

Strategy and Assets Committee

Meeting Date: Tuesday, 14 May, 2019
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 5.00pm

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

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

Agenda

1. **Apologies / Leave of Absence**
2. **Confirmation of Minutes**
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3. **Declarations of Interest**
4. **Call Over of the Business Paper**
5. **Mayoral Minute**
6. **Deputations and Presentations**
7. **Notices of Motion / Questions on Notice**
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Reports

- CSA19.3 Proposed Disposal of Vacant Land - St Georges Basin.
- 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.*
- CSA19.4 Proposed Acquisition of Open Space Land identified in the Moss Vale Road South Urban Release Area
- 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.

CSA19.5 Shoalhaven Affordable Housing Strategy -
Property Acquisition Matters

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.

Strategy and Assets Committee

Delegation:

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

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

SCHEDULE

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

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

MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

Meeting Date: Tuesday, 9 April 2019
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 5.01pm

The following members were present:

Clr John Wells - Chairperson
Clr Amanda Findley
Clr Patricia White
Clr Kaye Gartner
Clr Nina Digiglio
Clr Annette Alldrick
Clr John Levett
Clr Mitchell Pakes
Clr Greg Watson
Clr Mark Kitchener
Clr Bob Proudfoot
Mr Stephen Dunshea – Acting General Manager

Procedural Motion - Adjournment of Meeting

RESOLVED (Clr Gartner / Clr Alldrick) MIN19.214

That the meeting be adjourned to allow the Regional Development Committee to complete the meeting proceedings.

CARRIED

The meeting was adjourned at 5.01pm to enable continuation of the Regional Development Committee.

The meeting reconvened at 6.01pm following the conclusion of the Regional Development Committee.

The following members were present:

Clr John Wells - Chairperson
Clr Amanda Findley
Clr Patricia White
Clr Kaye Gartner
Clr Nina Digiglio
Clr Annette Alldrick
Clr John Levett
Clr Mitchell Pakes

Clr Greg Watson
Clr Mark Kitchener
Clr Bob Proudfoot
Mr Stephen Dunshea – Acting General Manager

Apologies / Leave of Absence

An apology was received from Clr Gash and Clr Guile.

Confirmation of the Minutes

RESOLVED (Clr White / Clr Digiglio) MIN19.215

That the Minutes of the Strategy and Assets Committee held on Tuesday 12 March 2019 be confirmed.

CARRIED

Declarations of Interest

Nil

MAYORAL MINUTES

Nil

DEPUTATIONS AND PRESENTATIONS

Nil

NOTICES OF MOTION / QUESTIONS ON NOTICE

SA19.38 Notice of Motion - Support for Greenwell Point Men's Shed

**HPERM Ref:
D19/105306**

Recommendation (Item to be determined under delegated authority)

That Council provide 250 tonnes of gravel/road base for the completion of the Greenwell Point Men's Shed car park.

RESOLVED (Clr Pakes / Clr Watson) MIN19.216

That Council provide 250 tonnes of gravel/road base for the completion of the Greenwell Point Men's Shed car park.

CARRIED

Call Over of the Business Paper

Items called over for debate: SA19.40, SA19.41 and SA19.48

Remaining items marked with an asterisk (*) were resolved en-block at this time.

REPORTS

SA19.40 Review Access Areas for Dogs Policy (POL16/173) - Engagement of Consultant, Allocation of Budget and Establishment of Community Reference Group

**HPERM Ref:
D19/58337**

Recommendation (Item to be determined under delegated authority)

That Council:

1. Engage Balancing Act to commence the review of the Access Areas for Dogs Policy (POL16/173).
2. Allocate a budget of \$50,000 to engage the consultant to undertake the review from savings at the end of March 2019 Quarterly Budget Review.
3. Establish a Community Reference Group with the members in Attachment 1.
4. Receive a report on the draft Policy and Guidelines to Council prior to public exhibition.

RESOLVED (Clr Pakes / Clr White)

MIN19.217

That the matter regarding Review Access Areas for Dogs Policy (POL16/173) - Engagement of Consultant, Allocation of Budget and Establishment of Community Reference Group be deferred pending a Councillor Briefing.

CARRIED

SA19.41 Sustainable Energy Initiatives

**HPERM Ref:
D19/84629**

Recommendation (Item to be determined under delegated authority)

That the Committee receive the Sustainable Energy Initiatives report for information.

RESOLVED (Clr Proudfoot / Clr Gartner)

MIN19.218

That the Committee receive the Sustainable Energy Initiatives report for information.

CARRIED

SA19.48 NSW Government - Active Transport Program - Approved Projects 2018-19 and 2019-20

**HPERM Ref:
D19/88293**

Recommendation (Item to be determined under delegated authority)

That Council:

1. Accepts the grant funding offers under the NSW State Government Active Transport Program in the 2018-19 budget, as follows:
 - a. \$10,000 for the construction of end user facilities (bike racks) city wide, authorising the expenditure as follows;
 - Chris Creek, Sussex Inlet (adjacent to shared path and picnic facilities), adding value to the current shared path bridge project
 - Huskisson, adjacent to Portside Café (near Huskisson wharf)
 - Wowly Creek access (end of Monarch Place), Callala Bay
 - Moona Moona Creek reserve (adjacent playground)
 - Centre Street, Callala Beach (adjacent to community hall and public toilets)

- b. \$15,000 for the construction of kerb ramps city wide, authorising the expenditure as follows:
 - Nowra (two locations: intersections of Berry Street and Bice Road, and Worrigeer Street and Nowra Lane)
 - Bomaderry (intersection of Bunberra Street and Dalwah Street)
 - Huskisson (intersection of Sydney Street and Field Street)
- c. Provide Council's matching funding (\$25,000) reallocated from savings on the Beach Road Mollymook path project.
2. Accepts the grant funding offers under the NSW State Government Active Transport Program in the 2019-20 budget, as follows:
 - a. \$290,000 for the construction of Stage 2 of the Deering St, Ulladulla off road Shared User Path project, completing the extension to Ulladulla Lighthouse
 - b. \$135,000 for the construction of an off road shared user path linking St Georges Basin to Sanctuary Point (completing the missing link)
 - c. \$12,500 for the survey, design, and cost estimation of a shared user path bridge over Swan Lake Inlet (The Springs Road, Cudmirrah)
 - d. \$156,900 for the construction of pedestrian accessibility improvements (including kerb ramps and extensions) at the intersection of South St & Princes Hwy, Ulladulla.
3. Allocate \$594,400 in the draft 2019-20 budget to provide the additional matching funds required to deliver the approved projects.
4. The General Manager (Director Assets & Works) writes to the NSW Roads & Maritime Services, and the Local Members of Parliament (for Kiama and South Coast), thanking them for their ongoing support of the Shoalhaven Community through the NSW Active Transport Program and for the support of RMS staff in reviewing and supporting Council's nominations for these important local safety and accessibility improvements.

RESOLVED (Clr Findley / Clr Gartner)

MIN19.219

That:

1. Council accepts the grant funding offers under the NSW State Government Active Transport Program in the 2018-19 budget, as follows:
 - a. \$10,000 for the construction of end user facilities (bike racks) city wide, authorising the expenditure as follows:
 - Chris Creek, Sussex Inlet (adjacent to shared path and picnic facilities), adding value to the current shared path bridge project
 - Huskisson, adjacent to Portside Café (near Huskisson wharf)
 - Wowly Creek access (end of Monarch Place), Callala Bay
 - Moona Moona Creek reserve (adjacent playground)
 - Centre Street, Callala Beach (adjacent to community hall and public toilets)
 - b. \$15,000 for the construction of kerb ramps city wide, authorising the expenditure as follows:
 - Nowra (two locations: intersections of Berry Street and Bice Road, and Worrigeer Street and Nowra Lane)
 - Bomaderry (intersection of Bunberra Street and Dalwah Street)
 - Huskisson (intersection of Sydney Street and Field Street)
 - c. Provide Council's matching funding (\$25,000) reallocated from savings on the Beach Road Mollymook path project.
2. Council accepts the grant funding offers under the NSW State Government Active Transport Program in the 2019-20 budget, as follows:

- a. \$290,000 for the construction of Stage 2 of the Deering St, Ulladulla off road Shared User Path project, completing the extension to Ulladulla Lighthouse
 - b. \$135,000 for the construction of an off road shared user path linking St Georges Basin to Sanctuary Point (completing the missing link)
 - c. \$12,500 for the survey, design, and cost estimation of a shared user path bridge over Swan Lake Inlet (The Springs Road, Cudmirrah)
 - d. \$156,900 for the construction of pedestrian accessibility improvements (including kerb ramps and extensions) at the intersection of South St & Princes Hwy, Ulladulla.
3. Council allocate \$594,400 in the draft 2019-20 budget to provide the additional matching funds required to deliver the approved projects.
 4. The General Manager (Director Assets & Works) writes to the NSW Roads & Maritime Services, and the Local Members of Parliament (for Kiama and South Coast), thanking them for their ongoing support of the Shoalhaven Community through the NSW Active Transport Program and for the support of RMS staff in reviewing and supporting Council's nominations for these important local safety and accessibility improvements.

CARRIED

Items marked with an * were moved 'en block'.

SA19.39 Appointment of Risk and Audit Committee Chair	HPERM Ref: D19/78352
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RESOLVED* (Clr Wells / Clr Alldrick) MIN19.220

That Council endorse the appointment of Peter McLean as the Risk and Audit Committee Chair.

CARRIED

SA19.40 Review Access Areas for Dogs Policy (POL16/173) - Engagement of Consultant, Allocation of Budget and Establishment of Community Reference Group	HPERM REF: D19/58337
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Item dealt with earlier in the meeting see MIN19.217

SA19.41 Sustainable Energy Initiatives	HPERM REF: D19/84629
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Item dealt with earlier in the meeting see MIN19.218

SA19.42 Tenders - External Plant Hire - 2019/2020	HPERM Ref: D19/87413
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RESOLVED* (Clr Wells / Clr Alldrick) MIN19.221

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

CARRIED

SA19.43 Marsdens Law Group - 2019 Local Government, Planning & Environmental Law Conference

**HPERM Ref:
D19/90541**

RESOLVED* (Clr Wells / Clr Alldrick)

MIN19.222

That Council

1. Notes the details of the 2019 Local Government, Planning & Environmental Law Conference scheduled for 21 June 2019 in Campbelltown.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

CARRIED

SA19.44 Acquisition of Electricity Easement for Pad Mount Substation - Lot 366 DP 821493 New Street, Ulladulla

**HPERM Ref:
D19/60133**

RECOMMENDATION* (Clr Wells / Clr Alldrick)

That Council:

1. Compulsory acquire an Electricity Easement 5.5 meters by 2.75 meters for Endeavour Energy over Crown land Lot 366 DP 821493;
2. Pay compensation and costs associated with the acquisition from Holiday Haven's Capital Programs Fund. Compensation determined by the Valuer General to be in accordance with the provisions of the Land Acquisition (Just Term Compensation) Act 1991;
3. Make the necessary application to the Minister for Local Government and the Governor for approval to the acquisition under the Local Government Act 1993; and
4. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

CARRIED

SA19.45 Draft Policy - Creation of an Asset Protection Zone (APZ) over Council Owned or Managed Land

**HPERM Ref:
D19/60437**

RECOMMENDATION* (Clr Wells / Clr Alldrick)

That Council:

1. Resolve to place the draft policy "Creation of an Asset Protection Zone (APZ) over Council Owned or Managed Land" on public exhibition for 28 days and seek submissions;
2. Deem this policy adopted at the conclusion of the submissions period, on the provision no submission(s) or submission(s) that would mean minor alteration to the Policy be received;
3. Receive a further report should submission(s) that are considered to have a significant effect on the policy be received.

CARRIED

SA19.46 Solar Garden - Update Report

HPERM Ref: D19/8527

RESOLVED* (Clr Wells / Clr Alldrick)

MIN19.223

That Council:

1. Note Repower Shoalhaven's advice that it is intending to submit a funding application under the NSW Government's \$30M Regional Community Energy Fund to deliver a Solar Garden in the Shoalhaven.
2. Advise Repower that Council supports the installation of a Solar Garden on either the Old Tip Site at North Nowra or the Northern Section of the Animal Shelter Site at Nowra Hill and will make these sites available to Repower for such a use, subject to the necessary approvals being obtained.

CARRIED

SA19.47 Tree Planting - Schools Policy

**HPERM Ref:
D19/55433**

RESOLVED* (Clr Wells / Clr Alldrick)

MIN19.224

That Council retain the Tree Planting - Schools Policy and amend it to reflect the following:

1. The Policy offering \$200 per school for planting of trees on school or Council owned or managed land be communicated in writing to all local School Principals and Parents and Citizens Clubs annually, in the term prior to National Tree Day
2. Council staff, Bushcare and Parkcare teams continue to offer technical advice on tree selection and planting where possible.
3. Council allow trees to be planted on or around school property.

CARRIED

**SA19.48 NSW Government - Active Transport Program -
Approved Projects 2018-19 and 2019-20**

**HPERM REF:
D19/88293**

Item dealt with earlier in the meeting see MIN19.219

**SA19.49 Ratepayer Advance Agreement - Kerb & Gutter
Construction - 41 Basin View Pde Basin View**

**HPERM Ref:
D19/96468**

RECOMMENDATION* (Clr Wells / Clr Alldrick)

That

1. Council amend the resolution of 22 January 2019 to enter into a Ratepayers Advance Agreement, executed under the Seal of Council with:
 - a. D L Mood of 41 Basin View Parade, Basin View (postal address is # 43) in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 (excluding GST) is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
 - b. D L Mood of 43 Basin View Parade, Basin View (same as postal address) in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 (excluding GST) is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.

- c. C J Hobbs of 45 Basin View Parade, Basin View (Postal Address: PO Box 127, St Georges Basin) in respect of Kerb and Gutter construction to the value of \$5,852.16 (advance) of which \$1,859.28 (excluding GST) is the contribution, \$3,992.88 is the loan and the amount to be repaid to the Ratepayer in 5 years at 5% interest per annum is \$4,991.10.
2. The Common Seal of Council of the City of Shoalhaven be affixed to any documentation required to be sealed otherwise the General Manager be authorised to sign any documentation necessary to give effect to the resolution.

CARRIED

Note: Clrs Watson and White recommended that Council send a letter of Congratulations to the Hon Shelley Hancock and the Hon Gareth Ward for their re-election in the recent State Government Elections, and their promotion to Ministerial Roles.

The Mayor advised that the correspondence has already been sent.

CONFIDENTIAL REPORTS

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

No members of the public made representations.

RESOLVED (Clr Pakes / Clr Wells)

MIN19.225

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

CSA19.2 Tenders - External Plant Hire - 2019/2020

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

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

CARRIED

The meeting moved into confidential the time being 6.38pm.

The meeting moved into open session, the time being 6.39pm.

REPORT FROM CONFIDENTIAL SESSION

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

CSA19.2 Tenders - External Plant Hire - 2019/2020

HPERM Ref:
D19/71044

RESOLVED

MIN19.226C

That

1. Council appoint the following suppliers to the External Plant Hire – Preferred Supplier Panel commencing immediately on the execution of Panel Deeds and expiring on 31 December 2020.

Supplier	ABN
A & D Tree Services	78 613 230 407
Shoalhaven Earthworks	54 871 776 548
AllFab Mobile Welding	41 092 437 155
Orange Hire	97 133 373 154
Aqua Assets	32 075 144 419
Summit Open Space (Asplundh)	83 055 140 424
Brooks Hire	20 008 975 988
Brummys (BeCivil)	84 603 502 334
C & S Varty Earthmoving	23 262 716 630
City Coast Plumbing Services	84 100 018 451
Cleary Bros	28 000 157 808
Coates Hire	99 074 126 971
Conplant	15 000 373 151
DJ & KC Schutz Roller Hire	31 659 320 136
Druce DP	33 098 227 895
Egans Plant Hire	50 077 737 396
Environmental Services Group	43 145 149 971
Milton Ulladulla Water Carters	33 085 195 357
Hassmore	50 143 451 352
Hisway	11 000 904 941
J & S Wearne	63 366 305 738
JBG Civil	64 625 107 833
Jeffers Backhoe	93 540 819 098
MGC Civil Works	93 089 559 982
Kennards Hire	69 001 740 727
Knowles Construction	35 353 424 636
L & T Jervis Bay Tippers	55 612 238 070
Mike's Tree Service	23 885 258 956
Nick Bunt Plant & Machinery	46 623 241 949
Nowra Cranes	73 104 808 844
Longreach Earthmoving	64 073 910 997
Pipe Management Aust	14 145 894 695
Porter Excavations	92 063 115 346
Pyree Civil	60 461 213 312
Rollers Australia	50 087 309 091
Sal's Excavation	56 940 672 074
Sherrin Rentals	52 074 173 756
South Coast Earthworks	86 152 669 826
Specialised Pavement Services	46 076 353 887
SPA	90 002 900 736
TJM Haulage & Contracting	80 146 964 543

Total Drain Cleaning Service	17 130 467 346
Tutt Bryant Equipment	59 087 847 489
Ulladulla Crane Hire	54 102 007 250
VAC Group Operations	33 130 054 296
W & A Bogg	44 868 575 038

2. The contract documents and any other associated documents be executed on behalf of the Council in accordance with cl165 of the Local Government Regulation by the relevant Group Director.

CARRIED

There being no further business, the meeting concluded, the time being 6.40pm.

Clr Wells
CHAIRPERSON

SA19.50 Notice of Motion - Ulladulla Sea Pool

HPERM Ref: D19/145844

Submitted by: Cllr Mark Kitchener

Purpose / Summary

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

Recommendation (Item to be determined under delegated authority)

That Council trial an extended opening of the Ulladulla Sea Pool including winter this year (2019).

Background

At the reconvened Ordinary Meeting on 2nd May, Council resolved to the trial opening of Huskisson Sea Pool for the winter season. Similar to Huskisson, Ulladulla has a sea pool of the same dimensions, the same style and built by the same contractors many years ago. The Ulladulla Sea Pool is also located in the middle of town in the most activated strip in the Southern Shoalhaven.

The Ulladulla Sea Pool is used at varying times of the day. Swimmers start arriving at dawn and there is a flurry of people until 9:00 am, then people come randomly with another burst around lunch time and after work.

The Ulladulla Sea Pool caters for many different groups. There are swimmers in training, residents with health conditions that choose to swim in salt water for the added buoyancy or because they can't swim in chlorinated water, family groups, tourists and recreational swimmers. When the water becomes cold, swimmers don wetsuits. There isn't a week goes by without someone asking me to have the Ulladulla Sea Pool open for winter.

It is said, exercising in cold environments promotes good health and longevity. Having the Ulladulla Sea Pool open during winter will give those residents who want to start up an ice-bergs swimming group the opportunity to do so in a safe environment.

Note by the General Manager

Over the past two years, the Huskisson and Ulladulla Sea Pools' season length has been extended from closing at the end of March to closing at the end of May, with the costs absorbed through operational budgets.

The proposed Trial Opening Ulladulla Sea Pool over Winter Notice of Motion will cost an additional estimated \$15,000 (June until October). This will also require a maintenance shutdown period of a minimum two (2) weeks in October, prior to reopening gain for the summer season. Should Council wish to extend this to an ongoing basis at both sea pools, this will require an additional \$30,000 per annum for both locations.

As there is currently no supervision at the Sea Pool other than early morning cleaning and preopening safety checks, staff will be unable to measure patronage through the proposed winter extension.

SA19.51 Quarterly Progress Report - Councillors' Notices of Motion

HPERM Ref: D19/148303

Group: General Manager's Group

Attachments: 1. Incomplete Notices of Motion (councillors information folder) [📄](#)
2. Completed Notices of Motion (councillors information folder) [📄](#)

Purpose / Summary

To provide the quarterly progress status on Councillors' Notices of Motion as resolved at the Ordinary Meeting in December 2018.

Recommendation (Item to be determined under delegated authority)

That the Progress report on Councillors' Notices of Motion be received for information.

Options

1. As recommended

Implications: The listing of Actions will be received by the Council for information

2. Alternate recommendation

Implications: Not known

Background

In response to a Notice of Motion (CL18.350), at the Council Meeting held on 18 December 2018, Council resolved (MIN18.992):

"That the progress status of councillors' notices of motion be reported quarterly at Ordinary Meetings of Council."

This report provides, in the Councillor Information folder, the following:

- A list of incomplete Notices of Motion.
- A list of Notices of Motion completed since 1 January 2019.

SA19.52 Revitalising Town & City Centres Conference

HPERM Ref: D19/126087

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Purpose / Summary

To consider Councillor attendance at the Revitalising Town & City Centres Conference scheduled for 25-27 June 2019 in Parramatta.

Recommendation (Item to be determined under delegated authority)

That Council

1. Notes the details of the Revitalising Town & City Centres Conference scheduled for 25-27 June 2019 in Parramatta.
2. Authorises available Councillors to attend the conference and such attendance be deemed Council Business.
3. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy.
4. Request Councillors attending the conference to provide a written report within 30 days of returning from the conference.

Options

1. As per the recommendation.
2. That Council limit the number of Councillors attending the Conference and such attendance be deemed Council Business.
3. That Council not approve Councillor attendance at the Conference as Council Business.

Background

The Revitalising Town & City Centres Conference is considered relevant to local government. Information in relation to the conference can be found on Criterion Conferences website.

[Criterion Conferences website link](#)

Costs associated with the conference are estimated as follows:

- Registration : \$3,197.00 (including two Workshops on the 27 June)
\$2,499.00 (conference only)
\$399.00 per Workshop
- travel, accommodation and out of pocket expenses not yet determined.

An option available to Council is to define the number of Councillors attending the conference and for Council to determine the appropriate Councillors authorised to attend. This option is presented having regard to the increase in Councillor expenses in recent years, so that Council may pro-actively control this area of expenses when appropriate.

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The Conference commences at 8.00am Tuesday 25 June 2019 and concludes at 5.00pm Wednesday 26 June 2019. Two Workshop will be held on Thursday 27 June 2019 commencing at 9.00am and concluding at 4.30pm. The following Council Business is scheduled within the period of the conference:

- Shoalhaven Tourism Advisory Committee 24 June 2019.
- Ordinary Council Meeting 25 June 2019.
- Councillor Briefing 27 June 2019.

Policy Implications

The Council Members – Payment of Expenses and Provision of Facilities Policy limits attendance at conferences to three per annum per councillor exclusive of any conference arranged by either the State or National Local Government Associations.

Financial Implications:

Funds are available for Councillors to attend this conference.

SA19.53 March 2019 Quarterly Budget Review

HPERM Ref: D19/135573

Group: Finance Corporate & Community Services Group
Section: Finance

Attachments: 1. Quarterly Budget Review Statement - March 2019 (under separate cover) ➡

Purpose / Summary

In accordance with Regulation 203(1) of the Local Government (General) Regulation (2005), the responsible accounting officer must prepare and submit to Council a budget review statement after the end of each quarter. This has been carried out for the third quarter of the 2018/19 financial year.

Recommendation

That Council

1. Receive the March Quarterly Budget Review for information
2. Adopt the adjustments, as outlined in the March Quarterly Budget Review document
3. Adopt the projects that are being reforecast to the 2019/20 Draft Budget and accept them as a submission to the 2019/20 Draft Budget

Options

1. Adopt the recommendation

Implications: Nil

2. Not adopt the recommendation and make an alternative resolution

Implications: Staff will need to rework the quarterly budget review in accordance with the alternative resolution.

Background

The budget review involves an analysis of Council's annual budget for each Group to determine whether any changes in votes are required for the period. This process has been undertaken for the period to 31 March 2019 and any changes have been reported in the Quarterly Budget Review Document. This report also analyses the progress of each group in achieving its financial objectives.

Projects requiring funding

The following Council resolutions and reports have been noted as priority items for consideration/inclusion in future budgets:

Minute / Report	Group	Title	Requested Amount	Funding Obtained	Comment	Outstanding
MIN17.797	Planning & Development	Hoarding & Domestic Squalor	\$50,000			\$50,000
MIN18.204	Finance & Corporate	Warden Head Lighthouse Ulladulla co-contribution	\$75,000			\$75,000
MIN18.92	Finance & Corporate	Old Erwal Bay - Playground, BBQ Area & Amenities	\$100,000	\$100,000	Included in 19/20 Draft Budget	\$0
MIN17.739	Planning & Development	LP406 - Falls Ck / Woollamia Deferred areas planning proposal	\$400,000			\$400,000
MIN18.290	Assets & Works	Huskisson Traffic Control - roundabout intersection Owen/Sydney/Tomerong Streets	\$800,000	\$25,000	June 2018 QBR - for development design of roundabout	\$775,000
CL18.123		Repay Land Decontamination Reserve (Berry RFS)	\$400,000			\$400,000
MIN18.303	Assets & Works	Public Toilets - Tomerong	\$170,000	\$170,000	Included in 19/20 Draft Budget	\$0
MIN18.695		Berry Heritage Investigation Project	\$40,000			\$40,000
MIN18.982	Finance & Corporate	Bomaderry Basketball Stadium - Investigation & Consultation re future use	\$30,000			\$30,000
MIN18.982	Finance & Corporate	SCARP - Amend Master Plan & develop preliminary Quantity survey, cost benefit analysis & business case	\$150,000			\$150,000
			\$2,215,000			\$1,920,000

As future funding is identified, it will be highlighted and put to Council to place against their next highest priority from the above list.

Council's Funds

General Fund

The budget adopted by Council produced an operating profit of \$13.5M after capital grants, an operating deficit before Capital Grants and Contributions of \$2.9M, and a reduction in our cash and investments of \$11M.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result	13,501	22,061	2,067	24,128
Operating Result before Capital Grants and Contributions	(2,988)	(7,008)	1,179	(5,829)
Net Cash & Investments Movement	(11,216)	(28,185)	1,881	(26,304)
Unrestricted Cash Movement	0	(180)	124	(56)

The current budget cash deficit of \$180K is per the December Quarterly Budget Review report. The reduction in the March Review cash deficit of \$124K is due to the following factors:

- Additional rates revenue from new properties (subdivisions) +\$88K
- Reduction in corporate postage +\$50K
- Assorted revenue (leaseback, street parking) +\$6K
- Jetty licence fees to reserve -19K

Income Statement - General Fund

Estimated Result For the Year Ending 30th June 2019						
	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	2018/19 Actual YTD	% Revised Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	
Income from Continuing Operations						
Revenue:						
Rates and Annual Charges	92,548	92,985	89	93,074	93,107	100.0%
User Charges and Fees	53,122	53,241	(174)	53,067	39,862	75.1%
Interest and Investment Revenue	4,590	5,386	0	5,386	3,020	56.1%
Other Revenues	3,274	4,027	298	4,325	2,840	65.7%
Internal Revenue	54,093	54,522	147	54,669	41,826	76.5%
Grants and Contributions provided for Operating Purposes	19,330	20,689	361	21,050	12,664	60.2%
Grants and Contributions provided for Capital Purposes	16,489	29,069	888	29,957	9,351	31.2%
Other Income:						
Net Gains from the disposal of assets	0	0	0	0	483	
Total Income from Continuing Operations	243,446	259,919	1,609	261,528	203,153	77.7%
Expenses from Continuing Operations						
Employee Benefits and On-Costs	69,096	69,938	(359)	69,579	53,646	77.1%
Borrowing Costs	1,821	1,821	0	1,821	1,336	73.4%
Materials and Contracts	48,663	54,356	579	54,935	33,465	60.9%
Depreciation and Amortisation	41,265	42,807	0	42,807	32,406	75.7%
Other Expenses	29,479	29,502	(677)	28,825	19,451	67.5%
Internal Expenses	39,621	39,434	(1)	39,433	33,705	85.5%
Net Losses from the disposal of assets	0	0	0	0	0	
Total Expenses from Continuing Operations	229,945	237,858	(458)	237,400	174,009	73.3%
Net Operating Result	13,501	22,061	2,067	24,128	29,144	
Net Operating Result before grants and contributions provided for capital purposes	(2,988)	(7,008)	1,179	(5,829)	19,793	

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In terms of what is driving the operating result, the following are the amendments that are impacting:

Revenue

As at 31 March, General Fund has achieved 78% of the revised budget. This is primarily due to the raising of rates revenue in full. Excluding rate income, General Fund has achieved 69% of the revised budget. The March Quarterly Budget Review Statement recommends an increase of \$1.6M. The major adjustments in the review are:

Category	Amount (\$'000)	Reason
Revenue		
Rates and Annual Charges	+89	Additional Rates revenue received
User Charges & Fees	-174	Reduction SEC -200K, Reduction Family Day Care - 60K, Proponent funded works +70K, Kerb & Gutter +9K
Other Revenues	+298	+196K Tourism campaigns, Arts Centre +20K, Closure of Management Committee +16K, Waste Property rental +24K, Other property rentals +42K

Internal Revenues	+147	+81K Fleet, +41K Environmental, +40K Major Projects, -15K Signwriting
Grants & Contributions - Operating	+361	9 new operational grants (Boneseed, Frogbit, CPTIGS, Community Needs Gap, Health & Wellbeing, Crime Prevention, Milton Library, Museum Advisor, Youth Week)
Grants & Contributions – Capital	+888	2 new capital grants (York Street, Boongaree), High Voltage Contribution.

Operating Expenditure

General Fund is on target with operating expenditure at 73% of the revised budget. The March Quarterly Budget Review Statement recommends a decrease of \$462K, made up of:

Category	Amount (\$'000)	Reason
Operating Expenditure		
Employee Benefits & Oncost	-359	Transfer from operational to expenditure on capital projects.
Materials & Contracts	+579	Expenditure of grants (above), Reduction in SEC expenditure, Proponent Funding received, transfer from Economic Projects Reserve +50K, transfer from Capital +34K
Other Expenses	-677	Reduction in Postage, Transfers to capital area
Internal Expenses	-1	Transfer to capital area

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Non-Operating Expenditure

Capital Expenditure as at 31 March is 33% of the revised budget (excluding commitments). The March Quarterly Budget Review Statement recommends a budget increase of \$246K, mostly due to the reforecast of expenditure from the operational budgets.

During the March Quarterly Budget review – the following projects have been identified to be reforecast into the 19/20 financial year.

Project	Amount to 2019/20	Comment
Nowra Administration Building Compliance	\$870,000	Residual for fire suppression which will not proceed until current investigations and master planning for building future requirements is completed.
Building Better Regions Grant – Myola	\$462,500	Delivery is over 2 years – survey, design and approvals year 1, construction year 2. Claims will be over 3 years as per the funding deed.
Currarong coastal erosion remediation	\$300,000	Significant reduction in scope of works. Not proceeding with rock revetment wall and trial groyne.
Broughton Vale Berry RFS (Council additional	\$300,000	Project to proceed to tender.

contribution)		
Nowra CBD All Day Carparking	\$205,673	For 3 of the 4 locations, designs have now been completed (March 2019); awaiting the 4 th location design, then will proceed to consultation.
Office Accommodation Project	\$200,000	Newly created project for design works associated with building area use and future expansion options.
The Lake Circuit	\$118,804	Project currently out to tender with additional budget in 19/20. Once contract is awarded, work will commence. Estimated to be late June.
McGrath Avenue Carparking	\$100,000	Design now completed (March 2019), however awaiting another location design. Consultation proposed on all of the locations as a package, to allow for consultation.
Total	\$2,556,977	

Asset Sales

Asset sales are at 57% of the March Adjusted Budget. No increase has been proposed.

Water Fund

The budget adopted by Council produced an operating profit of \$2.4M, an operating profit before Capital Grants and Contributions of \$1.4M and a reduction in cash and investments of \$5.2M. The adjustments made in this quarterly review have resulted in the following:

	\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result		2,421	2,923	302	3,225
Operating Result before Capital Grants and Contributions		1,421	1,923	302	2,225
Net Cash & Investments Movement		(5,225)	263	3,885	4,148

The March Quarterly Budget Review Statement details the recommended budget adjustments with comments on these adjustments and any significant variances. Below is a summary of the adjustments and results to date.

Income

As at 31 March, Water Fund has achieved 74% of the revised budget.

The March Quarterly Budget Review Statement recommends an increase of \$441K. This adjustment relates mainly to Communication Towers \$375K, the reimbursement for provision of power \$49K and the reallocation of resources to capital projects \$12K.

Operating Expenditure

As at 31 March, Water Fund has achieved 79% of the revised budget.

An increase of \$140K is recommended for this review. This adjustment relates mostly to the Vincentia Communication Tower.

Non-Operating Expenditure

Capital Expenditure as at 31 March is 42% of the revised budget (excluding commitments).

A reduction of \$3.56M is recommended after reviewing the timing of a number of key projects and expected outflow of payments.

Asset Sales

Asset sales are at 96% of the revised budget. An adjustment of 12K has been recommended for sales that have occurred during the quarter.

Sewer Fund

The budget adopted by Council produced an operating profit of \$11M, an operating profit before Capital Grants and Contributions of \$9.5M and a reduction in cash and investments of \$27.5M. The adjustments made in this quarterly review have resulted in the following:

	\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result
Operating Result		11,077	12,197	18	12,215
Operating Result before Capital Grants and Contributions		9,577	10,697	18	10,715
Net Cash & Investments Movement		(27,545)	(38,994)	2,193	(36,801)

The March Quarterly Budget Review Statement details the recommended budget adjustments with comments on these adjustments and any significant variances. Below is a summary of the adjustments and variances to date.

Income

As at 31 March, Sewer Fund has achieved 76% of the revised budget.

The March Quarterly Budget Review Statement recommends an increase of \$18K. This adjustment relates to increased chargeable private works \$15K and leaseback fees \$3K.

Operating Expenditure

Operating Expenditure as at 31 March is 67% of the revised budget. No adjustments have been recommended.

Non-Operating Expenditure

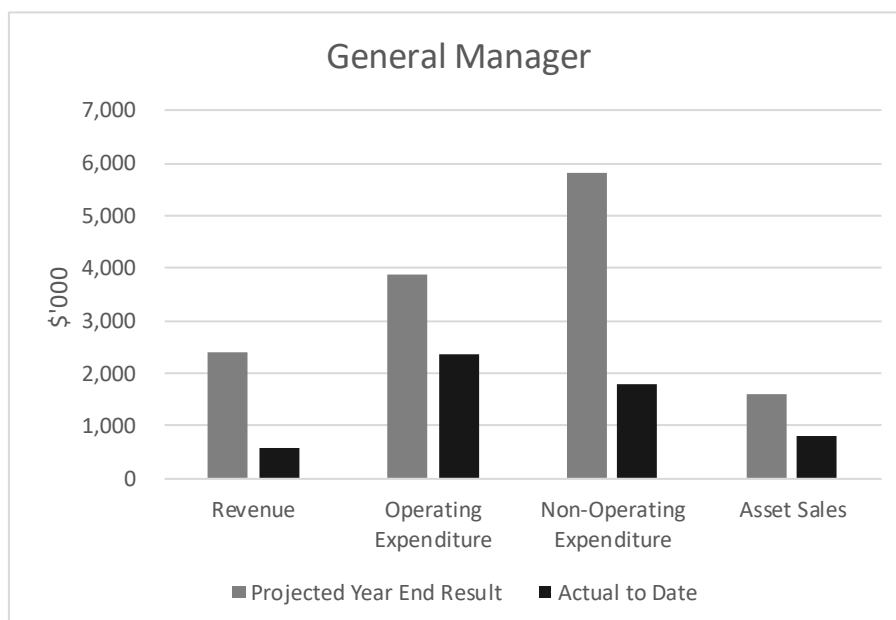
Capital Expenditure as at 31 March is 37% of the revised budget (excluding commitments). A reduction of \$2.1M is recommended after reviewing the timing of a number of key projects and expected outflow of payments.

Asset Sales

Asset sales are at 93% of the revised budget. No adjustments have been recommended.

Council's Groups

General Manager's Group



The recommended budget changes, revised budget and result to date for the General Manager's Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	1,267	2,149	241	2,390	582	24%
Operating Expenditure	4,127	3,827	60	3,887	2,369	61%
Non-Operating Expenditure	5,771	5,907	(82)	5,825	1,789	31%
Asset Sales	1,600	1,600	0	1,600	821	51%

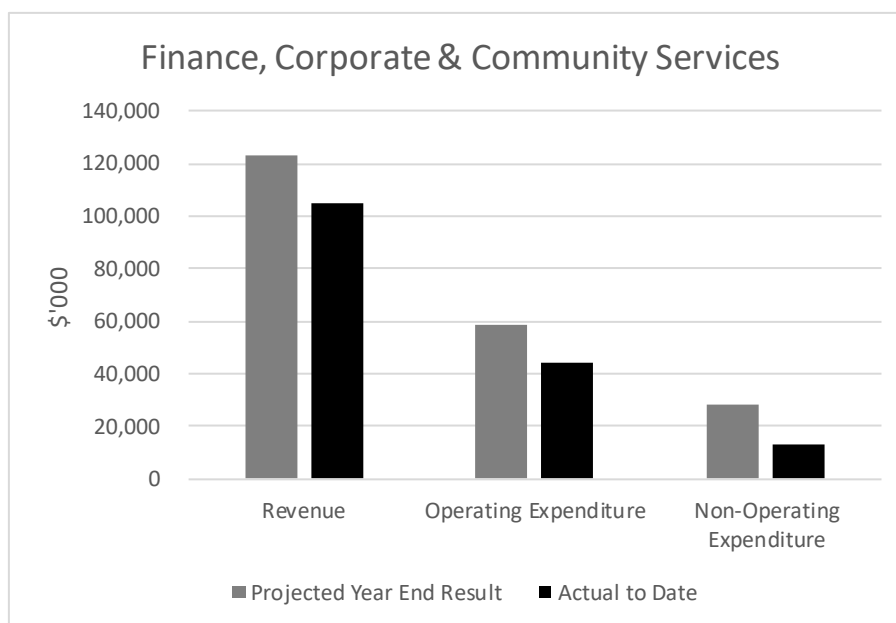
General Manager's Comments:

Revenue is tracking behind pro-rata due to the grant funded projects in the Economic Development area \$1.7M. Due to the nature of the works, revenue will only be recognised upon completion of milestones.

Operating expenditure is less than 75%. This also arises predominantly from the ED due to the maintenance costs on industrial land being down – it's been a dry summer and less mowing has been required on vacant lots. There are also savings in salary provisions arising from vacancies and ongoing attempts to attract suitable staff to key positions.

Capital is at 40% for ED, however works are underway with the final subdivision at Woollamia.

Finance, Corporate and Community Services



The recommended budget changes, revised budget and result to date for the Finance, Corporate and Community Services Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

	\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue		122,383	122,424	834	123,258	104,687	85%
Operating Expenditure		57,902	59,627	(603)	59,024	44,530	75%
Non-Operating Expenditure		13,856	26,432	1,481	27,913	13,048	47%
Asset Sales		0	0	0	0	(6)	0%

Group Director's Comments:

Income budget is higher than projected due to successful grant applications being received. These include Building Better Regions Fund (Boongaree, Community Wellbeing Plan, Needs Assessment), NSW Government Crime Prevention (Safer by Design Training), Everyone can play (Boongaree) & Community Building.

In the Tourism Area, funding has been received for the NSW Unspoilt South Coast Marketing Campaign.

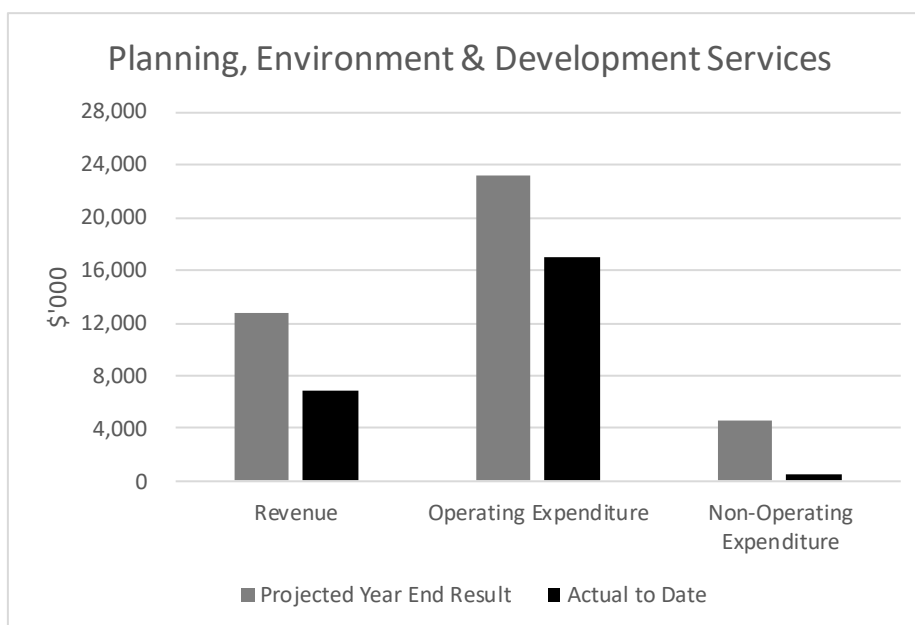
At the Shoalhaven Regional Gallery there has been a greater than forecast income from sales of artwork, associated with the calibre of exhibitions & artists. This has offset the additional staff cost being incurred at the Gallery to meet business demand.

Expenditure budget in the operational area for Project Q has been transferred to the Capital budget. As parts of Project Q are progressively completed, these expenses will be capitalised.

Capital funding for the Bay & Basin District Library at Sanctuary Point has now been separated from the Bay & Basin Community Hub. Additionally, capital funds have been identified and allocated as Council's co-contribution towards the Building Better Regions Grant Funded projects as a part of this review.

The SRV funded works at Nowra Showground are at the planning and design stage. A heritage consultant has been engaged to provide advice and relevant stakeholders are being consulted.

Planning, Environment and Development Services



The recommended budget changes, revised budget and result to date for the Planning, Environment and Development Services Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	9,474	12,650	125	12,775	6,899	54%
Operating Expenditure	18,423	23,087	129	23,216	16,983	73%
Non-Operating Expenditure	3,766	4,865	(297)	4,568	484	11%

Group Director's Comments:

Overall revenue is below projection due to time lag between completion of works and payment of claims for grant funded projects, in particular Shoalhaven Levee restoration. Also, revenue in Building and Compliance is not at revised projection level.

Expenditure is in line with budget, despite significant expenditure in regard to legal matters.

Small Lot Rural Subdivision

REZONING INVESTIGATIONS			
Updated 31st March 2019			
	Jerberra	Verons	Nebraska
Funding			
Loan Funded	350,000	150,000	200,000
Loan Funded (transferred from Road Design)		12,968	
Special Rates (from construction)		6,626	
Special Rates (from construction) (returned)		-5,213	
Strategic Planning Consultants Budget		25,000	
Previous Contributions (Pre 1996)	0	2,571	0
Transfer to Road Construction	-55,049		
	294,951	191,952	200,000
Expenditure			
Salaries	157,224	32,614	48,929
Consultants	123,636	157,396	63,401
Other	14,091	1,942	22,431
Commitments in 2018/19	0	0	0
	294,951	191,952	134,760
Variance	0	0	65,240
ROAD DESIGN AND INVESTIGATIONS			
Updated 31st March 2019			
	Jerberra	Verons	Nebraska
Funding			
Loan Funded	184,438	50,281	50,281
Transfer to road construction	-168,616	0	-22,800
Transfer to rezoning	0	-12,968	0
	15,822	37,313	27,481
Expenditure			
Salaries	0	0	0
Consultants	12,333	37,313	16,835
Other	3,488	0	0
Commitments in 2018/19	0	0	0
	15,821	37,313	16,835
Variance	0	0	10,646

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ROAD CONSTRUCTION			
Updated 31st March 2019			
	Jerberra	Verons	Nebraska
Funding			
Loan Funded (from investigations)	168,616	0	22,800
General Fund	0	3,000	0
Strategic Projects (2008/09)	82,020	41,738	11,750
Special Rate Funded	232,640	141,011	84,373
Infrastructure Special Rate (Loan)	7,200,000	2,130,000	0
Transfer to Estate Rezoning		-6,626	
Transfer to Estate Rezoning (returned)		5,213	
Transfer from Estate Rezoning	55,049		
	7,738,325	2,314,336	118,923
Expenditure			
Salaries	148,270	33,432	5,569
Consultants	11,662	0	12,575
Other	5,190,967	146,554	87,926
Commitments in 2018/19	17,896	1,392,888	0
	5,368,796	1,572,874	106,070
Variance	2,369,529	741,462	12,853
Notes:			
Expenditure details will be updated quarterly.			
Upon completion of the rezoning investigations, any excess funding from rezoning investigations will be redirected to road investigations and construction for the relevant Estate at the appropriate time. Options to address any negative variance values will be considered in the future. If necessary, funding may be transferred between the rezoning investigation, road investigation and road construction budgets for each Estate. Funding will not be transferred from one Estate to another.			

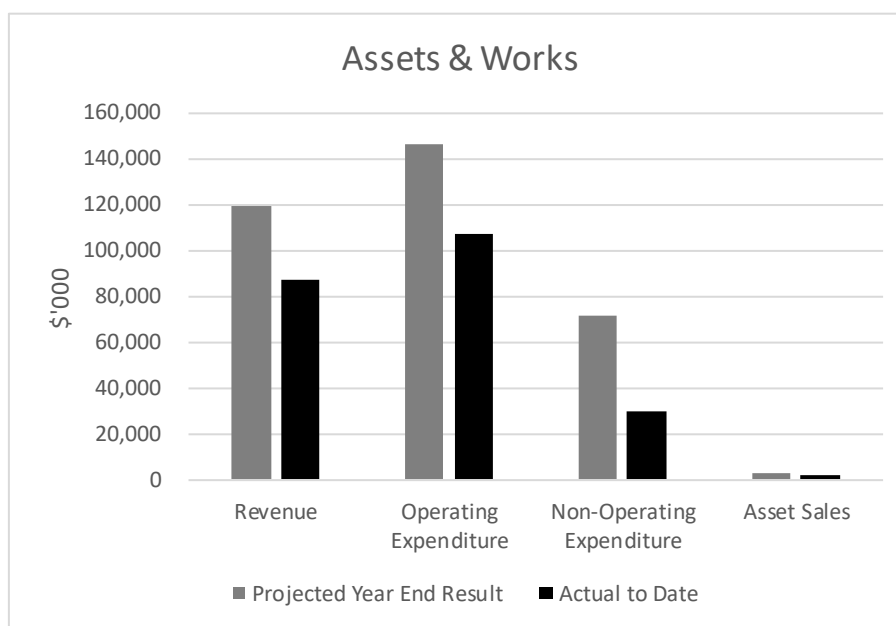
Nebraska Estate: \$65,240 remains for progressing rezoning investigations.

Verons Estate: The \$150,000 borrowed in 2006 to fund the rezoning investigations has been fully spent. A total of \$25,000 has now been transferred from the Strategic Planning Consultants budget. This will need to be recouped from the landowners at a later date. \$1,413 has also been transferred from road construction to rezoning investigations. Further transfer(s) may be necessary to complete the project.

Road investigations and construction: The balance of the roadwork design budget for Nebraska Estate for 2018/2019 is \$10,646. The balance of the construction budgets for Jerberra, Verons and Nebraska Estates for 2018/2019 are \$2.3M, \$741K and \$12,853 respectively.

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Assets and Works



The recommended budget changes, revised budget and result to date for the Assets and Works Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	105,946	118,463	409	118,872	87,428	74%
Operating Expenditure	145,006	146,602	(46)	146,556	107,198	73%
Non-Operating Expenditure	50,379	72,614	(965)	71,649	29,701	41%
Asset Sales	2,444	3,001	0	3,001	1,791	60%

Group Director's Comments:

Income and expenditure are tracking at close to the expected amounts. The timing of a number of capital projects have been revised and will be reforecast to the 19/20 budget.

The Roads and Transport program overall currently has a budget of \$64,582,827 expenditure of \$42,311,951 or 66% of allocation. \$14,297,697 is allocated to the Local and Regional roads budget of which expenditure represents 73% of allocation, the remaining funds have been committed.

Less than pro rata expenditure is occurring in the Stormwater program and Streetscape expenditure is ramping up given the Easter holiday season is now behind us.

\$20,122,371 is allocated to ten "Special Projects" which are very complex in nature and most are still in the early development stages. Expenditure on the remaining \$50,376,310 is at 54%.

Assets and Works	Budget excl WIP	Revote (unspent)	Total Budget incl Revote (excl WIP)	March QBR Reforecast	Revised Budget	Actual excl WIP	Budget Remaining	% of Budget Spent	Orders Raised
All Projects	\$50,376,310	\$18,866,985	\$72,613,383			\$29,700,635	\$42,912,748	41%	\$7,575,808
Special Projects									
Nowra CBD All Day Parking	\$ -	\$ -	\$ 200,000	\$ 196,256	\$ 3,744	\$ 3,744	\$ -	\$ -	\$ -
Nowra Admin Building Compliance (fire)	\$ -	\$ -	\$ 1,205,854	\$ 870,000	\$ 335,854	\$ 26,272	\$ 309,582	\$ 6,224	\$ -
Nowra Admin Building - Replace Chiller	\$ -	\$ -	\$ 427,415		\$ 427,415	\$ 522	\$ 426,893	\$ -	\$ -
Fire Services Upgrade - Nowra Showground	\$ -	\$ -	\$ 400,000		\$ 400,000	\$ -	\$ 400,000	\$ -	\$ -
Waste Plant Purchases	\$ -	\$ -	\$ 1,440,000		\$ 1,440,000	\$ 1,051,456	\$ 388,544	\$ 388,544	\$ -
Acquisitions Funding (MV RD Urban Release)	\$ -	\$ -	\$ 6,370,000		\$ 6,370,000	\$ 436	\$ 6,369,564	\$ -	\$ -
Nowra Strategic Roads	\$ -	\$ -	\$ 4,800,000		\$ 4,800,000	\$ -	\$ 4,800,000	\$ -	\$ -
Verons Estate Road Construction - Infrastructure	\$ -	\$ -	\$ 2,090,382	\$ 25,558	\$ 2,115,940	\$ 56,432	\$ 2,059,508	\$1,392,888	\$ -
Land acquisitions - Far North Collector Rd	\$ -	\$ -	\$ 2,500,000		\$ 2,500,000	\$ 8,981	\$ 2,491,019	\$ -	\$ -
Nowra CBD renewal	\$ -	\$ -	\$ 688,720	\$ 9,000	\$ 697,720	\$ 15,048	\$ 682,672	\$ 3,150	\$ -
Subtotal			\$20,122,371		\$20,122,371	\$ 1,162,891	\$18,959,480		\$1,790,806
Standard Projects									
All projects minus Special Projects	\$50,376,310	\$18,866,985	\$52,491,012			\$28,537,744	\$23,953,268	54%	\$5,785,002

Stormwater Levy

Stormwater Levy Progress 2018/19

	Stormwater Levy Budget					Actual	Commit	Total	Budget Remaining	% Spent
	2017/18 unspent	2018/19	Adjustment	Adjustment Notes	Current					
Drainage Program										
Preliminary Works										
St Andrews Way C'gatta Stage 2	\$40,129	\$80,000	-\$93,560	1	\$26,569	\$11,325	\$2,530	\$13,855	\$12,713	52%
The Park Dr Sanctuary Pt	\$76,722	\$0			\$76,722	\$0	\$0	\$0	\$76,722	0%
Greville Ave Sanctuary Point	\$91,167	\$0	-\$82,000	6	\$9,167	\$0	\$0	\$0	\$9,167	0%
Reserve Road, Basin View - Drainage	\$6,926	\$80,000			\$86,926	\$5,162	\$0	\$5,162	\$81,764	6%
89 Sussex Inlet Road - Drainage	\$28,887	\$90,000	-\$50,000	17	\$68,887	\$10,545	\$0	\$10,545	\$58,342	15%
Katela Avenue Bomaderry	\$0	\$80,000			\$80,000	\$7,646	\$0	\$7,646	\$72,354	10%
Prince Edward Ave Culburra	\$0	\$125,000	-\$58,000	16	\$67,000	\$2,427	\$0	\$2,427	\$64,573	4%
Forest Meadows Way Worrige	\$0	\$40,000			\$40,000	\$11,098	\$0	\$11,098	\$28,902	28%
Enterprise Ave & Browns Rd South Nowra	\$0	\$95,000			\$95,000	\$18,750	\$12,500	\$31,250	\$63,750	33%
Meroo Road Bomaderry Drainage	\$0	\$80,000	-\$50,000	15	\$30,000	\$11,078	\$0	\$11,078	\$18,922	37%
Bendalong Point, Bendalong - Drainage		\$80,000			\$80,000	\$1,047	\$0	\$1,047	\$78,953	1%
Waratah Crescent Sanctuary Point		\$0	\$40,000	14	\$40,000	\$0	\$7,354	\$7,354	\$32,646	18%
Total Preliminary Works	\$243,830	\$750,000			\$700,270	\$79,079	\$22,384	\$101,463	\$598,806	11%
Construction Stage										
Edwards Street Berry	\$0	\$58,000	\$182,196	2, 7	\$240,196	\$16,230	\$0	\$16,230	\$223,966	7%
Aries Place Narrawallee	\$0	\$75,000			\$75,000	\$14,457	\$9,091	\$23,548	\$51,452	31%
Lake Conjola Ent Rd - Culvert Upgrade - Drainage	\$0	\$40,000			\$40,000	\$0	\$0	\$0	\$40,000	0%
River Road, Shoalhaven Heads - Drainage	\$347,618	\$0			\$347,618	\$5,465	\$15,830	\$21,295	\$326,323	6%
Urgent Pipe Repairs - Southern Region		\$0	\$64,960	4, 5	\$64,960	\$0	\$23,587	\$23,587	\$41,373	36%
Urgent Pipe Repairs - Northern Region		\$0	\$100,000	19	\$100,000	\$0	\$0	\$0	\$100,000	0%
Sunset Strip Manyana	\$12,626	\$0	-\$3,814	8	\$8,812	\$6,718	\$0	\$6,718	\$2,094	76%
Boatharbour Drive, Sussex Inlet			\$24,108	9	\$24,108	\$0	\$0	\$0	\$24,108	0%
Elizabeth Drive, Vincentia			\$20,000	10	\$20,000	\$0	\$0	\$0	\$20,000	0%
Total Construction Stage	\$360,244	\$173,000			\$920,694	\$42,870	\$48,508	\$91,378	\$829,315	5%
Completed Works										
Pritchard Ave Huskisson Drainage	\$14,500	\$0	-\$184	11	\$14,316	\$14,316	\$0	\$14,316	\$0	100%
River Rd Sussex Inlet Drainage	\$2,695	\$0	-\$466	12	\$2,229	\$1,911	\$318	\$2,229	\$0	100%
The Park Drive easement piping	\$0	\$90,000	-\$63,828	3, 13	\$26,172	\$24,809	\$1,364	\$26,172	\$0	100%
Prentice Ave, Old Errol Bay - Drainage		\$80,000			\$80,000	\$80,000	\$0	\$80,000	\$0	100%
Total Completed Works	\$17,195	\$170,000			\$122,718	\$121,035	\$1,682	\$122,717	\$0	99%
Total Stormwater Levy	\$621,269	\$1,093,000	\$29,412		\$1,743,681	\$242,985	\$72,574	\$315,559	\$1,428,122	14%

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Note: - The projects may have other additional funding, but only the Stormwater Levy is included in this table

1. September Quarterly Budget Review - transfer 1819 funding to Urgent Pipe Repairs Southern -\$43,560
March Quarterly Budget Review - transfer 50K to Urgent Pipe Repairs Northern
2. September Quarterly Budget Review - increase \$24,000 from The Park Drive
3. September Quarterly Budget Review - decrease \$24,000 to Edwards Street
4. September Quarterly Budget Review - increase \$21,400 additional stormwater levy received
5. September Quarterly Budget Review - increase \$43,560 from St Andrews Way
6. December Quarterly Budget Review - transfer to Edwards St -42K
March Quarterly Budget Review - transfer to Waratah Cres -40K
7. December Quarterly Budget Review - transfer \$42K from Greville Avenue & \$184 from Pritchard Ave
8. December Quarterly Budget Review - transfer \$3,814 to Boatharbour Drive
9. December Quarterly Budget Review - transfer \$24,108 from The Park Drive, Sunset Strip & River Road (projects at or approaching completion)
10. December Quarterly Budget Review - transfer \$20,000 from The Park Drive (project completion)
11. December Quarterly Budget Review - transfer \$184 to Edwards Street
12. December Quarterly Budget Review - transfer \$466 to Boatharbour Drive
13. December Quarterly Budget Review - transfer \$19,828 to Boatharbour Drive
14. March Quarterly Budget Review - increase \$40K from Greville Avenue
15. March Quarterly Budget Review - transfer \$50K to Urgent Pipe Repairs Northern
16. March Quarterly Budget Review - transfer \$58K to Edwards Street
17. March Quarterly Budget Review - transfer \$50K to Edwards Street
18. March Quarterly Budget Review - Additional \$8,012 stormwater levy received.
Transfer \$50K from Sussex Inlet Road & Transfer 58K from Prince Edward Avenue
19. March Quarterly Budget Review - transfer \$50K from St Andrews Way & \$50K from Meroo Road

Group Director's Comments:

Full Year budget for Stormwater program is \$2,406,359. Current Expenditure \$583,369 which represents 24% expended.

Works are significantly impacted by land acquisition, design delays and approvals. Engineers are identifying pipe renewals and replacements as alternative projects for expenditure this year. Based on current projections the funds will be underspent at the end of the year by \$400,000 or 17%.

Special Rate Variations

Spending against the Special Rate Variation from 2013/14 is 60% of budget.

Special Rate Variation Progress 2018/19 - (2013/14 SRV)

	Special Rate Variation Budget					Actual	Commit	Total	Budget Remaining	% Spent
	2017/18 unspent	2018/19	Adjustment	Adjustment Notes	Current					
Special Rate Variation Program										
The Wool Rd Old Errol Bay Ch 9.727-11.120	\$776,805	\$0	-\$379,805	1, 2	\$397,000	\$397,000	\$0	\$397,000	\$0	100%
St Anns Street		\$600,000			\$600,000	\$9,530	\$0	\$9,530	\$590,470	2%
Larmer Avenue		\$800,000			\$800,000	\$58,882	\$450,414	\$509,296	\$741,118	64%
The Lake Circuit		\$381,196			\$381,196	\$11,238	\$0	\$11,238	\$369,958	3%
Murramarang Rd Bawley Pt		\$500,000			\$500,000	\$368,381	\$1,455	\$369,836	\$131,619	74%
Local Road Resurface		\$280,000			\$280,000	\$212,859	\$125,530	\$338,389	\$67,141	100%
Intersection Paradise Beach Rd / Kingsford Smith			\$110,000	1	\$110,000	\$110,000	\$0	\$110,000	\$0	100%
Bolong Road - 800m Section East of Broughton Ck			\$269,805	2	\$269,805	\$269,805	\$0	\$269,805	\$0	100%
Total Special Rate Levy	\$776,805	\$2,561,196	\$0		\$3,338,001	\$1,437,694	\$577,399	\$2,015,093	\$1,900,306	60%

Note: - The projects may have other additional funding, but only the Special Rate Levy is included in this table

1. September Quarterly Budget Review - transfer of \$100,000 from The Wool Road to Paradise Beach Road intersection
2. December Quarterly Budget Review - transfer of \$269,805 from The Wool Road to Bolong Road

Group Director's Comments:

Works are tracking as expected. St Anns Street is scheduled for construction at the end of May 2019. Works at The Lake Circuit will be tendered for construction during Q4.

Spending against the Special Rate Variation from 2017/18 is 100% of budget and has been fully expended.

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Special Rate Variation Progress 2018/19 - (2017/18 one year only)

	Special Rate Variation Budget				Actual	Commit	Total	Budget Remaining	% Spent
	2017/18 unspent	Adjustment	Adjustment Notes	Current					
Special Rate Variation Program									
Parks Core Maintenance	\$30,382			\$30,382	\$30,382	\$0	\$30,382	\$0	100%
Jacobs Drive Streetscape	\$533,799			\$533,799	\$533,799	\$0	\$533,799	\$0	100%
Total Special Rate Levy	\$564,181	\$0		\$564,181	\$564,181	\$0	\$564,181	\$0	100%

Note: - The projects may have other additional funding, but only the 2017/18 Special Rate Levy is included in this table

Spending against the Special Rate Variation from 2018/19 is 73% of budget.

Special Rate Variation Progress 2018/19 - (2018/19 SRV)

	Special Rate Variation Budget				Actual	Commit	Total	Budget Remaining	% Spent
	2018/19	Adjustment	Adjustment Notes	Current					
Special Rate Variation Program									
SRV 2019 Additional Resources	\$1,000,000			\$1,000,000	\$415,086	\$334,914	\$750,000	\$250,000	75%
Interest Repayments - General Fund	\$73,899			\$73,899	\$73,899	\$0	\$73,899	\$0	100%
Public Halls Programmed Mtce	\$200,000			\$200,000	\$102,395	\$5,385	\$107,780	\$97,605	54%
Parks Core Maintenance	\$200,000			\$200,000	\$0	\$15,355	\$15,355	\$200,000	8%
Local Roads Routine Maintenance	\$600,000			\$600,000	\$362,240	\$169,683	\$531,923	\$237,760	89%
Principle Repayments - General Fund	\$75,082			\$75,082	\$75,082	\$0	\$75,082	\$0	100%
Nowra Showground buildings	\$600,000			\$600,000	\$0	\$0	\$0	\$600,000	0%
Public amenity - Cudmirrah - Errol Bond Reserve	\$200,000			\$200,000	\$0	\$0	\$0	\$200,000	0%
SRV 2019 Sports grounds upgrades	\$500,000			\$500,000	\$3,979	\$0	\$3,979	\$496,021	1%
SRV 2019 road renewal works	\$601,754			\$601,754	\$541,466	\$0	\$541,466	\$60,288	90%
SRV 2019 streetscape renewal	\$512,500			\$512,500	\$13,778	\$0	\$13,778	\$498,722	3%
Reduction to General Fund cash deficit	\$4,653,116			\$4,653,116	\$4,653,116	\$0	\$4,653,116	\$0	100%
Total Special Rate Levy	\$9,216,351	\$0		\$9,216,351	\$6,241,041	\$525,337	\$6,766,378	\$2,640,396	73%

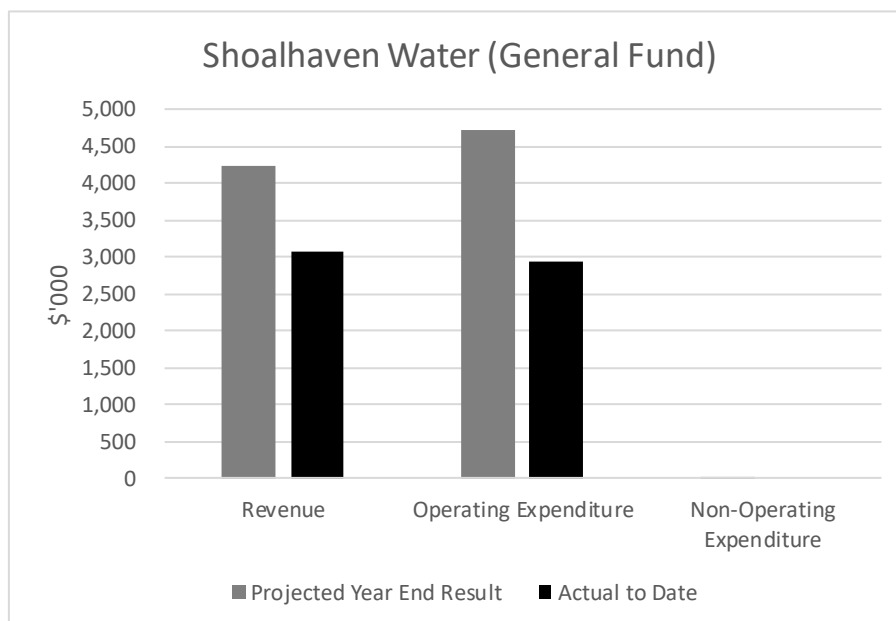
Note: - The projects may have other additional funding, but only the Special Rate Levy is included in this table

Group Director's Comments:

Works are tracking as expected. The Showground Buildings will be let as a packaged tender during Q4. Streetscape renewals have completed their design phase, and are moving through to the construction phase. The replacement of the public amenities at Errol Bond Reserve are proposed to commence in May 2019.

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Shoalhaven Water



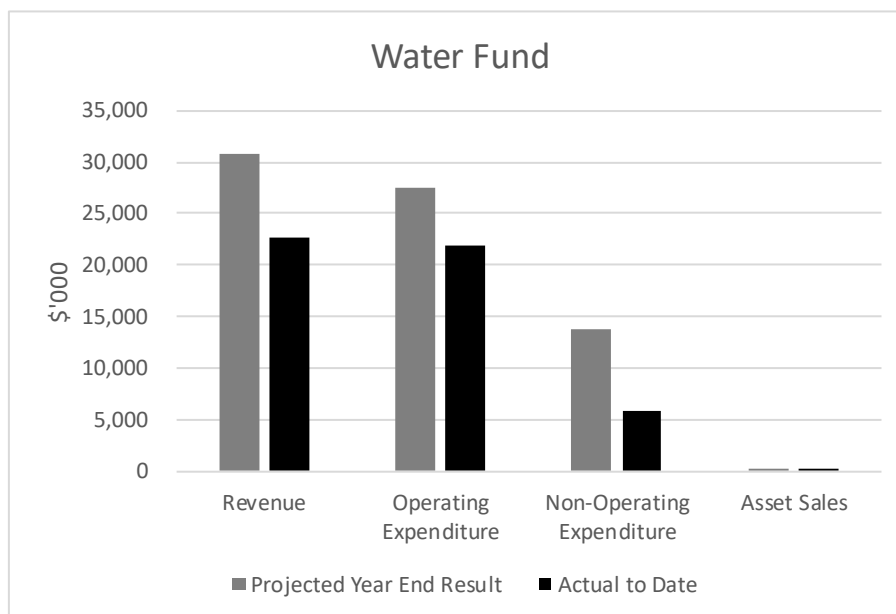
The recommended budget changes, revised budget and result to date for the Shoalhaven Water (General Fund) Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	4,376	4,232	0	4,232	3,074	73%
Operating Expenditure	4,490	4,718	0	4,718	2,929	62%
Non-Operating Expenditure	18	18	0	18	0	0%

Group Director's Comments:

The Shoalhaven Water General Group is operating slightly under budget, with revenue at 73% of budget and operational expenditure at 62% of budget. There are no adjustments recommended for this review.

Water Fund



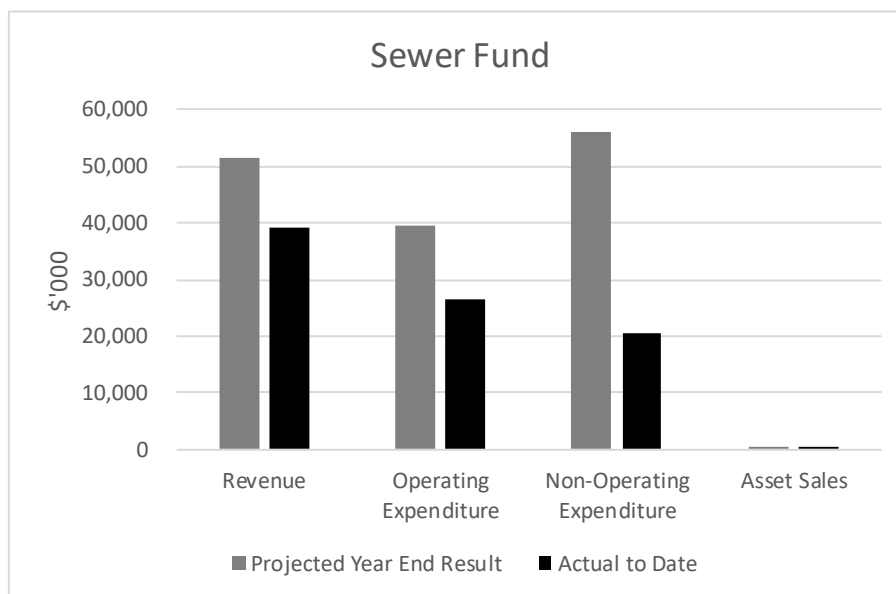
The recommended budget changes, revised budget and result to date for the Shoalhaven Water (Water Fund) Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	29,490	30,367	441	30,808	22,749	74%
Operating Expenditure	27,070	27,445	140	27,585	21,854	79%
Non-Operating Expenditure	16,835	17,372	(3,564)	13,808	5,780	42%
Asset Sales	120	120	12	132	127	96%

Group Director's Comments:

The Water Fund has operated close to budget over the last nine months, with operational expenditure tracking slightly above budget at 79.2% and revenue at 73.8% of budget. The adjustment for revenue relates to additional revenue from communication towers \$375K, the reimbursement of costs \$49K and the reallocation of resources to capital projects \$12K. The adjustment to operating expenditure mainly relates to the demolition of the old Vincentia communications tower. The capital program is progressing at 41.9% of budget and requires an adjustment of \$3.564M. This reduction is due to a change in the timing of a number of capital projects and expected outflow of payments.

Sewer Fund



The recommended budget changes, revised budget and result to date for the Shoalhaven Water (Sewer Fund) Group are summarised below, details of the adjustments and variances are included in the March Quarterly Budget Review Statement.

\$'000	Original Budget	Current Budget	March Review Adjustment Recommended	Projected Year End Result	Actual to Date	%
Revenue	51,149	51,579	18	51,597	39,085	76%
Operating Expenditure	40,072	39,381	0	39,381	26,536	67%
Non-Operating Expenditure	42,216	58,048	(2,175)	55,873	20,632	37%
Asset Sales	120	138	0	138	128	93%

Group Director's Comments:

The Sewer Fund is operating on target, with operating expenditure tracking slightly under budget at 67.4% and revenue at 75.8%. The adjustment to revenue relates to income from chargeable private works \$15k and leaseback fees of \$3K. The capital program is at 36.9% of the budget and requires a reduction of \$2.175M. This reduction is due to a change in the timing of a number of capital projects and expected outflow of payments.

Financial Implications

Whilst the adjustments made in the March quarter budget review have improved the projected cash deficit budget, they have not fully eliminated it. Council will need to be mindful of this situation in considering introducing new or expanded works or services in the absence of an identified funding source.

SA19.54 Jervis Bay Maritime Museum - Long Term Management Agreement

HPERM Ref: D18/223744

Group: Assets & Works Group
Section: Business & Property

- Attachments:**
1. JBMM 2019-2022 Business Plan (under separate cover) ➡
 2. REMPLAN JBMM - Attraction ↓
 3. Agreement main body and schedule (under separate cover) ➡
 4. Specifications ↓
 5. Reserve Plan ↓
 6. Key Performance Indicators ↓
 7. Maintenance Responsibilities ↓
 8. Jervis Bay Maritime Museum Asset Management Plan (under separate cover) ➡
 9. Reports & Reporting Schedule ↓
 10. Example planned maintenance program ↓

Purpose / Summary

Provide Council with the opportunity to consider entering into a long-term management agreement with the Lady Denman Heritage Complex Huskisson Incorporated (LDHCH Inc) for the management of the Jervis Bay Maritime Museum & Gallery with the allocation of associated funding under the proposed agreement.

Recommendation

That Council

1. Revoke the Section 355 Management Committee status of the Lady Denman Heritage Museum Management Committee;
2. Enter into a management agreement with the Lady Denman Heritage Complex Huskisson Incorporated ABN 84 292 148 464 for a term of 20 years plus extensions with a commencing annual management fee of \$268,000 with annual 2% or CPI increases, whichever is the greater;
3. Note the inclusion of additional funding in the draft 2019/20 budget;
4. Authorise the General Manager to sign all documentation required to give effect to this resolution and to affix the Common Seal of the Council of the City of Shoalhaven to all documentation required to be sealed.

Options

1. Adopt the recommendation.

Implications: Council and LDHCH Inc (Jervis Bay Maritime Museum & Gallery) will enter into an agreement that clearly defines roles and accountabilities for both organisations and provides financial support commensurate with the financial obligations outlined in the management agreement.

2. Not adopt the recommendation and resolve along the following lines:

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Implications: Council re-confirm the Section 355 Management Committee status of the Lady Denman Heritage Museum Management Committee and continue to provide financial contributions from the donations budget.

Background

The Lady Denman Reserve (Lot 2 DP 870242 & Lot 137 DP 720912) at Huskisson is a Crown reserve (R96376 for Public Recreation, notified 1 October 1982 and for Community Purposes, Environmental Protection, Tourist Facilities & Services, notified 27 June 2008 as an addition to the reserve). Under the Crown Lands Management Act 2016 Council has been appointed the Crown land Manager of the Reserve to manage as if it was “Community Land” under the Local Government Act 1993 (LGA) and that the reserve is responsibly managed and the natural resources such as water, flora and fauna and scenic beauty are conserved, while still encouraging public use and enjoyment of the land.

The Jervis Bay Maritime Museum & Gallery website: www.jervisbaymaritimemuseum.asn.au has the following introduction:

“The Jervis Bay Maritime Museum features a world-renowned collection of maritime artefacts and navigational and surveying instruments. The Museum exhibits a range of nautical equipment, models, photographs, paintings, drawings and objects relating to the history and heritage of the Jervis Bay area.

The Museum is home to the historic Lady Denman ferry and other historic vessels.

Located in Huskisson, Jervis Bay, the Museum enjoys a waterfront location on Currumbene Creek. Positioned in a beautiful bush setting in Jervis Bay, the complex includes a large recreation area with native gardens, a mangrove boardwalk, fish feeding pond, boathouse and historic buildings.

The Jervis Bay region has a rich history of Indigenous culture and the museum sits on the land traditionally owned by the Dharawal and Dhurga people. The indigenous culture of the area is outlined in the Jervis Bay History exhibition.”

2018-2022 Business Plan

In December 2018 the Lady Denman Heritage Complex Huskisson Incorporated developed the “Jervis Bay Maritime Museum” – Business Plan 2018-2022. The Executive Summary states:

“The Jervis Bay Maritime Museum (The Lady Denman Heritage Collection Inc, LDHC) has in the past 3 years undertaken a range of new strategic directions to increase the Museum’s financial viability in the future. The LDHC Board and Management Committee believe that careful planning will enable the Museum to optimise the business into the future. However, it is recognised that revitalisation, replacement and refurbishment are required in the period 2019 – 2022 at the same time recognising an economic backdrop which affects individual spending in the leisure-based market, in which the Museum operates.

The 2018-19 Budget

The 2018-19 Budget approved by the Board is designed to permit the museum to operate on a ‘business as usual’ basis and progress the baseline priorities identified above. The Budget is on track, but it involves substantial constraints on the operations of the Museum, particularly in terms of staffing resources and the capacity to make even minor improvements to the museum facilities.

Priority Areas for Action

The Business Plan identifies the following priority tasks for 2018-19:

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- *Negotiation of an increased base annual salary grant and a Long-Term Lease Agreement with Shoalhaven City Council*
- *Fundraising and revenue generation*
- *Asset Management*
- *Staff Planning and Succession Planning*
- *Business Development*

Priority Projects

The Museum has identified priority projects to ensure the Museum can be competitive in the future. These projects are focused on the redevelopment of ageing displays, improvements to core infrastructure and planning for placement of the Cape St George lighthouse mantle and redevelopment of the pond area. They are contingent on external/grant funding and increased fund-raising from the Museum.

Completion of these projects will:

- *increase visitation*
- *ensure the Museum is a creative hub for the community*
- *an asset to the tourism delivery sector*
- *an attractive place for volunteers to work*
- *support diverse audiences*

The full Business Plan can be found at **Attachment 1**.

Economic Contribution

With close to 30,000 annual visitations, based on local – 20%; domestic overnight – 45% and International – 35% (figures provided) the Jervis Bay Maritime Museum generates an economic benefit to the Shoalhaven in the order of \$9.24m (calculated via REMPLAN Economic modelling). The REMPLAN Tourism Impact summary report is found at **Attachment 2**.

Funding

Council currently contributes to LDHCH Inc, via the donation budget, \$111,000 annually (subject to CPI) and provides other financial assistance on an ad hoc basis.

Additional funds to bring the existing donation payment up to the recommended management fee have been included in the draft 2019/20 budget presented to Council's Ordinary meeting on 30 April 2019.

Management Committee conversion to Management Agreement

The Management Committee appointed under the provisions of Section 355 of the LGA, represented by the LDHCH Inc, has managed the day to day responsibilities of this reserve on behalf of Council since 1981 with its status re-confirmed on several occasions as the entity responsible for the management of the Reserve by resolution of Council:

1. Dated 20 September 2011 (MIN11.989); and
2. Dated 4 October 2016 (MIN16.706)

The latter however also included in part:

- “3. *The following Section 355 Management Committees be renewed; however, discussions commence to transition these Committees to an occupancy agreement within 2 years:*
 - b. *Jervis Bay Maritime Museum”*

The above recommendation was a result of the adoption of the “Lady Denman Reserve Strategic Business and Master Plan” by Council at its Ordinary Council meeting dated 26 July 2016 (MIN16.575) in part:

- “a) *Adopt the Lady Denman Draft Strategic Business and Master Plan (LDDSBMP) with the amendments as attached in the report....”*

An extract from the LDDSBMP at page 22 states:

“With a clearer understanding of how areas of the Reserve are used, a new process of management of the reserve would also need to be developed given that the existing Management Committee structure is not operated in accordance with Council’s guidelines. The future direction of management would involve a new formal agreement between Council and the Incorporated Body. The agreement (suggested to be a lease) would formalise the area under the management of the body, their responsibilities, level of subsidy or support offered by Council and the working relationships to be formed with other site users including existing (Laddie Timbery and caretaker), as well as future users.”

Notwithstanding the above, Council staff have, as early as 2011, attempted to secure, via negotiations, a tenancy agreement with Lady Denman Heritage Complex Huskisson Incorporated.

There were several reasons why the above action was considered necessary at that time but, historically, a summary of the three main reasons are explained as follows:

- An Internal Council report dated June 2009 observed the activities of the Lady Denman Maritime Museum & Gallery “...continue to expand as does the Work Health & Safety requirements, legal contracts and work place accountabilities, financial and operational accountabilities.” It adds that the business of managing this facility is intricate and “...has grown beyond what could be considered a reasonable expectation of volunteers, both in terms of overall management capability and liability issues.”
- A management committee is an appropriate model to be relied on for the management of assets including land where there are multiple user groups. In those circumstances the committee is made up of representatives of the various (if not all) user groups and in that way no group is disadvantaged, and the interests of all user groups are well served. In this case there is only one user group and therefore a management committee representing multiple user groups is inappropriate in this case.
- There has been considerable concern over an extended period about the ad hoc nature of demands on Council for capital works, the funding of various works, services and employment positions and for repairs and maintenance. It has been suggested that a capital works and maintenance programme annexed to a lease or some other form of management agreement might help to alleviate concerns in this regard and to facilitate sensible and timely financial planning for insurance, repairs and maintenance and for further capital expenditure, through Council’s budget processes.

A lease has been considered on several occasions; however, for competing reasons, each party has expressed concerns relating to certain issues which included but are not limited to the following:

- A perception that under a lease agreement, Council would cease to contribute to the management of the reserve to the extent that it has in the past;
- Liability for the payment of a rental and other outgoings including Council rates and insurances;
- Responsibility for maintenance of assets and compliance with various statutes and regulations e.g. Work Health and Safety, Risk Management etc;
- Personal liability of the volunteers; and

- Interference in the running of the museum and galleries.

There is a contention which has been expressed by the Incorporated body that its activities on the Crown reserve does not in itself establish any liability for the payment of significant outgoings such as rent and rates. The incorporated body is, after all, managing the reserve, a community asset, on behalf of Council and aims to invest surplus funds it can generate, if any, back into the reserve or at least into the various programmes and promotions it undertakes.

It is difficult to support a contention in these circumstances that a lease is warranted. A lease is an interest in land granted by the registered proprietor, the “landlord”, to another party, the “tenant” or “lessee”, which confers a right to exclusive possession of the land for a fixed term. A lease usually creates obligations on the lessee to pay outgoings such as rates, taxes and insurances.

The Incorporated body is managing the reserve on behalf of Council and should not be put in a position where it is expected to assume responsibilities beyond what it can carry out. The Incorporated body claims that as a matter of principle, any agreement which provides for the management of this reserve should not result in disadvantage to either party. There is a view that this is virtually not achievable given the nature of a lease and the creation of obligations on the lessee.

Given the protracted history, as outlined above, what is now proposed is the engagement of the Incorporated body under a management agreement (like that existing for the Ulladulla Civic Centre). Negotiations in respect to the agreement have been ongoing since mid-2017, subject to Board and Council approval. Those negotiations have now concluded with each party happy to seek final approvals.

The core terms and conditions of the management agreement are defined in the table below:

Crown Land Manager & Contract Manager	Shoalhaven City Council
Reserve Owner	NSW Department of Industry (Crown Land)
Site Manager	Lady Denman Heritage Complex Huskisson Incorporated (LDHCH Inc)
Term	20 years + 1-year extensions per the management agreement
Management fee	\$268,000 + GST
Management fee review	Annually to CPI or 2% whichever is the greater

The full Management Agreement is made up of the main body, schedule and Appendices A to H. An overview of each component of the agreement is found below.

Main Body & Schedule:

Defines the contractual relationship between Council and the LDHCH Inc. setting out key aspects of term, extensions, management fee, Insurance and Indemnity, administration, termination and definitions to name a few. The schedule lists key Items referred to in the body document. The main body and schedule are located at **Attachment 3**.

Specifications:

Defines the responsibilities (essential terms) of the Site Manager (LDHCH Inc) with a descriptor of each. The Specifications are located at **Attachment 4**.

Reserve Plan:

Defines the geographical area of responsibility under the agreement. The Reserve Plan is located at **Attachment 5**.

Key Performance Indicators:

Sets out the seven (7) key performance indicators which when met are the trigger for the one (1) year rolling term extensions. The table listing the key performance indicators, measure, success descriptor and base line are located at **Attachment 6**.

Maintenance Responsibilities:

Defines the maintenance responsibilities of each party like that under a landlord and tenant arrangement. Maintenance responsibilities are located at **Attachment 7**.

Asset Management Plan:

The Asset Management Plan sets out the maintenance strategies to assist LDHCH Inc manage regular, reactive and capitalised maintenance. The plan does not infer any financial obligations on either party but is rather a guide for budgeting with implementation as and when funds are available. The Asset Management Plan is located at **Attachment 8**.

Reports & Reporting Schedule:

Defines the reports to be provided to Council, their content and time frames around delivery of same. The schedule is located at **Attachment 9**.

Planned Maintenance Program:

The program is a simple one-page visual checklist pertaining to Regulatory and Statutory maintenance undertaken that forms part of the monthly reporting regime. An example of the planned maintenance program is located at **Attachment 10**.



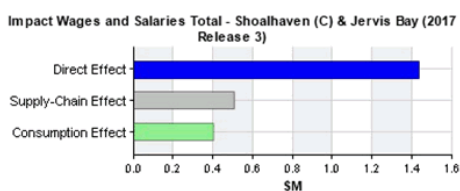
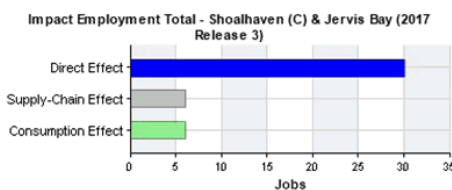
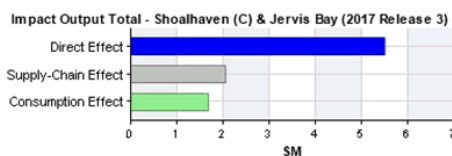
Tourism Impact Summary Report for Shoalhaven (C) & Jervis Bay (Tourism Activity: 363 days)

Tourism Impact Scenario

Name JB Maritime Museum - Attraction
Duration 363 days

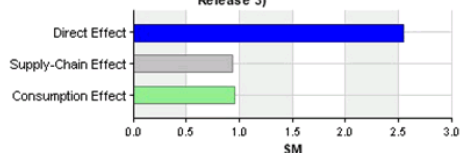
Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	3,851	13,500	10,500	27,851
Number of Nights	n/a	2.00	2.00	
Estimated Expenditure per Visitor (\$)	\$104	\$260	\$152	
Total Estimated Expenditure (\$)	\$400,504	\$3,510,000	\$1,596,000	\$5,506,504

Tourism Impacts





Impact Value-Added Total - Shoalhaven (C) & Jervis Bay (2017
Release 3)



Under this scenario Gross Regional Product is estimated to increase by \$4.426 million (0.08%) to \$5,893.159 million. Contributing to this is a direct increase in output of \$5.507 million, 30 additional jobs , \$1.434 million more in wages and salaries and a boost in value-added of \$2.544 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$2.055 million, 6 more jobs , \$0.505 million more paid in wages and salaries, and a gain of \$0.932 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.373
Employment	1.200
Wages and Salaries	1.352
Value-added	1.366

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$1.678 million, employment by 6 jobs , wages and salaries by \$0.401 million, and value-added by \$0.951 million.

Under this scenario, total output is expected to rise by \$9.240 million. Corresponding to this are anticipated increases in employment of 42 jobs , \$2.339 million wages and salaries, and \$4.426 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.678
Employment	1.400
Wages and Salaries	1.631
Value-added	1.740

Tourism Impact Summary (Tourism Activity: 363 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$5.507	\$2.055	\$1.678	\$9.240	1.373	1.678
Long Term Employment (Jobs)	30	6	6	42	1.200	1.400
Wages and Salaries (\$M)	\$1.434	\$0.505	\$0.401	\$2.339	1.352	1.631
Value-added (\$M)	\$2.544	\$0.932	\$0.951	\$4.426	1.366	1.740



Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.


This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.





Appendix A


Specifications

Site Manager Essential Term	Term Description
1. General – the Services	<p>a) The Site Manager is responsible for the operation and management of the Reserve, including but not limited to:</p> <ul style="list-style-type: none"> (i) marketing the use of the Reserve and in particular the Museum for Event Activities; (ii) management of Event Activities held within the Reserve; (iii) manage all hire bookings and enquiries in relation to facilities in the Reserve; (iv) manage catering (if applicable); (v) providing personnel (staff and/or volunteers) to be at the Museum during opening hours and when there are Event Activities; (vi) supervision of volunteers, contractors and others carrying out maintenance throughout the Reserve.
2. Asset Management	<p>a) The Site Manager shall be responsible for the oversight of maintenance, repair and replacement of the Reserve's structures, systems, building services and grounds (excluding the public toilets which will remain the responsibility of Council).</p> <p>b) Detailed Maintenance Responsibilities are located at "Appendix D".</p> <p>c) Within 28 days of the Start Date and then 28 days prior to each anniversary thereafter present to the Contract Manager a Planned Maintenance Program (example program located at Appendix G) detailing monthly activities and tasks with accompanying budget.</p> <p>d) The Site Manager will undertake spot checks and audits to ensure compliance with the Program.</p> <p>e) The Site Manager is responsible for responding to any fault reports from patrons and managing preventative maintenance programs for the Museum.</p> <p>f) An annual maintenance planning process will include ensuring that maintenance is planned and scheduled to not interfere with events, bookings, functions and hiring of the Reserve, Museum or parts</p>

	
	therein.
	g) Generally, the Site Manager will be responsible for:
	(i) operation of all fixed and portable assets efficiently and safely, ensuring that they are operated by people appropriately trained or skilled and adopting and maintaining all measures required by law for the safety of people and property at the Reserve in accordance with best practice.
	(ii) ensuring compliance with all laws including those in relation to public health and WHS.
3. Business Development & Programs	a) Within 28 days of the Start Date and annually thereafter or as otherwise agreed, the Site Manager will provide Council with its business plan for Council's review for the forthcoming year including proposed programs, events and activities aimed at further developing and enhancing the public utilisation of the Museum and Reserve in general.
4. Key Performance Indicators	a) The Site Manager will conduct a self-assessment of performance against the Key Performance Indicators (KPIs) stipulated at Appendix C and provide to Council:
	i) A progress KPI report after 6 months; and
	ii) A KPI performance report after 12 months
	b) The Site Manager will be entitled to an additional year, added to the initial term stated at Item 3 of the Schedule, in the event all KPIs are met to the satisfaction of Council. For clarity, if the KPIs are met in year one (1) one (1) additional year will be added to the initial term and so forth during the life of the Agreement. Conversely, if KPIs are not met no additional year is added.
	c) An entitlement under (b) above diminishes the additional term noted at Item 4 of the Schedule.
	d) In the event any one or more of the KPIs are not met to the satisfaction of Council, the Site Manager is to provide a remediation actions plan which the Site Manager proposes to implement to address the non-conformance and prevent a recurrence of same.
	e) In the event there are recurrent non-conformances to any same KPI over 2 consecutive year periods this Agreement can be terminated.
	f) Nothing in this clause prevents Council, at its discretion, at any time conducting an assessment of the Site Manager's performance against the KPIs.
	g) The KPIs stipulated at Appendix C are to be reviewed by Council for appropriateness, measurement and base line amount each 5

		
5. Reputation of Council	a)	year period from Agreement commencement. Council at its discretion can amended, deleted or add new KPIs.
	b)	The Site Manager is to ensure that the reputation of Council is protected at all times, and in particular in all dealings with its stakeholders and members of the public.
6. Reporting	a)	The Site Manager is to ensure that its conduct and the conduct of its contractors, volunteers, servants and/or agents do not bring Council's reputation into disrepute.
7. Equipment to be provided by the Site Manager	a)	Provide reports as stipulated in "Appendix F"
	b)	The Site Manager must ensure that all of its employees, volunteers, contractors and other invitees are provided with uniforms and appropriate personal protective equipment, where applicable and in accordance with work health safety requirements.
	c)	The Site Manager will provide the necessary equipment and resources (i.e. computers, printers, stationery, etc...) in order to provide the contracted service.
8. Occupancy Agreements	a)	The Site Manager does not have authority to commit Council to any occupancy agreements (leases or licenses) or enter into any occupancy agreements on Council's behalf.
	b)	Notwithstanding (a) above, during the term of this Agreement the occasion may arise where there is a requirement for third parties to occupy part of the Reserve or Museum.
	c)	Where (b) above is enacted, The Site Manager is to co-operate with any authorised occupant approved by Council.
9. Management & Delivery of Service	a)	The Site Manager must maintain a management structure that facilitates the provision of the Services in an efficient and effective manner.
	b)	Council will supply emergency contact numbers of the Contract Manager and other relevant Council personnel in order for the Site Manager to report any Work Health Safety issues and any other urgent actions to Council.
	c)	The Site Manager's Representative will be responsible for receiving complaints from the public and providing a response.
	d)	The Site Manager must ensure that all employees, volunteers and contractors conduct themselves towards all members of the public, Council staff and Councilors in a professional and courteous manner.
	e)	The Site Manager's Representative must attend monthly progress meetings with the Contract Manager.

		
10. Marketing	a)	<p>The Site Manager is responsible for:</p> <ul style="list-style-type: none"> (i) program development and marketing, incorporating events and functions with catering where appropriate to optimise Reserve use; (ii) marketing of the Museum and development of the overall business including Museum functions, events and activities; (iii) marketing of the Museum and Reserve to highlight its potential to cater for, host or otherwise facilitate future functions, events and activities.
11. Cost of doing Business	a)	<p>The Site Manager shall be responsible for:</p> <ul style="list-style-type: none"> (i) The cost of all services obtained by the Site Manager in connection with the Museum and Reserve; (ii) Its staff, volunteers and contractors; (iii) Its staff and volunteer training and accreditation.
12. Public Statements	a)	The Site Manager must not make comments or statements on behalf of Council.
	b)	Approval shall be assumed in relation to the day to day marketing and promotion of the Museum providing this complies with the marketing strategies.
13. Responsibility of Council	a)	<p>Council is responsible for:</p> <ul style="list-style-type: none"> (i) The provision of the JBMM Asset Management Plan (ii) Planning, financing and execution of major Capital Works for the Museum that have been approved by Council; (iii) Cleaning and maintenance of the public toilets; (iv) Structural repairs to the pond; and (v) Slashing of the swale drain twice a year.
	b)	<p>Following are activities that fall under council's corporate contracts. Council will pay sub-contractors associated with these activities directly:</p> <ul style="list-style-type: none"> (i) Fire equipment maintenance; (ii) Inspection, Testing and Monitoring Plans. (iii) Height Safety System (iv) Testing of RCDs (v) Thermal scanning of Distribution Boards

		
		(vi) Thermostatic mixing valves and recalibration
	c)	Notwithstanding Council will pay sub-contractors associated with the above directly, the Site Manager will manage their day to day on site activities via the Planned Maintenance Program and JBMMAMP.
14. Utilities	a)	The Site Manager is responsible for the payment of all utilities attached to the land.
15. Risk Management	a)	The Site Manager must have a detailed Risk Management Plan for provision of the Services which complies with any industry standards relevant to the operation of such a community facility.
	b)	The Site Manager must take all practicable steps to ensure the safe use of the Reserve and Museum by all users, including staff, volunteers and other visitors.
16. Security and Supervision	a)	The Site Manager is responsible for maintaining any Museum CCTV services and recordings and archiving according to statutory requirements.
	b)	The Site Manager must adhere to Council's Policies and Procedures in relation to providing access and viewing CCTV footage and complying with the requirements of the <i>Privacy and Personal Information Protection Act 1998</i> and <i>GIPAA</i> .
	c)	In order to ensure public safety and protect the Museum, the Site Manager must ensure that an appropriate number of persons are supervising the Museum during all opening hours.
17. Signage and Acknowledgement	a)	All signage erected at the Museum must have all relevant consent and approvals.
18. Software	a)	The Site Manager may use its own software for various functions of the Museum (i.e. POS system and bookings software).
	b)	The Site Manager is responsible for any license fees for software used.
19. Sponsorship	a)	The Site Manager may with the approval of Council enter into any arrangement for naming rights of the Museum and/or the Reserve.



Appendix B

Reserve Plan



Lady Denman Reserve

-  Lady Denman Reserve
- R96376 for Public Recreation (Notified 1/10/1982);
Additional Purposes - Community Purposes, Environmental
Protection, Tourist Facilities & Services (Gazetted 27/6/2008)
Shoalhaven City Council is trust manager of Lady Denman
(R96376) Reserve Trust
-  Lot 137 DP 720912 - Addition to R93676 (Notified 8/9/2000);
Additional Purposes - Community Purposes, Environmental
Protection, Tourist Facilities & Services (Gazetted 27/6/2008)
-  R89935 for Community Centre (Notified 17/9/1976)
-  R89934 for Police Purposes (Notified 17/9/1976)
-  R755928 - Parish Reserve - for Future Public Requirements
(Notified 29/6/2007)
-  R76047 for Public Recreation (Notified 10/7/1953);
Additional Purposes - Community Purposes, Environmental
Protection, Tourist Facilities & Services (Gazetted 27/6/2008)
-  State Property Authority - Marine Parks/Fisheries premises





Appendix C

Key Performance Indicators

Key Performance Area		Key Performance Indicator	Measure	Success description	Base Line
Patronage	1.0	Increase in visitation numbers to the Museum	Annual visitation numbers	number => previous year	8,000 (17/18 fin yr)
Utilisation	2.0	Increase in Event Activities and take up of space hire	Annual number of Event Activities	number => previous year	50
Financial	3.0	Improved annual revenue	Data from financial reports	\$ > previous year	16/17 fin yr rolling forward each yr
	3.1	Actual v Budget Expenditure	Data from financial reports	Actual within +/- 5% budget	Budget per financial year
People	4.0	Sufficient paid and unpaid/volunteers to provide the Services	Number of paid and unpaid/volunteers	volunteers > base line	100
	4.1	WHS policies current	Number of injuries, incidents and near misses	All injuries, incidents and near misses reported to Council	n/a
Reports	5.0	Reports provided per Appendix F	Reports provided within stipulated time frames	All reports provided on time and free of minor errors	n/a



Appendix D

Maintenance Responsibilities

Council on behalf of the Lady Denman Reserve Trust will be responsible for the following ongoing items:

- Replacement of exterior painting
 - Maintenance repair and replacement of roof
 - Maintenance repair and replacement of floor (but not floor coverings)
 - Maintenance repair and replacement of external walls
 - Maintenance repair and replacement of Brickwork
 - Maintenance repair and replacement of Structural steel
 - Maintenance repair and replacement of Metalwork facades
 - Maintenance repair and replacement of exterior doors and door frames (excluding locks)
 - Resealing of previously sealed carpark surfaces and re-sheeting of any previously sheeted surfaces
 - Investigating and carrying out work to remedy any structural defect or carrying out any structural repair where such defect or repair is not caused by the way use of the Premises
 - Replacement of Fencing
 - Council will carry out repairs to essential services on the Premises at its own cost in the event that repairs require major and substantial replacement of such services provided that the determination of what constitutes major and substantial replacement shall be solely at Council's discretion and shall exclude repairs caused by the way the Site Manager uses the Premises.
- For the purposes of this clause essential services shall comprise major stormwater, and sewer pipework and infrastructure, major water supply pipework and infrastructure and major gas and electricity supply lines.
- Checking and maintenance of smoke detectors and Fire Service Equipment (where fitted)

The Site Manager will be responsible for the following ongoing maintenance, repair and replacement items:

- Defects or damage in the building structure occurring due to the fault or negligence on the part of the Site Manager and due solely to the way the Site Manager uses the Premises
- Internal paint and plasterwork
- Fixtures and fittings
- Plumbing such as blocked toilets, leaking taps and cisterns
- Electrical equipment and fixtures such as replacement of broken light fittings, globes, GPOs and light switches
- Internal doors including associated door hardware, locks and fittings
- Windows due to broken panes, leaks and faulty fittings
- Security screens and fly screens
- Exterior lighting and security equipment

- Air conditioning equipment
- Any part of the premises due to acts of vandalism or malicious damage including graffiti and break ins but excluding structural work
- Water coolers and fountains
- Tiling and mirrors
- Benches, shower recesses, toilet stalls and urinals
- Floor coverings
- Counters, kitchen appliances, office furniture and fit outs of same
- Lockers, cupboards and storage structures
- Internal and external blinds and awnings
- Replacing ceiling, wall and floor tiles other than replacement due to structural matters
- Provision of additional equipment including IT equipment
- Any and all alterations including internal paintwork and décor
- Cleaning, maintenance and replacement of floor and carpet
- Maintenance and monitoring of all security equipment including attendance to call outs
- Cleaning of all areas within the premises
- Cleaning of roofs, gutters and downpipes at least three monthly
- Removal of rubbish and debris from the car park and surrounds of buildings on the premises
- Garbage removal
- Sanitary bin service
- Electrical tagging of leads
- Provision and maintenance of signage
- Maintenance of fencing, gates, landscaping, driveways, paths, carparks, gardens, lawns and shrubbery
- Pruning, trimming and removal of trees where required for safety reasons subject to Shoalhaven City Council approval
- Maintenance of stormwater and sewer pipes including clearing blockages and tree root invasion
- Cleaning, maintenance and regular servicing of all heaters, fans, exhaust systems, air conditioning, hot water systems, septic tanks, grease traps and grease arrestors
- Investigating and carrying out work required for the upgrading of the Premises to meet statutory requirements where such requirements are applicable solely due to the way the Site Manager uses the Premises

The following is a list of fittings, fixtures, plant and equipment that is the responsibility of the Site Manager:

- Guttering
- Electrical switchboards and sub-Boards
- Air-conditioning plant;
- Solar Systems; and
- Security equipment.

Further Site Manager Responsibilities:

- Where emergency exit lighting and fire safety equipment on the Premises have been provided by Council, Council will regularly inspect and maintain such equipment at the Site Manager's cost
- Where backflow prevention devices are fitted Council will inspect and maintain such services at the Site Manager's cost.



Appendix F

Reports & Reporting Schedule

The Site Manager is to provide the following operational reports to Council within the stipulate times:

Monthly (within twenty-one (21) days of month end):

- Management & Financial Report incorporating:
 - Event Activities by activity streams
 - Bookings
 - Hire revenue by hire streams
 - Expenses including cost of doing business
- incidents or requirements for first-aid

Quarterly (within 30 days of quarter end):

- YTD reconciliation of revenue to expenses
- Incident Register
- complaints, suggestions and feedback received from the public
- Planned Maintenance Program (per example at **Appendix G**) and compliance summary

6 Monthly (within 15 days of mid-year end):

- KPI progress report

Annual (within 100 days of financial or calendar year end as appropriate):

- Business Plan, incorporating:
 - Annual Event Strategy
 - Marketing Plan
 - Resourcing plan
 - identified risks and risk abatement strategies implemented as part of the Risk Management Plan
- Audited financial statements
- Planned Maintenance Program and budget for the preceding year
- Grant applications made and results
- KPI performance report

Other:

- Other reports as requested



Appendix G

Example Planned Maintenance Program

Jervis Bay Maritime Museum: Building Maintenance Schedule - Regulatory/Statutory														
Measure	Standard	Maint Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Safety														
Fire Indicator Panel		M	✓	✓	x	x	x	x	x	x	x	x	x	x
EWIS	AS 2220.1	M	✓	✓	x	x	x	x	x	x	x	x	x	x
Automatic Fire Alarms		M	✓	✓	x	x	x	x	x	x	x	x	x	x
Alarm Monitoring		M	✓	✓	x	x	x	x	x	x	x	x	x	x
Automatic fire Sprinklers		M	✓	✓	x	x	x	x	x	x	x	x	x	x
Booster Jacking Pump Set		M	✓	✓	x	x	x	x	x	x	x	x	x	x
Portable Fire Extinguishers	AS 2444	A			x									
Fire Hydrants	AS 2419.1	6M			x						x			
Fire Hose Reels	AS 2441	6M			x						x			
Fire/Smoke Doors	AS 1905.1	Q & A			xx			x			x			x
AS1851 FFT	AS 1851	A										x		
Fire Dampers (20%)	AS 1668	A									x			
Electrical														
Mains Electrical Distribution Boards		A											x	
Distribution Board Load Test		A											x	
RCD Testing		A										x		
Power Factor Correction Unit		A									x			
Generator - Alarm, Engine & Charge Test		Q	✓			x	x		x			x		
BB UPS - Routine Maintenance		6M			x						x			
Emergency Lighting		6M						x						x
Electrical Full Building Test		A	✓											
Electrical Test and tagging - BB plant and teapoints		A										x		
Diesel Fuel Tank Registration	Due 2015	BA											x	
Building Evacuation														
Hot Fire & Emergency Response & Skills s Training		6M	As below					x						x
Chief Fire Warden Training & EPC Meeting		A			→→→→	x					x			
Evacuation Exercise		6M			→→→→	x					x			
Building Services														
Base Building DB Thermoscan		A											✓	
Lift maintenance		Q		✓	x		x	x		x	x		x	x
Building internal and external anchor points		A											x	
Pest Treatment		2M	✓		x		x		x		x		x	
Computerised Building Management Systems														
BMS		M	✓	✓	x	x	x	x	x	x	x	x	x	x
Emergency Lighting Management System		6M					x						x	
Generator Control System (SCADA)		Q		✓			x			x			x	
Hydraulic														
Digital Mixing Valves		A						x						
Backflow Preventers		A												
Thermostatic Mixing Valves		A						x						

SA19.55 One-off Crown land vesting application - Formalisation of main access to Integrated Emergency Management Centre (IEMC) and Nowra Racing Complex

HPERM Ref: D19/107320

Group: Assets & Works Group
Section: Business & Property

Attachments: 1. Plan - Proposed Lot 5 - Access to IEMC and Nowra Racing Complex [↓](#)

Purpose / Summary

To provide Council with an opportunity to consider submitting a one-off vesting application to the NSW Department of Industry – Lands, seeking proposed Lot 5 in subdivision SF 10607 to be vested in Council, as shown in Attachment 1. This would facilitate the process to formalise the main access to IEMC and Nowra Racing Complex.

Recommendation

That Council submit a one-off vesting application to the NSW Department of Industry – Lands, seeking proposed Lot 5 in subdivision SF 10607 be vested to Council.

Options

1. Resolve as recommended.

Implications: This would enable Council to apply for the vesting of this land and if successful complete the conditions of consent under SF10607, provide separate titles and dedicate proposed lot 5 as a road.

2. Not resolve as recommended.

Implications: Proposed lot 5 would need to be compulsory acquired from the Department and compensation paid.

Background

Division 4.2 of the *Crown Land Management Act 2016* (CLM Act) enables the Minister for Lands and Forestry to vest ‘transferable Crown land’ to councils to then own and manage under the Local Government Act.

This Division of the CLM Act is intended to be used almost exclusively as part of the “Land Negotiation Program”, with Shoalhaven City Council joining the program on 1 July 2019. Notwithstanding, there is a limited ability for councils to apply to the department for a one-off vesting where the land meets the local land criteria including circumstances where there is:

- Strong ‘public interest’ to do so and a ‘public good’ would be achieved through doing so;
- An exceptional local need or circumstance to justify a ‘one-off vesting’.

Lot 460 DP 1062117 is part of Crown Reserve 88840, for public recreation and racecourse which includes the greyhound track, thoroughbred horse track, harness race track and the speedway. Refer to the aerial photo below:

SA19.55



SA19.55

Previous long-term leases for the various tenants were able to be issued with a description relating to part of a lot. However, Section 7A of the Conveyancing Act 1919 now requires, where the total term of the lease is greater than 5 years, a plan to identify the lease area which must also:

- Be a deposited plan of subdivision;
- Bear a completed subdivision certificate; and
- Be a survey, complying with the normal requirements for plan preparation and lodgement.

To issue new long-term leases to existing tenants Council undertook a subdivision of Lot 460 with development consent granted for a five (5) lot subdivision on 22 November 2017 under subdivision SF10607.

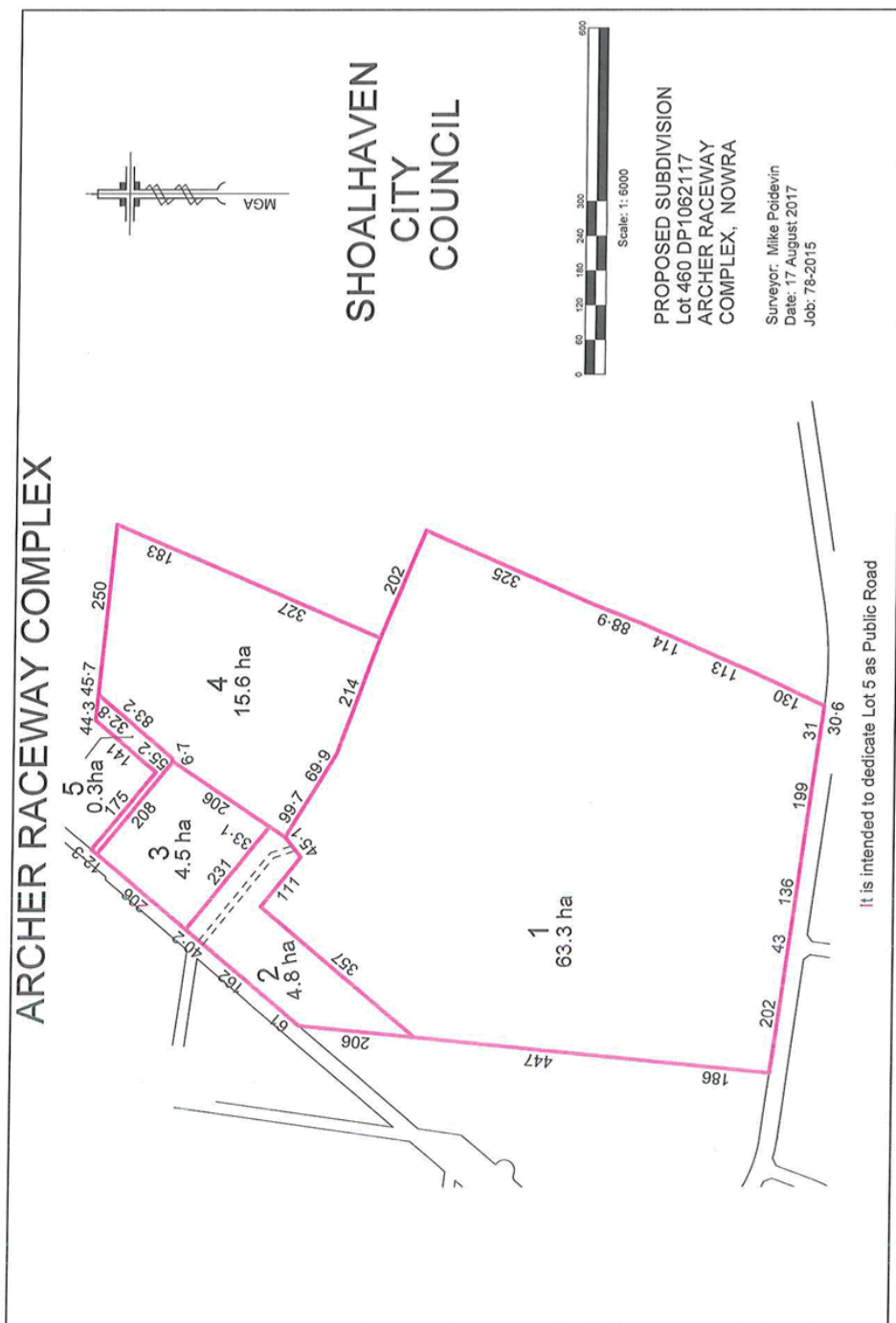
The proposed Lot 5, currently known as Dog Track Road, was constructed under an authority granted by a licence for access prepared, or at least sanctioned, by Crown Lands in the late 1970s.

Dog Track Road provides access to the IEMC, harness race track and the Speedway and is on the northern side of the greyhound track.

In 2017, the Department of Industry – Lands provided consent to the five-lot subdivision of Lot 460 DP 1062117 within Crown Reserve 88840, on the basis that Council, acts to initiate acquisition of proposed Lot 5 for road purposes.

Prior to the commencement of the CLM Act on 1 July 2018 it was considered the only means of securing proposed lot 5 for a road was via a compulsory acquisition in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991*. This would entail the payment of compensation.

The CLM Act Division 4.2 provides for vesting of Crown Land into local councils to address an exceptional local need, and it is Council's intention to apply to the Department for a vesting of Lot 5 by demonstrating an exceptional need for the vesting in the application. Vesting Crown land involves transferring the title of Crown land to the new owner and does not require payment of compensation.



SA19.55 - Attachment 1

SA19.56 Acquisition of Lot 86 DP 29970, Unnamed Road Nowra Hill for the Western Bypass Corridor

HPERM Ref: D19/66301

Group: Assets & Works Group

Section: Business & Property

Purpose / Summary

This report provides Council with an opportunity to approve the acquisition of Lot 86 Unnamed Road Nowra Hill for the future construction of Western Bypass Corridor.

Recommendation

That Council:

1. Purchase by agreement, Lot 86 Unnamed Road Nowra Hill being Lot 86 DP 29970 from Joseph Charles Holmes, Shirley May Holmes & Darren Charles Holmes, for thirty thousand dollars (\$30,000) excluding GST;
2. Delegate authority to the General Manager to adjust the purchase price, if necessary, in accordance with settlement figures determined by Council's solicitor;
3. Fund all costs associated with the purchase including reasonable conveyancing costs for the Vendor, from the Property Reserve;
4. Grant authority to affix the Common Seal of the Council to any documents required to be sealed and that the General Manager be authorised to sign any documents necessary to give effect to this resolution; and
5. Classify the property purchased as 'Operational' Land in accordance with Section 31(2) of the Local Government Act 1993.

Options

1. Adopt the recommendation.

Implications: The successful acquisition of the property will increase Council's holding to twenty-seven (27) properties fronting the unnamed road for future development of the Western Bypass Corridor. Four (4) properties remain in private ownership.

2. Not adopt the recommendation.

Implications: The property owners may choose to sell privately, therefore Council's ownership of land fronting unnamed road will remain fragmented.

Background

The owners of Lot 86 DP 29970 have made a formal request to Council to purchase their property as the land is affected by Shoalhaven Local Environmental Plan 2014 Clause 7.21 Development on Land within the vicinity of the Western Bypass Corridor. The Clause restricts development on the land to protect the future construction of the road corridor.

Under Shoalhaven Local Environment Plan 2014 (SLEP 2014), Lot 86 has a land zoning of RU2 – Rural Land and has an area of 5,109.16m². A review of Council's records indicates the land does not comply with SLEP 2014 Clause 4.2D (3) Erection of dwelling houses on

land in certain rural, residential and environment protection zones, and therefore the erection of a dwelling, is not permissible.

Council resolved in 1990 as follows (MIN90.2331)

“90/2331 -Old Golf Links Estate - Lots 76-106, DP 29970 - Regional Services Corridor, off Albatross Road, South Nowra File 86/1718

RECOMMENDED that with respect to the Old Golf Links Estate, DP29970, Regional Services Corridor off Albatross Road, South Nowra:

- (a) Council approach the landowners of Lots 76-79, 81-103 and 105 and 106, DP 29970 and offer to purchase the lots for the proposal of securing an anchor point for the regional services corridor;*
- (b) Where owners wish to sell, then Council obtain valuations and negotiate the purchase price.*
- (c) The funds be obtained from future loan borrowings; and*
- (d) A Meeting be held with the landowners to discuss the matter.”*

On 25 September 2018 a valuation was obtained through Walsh & Monaghan who assessed the market value of the land. Subsequent negotiations resulted in the owners accepting Council's second offer of thirty thousand dollars (\$30,000) in addition to reasonable conveyancing costs to affect the sale.



SA19.56

SA19.57 Proposed Acquisition of Land - Moss Vale Road South Urban Release Area

HPERM Ref: D19/122687

Group: Assets & Works Group
Section: Business & Property

Purpose / Summary

This report is to provide Council with the opportunity to consider a confidential report for the acquisition of land within the Moss Vale Road South Urban Release Area.

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

Recommendation

That Council, in accordance with Section 10A(2)(c) of the Local Government Act 1993 consider a separate confidential report in relation to property acquisition matters associated with Moss Vale Road South Urban Release Area.

Options

1. Proceed in accordance with the recommendation.

Implications: Consider a separate confidential report for the proposed acquisition of land associated with the Moss Vale Road South Urban Release Area

2. Not adopt the recommendation

Background

Council sought and was given approval for a low interest loan through the NSW Department of Planning & Environment's Low-Cost Loan Initiative to accelerate the provision of infrastructure (open space) for new housing.

The purchase of land for open space using funds from the above loan forms part of a separate confidential report to Council.

SA19.58 Proposed Disposal of Vacant Land, St Georges Basin

HPERM Ref: D19/124286

Group: Assets & Works Group

Section: Business & Property

Purpose / Summary

To provide Council with an opportunity to consider a confidential report on the proposed disposal of Council's vacant land in St Georges Basin.

Further information is provided in a separate confidential report in accordance with Section 10A(2)(c) of the Local Government Act 1993; if the 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 in accordance with Section 10(a)(2)(c) of the Local Government Act 1993 consider a separate confidential report on the proposed disposals of vacant land in St Georges Basin.

Options

1. Council accept the recommendation as presented.

Implications: Proposed property disposal will be considered by Council.

2. Not adopt the recommendation

Implications: Proposed property disposal will not commence.

Background

The proposed disposal of Council's vacant land located in St Georges Basin, as identified in the confidential report, was identified as surplus land for disposal as part of the 2017 Planning Proposal to amend Shoalhaven Local Environmental Plan 2014 (PP010 – Council Land Reclassification – Housekeeping).

SA19.59 Notification to Minister for Lands & Forestry of appointed Council Native Title Manager

HPERM Ref: D19/130925

Group: Assets & Works Group
Section: Business & Property

Purpose / Summary

To provide Council with the opportunity to appoint the Manager, Property Unit as Shoalhaven City Council's native title manager as required under Section 8.6 of the Crown Land Management Act 2016 (CLM Act 2016) and provide notice of same to the Minister under Section 8.8 of the CLM Act 2016.

Recommendation

That Council confirm the engagement of the Manager, Property Unit as Shoalhaven City Council's Native Title Manager and advise the Minister for Lands and Forestry as required by Section 8.8 Crown Lands Management Act 2016.

Options

1. Resolve as recommended

Implications: Council will meet its statutory obligation to appoint a native title manager and provide notification to the Minister.

2. Not resolve as recommended

Implications: Council will need to notify the Minister a native title manager has not been appointed stating reasons why or notify the Minister that Council is looking to appoint a different native title manager.

Background

Section 8.8 of the CLM Act 2106 requires each Council to give notice to the Minister for Lands and Forestry of the name and contact details of any person the Council has engaged or employed as a native title manager. The notice must be given as soon as practicable after 30 June (but not later than 31 October) of each year.

Section 377(1) of the Local Government Act 1993 states that the giving of a notice to the Governor or Minister is a non-delegable function meaning a resolution of Council is required.

SA19.60 Former Landfill - Lake Conjola

HPERM Ref: D19/114602

Group: Assets & Works Group
Section: Commercial Services

Attachments: 1. Email from resident outlining recollection of what was dumped at Lake Conjola in the past [↓](#)
2. ALS Water sampling test results - Pattimores Lagoon [↓](#)

Purpose / Summary

To respond to MIN19.4 (Part 6), for action to be taken at the former landfill at Lake Conjola due to concerns that contamination from the site could be affecting the quality of water in the lake.

Recommendation (Item to be determined under delegated authority)

That in response to MIN19.4 (Part 6) Council undertake the following at a total cost of \$16,500 and report back to council with the results of this sampling and future options;

1. Write to local residents advising on the investigations being undertaken and seeking any local knowledge or understanding of materials that were placed at the Lake Conjola Landfill site prior to it being decommissioned.
2. Sample the soil in the creek line both upstream and downstream of the former landfill.
3. Drill and install two monitoring boreholes plus collect surface samples.

Options

1. As recommended.
2. That Council reconsider its previous decision having regard for the costs identified.

Background

At the ordinary meeting on the 26 March 2019, Council resolved as follows in relation to the former landfill at Lake Conjola (Refer Part 6 MIN19.4).

“Report back to Council with a proposed plan and costings to undertake investigations for contamination at the old Waste Depot at Lake Conjola. Such investigations to include:-

- a. Water samples in Pattimores lagoon, land run off water, Ground water. Take soil core samples. Take into consideration that many residents use bore water to water their gardens, vegetable gardens and fruit trees.*
- b. Contaminations including asbestos, industrial liquids, insecticides.*
- c. Seek information from Local residents on knowledge of what was dumped at the site from the original opening.”*

Report

The current water sampling regime for the Lake Conjola is summarised as follows:

SA19.60

- Weekly water sampling at 7 sites in the Lake (including the outlet from Pattimores Lagoon) testing for bacteriological indicators to monitor recreational water quality
- Monthly water sampling from the 7 sites plus an additional 4 sites testing for bacteriological indicators, nutrients and chlorophyll to monitor the ecosystem health of the lake
- Quarterly water sampling in Pattimores Lagoon in compliance with the Shoalhaven Water Environmental Protection Licence for the Sewage Treatment Plant.

The results of the Water sampling are publicly available on Council's Aqua Data website.

On 29 March 2019 Council received an email from Jim Dale, a Lake Conjola resident, outlining his understanding of what was dumped at the site from the original opening. His email is provided as an attachment for information and to provide context to this report (see Attachment 1).

A search was undertaken of Council's records of the site. The following is a summary of that research:

- The records show that on 2 Nov 1968 the Council Shire Clerk wrote to the District Surveyor indicating that council was in urgent need of a garbage depot in the Lake Conjola area. A suitable site had been selected on Portion 176, a portion of a grazing lease let to Mr Curry. The section of land had a light timber cover and was unsuitable for grazing, but ideally suited for the proposed depot.
- The site was gazetted as a garbage depot in the Government gazette on 17 July 1970. It is therefore assumed that tipping operations commenced in late 1970 or early 1971.
- Calculations of waste volume inputs documented in 1985 included 28.7 cubic metres per week from households and 106.5 cubic metres per week from holiday units, campsites and others. The waste consisted primarily of domestic waste (dry household waste and putrescible garbage), trade waste (mainly from caravan parks) and building and demolition waste.
- Council's D6 bulldozer visited the site from the Ulladulla depot every week during peak tourist times and every 3 to 4 weeks during the winter months.
- An inspection of the site by the Department of Health in June 1985 resulted in the Department requesting Council to take steps to close the depot in view of the potential contamination of the creek.
- In May 1986 Council resolved to close the site and redevelop it as a transfer station, along with providing a kerbside collection service for the village.
- Once closed the landfill was levelled out and covered with clay. Native shrubs and groundcovers were also planted.

[Note: Clay is generally the material of choice for capping landfills. Clay has a low permeability and is flexible enough to move with the settlement of the waste mass as it decomposes over time].

- Since operating as a transfer station, the site has been regularly maintained and inspected. No recorded evidence of leachate seepage from the former landfill has been identified during these inspections.
- There is a high probability that asbestos materials were tipped in the landfill. Asbestos was not banned in the 16-year period that the tip operated, and many houses in Lake Conjola would have been constructed with asbestos cement cladding.

[Note: Asbestos is only a risk to human health if it is disturbed and asbestos dust particles float in the air where they can be breathed in. Excavating into the old landfill

to identify whether there is asbestos present will elevate the risk of exposure to Council staff, contractors and visitors to the facility. Leaving the waste material sealed below the surface is the lowest risk option and is preferable].

- Details of potential contaminated land in this area are detailed on Council's GIS and potentially contaminated lands register.

Water samples in Pattimores lagoon.

In response to an email from a Lake Conjola resident claiming that the former landfill has impacted on the water quality in Pattimores Lagoon, Council arranged to sample and analyse the water for typical leachate contaminants. The water in Pattimores lagoon was sampled at the point where the creek that flows past the former tip enters into Pattimores lagoon on 25 February 2019. The laboratory test results are attached and show that there is no evidence of contamination.

Proposed Plan and Costings

The following initial testing regime is proposed.

1. Write to local residents (as required by Councils Resolution) and ask *for any information on "what was dumped at the site from the original opening"*. The returned information will be reviewed, and confirm via interview if necessary, to make sure that any testing adequately covers any credible claims. Estimated Cost \$1,000.
2. Sample the soil in the creek line both upstream and downstream of the former landfill. If the creek is flowing, water samples will also be taken. The results of this sampling will provide an indication of whether the former tip is impacting on the soil and water quality in the creek and will inform the next step in the investigation. Estimated Cost \$2,500.
3. Drill and install two monitoring boreholes, one upstream and one downstream of the former landfill along the line of the creek. The results of this sampling will inform whether Council will be required to carry out any further investigation or remediation actions at the site. \$13,000.

Industrial liquids and insecticides will be included in the suite of analytes for the soil and groundwater testing.

Excavating into the old landfill to identify whether asbestos is present is considered to be a high risk, and not necessary. It is likely that asbestos is present. Asbestos buried within the fill below the cap is safe and does not represent a threat to anyone in the community. The site is registered on Council's GIS as *potentially contaminated land* and is therefore a no dig zone.

This sampling strategy will sufficiently inform Council whether further analysis or remediation is required at the former Lake Conjola landfill.

Community Engagement

In addition to the current extensive and ongoing community engagement with the Lake Conjola community, the Step 1 of the process outlined above will result in each resident being written to. Using this contact method Council will advise that the results of the testing will be made available on Council's webpage and a link will be set up for this to occur.

Policy Implications

Nil

Financial Implications

The total cost of this proposal (\$16,500) is unfunded.

This amount will need to be drawn from the 2018/19 operating and maintenance budget for the Lake Conjola Recycling and Waste Transfer Facility.

The Lake Conjola Recycling and Waste Transfer Facility generates an income of \$63,000 per year. The over expenditure of this budget will ultimately need to be funded from the operations at West Nowra.

The possibility of ongoing sampling and remediation and the cost of such, has not been considered at this stage.

From: Jim Dale <[REDACTED]>
Sent: Friday, 29 March 2019 11:42 AM
To: Kelie Clarke <[REDACTED]>; 'Bill Hackett' <[REDACTED]>;
 <[REDACTED]>; <[REDACTED]>; Conjola Community Association <[REDACTED]>
Cc: Russ Pigg <[REDACTED]>; Patricia White <[REDACTED]>;
 <[REDACTED]>; Amanda Findley <[REDACTED]>;
 Rianna Burgess <[REDACTED]>; Phil Costello <[REDACTED]>;
 <[REDACTED]>; Dirk Treloar - Sth NRFMC <[REDACTED]>;
 Dirk Treloar - Sth NRFMC <[REDACTED]>; <[REDACTED]>;
 <[REDACTED]>; 'Mark Albiez' <[REDACTED]>
Subject: Historical Toxic Landfill Site at Lake Conjola

Dear Kelie,

The open landfill tip where the now waste transfer station is located.
 For approximately seventy plus (70+) years before being a waste transfer station it was just a large deep trench that was accessible twenty-four seven (24/7) twenty four hours (24 hours) a day and no charge to dump whatever you wanted to.

There were no garbage collection services whatsoever at Lake Conjola and we were all tasked with taking our own rubbish to the tip. There was no limit to what you could dump up there, you could dump a house up there if you wanted to. The Council bulldozer (or contractor) would come at intervals and bulldoze all of the refuse into the ground and redo the trench, no rubbish was removed from the site, it was straight landfill. A lot of people would remember you accessed the tip then by going in at the corner of Narrawallee Creek Road.

Those who used the tip would remember how deep it was and it was just a long trench and you parked your car right on the edge and just threw in whatever you wanted.

There is a creek that runs directly behind this historically massive landfill that drains into Pattimore's Lagoon as can be seen in my diagram below.

In the decades and decades that this landfill tip was utilised by residents and holiday makers (and abused by out of towners bringing toxic waste by the truckload from Sydney as they couldn't get rid of it due to the toxicity and cost in Sydney and dumped it at night in Lake Conjola's landfill) the amount of lead car batteries, household batteries, lead paint, television sets, radio's, expired fire extinguishers, PCB's, refrigerators, lead, thousands of litres of commercial cooking oil brought to Lake Conjola for easy and free disposal, used motor vehicle oil, light bulbs, fluorescent bulbs, pesticides, untold tonnes of asbestos, galvanised iron, PVC, polystyrene foams, solvents, whole cars, thousands of rubber tyres, whole caravans, acids etc etc etc you name the toxic chemical and it's in that covered up landfill along with the decades and decades and decades of household refuse is all still buried up there on that sloped hill leaching into that creek that feeds into Pattimore's Lagoon, the soil contamination would be astronomical. In 1984 when my wife and I were on our honeymoon we went to put some household garbage in the trench and what must have been a Sydney commercial entity had dumped approximately four hundred (400) filled but expired fire extinguishers in the trench. It was only years later when I read about the dangers of PFAS (flouronated) fire retardants that were banned the thought crossed my mind were these extinguishers PFAS based foams?

It's an absolute environmental catastrophe that was just covered up and made to look "Green" with the advent of the waste transfer station. All of these decades of landfill would now be breaking

down into leachate and reacting with different chemicals creating even more toxic contaminates. Leachate is the liquid formed when waste breaks down in the landfill and water filters through that waste. This liquid is highly toxic and can pollute the land, ground water and would be working its way into that creek that the landfill is touching that drains directly into the lagoon.

There needs to be testing for the asbestos that has been dumped in the tip as well, as this was broken up by the contractors dozer when being pushed around.

To my knowledge the old tip was never capped with concrete, only a permeable clay cover.

When the lake is open the lake might be able to deal with this toxic stew coming out of the lagoon, the same as the tonnes and tonnes of lead sinkers that have been lost over a century and more of fishing in Lake Conjola and would be breaking down under the corrosive action of salt water, just think of how much lead has been lost in the lake in over a century, once again this toxicity might be able to be kept at a safer parts per million reading when the entrance is flowing and there is a twice daily incoming and outgoing tide, I would ask Shoalhaven City Council to test the lakes lead levels and also the ground water and leachate for the well-known carcinogenic chemicals that are known to leach out of and that would be coming out of the landfill and what steps council will be taking considering that the landfill was just covered up and virtually historically written off and forgotten about.



It would be hard to envisage any extensive investigation and extensive testing of the Historical Toxic Landfill Site at Lake Conjola reporting a clean bill of health and that there was no impact on the environment and the community.

Seafood is harvested from Pattimore's Lagoon and the canal system for human consumption. And bores in the village are very popular and highly utilized by the community for watering their lawns. Vegetable gardens and fruit trees. Any leachate in the ground water could have serious consequences for the community.

Kind regards,

Bear (Jim) Dale



Environmental

CERTIFICATE OF ANALYSIS

Work Order : **EW1900773**
Client : **SHOALHAVEN CITY COUNCIL**
Contact : Ms Thelma Marr
Address : PO Box 42
Nowra NSW 2541

Telephone : ---
Project : Lake Conjola Waste Depot
Order number : 15450 16780
C-O-C number : ---
Sampler : Shane Pickering
Site : ---
Quote number : Landfills 2017/18
No. of samples received : 1
No. of samples analysed : 1

Page : 1 of 8
Laboratory : Environmental Division NSW South Coast
Contact : Jessica Foster
Address : 1/19 Ralph Black Dr, North Wollongong 2500
4/13 Geary Pl, North Nowra 2541
Australia NSW Australia
Telephone : 02 42253125
Date Samples Received : 26-Feb-2019 12:10
Date Analysis Commenced : 27-Feb-2019
Issue Date : 06-Mar-2019 11:11



Accreditation No. 825
Accredited for compliance with
ISO/IEC 17025 - Testing

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Surrogate Control Limits

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is carried out in compliance with procedures specified in 21 CFR Part 11.

Signatories	Position	Accreditation Category
Ankit Joshi	Inorganic Chemist	Sydney Inorganics, Smithfield, NSW
Edwandy Fadjar	Organic Coordinator	Sydney Organics, Smithfield, NSW
Ivan Taylor	Analyst	Sydney Inorganics, Smithfield, NSW
Sanjeshni Jyoti	Senior Chemist Volatiles	Sydney Organics, Smithfield, NSW
Wisam Marassa	Inorganics Coordinator	Sydney Inorganics, Smithfield, NSW

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Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



General Comments

The analytical procedures used by the Environmental Division have been developed from established internationally recognized procedures such as those published by the USEPA, APHA, AS and NEPM. In house developed procedures are employed in the absence of documented standards or by client request.

Where moisture determination has been performed, results are reported on a dry weight basis.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Where a result is required to meet compliance limits the associated uncertainty must be considered. Refer to the ALS Contact for details.

Key : CAS Number = CAS registry number from database maintained by Chemical Abstracts Services. The Chemical Abstracts Service is a division of the American Chemical Society.
LOR = Limit of reporting
^ = This result is computed from individual analyte detections at or above the level of reporting
ø = ALS is not NATA accredited for these tests.
~ = Indicates an estimated value.

- EG050G: LOR raised for Hexavalent Chromium on sample No 1 due to sample matrix.
- EG020: LOR's have been raised due to matrix interference. (High Total Dissolved Solids)
- Benzo(a)pyrene Toxicity Equivalent Quotient (TEQ) is the sum total of the concentration of the eight carcinogenic PAHs multiplied by their Toxicity Equivalence Factor (TEF) relative to Benzo(a)pyrene. TEF values are provided in brackets as follows: Benz(a)anthracene (0.1), Chrysene (0.01), Benzo(b+j) & Benzo(k)fluoranthene (0.1), Benzo(a)pyrene (1.0), Indeno(1.2.3.cd)pyrene (0.1), Dibenz(a,h)anthracene (1.0), Benzo(g,h,i)perylene (0.01). Less than LOR results for 'TEQ Zero' are treated as zero.
- Sodium Adsorption Ratio (where reported): Where results for Na, Ca or Mg are <LOR, a concentration at half the reported LOR is incorporated into the SAR calculation. This represents a conservative approach for Na relative to the assumption that <LOR = zero concentration and a conservative approach for Ca & Mg relative to the assumption that <LOR is equivalent to the LOR concentration.

Page : 3 of 8
Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Analytical Results

Sub-Matrix: WATER (Matrix: WATER)				Client sample ID	Lake Conjola Waste depot LC1	----	----	----	----
				Client sampling date / time	25-Feb-2019 15:00	----	----	----	----
Compound	CAS Number	LOR	Unit	EW1900773-001	-----	-----	-----	-----	-----
				Result	----	----	----	----	----
EA015: Total Dissolved Solids dried at 180 ± 5 °C									
Total Dissolved Solids @180°C	----	10	mg/L	39500	----	----	----	----	----
EA030: Total Solids dried at 104 ± 2°C									
Total Solids	----	10	mg/L	43600	----	----	----	----	----
ED037P: Alkalinity by PC Titrator									
Hydroxide Alkalinity as CaCO3	DMO-210-001	1	mg/L	<1	----	----	----	----	----
Carbonate Alkalinity as CaCO3	3812-32-6	1	mg/L	<1	----	----	----	----	----
Bicarbonate Alkalinity as CaCO3	71-52-3	1	mg/L	191	----	----	----	----	----
Total Alkalinity as CaCO3	----	1	mg/L	191	----	----	----	----	----
ED041G: Sulfate (Turbidimetric) as SO4 2- by DA									
Sulfate as SO4 - Turbidimetric	14808-79-8	1	mg/L	2940	----	----	----	----	----
ED045G: Chloride by Discrete Analyser									
Chloride	16887-00-6	1	mg/L	21700	----	----	----	----	----
ED093F: Dissolved Major Cations									
Calcium	7440-70-2	1	mg/L	587	----	----	----	----	----
Magnesium	7439-95-4	1	mg/L	1700	----	----	----	----	----
Sodium	7440-23-5	1	mg/L	14200	----	----	----	----	----
Potassium	7440-09-7	1	mg/L	522	----	----	----	----	----
EG020T: Total Metals by ICP-MS									
Aluminium	7429-90-5	0.01	mg/L	0.24	----	----	----	----	----
Arsenic	7440-38-2	0.001	mg/L	0.011	----	----	----	----	----
Barium	7440-39-3	0.001	mg/L	0.020	----	----	----	----	----
Cadmium	7440-43-9	0.0001	mg/L	<0.0010	----	----	----	----	----
Cobalt	7440-48-4	0.001	mg/L	<0.010	----	----	----	----	----
Chromium	7440-47-3	0.001	mg/L	<0.010	----	----	----	----	----
Copper	7440-50-8	0.001	mg/L	<0.010	----	----	----	----	----
Manganese	7439-96-5	0.001	mg/L	0.029	----	----	----	----	----
Lead	7439-92-1	0.001	mg/L	<0.010	----	----	----	----	----
Zinc	7440-66-6	0.005	mg/L	<0.052	----	----	----	----	----
EG035T: Total Recoverable Mercury by FIMS									
Mercury	7439-97-6	0.0001	mg/L	<0.0001	----	----	----	----	----
EG050T: Total Hexavalent Chromium									
Hexavalent Chromium	18540-29-9	0.01	mg/L	<0.05	----	----	----	----	----
EK040P: Fluoride by PC Titrator									

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Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Analytical Results

Sub-Matrix: WATER
(Matrix: WATER)

Client sample ID

				Lake Conjola Waste depot LC1	----	----	----	----
Client sampling date / time				25-Feb-2019 15:00	----	----	----	----
Compound	CAS Number	LOR	Unit	EW1900773-001	-----	-----	-----	-----
				Result	----	----	----	----
EK040P: Fluoride by PC Titrator - Continued								
Fluoride	16984-48-8	0.1	mg/L	1.4	----	----	----	----
EK055G: Ammonia as N by Discrete Analyser								
Ammonia as N	7664-41-7	0.01	mg/L	0.16	----	----	----	----
EK057G: Nitrite as N by Discrete Analyser								
Nitrite as N	14797-65-0	0.01	mg/L	<0.01	----	----	----	----
EK058G: Nitrate as N by Discrete Analyser								
Nitrate as N	14797-55-8	0.01	mg/L	<0.01	----	----	----	----
EK059G: Nitrite plus Nitrate as N (NOx) by Discrete Analyser								
Nitrite + Nitrate as N	----	0.01	mg/L	<0.01	----	----	----	----
EK071G: Reactive Phosphorus as P by discrete analyser								
Reactive Phosphorus as P	14265-44-2	0.01	mg/L	<0.01	----	----	----	----
EN055: Ionic Balance								
Total Anions	----	0.01	meq/L	677	----	----	----	----
Total Cations	----	0.01	meq/L	800	----	----	----	----
Ionic Balance	----	0.01	%	8.33	----	----	----	----
EP005: Total Organic Carbon (TOC)								
Total Organic Carbon	----	1	mg/L	34	----	----	----	----
EP035G: Total Phenol by Discrete Analyser								
Phenols (Total)	----	0.05	mg/L	<0.05	----	----	----	----
EP068A: Organochlorine Pesticides (OC)								
alpha-BHC	319-84-6	0.5	µg/L	<0.5	----	----	----	----
Hexachlorobenzene (HCB)	118-74-1	0.5	µg/L	<0.5	----	----	----	----
beta-BHC	319-85-7	0.5	µg/L	<0.5	----	----	----	----
gamma-BHC	58-89-9	0.5	µg/L	<0.5	----	----	----	----
delta-BHC	319-86-8	0.5	µg/L	<0.5	----	----	----	----
Heptachlor	76-44-8	0.5	µg/L	<0.5	----	----	----	----
Aldrin	309-00-2	0.5	µg/L	<0.5	----	----	----	----
Heptachlor epoxide	1024-57-3	0.5	µg/L	<0.5	----	----	----	----
trans-Chlordane	5103-74-2	0.5	µg/L	<0.5	----	----	----	----
alpha-Endosulfan	959-98-8	0.5	µg/L	<0.5	----	----	----	----
cis-Chlordane	5103-71-9	0.5	µg/L	<0.5	----	----	----	----
Dieldrin	60-57-1	0.5	µg/L	<0.5	----	----	----	----
4,4'-DDE	72-55-9	0.5	µg/L	<0.5	----	----	----	----

Page : 5 of 8
Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Analytical Results

Sub-Matrix: WATER
(Matrix: WATER)

Client sample ID

				Lake Conjola Waste depot LC1	----	----	----	----
				25-Feb-2019 15:00	----	----	----	----
				EW1900773-001	-----	-----	-----	-----
				Result	----	----	----	----
Client sampling date / time								
Compound	CAS Number	LOR	Unit					
EP068A: Organochlorine Pesticides (OC) - Continued								
Endrin	72-20-8	0.5	µg/L	<0.5	----	----	----	----
beta-Endosulfan	33213-65-9	0.5	µg/L	<0.5	----	----	----	----
4,4'-DDD	72-54-8	0.5	µg/L	<0.5	----	----	----	----
Endrin aldehyde	7421-93-4	0.5	µg/L	<0.5	----	----	----	----
Endosulfan sulfate	1031-07-8	0.5	µg/L	<0.5	----	----	----	----
4,4'-DDT	50-29-3	2.0	µg/L	<2.0	----	----	----	----
Endrin ketone	53494-70-5	0.5	µg/L	<0.5	----	----	----	----
Methoxychlor	72-43-5	2.0	µg/L	<2.0	----	----	----	----
^A Total Chlordane (sum)	-----	0.5	µg/L	<0.5	----	----	----	----
^A Sum of DDD + DDE + DDT	72-54-8/72-55-9/50-2	0.5	µg/L	<0.5	----	----	----	----
^A Sum of Aldrin + Dieldrin	309-00-2/60-57-1	0.5	µg/L	<0.5	----	----	----	----
EP068B: Organophosphorus Pesticides (OP)								
Dichlorvos	62-73-7	0.5	µg/L	<0.5	----	----	----	----
Demeton-S-methyl	919-86-8	0.5	µg/L	<0.5	----	----	----	----
Monocrotophos	6923-22-4	2.0	µg/L	<2.0	----	----	----	----
Dimethoate	60-51-5	0.5	µg/L	<0.5	----	----	----	----
Diazinon	333-41-5	0.5	µg/L	<0.5	----	----	----	----
Chlorpyrifos-methyl	5598-13-0	0.5	µg/L	<0.5	----	----	----	----
Parathion-methyl	298-00-0	2.0	µg/L	<2.0	----	----	----	----
Malathion	121-75-5	0.5	µg/L	<0.5	----	----	----	----
Fenthion	55-38-9	0.5	µg/L	<0.5	----	----	----	----
Chlorpyrifos	2921-88-2	0.5	µg/L	<0.5	----	----	----	----
Parathion	56-38-2	2.0	µg/L	<2.0	----	----	----	----
Pirimphos-ethyl	23505-41-1	0.5	µg/L	<0.5	----	----	----	----
Chlorfenvinphos	470-90-6	0.5	µg/L	<0.5	----	----	----	----
Bromophos-ethyl	4824-78-6	0.5	µg/L	<0.5	----	----	----	----
Fenamiphos	22224-92-6	0.5	µg/L	<0.5	----	----	----	----
Prothiofos	34643-46-4	0.5	µg/L	<0.5	----	----	----	----
Ethion	563-12-2	0.5	µg/L	<0.5	----	----	----	----
Carbophenothion	786-19-6	0.5	µg/L	<0.5	----	----	----	----
Azinphos Methyl	86-50-0	0.5	µg/L	<0.5	----	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons								
Naphthalene	91-20-3	1.0	µg/L	<1.0	----	----	----	----

Page : 6 of 8
Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Analytical Results

Sub-Matrix: WATER
(Matrix: WATER)

Client sample ID

				Lake Conjola Waste depot LC1	----	----	----	----
Client sampling date / time				25-Feb-2019 15:00	----	----	----	----
Compound				EW1900773-001	-----	-----	-----	-----
CAS Number LOR Unit				Result	----	----	----	----
EP075(SIM)B: Polynuclear Aromatic Hydrocarbons - Continued								
Acenaphthylene	208-96-8	1.0	µg/L	<1.0	----	----	----	----
Acenaphthene	83-32-9	1.0	µg/L	<1.0	----	----	----	----
Fluorene	86-73-7	1.0	µg/L	<1.0	----	----	----	----
Phenanthrene	85-01-8	1.0	µg/L	<1.0	----	----	----	----
Anthracene	120-12-7	1.0	µg/L	<1.0	----	----	----	----
Fluoranthene	206-44-0	1.0	µg/L	<1.0	----	----	----	----
Pyrene	129-00-0	1.0	µg/L	<1.0	----	----	----	----
Benz(a)anthracene	56-55-3	1.0	µg/L	<1.0	----	----	----	----
Chrysene	218-01-9	1.0	µg/L	<1.0	----	----	----	----
Benzo(b+j)fluoranthene	205-99-2 205-82-3	1.0	µg/L	<1.0	----	----	----	----
Benzo(k)fluoranthene	207-08-9	1.0	µg/L	<1.0	----	----	----	----
Benzo(a)pyrene	50-32-8	0.5	µg/L	<0.5	----	----	----	----
Indeno(1,2,3-cd)pyrene	193-39-5	1.0	µg/L	<1.0	----	----	----	----
Dibenz(a,h)anthracene	53-70-3	1.0	µg/L	<1.0	----	----	----	----
Benzo(g,h,i)perylene	191-24-2	1.0	µg/L	<1.0	----	----	----	----
[^] Sum of polycyclic aromatic hydrocarbons	-----	0.5	µg/L	<0.5	----	----	----	----
[^] Benzo(a)pyrene TEQ (zero)	-----	0.5	µg/L	<0.5	----	----	----	----
EP080/071: Total Petroleum Hydrocarbons								
C6 - C9 Fraction	----	20	µg/L	<20	----	----	----	----
C10 - C14 Fraction	----	50	µg/L	<50	----	----	----	----
C15 - C28 Fraction	----	100	µg/L	<100	----	----	----	----
C29 - C36 Fraction	----	50	µg/L	<50	----	----	----	----
[^] C10 - C36 Fraction (sum)	----	50	µg/L	<50	----	----	----	----
EP080/071: Total Recoverable Hydrocarbons - NEPM 2013 Fractions								
C6 - C10 Fraction	C6_C10	20	µg/L	<20	----	----	----	----
[^] C6 - C10 Fraction minus BTEX (F1)	C6_C10-BTEX	20	µg/L	<20	----	----	----	----
>C10 - C16 Fraction	----	100	µg/L	<100	----	----	----	----
>C16 - C34 Fraction	----	100	µg/L	<100	----	----	----	----
>C34 - C40 Fraction	----	100	µg/L	<100	----	----	----	----
[^] >C10 - C40 Fraction (sum)	----	100	µg/L	<100	----	----	----	----
[^] >C10 - C16 Fraction minus Naphthalene (F2)	----	100	µg/L	<100	----	----	----	----
EP080: BTEXN								

Page : 7 of 8
Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Analytical Results

Sub-Matrix: WATER
(Matrix: WATER)

Client sample ID

				Lake Conjola Waste depot LC1	----	----	----	----
Client sampling date / time				25-Feb-2019 15:00	----	----	----	----
Compound	CAS Number	LOR	Unit	EW1900773-001	-----	-----	-----	-----
				Result	----	----	----	----
EP080: BTEXN - Continued								
Benzene	71-43-2	1	µg/L	<1	----	----	----	----
Toluene	108-88-3	2	µg/L	<2	----	----	----	----
Ethylbenzene	100-41-4	2	µg/L	<2	----	----	----	----
meta- & para-Xylene	108-38-3 106-42-3	2	µg/L	<2	----	----	----	----
ortho-Xylene	95-47-6	2	µg/L	<2	----	----	----	----
^ Total Xylenes	----	2	µg/L	<2	----	----	----	----
^ Sum of BTEX	----	1	µg/L	<1	----	----	----	----
Naphthalene	91-20-3	5	µg/L	<5	----	----	----	----
EP068S: Organochlorine Pesticide Surrogate								
Dibromo-DDE	21655-73-2	0.5	%	97.4	----	----	----	----
EP068T: Organophosphorus Pesticide Surrogate								
DEF	78-48-8	0.5	%	102	----	----	----	----
EP075(SIM)S: Phenolic Compound Surrogates								
Phenol-d6	13127-88-3	1.0	%	28.7	----	----	----	----
2-Chlorophenol-D4	93951-73-6	1.0	%	65.0	----	----	----	----
2,4,6-Tribromophenol	118-79-6	1.0	%	49.4	----	----	----	----
EP075(SIM)T: PAH Surrogates								
2-Fluorobiphenyl	321-60-8	1.0	%	65.6	----	----	----	----
Anthracene-d10	1719-06-8	1.0	%	92.8	----	----	----	----
4-Terphenyl-d14	1718-51-0	1.0	%	83.2	----	----	----	----
EP080S: TPH(V)/BTEX Surrogates								
1,2-Dichloroethane-D4	17060-07-0	2	%	85.0	----	----	----	----
Toluene-D8	2037-26-5	2	%	92.2	----	----	----	----
4-Bromofluorobenzene	460-00-4	2	%	102	----	----	----	----

Page : 8 of 8
Work Order : EW1900773
Client : SHOALHAVEN CITY COUNCIL
Project : Lake Conjola Waste Depot



Surrogate Control Limits

Sub-Matrix: WATER		Recovery Limits (%)	
Compound	CAS Number	Low	High
EP068S: Organochlorine Pesticide Surrogate			
Dibromo-DDE	21655-73-2	67	111
EP068T: Organophosphorus Pesticide Surrogate			
DEF	78-48-8	67	111
EP075(SIM)S: Phenolic Compound Surrogates			
Phenol-d6	13127-88-3	10	44
2-Chlorophenol-D4	93951-73-6	14	94
2,4,6-Tribromophenol	118-79-6	17	125
EP075(SIM)T: PAH Surrogates			
2-Fluorobiphenyl	321-60-8	20	104
Anthracene-d10	1719-06-8	27	113
4-Terphenyl-d14	1718-51-0	32	112
EP080S: TPH(V)/BTEX Surrogates			
1,2-Dichloroethane-D4	17060-07-0	71	137
Toluene-D8	2037-26-5	79	131
4-Bromofluorobenzene	460-00-4	70	128

SA19.61 Shoalhaven Affordable Housing Strategy - Property Acquisition Matters

HPERM Ref: D19/140309

Group: Assets & Works Group
Section: Technical Services

Purpose / Summary

To provide Council with the opportunity to consider a separate confidential report on the acquisition of an additional property to facilitate the proposed Shoalhaven Affordable Housing Strategy.

The recommendation for consideration is provided in a separate confidential report, this is in accordance with section 10A(2)(C) of the Local Government Act 1993, if the information was disclosed, this would confer a commercial advantage on a person with whom council is conducting (or proposes to conduct) business.

Recommendation (Item to be determined under delegated authority)

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

Options

1. Council Accept the recommendation as presented

Implications: Council will consider a separate confidential report outlining the proposal

2. Not adopt the recommendation

Implications: Council will not be able to consider a separate confidential report

Background

Based on former activities associated with the Shoalhaven Affordable Housing Strategy, Council can consider a separate confidential report on an additional property acquisition for same.

SA19.62 Refund Request - Fee Waiver - Shoalhaven Neighbourhood Services Inc - DA17/1741 and CD18/1535

HPERM Ref: D19/114241

Group: Planning Environment & Development Group
Section: Development Services

Attachments: 1. Fee Waiver Request [↓](#)

Purpose / Summary

This report is to enable Council to consider a request made by Shoalhaven Neighbourhood Services Inc for the reimbursement of fees in relation to Development Application (DA17/1741) and Complying Development Certificate (CD18/1535) for Lot 4 DP 758794 – 81 Osborne Street, Nowra.

Recommendation

That Council:

1. Reimburse Shoalhaven Neighbourhood Services Inc \$2,555.95 (GST Incl.) being Development Application (DA) fees and Complying Development (CD) fees in relation to DA17/1741 and CD18/1535.
2. Fund the reimbursement from the Unallocated Donations budget.

Options

1. Adopt the recommendation.

Implications: Council will be required to reimburse the development application and associated fees paid by the applicant in relation to DA17/1741 and CD18/1535.

2. Not support the request.

Implications: All fees paid by the applicant will be retained and will not be refunded to the applicant.

Background

Shoalhaven Neighbourhood Services Inc is a not for profit community organisation that has been operating in the Shoalhaven for 40 years. Shoalhaven Neighbourhood Services Inc is a registered charity.

Shoalhaven City Council is the owner of property 81 Osborne Street, Nowra.

On 14 June 2017, Council received a DA (DA17/1741) from Shoalhaven Neighbourhood Services Inc in relation to a change of use from childcare centre to community facility. The fee paid was \$504.45 (GST Incl.).

On 12 July 2018, Council received a CD application (CD18/1535) from Shoalhaven Neighbourhood Services Inc in relation to internal renovations to the community facility. The fee paid was \$2,051.50 (GST Incl.).

The total paid was \$2,555.95 (GST Incl.).

Clause 2.4 of policy POL18/19 (Fees – Waiving of Development Application & Other Fees for Charitable Organisations and Community Groups) states as follows:

“2.4. Reimbursement of fees for DAs and/ or CCs

If a reimbursement of the fees is sought, a written request outlining the grounds for reimbursement must be submitted. The matter will then be referred to Council’s Strategy and Assets Committee for consideration by Council. Any donations by way of whole or partial reimbursement determined by the Council will be paid out of the “unallocated donations” budget or a source identified in Council’s resolution.

The request for reimbursement of fees is in accordance with clause 2.4 of POL18/19.

Policy Implications

It is unlikely that the adoption of the recommendation of this report will have any substantial policy implications.

Financial Implications

Council’s support of the request will result in a refund of \$2,555.95 (GST Incl) by way of donation to be funded from the unallocated donations budget. If there are insufficient funds available in the budget, an alternative option may be required to enable the refund.

Risk Implications

There are no inherent risks associated with the adoption of the recommendations of this report.



SHOALHAVEN NEIGHBOURHOOD SERVICES INC.

Stronger connections. Stronger communities.

9 January 2019

Shoalhaven City Council
Attn: General Manager
PO Box 42
Nowra NSW 2541

Shoalhaven City Council
Received

21 JAN 2019
DA17/1741
File No. CD18/1535
Referred to: J. Price

Dear Sir/ Madam,

RE: Request for a fee waiver in relation to:
- Development Application Change of Use DA 17/1741 and Complying Development Certificate application CD18/1535 for Lot 4 DP 758794- 81 Osborne St Nowra

We wish to apply for a fee waiver in relation to the two applications listed above that have been submitted with Shoalhaven City Council.

Shoalhaven Neighbourhood Services is small not for profit community organisation that has been operating in the Shoalhaven for 40 years. We receive funding from the Federal and State Government departments to deliver essential community services to members in the community who are in need. We rely heavily on funding and donations to operate and believe that we meet the fee waiver criteria, as we are a registered Charity and our organisation is listed in Councils Community Services Directory. Please find enclosed a copy of our charity status to support our application and a copy of the fee statements that we have paid in relation to the two applications.

Thankyou for taking the time to consider our request, we look forward to hearing from you shortly. If you require any further information please feel free to contact me.

Regards

Maxine Edwards
Manager
Shoalhaven Neighbourhood Services Inc





Australian
Charities and
Not-for-profits
Commission

THIS CERTIFIES THAT

Shoalhaven Neighbourhood Services Inc

ABN: 52358995040

IS A REGISTERED CHARITY
AND HAS BEEN TRANSFERRED FROM THE

Australian Taxation Office

TO THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

03/12/2012

CERTIFIED BY

A handwritten signature in black ink, appearing to read "Gary Johns".

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

Copy only. Original available on request

SA19.62 - Attachment 1

SCCsm+
project costs.



ABN:59 855 182 344

Shoalhaven Neighbourhood Services
Fee Quote for Change of Use for 81 Osborne St Nowra

Payment Advice

This document will be a Tax Invoice for GST when full payment is made to Shoalhaven City Council.

Date: 15-Jun-2017
Council File: Q76701
Ref. No: 20280773
Date Due: 15-Jul-2017
Payment Advice: 32978

Particulars	Qty	Amount	GST	Total
Home Activity, bed & breakfast accommodation, occupy or change or extend use of a building etc.	1	\$285.00	\$0.00	\$285.00
Archive Fee	1	\$37.45	\$0.00	\$37.45
Advertised by letter in accordance with Council's Community Consultation Policy	1	\$182.00	\$0.00	\$182.00

GST: \$0.00
Total (inc GST): \$504.45
Amount Paid: \$0.00
Amount Due: \$504.45

Payment Options

Credit Card*
Please call 1300 651 934
Or log on to:
www.shoalhaven.nsw.gov.au
*Note: A 0.5% surcharge applies

Personal Payment
Present to Cashier at SCC offices or
post to PO Box 42 Nowra NSW 2541.
Cheques made payable to Shoalhaven
City Council.



Bill Code: 4366
Ref: 20280773

Telephone & Internet Banking – BPAY
Contact your bank or financial institution to
make this payment from your cheque,
savings, debit or transaction account.
More info: www.bpay.com.au

SA19.62 - Attachment 1



ABN:59 855 182 344

Shoalhaven Neighbourhood Services Inc (2)
134 Kinghorne Street
NOWRA NSW 2541

Payment Advice

This document will be a Tax Invoice for GST when full payment is made to Shoalhaven City Council.

Date: 1-Sep-2017
Council File: OC17/1907
Ref. No: 20313152
Date Due: 1-Oct-2017
Payment Advice: 36258

Particulars	Qty	Amount	GST	Total
Final inspection fee for compliance with DA/BA application a	1	\$113.64	\$11.36	\$125.00

81 Osborne St, NOWRA - Lot 4 DP 758794 Sec 12 - sd

GST: \$11.36
Total (inc GST): \$125.00
Amount Paid: \$0.00
Amount Due: \$125.00

Payment Options

Credit Card*
Please call 1300 651 934
Or log on to:
www.shoalhaven.nsw.gov.au
*Note: A 0.5% surcharge applies

Personal Payment
Present to Cashier at SCC offices or
post to PO Box 42 Nowra NSW 2541.
Cheques made payable to Shoalhaven
City Council.



Biller Code: 4366
Ref: 20313152

Telephone & Internet Banking – BPAY
Contact your bank or financial institution to
make this payment from your cheque,
savings, debit or transaction account.
More info: www.bpay.com.au



ABN:59 855 182 344

Shoalhaven Neighbourhood Services
Paymnet advice for application for 81 Osbourne ST Nowra

Payment Advice

This document will be a Tax Invoice for GST when full payment is made to Shoalhaven City Council.

Date: 25-Sep-2018
Council File: Q86420
Ref. No: 20425810
Date Due: 25-Sep-2018
Payment Advice: 51586

Particulars	Qty	Amount	GST	Total
Final Occupation Certificate	1	\$100.00	\$10.00	\$110.00
Long Service Levy (WEF 01 Jan 2006)	1	\$280.00	\$0.00	\$280.00
Occupation Certificate - Commercial and industrial buildings - area up to 500 sq metres (max. 4 inspections)	1	\$540.00	\$54.00	\$594.00
Amended Sewer - Minor alterations/additions only - (Max 1 Inspection)	1	\$135.00	\$0.00	\$135.00
Complying Development Exceeding \$5,000 but not exceeding \$100,000	1	\$200.00	\$20.00	\$220.00
Complying Development Exceeding \$5,000 but not exceeding \$100,000 - Add fee per \$1,000 exceeding \$5,000	75	\$525.00	\$52.50	\$577.50
Additional Sewered Areas Fee Amount	135	\$135.00	\$0.00	\$135.00

Copy already paid.



GST: \$136.50
Total (inc GST): \$2,051.50
Amount Paid: \$0.00
Amount Due: \$2,051.50

Payment Options

Credit Card*
Please call 1300 004 431
Or log on to:
www.shoalhaven.nsw.gov.au
*Note: A 0.5% surcharge applies

Personal Payment
Present to Cashier at SCC offices or post to PO Box 42 Nowra NSW 2541.
Cheques made payable to Shoalhaven City Council.



Biller Code: 4366
Ref: 20425810

Telephone & Internet Banking – BPAY
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account.
More info: www.bpay.com.au

SA19.62 - Attachment 1

SA19.63 Information Requests - Conjola Community Association

HPERM Ref: D19/113757

Group: Planning Environment & Development Group
Section: Environmental Services

Purpose / Summary

To provide information in accordance with the previous resolution of the Council requiring an update of documentation requests from the Conjola Community Association.

Recommendation (Item to be determined under delegated authority)

That the report on documentation requests from the Conjola Community Association be received for information.

Options

1. As recommended

Implications: The information outlined within the report will be noted. No further action by staff required.

2. Alternate recommendation

Implications: Unknown

Background

At the Ordinary Meeting of the Council held on 26 March 2019, the Council considered a Mayoral Minute (MM19.4) and Notice of Motion (CL19.63) with respect to the Opening of Lake Conjola.

Council resolved (inter-alia) MIN19.143:

“9. Report back to Council at the Strategy & Assets meeting in April on reasons for:

- a. Not providing the CCB Executive with copies of documentation in relation to Lake Conjola requested over the last 9 months.*
- b. How Council can facilitate the requests from the CCB Executive for copies of documentation. “*

Documentation Requests from Conjola Community Association

Council staff within the Planning, Environment and Development, Assets & Works, Shoalhaven Water and General Manager's Groups have received correspondence from the Conjola Community Association (CCA) requesting various documentation relating to Lake Conjola. Staff have been providing the information requested in each individual email to the CCB when the documentation has been available and can be publicly distributed.

Staff have tried to ensure that the requests for documentation have been met as soon as practical and that the CCB remains informed. Updates to the community have also been provided via media releases and updates on social media platforms.

Many of the requests for information from the CCBs have been sent to a range of Council officers via individual staff email addresses. This makes the individual requests difficult to track. However, once staff have received emails, these have been included in Council's record management system, along with responses provided to the CCB.

Council's information Officer has not received any Applications under the Government Information (Public Access) Act 2009 which respond to the Council resolution.

Documentation Provision and Outstanding Matters

A search of Council's records has indicated that all requested documents have been provided to the CCB.

To confirm that all documentation requests have been met Council staff have also liaised with the Conjola Community Association and have received confirmation that all documents had been provided as requested (this has been recorded in Council's record system D9/147719).

Documents that have been provided to the CCB include:

- Survey of the constructed entrance pilot channel;
- Copies of Crown Land licence applications (which included documentation prepared by the CCA on risks and threats caused by the lake closure);
- Copies of water quality monitoring data;
- Provision of the draft grant application for a Lake Conjola coastal management program (comments and input received from CCA included in final grant application that was submitted);
- Documentation of round-table meetings regarding the management of Lake Conjola and the entrance;
- Copy of Crown Land licence application (12/2/19) determination
- Notification and updates of actions taken by Council (including pamphlet that could be distributed to community);
- Notification and updates on lake levels;
- Copy of mosquito sampling results;
- Notification and updates on response to concerns about the old landfill site; and
- Conjola Regional Sewerage Scheme environmental monitoring report;
- Copies of correspondence to Ministers and Government Agencies

Provision of Information to CCB Executive- Current Policy

Council currently addresses the provision of information to Consultative Bodies via the following policies

1. Guidelines for the Conduct of Community Consultative Bodies (*POL 16/176*)

"2.1 Provision of Information"

Council will provide CCBs with the following information:

- a) *a weekly list of development and sub-division applications currently before Council for determination*
- b) *details of policy documents and corporate planning strategies on which Council is seeking comment*

- c) land re-zoning proposals
- d) Council Business Papers and Minutes
- e) draft Delivery/Operational Plans
- f) Council's Annual Report
- g) Other relevant documents.

Where an e-mail address is provided, Council will, if requested by the CCB, forward the above information in an electronic format. In such a case, Council will use hyperlinks to the Council documents where appropriate.

If further information is required in regard to a major development proposal, the CCB can nominate a representative to liaise with an officer of Council on the issue.

If the development application is of a very significant or sensitive nature, arrangements may be made for representatives of a CCB to meet with Council's Development Assessment Unit. This will provide an opportunity for the CCB to have some preliminary input and comment."

The 'Other Relevant Documents' are considered to be those which the Council considers should be provided to those bodies as a method of community consultation.

The provisions of information release for the public apply to members of our community, including community organisations and consultative bodies.

The Council's [Information Guide](#) outlines how Council provides information to the community in accordance with our requirements under the Government Information (Public Access) (GIPA) Act. Information is also available on the Council's [website](#) about information access as follows:

"The GIPA Act encourages the routine and proactive release of government information, including information held by providers of goods and services contracted by government agencies.

In summary, there are four ways in which Council information will be available.

1. **Mandatory release.** Council must publish certain information on its website, free of charge. If the information is not available on Council's website, you may inspect a copy of the information at Council's offices during normal business hours free of charge. If you wish to obtain a hard or electronic copy of the information, charges may apply.
2. **Proactive release.** Council can proactively release additional information in an appropriate manner and either free of charge or at the lowest reasonable cost. Council publishes a range of additional information on this website. Council will review its program for proactive release of information every 12 months.
3. **Informal request.** Council can release information informally. You can apply for informal access to information without the need for a formal application. You can download an [informal application request](#) (PDF 31 kb) or email Council at council@shoalhaven.nsw.gov.au
4. **Formal request.** Council can release information in response to a formal application. You can download a [formal application](#) form (PDF 31 kb)."

Where possible Council will deal with requests informally to reduce costs to the applicant. In determining any application or request, consideration needs to be given to Copyright, Privacy and other legislative and policy requirements of the Council when releasing the information.

It is acknowledged that in other correspondence or conversations with Council staff that requests will be made for information or documents held by the Council. In this scenario it is appropriate for the Council Officer to deal with that request directly if appropriate to do so, or the request may be referred to Council's Information Officer to respond to the request.

Persons requesting information on behalf of a CCB or other community organisation are encouraged to advise who they are representing when requesting information or documentation.

Improvements to Process – CCB Document / Information Requests

Requests for information and documentation relating to Lake Conjola have been provided from the Conjola Community Association to Council in a variety of ways. Some requests have been made in writing whilst others have been requested verbally. Requests have also been made by a number of members of the organisation.

In order to improve the process for the both the request and provision of information, it has been requested that all correspondence from the CCB is provided to council@shoalhaven.nsw.gov.au in writing, for matters relating to Lake Conjola. These requests will then be recorded in Council's record system and allocated to a central point within the organisation for response. This will improve efficiencies and oversight of the documentation in the future. This request has been communicated to the CCB and further discussions will occur to assist improving overall process and communication in the future.

Work is occurring more generally on improvements to the communications between Council and CCBs including improvements to maintenance requests and other governance matters. Further information relating to these changes are to be provided to CCBs at the CCB Executive Meeting to be held this month.

SA19.64 Lake Conjola - MIN19.143 - Monthly Progress Update Report

HPERM Ref: D19/145365

Group: Planning Environment & Development Group
Section: Environmental Services

Purpose / Summary

To provide a progress update on the implementation Council resolutions (MIN19.143 and 19.4) relating to issues concerning Lake Conjola.

Recommendation (Item to be determined under delegated authority)

That Council:

1. Receive and note the progress report (May 2019) on the implementation of Council resolutions (MIN19.143 and 19.4) relating to issues concerning Lake Conjola.
2. Note that a detailed funding strategy will be developed for consideration by Council to support the on-going management of Lake Conjola following the completion of the strategic review and community consultation referenced in Item 4 in Table 2 of the report.

Options

1. As recommended

Implications: The progress report be received for information and actions will continue to be implemented as outlined in the report.

2. Alternate recommendation

Implications: Unknown

Background

At the Ordinary meeting of Council on 26 March 2019, Council made the following resolution, via a Mayoral minute (MIN19.143 MM19.4).

That Council:

1. *Make further representations to the relevant agencies for approval to open the entrance of Lake Conjola on the following grounds:-*
 - a. *To minimise risk to public safety associated with excessive inundation of foreshores and infrastructure because of low level flooding that has been affecting residents and foreshore areas for more than 3 months.*
 - b. *In accordance with the recommendation from residents and community members at the Lake Conjola Community CCB Meeting 21 January 2019.*
 - c. *In-line with the Interim Entrance Management Plan:-*
 - i. *On the planned openings prior to Christmas and Easter holiday trigger levels.*

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- ii. *Social, mental and physical impact and wellbeing of residents and tourists including events that occurred over last 3 months*
 - d. *The continued threat of weather i.e. heavy rain from storms and capacity of contractor's timeframes and safety to open the entrance in an emergency*
2. *Continue to make ongoing representations to the relevant agencies for approval to open the entrance at Lake Conjola in accordance with Item 1 above until such opening has occurred.*
3. *Seek approval from the NSW Government Ministers of Crown Lands, Office Environment and Heritage and Department of Primary Industries (Fisheries) to immediately prepare and maintain a "dry notch" at the entrance to Lake Conjola to allow "break out" of the lake should flooding occur. This is to be maintained until a new Coastal Management Plan is approved by the Minister.*
4. *Write to the Minister for Crown Lands & Office of Environment & Heritage requesting that an investigation be undertaken immediately to establish how and why Lake Conjola was listed as an "ICOLL" and not a Wave Dominated Barrier Estuary (WDBE).*
5. *Write to Department of Fisheries and request Fisheries to investigate:*
 - a. *All current, ongoing and future fish and marine life deaths/kills and sea grass kills in Lake Conjola*
 - b. *The amount of Lead in the Lake from lost lead from over a century of recreational fishing by testing water, fish and marine life species in Lake Conjola and the sands beds of the Lake with the lake closed and not being subject to two tidal interchanges per 24 hours, is this lead building up in the water column and the food chain.*
6. *Report back to Council with a proposed plan and costings to undertake investigations for contamination at the old Waste Depot at Lake Conjola. Such investigations to include: -*
 - a. *Water samples in Pattimores lagoon, land run off water, Ground water. Take soil core samples. Take into consideration that many residents use bore water to water their gardens, vegetable gardens and fruit trees.*
 - b. *Contaminations including asbestos, industrial liquids, insecticides.*
 - c. *Seek information from Local residents on knowledge of what was dumped at the site from the original opening.*
7. *Request the General Manager (or his delegate) to continue to audit the safety of Council assets at Lake Conjola and undertaken any works or signage that maybe necessary. This report to include an investigation of the condition of "Steps" over Lake Revetment walls created by Council on the Council reserve in front of the Lake Conjola Liquor Store and to the east towards Deep Water Resort to be repaired, cleaned and maintained by council.*
8. *Report timeframe and priority status for preparation of Coastal Management Plan for Lake Conjola to Council.*
9. *Report back to Council at the Strategy & Assets meeting in April on reasons for:*
 - a. *Not providing the CCB Executive with copies of documentation in relation to Lake Conjola requested over the last 9 months.*
 - b. *How Council can facilitate the requests from the CCB Executive for copies of documentation.*
10. *Provide monthly update reports to Councillors on all issues concerning Lake Conjola.*

11. *Formerly resolve as policy to continue to support and advocate for residents and community members at Lake Conjola on all issues pertaining to opening the entrance, flooding and erosion at Lake Conjola. Community Engagement*

On the 21 January 2019, the Development & Environment Committee resolved (MIN19.4):

That Council:

1. *Commit to an operational and strategic review of the Lake Conjola Interim Entrance Management Plan:*
 - a. *The Conjola Community Association (CCB) be involved in discussions*
 - b. *A Meeting be convened in the next 2 weeks to start discussions on the review of the Entrance Management Plan.*
2. *Approach the State Government for assistance in funding the review through the 2019/20 NSW Floodplain Management Grants or Floodplain Grants Scheme or Coastal and Estuary Grant Program and any other available funding opportunities;*
3. *Seek a further report following the round-table discussion planned for early in the new year with The Hon. Shelley Hancock MP, the Mayor, Councillors, community representatives, government agencies and relevant Council officers, to confirm the scope of the review;*
4. *Allocate a budget of \$150,000 in the 2019-2020 Budget for the strategic review and community consultation; and*
5. *Continue water quality monitoring program at the seven (7) sites being monitored with Lake Conjola, noting that this sampling program is outside Council's current operations budget.*
6. *Continue to monitor the infrastructure for public safety and undertake maintenance where necessary on council owned infrastructure*
7. *Any resident who believes that their infrastructure has been damaged due to increased water levels should write to Council and relevant agencies, outlining their concerns.*

Implementation progress update

The following tables provide Council with a summary of the progress to date on each of the resolutions, including an estimated timeframe and cost, and includes other agencies advice or approval required.

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Table 1 – Summary of Progress for MIN19.143

Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
1. <i>Make further representations to the relevant agencies for approval to open the entrance of Lake Conjola</i>	<p>Completed.</p> <p>Application lodged on 11/4/19 to DoI – NSW Crown Lands for pilot channel to open the lake.</p> <p>Previous application lodged on 12/2/19 refused.</p>	Standard timeframe for determination is 40 business days	<p>Opening works estimated cost \$60,000</p> <p>Any pilot channel or dry notch needs to be monitored to assess condition, rate of infill and impacts</p> <p>Up to \$1600 per survey</p> <p>This does not include any environmental assessment that may be a condition of REF or licence</p>	<p>NSW DoI – Crown Land refer application to NSW OEH and DPI Fisheries</p> <p>All agencies have been contacted to determine and support progress of the application.</p> <p>The existing pilot channel infilled to a depth of approximately 400mm</p> <p>Note: the cost may be substantially more depending upon the volume of sand that is required to be removed due to infill. However, it is not recommended that Council carry out these works more than once per year, other than in an emergency or in accordance with the current policy, due to increased risk of shoaling of the entrance.</p>
2. <i>Continue to make ongoing representations to the relevant agencies for approval to open the entrance at Lake Conjola in accordance with</i>	<p>Ongoing should Crown Land licence to open entrance not be granted.</p> <p>Awaiting approval for the initial short-term license</p>	As above	As above	As above, each agency has been contacted on a number of occasions by staff. Follow up email from Director PE&D sent to each

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Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
<i>Item 1 above until such opening has occurred.</i>	from NSW DOI – Crown Land			agency 7/5/19.
3. <i>Seek approval from the NSW Government Ministers of Crown Lands, Office Environment and Heritage and Department of Primary Industries (Fisheries) to immediately prepare and maintain a “dry notch” at the entrance to Lake Conjola to allow “break out” of the lake should flooding occur. This is to be maintained until a new Coastal Management Plan is approved by the Minister.</i>	<p>In progress.</p> <p>Progress to date:</p> <ol style="list-style-type: none"> Met with NSW OEH to discuss design and approvals required for a “Flood Dry Notch” Review of approval process and Infrastructure SEPP pathway Reviewed existing studies and reports to prepare discussion paper outlining draft design and location of a proposed flood notch (as no current studies, design, REF or approvals exist) <p>1. Action required:</p> <p>2. Review of Environmental Factors (REF), design, survey, Infrastructure SEPP assessment & licence application.</p>	<p>Complete design, REF and preparation of application – possibly 6 weeks.</p> <p>40 days for licence application processing</p>	<p>Design, REF (including assessment of stockpile locations), approvals \$12,000</p> <p>Works \$60,000 and \$30,000 each time it is maintained if required</p> <p>If maintained until new CMP is in place, based on 3 maintenance operations per year –</p> <p>2019/20 \$150,000</p> <p>2020/21 \$90,000</p>	<p>Approval would be required via the granting of a short - term license from NSW DoI – Crown Lands as it is works outside the adopted entrance management policy</p> <p>Note: if a pilot channel is in place and functioning a dry notch will not be required and access would be limited</p>

Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
4. <i>Write to the Minister for Crown Lands & Office of Environment & Heritage requesting that an investigation be undertaken immediately to establish how and why Lake Conjola was listed as an “ICOLL” and not a Wave Dominated Barrier Estuary (WDBE).</i>	Completed. Letter has been sent to Hon. Matt Kean MP, NSW Minister for Energy and Environment has been sent requesting that an investigation be established into how Lake Conjola is listed as an ICOLL	Letter sent 18 April 2019	N/A	N/A
5. <i>Write to Department of Fisheries and request Fisheries to investigate:</i> a. <i>All current, ongoing and future fish and marine life deaths/kills and sea grass kills in Lake Conjola</i> b. <i>The amount of Lead in the Lake from lost lead from over a century of recreational fishing by testing water, fish and marine life species in Lake Conjola and the sands beds of the Lake with the lake closed and not being subject to two tidal interchanges per 24 hours, is this lead building up in the water column and the food chain</i>	Completed. Letter sent to The Hon. Adam John Marshall, MP – Minister for Agricultural and Western NSW asking the NSW DPI to investigate	Letter sent 18 April 2019	N/A	N/A
6. <i>Report back to Council with a proposed plan and costings to undertake investigations for</i>	See separate report contained within this business paper prepared by Assets & Works	3 – 4 months	\$16,500	Approvals may need to be sought from NSW Government

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Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
<p><i>contamination at the old Waste Depot at Lake Conjola. Such investigations to include:</i></p> <p>a. <i>Water samples in Pattimores lagoon, land run off water, Ground water. Take soil core samples. Take into consideration that many residents use bore water to water their gardens, vegetable gardens and fruit trees.</i></p> <p>b. <i>Contaminations including asbestos, industrial liquids, insecticides</i></p> <p>c. <i>Seek information from Local residents on knowledge of what was dumped at the site from the original opening.</i></p>	<p>(A&W) Group titled 'Former landfill – Lake Conjola'</p> <p>3.</p>			
<p>7. <i>Request the General Manager (or his delegate) to continue to audit the safety of Council assets at Lake Conjola and undertaken any works or signage that maybe necessary. This report to include an investigation of the condition of "Steps" over Lake Revetment walls created by Council on the Council reserve in front of the Lake Conjola Liquor Store and to the east towards Deep Water Resort</i></p>	<p>Audits of infrastructure completed by Assets & Works Group.</p> <p>Council has also commissioned a Coastal Engineer to undertake a condition assessment of the shoreline protection asset (rock wall) fronting Garrad Way. Council Asset & Work group have undertaken a visual inspection of all foreshore</p>	<p>On-going whilst lake levels are elevated</p>	<p>Rock wall condition audit \$5,000</p> <p>Results of future audits unknown therefore costs of any rectification works unknown</p>	<p>Audit inspections identified one bollard requires replacing. No other actions required to date.</p>

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Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
<i>to be repaired, cleaned and maintained by council.</i>	public assets at Lake Conjola and Conjola Park on 23/3/2019 and 05/03/2019			
8. <i>Report timeframe and priority status for preparation of Coastal Management Plan for Lake Conjola to Council.</i>	Application for preparation of Lake Conjola Coastal Management Program (CMP) lodged with NSW OEH, 24 April 2019. Conjola Community Association representatives provided input into the preparation of the grant application.	Assessment to take between 3 – 6 months with preparation of CMP timeframe 2 years	Total project cost \$280,000 Council has sought \$140,000 grant funding	N/A
9. <i>Report back to Council at the Strategy & Assets meeting in April on reasons for:</i> a. <i>Not providing the CCB Executive with copies of documentation in relation to Lake Conjola requested over the last 9 months.</i> b. <i>How Council can facilitate the requests from the CCB Executive for copies of documentation.</i>	Completed. See separate report in this business paper A 'Get involved page' is being established on Council's website to facilitate communication of actions taken by Council with the community	Information provided in April	N/A	N/A
10. <i>Provide monthly update reports to Councillors on all issues concerning Lake Conjola</i>	This report is the monthly update Updates will also be continued to be provided to Councillors via email and the	Monthly	N/A	N/A

Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/ Approvals
	community via Council's webpage			
11. <i>Formerly resolve as policy to continue to support and advocate for residents and community members at Lake Conjola on all issues pertaining to opening the entrance, flooding and erosion at Lake Conjola</i>	N/A	N/A	N/A	N/A

Table 2: Summary of Progress for MIN19.4

Resolution Part	Progress to Date	Timeframe	Estimated Cost	Comments/Approvals
1. <i>Commit to an operational and strategic review of the Lake Conjola Interim Entrance Management Plan:</i> a. <i>The Conjola Community Association (CCB) be involved in discussions</i> b. <i>A meeting be convened in the next 2 weeks to start discussions on the review of the Entrance Management Plan.</i>	Completed. Grant application lodged for a Lake Conjola CMP as per Table 1	2 years	\$280,000	OEH advised review of policy must be done under CM Act. Grant application submitted to prepare a Lake Conjola Coastal Management Program. Conjola Community Association provided input into application.
2. <i>Approach the State Government for assistance in funding the review through the 2019/20 NSW Floodplain</i>	Completed. Grant application lodged for a Lake Conjola	2 years	\$280,000	

Management Grants or Floodplain Grants Scheme or Coastal and Estuary Grant Program and any other available funding opportunities	CMP as per Table 1			
3. Seek a further report following the round-table Seek a further report following the round-table discussion planned for early in the new year with The Hon. Shelley Hancock MP, the Mayor, Councillors, community representatives, government agencies and relevant Council officers, to confirm the scope of the review; discussion planned for early in the new year with The Hon. Shelley Hancock MP, the Mayor, Councillors, community representatives, government agencies and relevant Council officers, to confirm the scope of the review;	Council resolution (MIN19.143) following round-table, licence application sought to open lake 12/2/19 (determined and refused) and 11/4/19 as per Table 1			
4. Allocate a budget of \$150,000 in the 2019-2020 Budget for the strategic review and community consultation;	Completed 2019/20 Budget bid prepared and submitted		\$150,000	
5. Continue water quality monitoring program at the	Ongoing Weekly	Ongoing	Laboratory costs weekly sampling for all	

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seven (7) sites being monitored with Lake Conjola, noting that this sampling program is outside Council's current operations budget.	monitoring at 7 sites and monthly catchment monitoring continuing		parameters at 7 sites \$45,500 annually Laboratory costs monthly monitoring at 11 lake sites for all parameters –\$16,500 Environmental Health Officer water sample collection \$30,000 per annum	
6. Continue to monitor the infrastructure for public safety and undertake maintenance where necessary on council owned infrastructure	Assets & Works Group have completed 2 rounds of inspections. Refer to table 1			
7. Any resident who believes that their infrastructure has been damaged due to increased water levels should write to Council and relevant agencies, outlining their concerns.	N/A	Unknown	Unknown	

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Policy Implications

Until the NSW DOI – Crown Lands approves a short-term licence to construct a pilot channel to open the lake, Council must operate under the procedures outlined in the 2013 Interim Lake Conjola Entrance Management Policy.

Financial Implications

It is proposed that a detailed funding strategy will be developed to support the on-going management of Lake Conjola following the completion of the strategic review and community consultation referenced in item 4 in Table 2 above.

Risk Implications

The key risk to Council in implementing this resolution are economic and the likelihood of application to NSW DoI Crown Lands not being approved.

SA19.65 Acquisition of Easement - Sewer Purposes - South Nowra

HPERM Ref: D19/98505

Group: Shoalhaven Water Group
Section: Water Asset Planning & Development

Attachments: 1. Plan showing proposed easement in yellow - 191 Old Southern Road South Nowra [↓](#)

Purpose / Summary

This report is submitted to seek Council approval to acquire an Easement to Drain Sewage variable width over Lot 1 DP 553175 Old Southern Road South Nowra, from Mrs Kathleen Belling. The easement is required for an existing sewer pipeline.

Recommendation

That Council:

1. Acquire an Easement to Drain Sewage variable width over part of Lot 1 DP 553175 Old Southern Road South Nowra marked (E) on the attached draft survey plan.
2. Pay compensation of thirty-six thousand dollars (\$36,000) and reasonable legal costs associated with the acquisition in accordance with the provision of the Land Acquisition (Just Terms Compensation) Act 1991, from Shoalhaven Water's Sewer Fund.
3. The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

Options

1. Resolve as recommended.

Implications: Acquisition of the easement is required to formalise existing Shoalhaven Water sewer infrastructure.

2. Not resolve as recommended and provide further directions to staff.

Background

The sewer rising main was constructed by Shoalhaven Water in 1988 over private land, being Lot 1 DP 553175. At that time, no legal entitlement was created to benefit Council for future repair and maintenance of Shoalhaven Water assets.

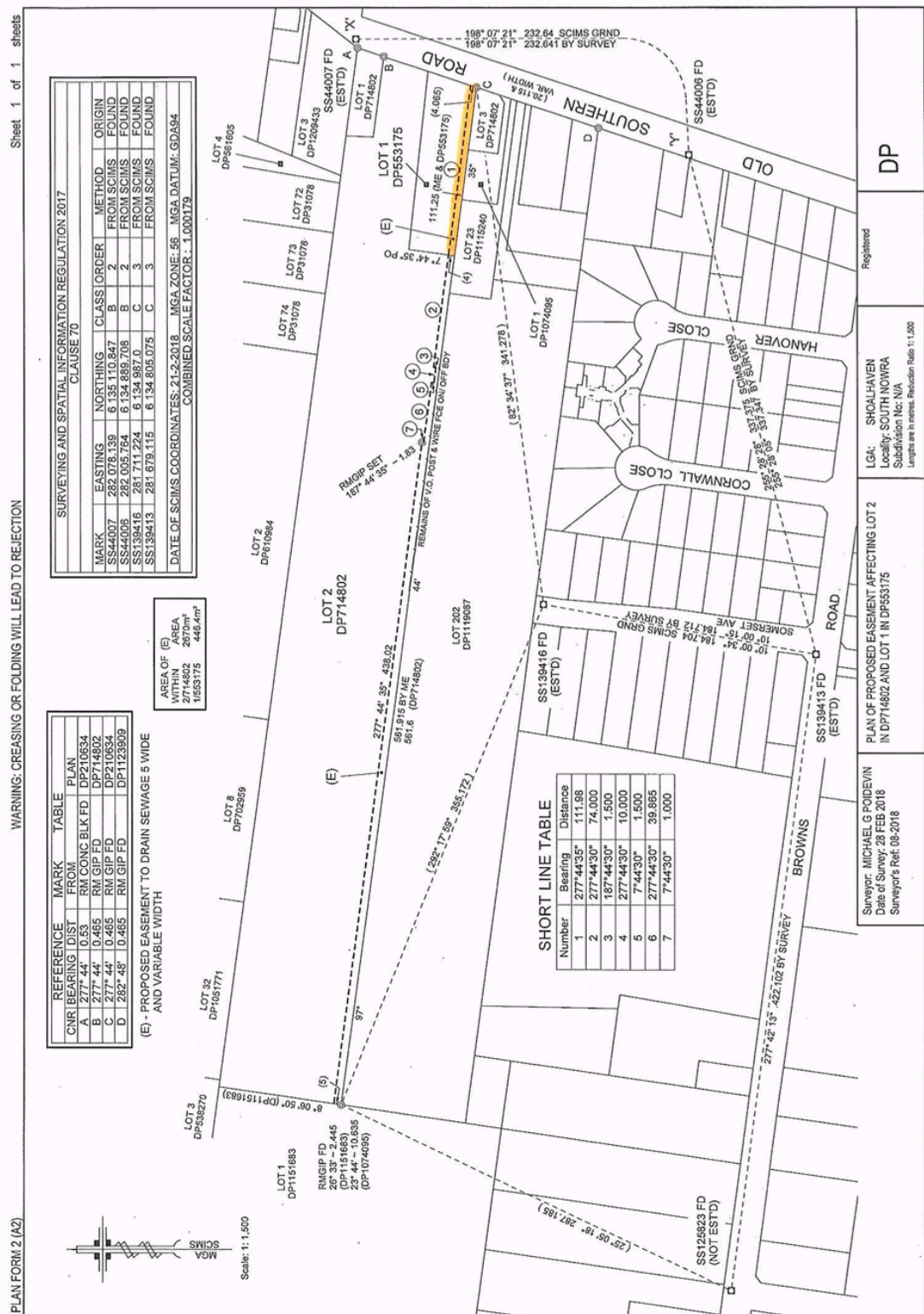
A valuation has been obtained on behalf of Council by Walsh & Monaghan Pty Ltd who have assessed compensation for the easement acquisition at thirty-six thousand dollars (\$36,000).

A conditional offer was made at that amount and reasonable legal costs. Mrs Kathleen Belling, property owner, has advised that the offer is acceptable.

The compensation has been based on the acquisition of an easement area of 446.4m².

Risk Implications

Acquisition of the easement is necessary to secure Shoalhaven Water's legal operation and maintenance of the supply of essential public infrastructure. The proposed action is administrative and has no environmental impact.





Order number: 42047780
Your Reference: GK/79322/Sth Nowra Sge
06/02/17 15:53

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 1/553175

SEARCH DATE	TIME	EDITION NO	DATE
6/2/2017	3:53 PM	1	14/2/1989

LAND

LOT 1 IN DEPOSITED PLAN 553175
AT SOUTH NOWRA
LOCAL GOVERNMENT AREA SHOALHAVEN
PARISH OF NOWRA COUNTY OF ST VINCENT
TITLE DIAGRAM DP553175

FIRST SCHEDULE

KATHLEEN MAY BELLING (T Y169605)

SECOND SCHEDULE (1 NOTIFICATION)

- 1 LAND EXCLUDES MINERALS AND IS SUBJECT TO RESERVATIONS AND CONDITIONS IN FAVOUR OF THE CROWN - SEE CROWN GRANT(S)

NOTATIONS

NOTE: THE CERTIFICATE OF TITLE FOR THIS FOLIO OF THE REGISTER DOES NOT INCLUDE SECURITY FEATURES INCLUDED ON COMPUTERISED CERTIFICATES OF TITLE ISSUED FROM 4TH JANUARY, 2004. IT IS RECOMMENDED THAT STRINGENT PROCESSES ARE ADOPTED IN VERIFYING THE IDENTITY OF THE PERSON(S) CLAIMING A RIGHT TO DEAL WITH THE LAND COMPRISED IN THIS FOLIO.

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

PRINTED ON 6/2/2017

* Any entries preceded by an asterisk do not appear on the current edition of the Certificate of Title. Warning: the information appearing under notations has not been formally recorded in the Register.
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SAI Global Property Division an approved NSW Information Broker hereby certifies that the information contained in this document has been provided electronically by the Registrar General in accordance with section 96B(2) of the Real Property Act 1900.



1. Jack Hayward Watson, Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of ¹⁹²²

November, 1976.



SA19.66 Australian Government Bureau of Meteorology - National Performance Report 2017-18 Urban Water Utilities

HPERM Ref: D19/123515

Group: Shoalhaven Water Group
Section: Water Customer & Business Services

Purpose / Summary

The Shoalhaven Water Customer Service Plan outlines water and wastewater customer services and responsibilities in accordance with the legislative framework for Local Government Water Utilities in NSW. The National Performance Report (NPR) 2017-18 for Urban Water Utilities produced by the Australian Bureau of Meteorology (BOM) benchmarks the performance of 85 urban water service providers, comprising 80 water utilities and 5 bulk water suppliers, against a range of indicators covering water resources, pricing, environment, finance, asset, health and customer service.

The purpose of this report is to inform Council of the outcomes for Shoalhaven as contained within the NPR 2017-18 for Urban Water Utilities. The NPR is a comprehensive “report card” released at the end of March 2019 outlining utility performance benchmarked for Government, Community and Industry uses.

Recommendation

That the report be received for information in accordance with the Committee’s delegated authority from Council.

Options

1. Council could seek additional information on any of the indicator results.

Background

Performance monitoring and benchmarking of Council’s Water Supply and Sewerage businesses is required under the terms of the National Water Initiative (NWI) and which is facilitated by the BOM. The BOM specifies the criteria used for monitoring and subsequent inclusion within the results tabled publicly each year.

This report is provided to Council following initial analysis of the results and as a summary of the Shoalhaven Water performance against that of the 24 comparative sized utilities. 12 of these utilities are in NSW of which Shoalhaven is the largest.

Utilities – Grouped by Size

For the purpose of NPR, the contributing utilities are grouped by number of connected properties. The utility groups used are:

Group	Number Connected Properties
Major	100,000+
Large	50,000 to 100,000
Medium	20,000 to 50,000

Small	10,000 to 20,000
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With 48,600 connected properties, Shoalhaven is the second largest of all Medium Utilities nationally. With steady growth, it is likely that in the coming years, Shoalhaven will move into the Large Utilities reporting group. Comparative analysis of Shoalhaven's performance against both Medium and Large Utilities has therefore been included in this report to give an indication of performance against both current and future reporting peers.

Similar sized utilities in Medium Utility group include:

Water Utility	Number Connected Properties
Water Corporation Mandurah (WA)	49,000
Mackay Regional Council (Qld)	46,300
Wannon Water (Vic)	43,100
Mid-Coast Council (NSW)	41,000

Indicators

The National Performance Report is designed to outline water consumption trends and 166 indicators relating to the performance of the urban water industry to;

- Provide a Nationally consistent definition and approaches which enable comparisons to be made,
- Inform customers about the level of service they are receiving,
- Build community confidence and improve the water literacy of the community,
- Inform the decision-making processes of government, regulatory agencies and water businesses, and
- Encourage greater transparency in the way water is managed.

The indicators used in the 2017-18 NPR are contained within 7 broad headings;

1. Water resources
2. Pricing
3. Finance
4. Customer
5. Asset
6. Environment
7. Health

An example of the result for Shoalhaven within each of the headings has been extracted from the published report as indicated below, together with a commentary as applicable to support the results across the suite of indicators.

WATER RESOURCES

W12 - Average Annual Residential Water Supplied (kL/property)

The average annual residential water supplied indicator (W12) reports the average volume (kL/property) of water supplied to residential properties during the reporting year.

The average volume is influenced by a number of factors, including:

- climate;
- rainfall;
- water conservation measures
- availability of water supply;
- housing density; and
- water prices.

(for example, water restrictions);

Rainfall is the most influential factor affecting residential consumption. With dry rainfall conditions in 2017-18, Shoalhaven experienced a 4% increase in residential water supplied.

In comparison, Shoalhaven average residential consumption was 28% less than the group average (219 kL/property) and 25% less than the average supplied in the Large Utility Group (210 kL/property).

Table 1 W12 - Average Annual Residential Water Supplied (kL/property)

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
South Gippsland Water	125	120	118	-1%
Gladstone Regional Council	243	224	132	-41%
Mid Coast Council	139	144	142	-1%
Wannon Water	153	136	144	6%
Clarence Valley Council	158	162	155	-4%
Shoalhaven City Council	150	151	157	4%
East Gippsland Water	146	148	157	7%
Wide Bay Water (Fraser Coast Regional Council)	181	201	164	-18%
Queanbeyan–Palarang Regional Council	163	150	167	11%
Coffs Harbour City Council	167	167	170	2%
Port Macquarie Hastings Council	158	153	172	13%
Tweed Shire Council	165	178	176	-1%
Mackay Regional Council	196	175	180	3%
Western Downs Regional Council	-	181	188	4%
Water Corporation—Mandurah	234	221	216	-2%
Bundaberg Regional Council	236	234	218	-7%
Albury City Council	223	204	237	16%
Tamworth Regional Council	251	230	291	26%
Riverina Water (W)	333	298	311	4%
GWM Water	254	210	316	51%
Fitzroy River Water (Rockhampton Regional Council)	363	345	343	-1%
Dubbo Regional Council	322	300	386	29%
Lower Murray Water	504	428	490	15%
GROUP AVERAGE - MEDIUM			219	5%
GROUP AVERAGE - LARGE			210	3%
NATIONAL AVERAGE			218	4%

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W26 Recycled Water Supplied (Total Volume - ML)

W26 - Total recycled water supplied is the sum of all treated sewage effluent used by the utility and its customers. It includes residential, commercial, industrial, agricultural, and environmental use as well as onsite use by the utility.

Drier than usual weather conditions have increased demand for recycled water for irrigation. Shoalhaven produced 346 ML more recycled water than the medium group average. The

volume of recycled water is expected to continue increasing as the current REMs project completes.

Table 2 – W26 Total volume of recycled water supplied (ML)

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Wagga Wagga Council (S)	-	5227	5008	-4%
Wide Bay Water (Fraser Coast Regional Council)	196	4893	4739	-3%
Mackay Regional Council	238	2602	4263	64%
Tamworth Regional Council	147	4188	4060	-3%
Albury City Council	1427	1344	3885	189%
Gladstone Regional Council	3397	2899	3166	9%
Dubbo Regional Council	-	2327	3043	31%
East Gippsland Water	1286	1670	2774	66%
Shoalhaven City Council	315	1576	2289	45%
GWM Water	676	4416	2147	-51%
Wannon Water	255	1656	1779	7%
Coffs Harbour City Council	372	1229	1650	34%
Mid Coast Council	459	1033	1290	25%
Western Downs Regional Council	-	1097	1073	-2%
Tweed Shire Council	667	824	852	3%
Fitzroy River Water (Rockhampton Regional Council)	536	801	755	-6%
Port Macquarie Hastings Council	256	481	400	-17%
Lower Murray Water	2791	3759	387	-90%
Clarence Valley Council	337	329	376	14%
Bundaberg Regional Council	115	452	352	-22%
Water Corporation—Mandurah	-	168	226	35%
South Gippsland Water	17	136	108	-21%
Queanbeyan–Palerang Regional Council	30	158	70	-56%
GROUP AVERAGE - MEDIUM			1943	11%
GROUP AVERAGE - LARGE			2446	-8%
NATIONAL AVERAGE			8657	5%

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PRICING

There are various indicators by which utilities are measured on pricing. This can include straight charge comparisons or total customer bills based on the utility residential average or a universal 200kL of water use. The most practical comparison for pricing is the accepted customer bill based on 200kL of water plus the fixed charges. This takes out influences such as weather and normalises a benchmark for utilities to compare pricing without correcting differences for tariff structures. The 200kL result is shown at Table 5 below.

P3 – Typical Residential Bill – Water - based on average residential annual water supplied

In 2017-18 Shoalhaven again recorded the most affordable annual residential bill (water) at \$348.47, a 1% increase on last year which is due to the increased average annual residential water consumption.

The result places Shoalhaven as having the lowest annual residential bill for water supply across all measured utilities nationally.

Table 3 - P3 – Typical Residential Bill – water

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Shoalhaven City Council	340.04	343.6	348.47	1%
Wannon Water	396.02	346.56	362.32	5%
Lower Murray Water	516.28	446.45	488.25	9%
Clarence Valley Council	497.62	509.75	491.32	-4%
Albury City Council	433.34	429.33	495.33	15%
South Gippsland Water	539.09	510.16	516.89	1%
East Gippsland Water	511.09	538.46	559.00	4%
Riverina Water (W)	650.01	590.48	607.84	3%
Coffs Harbour City Council	611.66	605.56	618.12	2%
Water Corporation—Mandurah	646.9	636.04	650.45	2%
Fitzroy River Water (Rockhampton Regional Council)	652.09	645.21	655.60	2%
Mackay Regional Council	692.52	630.94	657.10	4%
Port Macquarie Hastings Council	641.72	631.04	680.35	8%
Tweed Shire Council	626.17	682.52	681.25	0%
Bundaberg Regional Council	825.22	723.7	699.93	-3%
Tamworth Regional Council	641.72	609.43	700.09	15%
Gladstone Regional Council	950.66	862.32	733.06	-15%
Mid Coast Council	643.79	698.11	741.40	6%
Wide Bay Water (Fraser Coast Regional Council)	793.08	851.11	785.37	-8%
Western Downs Regional Council	-	861.3	861.63	0%
GWM Water	915.41	828.48	872.43	5%
Queanbeyan–Palerang Regional Council	934.07	814.21	890.43	9%
Dubbo Regional Council	897.79	826.44	1019.17	23%
GROUP AVERAGE - MEDIUM			657.21	4%
GROUP AVERAGE - LARGE			642.00	1%
NATIONAL AVERAGE			684.60	2%

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P8 – Typical Residential Bill – Water & Sewer - based on average residential annual water supplied

The typical residential bill (P8) has the same parameter to water as shown above but includes sewerage charges. Shoalhaven has the fourth lowest typical residential bill in the Medium group; it is \$223 less than the group average and \$173 less than the national average.

Table 4 P8 – Typical Residential Bill – Water & Sewer

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Lower Murray Water	994	923	968	5%
South Gippsland Water	1006	975	983	1%
Wannon Water	1165	1090	1097	1%
Shoalhaven City Council	1140	1154	1178	2%
Albury City Council	1162	1156	1209	5%
East Gippsland Water	1174	1212	1219	1%
Fitzroy River Water (Rockhampton Regional Council)	1243	1246	1269	2%
GWM Water	1410	1321	1366	3%
Western Downs Regional Council	-	1396	1394	0%
Coffs Harbour City Council	1447	1427	1424	0%
Bundaberg Regional Council	1528	1442	1426	-1%
Mackay Regional Council	1478	1404	1434	2%
Gladstone Regional Council	1632	1542	1468	-5%
Tweed Shire Council	1437	1504	1501	0%
Tamworth Regional Council	1447	1416	1503	6%
Port Macquarie Hastings Council	1439	1451	1521	5%
Queanbeyan–Palarang Regional Council	1487	1470	1547	5%
Wide Bay Water (Fraser Coast Regional Council)	1580	1633	1565	-4%
Clarence Valley Council	1613	1623	1600	-1%
Water Corporation—Mandurah	1582	1584	1630	3%
Dubbo Regional Council	1636	1565	1755	12%
Mid Coast Council	1649	1687	1760	4%
GROUP AVERAGE - MEDIUM			1401	2%
GROUP AVERAGE - LARGE			1292	1%
NATIONAL AVERAGE			1351	1%

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P7 - Annual bill based on 200kL/a (water & sewerage) (\$)

The annual bill based on 200 kL for water and sewerage services (P7) is the sum charge for the provision of services to a residential customer adopting a consistent volume of water. This indicator aids comparisons between utilities and is a more realistic benchmark of pricing

and transparency of tariff increases. Table 5 shows Shoalhaven's performance within the Medium group (\$160 less than group average and \$120 less than the National average). Table 6 makes a further comparison to utilities surrounding the Shoalhaven (\$184 less than the average).

Table 5 P7 Annual bill based on 200kL/a (water & sewerage) (\$)

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Lower Murray Water	774	770	771	0%
South Gippsland Water	1140	1121	1124	0%
Albury City Council	1131	1151	1129	-2%
Fitzroy River Water (Rockhampton Regional Council)	1103	1122	1146	2%
Wannon Water	1267	1224	1216	-1%
Shoalhaven City Council	1225	1240	1252	1%
East Gippsland Water	1287	1323	1313	-1%
GWM Water	1315	1314	1315	0%
Tamworth Regional Council	1369	1372	1366	0%
Western Downs Regional Council	1205	1388	1367	-2%
Dubbo Regional Council	1393	1394	1388	0%
Bundaberg Regional Council	1371	1411	1411	0%
Mackay Regional Council	1464	1439	1449	1%
Coffs Harbour City Council	1537	1520	1507	-1%
Tweed Shire Council	1535	1572	1570	0%
Gladstone Regional Council	1501	1496	1575	5%
Water Corporation—Mandurah	1510	1539	1594	4%
Port Macquarie Hastings Council	1558	1581	1600	1%
Wide Bay Water (Fraser Coast Regional Council)	1644	1634	1630	0%
Queanbeyan–Palerang Regional Council	1640	1670	1674	0%
Clarence Valley Council	1695	1714	1709	0%
Mid Coast Council	1834	1867	1951	4%
GROUP AVERAGE - MEDIUM			1412	1%
GROUP AVERAGE - LARGE			1314	3%
NATIONAL AVERAGE			1372	1%

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Table 6 P7 Annual bill based on 200kL/a (water & sewerage) (\$)

Performance Comparison – Utilities near Shoalhaven

Utility	2014–15	2015–16	2016–17	2017-18	% Change 2016-17
Sydney Water Corporation	1211	1210	1095	1096	0%
Shoalhaven City Council	1210	1225	1240	1252	1%
Wingecarribee Shire Council	1304	1317	1335	1334	0%
Goulburn Mulwaree Council	1596	1575	1521	1492	-2%

Bega Valley Shire Council	1899	1948	1941	1934	0%
Eurobodalla Shire Council	1920	1940	1937	1949	1%
AVERAGE	1400	1423	1430	1436	0%

FINANCE

F16 - Total capital expenditure for water and sewerage (\$000s)

This comparison presents the total capital expenditure in real dollar terms and provides the total level of capital investment against similar sized utilities. A number of factors influence capital expenditure (age/lifecycle of infrastructure and growth) and therefore a utility performance in this indicator will be “lumpy” over time as many projects are one off and can take several years to complete.

Shoalhaven capital expenditure on sewer infrastructure (\$111,681,000) made up the bulk of the total. Overall, Shoalhaven expenditure was higher than most utility and national averages as a consequence of the REMs project works.

Table 7 – F16 Total capital expenditure for water and sewerage (\$000s)

Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Shoalhaven City Council	22504	60451	125917	108%
South Gippsland Water	8382	5445	29543	443%
Bundaberg Regional Council	16200	32389	26938	-17%
Gladstone Regional Council	13118	22901	26668	16%
Wide Bay Water (Fraser Coast Regional Council)	18567	21836	19469	-11%
Port Macquarie Hastings Council	19597	26757	19256	-28%
Wannon Water	14837	18774	18782	0%
Water Corporation—Mandurah	14559	21682	18503	-15%
Fitzroy River Water (Rockhampton Regional Council)	19531	16676	17026	2%
GWM Water	6659	6833	16066	135%
Mid Coast Council	14863	9416	15397	64%
Lower Murray Water	10006	5052	12575	149%
Mackay Regional Council	16656	11261	12237	9%
Queanbeyan–Palerang Regional Council	-	55240	12073	-78%
Riverina Water (W)	36301	na	10925	na
Tamworth Regional Council	5896	15828	10294	-35%
East Gippsland Water	7513	11345	8357	-26%
Tweed Shire Council	8768	6985	8307	19%
Coffs Harbour City Council	5659	5495	7024	28%
Albury City Council	8744	9367	5366	-43%
Wagga Wagga Council (S)	4204	na	5272	na
Western Downs Regional Council	11688	16317	4420	-73%
Clarence Valley Council	19138	3511	4302	23%
Dubbo Regional Council	-	4587	1285	-72%

GROUP AVERAGE - MEDIUM			18167	27%
GROUP AVERAGE - LARGE			41948	23%
NATIONAL AVERAGE			33106	18%

F13 - Combined Operating cost (\$/property)

This indicator is considered to be one of the most important benchmarks within the NPR reporting suite. The indicator measures the operating costs (for operation, maintenance and administration) of each water utility in relation to the number of properties serviced. Operating costs are influenced by many factors, including:

- utility size
- climate and rainfall
- the way and the distance that water is transported
- the sources of water
- input cost escalation (e.g. the costs of fuel, chemicals and labour), and
- the level of water and sewage treatment required

The combined operating cost for Shoalhaven was \$780 per property, down \$23 on the previous year (\$803). Considering the number of schemes operated and the size of distribution within the Shoalhaven, this is an excellent result with the total operating cost per property remaining well below the group average of \$928 per property.

Table 8 – F13 Combined Operating cost (\$/property) - Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Water Corporation—Mandurah	679.04	601.38	622.90	4%
Fitzroy River Water (Rockhampton Regional Council)	685.26	655.09	648.66	-1%
Albury City Council	698.74	669.98	691.34	3%
Lower Murray Water	690.44	812.5	754.59	-7%
Western Downs Regional Council	1262.7	866.81	770.43	-11%
Shoalhaven City Council	771.31	803.92	780.64	-3%
Clarence Valley Council	835.58	806.46	818.91	2%
Bundaberg Regional Council	807.59	679.49	821.12	21%
South Gippsland Water	1159.03	934.36	881.00	-6%
Dubbo Regional Council	-	1030.1	906.04	-12%
East Gippsland Water	944.44	1058.65	922.00	-13%
Port Macquarie Hastings Council	906.08	886.99	960.75	8%
Wannon Water	991.09	940.81	967.00	3%
Mid Coast Council	1007.68	1006.75	980.09	-3%
GWM Water	1026.34	977.5	992.68	2%
Tweed Shire Council	968.28	992.38	993.21	0%
Mackay Regional Council	1145.56	912.82	1001.26	10%
Wide Bay Water (Fraser Coast Regional Council)	911.26	936.45	1002.80	7%
Coffs Harbour City Council	1006.64	980.56	1003.28	2%
Tamworth Regional Council	949.62	963.03	1011.33	5%
Queanbeyan—Palarang Regional Council	-	1383.59	1361.35	-2%

Gladstone Regional Council	1472.12	1047.91	1540.44	47%
GROUP AVERAGE - MEDIUM			928.72	3%
GROUP AVERAGE - LARGE			888.50	3%
NATIONAL AVERAGE			916.60	0%

CUSTOMER

C15 – Average during of unplanned outages (minutes)

This indicator reports the average time (in minutes) that a customer is without water supply due to an unforeseen interruption requiring attention by a utility. It also includes instances in which scheduled (planned) interruptions exceed the time limit originally notified by a utility. It is a partial indicator of customer service and the condition of the water network, and of how effectively the operation of the network is being managed.

Nationally, rural water supply networks have higher interruption timeframes owing to the expanse of networks and overcoming difficult access conditions. Shoalhaven (147 minutes) had the fourth highest response time in its group and has historically been higher than others given that we also have the third largest mains network in our group to maintain. The results can also vary year to year depending on the nature, location or environmental conditions of a particular incident.

Table 9 – C15 Average during of unplanned outages (minutes) Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Gladstone Regional Council	46	47.6	23	-51%
Port Macquarie Hastings Council	121	30	30	0%
Fitzroy River Water (Rockhampton Regional Council)	33	39.8	34	-14%
Western Downs Regional Council	No data	61	53	-13%
Lower Murray Water	54.1	57	59	4%
Mackay Regional Council	115	66.5	64	-4%
Water Corporation—Mandurah	49.9	71	65	-8%
East Gippsland Water	71.5	92	76	-17%
Bundaberg Regional Council	No data	138	77	-44%
Wannon Water	104.9	93.5	79	-15%
South Gippsland Water	95.6	91	101	11%
GWM Water	105.7	94.4	103	10%
Queanbeyan–Palerang Regional Council	-	161	120	-25%
Coffs Harbour City Council	-	120	120	0%
Dubbo Regional Council	-	162	129	-20%
Tweed Shire Council	112	136	141	4%
Shoalhaven City Council	202	104	147	41%
Wide Bay Water (Fraser Coast Regional Council)	127.8	105.6	230	118%
Riverina Water (W)	206	183	242	32%
Albury City Council	137	119	266	124%
GROUP AVERAGE - MEDIUM			108	6%

GROUP AVERAGE - LARGE			202	6%
NATIONAL AVERAGE			144	16%

C14 – Percentage of calls answered by an operator within 30 seconds

This indicator measures the number of calls answered within 30 seconds after the ‘operator’ option is selected. It gives an indication of the efficiency of the utility’s customer service arrangements and is affected by the ratio of customer service staff to customers, particularly when severe events result in a large increase in customer calls.

In 2017-18 the percentage of calls answered Nationally was 82% and the average in the medium group was 90%. Shoalhaven continued its strong performance with 98% making this the eleventh year at or above our group average. The strength for Shoalhaven is considered to be the employment, stability and retention of workforce assets through multi-skilling.

Table 10 - C14 – Percentage of calls answered by an operator within 30 seconds
Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Gladstone Regional Council	No data	No data	100	na
Coffs Harbour City Council	-	99	99	0%
East Gippsland Water	99	99	99	0%
Wannon Water	99	98.8	99	0%
South Gippsland Water	99	94	99	5%
Shoalhaven City Council	98	98	98	0%
Mackay Regional Council	No data	No data	97	na
Port Macquarie Hastings Council	98	96	96	0%
Bundaberg Regional Council	No data	No data	95	na
Lower Murray Water	86	94	95	1%
Wagga Wagga Council (S)	100	94	94	0%
GWM Water	93	92.3	91	-1%
Western Downs Regional Council	No data	No data	91	na
Fitzroy River Water (Rockhampton Regional Council)	No data	No data	80	na
Albury City Council	-	47	50	6%
Tweed Shire Council	49	50	50	0%
GROUP AVERAGE - MEDIUM			90	1%
GROUP AVERAGE - LARGE			87	-3%
NATIONAL AVERAGE			82	0%

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C13 – Total complaints water and sewerage (per 1,000 properties)

This indicator is a partial measure of a utility's customer satisfaction and operational performance. Complaints are recorded based on verbal or written communication.

The Shoalhaven Water increasing trend is largely the result of improved data capture and processing. The result remains a positive outcome in comparison to the group and National figures.

Table 11 – C13 – Total complaints water and sewerage Performance Comparison Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Gladstone Regional Council	-	0.3	0	0%
Water Corporation—Mandurah	0.4	0.3	1	100%
Tweed Shire Council	-	-	1	n.a.
Lower Murray Water	2.9	4.8	2	-65%
Albury City Council	7	11.2	2	-82%
Shoalhaven City Council	1.5	1.8	2	11%
Western Downs Regional Council	-	9.2	3	-70%
MidCoast Council	8.2	4.4	3	-32%
East Gippsland Water	1.8	4	4	-8%
Port Macquarie Hastings Council	31.2	15.5	6	-61%
Wannon Water	6.1	5.3	6	13%
GWMWater	7.4	7.6	8	9%
South Gippsland Water	5.2	6.2	9	44%
Riverina Water (W)	6	8.4	13	55%
Wide Bay Water (Fraser Coast Regional Council)	7.7	20.5	15	-26%
Dubbo Regional Council	23.1	18.3	17	-7%
Clarence Valley Council	-	-	19	n.a.
Fitzroy River Water (Rockhampton Regional Council)	48	47.2	40	-15%
Tamworth Regional Council	54.5	39.5	48	22%
Queanbeyan—Palerang Regional Council	-	52	55	6%
Bundaberg Regional Council	2.8	12.8	60	366%
Mackay Regional Council	33.4	57	93	64%
Coffs Harbour City Council	0.4	1.6	-	n.a.
Wagga Wagga Council (S)	38	34	n.a.	n.a.
GROUP AVERAGE - MEDIUM			21	12%
GROUP AVERAGE - LARGE			10	-15%
NATIONAL AVERAGE			15	5%

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ASSETS

Water Mains

A8 - Water main breaks (number per 100 km of water main)

The Shoalhaven network of water mains is considered to be large at 1,578km and is ranked 3rd largest in the Medium group. Shoalhaven experienced extended hot and dry conditions for much of 2017-18 and these conditions have an impact on assets. Whilst the 2017-18 result was higher than the previous year, the overall comparison was less than the Medium group or Nationally.

Table 12 - A8 Water main breaks (no. per 100 km of water main) Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Water Corporation—Mandurah	3.6	4	2.8	-30%
Wide Bay Water (Fraser Coast Regional Council)	3	4.2	3.6	-14%
Albury City Council	4.1	3.3	3.9	18%
Bundaberg Regional Council	4.2	8	3.9	-51%
Port Macquarie Hastings Council	2.6	1.8	4.2	133%
Clarence Valley Council	12.3	15.4	5.9	-62%
Queanbeyan–Palerang Regional Council	7.5	8.3	6.5	-22%
Shoalhaven City Council	8	5.7	6.5	14%
Mackay Regional Council	11.8	9.4	6.6	-30%
Tamworth Regional Council	8.9	5.5	6.8	24%
Tweed Shire Council	7.5	9.1	7.5	-18%
Riverina Water (W)	18.6	11.6	8.1	-30%
Wannon Water	11.1	9.6	8.3	-14%
Mid Coast Council	1.7	6.9	8.9	29%
Coffs Harbour City Council	7.1	10	9.7	-3%
Dubbo Regional Council	6.5	7.8	9.7	24%
Gladstone Regional Council	33.9	6.7	10.8	61%
Fitzroy River Water (Rockhampton Regional Council)	16.7	16.2	12.3	-24%
East Gippsland Water	12.9	12.8	17.1	34%
Western Downs Regional Council	20.5	28	18.2	-35%
Lower Murray Water	32	28.6	26.2	-8%
South Gippsland Water	40.9	29.5	34.3	16%
GWM Water	55.5	56.6	58.5	3%
GROUP AVERAGE - MEDIUM			12	1%
GROUP AVERAGE - LARGE			17	17%
NATIONAL AVERAGE			16	7%

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A10 – Real losses (L/Service connection/Day)

Real losses are water leakages and overflows from water mains, service reservoirs and service line connections before the customer water meter. The indicator calculations are estimated using a range of assumptions and the results can be influenced by the condition of mains, infrastructure and water pressure.

Shoalhaven Water result is less than both the Medium group and National averages.

Table 13 – A10 Real losses (litres/service connection/day) Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Dubbo Regional Council	-	51.3	4	-92%
Clarence Valley Council	-	46.9	43	-8%
Port Macquarie Hastings Council	43	40	45	13%
Gladstone Regional Council	336	239.3	47.8	-80%
Lower Murray Water	76	80	51	-36%
Tamworth Regional Council	87	79	55	-30%
East Gippsland Water	66	48	55.8	16%
Mid Coast Council	71	84	57	-32%
Riverina Water (W)	115	55.6	57	3%
Coffs Harbour City Council	48	56	62	11%
Albury City Council	-	46.2	63	36%
Shoalhaven City Council	72	107	64	-40%
Wannon Water	72	84	70	-17%
GWM Water	109	112	72	-36%
Wide Bay Water (Fraser Coast Regional Council)	78	89.1	80.7	-9%
Water Corporation—Mandurah	67	77	93.8	22%
Queanbeyan—Palerang Regional Council	-	-	101	n.a.
Tweed Shire Council	-	90.9	104	14%
Western Downs Regional Council	No data	65.4	170.5	161%
Fitzroy River Water (Rockhampton Regional Council)	152	114.2	186	63%
Mackay Regional Council	131	130.3	189.9	46%
Bundaberg Regional Council	354	50.6	215.5	326%
Wagga Wagga Council (S)	na	na	na	1
GROUP AVERAGE - MEDIUM			86	19%
GROUP AVERAGE - LARGE			93.3	35%
NATIONAL AVERAGE			101	16%

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Sewer Mains

A14 and A15 - Sewerage Main/Property connection breaks and chokes

These indicators provide the number of breaks and chokes per 100 km of sewer main (A14) and the number of connection breaks and chokes per 1,000 properties (A15). They are presented together in the NPR annual reporting publication to provide a complete picture of the sewer system performance.

There is no obvious or consistent reason to establish why the increase in the number of sewer main breaks has occurred, but a review of historical results shows similar variations with the results in preceding years. Regardless, the result is less than both the group and national averages.

Table 14 – A14 Sewer Main breaks and chokes (number per 100km) Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Mackay Regional Council	5.1	3.8	2.2	na
Western Downs Regional Council	4.8	4.8	2.8	42%
Gladstone Regional Council	10.9	12.4	5.6	-57%
Water Corporation—Mandurah	9	10	7	-30%
Wide Bay Water (Fraser Coast Regional Council)	6.2	8.1	7.1	-12%
East Gippsland Water	5.2	5.9	7.6	29%
Tamworth Regional Council	20	41	8	-80%
Albury City Council	76	78	9	-88%
Shoalhaven City Council	13	8	11	38%
Bundaberg Regional Council	11.4	10.1	11.5	14%
Wannon Water	18.2	18	12.5	-31%
South Gippsland Water	29.9	110	13.4	-88%
Port Macquarie Hastings Council	27	15	14	-7%
Lower Murray Water	15.6	18	16	-11%
Fitzroy River Water (Rockhampton Regional Council)	25.9	28.1	17	-40%
MidCoast Council	8	20	22	10%
Clarence Valley Council	-	31	36	16%
Dubbo Regional Council	46	35.7	38	6%
GWMWater	50.5	46.3	42.1	-9%
Queanbeyan—Palerang Regional Council	33	86	59	-31%
Wagga Wagga Council (S)	72	62	73	18%
Coffs Harbour City Council	97	95	84	-12%
Tweed Shire Council	1	1	-	n.a.
Riverina Water (W)	n.a.	n.a.	n.a.	n.a.
GROUP AVERAGE - MEDIUM			28	-16%
GROUP AVERAGE - LARGE			17	-4%
NATIONAL AVERAGE			25	1%

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Table 15 – A15 Property connection breaks and chokes (number per 1,000 properties)
Performance Comparison – Medium Utility Group

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Shoalhaven City Council	0.1	0.1	0	-100%
Coffs Harbour City Council	1.5	2.8	0.5	-82%
Gladstone Regional Council	0.7	1.2	0.6	-50%
Tweed Shire Council	1.2	1.2	0.8	-33%
Port Macquarie Hastings Council	-	1.1	1	-9%
East Gippsland Water	0.8	1.2	1.8	50%
Western Downs Regional Council	2.8	2.9	2	-31%
Mackay Regional Council	0.6	1.7	2.2	29%
Wide Bay Water (Fraser Coast Regional Council)	1.3	2.7	2.8	4%
Wannon Water	3.5	3	3	0%
South Gippsland Water	1.8	64	3.7	-94%
Albury City Council	12.5	10.7	4.5	-58%
Wagga Wagga Council (S)	13.4	6.7	5	-25%
Dubbo Regional Council	-	6.1	6.9	13%
Lower Murray Water	6.2	6	7	17%
Bundaberg Regional Council	0.2	0.6	8.7	1350%
Fitzroy River Water (Rockhampton Regional Council)	9.8	10.6	9.7	-8%
Tamworth Regional Council	10.8	8.6	10.2	19%
Clarence Valley Council	-	5.9	20.4	246%
GWM Water	31.4	29.2	35.1	20%
Riverina Water (W)	n.a.	n.a.	n.a.	n.a.
Water Corporation—Mandurah	n.a.	n.a.	n.a.	n.a.
Mid Coast Council	n.a.	n.a.	n.a.	n.a.
Queanbeyan–Palerang Regional Council	n.a.	n.a.	n.a.	n.a.
GROUP AVERAGE - MEDIUM			6	63%
GROUP AVERAGE - LARGE			3.1	19%
NATIONAL AVERAGE			7	70%

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ENVIRONMENT

E12 - Total net greenhouse gas emissions

The total net greenhouse gas emissions (net tonnes CO₂ equivalent per 1,000 properties) indicator (E12) reports the contribution of the utility's operations to greenhouse gas (GHG) emissions and are required to be referred to the National Greenhouse Accounts Factors issued by the Department of Environment and Energy.

Comparing different utilities' net GHG emissions is impacted by a number of variables affecting emissions, including:

- sources of water;
- gravity versus pumped networks;
- geographical conditions (influencing the need for pumping);

- the number of large-volume customers;
- the extent of industry within the customer base;
- the prevailing greenhouse policy in the jurisdiction; and
- the method of calculation.

Table 16 – E12 Total net greenhouse gas emissions (net tonnes CO2 equivalent per 1,000 properties) Performance Comparison – Medium Utility Group (utilities supplying both sewer & water)

Utility	2015–16	2016–17	2017-18	% Change from 2016-17
Tweed Shire Council	452.7	456.8	703	54%
Wannon Water	776.4	675.3	695.6	3%
Lower Murray Water	602.1	542.3	643.2	19%
Dubbo Regional Council	492.2	469.7	505	8%
Shoalhaven City Council	453.5	469.6	479	2%
GWM Water	582.6	425.7	476.7	12%
Fitzroy River Water (Rockhampton Regional Council)	No Data	No Data	475.3	na
Tamworth Regional Council	423.3	422	469	11%
Coffs Harbour City Council	456.4	488.7	459	-6%
South Gippsland Water	372.4	416.4	454	9%
Mid Coast Council	371.3	336.6	426	27%
Albury City Council	477	436.6	418	-4%
East Gippsland Water	346	364.7	351.3	-4%
Water Corporation—Mandurah	188.7	348.4	350	0%
Western Downs Regional Council	No Data	No Data	334.2	na
Port Macquarie Hastings Council	384.7	395	304	-23%
Clarence Valley Council	-	200	252	26%
Queanbeyan–Palerang Regional Council	233.1	299.4	200	-33%
GROUP AVERAGE - MEDIUM			444	6%
GROUP AVERAGE - LARGE			367	-6%
NATIONAL AVERAGE			395	4%

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Treatment plants consume significant amounts of energy and are Shoalhaven's largest contributing factor in the production of GHG emissions. When factoring in the number of treatments plants in operation, Shoalhaven compared well within our group.

Comparison – No. of Treatment Plants & GHG emissions – Medium Utility Group

	Shoalhaven	Group Average
Number of Treatment Plants	17	13
GHG (net tonnes CO2 equivalent per 1,000 properties / plant)	28	34

HEALTH

H3 - Percentage of population for whom microbiological compliance was achieved.

This indicator reports the percentage of the population serviced by the utility for whom microbiological compliance was achieved.

Compliance is assessed against the Australian Drinking Water Guidelines 2011 or licence conditions imposed on the utility by their regulator. Typically, utilities record very high compliance; however, unforeseen events may deliver a lower compliance result, with the cause of non-compliance not always traceable.

Shoalhaven has consistently maintained 100% microbiological performance.

Table 17 – H3 Water Quality Compliance - Performance Comparison – Medium Utility Group

Utility	2015-16	2016-17	2017-18	% Change from 2016-17
Shoalhaven City Council	100	100	100	0%
Albury City Council	100	100	100	0%
Clarence Valley Council	100	100	100	0%
Coffs Harbour City Council	100	100	100	0%
Dubbo Regional Council	100	100	100	0%
East Gippsland Water	100	100	100	0%
Lower Murray Water	100	100	100	0%
Mid Coast Council	100	100	100	0%
Port Macquarie Hastings Council	100	100	100	0%
Queanbeyan-Palerang Regional Council	100	100	100	0%
Riverina Water (W)	100	100	100	0%
South Gippsland Water	100	100	100	0%
Tamworth Regional Council	100	100	100	0%
Tweed Shire Council	100	100	100	0%
Water Corporation—Mandurah	100	100	100	0%
Wannon Water	100	99.9	100	0.1%
Bundaberg Regional Council	No data	No data	100	n.a.
Wide Bay Water (Fraser Coast Regional Council)	No data	No data	100	n.a.
Gladstone Regional Council	No data	No data	100	n.a.
Mackay Regional Council	No data	No data	100	n.a.
Fitzroy River Water (Rockhampton Regional Council)	No data	No data	100	n.a.
GWM Water	100	100	99.4	-0.6%
Western Downs Regional Council	No data	No data	72.5	n.a.
Wagga Wagga Council (S)	n.a.	n.a.	n.a.	n.a.

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Community Engagement

A copy of the BOM performance report in a similar format is available from the [BOM website](#).
A full dataset of the results from the 166 indicators also available.

Links and a summary of Shoalhaven's performance will be promulgated for customers on the Shoalhaven Water website and as applicable segments will be contained within the Customer Service Plan for benchmarking against the targets specified in that strategic document. An update of the Customer Service Plan will be completed once the NSW DPI Water Triple Bottom Line Reporting is received and analysed.

Full analysis of the entire suite of indicators is being undertaken to address any issues including future considerations for inclusion into the Shoalhaven Water Strategic Business Plan.

Financial Implications

There are no financial implications for Council resulting from this report that have not been addressed separately.

LOCAL GOVERNMENT AMENDMENT (GOVERNANCE & PLANNING) ACT 2016

Chapter 3, Section 8A Guiding principles for councils

(1) Exercise of functions generally

The following general principles apply to the exercise of functions by councils:

- (a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Councils should work with others to secure appropriate services for local community needs.
- (h) Councils should act fairly, ethically and without bias in the interests of the local community.
- (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

(2) Decision-making

The following principles apply to decision-making by councils (subject to any other applicable law):

- (a) Councils should recognise diverse local community needs and interests.
- (b) Councils should consider social justice principles.
- (c) Councils should consider the long term and cumulative effects of actions on future generations.
- (d) Councils should consider the principles of ecologically sustainable development.
- (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

(3) Community participation

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Chapter 3, Section 8B Principles of sound financial management

The following principles of sound financial management apply to councils:

- (a) Council spending should be responsible and sustainable, aligning general revenue and expenses.
- (b) Councils should invest in responsible and sustainable infrastructure for the benefit of the local community.
- (c) Councils should have effective financial and asset management, including sound policies and processes for the following:
 - (i) performance management and reporting,
 - (ii) asset maintenance and enhancement,
 - (iii) funding decisions,
 - (iv) risk management practices.
- (d) Councils should have regard to achieving intergenerational equity, including ensuring the following:
 - (i) policy decisions are made after considering their financial effects on future generations,
 - (ii) the current generation funds the cost of its services

Chapter 3, 8C Integrated planning and reporting principles that apply to councils

The following principles for strategic planning apply to the development of the integrated planning and reporting framework by councils:

- (a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.
- (b) Councils should identify strategic goals to meet those needs and aspirations.
- (c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.
- (d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.
- (e) Councils should regularly review and evaluate progress towards achieving strategic goals.
- (f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.
- (g) Councils should collaborate with others to maximise achievement of strategic goals.
- (h) Councils should manage risks to the local community or area or to the council effectively and proactively.
- (i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.