

MEETING NOTES

MEETING WITH NORTHERN AREA COMMUNITY CONSULTATIVE BODIES

FRIDAY 23RD MAY 2008

Committee Rooms 1, 2 & 3, City Administrative Centre, Bridge Road, Nowra.

The meeting commenced at 10.10 am.

PRESENT

Russ Pigg – General Manager – Chairperson

Clr McCrudden

Clr Green

Clr Ward

John Wells – Director City Services and Operations – left 11.10 am

Ernie Royston – Director Strategic Planning Group – arrived 10.45 am

Robert Sutherland – Infrastructure Planning Manager – arrived 10.25 am

Lachlan Harris – Media Manager

Greg Roberts – Executive Support Manager – left 10.45 am returned 11.30 am

Ellen Jerrett – Cambewarra Residents and Ratepayers Association

Ernie Dumpleton – Budgong Community Group

Rae Jameson Stewart – Budgong Community Group

Rick Gainford – Berry Alliance

Bill Pigott – Berry Alliance

John Ings – Berry Alliance

Robyn Falck – Shoalhaven Heads Community Forum

Apologies:

Clr Anderson

1. Welcome and Introduction

The General Manager welcomed all participants to the meeting.

2. General Manager

a) Draft Management and Budget

Mr Russ Pigg advised that the Draft Management Plan (DMP) was currently on public exhibition and also demonstrated how to access and make submissions on the document through Council's website. The meeting was advised of the public meetings that had taken place in Ulladulla and Vincentia, with a good turn out to each. The meeting was also advised that the last DMP meeting would be held on Wednesday 28th May 2008 - 7.00 pm at the Nowra Administrative Centre, Bridge Road, Nowra.

CCB's were also advised that they had received hard copies of the document.

Mr Pigg showed the meeting how to find the DMP, Budget and Fees and Charges documents on the Council's website and encouraged all who had access to use this version to look up information relevant to their area.

b) Council News and Ads in the "Shoalhaven Mail"

Mr Russ Pigg advised the meeting on The Mail Shoalhaven and how Council intend to use this medium to provide information and advertisements to the community. Mr Pigg showed the meeting a copy of the first edition, which came out last weekend, 18th May. The meeting was advised that there where no letterbox drops in rural areas but copies could be accessed at drop off points.

The meeting was informed that the follow towns in the northern CCB area would receive letter box drops;

- Berry 640 copies
- Cambewarra 400 copies
- West Cambewarra 250 copies
- Shoalhaven Heads 1,200 copies

Community Representatives

CCB's enquired where drop off points would be and also enquired what the Councillor's input into this publication was.

Council Response

Mr Pigg advised the meeting that drop off points where situated around the City, such as village general stores and major shopping centres in the City. Copies of the paper are also available at Council's Administration Centres and Libraries as well as the Council's webpage.

Mr Pigg advised the meeting that the material in The Shoalhaven Mail would be corporate Council material, public news items, public notices and advertising. The material will be produced by the Media Manager. The Shoalhaven Mail will not contain all advertising, items such as some Positions Vacant and Tenders will still use traditional media. The meeting was then shown where to find the links on Council's website and that a link could also be found on The Shoalhaven Mail's website to Council news.

Berry Alliance complemented Council on the website and the information contained in it. Mr Pigg thanked them for their comments and advised that he receives a range of feedback on the site. Clr McCrudden commented that the site has a lot of information that can be useful to the general public and CCB's.

c) Councillor "Communications" Reimbursement

Mr Pigg advised that there where several submissions to the policy amendments and that a report has been generated and will be put to Council on Tuesday 27th May, 2008. Mr Pigg made mention that there where a few issues raised with the amendment as stated and that Council will debate those issues at the Ordinary Meeting.

d) Minutes from CCB's

Mr Pigg reminded the CCB's to provide Council with their minutes. Mr Pigg commented that most CCB's send in minutes electronically which makes it easier to disseminate to the appropriate

sections within Council. CCB's send in minutes either after they have been approved at the next meeting or after they are prepared, Mr Pigg advised that either way is acceptable. Mr John Wells advised that from items in minutes he can initiate contact with relevant CCB's to gain further detail. Mr Pigg advised CCB's to write letters or email to the Council generic address (details below) to action items of importance this is so that items can be registered and appropriate action can then be taken.

Mailing address

The General Manager
Shoalhaven City Council
PO Box 42,
NOWRA, NSW, 2541

Email

council@shoalhaven.nsw.gov.au

e) Revision of CCB Guidelines – Special Interest Groups & Lists of Landowners

Mr Pigg advised the meeting that the new Guidelines for CCB's is about to go out for public exhibition, the main changes were outlined to the meeting;

- Removal of provision of rate payers list as several issues have arising over this inclusion
- Provide for appointment of special interest CCB's in addition to community based CCB's, some areas already in consideration are Huskisson and Ulladulla

Community Representatives

Budgong Community Group expressed concern over the removal of rate payer list as they use this list to disseminate information to local residents. As changeover of land ownership is quite high in the area they rely on the rate payers list to inform all residents of issues that relate to the area of Budgong.

Council Response

Mr Pigg advised the meeting that the documents for the revision will be on Council's website in the coming weeks. Mr Pigg encouraged any CCB's, like Budgong RR&A who have concerns or issues with the draft policy should submit them before the closing date.

f) Hard Copy Business Papers

Mr Pigg explained that over 150 copies of Council's Business Papers were printed for every meeting at an enormous cost to Council and asked the CCBs to reconsider accessing them through the Internet. Mr Pigg gave a demonstration on how to find the Business Papers and also explained that they are available on the Internet by the Friday afternoon before every meeting. Mr Pigg asked that CCB's let Council know if they no longer wish to receive the hard copies of the Business Paper.

ACTION: CCBs to reconsider receiving hard copy Business Papers and advise Council if the decision is reached not to receive them any longer.

g) Suggested Restructure of CCB Meetings (*Berry Alliance*)

Community Representatives

Mr Rick Gainford asked that Council replace the current schedule of meetings with one annual meeting of all CCB's, this meeting could contain all big generic issues relating to all CCB's. Any smaller local based issues could be raised by CCB's to the appropriate Council personal.

Council Response

Mr Pigg commented that it was unfortunate that this idea has arisen at the last of the current round of CCB meetings. Cllr Ward asked if other CCB's would support the annual meeting idea. Mr Pigg advised that all CCB's would need to be petitioned and further information gathered on the idea. It was discussed as to the timing of an annual meeting; Mr Pigg advised that February or early March would be the best time as this would be before major Management Plans would be developed for the current year.

ACTION: GM to look into developing a single annual meeting for larger Citywide issues.

h) Contact Person in Council (*Berry Alliance*)

Community Representatives

Berry Alliance expressed a need for a list of contact within Council for particular issues.

Council Response

Mr Pigg advised that the best method was to use the Council's generic email or postal address (listed above) as this way requests will get registered and sent to the appropriate personal for action.

Community Representatives

CCB's commented that the Council website could have a similar function to the maintenance phone number, which has prompts for common requests, could Council look at creating a similar function on the website? CCB's commented that they could use such a tool to encourage general public to raise maintenance issues and pass on actionable items to Council.

Council Response

Mr Pigg thought that such a function as the maintenance phone number would be a useful tool.

Note: On the website home page there is a facility to send complaints, compliments and comment to Council Electronically. Council could look into enhancing this facility.

ACTION: IT Manager look into creating a web based tool similar to the maintenance phone number.

3. CITY SERVICES & OPERATIONS GROUP

Mr Pigg advised the meeting of Mr Wells's retirement, the CCB's present expressed their appreciation of Mr Wells's assistance over the years and wished him all the best. Mr Wells thanked the CCB's for their kind words.

a) Seniors Week (*Berry Alliance*)

Mr Wells expressed his thanks for the feedback from Berry Alliance on this issue. Mr Wells explained that there were 35 events with hundreds participating, and that Seniors Week is growing in strength each year. The next year Seniors Week is planned for 15th to 22nd March 2009. An Aging Expo is scheduled to be held on Monday 16th March 2009 in Nowra School of Arts, the Annexe, Nowra Library and Shoalhaven City Arts Centre, this expo will involve senior organisations and many other groups are being petitioned to be involved. There will also be an exhibition held in the Ulladulla Civic Centre from the 18th March 2009, all to be finalised later this year. Mr Wells also explained that the programme of events will be out 6 weeks prior, in media (including The Shoalhaven Mail) as well as being sent to CCB's. Mr Wells expressed his gratitude to Karen Hall who arranged this year's event.

Community Representatives

Berry Alliance commented that this was their first year being involved with Senior's Week and that they wished they had been involved earlier.

b) Tree Pruning (*Berry Alliance*)

Mr Wells explained that the tree pruning was conducted by Integral Energy and that Council is not consulted about when and where the pruning is done. Mr Wells provided details on the contacts for tree pruning as follows:

- Tree Management Officer for Integral – Maurie Blewer
Ph 0419 271 090 or 4423 8614
- Adrian Smith, Contractor for Integral
Ph 4423 6555

Community Representatives

CCB's explained that Country Energy have a policy that only low trees are planted under powerlines, is that idea current with Shoalhaven City Council. CCB's asked if Council would adopt a similar policy.

Council Response

Mr Wells explained that that was the current philosophy and gave example of a recent replanting in Berry. Mr Pigg also explained that Council is looking into this issue and revising the current listing of appropriate trees for certain areas. Mr Wells told the meeting that staff has been putting together a new list of appropriate trees; the work is about half way through and with further funding will be completed in the future. This list will also include plants and trees suitable for gardens in the different areas of the Shoalhaven.

c) Budgong Fire Trail (*Budgong Community Group*)

Mr Wells advised the meeting that he will be conducting an on-site inspection of the Budgong Fire Trail next week; he anticipates that some work will be completed before the “King of the Mountain” race.

Mr Robert Sutherland explained that at this stage Council was still awaiting a report back from the New South Wales National Parks and Wildlife Service and the Department of Lands in regards to creation of a road reserve through the National Park owned land. At this stage Council will wait until advice from NSW Parks and Wildlife Service has been received and the state of the road reserve is known. A meeting with NSW National Parks and Wildlife will be scheduled in the coming weeks to determine when the report will be finished.

Mr Pigg informed the meeting that once the report has come back from NSW National Park and Wildlife Service a report will be generated for Council. Budgong Community Group will be notified when this report is to go to Council.

ACTION: SPG to arrange discussions with NSW National Parks and Wildlife Service to obtain an update on the expected timing of report.

ACTION: SPG to contact the Budgong Community Group when the report is to go to Council.

d) Coolangatta Road Maintenance (*Shoalhaven Heads Community Forum*)

Mr Wells informed the meeting that Council had slashed the road vegetation recently; the rest will be finished in June this year.

Community Representatives

Shoalhaven Heads Community Group asked if a centre line can be painted for the entire length of the road

Council Response

Mr Sutherland advised the meeting that several parts of the road did not meet the requirements of a centre line; fewer than 5.5 metres, but for safety Council will be line marking the entire length. The meeting was also informed that additional funds will be available for further maintenance in next year’s budget.

ACTION: SPG line marking for the full length of Coolangatta Road.

4. STRATEGIC PLANNING GROUP

a) Bicycleways – Council Policy (*Berry Alliance*)

Mr Sutherland informed the meeting that there was currently no formal policy on widening roads as part of upgrades or maintenance, although Council does informally widen roads when upgrading if the funds are available. Cllr Ward raised the issue of the size of rocks on the verge of roadways. Mr Sutherland advised that these are under review and will be corrected as needed.

Community Representatives

Berry Alliance asked if there was extra funding available to get better access to Berry via cycle ways. Cambewarra Residents and Ratepayers Association (R&RA) said that this was a very serious issue to provide space of cycling, especially with high petrol prices.

Berry Alliance asked about use of green ribbons between roadways and cycle paths.

Council Response

Mr Sutherland advised that the Asset Management Plan for Footpaths and Cycle Ways is currently under review and Council is looking at using developer funds to assist with the costs to upgrades. The review should be finished around October 2008. Mr Royston informed the meeting that upgrades and new cycle ways where constructed as the funding becomes available, Mr Sutherland commented that CCB's can make submissions to the DMP for anything that they feel needs to be addressed in the next financial year.

Clr Green advised the meeting that \$1.6 million had been spent this year on cycle ways, and that Council is very proactive in creating cycle ways to promote health, tourism and to assist with our aging population. Mr Royston advised that Council is always looking for further funding, through other Government Department such as RTA.

Mr Royston agreed with the idea of cycleways along green linkages and advised the meeting that the Bomaderry, cycleway north of Bolong Road, was a working example of this idea.

b) Ribbon Development – Council Policy (*Berry Alliance*)

Mr Royston advised the meeting that both State Government and Council has policy's on Ribbon Development and legislation in LEP's have restrictions on Ribbon Development for both traffic and visual reasons.

Community Representatives

Berry Alliance asked if Council was looking at land that might be developed in this fashion and would Council encourage such developments around Berry? Berry Alliance also requested if Council had any policies on Green Belts or protection zones around towns?

Council Response

Mr Royston advised the meeting that any land sale of Council owned land between Berry and Nowra would have to go through the proper process, this includes going via the State Government. Council's Policy on Ribbon Development would restrict any developments that did not meet the criteria of the policy; this would be assessed on a case by case manner.

Mr Royston advised the meeting that Cambewarra Village has scenic hatching controls around it and Hyams Beach is surrounded by National Park. These villages are protected from further development due to these unique situations. Berry has flooding issues on 3 sides and is constrained to possible development only on one side. Berry at this stage is not under a Scenic Protection Buffer. Council has held workshop on development issues in the past.

The meeting was also informed that the townships of Milton and Narrawallee are separated by a Green Belt to protect the unique nature of the two urban areas and Council would look to using these in the future to protect other townships if needed.

The meeting was advised that a Growth Management Strategy consultant and Council staff are currently working on a report to table to Council later this year. This Strategy will be exhibited for comment before final adoption by Council.

c) Scenic Protection Buffers (*Berry Alliance*)

This was answered as part of the above item

d) Provision of Financial Support – Grid Connected Solar Power(*Budgong Community Group*)

Mr Royston passed on the following information to the Budgong R&RA in regard to this issue;

This Group is correct in its understanding that grid connected solar systems are an excellent way to reduce greenhouse gas emissions. These systems can also go towards helping residents to meet the BASIX targets for new homes. A 1 kilowatt grid connected solar system can be installed for as little as \$5000 if residents access the appropriate Federal and State rebates. While the Federal Government offers up to \$8000 for a 1 Kilowatt unit, the State Government has a Renewable Energy Certificate scheme where by they will buy the credits from people installing solar systems. More information about these rebate opportunities, as well as other for insulation, solar hot water and water storage units is available from Councils website at <http://shoalhaven.nsw.gov.au/environment/rebates/htm>

In regard to a further reduction in the cost through the waiving of DA fees, this is not something that Strategic Planning can comment on. However, it is worth noting that a significant proportion of DA fees are made up of builders superannuation and Council is not in a position to reduce this fee.

Elizabeth Dixon (dixone@shoalhaven.nsw.gov.au) is the main contact for further information.

- Useful links <http://shoalhaven.nsw.gov.au/Environment/GreenLiving.htm>
- Guide to rebates <http://shoalhaven.nsw.gov.au/Environment/Rebates.htm>
- Environmental Management <http://shoalhaven.nsw.gov.au/Environment/default.htm>

Mr Pigg showed the meeting the relevant web pages and CCB's expressed gratitude for the amount of information on the website and commented that they could print out relevant pages when needed for community information.

ACTION: Media Manager to place website links in a future edition of The Shoalhaven Mail.

e) Update – Footpath – Scott St to Community Centre (*Budgong Community Group*)

Community Representatives

Shoalhaven Heads Community Forum asked whether the Shoalhaven Heads Central plan could be redone now that the Native Title claim has been resolved.

Council Response

Mr Sutherland advised the meeting that work would commence sometime in August on the route through the centre of town. This would involve re-surface of the concrete path and connection of paths. This would also include the path to the Fire Station.

f) Explorer Boulevard – Footpath (*Shoalhaven Heads Community Forum*)

The meeting was advised that this was currently in the PAMP but not listed as a high priority and has not received funding at this stage.

g) Parking – Vic Zealand Oval (*Shoalhaven Heads Community Forum*)

Mr Royston advised the meeting that he had researched the car park and potential in Shoalhaven Heads Road, but at this stage there is no funding available to provide for a new car park.

Community Representatives

Shoalhaven Heads Community Forum raised concern over the levels of traffic during weekends, would Council consider an upgrade in the near future.

Cambewarra R&RA asked if Council was considering multi-floor car parking in the foreseeable future.

Council Response

The meeting was advised that current funding would not provide for an upgrade to the car park, future funding could be secured to re-seal existing car park area.

Mr Royston advised the meeting that currently it was more cost effective for Council to build ground level car parks. The Stockland development in Nowra will have multi-storey car parking and as cost proportions change further development of multi-storey car parks will occur especially in Nowra. The meeting was advised that only commercial/multi-storey integrated car parking will be viable at this stage.

During the discussion of this item CCB's raised concern over the Toolijooa Caravan Park development in Kiama Council and asked if a similar development could occur in the Shoalhaven.

The meeting was advised that any development similar to this one would need to satisfy both State and Council legislation and policies for land use. Mr Pigg advised the meeting that Council is currently assisting Kiama Council with their court case with this development and that Shoalhaven City Council would defend its position in a similar fashion.

h) Road Surface to Fire Stations (*Shoalhaven Heads Community Forum*)

This was covered in above item e) above.

i) Kerb and Guttering to Commercial Centre (*Shoalhaven Heads Community Forum*)

The meeting was advised that currently this was not listed in the works program. The meeting was advised that improvements to Kerb and Guttering will form part of any future DA consent for this area. The road shoulder has been sealed and at this stage the meeting was advised to wait for any future development to occur.

Community Representatives

Shoalhaven Head Community Forum asked if the CBD plan for Shoalhaven Heads could be revisited.

Council Response

Mr Royston informed the meeting that any revision of the plan would need to be approved by Council, although Mr Royston volunteered to visit with the CCB to discuss any idea they had.

ACTION: SPG to visit with Shoalhaven Heads Community Forum to explore ideas for CDB Plan.

j) Storm Water Drain Plans – River Road (*Shoalhaven Heads Community Forum*)

The meeting was advised that minor works will commence soon to be finished in June. It was also announced that a new drainage engineer started three weeks ago.

5. FINANCE AND CORPORATE SERVICES GROUP

a) Electronic Communication with CCB (*Berry Alliance*)

Mr Greg Robert advised the meeting that he had recently written to all CCB's in regard to receipt of hard copies of documents. The meeting was informed that Berry Alliance was keen to receive all communication electronically. It was discussed that with only one or two CCB's wanting to go fully electronic it would be more work than to remain in the current format. The meeting was advised of all the electronic documents available on Council's website. Mr Lachlan Harris advised that there are plans to upgrade the CCB webpage to incorporate more information and maybe to host CCB minutes and various policies and documents common to CCB's.

Community Representatives

Berry Alliance asked about document types stating that they like to select items from within documents to disseminate to members and the community. Concerns were raised over pdf format and the need for special software to cut and paste.

Council Response

Mr Harris advised the meeting of the snapshot function in pdf files by which sections can be captured and pasted into other documents. Mr Harris offered a demonstration after the meeting.

Note: "How to" document for cut and pasting using pdf is attached to these meeting notes

b) Local Government Elections (*Shoalhaven City Council*)

Mr Greg Roberts advised the meeting of the Local Government Elections, to be held on 13th September 2008. Advertising will commence shortly and the State Electoral Commission has appointed Mr Graham Allen as the returning officer. The principle polling place has yet to be appointed at this stage.

Mr Pigg demonstrated the links from the Council website, and Mr Roberts informed the meeting that his office has copies of all forms and documentation.

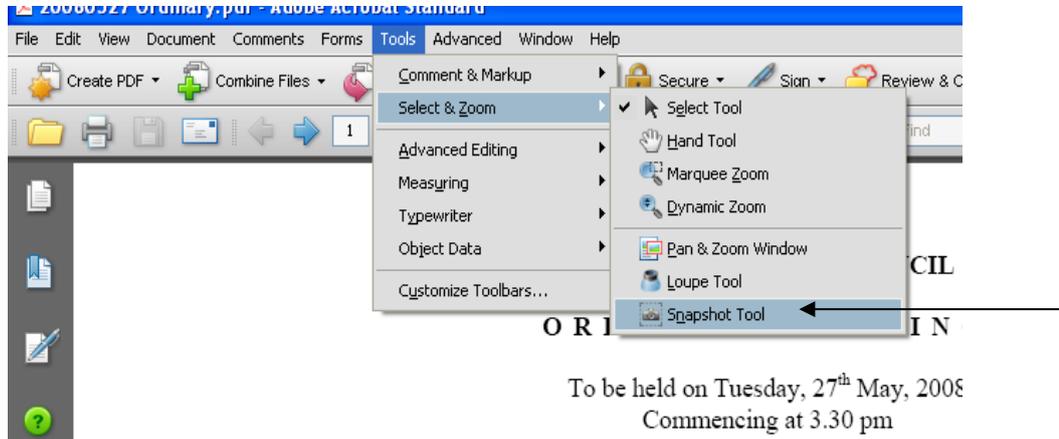
Mr Roberts advised the meeting that only a few polling places will take voters from all Wards, a list of these are on the website and will be advertised locally. Mr Pigg informed the meeting that most advertising for the election will be State wide and the Returning Office will start his position on the 1st July.

There being no further business, the meeting concluded, the time being 12.03 pm.

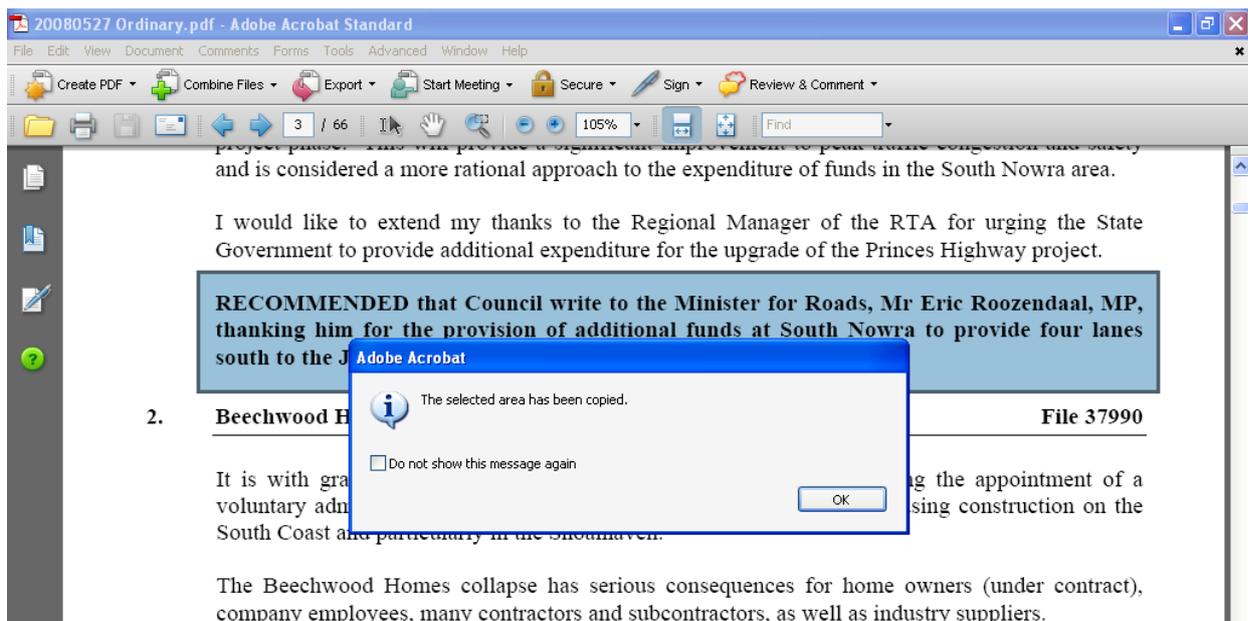
Russ Pigg
CHAIRPERSON

How to cut and Paste using Adobe pdf

1. Download or save the pdf file to your computer.
2. Open the downloaded file
3. From the Tools menu open Select & Zoom, select the Snapshot Tool



4. This will bring up a cross cursor, use this cursor to select the area you want to copy. The area selected will be highlighted and an information box will inform you it has been copied.



5. Simple open the document you want to place the copied section then select paste from the edit menu or Ctrl + V, below is the selection from the above example.

RECOMMENDED that Council write to the Minister for Roads, Mr Eric Roozendaal, MP, thanking him for the provision of additional funds at South Nowra to provide four lanes south to the Jervis Bay turn off.

6. This can then be continued for as many sections as you would like.