

## Strategy and Assets Committee

**Meeting Date:** Tuesday, 09 March, 2021  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5.00pm

**Membership** (Quorum - 5)  
Clr John Wells - Chairperson  
Clr Bob Proudfoot  
All Councillors  
Chief Executive Officer 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.

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## **8. Confidential Reports**

### Reports

CSA21.2	Nowra Property - Proposed Offering to the Market  <i>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.</i>  <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.</i>
CSA21.3	Tenders - Supply of Linen Hire & Laundering for all 12 Holiday Haven Parks  <i>Local Government Act - Section 10A(2)(d)(i) - Commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.</i>  <i>There is a public interest consideration against disclosure of information as disclosure of the information could reasonably be expected to undermine competitive neutrality in connection with any functions of an agency in respect of which it competes with any person or otherwise place an agency at a competitive advantage or disadvantage in any market.</i>

## Strategy and Assets Committee

### Delegation:

Pursuant to s377(1) of the *Local Government Act 1993* (LG Act) the Committee is delegated the functions conferred on Council by the LG Act 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 Council's corporate & community planning under Part 2 of Chapter 13 of the LG Act, asset management and in connection with the other functions listed in this Schedule and in particular to make recommendations to Council in respect of the content of Council's community strategic plan, delivery program, operational plan, and resourcing strategy 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 matters, and any other matter referred to the Committee by the Chief Executive Officer;
- 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 Council's 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 Council's 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 Chief Executive Officer or cannot be delegated by Council;
- f. Provision of corporate direction to Shoalhaven Water 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 Council's 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 Council's strategic land holdings and make recommendations to Council;

- k. Review and make recommendations to Council in relation to:
- i. The sale prices of land in connection with residential and industrial Council subdivisions;
  - ii. The sale of Council property or the purchase or resumption of land;
  - iii. The compensation to be offered in respect of land resumed by Council; and
  - iv. Properties leased/rented by Council, or properties leased/rented from Council other than those delegated to the Chief Executive Officer for approval and execution in accordance with MIN14.912 and MIN15.237 of the Council.

*Note: MIN14.912 delegates authority to the Chief Executive Officer to approve and execute leases and licences that are for a maximum term of 5 years; and are in accordance with current policies and relevant legislation; and have an annual rental of \$5,000 or less; and have not been objected to as a result of the public exhibition process (Community Land).*

*In addition, MIN14.912 delegates authority to the Chief Executive Officer to approve and execute telecommunications licences where the agreement relates to an existing telecommunication site.*

*Note: MIN15.237 delegates authority to the Chief Executive Officer to approve and finalise all lease negotiations in relation to the properties now managed by Integrity Real Estate ... and to sign any documents necessary to give effect to this resolution.*

- l. To determine and accept all tenders with a value of \$1 Million or more with the following exceptions (MIN17.334):
- i. Those tenders required by law to be determined by full Council (MIN17.334),
  - ii. Those tenders where the recommendation is to not accept any tender (which will be reported directly to Ordinary) (GD19.164).

## MINUTES OF THE STRATEGY AND ASSETS COMMITTEE

**Meeting Date:** Tuesday, 9 February 2021  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5.00pm

The following members were present:

Clr John Wells - Chairperson  
Clr Amanda Findley  
Clr Joanna Gash  
Clr Patricia White  
Clr Nina Digiglio  
Clr Annette Alldrick  
Clr John Levett  
Clr Andrew Guile – (remotely) joined at 5.10pm, left at 6.38pm  
Clr Mitchell Pakes  
Clr Greg Watson  
Clr Mark Kitchener  
Clr Bob Proudfoot  
Mr Stephen Dunshea - Chief Executive Officer

### Apologies / Leave of Absence

An apology was received from Clr Gartner

### Confirmation of the Minutes

#### Recommendation

That the Minutes of the Strategy and Assets Committee held on Tuesday 19 January 2021 be confirmed.

#### RESOLVED (Clr Findley / Clr Alldrick)

MIN21.62

That the Minutes of the Strategy and Assets Committee held on Tuesday 19 January 2021 be confirmed with the following amendment:

The resolution for item SA21.10 - Outcomes of Site Investigation and Proposed Next Steps - Berry Spinners and Weavers (MIN21.20) be amended as follows:

That Council:

1. Endorse Lot 3 DP 840080 Station Road, Berry as the location for a new multipurpose community facility to house the Berry Spinners and Weavers.
2. Give serious consideration to utilising a modified **project** home for the community facility.

3. Utilise a budget of \$15,000 to prepare designs and other required documentation to submit a Development Application from an existing Community and Recreation Budget.
4. Proceed to lodgement of a Development Application for a new community facility on the subject site.
5. Include these plans in the Master Planning process for Berry Showground.

CARRIED

### Declarations of Interest

Clr Kitchener – SA21.22 - Narrawallee Beach Dog Off-leash Area Trial - Trial Completion, Summary and Way Forward – significant non pecuniary interest declaration – will leave the room and will not take part in discussion or vote – Has become a dog owner and spent much of the summer walking his dog on Narrawallee Beach, which may be perceived by some to constitute a personal interest.

Clr Watson – SA21.22 - Narrawallee Beach Dog Off-leash Area Trial - Trial Completion, Summary and Way Forward – less than significant non pecuniary interest declaration – will remain in the room and will take part in discussion and vote – He owns three dogs, although they do not frequent beaches.

Clr Gash – SA21.22 - Narrawallee Beach Dog Off-leash Area Trial - Trial Completion, Summary and Way Forward – less than significant non pecuniary interest declaration – will remain in the room and will take part in discussion and vote – She owns two dogs.

## MAYORAL MINUTES

Nil

## DEPUTATIONS AND PRESENTATIONS

### SA21.22 - Narrawallee Beach Dog Off-leash Area Trial - Trial Completion, Summary and Way Forward

Larissa and Robert Quant  
Stephen Campbell  
Harold Hallenstein  
Sadhana Goulston, Paws4Shoalhaven  
Sami Davidson  
John Porter  
Lisa Rushton  
Phillip Davey  
Terrence O'Brien and Susan Creighton  
Peter Murray  
Boyd Walters  
Lynne Hill  
Ray Rushton  
Mark Kendall  
Peter Coroneos, Paws4Shoalhaven  
Griff and Rosie Cupitt  
Ollie Cool  
James Wakefield

**Procedural Motion****MOTION** (Clr Watson / Clr Findley)

That the standing orders be suspended to permit the presentation by the Chairperson of the Audit, Risk and Improvement Committee.

CARRIED

**SA21.20 - Audit, Risk and Improvement Committee Annual Report November 2019 to December 2020**

Peter McLean, Chairperson of the Audit, Risk and Improvement Committee, presented the Annual Report of the Committee.

Note: Clr Guile joined the meeting at 5:10pm

**NOTICES OF MOTION / QUESTIONS ON NOTICE****SA21.16 Notice of Motion - Cover for Playgrounds****HPERM Ref:**  
**D21/37660****Recommendation (Item to be determined under delegated authority)**

That Council include in its forthcoming and subsequent budget considerations the provision of shade structures over its children's playgrounds where practicable and appropriate.

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

MIN21.63

That Council include in its forthcoming and subsequent budget considerations the provision of shade structures over its children's playgrounds where practicable and appropriate.

CARRIED

**SA21.17 Notice of Motion - A Meeting Place for Budgong / Mt Scanzi Residents****HPERM Ref:**  
**D21/37684****Recommendation (Item to be determined under delegated authority)**

That the Chief Executive Officer investigate potential or possible sites on which a meeting / storage room could be constructed at some future time, and report the outcome of such investigation to Council at the earliest convenience.

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

MIN21.64

That the Chief Executive Officer investigate potential or possible sites on which a meeting / storage room could be constructed at some future time, and report the outcome of such investigation to Council at the earliest convenience.

CARRIED

**SA21.18 Notice of Motion - Budgong / Mt Scanzi Road**

**HPERM Ref:  
D21/37736**

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

That Council give consideration in its 2021/2022 and subsequent budgets to progressively sealing Budgong / Mt Scanzi Road.

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

MIN21.65

That Council give consideration in its 2021/2022 and subsequent budgets to progressively sealing Budgong / Mt Scanzi Road.

CARRIED

**SA21.19 Notice of Motion - Site Identification - Community  
Swimming Pool - Culburra Beach**

**HPERM Ref:  
D21/38992**

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

That:

1. The CEO consult with the Culburra Community exploring the feasibility of establishing a community pool in Culburra Beach to be run by the local community.
2. As part of the consultation process, the CEO identify potential sites (including suitable Council owned sites) for development of such a facility, with a report back to Council on the outcomes of the consultation, site investigations and feasibility.

**RESOLVED** (Clr Watson / Clr Pakes)

MIN21.66

That:

1. The CEO consult with the Culburra Community exploring the feasibility of establishing a community pool in Culburra Beach to be run by the local community.
2. The Halloran Trust be included in the consultation.
3. As part of the consultation process, the CEO identify potential sites (including suitable Council owned sites) for development of such a facility, with a report back to Council on the outcomes of the consultation, site investigations and feasibility.

FOR: Clr Wells, Clr Gash, Clr White, Clr Digiglio, Clr Aldrick, Clr Levett, Clr Guile, Clr Pakes, Clr Watson, Clr Kitchener, Clr Proudfoot and Stephen Dunshea

AGAINST: Clr Findley

CARRIED

Clr Levett raised a Point of Order against Clr Watson for stating that Clr Levett was against the West Culburra development. The Chairperson upheld the Point of Order and asked Clr Watson to confine the debate to the swimming pool that is the subject of the Notice of Motion. Clr Watson clarified that the topics are linked.



## REPORTS

<b>SA21.20</b>	<b>Audit, Risk and Improvement Committee Annual Report November 2019 to December 2020</b>	<b>HPERM Ref: D21/24213</b>
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### **Recommendation (Item to be determined under delegated authority)**

That the Strategy and Assets Committee receive and note the Audit, Risk & Improvement Committee Annual Report for the period November 2019 to December 2020.

### **RESOLVED** (Clr Proudfoot / Clr White)

MIN21.67

That the Strategy and Assets Committee receive and note the Audit, Risk & Improvement Committee Annual Report for the period November 2019 to December 2020.

CARRIED

<b>SA21.21</b>	<b>DPOP 2020-21 - Quarterly Performance and Budget Report (October-December)</b>	<b>HPERM Ref: D20/563969</b>
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### **Recommendation**

That Council:

1. Receive the December Quarterly Performance Report on the 2017-2022 Delivery Program and 2020-2021 Operational Plan and publish on Council's website.
2. Receive the December Quarterly Budget Review Report.
3. Adopt the budget adjustments as outlined in the December Quarterly Budget Review document.

### **RECOMMENDATION** (Clr Proudfoot / Clr White)

That Council:

1. Receive the December Quarterly Performance Report on the 2017-2022 Delivery Program and 2020-2021 Operational Plan and publish on Council's website.
2. Receive the December Quarterly Budget Review Report.
3. Adopt the budget adjustments as outlined in the December Quarterly Budget Review document.

CARRIED

Note: Clr Kitchener left the meeting at 6.04pm

<b>SA21.22</b>	<b>Narrawallee Beach Dog Off-leash Area Trial - Trial Completion, Summary and Way Forward</b>	<b>HPERM Ref: D20/548246</b>
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Clr Kitchener – significant non pecuniary interest declaration – left the room and did not take part in discussion or vote – Has become a dog owner and spent much of the summer walking his dog on Narrawallee Beach, which may be perceived by some to constitute a personal interest.

Clr Watson – less than significant non pecuniary interest declaration – remained in the room and took part in discussion and voted – He owns three dogs, although they do not frequent beaches.

Clr Gash – less than significant non pecuniary interest declaration – remained in the room and took part in discussion and voted – She owns two dogs.

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

That Council:

1. Accept the summary of the community feedback and outcome of the amended Dog Off-leash area 12-month trial on Narrawallee Beach for information.
2. Adopt the trial provisions, with the following amendments:
  - a. Amend the dates from:
    - i. 1 October to 30 April to Australian Eastern Daylight Savings Time, being 4pm–8am, and
    - ii. 1 May to 30 September to Australian Eastern Standard Time, being 3pm–10am.
  - b. Move the southern boundary of the off-leash area to immediately south of the most southern Narrawallee Inlet Reserve entrance and prohibit access to the dog off-leash area on the southern part of Narrawallee Beach, including Victor Avenue stairs.
  - c. Remove the 10m wide access way from Surfers Avenue.
3. Erect new signs at the various access points at Narrawallee Beach in accordance with the endorsed direction.
4. As part of the Review of the Access Areas for Dogs Policy, subject to community consultation, amend the dates of other Shoalhaven timed off-leash areas to be consistent with Part 2 (a) (i)

**RESOLVED** (Clr White / Clr Gash)

MIN21.68

That Council:

1. Accept the summary of the community feedback and outcome of the amended Dog Off-leash area 12-month trial on Narrawallee Beach for information.
2. Adopt the trial provisions, with the following amendments:
  - a. Amend the dates from:
    - i. 1 October to 30 April to Australian Eastern Daylight Savings Time, being 4pm–8am, and
    - ii. 1 May to 30 September to Australian Eastern Standard Time, being 3pm–10am.
  - b. Move the southern boundary of the off-leash area to immediately south of the most southern Narrawallee Inlet Reserve entrance and prohibit access to the dog off-leash area on the southern part of Narrawallee Beach, including Victor Avenue stairs.
  - c. Remove the 10m wide access way from Surfers Avenue.
3. Erect new signs at the various access points at Narrawallee Beach in accordance with the endorsed direction.
4. As part of the Review of the Access Areas for Dogs Policy, subject to community consultation, amend the dates of other Shoalhaven timed off-leash areas to be consistent with Part 2 (a) (i).

FOR: Clr Wells, Clr Findley, Clr Gash, Clr White, Clr Digiglio, Clr Alldrick, Clr Levett, Clr Pakes, Clr Watson, and Stephen Dunshea

AGAINST: Clr Guile and Clr Proudfoot

CARRIED

Note: Clr Kitchener returned to the meeting at 6.39pm

**SA21.23 Draft Conjola Connected Communities Masterplan and  
Draft Yooralla Bay Concept Plan - Summary of  
Community Consultation and Next Steps**

**HPERM Ref:  
D20/448703**

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

That Council:

1. Acknowledge and commend the efforts of the Conjola Community Recovery Association and the hard work and commitment in developing the Draft Conjola Connected Communities Masterplan and Draft Yooralla Bay Concept Plan
2. Do not adopt the Draft Conjola Connected Communities Masterplan and Draft Yooralla Bay Concept Plan prepared by TAKT Studio for Architecture and instead endorse the following infrastructure improvements:
  - a. Hoylake Grove Park, Conjola Park:
    - i. Memorial Garden and seating elements as identified in the Draft Yooralla Bay Concept Plan
    - ii. Footpaths from Hoylake Grove to and around Playground, Shade/Shelter near playground, Accessible BBQ and picnic facilities in accordance with grant funding
  - b. Lake Conjola:
    - i. Lake Conjola Entrance Road Bikeway through to the boat ramp elements identified in the Draft Conjola Connected Communities Masterplan, without the deviation at Aney Street.
3. Continue to advocate and seek funding for any of the identified infrastructure improvements that cannot be met by the existing grant monies with Council contribution of \$200,000 and any additional embellishments and infrastructure as identified by the community.
4. Continue to liaise with the Conjola Community Recovery Association regarding any donated funds which have been raised that could be used towards the delivery of these elements.

**RESOLVED** (Clr Findley / Clr Digiglio)

MIN21.69

That Council:

1. Acknowledge and commend the efforts of the Conjola Community Recovery Association and the hard work and commitment in developing the Draft Conjola Connected Communities Masterplan and Draft Yooralla Bay Concept Plan. In doing so, Council writes to the Conjola Park residents thanking them for their input into the community consultation, and confirming the extent of the Council's commitment to the infrastructure improvements adopted in the recommendation.
2. Do not adopt the Draft Conjola Connected Communities Masterplan and Draft Yooralla Bay Concept Plan prepared by TAKT Studio for Architecture and instead endorse the following infrastructure improvements:
  - a. Hoylake Grove Park, Conjola Park:
    - i. Memorial Garden and seating elements
    - ii. Footpaths from Hoylake Grove to and around Playground, Shade/Shelter near playground, Accessible BBQ and picnic facilities in accordance with grant funding
  - b. Lake Conjola:
    - i. Lake Conjola Entrance Road Bikeway through to the boat ramp elements identified in the Draft Conjola Connected Communities Masterplan, without the deviation at Aney Street.

3. Continue to advocate and seek funding for any of the identified infrastructure improvements that cannot be met by the existing grant monies with Council contribution of \$200,000 and any additional embellishments and infrastructure as identified by the community.
4. Continue to liaise with the Conjola Community Recovery Association regarding any donated funds which have been raised that could be used towards the delivery of these elements.

CARRIED

**SA21.24 Bomaderry Sporting Complex - Security Measures**

**HPERM Ref: D20/520536**

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

That:

1. Council install security gates on all undercover areas of Bomaderry Sporting Complex clubhouse, funded from the Recreational Buildings Operational Budget.
2. In accordance with Council Minute MIN20.584 Part (2), \$1,500 be allocated from the unallocated donation vote to support the installation of these security gates.

**RESOLVED** (Clr Pakes / Clr White)

MIN21.70

That:

1. Council install security gates on all undercover areas of Bomaderry Sporting Complex clubhouse, funded from the Recreational Buildings Operational Budget.
2. In accordance with Council Minute MIN20.584 Part (2), \$1,500 be allocated from the unallocated donation vote to support the installation of these security gates.

CARRIED

**SA21.25 Marriott Park Master Plan - Review of Alternate Car Parking Proposal**

**HPERM Ref: D21/9558**

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

That Council:

1. Accept the investigations and consultation in relation to the Proposed Amendment – Marriott Park Master Plan.
2. Retain the car park as per the adopted Marriott Park Master Plan, however, provide measures to minimise the impact on the Parkhaven Motel and their guests, including:
  - a. Delete at least 7 spaces from the southern end of the car park to reduce the number of car parking spaces immediately adjacent to the eastern boundary of the Parkhaven Motel.
  - b. Investigate the potential to increase parking spaces on Douglas Street.
  - c. Lighting to be mounted on bollards.
  - d. Include further plantings along the Parkhaven Motel boundary to screen the rooms facing the park.
3. Update the Marriott Park Master Plan to include the proposed amendments noted in Part (2) and adopt the revised Plan.
4. Write to the key stakeholders to advise them of this resolution.

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

MIN21.71

That Council:

1. Accept the investigations and consultation in relation to the Proposed Amendment – Marriott Park Master Plan.
2. Retain the car park as per the adopted Marriott Park Master Plan, however, provide measures to minimise the impact on the Parkhaven Motel and their guests, including:
  - a. Delete at least 7 spaces from the southern end of the car park to reduce the number of car parking spaces immediately adjacent to the eastern boundary of the Parkhaven Motel.
  - b. Investigate the potential to increase parking spaces on Douglas Street.
  - c. Lighting to be mounted on bollards.
  - d. Include further plantings along the Parkhaven Motel boundary to screen the rooms facing the park.
3. Update the Marriott Park Master Plan to include the proposed amendments noted in Part (2) and adopt the revised Plan.
4. Write to the key stakeholders to advise them of this resolution.

CARRIED

**SA21.26 Tenders - Stage 2 Works - St Anns Sewer Rising Main Replacement**

**HPERM Ref:  
D21/23879**

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

That Council consider a separate confidential report in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, in regard to the tender for Stage 2 Works – St Anns Sewer Rising Main Replacement.

**RESOLVED** (Clr Pakes / Clr White)

MIN21.72

That Council consider a separate confidential report in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, in regard to the tender for Stage 2 Works – St Anns Sewer Rising Main Replacement.

CARRIED

## CONFIDENTIAL REPORTS

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

No members of the public made representations.

**RESOLVED** (Clr Pakes / Clr White)

MIN21.73

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.

CSA21.1 Tenders - Stage 2 Works - St Anns Sewer Rising Main Replacement

*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 6.54pm.

The meeting moved into open session, the time being 6.56pm.

## REPORT FROM CONFIDENTIAL SESSION

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

<b>CSA21.1 Tenders - Stage 2 Works - St Anns Sewer Rising Main Replacement</b>	<b>HPERM Ref: D21/23944</b>
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**RESOLVED**

MIN21.74

That:

1. Council (Strategy and Assets Committee) accept the Tender from Hisway Pty Ltd for the Stage 2 Works – St Anns Sewer Rising Main Replacement Project at total cost of \$1,260,280.00 (GST Exclusive).
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 CEO (Executive Manager - Shoalhaven Water).

CARRIED

## End of Report from Confidential Session

### Procedural Motion - Matters of Urgency

**MOTION** (Clr Pakes)

That an additional item to Call In DA20/2120 – 39 The Lake Circuit, Culburra Beach be introduced as a matter of urgency as significant correspondence has been received.

The Chairperson ruled the matter as urgent as being in the public interest.

### SA21.27 Call In DA20/2120 – 39 The Lake Circuit, Culburra Beach

**RESOLVED** (Clr Pakes / Clr Levett)

MIN21.75

That Council call in DA20/2120 – 39 The Lake Circuit, Culburra Beach

CARRIED

There being no further business, the meeting concluded, the time being 6.58pm.

Clr Wells  
CHAIRPERSON

## **MMS21.1 Mayoral Minute - Integrated Recreational Plan for Worrigeer, South Nowra and East Nowra**

**HPERM Ref:** D21/85164

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

That Council undertakes a strategic review of all recreational and park land that has been set aside in the areas of Worrigeer, East Nowra, and South Nowra, with a view to creating an integrated and connected recreational strategic plan. The aim of the plan would be to deliver different recreational offerings across the three precincts and have them connected with a cycle way and way finding, encouraging residents from each of the precincts to seek a new adventure in each of these areas.

### **Details**

Council undertook a recreational audit some years ago (the Ross Review) which identified where there are gaps and surpluses in community infrastructure; this review could underpin the strategic review of the open spaces in the areas identified for study. Council has in the past identified places for Iconic and Regional Parks, but never has it attempted to pull together an integrated and connected plan. An ambitious recreational plan would place Council in good standing to attract funding and each of the elements would be standalone and useful in and of their own right. An ambitious plan that looked at each area being themed would encourage residents to safely ride or walk to the other areas encouraging health and wellbeing.



## **SA21.28 Notice of Motion - Footpaths - Plunkett Street, Morton Pde and Journal Street Nowra**

**HPERM Ref:** D21/73070

**Submitted by:** Cllr Joanna Gash

### **Purpose / Summary**

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

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

That Council investigate the possibility of constructing and connecting footpaths for the residents in the following locations.

1. Plunkett Street, from Princes Highway to Journal Street.
2. Morton Parade from Princes Highway to Journal Street.
3. Journal Street access for pedestrians from Morton Parade to Stockland.

### **Background**

The sight of mothers with strollers and small children and those residents with mobility scooters, navigating along the roadway from the Highway to Journal Street is most concerning. As is the sight of those who negotiate their way through the Stockland car park either from the rough tarred bike path behind Stockland or from the roadway down Morton Parade.

The increase in development and residents is of concern. In the Botanica Complex at the eastern end of Plunkett Street most residents are in the 70 to 90 age group. Many are fit and walk to the shops when they require goods. The situation will be further compounded by the number of multiple dwelling complexes in Dryden Close, some still to be constructed and another new development of 40 villas to be built at the eastern end of Douglas Street.

## SA21.29 Notice of Motion - Culburra Beach and District Garden Club Inc - COVID-19 Assistance

HPERM Ref: D21/79567

Submitted by: Cllr Greg Watson

### Purpose / Summary

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

### Recommendation

That Council make a \$1000 donation to the Culburra Beach and District Garden Club Inc from the unallocated donation vote and the vote be adjusted if necessary at the next quarterly review.

### Background

Because of COVID-19 restrictions the Club has not been able to meet until recently and require a small amount of assistance to enable them to get back on their feet again; the club said in their request:

*We are a local garden club with 44 members and an average age being 80. We have been meeting on a monthly basis for the past 30 years. The last 12 months has impacted on our financial status as we have only had 4 meetings with limited numbers due to COVID restrictions.*

*Our only income is membership fees of \$15.00 per annum, a trading table of plants at the meeting at minimal cost, and a monthly raffle at \$2.00 per ticket.*

*This income covers the hire of the Banksia Hall Culburra Community Centre IRT Drive Culburra Beach at \$70.00 per month (TO BE PAID IN ADVANCE) our insurance with Garden Clubs of Australia (\$189.00) and \$50.00 to Dept Fair Trading for Incorporation and other expenses.*

*We are struggling to meet our costs as a result of the last 12 months. We are asking for small financial assistance to enable the club to continue.*

*This club is vital for our members for the social interaction, sharing ideas and the love of gardening. It is often their only activity due to their age and mobility issues.*

### Note by the CEO

The 2020/21 Unallocated Donations budget currently has available funds of \$15,450.96.

## SA21.30 Notice of Motion - Narrawallee Beach Off Leash Area

HPERM Ref: D21/80012

Submitted by: Cllr Patricia White

### 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:

1. Support the continuing access to the off-leash area at Narrawallee Beach from Surfers Ave as per the recent trial directions.
2. Develop appropriate signage directing people the right way to access the off leash area in and around Narrawallee Beach especially at the Surfers Ave end. Cllrs Proudfoot and White and available Councillors to assist in the development of the signage with staff.
3. Leave the access from Surfers Ave in place until consideration of this area in the review of the Access Areas for Dogs policy.
4. Issue enforcement penalty notices for persons not following the signage or walking with dogs directly across south end Narrawallee Beach between the steps and Victor Ave steps.
5. Request local residents and Paws4Shoalhaven to assist with advising residents and visitors of the strict entry process from Surfers Ave to the off-leash area.

### Note by the CEO

Following Council's Strategy and Assets meeting held on 9 February 2021, Council's Ranger Services developed appropriate signage for dog on-leash, dog off-leash, prohibited dog areas and restricted dog access trails in accordance with MIN21.68. This was distributed to all Councillors on Monday 1 March 2021 in an email together with a map indicating where the signs would be located. These signs were to be erected in the week commencing 8 March 2021 but this has since been suspended pending the outcome of this Notice of Motion.

Council's Rangers will continue to patrol this beach and enforce the zero tolerance on dog related matters.

SA21.30

## SA21.31 Local Government Conference - 2021 National General Assembly of Local Government - Proposed Motions

**HPERM Ref:** D21/35599

**Department:** Business Assurance & Risk

**Approver:** Kevin Voegt, Director - City Performance

**Attachments:** 1. Call for Motions - Discussion Document (under separate cover)

### Reason for Report

This report requests the nomination of a voting delegate (and alternate) and details Council's proposed motions to be submitted to the Australian Local Government Association – 2021 National General Assembly scheduled for 20-23 June 2021 in the National Convention Centre Canberra, ACT. Motions are required to be submitted by 26 March 2021.

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

That Council

1. Approve attendance by all interested Councillors at the Australian Local Government Association – 2021 National Assembly, and such attendance be deemed to be Council business;
2. Travel, registration fees, accommodation and all reasonable out-of-pocket expenses be met in accordance with its adopted policy;
3. Adopt the proposed motions in the report for submission to the 2021 National Assembly;
4. Determine any additional motions for submission at this meeting;
5. That the Mayor be given delegated authority to submit any further proposed motions after consulting with Councillors prior to the deadline for submitting motions.

### Options

1. Per the recommendation.

Implications: The motions and supporting text are finalised and ready for submission prior to the deadline.

2. That Council does not accept the motions as outlined in the report and propose alternatives.

Implications: The Council is required to approve Motions by resolution, so the complete wording of the motions will need to be provided and agreed prior to the requested submission date of 26 March 2021.

### Background

At the Strategy & Assets Committee Meeting on 8 December 2020, the Council authorised Councillors to attend the conference as Council business.

Council has not yet nominated their voting delegate for the conference. The recommendation seeks the nomination of the voting delegate. An alternate is also to be nominated to fill in for the delegate if required.

## Motions

A Councillor Briefing was held on 28 January 2021 to propose draft motions for submission. The seven (7) motions proposed for submission arising from the Briefing are as follows:

### **1. DISASTER RECOVERY - LEVY**

#### **Motion:**

**This National General Assembly calls on the Australian Government to establish a permanent Disaster Levy as an income tax levy, to establish a funding base to empower Local Government to support our communities with resilience and disaster recovery.**

#### **National Objective:**

Local Government, as the front-line tier of government during natural disasters, needs to be adequately resourced to support communities. This impacts upon all Councils in Australia.

#### **Summary of Key Arguments:**

The logical conclusion of impacts to the community from all emergencies comes to rest at the local level. Local government has the ability and responsibility to restore the community to “normal” including all individuals, businesses, industry, and tourism. Local government is the level of government closest to the community. One of the functions of local government is to coordinate the implementation of Federal and State Government laws and regulations and so is used to disseminating information from a wide variety of sources in a cohesive manner. Therefore, local government is best placed to manage the delivery of a variety of services and support from the start.

In recovery, there is an urgency to getting funding into areas as soon as possible. Announcements of funding availability were made by the Federal and State Governments quickly after the fires impacted our regions – and these were most appreciated. However, in some instances, the application process has resulted in substantial delays in being able to respond.

The experience of the 2019-20 Black Summer bushfires indicated the following rapid-response interventions were needed to ensure community recovery and resilience:

- Waste disposal
- Road and bridge repairs
- Telecommunications reinstatement
- Water supplies and sewer repairs.
- Power supply provision
- Temporary accommodation
- Food and urgent necessities
- Mental health support
- Fencing repairs to contain livestock
- Distribution and storage of donations and supplies
- Establishment and staffing of recovery centres and assistance points
- Financial assistance

A readily available funding base will assist in facilitating Local Government to provide urgent assistance to the community.

### **2. DISASTER RESILIENCE**

**Motion:**

**This National General Assembly calls on the Australian Government to accept and implement the recommendations of the Royal Commission on National Natural Disasters pertaining to an enhanced role for the Commonwealth in coordinating the established levels of state, territory and local council response, and affording Commonwealth assistance as requested by established local and state authorities. This will ensure a national response to emergencies that will facilitate our communities' resilience following disasters.**

**National Objective:**

The Australian Government is asked to take the lead in coordinating aspects of natural disaster response, so that all levels of government are better able to defend and restore our communities in times of crisis.

**Summary of Key Arguments:**

Bushfires are border and jurisdiction agnostic, and response and recovery need to be tailored to perform accordingly. Separation of local, State and Federal agencies responding and assisting the community to recover may not be helpful or efficient.

We make the following recommendations for Commonwealth involvement in coordinating:

- a review into the standard of telecommunications access in regional and remote Australia to ensure that all Australians have equal access to telecommunications
- rollout of the Mobile Black Spot Program as a matter of urgency
- investment in the development of digital evacuation technology that can send evacuation directions directly to the end user to aid our emergency services in the orderly evacuation of large populations
- a review of the impact of environmental legislation on prohibiting adequate fuel reduction around critical infrastructure and access to critical infrastructure
- an approach to asset protection involving government and industry bodies to protect infrastructure corridors and the assets therein
- in preparation for the next disaster, development of educational material outlining business responsibilities in terms of communication so that messaging is consistent with official directions
- development of assistance packages and funding guidelines prior to, and in readiness for, the next natural disaster
- more advance notice to be given when the Australian Defence Force are to be deployed to an area to facilitate identification of appropriate projects; and deployment of Defence resources much sooner to assist in clean-ups
- the Australian Bureau of Statistics to consider reviewing the scheduling of the Census. Census data is currently gathered in the winter months, and does not address the surge in population during holiday season; this leads to a significant underestimation of service and amenity requirements and community facilities.

**3. INTERGOVERNMENTAL PARTNER FRAMEWORK**

**Motion:**

**This National General Assembly calls on the Australian Government to implement a formal transparent framework of contacts for Local Government to liaise effectively with Federal Government partners.**

**National Objective:**

This impacts upon all Councils in Australia.

#### Summary of Key Arguments:

In the aftermath of the Black Summer bushfires, recovery efforts were sometimes hampered by the difficulties encountered while seeking information or assistance from some Government departments.

Federal Government could assist greatly by facilitating a network of identified roles across relevant departments whom councils could approach directly to expedite sharing of information and resources. A reliable network of individual decision makers able to connect people and resources would help the first responders in Local Government with recovery and reconstruction efforts for their communities. It will also lead to more effective addressing of local community issues as they arise without the burden of bureaucracy.

## 4. CYBERSECURITY

#### Motion:

**This National General Assembly calls on the Australian Government to undertake a nationwide educative project on cybersecurity, in particular to help protect vulnerable members of our community against online fraud.**

#### National Objective:

The objective is to consolidate the effective messages of the Australian Government's 2020 Cyber Security Strategy with delivery of key messages at the local level, to better protect our communities in the digital age. This impacts upon all Councils in Australia.

#### Summary of Key Arguments:

Recent events have sparked an increase in online scams and cybersecurity risks to the community, according to Federal bodies such as the Australian Competition and Consumer Commission. During the lockdowns and general restrictions that are the consequence of COVID-19, more members of the community are using online applications for day-to-day matters including banking. The potential for people to become targets of malicious and inadvertent cybersecurity threats is growing rapidly.

Fraudsters posing as charities have been circulating fundraising emails, social media posts, texts and crowdfunding appeals seeking donations for bushfire assistance (<https://www.accc.gov.au/media-release/accc-warns-of-possible-bushfire-charity-scams>).

Others impersonate the ATO, Government departments and businesses, using phishing emails and SMS texts to extract personal data, passwords and financial details.

These scams surrounding of the bushfire disaster are examples of the increasing cybersecurity risks facing our communities, many of whose familiarity with digital technologies has been recently driven by the social isolation caused by COVID-19. Small and medium businesses are also affected, with 62% reporting cyber security incidents, and acknowledging they need more education about keeping devices and systems updated and protected.<sup>1</sup>

The Australian Government's cybersecurity initiatives including those outlined in the 2020 Cyber Security Strategy, are commended. The educative materials that are being available address the information needs of the businesses and residents who are exposed to these threats. To ensure the delivery of the key messages about how people and businesses can protect themselves, the Government is encouraged to support its initiatives by providing information resources and campaigns focused at the local level, to reach those whose

access to official websites and news outlets may be limited.

1. Survey results, [Cyber Security and Australian Small Businesses](#)

## 5. COVID-19 ECONOMIC RESPONSE

### Motion:

**This National General Assembly expresses its support for Federal Government investment in a jobs-rich conservation and land management stimulus package as part of the economic response to COVID-19.**

### National Objective:

Continuing Government investment in land-based sectors in the wake of COVID-19 will help assure the future employment and economic prospects in the regions.

### Summary of Key Arguments:

The Australian and State Governments last year proposed a \$4 billion stimulus package. In light of this stimulus package, 70 conservation, farming and land management organisations have sought local government support for a proposal for a jobs-rich investment in conservation and land management across Australia as part of broader economic stimulus measures in the wake of COVID-19. Supporters of this proposal include Local Government NSW, Landcare, the National Farmers Federation, NRM Regions Australia, the Australian Land Conservation Alliance, the Australian Conservation Foundation and the Australian Association of Bush Regenerators.

Local Governments play a pivotal role in delivering conservation and land management work, such as controlling weeds, protecting and restoring habitat, and managing public land and are ideally placed to manage a surge in effort for on ground conservation work. During the period of economic recovery, there is scope for tens of thousands of skilled and unskilled workers to be employed in the conservation and land management sector in roles that are:

- practical and labour intensive;
- located in both regional and metropolitan areas;
- appropriate for temporarily repurposing existing workforces which are under pressure, including tradespeople and workers in the tourism and small business sectors;
- contributing to building Australia's natural capital, through helping improve land condition and resilience; and
- supportive of long-term sustainability of food and fibre production.

Such a program presents important opportunities for safe, meaningful and socially beneficial work as part of the 'bridge to recovery', while leaving enduring benefits for the environment, tourism and farm businesses. An effective program design could provide jobs to many unemployed and underemployed people to undertake practical conservation activities such as weed and pest control, river restoration and bushfire recovery and resilience.

We call upon the Federal Government to support continuing investment in these sectors.



## 6. ASSET PROTECTION ZONES & HAZARD BURNING

### Motion:

This National General Assembly calls on the Australian Government to enact legislation to:

1. Exempt hazard reduction burns and the construction of APZs (asset protection zones) from any limitations within Acts or Regulations which restrict any authorised authority from doing so.
2. Repeal or create an easement over any section of a National Park where part of the Park falls within a 200m APZ and vest the management of that land in the local Council.
3. Require private land holders (including Aboriginal Land) to create and maintain a parkland-like cleared area of 200m to act as an APZ at the interface with any urban development requiring an APZ.
4. Require any Government Authority who manages forested areas to properly maintain and improve the construction of fire trails.
5. Consider the construction strategic fire breaks though forested areas including National Parks of a similar width to a major electricity easement.

### National Objective:

This impacts upon all Councils in Australia.

### Summary of Key Arguments:

We must take action to protect our community as far as possible from another fire event like the Black Summer bushfires and their aftermath. The loss of life and the destruction of property deserves the highest level of response to provide the protection we all deserve. The almost total elimination of entire species from our National Parks is a tragedy. To assist in protect our Towns and Villages from future bushfire attack, we request the Commonwealth Government carry out the above actions as they may apply.

The Royal Commission into National Natural Disaster Arrangements made its final report in October 2020. The Commission concluded that (17.37): "Fuel load management, including prescribed burning, can materially reduce the risk to settlements when undertaken in the wildland-urban interface ...prescribed burning is most effective in reducing the severity of bushfires in the first 1-4 years post-treatment. Depending on the severity of the weather and forest type, it can aid suppression for up to approximately 15 years."

In following the Commission's recommendations, Local Government seeks legislative approval to conduct effective and proportionate mitigation measures to protect human and natural habitats from bushfires.

## 7. CULTURAL BURNING

### Motion:

**This National General Assembly calls on the Australian Government to provide employment opportunities nationwide to support Cultural Burning (Indigenous fire management) as a resilience strategy. This would take the form of a core jobs program, amalgamated with conservation management.**

### National Objective:

A national program of training and employment in Cultural Burning would create positive, enduring outcomes for both natural disaster resilience and economic outlook for local communities.

### Summary of Key Arguments:

The Royal Commission into National Natural Disaster Arrangements identified the importance of Indigenous land management in bushfire mitigation. Recommendations 18.1 and 18.2 invite all levels of government to work with Traditional Owners and Indigenous land and fire management insights to improve natural disaster resilience and public land management. The Commission found that: “Community resilience, specifically the ability of communities to withstand and recover from the impacts of natural disasters, is connected with overall community health and wellbeing” (18.46).

The Commission also stressed the wider role of cultural burning in “a wide range of social, economic and cultural outcomes beyond hazard reduction” (18.18). Its report cites a number of State and Territory programs that are training Indigenous rangers to improve conservation practices, including fire management. For example, “the Queensland Government works with 24 communities around the state by providing grant funding to support the employment of 100 Indigenous Land and Sea rangers”, and “between 70 and 100 full-time rangers are employed” in the Kimberley (18.42).

The Australian Government is encouraged to supplement these State and Territory funded initiatives and to consider national programs that would provide employment opportunities for local communities.

## SA21.32 Nowra Property - Proposed Offering to the Market

**HPERM Ref:** D21/49871

**Approver:** Robert Domm, Director - City Futures

### Reason for Report

This report provides Council with the opportunity to consider a confidential report in relation to a property matter in Nowra.

### 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 in relation to a property matter in Nowra.

### Options

1. Proceed in accordance with the recommendation.

Implications: Council will be able to consider a separate confidential report on the offering the property in Nowra to the market.

2. Not adopt as recommended.

Implications: Council will not consider the confidential report.

## SA21.33 Road Dedication pursuant to Section 16 & 17 of the Roads Act 1993 at Little Forest

**HPERM Ref:** D20/408544

**Department:** Technical Services

**Approver:** Paul Keech, Director - City Services

**Attachments:**

1. Plan showing proposed road dedication of Graydons Pointer Road and McLean Road Little Forest [↓](#)
2. Legal Advice - Road Status - Graydons Pointer Road and McLean Road Little Forest - Sandy Rendel (Confidential - under separate cover)

### Reason for Report

This report provides Council with an opportunity to verify the public road status of Graydons Pointer Road & McLean Road, Little Forest, as shown in attachment 1 (D20/408952) to formalise Shoalhaven City Council as Roads Authority and to issue approval for works within a public road reserve under Section 138 of the Roads Act 1993 (Construction Certificate).

### Recommendation

That Council;

1. Resolve to dedicate the land identified in Attachment 1 (D20/408952) known as Graydons Pointer Road and McLean Road, Little Forest as public road pursuant to Section 16 & 17 of the Roads Act 1993;
2. Authorise by notice in the Government Gazette the dedication of land known as Graydons Pointer Road and McLean Road, Little Forest in accordance with Section 16 of the Roads Act 1993;
3. Affix the Common Seal of the Council of the City of Shoalhaven to any documents required to be sealed, otherwise the Chief Executive Officer is authorised to sign any documentation necessary to give effect to this resolution.

### Options

1. Adopt the recommendation.

Implications: The land will continue to be operated and maintained as a Public Road by Shoalhaven City Council.

2. Not adopt the recommendation.

Implications: The ownership legalities surrounding the land will not be clearly defined to Council or to surrounding property owners. Council will be unable to issue a construction certificate to progress the already approved subdivision.

### Background

Council issued Subdivision Consent SF8686 on the 16 July 1999 over DP 33436. The applicant has now applied for a Construction Certificate (CC19/1487) to commence works within the subdivision.

Council expressed concern over the legal status of the roads within DP 33436 referred to as Graydon's Pointer Road and McLean Road and the ability for Council to issue consent for works within the road reserve, under Section 138 of the Roads Act 1993 given the subject land is not a gazetted public road.

Given this concern, the applicant engaged Mr Sandy Rendel, Accredited Specialist in Property Law and Special Counsel of Carter Ferguson Solicitors to provide a status report on the subject roads. A copy of Mr Rendel's advice is attached at Attachment 2 (D21/58970).

To remove any doubts over road status, Pursuant to sections 16 & 17 of the Roads Act, 1993, Council may dedicate certain land as "Public Road" by notice in the Government Gazette. This applies to land that is set aside for the purposes of a road left in a subdivision of land affected before 1 January 1907 (the date of the commencement of the Local Government Act 1906) or in a plan of subdivision that was registered by the Register-General before 1 January 1920 (the date of the commencement of the Local Government Act 1919). Prior to dedication of the land a Public Road, Council must cause at least 28 days' notice of its intention to do so to be served on the owners of the land.

### **Community Engagement**

In accordance with Section 16 & 17 of the Roads Act 1993, Council placed public notices on the land at each entry, causing 28 days' notice of its intention to dedicate the land as public road.

The public notice was placed in a location easily visible to those using the land where practical.

No objections have been received.

### **Policy Implications**

There are no Policy implications.

### **Financial Implications**

Nil.

There is no anticipation to construct a public road and the land will now be legitimised as a Council Public road.

### **Risk Implications**

There is no risk to Council in the dedication of the roads as "Public Road".

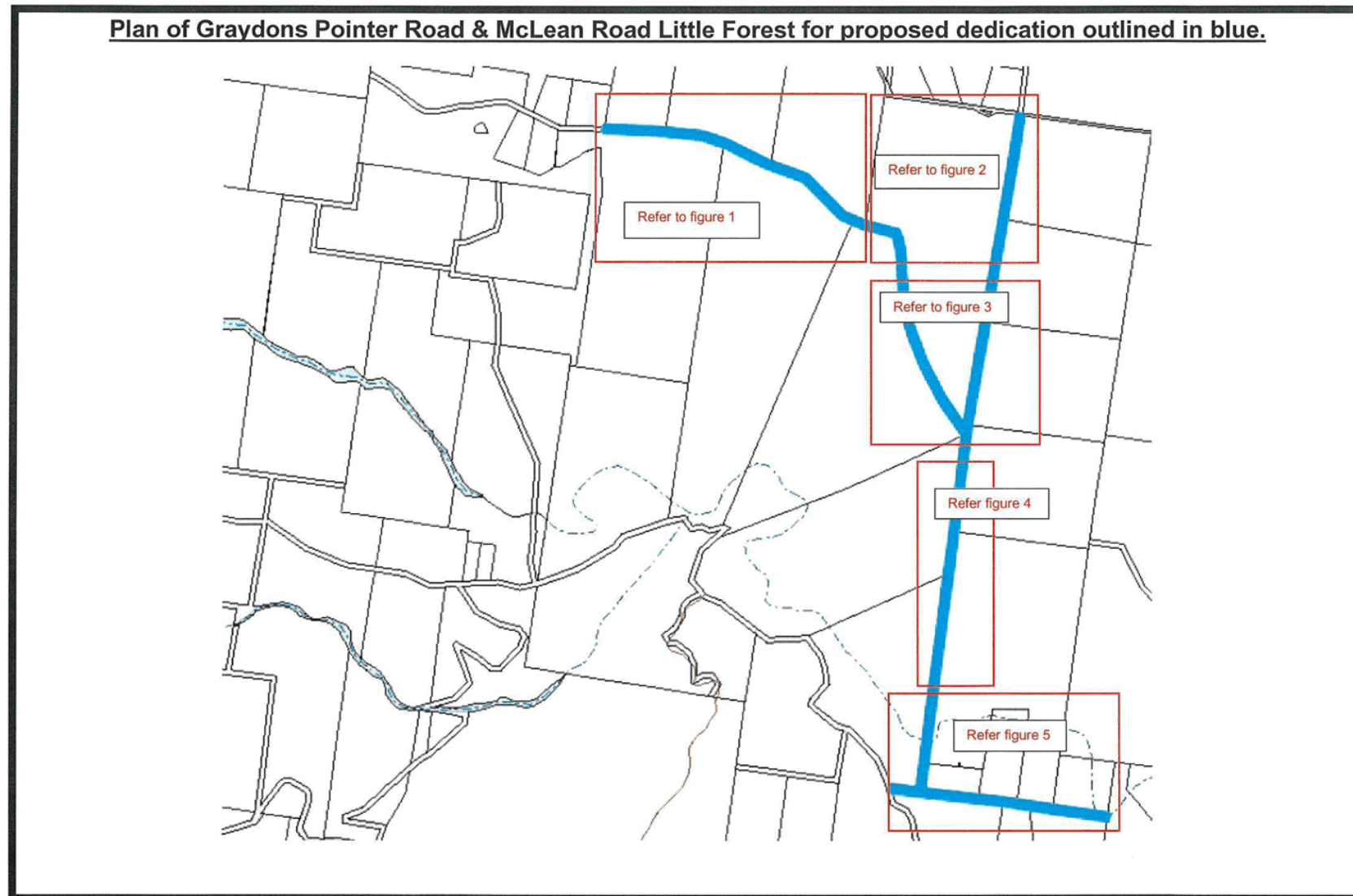




Figure 1



Figure 2



Figure 3

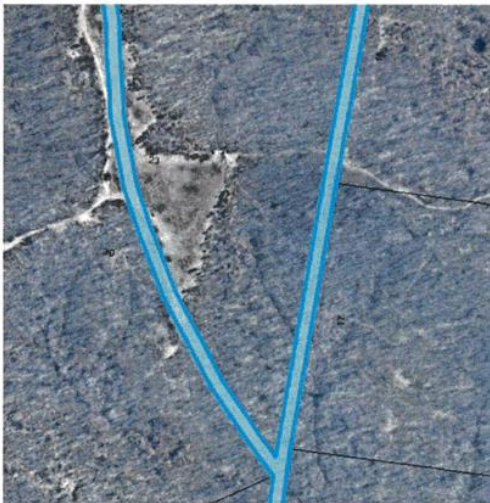


Figure 4

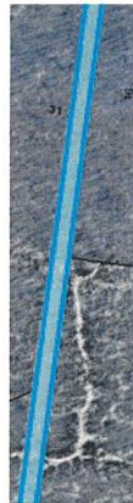


Figure 5



## SA21.34 Land Acquisition - Easement for Drainage - Part Lot 1 DP 597342 Worrigea and Part Lot 22 DP 1194601

**HPERM Ref:** D20/523828

**Department:** Technical Services

**Approver:** Paul Keech, Director - City Services

### Reason for Report

This report provides Council with an opportunity to consider the acquisition for a drainage easement over two properties being;

1. Part Lot 1 DP 597342 Worrigea Road, Worrigea;
2. Part Lot 22 DP1194601 Bennett Place Worrigea;

to assist in resolving the water inundation issues on the road intersection of Isa Road and Worrigea Road, Worrigea.

### Recommendation

That Council

1. Acquire by agreement an easement for drainage approximately 6m wide and variable width (subject to survey) over Part Lot 1 DP 597342 Worrigea Road, Worrigea and Part Lot 22 DP1194601 Bennett Place Worrigea;
2. Agree to pay compensation in the amount of:
  - a) \$25,000 (ex GST) for Lot 1 Worrigea Road Worrigea;
  - b) \$3,000 (ex GST) for Lot 22 Bennett Place Worrigea;plus, reasonable legal costs associated with the acquisition from Project Number 103425;
3. Authorise the Common Seal of the Council of the City of Shoalhaven be affixed to any document requiring to be sealed and delegate to the Chief Executive Officer authority to sign any documentation necessary to give effect to this resolution.

### Options

1. Resolve as recommended.

Implications: Acquiring the easement will provide Council with the legal capacity to construct and maintain the underground pipes to alleviate drainage issues at the intersection of Isa and Worrigea Roads, Worrigea.

2. Not adopt the recommendation.

Implications: This will continue to cause water inundation across the road at the intersection of Isa and Worrigea Roads and is a safety concern for all road users.



## Background

The necessity for the acquisition of a drainage easement will allow installation of underground pipes to address the lack of sufficient capacity in the nearby stormwater detention basin and stop water inundation on the road at the intersection of Isa Road and Worrigee Road, Worrigee.

Council has undertaken both survey and hydraulic modelling of the existing drainage network near Isa Road and Worrigee Road intersection. The results of the study found that this intersection and the detention basin nearby does not have the capacity to cater for a 1 in 5 year Average Recurrence Interval storm event, which is Council's adopted level of service for the land use.

The proposed mitigation measures are the most efficient method to alleviate multiple stormwater issues arising from the volume of runoff from the residential areas of Worrigee and Isa Road Estate.

The location of the two easements is highlighted yellow in the below diagram.

## Diagram 1 – Easement Location



### Part Lot 1 DP 1194601 Worrigee Road Worrigee – T & M Bennett

This easement will run along the length of the northern property boundary from Worrigee Road, Worrigee, being approximately 239 metres in length by 6 metres wide resulting in an overall area of 1438 square metres.

Council received a Valuation from Walsh & Monaghan dated 6 May 2020 assessing the compensation amount at \$18,000.

A further Valuation requested by the landowners was received from Poulton Property Valuers, dated 23 June 2020 assessing the compensation payable at \$28,000.

As there was a significant difference in both the valuation amounts, negotiations commenced and a final compensation figure of \$25,000 was agreed upon by all parties and confirmed via email through the landowners Solicitor Marriott Oliver, dated 18 November 2020.

### Part Lot 22 DP 597342 Bennett Place Worrigee – M & E Bennett

This Easement will run through the western property boundary continuing from Lot 1. The easement will be approximately 22 metres in length by 6 metres wide resulting in an overall area of 132 square metres.

A Valuation by Walsh & Monaghan dated 6 May 2020 assessed compensation payable at \$3,000.

The owners have agreed to this compensation amount via email on 14 October 2020.

If approval is given for the acquisition of the easements, then construction of the mitigation measures can be programmed for commencement in June 2021.

### **Community Engagement**

Not applicable

### **Policy Implications**

Not applicable

### **Financial Implications**

The compensation and reasonable legal costs associated with the acquisition are to be funded from Project Number 105491.

### **Risk Implications**

The acquisition is necessary to secure access for operational purposes. If no underground pipework is installed the road will continue to flood at Isa Road and Worrigee Road intersection and will continue to be a safety concern for all road users.

## SA21.35 Drawing Room Rocks

**HPERM Ref:** D20/414190

**Department:** Building Services

**Approver:** Paul Keech, Director - City Services

**Attachments:**

1. Preliminary - Car Park Concept Plan 2018 - Drawing Room Rocks [↓](#)
2. Design Layout - Carpark Location - Pedestrian Track Location - Drawing Room Rocks [↓](#)
3. Draft Drawing Room Rocks Walking Trail Car Park Concept Plan [↓](#)

### Reason for Report

To allow Council to consider the possibility of developing a car park to serve the Drawing Room Rocks Walking Trail.

### Recommendation

That Council

1. Endorse the carparking arrangement on Brogers Creek Road as conceptually described on Plan Reference (D20/461955), as this arrangement seeks to
  - a. address the existing informal arrangement that creates access disruption for the owner of 20 Brogers Creek Road, and
  - b. improve the ability of NSW emergency services to access the area, and
  - c. maintain access to the iconic National Parks and Wildlife Asset – Drawing Room Rock Walking Trail
2. Approach NPWS seeking their formal endorsement of the concept plans and requesting \$10,000 to enable Council to proceed to full design.
3. Approach the NSW Minister for Energy and Environment and the Member for Kiama, seeking their support for the project and requesting that the State Government provide funding of up to \$250,000 to enable construction of the carpark to proceed in the 2021-2022 financial year.

### Options

1. Do nothing  
Implications: The current situation will remain unchanged and potentially become worse overtime
2. Close the walk by putting a gate at the start of the access road and rely on NSW NPWS to develop and fund a solution to the problems.  
Implications: This option will not mitigate the current situation. The potential for visitors to illegally park on the narrow road further down (Brogers Creek Road) will still exist.
3. Allocate \$10,000 to make this project shovel ready and conduct a review of environmental factors (REF)  
Implications: Enables further progression for funding avenues to be explored. This will not provide immediate assistance to the current situation; however, will demonstrate a commitment to further develop a viable option.

## Background

Drawing Room Rocks Walking Trail is located in the Barren Grounds Nature Reserve which is part of NSW National Parks and Wildlife Service (NPWS). This walk is not promoted by Council or NPWS but has been promoted on social media and is listed on the Berry South Coast NSW Website which is run by the Berry Chamber of Commerce and Tourism.

Referring to Council records there have been 3 formal representations made to Councillors in addition to representations made to Gareth Ward MP's office. Several requests have been made to Council staff asking for a solution to the increasing numbers of visitors and dangers of parking on the narrow, steep road leading to the walk.

In 2016, Council was notified by nearby residents of the increasing number of visitors to the Drawing Room Rocks Walking Trail and the risks associated with parking on the narrow and steep road leading to the start of the walk.

Since 2016 Council has had several representations from a number of residents that live in the vicinity of the Drawing Room Rocks Walking Track regarding the lack of parking and the high visitation to the walk. One landowner has the entrance gate to his property located adjacent to the walking track start. This landowner has raised concerns in relation to the number of visitors, the inadequacy of the parking and the potential for impeded vehicular access in the event of an emergency.

In 2017 the resident alerted Council to an emergency that had occurred in the Drawing Room Rocks walk and emergency services were called to the incident where the walker had to be airlifted from the scene. The emergency services vehicles blocked access to the resident's property adjacent to the walking trail start for several hours which was of concern to the resident in that he, his family or friends could not leave or access his property and also in the event of an emergency at his property, entry could not be gained.

Since 2017, and more so since travel restrictions have been in place due to COVID19 in 2020, visitation has increased significantly to this walk. In 2020 it is estimated that approximately 10,000 people complete the walk to the lookout every year.

## Consideration

In 2018 following representations and concerns Council staff developed a preliminary car park concept plan as illustrated in Attachment 1, located at the end of the Crown land road adjacent to the Drawing Room Rocks walking trail entrance and landowner's property.

The concerns with this concept plan were that it still had the following risks associated with it:

- once the carpark was full there was still the potential for visitors to illegally park on the narrow and steep Crown land road
- it inhibits access by emergency vehicles
- Additionally, due to the road being narrow and steep the potential for accidents of cars not being able to pass each other is high.

As a result of the concerns and risks associated with the 2018 preliminary concept plan Council staff developed a revised concept option as illustrated on Attachments 2 and 3.

The features of this concept are:

1. install a gate at the start of the Crown land road and construct a formal carpark in the location as shown on Attachment 2.
2. the Crown road (behind the gate) would be used for pedestrian access only with the exception of the property owner (who would have keyed access)
3. allows for 32 carparks within the Council road reserve

4. includes provision of a sealed footpath on the west side of existing sealed road (Brogers Creek Road) 1.2m wide and approximately 280m long.

Subsequently staff met with NPWS representatives on 18 October 2019 and discussed the following points:

- Drawing Room Rocks Walking Trail Carpark Design - NPWS were happy with the design and happy to proceed with construction of carpark; however, were not in a position to provide required funding.
- Discussed land ownership around the road reserve where the carpark is to be situated.
- NPWS advised they had funding to upgrade Drawing Room Rocks track – to make it safer but the walk will still be a Grade 4 walk (**Grade 4**. Bushwalking experience recommended. Tracks may be long, rough and very steep. Directional signage may be limited).
- NPWS also advised they may be able to potentially seek funding from the NSW NPWS Office for the linking track from the carpark to the head of the trail (yet to be confirmed).
- Works required to install a gate at the entrance of the road leading to resident's property and start of the walking trail, to prevent cars parking on the narrow steep road.
- A review of environmental factors (REF) would be needed for the road reserve car park prior to construction of car park and the linking pedestrian track.
- NPWS were intending to put out traffic counters for the next peak period (Summer-Christmas/New Year period 2019/2020) to get an accurate account of visitation – however this did not occur.

The full project costs estimate of the concept drawing is as follows:

Item		
Design Completion		\$10,000
Project Management/ Supervision	8 wks.	\$20,000
Construction		\$200,000
Contingency	10%	\$20,000
<b>Total Project Cost</b>		<b>\$250,000</b>

### Financial Implications

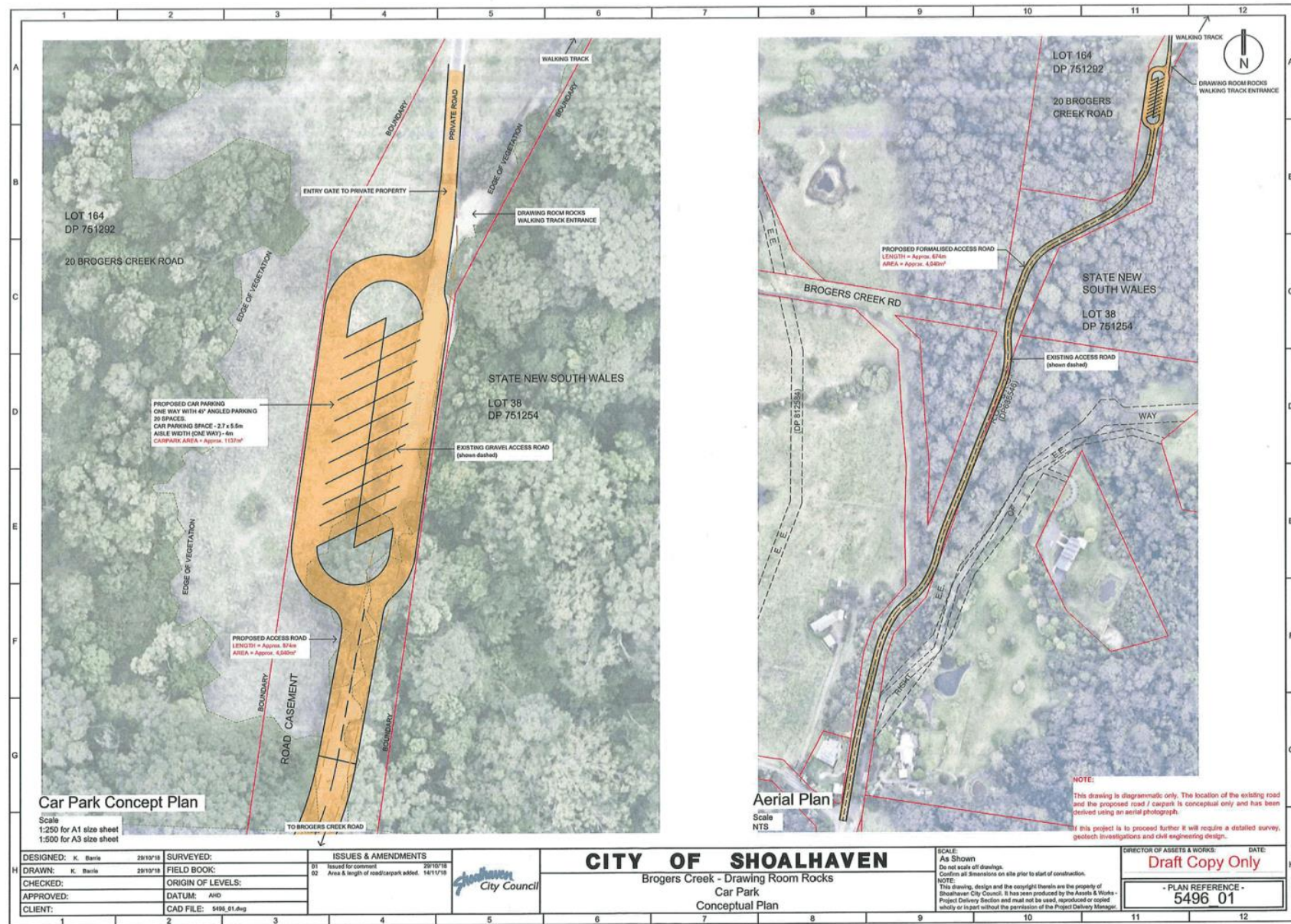
Currently upgrade works including carpark, gate and fencing associated with this solution are unfunded. Works completed to date on the attached survey and design have been funded by Council at a cost of \$6,286.50.

### Risk Implications

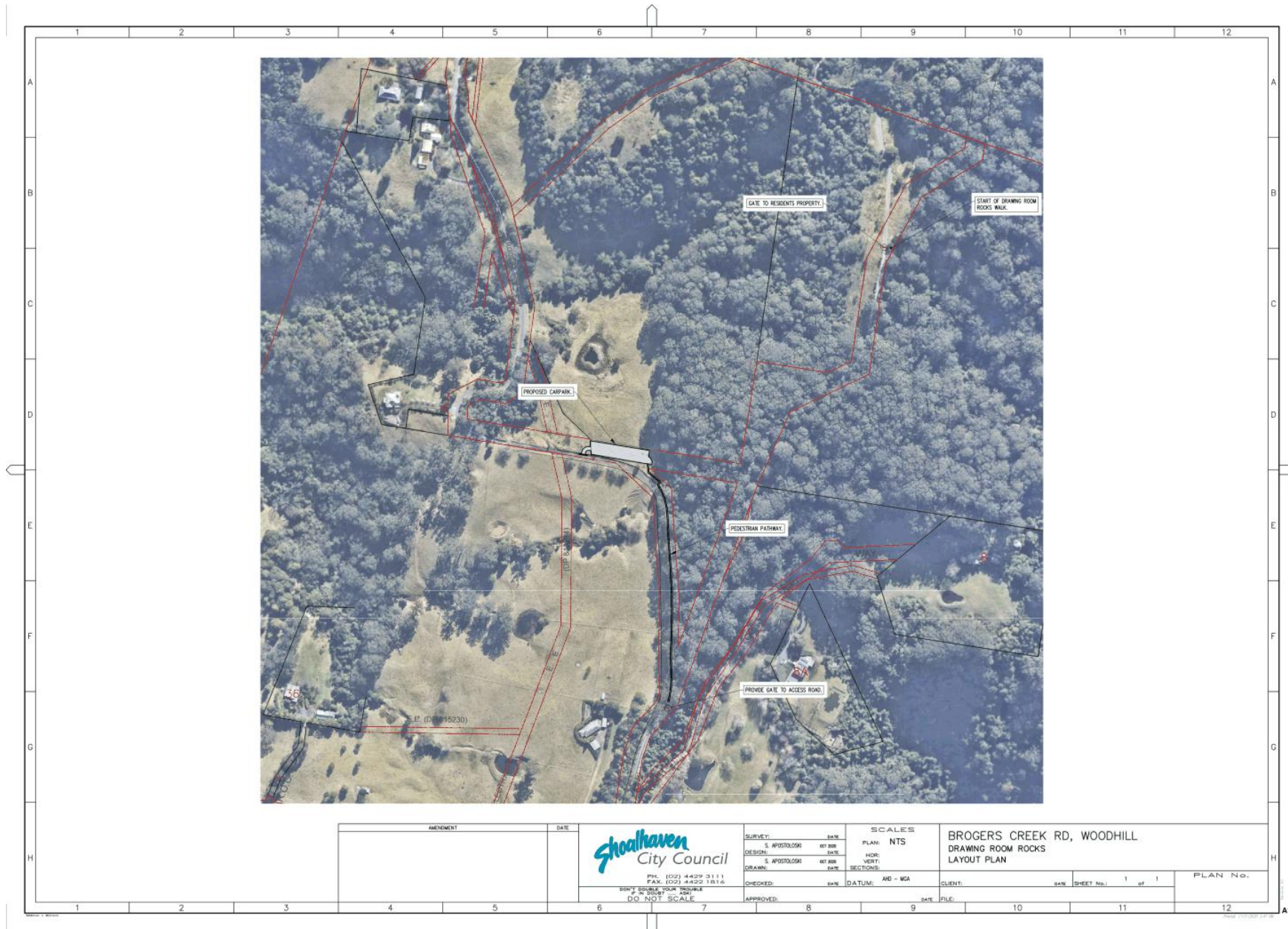
Current risks associated with the existing arrangement include:

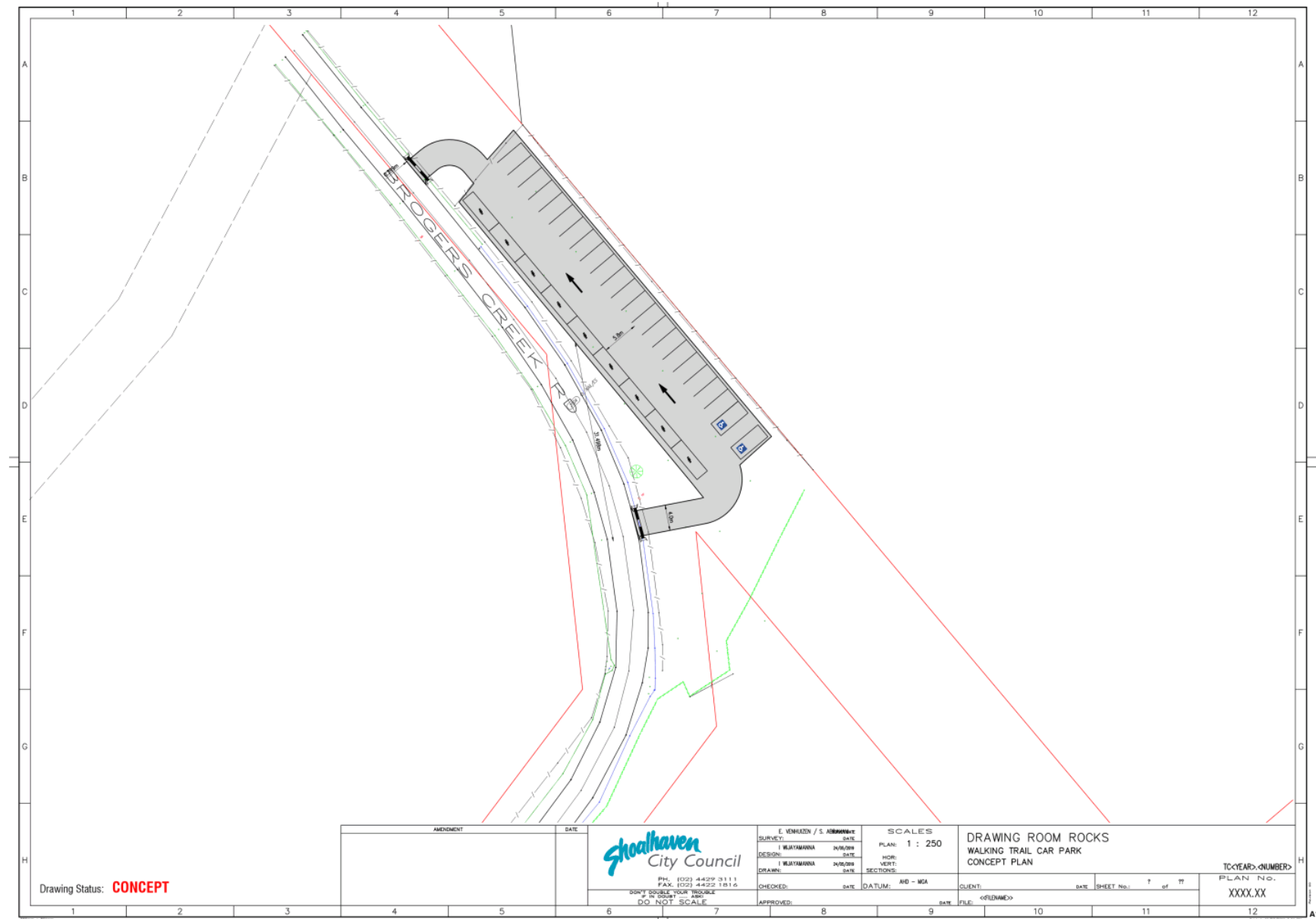
- unsafe vehicle movements and parking – cars are at risk of potentially rolling down a steep embankment or cliff.
- unsafe interaction between vehicles and pedestrians – the risk to pedestrians is high as there is a need to walk in the middle of the road to access the start of the walk.
- inhibits access by emergency vehicles.
- Additionally, due to the road being narrow and steep the potential for accidents of cars not being able to pass each other is high.













## SA21.36 Update Landfill Gas Services West Nowra

**HPERM Ref:** D21/7943

**Department:** Commercial Services

**Approver:** Paul Keech, Director - City Services

### Reason for Report

On 24 July 2018, Council resolved (MIN18.557C) to decline to accept any Tender for Landfill Gas Services, enter into negotiations with two tenderers, execute a contract with the successful tenderer and to report back to Council. This report outlines the finalisation of the process as required for Councillor information.

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

That the report on the finalisation of the Landfill Gas Services Contract be received for information.

### Options

1. Adopt the recommendation as printed

Implications: Report will be received as required by Council resolution MIN18.557C.

2. Amend the recommendation (not recommended)

Implications: A formal agreement between Council and LGI Limited has been executed. An amendment to the recommendation that affects the viability of the contract could result in legal proceedings.

3. Not adopt the recommendation (not recommended)

Implications: A formal agreement between Council and LGI Limited has been executed.

### Background

Between 2002 and December 2017 Council contracted with AGL to manage the landfill gas produced at the West Nowra landfill. This included a gas collection network installed within the landfill and a generation unit to provide electricity into the grid. In 2017 AGL took a corporate decision to divest themselves of all their landfill gas power generation operations and terminated the contract with Council at the end of 2017.

At the time both Wollongong and Shellharbour Councils were undertaking investigations into utilising gas at their landfill sites. In the spirit of cooperation between Councils, the services of ISJO were utilised for a joint tendering process. The Councils agreed to collaborate on a joint tender for landfill gas services in the anticipation of better outcomes for a larger scale operation. The successful contractor was required to:

- Design the whole landfill gas management system including power generation and connections to the grid.
- Obtain all permits, approvals and licenses as required by legislation.
- Construct the system, including installation of gas extraction wells, pipe reticulation system, flares, and generation unit.

- Operate and maintain the system for an initial contract period of 10 years.
- Provide a benefit to Councils for revenue generated through electricity sales and greenhouse gas abatement credits.

Several tenders were received. Due to the different operational status of each Council the tenderers provided no obvious benefit in awarding a tender jointly with ISJO Councils. As a result, each Council, including Shoalhaven, resolved to negotiate with the top two tenderers on an individual basis. Council resolved in MIN18.557C to:

*(3) ...authorise the General Manager (Director, Assets and Works), subject to successful negotiations, to execute the Contract Documents and associated documents, including variations under the contract at the conclusion of the negotiations and provide an update report to Council as soon as possible after the contracts are signed*

To maximise returns on greenhouse gas abatement income a new eligible offset project needed to be registered with the Clean Energy Regulator (CER). The original offset project was registered by AGL and had to be revoked before a new offset project could be registered. To remain eligible, Council could not be in an agreement with a landfill gas company utilising the gas reserves at West Nowra. Finalising the contract and commencing work at West Nowra to further explore the gas field had to be put on hold until the CER confirmed that a new offset project had been registered.

A new offset project was approved on 10 December 2020, and the contract documents with LGI Limited executed on 6 January 2021.

Accordingly, Council has the obligation to provide a lease area for LGI construct a power generation facility on site and a licence area for LGI to utilise the landfill gas. In return LGI will provide Council with 20% of all greenhouse gas abatement revenue and 7.5% of the electricity generation revenue, estimated to about \$100,000 per year.

LGI are finalising the implementation plan and intend to commence drilling the new gas wells in the first quarter of this year.

### **Financial Implications**

The Contract with LGI Limited is fully funded by LGI and therefore does not require Council funding. It is expected that an income of approximately \$100,000 per year will be achieved by Council through its share in greenhouse gas abatement credits and electricity generation.

### **Risk Implications**

The standard contractual risks are covered in the agreement with appropriate insurances to mitigate those risks. The Contractor accepts all costs, expenses and risks of and associated with the Services and Contractor Activities and the performance of the Services and Contractor Activities.

From an environmental perspective, the management of landfill gas considerably reduces the risk of landfill gas emissions and maintains compliance with the environmental protection licence for the site.

## SA21.37 Tenders - Supply of Linen Hire and Laundering Services to all 12 Holiday Haven Parks.

**HPERM Ref:** D21/18785

**Department:** Commercial Services

**Approver:** Paul Keech, Director - City Services

### Reason for Report

To inform Council of the tender process for Supply of Linen Hire and Laundering Services to all 12 Holiday Haven Parks

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

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

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

### Details

Tenders for the supply of linen hire and laundering for Holiday Haven Parks were invited by listing on Tenderlink and advertised through the *Illawarra Mercury* and *Sydney Morning Herald* for a period of 3 weeks ending Thursday 5 November 2020. The previous contract ended on 30 June 2020; however due to bushfire, flood and pandemic interruptions the process to review and release new tender documentation was delayed.

This tender covers the hire and laundering of all sheets and towels supplied to booked beds at all Holiday Haven Parks. A tender process is required as expenditure on this contract is estimated at \$1.2 million over 3 years.

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

### Tenders Received

Tenders were received from the following:

Tenderer	Location
Alsco Pty Ltd	Wollongong
Ensign Services Australia Pty Ltd	North Rocks, Sydney

### Financial Implications

Expenditure on linen is a significant essential expense for Holiday Haven. This tender allows Council/Holiday Haven to secure a base rate for the supply of linen hire and laundering for at least the next three (3) years.

SA21.37

## SA21.38 Exemption from Resolution MIN21.30 and recommencement of Debt Collection - Holiday Haven

**HPERM Ref:** D21/85304

**Department:** Commercial Services

**Approver:** Paul Keech, Director - City Services

### Reason for Report

Minimisation of Council exposure to the direct cost of substantial debt write offs.

### Recommendation

That Holiday Haven be granted exemption from the suspension of debt recovery action as adopted by Council in January 2021.

### Options

1. Adopt recommendation

Implications: Minimise the cost exposure by outstanding holiday vans debts

2. Continue with the January 2021 suspension of debt recovery action.

Implications: Outstanding fees have increased by over 300% during the past 12 months. This is expected to continue until the end of the suspension period, with a significant debt and site reinstatement cost to Council.

### Background

In April 2020 with the onset of the COVID-19 pandemic, debt collection for all council debtors was ceased. This decision was reviewed in August 2020, with a decision made to continue the suspension of debt collection.

In January 2021 Council resolved a “further suspension of debt recovery action until 30 June 2021 with the exception of outstanding recoveries for damage caused to Council property and motor vehicles.”

Holiday Haven is seeking an exemption from the suspension of debt recovery action predicated on the availability of hardship arrangements for van owners experiencing genuine financial difficulties. It is proposed to re-commence the normal sequence of recovery action including payment reminders, late fees and debt collection.

Outstanding fee levels have risen dramatically during the past 12 months by over 300% increasing to \$243,418.

December 23/12/2019	December 18/12/2020	Increase
\$68 206.42	\$161 574.87	\$93 368.45
January 17/01/20	January 13/01/21	Increase
\$72 298.05	\$243 418.00	\$171 119.95

SA21.38

The Council resolution was based on a genuine endeavour to ensure residents and ratepayers experienced continuity of essential services during the covid impacted period. It is considered that Holiday vans are not essential services.

Additionally, the suspension of debt recovery action has the potential to create a perverse outcome with ratepayers being required to meet holiday van owners debts and costs. By way of example if debts continue to accumulate, holiday van debt can accumulate to greater than the worth of the van. Any possession of an “Abandoned Van” by Holiday Haven is expected to result in the net debt (debt less van value) being met by Council with the potential for Council to also meet disposal and site clean-up costs associated with the van.

Unlike previous years there are no restrictions on van owners selling their vans on-site, providing they meet the terms and conditions of the holiday van policy. Many van owners have chosen this option however holiday van owner debt continues to rise. It is expected that the re-introduction of payment reminders and late fees will result in a reduction of outstanding debts.

If the exemption is adopted, it is proposed that all holiday van owners will be notified in writing at least 14 days before of the recommencement of debt collection. Those with outstanding debts will then receive a formal 14 days’ notice to pay. Should payment not be received, or a repayment plan agreed upon a \$42.00 (incl. GST) late payment will be applied to the account and the recovery procedure will transition to Council’s debt collection agency.

### **Community Engagement**

Holiday Van Owners with outstanding debts will be advised individually.

### **Policy Implications**

Nil

### **Financial Implications**

If debts continue to accumulate, holiday van debt can accumulate to greater than the worth of the van. Any possession of an “Abandoned Van” by Holiday Haven is expected to then result in the net debt (debt less van value) being met by Council with the potential for Council to also meet disposal and site clean-up costs associated with the van.

### **Risk Implications**

Holiday Van Owners will still have the option to enter a payment arrangement to pay fees within a reasonable time without penalty.

## SA21.39 Acceptance of Cricket Grants - Boongaree

**HPERM Ref:** D21/65903

**Department:** Community Planning & Projects  
**Approver:** Jane Lewis, Director - City Lifestyles

### Reason for Report

To seek Council's approval to accept the successful NSW ICC T20 World Cup 2020 Legacy Fund and the Australian Cricket Infrastructure Fund (ACIF) for four new cricket nets at Boongaree, North Street Berry.

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

That Council:

1. Accept the NSW ICC T20 World Cup 2020 Legacy Fund offer of \$34,162.
2. Accept the Australian Cricket Infrastructure Fund offer of \$30,000.
3. Authorise the CEO to sign the funding agreements from the two funding bodies.

### Options

1. Council supports the recommendation and accepts the successful grant funding.

#### Implications:

This will allow four nets to be installed at Boongaree, creating a regional cricket training facility at Boongaree.

2. Council does not support the recommendation and rejects the grant funding.

#### Implications:

This will not meet community expectations and Boongaree will not be classified as a regional cricket training facility

### Background

Boongaree, formerly known as Berry District Park, is undergoing major redevelopment following the adoption of the revised Master Plan and detail design in 2018 (MIN18.983). The Master Plan will deliver a range of passive and active recreation facilities, including a senior cricket pitch and cricket training nets. The current cricket nets are in a state of disrepair and multiple funding applications have been made to replace them, including two previous applications to the NSW ICC T20 World Cup Legacy Fund.

In 2020, the Community Planning and Projects team were successful in an application to the NSW ICC T20 World Cup 2020 Legacy Fund for the provision of three new cricket nets at Boongaree. This funding secured \$34,162 towards the project.

In late 2020 the Australian Cricket Infrastructure Fund (ACIF) contacted Council to identify an opportunity for Council to apply for the ACIF funding to expand the site to support a fourth cricket net, thereby qualifying the site as a regional training facility. As a result, Council prepared and submitted an application to the ACIF for four cricket nets, which was successful in obtaining \$30,000 funding towards the project.



**Figure 1. Adopted Masterplan for Boongaree**

The blue box in Figure 1 shows the site of the cricket training nets. Subject to acceptance of the grant funding construction and delivery of new cricket nets is expected to commence in the 2021/22 financial year.

### Community Engagement

Council has been in consultation with members of Cricket New South Wales and the Berry Shoalhaven Heads Cricket Club (BSHCC), who requested and supported the funding applications to the T20 and ACIF funding. The funding applications were prepared by Council staff, in coordination with BSHCC members and supported by Cricket New South Wales.

Cricket New South Wales are strong supporters of cricket development in the Shoalhaven region, and identify Boongaree as a strategic location for growth in the sport.

### Policy Implications

The Community Infrastructure Strategic Plan identifies Boongaree as a Regional Sports Park and recommends for the complex to become a regional recreation/community sporting facility. This project will upgrade the cricket training nets to regional standards, aligning with this recommendation.

### Financial Implications

Recent quotation received by the BSHCC indicate the cost of installing the three cricket nets at Boongaree is \$99,162. This quotation will require amendment in order to reflect the recent proposal to install four cricket nets.

Council received a total of \$34,162 under the NSW ICC T20 World Cup 2020 Legacy Fund, and a total of \$30,000 under the Australian Cricket Infrastructure Fund.

The Berry Shoalhaven Heads Cricket Club have committed \$10,000 of their own funds towards the delivery of four nets.

Council has an allocation of \$55,000 towards the project from the Community Planning and Projects budgets. These funds will be available from the 2021/22 budget allocations.

The total funding available for this project is \$129,162, which is inclusive of the successful funding applications, contributions from the cricket club, and Council's contributions.

It is envisaged that the available funding will be sufficient to cover the costs to install four cricket nets, which is pending the receipt of the updated quotation.

**Risk Implications**

Delivery of the cricket nets will be executed in line with Council's Risk Management Policy, including on-site inductions for all contractors engaged to perform works, and scheduled site surveillance to review progress of the project.



## SA21.40 Sanctuary Point District Library - Update and Concept Plan Public Exhibition

**HPERM Ref:** D21/66387

**Department:** Community Planning & Projects  
**Approver:** Jane Lewis, Director - City Lifestyles

**Attachments:** 1. Community Engagement Report [↓](#)  
2. Sanctuary Point Library - PCG Presentation 18 Feb 2021 (under separate cover) [↗](#)

### Reason for Report

To provide Council with an update on the Sanctuary Point District Library Project and seek Council's support to proceed to public exhibition of the concept plan and lodgement of a Development Application.

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

That Council:

1. Accept the report for information.
2. Support the public exhibition of the Sanctuary Point District Library Concept Plan.
  - a. Where significant and adverse feedback is received, amend the design to address the issues raised as deemed necessary.
3. Receive a further report at the conclusion of the public exhibition period
4. Endorse progressing to Development Application lodgement as per MIN20.33.

### Options

1. Adopt the recommendation.

Implications: The recommendation allows the project to proceed in accordance with the existing Council resolution (MIN20.33) to proceed to community consultation, detailed design and lodgement of a Development Application.

2. Adopt an alternative recommendation.

Implications: Depending on the nature of the alternative recommendation, it may be inconsistent with MIN20.33 which resolves to proceed to community consultation, detailed design and lodgement of a Development Application.

### Background

In January 2020, Council resolved the following in relation to the library (MIN20.33) to:

2. *Select Site A, located on the corner of Kerry Street and Paradise Beach Road, as the preferred site for building of a new district library at Sanctuary Point.*
3. *Proceed to community consultation, detailed design and lodgement of a Development Application.*

Since the Council resolution, Brewster Hjorth Architects have been engaged as the consultant to undertake the preparation of the concept plans, community consultation, lodgement of a Development Application (DA) and detail designs (for tender for construction) for the Library at the subject site, being the corner of Paradise Beach Road and Kerry Street Sanctuary Point.

## Community Engagement

### Consultation to Date

Since Council resolved to endorse the subject site, the community have been consulted on the Sanctuary Point District Library project since mid-2020, at which time a Get Involved page was established for the project on Council's website. In June 2020, Council undertook a survey to seek feedback on what design elements should be included in the design of the building, and what services should be provided within the building. A total of 143 survey responses were received, and the results were subsequently provided to the consultant to consider as part of the concept design development.

Since the consultant was engaged in late 2020, further community engagement has been undertaken through community workshops and an online survey which was hosted on the Get Involved page. The workshops were facilitated by the consultant team and included three workshops:

One workshop with an external stakeholder group on 2 December 2020 from 5.30pm to 7.30pm at the St Georges Basin Community Hall.

- Invitations were sent to the landowners and businesses from the Sanctuary Point Town Centre, Community Groups from Sanctuary Point, Community Consultative Bodies from the Bay and Basin area and Primary and High Schools in the Bay and Basin Area.
- This was attended by 9 stakeholders who represented community organisations, adjacent landowners, business owners / operators from the Sanctuary Point Local Centre and local schools.

Two community workshops on 9 December (11am to 1pm, and 5.30pm to 7.30pm) at the St Georges Basin Community Hall.

- Community members were invited to register their attendance via the Get Involved page or by calling Council staff (to manage COVID-19 requirements).
- The workshops were promoted via radio advertising (2ST and Power FM), Council's Social Media, Get Involved Page, and Community e-Newsletter (In Your Neighbourhood).
- The workshops were attended by 15 community members and 1 Councillor.

The facilitated workshops sought feedback on what the design of the library should consider and include. A copy of the Community Engagement Report is provided as **Attachment 1**.

An invitation to attend the community engagement workshops was extended to all Councillors. A further opportunity to meet with the consultant, either via a Teams meeting or telephone interview, being offered to all Councillors to enable thoughts, ideas and feedback to be provided to the consultant.

Since these community workshops, and feedback provided by Council staff to the consultant team, a concept plan has now been developed which responds to the feedback received. A copy of the preferred concept plan is provided as **Attachment 2**.

### Consultation – Next Steps

Further community consultation is proposed to be undertaken of the concept plan. The proposed approach for the next stage of the community consultation includes:

- Follow up workshop with External Stakeholder Group.
- Public exhibition period supported by an online survey and acceptance of submissions. This is proposed for a period of 28 days.
- Community drop-in day during the public exhibition period. This will be an opportunity for the community members to come and meet Council staff and members from the consultant team to discuss the preferred concept plan, ask questions, and provide their feedback.

Copies of the concept plan and fly-throughs will be available for viewing and comment during the consultation period. Following the consultation period, the feedback received will be reviewed, and any changes to the design deemed necessary to address the community feedback will be considered prior to proceeding to lodging a DA for the Library.

Further consultation will be undertaken after the DA is lodged, as part of the public exhibition process required by the *Environmental Planning and Assessment Act 1979*.

At the conclusion of the community consultation and public exhibition phase a report will be provided to Council outlining the comments received, proposed changes and seeking adoption of the concept design for the library.

### **Financial Implications**

The consultation undertaken and proposed consultation will be funded from the existing budget allocation specifically for the project.

The Sanctuary Point District Library is identified in the Long Term Financial Plan, with budgets identified for this project over the next two financial years (2021/22 and 2022/23) for the construction of the library.

## SA21.41 Acceptance of Community Facilities Grants - Crown Reserves Improvement Fund

**HPERM Ref:** D21/77194

**Department:** Shoalhaven Swim Sport Fitness  
**Approver:** Jane Lewis, Director - City Lifestyles

### Reason for Report

To seek Council approval to accept three NSW Crown Reserves Improvement Fund offers for community projects at Council's community facilities:

- Resurfacing of courts and install picnic table for Culburra Tennis Courts
- Upgrade audio system for Nowra Show Showground
- Tree management for Milton Pony Club Equestrian Facility

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

That Council

1. Accept the Crown Reserves Improvement Fund offers of:
  - a. \$8,000 for Culburra Tennis Courts
  - b. \$89,689 for Nowra Showground
  - c. \$15,000 for Milton Pony Club
2. Authorise the Chief Executive Officer to sign the funding agreements with the NSW Government for the above projects.
3. Commit to provision of funding from:
  - a. The 2021 / 22 Active Recreation Minor Improvement budget of \$28,060 for Culburra Beach Tennis Courts
  - b. The 2021 / 22 Recreation Buildings budget of \$11,188 for Nowra Showground audio system
4. Write to thank the Minister the Hon Melinda Pavey MP, NSW Minister for Water Property & Housing for her generous offers from the NSW Crown Reserves Improvement Fund.

### Options

1. Council accept the NSW Crown Reserve Improvement Fund offers of:
  - a. \$8,000 towards resurfacing of the Culburra Tennis Courts and installation of picnic table

#### Implications:

- Council will deliver this project with co-contribution funds of \$5,000 from Culburra Tennis Management Committee, with co-contribution funds of \$28,060 remaining expenditure from the Active Recreation Minor Improvements Budget 2021 / 22
- Improved playing surface, minimising risk of injury
- Increased usage by the community and visiting tourists
- Enhanced amenity of the precinct

- Reduction in costs to Council for new infrastructure
- Council supports the Culburra Tennis Courts Management Committee's initiative to improve service provision at the tennis courts

b. \$89,689 towards the upgrade of Nowra Showground's audio system

Implications:

- Nowra Show Society will deliver this necessary upgrade of Nowra Showground's audio system with co-contribution funds of \$11,188 from Council's Recreation Buildings Budget 2021/22
- Improved communications at Nowra Showground for the annual Agricultural Show, livestock emergency evacuation, tourism, sporting and community events
- Improved safety systems for Nowra Showground, enabling fast and clear communication to event patrons
- Council supports the initiative of Nowra Show Society to improve service provision at Nowra Showground

c. \$15,000 for tree management at Milton Pony Club

Implications:

- Milton Pony Club will be able to rejuvenate old horse yards and expand its activities at the facility
- Council supports Milton Pony Club's initiative to activate additional space and improve service provision at the facility

2. Council rejects the recommendation and not accept the funding.

Implications:

- May create a community perception that Council does not support community initiatives at community facilities
- Increased costs to Council for new infrastructure
- Required upgrades may not be delivered
- Service provision at these community facilities may not be improved

## Background

Three NSW Crown Reserves Improvement Fund offers have been made to Council, as Trust Manager for the identified Crown reserves. Funding applications for these projects were submitted by the S355 Management Committee / community groups for improvements to the relevant Crown Reserves. Council has supplied letters of approval for the projects.

In previous rounds, Crown Reserves Improvement Fund offers have been made directly to applicant organisations and they have undertaken to accept funding and acquit the grants.

Upon enquiry, however, Crown Reserves Improvement Fund staff have advised of a change in procedure with this funding round, which was not included in the grant guidelines. Fund administrators have advised that:

- Land managers, and Shoalhaven City Council in this case, will need to sign the acceptance of grant offer, and grant funds will be paid directly to the land manager

- Upon receipt of funds, land managers have the option to disperse the funds to the applicant organisation and have them manage delivery of the project, monthly reporting and final acquittal

### Culburra Tennis Courts

In 2020, Culburra Tennis Courts Management Committee applied for a Crown Reserves Improvement Fund grant of \$32,400 (GST inc), with a co-contribution from the Management Committee of an additional sum of \$5,000. The project proposal was to install a covered picnic table and to resurface both courts, to a total project cost of \$41,060.

In response to this application, on behalf of the Management Committee, Council has received a reduced grant offer of \$8,000 (GST inc) from the Crown Reserves Improvement Fund. Coupled with the Management Committee's co-contribution, if accepted, this funding will provide \$13,000 towards the total project cost.

Council's Asset Management Plan identifies that the tennis courts' surface was estimated to be due for renewal in 2019. Recent inspections have identified that the courts do require resurfacing and Council supports the initiative.

Culburra Tennis Courts Management Committee and Culburra / Crookhaven Tennis Club are aware that most Shoalhaven tennis courts have been recently resurfaced with a synthetic mat. They have opted, however, to retain the existing hard court when resurfacing, to reduce ongoing maintenance and future resurfacing costs.

The Club's increasing membership is keen to support the improving utilisation of the courts, especially over summer by visitors from the neighbouring Holiday Haven Tourist Park.

Council also supports installation of a covered picnic table, in alignment with the Community Infrastructure Strategic Plan, which supports improvements to infrastructure at high usage facilities such as Culburra Tennis Courts. There are no picnic tables and only minimal seating installed at the facility.

Due to the importance of these identified works, Council may elect to accept the grant funding and Management Committee co-contribution, and to supplement project funds from the Active Recreation Minor Improvements Budget 2021/22, in order to deliver the full project proposal in this financial year. The project will be delivered by Council's Community Planning and Projects Department.

### Nowra Showground

Nowra Show Society has been planning a comprehensive upgrade of Nowra Showground's audio system for many years.

The proposed upgrade will provide high quality audio to the Main Arena and Pavilion, designed for digital control of linked zones. It will include connectivity potential for further extensions of the system throughout Nowra Showground.

The upgraded system will benefit all users of Nowra Showground by providing infrastructure for improved communications and safety, with fast and clear audio to event patrons. The new infrastructure will service the annual Nowra Show and other Nowra Show Society events, livestock emergency evacuations, tourism, sporting and community events.

Council staff have reviewed the proposal in conjunction with Nowra Show Society, ensuring the infrastructure's operational integrity as well as system compatibility with other Showground infrastructure.

Due to the significant benefits offered by this proposal, Council may elect to accept the grant funding and to contribute to project funds from the Recreation Buildings 2021/22 Budget, to enable the full project proposal to be delivered this financial year.

In accordance with advice from Crown Reserve Improvement Fund staff, grant funds will be dispersed to Nowra Show Society to deliver the project and to acquit the funding. Council will liaise closely with Nowra Show Society throughout delivery to ensure quality of infrastructure installed and safety of patrons.

#### Milton Pony Club Equestrian Facility

Milton Pony Club is the exclusive user of the Milton Pony Club equestrian facility in Mollymook. The Club holds a temporary Licence Agreement for facility occupancy until 31 December 2021. The Club has been a regular user at the facility for over 20 years and it is anticipated that this Licence Agreement will be renewed with a longer term in future.

In 2020, Milton Pony Club approached Council seeking approval to undertake tree removal at Milton Pony Club equestrian facility. The Club was seeking to rejuvenate disused horse yards in order to expand the facility's useable space. To facilitate this proposal, they requested approval to remove some trees and undertake under-scrubbing works. They also requested a safety audit of all trees at the facility.

Council undertook a tree inspection and risk assessment at the facility in July 2020 and provided the Club with a copy of the associated tree inspection report. The inspection identified that several standing as well as fallen trees should be removed for safety. In November / December 2020, Council performed all required safety works at the site.

Council's tree inspection report also provided Milton Pony Club with approval to undertake further tree removal, tree crown maintenance and under-scrubbing works for the purpose of expanding Club activities at the facility. The proposed tree works are required to ensure safe rejuvenation of, and expansion into, the facility's disused horse yards. This activity will significantly reduce risk to the public, to Pony Club members, livestock and infrastructure.

Milton Pony Club engaged local contractors to provide quotations for the works and has been successful in an application to the 2021 Crown Reserves Improvement Fund to undertake tree removal, tree crown maintenance and under-scrubbing works, as approved in the tree inspection report.

Acceptance of the funding offer from the Crown Reserves Improvement Fund is recommended, in order to support the Club's initiative to increase the facility's serviceability.

In accordance with advice from Crown Reserves Improvement Fund staff, grant funds will be dispersed to Milton Pony Club to deliver the project and to acquit the funding. Council will liaise closely with the Club throughout delivery to ensure quality and safety of the works.

#### **Community Engagement**

All user groups have been contacted and are in support of the recommendations of this report.

#### **Policy Implications**

These projects align with Council's policies, including the Sportsground Management, Tree Management and Risk Management Policies. The projects improve service provision at well-utilised community facilities, in alignment with recommendations of Council's Community Infrastructure Strategic Plan.

## Financial Implications

Facility	Applicant	Applicant Contribution \$	CRIF Offer \$	Council Contribution \$	Total Project Cost \$	Project Manager
<b>All figures include GST</b>						
Culburra Tennis Courts	Culburra Tennis Courts Management Committee	5,000	8,000	\$28,060	<b>41,060</b>	Council (project delivery costs included in Council contribution)
Nowra Showground	Nowra Show Society	Nil	89,689	11,188	<b>100,876</b>	Nowra Show Society
Milton Pony Club Grounds (Mollymook)	Milton Pony Club	Nil	15,000	Nil	<b>15,000</b>	Milton Pony Club

### Culburra Tennis Courts

Council will expend \$28,060 from the Active Recreation Minor Improvements 2021/22 Budget to deliver the project proposal. These funds are available within the annual budget allocation. Upgrade of the existing aged and deteriorating infrastructure may reduce future maintenance costs.

### Nowra Showground

Council will co-contribute \$11,188 from the Recreation Buildings 2021/22 Budget, to support upgrading of this key communications infrastructure. These funds are available within the annual budget allocation. Upgrade of the existing aged and deteriorating infrastructure with modern, durable equipment may reduce future maintenance costs.

### Milton Pony Club

There is no financial expenditure for Council to undertake. All future costs associated with rejuvenation of the disused horse yards and ongoing maintenance are the responsibility of the Club, as Licensee.

## Risk Implications

All projects will be managed in accordance with Council's Risk Management Policy, including site-specific risk assessments and risk management to be undertaken by licenced contractors engaged for the works. Council staff will conduct on-site contractor inductions, as well as inspections to review project outcomes and ensure operational safety at the facility.



## SA21.42 Sustainable Energy Management Update

**HPERM Ref:** D21/55753

**Approver:** Robert Horner, Executive Manager Shoalhaven Water

**Attachments:** 1. Combined - Energy Matters - Executive Summary - Feb 2021 [↓](#)

### Reason for Report

In response to a Resolution received from the Ordinary Council Meeting held on 13 November 2018, Group Directors were asked to prepare a report for future Strategy and Assets Committee meetings as to what each department has pursued or is currently pursuing in the sustainable energy space.

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

That the Committee receive the Energy Management Update report for information.

### Options

1. As per the recommendation

Implications: The Council is informed of the status of the relevant energy management projects.

2. Request further information

Implications: Staff can provide further detail on any Council request.

### Background

Several areas of Council have been pursuing energy efficiency and renewable energy initiatives throughout 2020/21 to improve energy efficient operations and to reduce excessive energy charges. Two contractors have been engaged within the Shoalhaven Water Group to oversee energy management, both within Shoalwater and more broadly across Council.

### Energy Matters – Executive Summaries

Shoalhaven Council staff have prepared a range of one-page Executive Summaries titled 'Energy Matters' (Attachment 1) which briefly outlines current energy management projects. Progress updates are provided to keep stakeholders informed of the latest developments on these projects.



## ENERGY MATTERS

### Project Title: SCC Solar PV Installations

Shoalhaven City Council

#### Summary:

Shoalhaven Council's adopted 'Sustainable Energy Policy' aims to seek opportunities to source or generate 25% of its electricity supply for Council's operations from renewable energy sources by 2023. To achieve this target, SCC plans to install solar photovoltaic (PV) systems at its owned assets, where suitable. Solar PV systems installed in 2020 included: Shoalhaven Indoor Sports Stadium, 5 Shoalhaven Water treatment plants; Nowra Library and the Bomaderry Works Depot. The total additional solar PV capacity for these 8 sites was 320kW, more than doubling Council's existing solar PV installations.

Proposed new solar PV installations in 2021 include 4 Shoalhaven Water wastewater treatment plants; namely Nowra, Bomaderry, Culburra and Callala for a total capacity of 230 kW. Several Stand-Alone Power Systems are also proposed for around 20 community buildings as part of the 'Recovery into Resilience' (RiRP) project.



Vincentia WWTP 95 kW ground-mounted solar PV array



A 60kW solar PV system installed at the Shoalhaven Indoor Sports Centre in late 2021

#### Benefits:

Commercial solar PV installations represent good value for money and the current price per kWh for installed solar power (renewable energy) is now cheaper compared to electricity sourced from the grid (fossil fuel energy), making a strong business case for maximising solar PV on Council assets. From Jan 2020, Council's grid supplied electricity price increased by around 20%, making the business case for solar PV installations much more favourable.

#### Project Team:

Darren O'Connell, Energy Management Consultant  
Andrew Truran, Business Analysis Consultant  
Gary George, Buildings Project Manager

#### Progress:

Oct 2019	SEC solar PV installation now complete, additional sites being further investigated, including Shoalwater assets.	DOC, AT
July 2020	Solar PV installations have commenced at 7 Council assets under RFT63027E including: Ulladulla WWTP (25kW); Vincentia WWTP (95kW); Shoalhaven Heads WWTP (20kW); Flat Rock WTP (30kW); Sussex Inlet WWTP (30kW); Nowra Library (30kW); and Bomaderry Works Depot (30kW)	DOC AT
Feb 2021	New solar PV installation projects are underway for 4 Shoalhaven Water wastewater treatment plants and around 20 community facilities under the RiRP	DOC AT



## ENERGY MATTERS

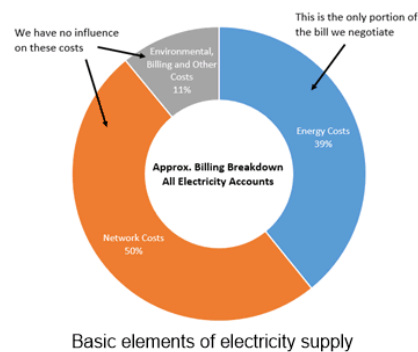
### Project Title: General Supply Electricity Contracts Retail Electricity Agreements

#### Summary:

SCC purchases electricity for its operations on 3 contracts: 43 'Large Sites' (each >100MWh/yr), Street Lighting and 538 'Small Sites' (<100MWh/yr). The Energy Contracts for Large Sites and Streetlighting expire on 31 Dec 2022, whereas the Small Sites contract is not fixed term.

The 2020-2023 contracts came at an increased cost (~\$1.4M pa or about 21% extra compared to 2019 – see figure below).

Council formed an internal Energy Contracts Working Group to procure electricity. The Group organised to enter non-binding agreements with both Procurement Australia and NSW LGP to source long-term renewable electricity under Power Purchase Agreements. These offers will be evaluated mid-2021 to gauge value before entering any binding stage.



Forecast Annual Spend by Contract



#### Project Team:

Andrew Truran, Business Analysis Consultant  
Darren O'Connell, Energy Management Consultant  
Paul French, Supply Chain Manager, SCC  
Patricia Hoerlein, Compliance & Accounts, Shoalwater

#### Progress:

Oct 2019	SCC have established contracts with Origin Energy and ERM Power through LGP Tender EL0519 for the supply of electricity for Large Sites and Streetlighting respectively, commencing 1 <sup>st</sup> January 2020 for 3 years. The Small sites are migrating to the NSW Govt 776 Contract (agreements in the process of being signed) which is contracted to Origin until July 2021, with extension options.	AT, DOC, PF, PH
June 2020	Contract pricing for all sites now changed to new arrangements. Project Complete	
Feb 2021	Council signed non-binding agreements with both Procurement Australia and NSW Local Government Procurement to secure long-term renewable Power Purchase Agreements.	PF, DOC

HPERM Ref: D21/52174

For more information contact: [Paul.French@shoalhaven.nsw.gov.au](mailto:Paul.French@shoalhaven.nsw.gov.au)



## ENERGY MATTERS

### Project Title:

## Cities Power Partnership (CPP)

Shoalhaven City Council

### Summary:

Shoalhaven Council signed up to the CPP in 2017 and agreed to implement 5 pledges to address Council's energy and emissions reduction. Those pledges were either fully or partially completed or stalled in their progress. In 2020, Council adopted 5 new pledges to enable Council to continue its efforts in renewable energy, carbon emissions reduction and energy efficiency.

The CPP Program has been free to join since its inception, however, from July 2020 the CPP sought voluntary financial contributions from member Councils to help fund its work in 2020/21. The financial contribution allocated by Shoalhaven Council was \$2,000 p.a. based on its size. For this Council receives several membership benefits including one ticket to the CPP Annual Summit. Council staff continue to utilise the benefits of the CPP including their online Forums, project monitoring, Buddies program and webinars.

The 5 new CPP pledges adopted in 2020 are:

1. Use Council resources to support the uptake of renewable energy
2. Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost
3. Adopt best practice energy efficiency measures across all Council buildings, and support community facilities to adopt these measures
4. Roll out energy efficient lighting across the municipality
5. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles

Council will implement these pledges and report back to the CPP on a 6-monthly basis



### Benefits:

Independent support and networking with 140+ Australian local Councils on climate change mitigation and adaptation measures. Sharing of resources and peer support under the Buddies Program.

### Project Team:

Darren O'Connell, Energy Management Coord, SCC  
Andrew Truran, Business Analysis Consultant, SCC

### Progress:

Mar 2019	A CPP Pledge Actions Progress Table has been prepared and circulated to the GDs to track progress on the 5 Pledges – HPERM REF D19/79018	DOC
Aug 2019	SCC awarded a Highly Commended award at the 2019 CPP National Awards in the 'Renewable Energy Achievement' category.	DOC AT
July 2020	Council report prepared to update and refresh Shoalhaven Council's CPP Pledges and to make a voluntary financial contribution to support the program into 2020/21	DOC
Feb 2021	<b>Council continues to action its new pledges and make progress in renewable energy and energy efficiency</b>	<b>DOC</b>

HPERM – D21/52172

For more information contact: [Darren.OConnell@shoalhaven.nsw.gov.au](mailto:Darren.OConnell@shoalhaven.nsw.gov.au)





**ENERGY MATTERS**

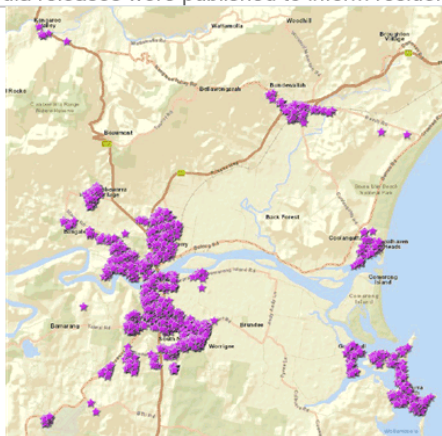
**Project Title:**  
**LED Streetlighting Upgrade - Accelerated**

Shoalhaven City Council

**Summary:**

Across the Shoalhaven, Council currently has approximately 11,000 street lights. Although Council is responsible for the provision and operating costs, the street lighting is actually owned and maintained by Endeavour Energy.

In early 2019, Council received a funding offer from the then NSW Office of Environment & Heritage (OEH) to assist with the cost to replace existing residential street lights with energy efficient Light Emitting Diode (LED) lighting. This will result in savings to Council for costs related to street light maintenance (SLUoS) and electricity charges (NUoS). Council resolved (MIN19.420, 25/6/2019) to take up this financial assistance offer to replace 4,213 Mercury Vapour residential street lights (50 & 80 watts) with 17 watt LEDs at a cost of \$1.2M after rebates. Once the accelerated street lighting upgrade is completed, a total of 55% of Council's street lighting will be energy efficient LEDs. The roll out of the LEDs commenced later than expected in March 2020 and will run through until Dec 2020. Media releases were published to inform residents.



Example map showing where LED street lights are being installed – note other Shoalhaven LGA areas are also being upgraded

**Benefits:**

The modelling undertaken by Endeavour Energy and Council indicates this accelerated street lighting upgrade will generate an annual reduction in SLUoS charges of \$15,600 and a reduction in energy costs (NUoS) of \$229,000, resulting in a total annual savings of approx. \$245,000 in Council's street lighting charges. This results in a non-discounted simple payback calculation of 5 years using current electricity costs. As electricity costs increased by around 20% from Jan 2020, the payback period also reduced accordingly.

**Project Team:**

Darren O'Connell, Energy Management Consultant  
Anthony Russell, Principal Electrical Engineer, SCC  
Paul Keech, Director Assets and Works, SCC

**Progress:**

June 2019	Council resolved to enter into agreement with Endeavour Energy to accept the OEH financial assistance for the Accelerated Street Lighting Upgrade program (MIN19.420). SCC CEO signed the Formal Offer to accept the funding.	PK, PH, DOC
July 2020	Rollout commenced in March 2020 and will extend until Dec 2020	DOC
Feb 2021	Project practically completed – only 293 lights left to be replaced	DOC, AR

HPERM – D21/52168

For more information contact: [Darren.OConnell@shoalhaven.nsw.gov.au](mailto:Darren.OConnell@shoalhaven.nsw.gov.au)



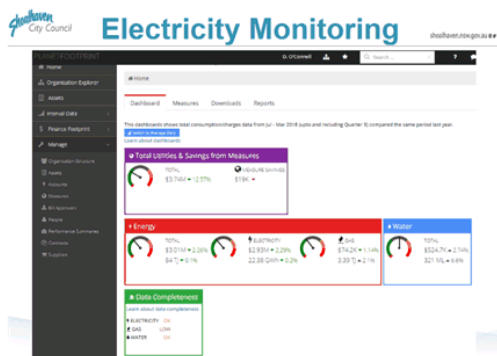
**ENERGY MATTERS**

**Project Title:**  
**Energy Monitoring Dashboard**

Shoalhaven City Council

**Summary:**

Azility (previously Planet Footprint) are currently engaged by Shoalhaven Council to gather, analyse, and monitor Council's energy consumption. Through a package called 'Finance Footprint', Azility also gather and check Council's energy and water bills and make arrangements for these to be approved and paid. Azility also provide an online portal that Council staff can access to view electricity invoices, graphs of consumption trends in energy, etc. Azility also supply a Quarterly Performance Report for staff as part of ongoing energy monitoring. Council will commence a free trial in early 2021 of a new dashboard called LG Sherlock Energy Detective which offers additional data analysis.



**Benefits:**

Azility is an aggregator of Shoalhaven Council's energy accounts (over 500 accounts) and produces results and reports on trends in energy consumption and costs. As this is a complicated task, there is some convenience in outsourcing this role.

**Project Team:**

Darren O'Connell, Energy Management Coord  
Andrew Truran, Business Analysis Consultant  
Brenden Logue, Water Business Services Manager  
Patricia Hoerlein, Project Compliance Accounts  
Sally Gorman, Accounts & Reporting Support

**Progress:**

Nov 2018	Meetings arranged with PF on 19 Nov with key Council staff to resolve some ongoing issues regarding GHG data, new dashboard analytics, SoE, Utilities Console, etc.	DOC, AT, TH, PH, SG
Mar 2019	New Yellowfin platform now used and reporting 'tags' and email alerts are being setup to improve Performance Reporting to key staff. Launch of new company name 'Azility' and website at <a href="https://www.azility.co/">https://www.azility.co/</a>	DOC, AT
July 2019	Data 'tags' have now been entered into the database to help sort data reporting into relevant functional groups. Quarterly Performance Report presentation scheduled for 25 July 2019 for key staff. Email alerts on power consumption anomalies are currently being tested.	AT, DOC, PH, SG
Feb 2021	Council to commence a free 2-month trial of LG Sherlock Energy Detective to evaluate its benefits and future potential for energy monitoring	DOC, AT, BL, PH, SG



## ENERGY MATTERS

### Project Title: **Revolving Energy Fund (REFund)**

Shoalhaven City Council

#### Summary:

Shoalhaven Council resolved to establish an internal Revolving Energy Fund (REFund) at the Ordinary Meeting on 25/6/2019 and seed the fund with an initial \$230,000 from the 2019/20 budget (MIN19.419). Council also requested a further report early in the 2019/20 FY identifying a prioritised list of energy efficiency projects to be progressed under this initiative. The REFund works by reinvesting the monetary savings made by selected energy efficiency projects back into the fund until the project capital is paid back in repayments. This generates revenue to commence new REFund projects and so the cycle continues. Energy efficiency and renewable energy projects with short payback periods are ideal under the REFund as they replenish the available revenue quickly.

To date, four (4) projects have been initiated under the REFund and more projects have been sought from Council staff to make corporate assets more energy efficient. An approved Revolving Energy Fund – Allocation Procedure is now available for staff to apply for funds and to administer the REFund via a formal Project Funding Agreement.



A 30kW solar PV array installed at the Bomaderry Works Depot in June 2020

Four projects have been completed under the REFund including:

1. 30kW solar PV installed at Bomaderry Works Depot
2. 30kW solar PV to be installed soon at the Nowra Library
3. Energy savings LED lighting upgrade at the Nowra Library in May 2020
4. Energy savings LED lighting upgrade at 4 Aquatic Centres



All lighting at the Nowra Library both inside and outside is energy savings LED technology offering a short payback period of less than 3 years.

#### Benefits:

Funding can be a constraint to implementing even high priority energy savings projects. The REFund enables an ongoing internal funding source to contribute towards renewable energy and energy efficiency projects in Council's operations.

#### Project Team:

Darren O'Connell, Energy Management Consultant  
Anthony Russell, Project Electrical Engineer, SCC

#### Progress:

Oct 2019	The REFund Committee met on 16 Oct 2019 to discuss the REFund procedure and administration. Priority projects have been listed and will be reported to Council by the end of 2019.	DOC, SM, PF, PH
July 2020	GDs approved the corporate 'REFund – Allocation Procedure' at their meeting of 11/2/20 (GD20.26). All 4 REFund projects (see above) approved by Council are either completed or commenced.	DOC
Feb 2021	New energy efficiency projects are being sought from Council sections to spend the remaining \$50K from the REFund seed funding. Shoalhaven Entertainment Centre LED lighting upgrade may be a suitable project and will be assessed by the REFund Committee soon.	DOC

## 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.