



Environment - Growth - Community

# **Attachment Folder**

## **Ordinary Meeting**

**28<sup>th</sup> August, 2007**



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City Administrative Centre  
 Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
 Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office  
 Deering Street, Ulladulla - Phone: (02) 4429 8999 - Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the City Services & Operations Group

## Sports Ground Line-marking Policy

*Policy Number: POL07/62 • Adopted: [Click here to enter date] • Minute Number: [Click here to enter Minute number] • File: 4538-04 • Produced By: City Services & Operations Group • Review Date: Missing TRIM data*

### 1. PURPOSE

To provide guidance to sports clubs to enable them to mark lines in a safe and responsible manner

### 2. STATEMENT

Sports clubs are responsible for marking lines on sportsgrounds throughout the City. This policy sets out the manner in which lines are to be marked to ensure the safety of ground users is not compromised by inappropriate line-marking practices.

### 3. PROVISIONS

The following provisions apply: -

1. Lines may be marked with any non harmful and environmentally friendly material such as proprietary brands of line-marking material, or water based paints. Oil and unslaked lime are not permitted.
2. An approved herbicide may be used for the first marking of each season at half the recommended strength
3. If a club chooses to use a herbicide the club must lodge with Council a bond at the time of booking the ground. The amount of bond will be determined annually as part of the Fees and Charges Review.
4. If "rutting" or other damage occurs on marked lines the club will be responsible for repairing the damage
5. If the club is unable to satisfactorily repair the damage to the satisfaction of the parks manager the bond may be utilised to cover the cost of repair work.

### 4. IMPLEMENTATION

City Services & Operations Group will administer this Policy.

### 5. REVIEW

To be reviewed within one year of the election of a new Council.

### 6. APPLICATION OF ESD PRINCIPLES

Prevention of harmful materials, such as oil, and entering waterways.

Integrity – Natural capital.

## Attachment A

**SHOALHAVEN CITY SPORT – WEBSITE**

CATEGORY	CONTENTS
1. Contacts	<ul style="list-style-type: none"> <li>• Sports Board members</li> <li>• Councillors</li> <li>• Rangers</li> <li>• Police</li> <li>• Dept of Sport and Rec.</li> <li>• Council contacts</li> <li>• After hours contact</li> <li>• Other clubs and organisations Community Directory</li> </ul>
2. Council Staff – Who to go to for what	<ul style="list-style-type: none"> <li>• Sports Club Liaison</li> <li>• Parks Operations</li> <li>• Recreation Planning</li> <li>• Development Services</li> </ul>
3. Shoalhaven City Sports Board	<ul style="list-style-type: none"> <li>• Sports Board Charter</li> <li>• Agenda and Minutes of Sports Board Meetings</li> <li>• Profile of Sports Board members</li> </ul>
4. Shoalhaven Sporting Hall of Fame	<ul style="list-style-type: none"> <li>• Current Inductees</li> <li>• Application form</li> <li>• Time frame for induction</li> </ul>
5. Money Matters – Getting more and better facilities	<ul style="list-style-type: none"> <li>• Financial assistance schemes - Shoalhaven City Council and relevant application forms</li> <li>• Grant Schemes available</li> </ul>
6. Sporting Facilities Development	<ul style="list-style-type: none"> <li>• Capital Works scheduled for year in Council budget</li> <li>• Projects for which planning is being undertaken</li> <li>• Works in progress</li> <li>• Policies related to facility development</li> <li>• Sporting Facilities Strategy</li> <li>• Outline of process for getting new facilities</li> </ul>

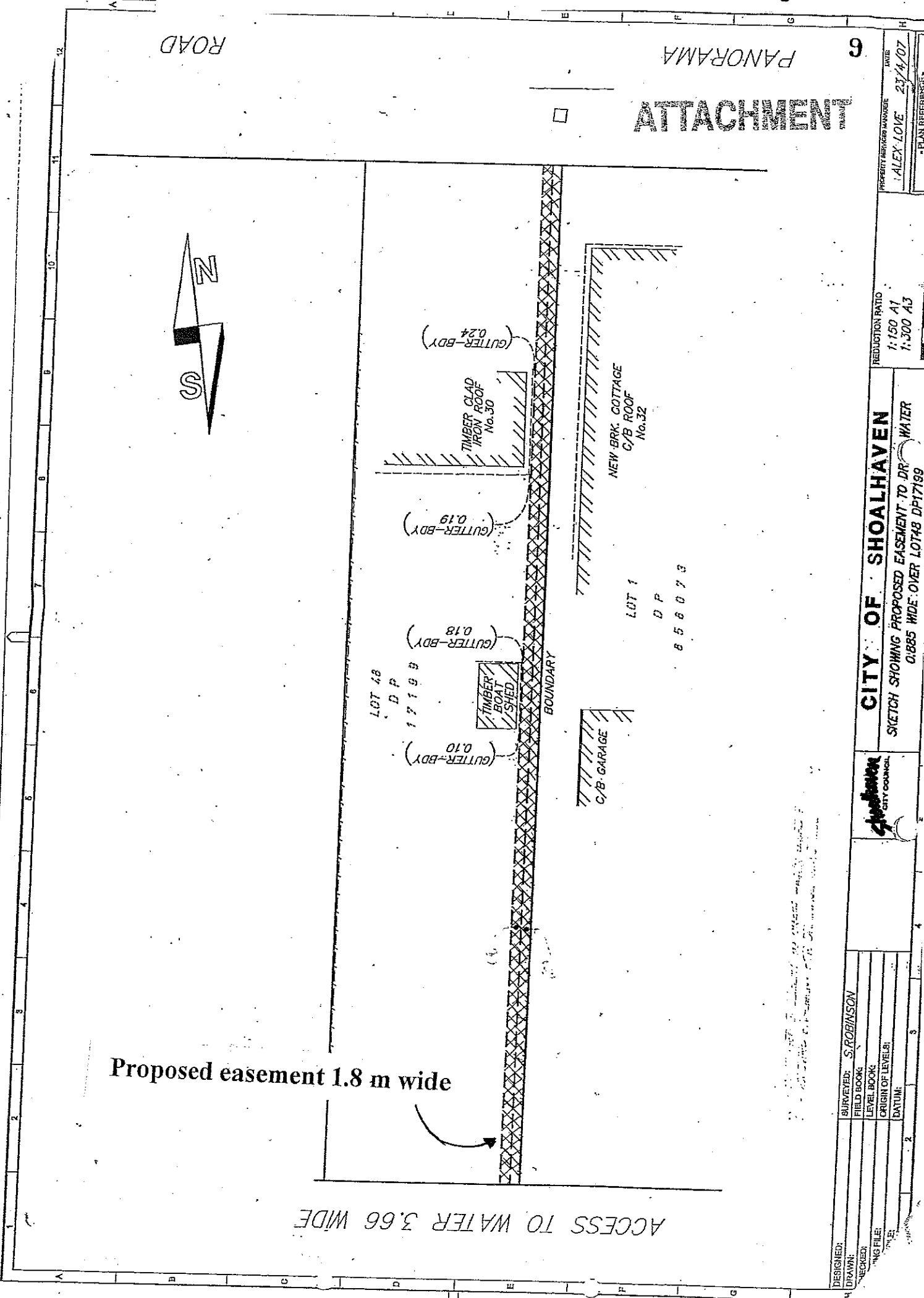
CATEGORY	CONTENTS
7. Ground Use Information	<ul style="list-style-type: none"> <li>• Ground Allocation forms</li> <li>• Conditions of Hire</li> <li>• Wet weather arrangements</li> <li>• Ground Hire Contact</li> <li>• Timetable for seasonal allocations</li> </ul>
8. Sporting Club Development	<ul style="list-style-type: none"> <li>• Useful things to know</li> <li>• Useful contacts</li> </ul>
9. Club Planning Calendar	<ul style="list-style-type: none"> <li>• Relevant dates of upcoming deadlines and events</li> </ul>
10. Good Sports Program	<ul style="list-style-type: none"> <li>• What is it</li> <li>• How to get involved</li> </ul>
11. NEWS FLASH	<ul style="list-style-type: none"> <li>• NEWS AND ALERTS</li> </ul>
12. Feature Articles	<ul style="list-style-type: none"> <li>• Feature Articles of interest</li> </ul>

Revision Date: 9/7/07

**DRAFT 2007/08 Works Program - Provision of Kerb Ramps**

Item No.	Priority	Town	Road	Location	Requested by	Date Requested	Comments	Completed
<b>Capital Works Programme 2007/2008</b>								
48	1	Nowra	North Street	Osborne St, NE	Kerb ramp audit	Jun-03	Provide kerb ramp	
49	2	Nowra	North Street	Osborne St, SE	Kerb ramp audit	Jun-03	Provide kerb ramp	
50	3	Nowra	North Street	Osborne St, SW	Kerb ramp audit	Jun-03	Provide kerb ramp	
23	4	Berry	Albany lane	SW cnr with Albany St	Masonic Village	Oct-03	Provide kerb ramp	
106	5	Nowra	Kinghorne St	St Anns St, NW	Lorraine McDonald	Jan-06	Provide kerb ramp	
107	6	Nowra	Kinghorne St	St Anns St, SW	Lorraine McDonald	Jan-06	Provide kerb ramp	
108	7	Nowra	Kinghorne St	St Anns St, NE	Lorraine McDonald	Jan-06	Provide kerb ramp	
109	8	Nowra	Kinghorne St	St Anns St, SE	Lorraine McDonald	Jan-06	Provide kerb ramp	
126	9	Ulladulla	Village Drive	Penny Lane, NW	Mrs G McLaren	Jan-07	Provide kerb ramp (Footpath Funds 07/08)	
127	10	Ulladulla	Village Drive	Penny Lane, SW	Mrs G McLaren	Jan-07	Provide kerb ramp (Footpath Funds 07/08)	
128	11	Ulladulla	Village Drive	Abbey Rd, NW	Mrs G McLaren	Jan-07	Provide kerb ramp (Footpath Funds 07/08)	
129	12	Ulladulla	Village Drive	Abbey Rd, SW	Mrs G McLaren	Jan-07	Provide kerb ramp (Footpath Funds 07/08)	





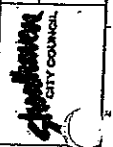
Proposed easement 1.8 m wide

ACCESS TO WATER 3.66 WIDE

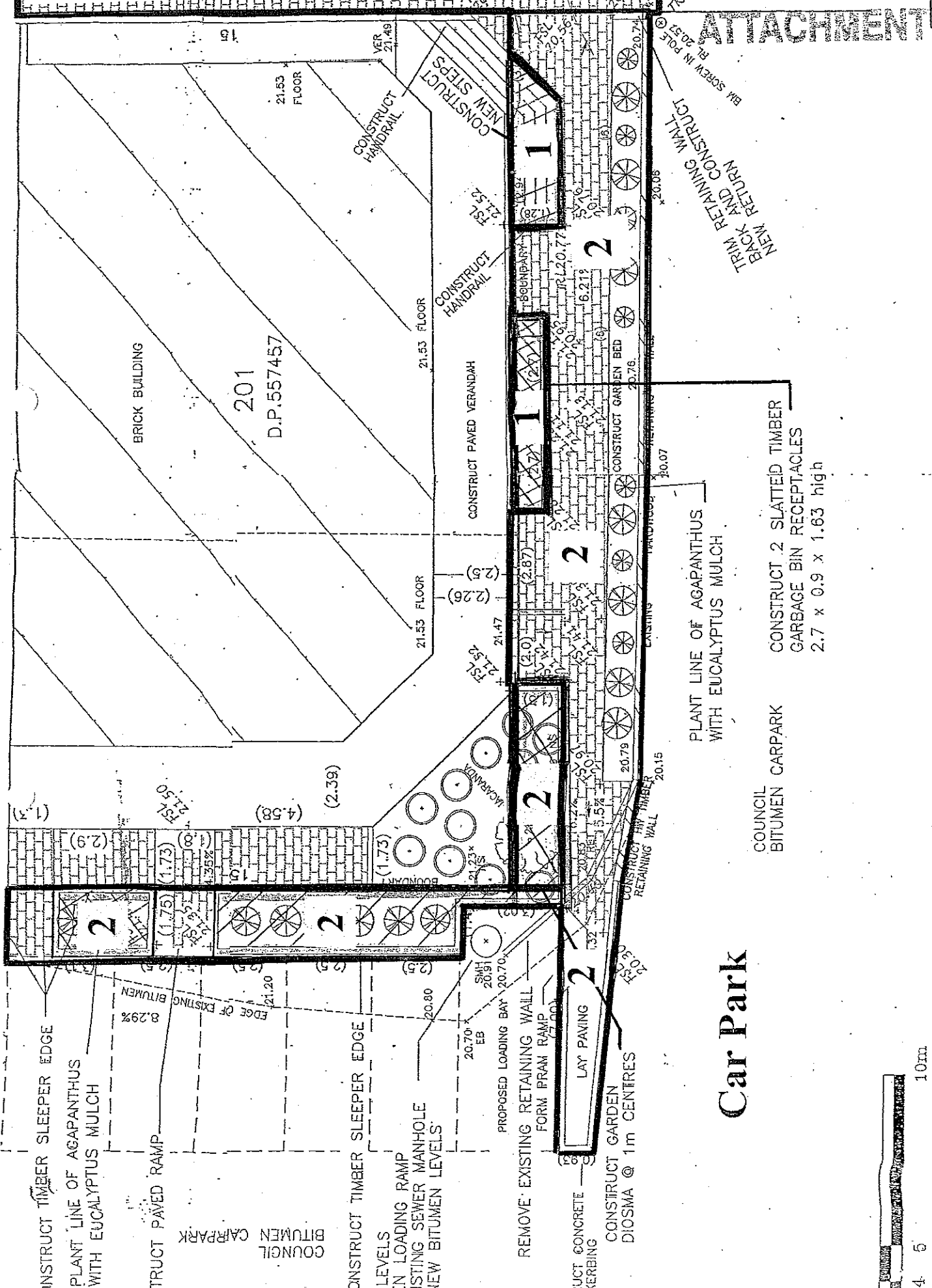
6  
 PANORAMA  
 PROPERTY SERVICES MANAGER  
 ALEX LOVE 23/4/07  
 PLAN REFERENCE

REDUCTION RATIO  
 1:150 A1  
 1:300 A3

**CITY OF SHOALHAVEN**  
 SKETCH SHOWING PROPOSED EASEMENT TO DR WATER  
 0.885 WIDE OVER LOT 48 DP17199



DESIGNED BY	S. ROBINSON
DRAWN	
CHECKED	
DATE	
FIELD BOOK	
LEVEL BOOK	
ORIGIN OF LEVELS	
DATE	



# Car Park



4. 5

10m

ATTACHED



# ARTS BOARD

## Museum Development Grant 2007 - 2008

**Applicant Museum:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Name of Project**

**Grant Amount Requested**

**Description of Project: (Be brief and clear)**

**Total Cost of Project:**

**Income from Museum Income to Support Grant Amount**

- \* Attach Museum Budget with forecast income/Expenditure
- \* Attach – Annual Business Plan 2007 -2008

**Entries close 30<sup>th</sup> October, 2007.**

**Phone:** Arts Development Manager on 4429 3460

**Commitment:**

The organization in applying for, and accepting this grant, pledges its commitment to develop with the Arts Board a 5 year City Museum Strategic Plan.

**Signed:** \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Send to      Arts Development Manager  
                 Shoalhaven City Council  
                 PO Box 42  
                 NOWRA. NSW 2541**

COUNCIL REFERENCE: 28781 D06/137602  
CONTACT PERSON: Allan Baptist  
YOUR REF:

August 2007

Dear Colleague

### **Arts Board Small Museum Grants Scheme 2007-2008**

The Shoalhaven Arts Board is pleased to offer you an opportunity to apply for a small grant to develop your museum.

Small Museums are invited to make an application on the form attached for grant support to deliver projects that will enhance their Museum's activities, visitation and community participation.

Small grants of up to \$1,500 are available by application.

Grants that support:..

- Program Development
- Conservation
- Promotion and Marketing
- Visitor Education
- Beautification

may be sought from the 2007-2008 Small Museum Grants Schemes.

#### **Conditions**

- A condition of all grants will be a written commitment to work with the Arts Board to continue to develop a long term Strategic Vision for the City's Museums.
- The grants will also require an attached statement of The Museum's forecast budget , an annual Business Plan stating clearly the projects to be actioned in 2007-2008 and their cost estimates.
- The Museum must acknowledge the Board on its promotional and advertising material indicating the support provided by the Shoalhaven City Council Arts Board.
- A brief final report of no more than a page must be submitted by June 2008.
- Former grant funds must be expended.

We look forward to receiving your application by closing date 30<sup>th</sup> October, 2007.

It is also necessary to discuss your grant proposal with the Arts Development Manager prior to application.

Please return the enclosed Pro Form, the Conditions form and a tax invoice with your application to:

Arts Development Manager  
Shoalhaven City Council  
PO Box 42  
NOWRA NSW 2541

If you need further information about this matter, please contact Allan Baptist, City Services & Operations Group on (02) 4429 3460. Please quote Council's reference 28781.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Allan Baptist', written in a cursive style.

**Allan Baptist**  
**Arts Development Manager**

## **POLICY 2007**

### **SHOALHAVEN CITY ART CENTRE COLLECTION**

#### **STATEMENT**

The aim of this policy is to define the purpose, vision and processes in the development of a quality Art Collection for the City of Shoalhaven, to identify acquisition criteria and management procedures for its administration, conservation, disposal and exhibition.

#### **BACKGROUND**

The Art Collection of the Shoalhaven City Council has been acquired over many years and has grown into quite a large collection. The Shoalhaven Arts Board, after its inauguration in 1998, created guidelines and an initial policy to inform acquisition. With the establishment of the Shoalhaven City Arts Centre in 2004 and strong potential for attracting loans and donations to the collection, it is now important to create a new policy that clearly defines the purpose and processes in developing a significant art collection of reputation and growing value.

#### **VISION**

The Shoalhaven City Art Centre Collection has been established...

- To enrich, educate and inform the citizens of Shoalhaven City and its visitors in quality visual arts practice in contemporary Australia,
- To stimulate awareness and appreciation of the visual arts , and
- To establish a valuable collection of Regional significance and National interest.

#### **THE COLLECTION TITLE**

The collection title shall be ...

The Shoalhaven City Art Centre Collection ...

and will be referred to throughout the policy as **(The Collection)**

#### **OWNERSHIP**

The Collection is owned and managed by Shoalhaven City Council.

#### **CRITERIA FOR WORKS ACQUIRED OR COMMISSIONED**

All art works selected, acquired or commissioned will contribute towards the development of a unique and distinctive collection.

Works need to satisfy a majority of the following criteria.

1. Be of artistic merit that will contribute to the recognition and reputation of the collection as one of regional significance and/or national interest.
2. Be representative of contemporary arts practice

3. Be created by artists of professional status
4. Contain artistic excellence, quality and skill
5. Be original and authentic work
6. Be created by Australian artists or Australian Aboriginal artists. Works by International artists of reputation and acclaim may be considered when appropriate

It is noted that art by artists who have developed works which respond to the NSW South Coast region or work by artists with a strong connection to the Shoalhaven will be given consideration but not exclusive consideration.

### **DONATIONS AND BEQUESTS**

Works can be accepted into the collection in the form of donations and bequests. These works, as part of acquisition procedure, must be measured against the collection's criteria.

Only works which can be stored without incurring unreasonable additional cost or which do not cause curatorial or conservational difficulty will be accepted.

Donors will be made aware that neither conditions nor provenance will be accepted as part of the donation or bequest and that the art work/s become the property of the Shoalhaven City Council and subject to the Art Collection policy guidelines prevailing.

### **BEQUESTS WITH PROVENANCE**

From time to time a unique bequest may be offered to the Collection. In this instance, the whole membership of the Arts Board and Council will need to deliberate over the acceptance of the bequest and its capacity to honour any stated provenance.

Donors will need to sign a legal document which states the guidelines under which the Collection accepts the artwork/s and which clarifies any such provenance and transfer of ownership from the donor to Council.

### **ESTABLISHMENT & RECOGNITION OF THE COLLECTION**

The Shoalhaven City Art Centre Collection shall be recognised by the Shoalhaven City Council as a separate and unique collection.

### **FUNDING**

Council has adopted an ongoing commitment through its annual budgeting process for adequate maintenance and acquisition of works in the Shoalhaven City Arts Centre Collection. Unexpended annual funding will be accumulated in a suspense reserve to form a growing resource.



Donations of money, grants or art works will be receipted within the convention and standards of the Australian Taxation Act.

## **MANAGEMENT GUIDELINES**

### **CURRENT COLLECTION**

Council's current Art Collection will be sorted via a process utilising a specified working Party and professional assistance to nominate works of significance to be placed in the new Shoalhaven City Arts Centre Collection. A data base of works which fit the collection criteria and which are deemed significant will be established. This data base will form the foundation of the Shoalhaven City Arts Centre Collection.

Remaining works will be stored at Council's Administration Centre Nowra, or be used specifically to decorate Council's corporate spaces and be placed in a specific collection titled 'The Shoalhaven Council Collection.'

### **SELECTION PROCEDURE**

1. All proposed acquisitions, whether by purchase, gift, exchange or loan will be appraised by an acquisition sub-committee. All proposed acquisitions should be appraised within the spirit and details of the Collection Policy. The sub-committee will be made up of five members a Councillor member as nominated by Council, Council's Arts Board Executive Officer as convenor, the Shoalhaven Arts Centre Manager, an Arts Board representative with visual arts background/qualifications as nominated by the Board and an invited co-opted member of the arts community who possesses knowledge of Australian Art .
2. The sub-committee may present the opportunity for specialist outside expert comment on proposed acquisitions.
3. In placing proposed acquisitions before the Board to consider, the acquisition sub-committee will indicate how works are consistent with the policy and selection criteria.
4. All proposals and recommendations shall be in a written report and will include details of the artist's name, residential status, the title and image of the work, date of execution, medium and size, method of acquisition, the vendor or donor, the provenance of the work, price, valuation or insurance value if a gift or a loan, current condition, as well as a statement setting out the reasons for acquisition, its place in the collection and its merit as a work of art in its own right.
5. The Board will present its recommendation to full Council.
6. No acquisition will be made which compromises or jeopardises the financial viability of the Collection budget.

7. On behalf of the Shoalhaven City Art Centre Collection, Council will obtain clear and valid title to all purchases, bequests, gifts or loans.
8. The Board will accept donations and bequests under the 'Tax Incentives for the Arts' Scheme which fulfil the requirement of the Collection Policy.
9. The Board will not accept any work which bears any unreasonable or inappropriate restrictions on its display, storage, maintenance and provenance.
10. The Board will be mindful of Australian or international laws or covenants that restrict or govern the acquisition of cultural material.
11. Any bequests given to the Collection must fit within the spirit and details of the Collection Policy.

### **NEW INITIATIVES**

When new initiatives and offers of donation or bequest create an opportunity for acquiring, they must be weighed carefully against current resource capability so as not to compromise the ability to adequately care for, store or showcase the existing collection.

### **DEACCESSIONING**

Deaccessioning is the process of selling or otherwise disposing of works from the Collection for the purposes of rationalising the Collection.

It should occur rarely, and should never be undertaken for any reason other than the rationalisation of the Collection.

The major danger of deaccessioning, apart from the very real risk of disposing of a work which future generations might value, is that it undermines public confidence in the Collection and may discourage further gifts and donations. People give to galleries in perpetuity and donate money with the confident expectation that it will be wisely spent.

The following serves as a guide for deaccessioning.

1. Works being considered for deaccessioning should be presented to the Board with a full report on the reason for the disposal. The reason might be that the work is in irretrievably bad condition, that it is not considered to be of museum quality, that it is out of place in the Collection but important to another public collection, that the work has already been destroyed, lost or stolen. (In these last instances, the deaccessioning process must be completed even though the work has already gone. Records must show that the work has left the collection and for whatever reason).

2. The Arts Board must formally agree to deaccession the work. In the case of the works that are lost, stolen or destroyed that will be the end of the matter and the records can record the deaccessioning, provided the Board is satisfied that all reasonable steps, if economically viable, have been taken to recover/restore the work.
3. In all other cases, there should be a cooling off period of at least 2 months before the proposal is put to the Board a second time.
4. The Board's recommendation will then be taken to Council for approval and ratification.
5. If the work is to be sold, other public institutions might be given first option. In most cases, however, a work not wanted in the Shoalhaven Collection will also not be coveted by other public institutions.
6. If sold on the open market, an independent agent should handle the sale and members of the Board are ineligible to purchase.
7. All proceeds from the sale should be reinvested towards the purchase of other works of art for the Collection.
8. If the work was originally donated to the Collection or purchased with donated funds, the permission of the donor ( where feasible) or of his or her relatives should be sought. If the original donor (or his or her descendants) cannot be convinced to agree to the deaccessioning, the works must be kept. Works purchased via a collective ( group) donation do not fit this category.
9. If, for whatever reason, the Arts Board agrees to accept a gift of a work of art that it does not want in the Collection, such works can, with the permission of the donor, be registered as assets in the same way that furniture and fittings are, to be sold at a later date. These works should be formally accessioned and notated accordingly. Any works subsequently purchased with the proceeds of such a sale should be registered notating the original donor.
10. Any sale of deaccessioned works must proceed in full public knowledge of their origins. There must be no suggestion of secrecy.
11. Council must keep a permanent record in its archives of deaccessioned works and the date and reason for its disposal.
  - a. Absence of clear legal title
  - b. Theft or loss
  - c. Damage or serious deterioration in condition
  - d. Repatriation of cultural property
  - e. Lack of relevance to the collection

Prior to deaccessioning, the artwork(s) will be thoroughly researched and documented (except as prohibited by accidental loss or destruction) and the process of deaccessioning will be completely documented.

## **LOANS**

The conditions of any loan to the Collection should be clearly and contractually specified, and must include the proposed term of the loan and define the ownership and the responsibilities for conservation, security, insurance and date of return.

## **COLLECTION MANAGEMENT**

Works permanently acquired shall be placed under the responsibility of the Shoalhaven City Arts Centre Collection and therefore be subject to ongoing management.

Each work shall be assigned a specific accession number and catalogued with details including title, image, size, medium, artist, provenance, date of purchase, value, storage place and description.

All works must be placed on the Collection data base and insured in accordance with Council's asset management plans and procedures.

Works shall be stored and displayed in an appropriate manner in order to ensure ongoing accession and preservation.

The Arts Board will monitor conditions of all works of art acquired or lent. Any evidence of damage or deterioration of loaned works will be immediately reported to the lender.

The services of a professional art conservator and valuer will be utilised when necessary for updating valuations or seeking advice on restoration.

The Collection will be audited and condition reported every 3 years or in accordance with Council's asset audit policy.

Pest inspection, and when necessary, Museum standard treatment, will be undertaken at least every 3 years.