received and updated to reflect recently completed actions.

2. That the Shoalhaven Heads Estuary Taskforce note the update to the Action Table and request more information.

Implications: Additional information as requested will be provided to the group at the next meeting.

At the meeting held on 20 March 2024, it was requested that a list of all actions arising from the meeting be provided to be considered at the next meeting. Following this meeting, staff decided to begin providing an on-going action table report so the Taskforce can keep a record of outstanding and completed actions. This report is to update the Shoalhaven Heads Estuary Taskforce on outstanding/completed actions from previous meetings.

Attachment 1 provides information regarding the status of actions from previous meetings, including items which are completed or still in progress. Staff can provide an update at the meeting, should members have any further questions on the status of actions.

<b>Shoalhaven Heads Estuary Taskforce Completed Actions</b>	<b>Action Sheets Report</b>
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**Please note**, there are currently no outstanding actions for the Shoalhaven Heads Estuary Taskforce. All actions listed below have been completed by staff and are now reported to the Taskforce.

<b>Meeting Date:</b> 20/03/2024	<b>Item No:</b> SH24.1		<b>Completed:</b> 07/06/2024
<b>Title:</b> Report Received - Outcomes of Lower Shoalhaven River Pre-Dredging Feasibility Study - Staff Attend Shoalhaven Heads Forum Meeting 1 May 2024			
<p><b>RESOLVED</b> (By consent)</p> <p>That the Taskforce</p> <ol style="list-style-type: none"> <li>Receive the Lower Shoalhaven River Pre-Dredging Feasibility Study for information.</li> <li>Request an Environmental Services staff member, if available, to attend the next Shoalhaven Heads Forum meeting on 1 May 2024 to answer any questions in relation to the Lower Shoalhaven River Pre-Dredging Feasibility Study.</li> </ol> <p>CARRIED</p>		<p><b>Notes:</b></p> <p><b>Completed by Council Staff on 07 June 2024</b></p> <p>Director - City Development and Manager - Environmental Services attended the Shoalhaven Heads Community Forum meeting in early May to present on the findings of the Lower Shoalhaven River Pre Dredge Feasibility Study.</p>	

<b>Meeting Date:</b> 22/04/2024	<b>Item No:</b> SH24.3		<b>Completed:</b> 07/06/2024
<b>Title:</b> Coastal Protection Works - Shoalhaven Heads - Dry Notch Maintenance - Relocate Clean Sand - Tidal Flats in Front of Holiday Haven Caravan Park - Annual Basis			
<p><b>RESOLVED*</b> (Clr Wells / Clr Copley) <span style="float: right;">MIN24.199</span></p> <p>That as recommended by the Shoalhaven Heads Estuary Taskforce:</p> <ol style="list-style-type: none"> <li>Council effect works from the maintenance of the dry notch at Shoalhaven Heads river entrance to relocate clean sand to the river front tidal area adjacent to Holiday Haven Caravan Park and the public playground and picnic area.</li> <li>This action be included for progression in the Lower Shoalhaven River Coastal Management Plan (CMP) for an action on an annual basis.</li> </ol>		<p><b>Notes:</b></p> <p><b>Completed by Council Staff on 07 June 202</b></p> <p>This works is in hand with Council, currently being considered and assessed both through the Lower Shoalhaven River Coastal Management Program (CMP) and the updated Review of Environmental Factors (REF) for entrance management at Shoalhaven Heads.</p>	





<b>Shoalhaven Heads Estuary Taskforce Completed Actions</b>	<b>Action Sheets Report</b>
CARRIED	Completed by action officer on 02 May 2024 - Heading only report created for next meeting and all upcoming meetings.