



ANNUAL REPORT

2012-2013

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Shoalhaven City Council Annual Report is available on our website at www.shoalhaven.nsw.gov.au.

Hard copies of the full document will be available at all Council Libraries throughout the City including Nowra, Sanctuary Point, Milton, Ulladulla and the Bookmobile.



MAYOR AND GENERAL MANAGERS FOREWORD

Welcome to Shoalhaven City Council's 2012/13 Annual Report

The Annual Report is the document used to highlight the important projects and key events undertaken by Council over the previous 12 months.

Council has again worked hard to ensure the delivery of a surplus result for the 2012/13 financial year.

Despite a projected deficit of \$778,000 at the end of the second quarter, Council was able to bring about a positive result following higher than budgeted revenue and controlled expenditure across all departments.

The past 12 months has seen Council progress a number of major projects throughout the City.

Work commenced on the Ulladulla Library, Visitors Centre and Civic Centre redevelopment project and the Junction Court redevelopment continued while sections one and two of the Ulladulla Walkway were completed.

Staff undertook lake openings at Lake Tabourie, Lake Conjola and Shoalhaven Heads and connections to the \$18.2 million Kangaroo Valley Sewerage Scheme commenced and was substantially complete.

Council's commitment to fixing the area's roads resulted in a \$3.2 million sealing program taking place across the City while major road rehabilitations were undertaken in over 40 locations.

Further to this, Council adopted the revised Community Strategic Plan – Shoalhaven 2023 and the draft Shoalhaven Local Environment Plan was re-exhibited. Both reviews involved a comprehensive community engagement program.

In more good news for the City, Council received applications for a growing number of large developments right across the City in what can be viewed as a further example of renewed investor confidence in the area.

These included the \$8.5 million serviced apartments in the Nowra CBD, a \$5 million four storey residential apartment complex on Huskisson and \$4.25 million in additional facilities at the Scots College School (Glengarry Campus) in Kangaroo Valley.

Finally, 2012/13 saw the area face a number of serious weather events, all of which were declared natural disasters.

Starting with the January 'Deans Gap' bushfires, Shoalhaven City has also been forced to endure the February 'tornado' storm event and the June floods.

Each of these events brought about a different set of challenges however it was a credit to both Council staff, the emergency services and the local community in the manner these were handled.

The recovery efforts demonstrated the community's resilience to these disasters.

The below information will provide a snapshot of the varied projects, programs and events Council has worked to provide over the past 12 months.



Community

- The conversion of 33 Strongs Road, Berry properties from raw water to potable water commenced.
- Water filling stations were constructed in Callala Beach and Callala Bay.
- Both Nowra and Bomaderry Sewage Treatment Plants connected to the Reclaimed Water Management Scheme.
- Connections to the Kangaroo Valley Sewerage Scheme commenced.
- The Shoalhaven City Art Centre's Strategic Plan 2020 was formally adopted.
- The Shoalhaven City Arts Centre hosted numerous successful exhibitions including - MAPS, Jasper Knight Survey Show and the Margret Dredge Retrospective.
- Council took over the long term lease of the Berry School of Arts.
- Berry Cemetery 'Garden of Remembrance' officially opened.
- Shoalhaven Swim and Fitness was initiated as part of a rebranding of the aquatics section.
- Bomaderry Aquatic Centre indoor pool change rooms refurbished.
- Attendance at the Bay and Bay Basin Leisure Centre rose by 16 percent across the year.
- Junction Court redevelopment project continued.
- Ulladulla Walkway Sections one and two completed.
- Resurfacing of the Ulladulla Netball Courts in time for commencement of sporting season.

- Demolition of existing residential properties in Boree Street, Ulladulla and construction of temporary car park.
- Redevelopment of the Ulladulla Library, Visitors Centre and Civic Centre commenced.
- Shoalhaven Libraries received 2012 Marketing Award for National Year of Reading Program.
- Council completed \$3.2 million sealing program on time and budget.
- Major road rehabilitations were undertaken in over 40 locations.
- Council staff worked continuously through both June flood event and February wind storm event.
- Emergency repairs undertaken on Wandean Road to ensure access during the Deans Gaps Fires in January.
- Major repairs undertaken to Parma Road Bridge, Mayfield Bridge and Wheelbarrow Road Bridge.
- Installation of playground replacement at Marriott Park, Nowra.
- Over 2,000 metres of paths were constructed as part of Council's community path programs.
- The Growth Management Strategy finalised and forwarded to the Department of Planning for endorsement.



Environment

- Installation of Solar Heating System in Shoalhaven Heads Tourist Park Pool.
- Draft Shoalhaven Local Environment Plan re-exhibited.
- Council adopted three new Flood Studies.
- The Garrads Reserve, Narrawallee Biobanking Funding Agreement finalised.
- Environmental Services Department inspected over 800 local properties to ensure onsite effluent disposal meets performance standards.
- Lake openings were undertaken at both Lake Conjola and Lake Tabourie while 1,000 cubic metres of sand was removed from the dry notch at Shoalhaven Heads to assist in opening during the June floods.

Economy

- Commencement of the Nerriga West to the Hume Highway route selection study.
- Upgrades to the Princes Highway at Gerringong and South Nowra continue.
- Upgrades to the Woodbyne Tourist Accommodation Facility, Jaspers Brush totaling \$1 million.
- Approval of \$8.5 million serviced apartments containing 44 separate rooms in Nowra CBD.
- Approval of four storey residential apartment containing 19 units at Huskisson.
- Approval of additional facilities at the Scots College School in Kangaroo Valley totaling \$4.25 million.
- Establishment of \$1.3 million William Campbell College school facility at Nowra Hill.
- Approval of \$2.2 million asphalt plant in the Flinders Estate, South Nowra.

Leadership

- Adoption of the revised Community Strategic Plan – Shoalhaven 2023.
- Completion of the End of Term Report.
- Completed review of Council's Resourcing Strategy including the Long Term Financial Plan and Asset Planning to plan for a stronger financial outlook.
- Shoalhaven Water continued partnership with private consulting firm, GHD to deliver Capital projects.
- Council completed 4,681 requests for maintenance works from a total of 5,295.
- Over 430 graffiti tags were removed across the City.
- Detailed submission made to the NSW Government's Planning White Paper and other planning reform proposals.
- Heritage Estates Voluntary Acquisition Project commenced.
- Gateway determination received for the Verons Estate Planning Proposal.
- Jerberra Estate Planning Proposal forwarded to the Department of Planning for completion.
- The September Council elections were conducted by Council, saving over \$60,000 in costs.
- Councillors visited many towns and villages as part of its strategy to improve communication and community engagement.
- Council adopted a long term Transformation Program to achieve long term savings in operations and restore financial sustainability.



SHOALHAVEN AT A GLANCE

Shoalhaven is approximately 160 kilometres from Sydney on the South Coast of NSW.

Stretching from Berry and Kangaroo Valley in the north to Durras in the south, the City of Shoalhaven takes in a host of diverse places, people and environments. It is a special place combining a unique character with a spectacular natural environment, growing population and bustling economy.

Nowra/Bomaderry is the major centre of the Shoalhaven, located on the banks of the Shoalhaven River. This area provides administrative, commercial and other high order services for the City.

The other major centres include Milton/Ulladulla in the south as well as the group of towns and settlements that make up the Bay and Basin area.

As one of the largest coastal Local Government Areas in the State, Shoalhaven City Council covers 4660 square kilometres and is approximately 120km long and 80km wide as the crow flies.

Remarkably, 70 percent of the Shoalhaven is National Park, State Forest or vacant Crown land, with 19 major water catchments including rivers, bays, lakes and major creeks.

The area's natural beauty is captured, in part, by the distinct characteristics of the City's protected areas which include Jervis Bay and the Morton, Conjola and Murramarang National Parks.

The area is also home to a range of pristine un-spoilt lakes, rivers, beaches and mountain ranges.

Shoalhaven City provides its 96,000 permanent residents with a range of lifestyle options, recreational activities and work opportunities.

The City and its community will continue to grow, change and develop over time. It is important that the distinct character of the Shoalhaven and the environmental values that make the area such an attractive place, are retained to ensure the best possible city and community for present and future generations.

Shoalhaven City Council has crafted, in collaboration with the community, a vision for the Shoalhaven in 2020:

We will work together in the Shoalhaven to foster a safe and attractive community for people to live work, stay and play; where sustainable growth, development and environmental protection are managed to provide a unique and relaxed lifestyle.

A clear sense of how we can retain the values and character of the City, while meeting the needs of future growth, will enable Council to ensure that we create a better future for the residents, businesses and visitors of our City.



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COUNCIL WARDS

Shoalhaven City Council is divided into three Wards with four Councillors elected for each Ward. Set out below are the list of towns and villages that comprise each Ward.

Ward 1

Berry, Bomaderry, Budgong, Burrier, Cambewarra, Coolangatta, Falls Creek, Kangaroo Valley, Meroo Meadow, North Nowra, Nowra Hill, Shoalhaven Heads and Tapitallee.

Parts of Nowra, South Nowra and Tomerong.

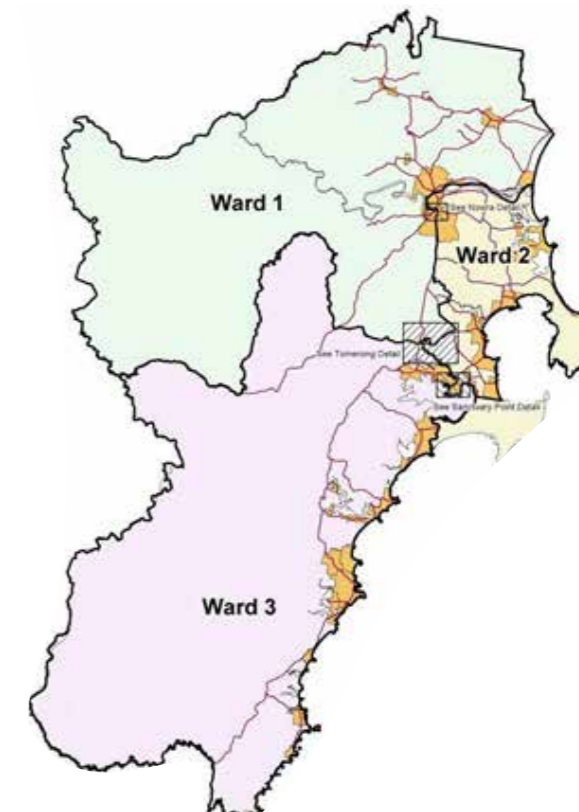
Ward 2

Callala Bay, Callala Beach, Comerong Island, Culburra Beach, Currarong, Erowal Bay, Greenwell Point, Huskisson, Hyams Beach, Myola, Old Erowal Bay, Orient Point, Terara, Vincentia, Woollamia and Worrigee.

Parts of Nowra, Sanctuary Point, South Nowra and Tomerong.

Ward 3

Basin View, Bawley Point, Bendalong, Berrara, Burrill Lake, Cudmirrah, Depot Beach, Dolphin Point, Durras North, Fishermans Paradise, Kings Point, Kioloa, Lake Conjola, Lake Tabourie, Manyana, Milton, Narrawallee, St Georges Basin, Sussex Inlet, Ulladulla and Wandandian.



Planning areas

The five mapped planning areas are the major social planning catchments that make up the Shoalhaven. These boundaries are the basis for strategic planning in the Shoalhaven.



COUNCILLORS

Shoalhaven City Council Mayor and Councillors
September 2012 to June 2013



Mayor - Cllr Joanna Gash
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Cllr Patricia White
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General Manager
Russ Pigg

The General Manager is responsible for the day-to-day management and the efficient and effective operation of the organisation, including implementing Council strategies, policies, decisions and assisting the Council with the development and implementation of the Community Strategic Plan.



City Services & Operations Group
Bill Paterson - Director

City Services & Operations role is to manage Council's roads, buildings, aquatic and leisure facilities, libraries, community services, waste services, arts and lawn and garden cemeteries by planning, arranging construction and determining their maintenance requirements. In addition, the functions of Emergency Management is with the City Services & Operations Group.



Strategic Planning & Infrastructure Group
Peter Adams - Director

Strategic Planning and Infrastructure Groups focus is to strategically plan for the sustainable provision of services and infrastructure, as well as managing the interaction with the environment and the Shoalhaven Community.



Shoalhaven Water Group
Carmel Krogh - Director

The Shoalhaven Water Group is responsible for all aspects of water and sewerage services in the City area including planning, design, construction and operations.



Assistant General Manager
Rob Donaldson

The Assistant General Manager's Group provides services to the organisation encompassing IT, electrical engineering and services, telecommunications, human resources, occupational health and safety, corporate training, workers compensation and internal audit. The Assistant General Manager is also responsible for whole-of-organisation projects and improvements, including the Integrated Planning and Reporting framework.



Finance & Corporate Services Group
Peter Dun - Director

Finance & Corporate Services Group provides corporate, financial and administrative services for the Council as a whole and is responsible for the following services: Corporate Business Units, Financial Services, Revenue, Tourism, Economic Development, Legal Services and Executive Support.



Development & Environmental Services Group
Tim Fletcher - Director

The Development and Environmental Services Group focuses on the processing of various forms of subdivision, development, building and public health applications, as well as ensuring that development activity is undertaken in accordance with approvals. Regulation of unauthorised development and other compliance matters and environmental monitoring are also important functions.

section 2

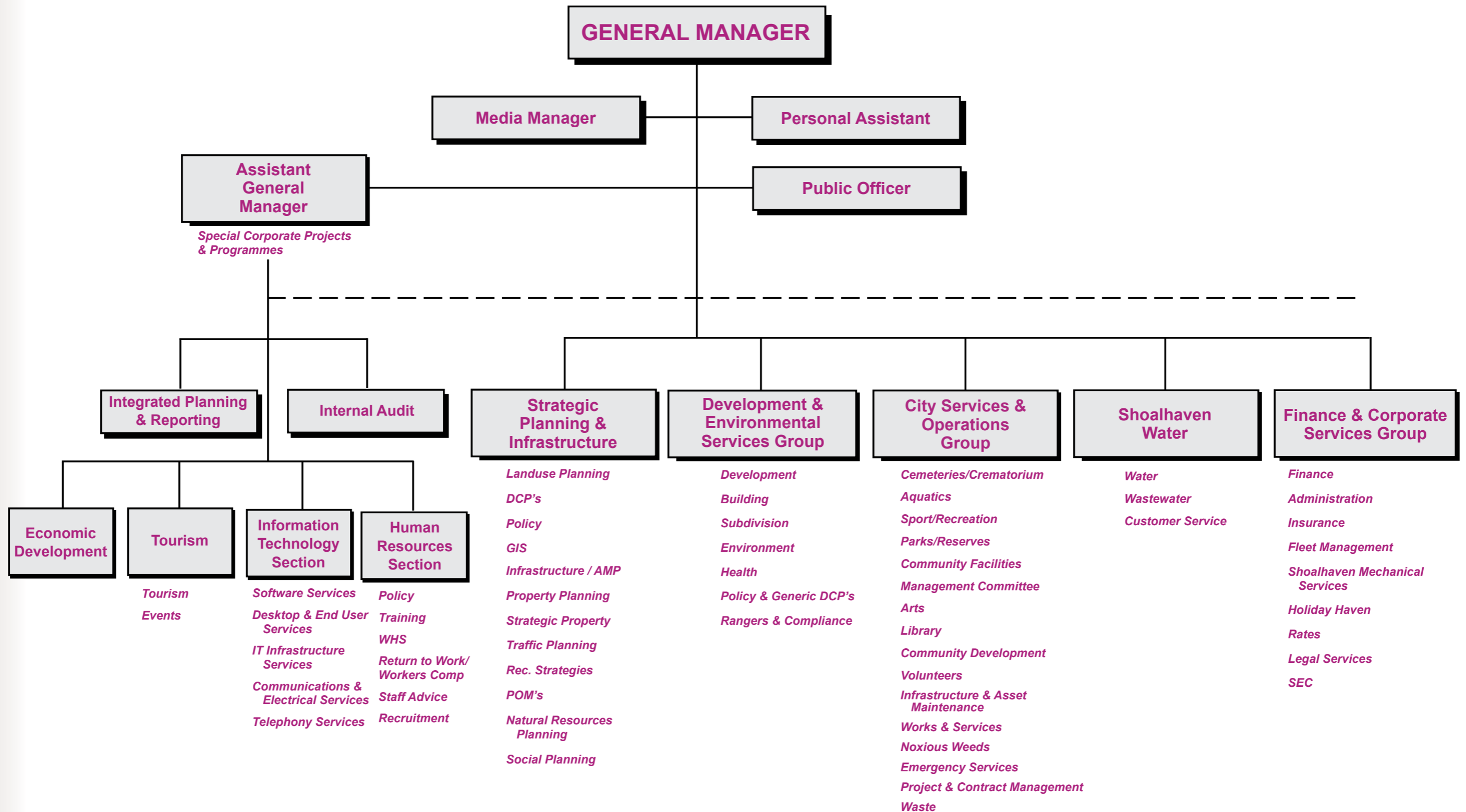


SENIOR STAFF

Shoalhaven City Council General Manager and Group Directors

During this reporting period the following senior staff and organisational structure were in place. As part of Council's Transformation Program, a new structure was approved for implementation on July 1, 2012.

ORGANISATIONAL STRUCTURE



HIGHLIGHTS FOR 2012-13

The Shoalhaven Community Strategic Plan (CSP) lays the ground work for taking our city towards 2020. With citizens and stakeholders contributing to the vision, objectives and strategies, the plan reflects community aspirations for the City.

Leading the City's planning hierarchy, the Community Strategic Plan identifies the community's main priorities (*key result areas*) and expectations for the future as well as ways to achieve these goals. This section addresses the key result areas from the CSP and how Council has delivered on these priorities.

KEY RESULT AREA 1

- SHOALHAVEN COMMUNITIES

Shoalhaven Water

- The Kangaroo Valley Sewerage Scheme commenced with connections to the new sewerage system underway. The new sewerage scheme is a major investment by Shoalhaven City Council, providing a pressure sewer system to collect and treat wastewater from around 250 homes and businesses in the developed areas of Kangaroo Valley and part of Barrengarry.
- Community support projects developed by Shoalhaven Water included an assistance package designed to assist properties not yet connected to sewerage services in backlog sewer scheme areas, and additionally a rebate for higher water usage charges was given to customers affected by the 'Deans Gap' bushfires.
- A total of \$50,000 in events sponsorship funding was committed to the Sports Tourism Partnership Program. This initiative included major sporting events held in the Shoalhaven including the NSW Surf Life Saving Club Inflatable Rescue Boat Championships 2013, Football NSW Girls Championships, Special Olympics, Shoalhaven Hockey National Under 13 Boys Championships, AFL NSW/ACT Shoalhaven Inter League Carnival 2013. All of these events bring economic activity and benefits to the Shoalhaven.
- Shoalhaven Water's sewer relining contract has continued to reduce infiltration into the sewer system. 5.5kms of sewer mains have been relined over the last 12 months. The relining strategy is a low impact renewal solution when considered in comparison with traditional trenching.
- Water supply and sewerage strategies have been successfully completed for all schemes. These documents provide the basis for future capital works planning.



Development and Environmental Services

- A review of the DCP 99 (Amendment No 1) Huskisson 3 (g) commenced following Council's resolution of 18 December 2007. The process was complex with a number of community and other stakeholder workshops and a number of public exhibitions being held. This process resulted in the adoption of the DCP.
- Several environmental education programs in partnership with local schools were run throughout the year including talks to local primary schools on threatened species topics and 'Adopt-a-school' projects with local High Schools covering beachwatch, flora and fauna.

City Services and Operations Works and Services

- A \$3.2m road sealing program has been delivered this year on time and on budget. The total distance of sealing amounts to 44km, an area of 240,000 sqm and approximately 250,000 litres of bitumen. The breakdown of this program into external and internal resources amounts to \$1.95M of external sealing contractor works with the balance of \$1.25M being spent by Council's works crews in undertaking minor pavement improvements and other resealing works. This was a highly successful program in terms of completion rates and quality of works undertaken. Periodic and timely resealing of all roads is a key component in maintaining and extending the whole of life pavement performance of the road.

Major road rehabilitations on key roads were completed in over 40 locations throughout the Shoalhaven including Matron Porter Drive, Quinns Lane, Owen Street, Larmer Ave, Watersedge Ave, Pointer Rd, Drury Lane, Croobyar Rd, Wheelbarrow Rd, Hanigans Lane, Bendalong Rd, Lake Conjola Entrance Rd, Berry Street (Nowra), Keppel Street, Main Rd.

- Maintenance grading was undertaken on many unsealed roads including Porters Creek Rd, Bugong Rd, White Gum Rd, Old Berrara Rd, Mimosa Park Rd, Lighthouse Rd, Warra Warra Rd, Wheelbarrow Rd, Old Hume Highway (Termeil), Pretty Beach Rd, Browns Mountain Rd, Upper River Rd, Wattamolla Rd, Grassy Gully Rd, Burrier Rd, Woodburn Rd, Monkey Mountain Rd, Kinghorne Point Rd, Myola Boat Ramp Rd, Yalwal Rd to Danjera Dam and Turpentine Rd.
- Council has been working closely with the Bendigo Bank on the Adopt a Road program. The program aims to improve the cleanliness and general aesthetic of selected streets in Sanctuary Point with the assistance from volunteers from the Bendigo Bank and Sanctuary Point Lions.
- Council staff worked continuously throughout the June flood event and the February wind storm maintaining roadblocks, monitoring signage and implementing rapid short term repairs to ensure the safety of the community.



- Staff also implemented an improved system for collection and disbursement of continuing flood information to Council's website, the Mayor, the General Manager, Roads and Maritime Services, SES and other stakeholders.
- Emergency road repairs on Wandean Road were undertaken which ensured that access was available to Rural Fire Service fire trucks during the January Dean's Gap Fire.
- Over the past year Council received a total of 5295 requests for maintenance works of which a total of 4681 were completed. The Parks Unit received 2139 requests and 2048 were completed.
- Following a long public consultation period, Marriott Park Playground replacement equipment was installed.
- Major Repairs to Parma Road Bridge, Mayfield Bridge and Wheelbarrow Road Bridge, Grays Beach Boat Ramp were undertaken.
- Anticipatory lake openings at Lake Conjola and Lake Tabourie were achieved and 1000 cubic metres of sand was removed from the dry notch at Shoalhaven Heads to allow for a quicker mechanical opening of the entrance when the flood peaked on June 25th.
- Two rare Grey's beaked whales washed ashore and were buried at Racecourse Beach, Bawley Point. NSW National Parks and Wildlife Service collected important scientific samples prior to burial. A GPS reference of the site was also taken in case skeletal material needs to be exhumed in the future.
- Installation of picnic shelters have been well received in Lyons Park, Sussex Inlet, Beach Street, Tabourie, Wandandian Sportsground, Johnson Street Reserve, Bawley Point, Lyons Park, Sussex Inlet and BBQ shelter at Callala Bay Boat Ramp.

- Construction of shared user paths was undertaken at Vincentia and on the Princes Hwy, Ulladulla. Construction of footpaths along the western side of Golden Hill Avenue, Shoalhaven Heads and in Harry Sawkins Park, Nowra, have improved access for pedestrians.
- Additional parking was provided in Moss St, Nowra, Graham Street, Nowra, McGrath Ave, Nowra and Boree Street, Ulladulla.
- A number of vandalism, repairs and clean-up operations were undertaken following incidents including:

More than a dozen speed and direction signs destroyed along the Braidwood Rd between HMAS Albatross and the Turpentine Rd at Tomerong;

Entire sections of foreshore vegetation were poisoned along Elizabeth Drive at Collingwood Beach, Vincentia;

buildings and a carpark were covered with paint at Francis Ryan Reserve, St Georges Basin; and

In a measure to combat graffiti, anti-social behaviour and increase community pride, a total of 438 graffiti tags were removed over the past year.

section 3



Project Delivery Section

Junction Court

- The development of Junction Court is one of the first initiatives to be undertaken from the Nowra CBD Master Plan and aims to act as a community focal point within the Nowra CBD. Council approved a two-stage upgrade. The first stage is completed, with a pedestrian friendly public place with high quality pedestrian amenity, street furniture, lighting and clear sightlines achieved. The space is available for community events such as performances, fairs or mini-markets and provides options for café/outdoor dining areas and further promotes safety throughout the area.

The second stage of the upgrade involves opening up Junction Court to a one-way traffic lane with potential closures on certain occasions for markets and events. The increase of passive surveillance will be provided from passing vehicular traffic and increased pedestrian movements along activated shop fronts once the final stage of the upgrade is completed.

Ulladulla Walkway Section 1 and 2

- Council has long recognised the Ulladulla Harbour as an important feature of the town centre, which gives Ulladulla its unique character and is its greatest visual asset. Since 1985 Council has been acquiring land to establish an elevated pedestrian walkway.

The design ensured that the aims of Ulladulla DCP 56 were met. Section 1 construction resulted in an upgraded colonnade linking existing small shops and overlooking terraced parklands through to Section 2 of the walkway. Section 2, based on the top of the embankment created an open promenade overlooking the Ulladulla Harbour. The walkway links the rear of private properties which previously only ever fronted the Princes Highway and provides future business opportunities and development potential.

Zauner Constructions completed the project in November 2012 for \$1.3M. This included landscaping, retaining walls, timber pods, furniture unique to the project, lighting, screening and historical interpretive displays. Section 3 and 4 design is currently underway.

section 3



Mt Agony Road Bridge Replacement

- The work involved replacing the old Mt Agony Road timber bridge with a new 12m single span precast concrete bridge, at a cost of \$460,000. Construction of the project was undertaken by RJ and PS Smith.

The bridge was constructed on concrete driven piles using a precast decking plank system. The precast system was chosen to shorten the road closure time and minimise impact on customers.

The project also involved minor road works and new Guard railing.

Resurfacing

The upgrade to the Ulladulla netball courts was completed in March 2013 in time for the commencement of the local netball season.

Based on analysis of remediation options for the six hardstand courts, the Ulladulla Netball Association and Council agreed on a remediation strategy that consisted of patch repair of surface defects and the application of a three coat acrylic synthetic surfacing system specialised for Netball courts.

The project was completed on program and under budget by \$50,000 which has now been revoted towards an additional two courts at the facility.

Boree Street Demolition and Temporary Car Park

An existing residential building was demolished and a temporary car park designed and constructed in time for Christmas. Part of this process included obtaining development consent for the proposal and ensuring a hazardous materials clearance was obtained.

The project was finished on schedule and on budget.



Shoalhaven Heads Tourist Park Pool Solar Heating System

This project consisted of the design and installation of a solar heating system for the pool at the Shoalhaven Heads Tourist Park. The pool complex had been completed by Project Delivery two years prior. The system utilised ten panels of Evacuated Tubes to heat the pool via a heat exchange system. It is capable of sustaining 25 degree Celsius temperatures throughout spring and autumn extending the use of the pool. It also features a gas hybrid for boosting temperatures throughout these periods.

The project was completed on program and within budget.

Shoalhaven Libraries

The redevelopment of the Ulladulla Library, Visitors Centre and Civic Centre construction commenced in April 2013. Architects Edmiston Jones were appointed along with Zauner Constructions to bring the project to fruition. Ulladulla Library operations have been relocated to Milton Library and the hours at Milton have been extended for the duration of the construction, which is expected to be completed in early 2014.

Radio Frequency Identification (RFID) has now been implemented at all Shoalhaven Libraries including self-checkouts at Nowra and Sanctuary Point. Security gates have also been installed at Nowra.

The Mobile library was re-branded with new external painting and signage in January.

Sanctuary Point Library has had improvements to the front desk to improve customer service delivery and to improve aesthetics.

The National Year of Reading was celebrated this year and a presentation was made by staff to the State Library CEO in October. The presentation was also provided to the Library

Council of NSW in December. Shoalhaven Libraries also won a 2012 Marketing Award for our National Year of Reading, 2012 program.

Youth week events and school holiday activities at the Libraries were held with over 2,800 participants, at the 263 events.

The Revitalising Regional Libraries funding, of which \$16,000 was received, will be spent on the remodelling of the circulation desk at Nowra.

Shoalhaven Libraries was successful in receiving a Telstra Grant under Tech Savvy Seniors. This program has seen over 300 people trained at all Shoalhaven Libraries branches in a variety of on-line topics, demonstrating the need for older people in the Shoalhaven to learn about technology.

Tech Tuesday has also been initiated to assist community members in using e-devices and in the downloading of e-books at Nowra Library.



Arts

The strategic review of the Shoalhaven City Arts Centre was completed with Council adopting the Shoalhaven City Arts Centre Strategic Plan 2020.

Council worked with Shoalhaven Lions Linear Accelerator and Cancer Treatment Fundraising Committee (LINAC) to develop and implement art projects for the South Coast Cancer Care Centre, this has included facilitating the Expression of Interest process for the sculpture in the grounds and the loan of artworks for display throughout the new building.

Council was successful in securing grant funding from the Department of Sustainability, Environment, Water, Population and Communities under the Your Community Heritage Program for the Shoalhaven Stories Project. An exhibition and workshop were held and the story gathering continued throughout the year.

The Shoalhaven City Arts Centre hosted many exhibitions within its Main Gallery and held launches during the year, including:

- Shoalhaven Arts Society 47th Open Annual Arts Competition;
- Shoalhaven Stories;
- Creative Moments;
- Jasper Knight Survey Show;
- Larapinta Trail;
- Margaret Dredge Retrospective and
- Light Sensitive Materials: Works from the Verghis Collection

Another major project was the complete review of Council Artwork Collections and an update of the Collection database. This has resulted in the two previous collection policies being consolidated into one - Shoalhaven City Council Art Collection - Acquisition and Management Policy which has been adopted by Council. The primary collecting areas have been reframed and a Public Art Policy was developed and adopted by Council.

The Arts Development Unit was also successful in receiving grant funding from Arts NSW for secure art storage at the Arts Centre and upgrading of the sound equipment for the Nowra School of Arts.

Community Facilities

The management of the Berry School of Arts was taken over by Council in October 2012 after being on a long term lease. Since then, maintenance has been carried out on the building, in particular, internal painting of the music room, along with the installation of new heaters, carpet and blinds. The music room is now being used for children's music.

A public meeting was held to gauge the community's interest in forming a management committee for the future management of the facility. The meeting was well attended with the general consensus being that the current usage of the building does not make it a viable concept for a volunteer management model. A management committee option may be revisited in the future.



Shoalhaven Bereavement Services

- Shoalhaven Memorial Gardens and Lawn Cemetery introduced the Chapel Concierge Service in 2012. A concierge has been made available to co-ordinate and assist in the running of chapel services. The concierge also manages the multimedia equipment which has become an essential part of the modern funeral service. The concierge service has been well received and is profitable.
- The new memorial garden, Berry Cemetery Garden of Remembrance, was constructed in 2011/12. Stage 1 offered 270 niches for cremated remains and these were available to the public in 2012/13. It has been well received by the Berry community. The Garden was officially opened by the Mayor and dedicated by the Berry churches in June 2013.
- Stage 1 Bushwalk Garden extension works were completed at Shoalhaven Memorial Gardens, Worrigea, providing an additional 100 dual memorials. The Bushwalk Garden is a natural landscape garden area for the interment and commemoration of those who are cremated. It was established in 1995, with the highest demand of the commemoration areas at the Lawn Cemetery. Landscape plans for the Garden's extension were developed in 2012/13.

- Shoalhaven Memorial Gardens, Worrigea has created an undercover waiting area and added substantial outdoor seating around the Chapel. This provides waiting and gathering areas prior to, and after, chapel services.
- The "Sentinel" is a unique columbarium that has been erected at Shoalhaven Memorial Gardens, Worrigea in Segment 4. It provides 16 niches in a distinctive and compact arrangement. It is expected that all 16 niches will be sold before the end of 2013.



Shoalhaven Swim and Fitness

Bomaderry Aquatic Centre

- Attendance at Bomaderry Aquatic Centre has decreased by 9,000 over the year due to decreases in Learn to Swim and Squad numbers. Centre indoor pool change rooms have been refurbished with new tiling and partitions. Works have also included new lane ropes were installed in indoor and outdoor pools and new starting blocks for outdoor pool.
- Income has increased \$38,000 at the centre over the last year due to higher usage during the winter period. Expenditure is also down \$13,000 on last year due to a review of rosters and staffing changes. In boosting the centre's staff capacity, two staff members have also completed their Diploma of Business to help continuous improvement of the centre's operations.
- Membership remains steady at the centre with approximately 100 members. The Multi Visit Passes still remain popular with customers.
- Electricity costs have increased 10% due to increase in tariffs. Water consumption has increased slightly over last year due to warmer weather.

Bay and Basin Leisure Centre

- Attendances were up by 16% to over 200,000 visits per year with Learn To Swim enrolments up 10% to 3,912 enrolments for the past financial year (an extra \$69,000). Additionally:
 - Cafe and Retail sales up by 20% (an extra \$64,000).
 - Labour and power costs only up 3.0% from last year which reflects price rises only as electricity usage and labour hours were down.
 - Gas costs are down due to new solar boosters.

- Overall cost to run the Centre was down \$67,000 down from last year, and only 72% of allocated budget was used.

- A number of initiatives have been implemented this year including having an Exercise Physiologists on-site which has delivered \$20,000 over the year; internal gym competitions and promotions to aid in increasing memberships to over 600 (an extra \$21,000); a new Swim School internal carnival which was a success; new signage at the Centre displaying the new logo; and Bay and Basin Leisure Centre was successful in raising over \$1,300 in the Worlds Greatest Shave event.

Sussex Inlet Aquatic Centre

- The centre had record numbers in the Learn to Swim program over summer.
- The centre also achieved 100% of its income target and raised \$17,000 above its budgeted loss.

Ulladulla Leisure Centre

The centre had record numbers in the Learn to Swim program with income up by 27%.

- Other initiatives included squad training sessions receiving excellent recognition and results; Gym members meeting monthly targets for fitness; and record numbers in group exercise classes.
- Income up 11% on last year (\$77,000)
- Expenditure up .03% on last year (\$4,000).
- Net operating loss \$213,000 - down 32% on last year (\$314,000).
- Gas costs down by \$36,000.



Community Development

- In a state-wide first, the Shoalhaven Student Pathway Pass provides local students with a free travel service for high school approved learning opportunities. Shoalhaven bus providers have agreed to carry students free of charge on any timetabled bus if the student is participating in a school approved learning opportunity. Passes will be distributed by high schools. This project is a partnership between Council, Youth Shoalhaven, Shoalhaven Bus Companies and NSW Transport.
- Shoalhaven City Council has worked in close partnership with Skateboarding Australia to bring the South Coast Skate Boarding Hub to the Shoalhaven. The partnership has involved both in-kind and financial support from council via the Youth Development Officers budget and Parks and Gardens Fee Waiver Policy, for use of the skate parks to conduct the workshops/clinics. This partnership will see free regular, weekly, monthly workshops/clinics conducted at skate parks across the Shoalhaven for next financial year.
- Six free community events were conducted throughout the Shoalhaven under the Home Safe Events program funded by Attorney Generals Department, coordinated and facilitated by Shoalhaven City Council. The program was delivered in partnership with the Police Local Area Command.
- In collaboration with Bundanon Trust, Community Development assisted with TRANSMIT – a local skills development and performance project which involved local Aboriginal high school students, Aboriginal mentors and NAISDA Aboriginal Dance College to provide an opportunity for students to be involved in dance, music and poetry (hip hop) and to perform at a community presentation
- Community Development assisted the Sanctuary Point Community Pride Committee to organise the inaugural Spring into Sanctuary Point event and organised a logo competition, as well as providing assistance on becoming incorporated.

- Partnership with the Shoalhaven International Women's Day (IWD) celebrations included an art competition, trivia night, IWD lunch highlighting the history of the local women's refuge, a dance night and awards, as well as a women's wellness festival. The Annual Shoalhaven IWD awards promote positive images, role models and contributions of women in the local area.
- The inaugural Men's Health Week event was held at Bunning's South Nowra in partnership with Multicultural Health and local community services for men and men's groups.
- The Regional NAIDOC Week Awards is an initiative coordinated in partnership with five Local Government Areas (*Shellharbour, Wollongong, Kiama, Wingecarribee and the Shoalhaven*). Waminda Aboriginal Women's Centre won the award for 'Organisation of the Year', capping off a highly successful 12 months for the centre. The event included the screening of 'The Sapphires' movie with special guest Debra Mailman. Indigenous Elders travelled from different parts of the Shoalhaven to attend.
- Community Development invited special guest, Young Australian of the Year, Akram Azimi to the Shoalhaven as an inspirational speaker on Indigenous programs and initiatives.

Strategic Planning

- Detailed submission made to the NSW Governments Planning White Paper and other planning reform proposals.



SUMMARY OF STRATEGIC INDICATORS FOR KEY RESULT AREA 1

- SHOALHAVEN COMMUNITIES

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Use of Council's School of Arts and Arts Centre	Number of attendances at Arts Centre and Nowra School of Arts	16,787	#		↔	✓
Use of Council's community facilities	Number hours per week, booked for community use of facilities	590	#	Increase in use of council community facilities due to the included usage of the Berry School of Arts.	↑	✓
Use of Council's aquatic facilities	Number of attendances at Council's aquatic and leisure centres	492,667	#		↑	✓
Use of the Shoalhaven Entertainment Centre	Number of attendances at the Shoalhaven Entertainment Centre	31,504	#		↓	✗
Education and skill levels in the community	Residents aged over 15 have completed Year 12	30.5	%		↔	?
Education and skill levels in the community	Residents aged over 15 years with vocational qualification,	24	%	Increase since 2010/11	↑	✓
Education and skill levels in the community	Residents aged over 15 years with a Diploma	7.4	%	Increase since 2010/11	↑	✓
Education and skill levels in the community	Residents aged over 15 years with a Bachelor degree or higher	10.2	%	Increase since 2010/11	↑	✓
The health of the community	Percentage of people when asked about their health said they had become healthier	25	%	EOT Report Survey	↔	?
Performance against Delivery Program targets	Number of Activities in Delivery Program	121	#		↓	✓
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	103	#		↓	✓
Performance against Delivery Program targets	Reported "on track"	93	%		↑	✓
Performance against Delivery Program targets	Reported "off track"	3	%		↓	✓
Use of Council's libraries	Number of attendances at Council's libraries	346,780	#	Reduced attendance possible due to closure of Ulladulla Library and a move by patrons to eResources	↓	?
Use of public transport to work and school	Number of people who caught public transport to work	245	#		↓	✗
Use of public transport to work and school	Shoalhaven's working population who caught public transport	0.7	%		↓	✗

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Level of volunteering	Number of Bushcare Groups operating on Council-owned and managed land.	68	#		↑	✓
Level of volunteering	Number of Landcare groups working on other land	30	#		↔	?
Level of volunteering	Number of Parkcare groups	33	#		↑	✓
The level of volunteering	Number of Community Consultative Bodies	23	#		↔	?
The level of volunteering	Number Council Management Committees (Facilities)	16	#		↔	?
Level of volunteering	Number Council Management Committees (Sportsgrounds).	24	#	Berry Sporting Complex committee folded this year	↓	✗
Level of volunteering	Number of volunteer hours contributed by volunteer Bushcare Groups	7,436.50	Hrs	Reduction in hours may be due to a system problem in getting data back from the field. Work is progressing on a software solution	↓	?
Level of volunteering	Number of individual volunteers involved in Bushcare	581	#	New indicator, data not available for previous years	↔	?
Level of volunteering	Number of volunteer hours contributed by volunteer Parkcare Groups	2295	Hrs	New indicator, data not available for previous years	↔	?
Level of volunteering	Number of individual volunteers involved in Parkcare	360	#	New indicator, data not available for previous years	↔	?

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Use of Council's libraries	Number of virtual visits at Council's libraries	54,205	#	Calculated from: eBook circulation, information searches on online databases, library home page website visits and reservations placed through our online catalogue	↑	✓
Use of Council's libraries	% items loaned on self-checkout machine	11	%	New indicator to track the use of the self-checkout facility	↔	?
Use of Council's Bereavement services	Number of funeral services	889	#		↓	?
Use of Council's Bereavement services	Number of bereavement services clients	9,000	#		↔	✓

Key

↑	Increase	↓	Decrease
↔	No Change	↔	Direction not available
✓	Heading in the right direction	✗	More work required
?	Undecided or not applicable		

HIGHLIGHTS FOR 2012-13 KEY RESULT AREA 2

- SHOALHAVEN ENVIRONMENTS

Shoalhaven Water

- Tenders have been called for the upgrade of the Strongs Road Water Supply Scheme. The scheme will decommission the existing raw water supply serving 33 properties, and connect those properties to Council's potable water supply.
- Planning and approval to install water filling stations in Callala Beach and Callala Bay commenced with the units expected to be operational in August 2013.

- A draft augmentation report has been prepared for the upgrade of Nowra and Bomaderry Sewage Treatment Plants and their connection into the Shoalhaven Reclaimed Water Management Scheme (REMS).
- Planning for the 2013 National Water Week campaign in the Shoalhaven to highlight Litter in our Water Ways and Catchments has commenced. Water Week 2013 will see a range of community events being held.

Development and Environmental Services

- Environmental Services has continued to provide support to the Bay and Basin Community Resources by providing food hygiene training to staff and volunteers working in the community.
- The State of Environment report for 2011/12 was completed in November 2012. This included preparation of the Planet Footprint Report Card allowing Council to benchmark its performance over time against set targets and other local government areas.
- Environmental Services participated in a number of partnership projects with government agencies including:
 - Beachwatch - Council collected water samples at 11 popular beaches across the City during summer. Water quality is tested against recreational guidelines. Results were reported through the media and on Council's website. Our beaches regularly received the highest rating of 4 stars. This is a partnership program with NSW Office of Environment and Heritage (OEH).
 - Ecosystem Health Monitoring, Evaluating and Reporting (MER) program - water quality was tested in 7 catchments around Jervis Bay and will be compared to National Guidelines and similar catchments across the State. Report cards will be produced as a communication and reporting tool to the community.



- Food Regulation Partnership - 775 inspections of retail food businesses conducted for the 6 month period from January, for compliance against safe food standards as part of a partnership agreement with NSW Food Authority.
- An environmental education stall was run by Threatened Species Officers and an Environmental Health Officer, at the Lady Denman Heritage complex for World Environment Day.
- Environmental Services have inspected 816 properties to ensure onsite effluent disposal meets environmental and health performance standards. The inspections identified 134 properties requiring maintenance or upgrading works. A compliance review of properties previously not participating in the Onsite Sewage Management Facility Program was also undertaken. This emphasis has resulted in many non-compliant properties being upgraded and engaging with the program.

Strategic Planning

- Draft Shoalhaven Local Environment Plan 2013 re-exhibited
- Heritage Estates Voluntary Acquisition Project commenced and Council involved as an active partner.
- Verons Estate Planning Proposal “gateway” determination received from the NSW Government to enable proposal to advance
- Jerberra Estate Planning Proposal finalised by Council and forwarded to the Department of

Planning for completion.

- Carbon Management Report completed by the Sustain Group and reported to Council in April 2013. Council resolved to set a target to reduce Council’s energy consumption by 10% based on the report.
- Updated Bushfire Prone Lane Map for Shoalhaven was certified by the Rural Fire Service (RFS)
- Garrads Reserve Narrawallee, Biobanking Funding Agreement (\$750,000) was negotiated, finalised and signed.



SUMMARY OF STRATEGIC INDICATORS FOR KEY RESULT AREA 2: SHOALHAVEN ENVIRONMENTS

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Accessibility to transport other than cars	Number of kerb ramps constructed	12	#		↑	✓
Accessibility to transport other than cars	Current number of kerb ramps in the Shoalhaven	1292	#		↑	✓
Accessibility to transport other than cars	Number of bike racks installed	4	#		↑	✓
Accessibility to transport other than cars	Number of pedestrian crossings and refuges constructed	2	#		↔	✓
Accessibility to transport other than cars	Current number of pedestrian safety facilities	216	#		↑	✓
Accessibility to transport other than cars	Number of bus stop improvements	2	#		↑	✓
Accessibility to transport other than cars	Current number of bus shelters	201	#		↑	✓
Accessibility to transport other than cars	Current number of bus stop posts	541	#		↔	?
The length of cycle ways and footpaths	Current total Km of cycle ways and footpaths	188	Km		↑	✓
The length of cycle ways and footpaths	Constructed cycleway and footpath per year	17	Km		↑	✓
Compliance with the Best Practice Management of Water Supply and Sewerage Guidelines through an annual independent audit.	% compliance	100	%		↔	✓
Greenhouse Gas emissions	Tonnes Greenhouse gas emissions for Council	56,909	#		↓	✓
Shoalhaven housing	Number of new dwellings approved (combined, dual occupancies, Secondary Dwellings and units/fats)	564	#	This is a significant improvement on the past 12 months and is indicative of the increasing demand for housing units.	↑	✓
Shoalhaven housing	% change over last year	12	%	A plus 10% improvement in the number of new dwellings approved is a positive indication of future growth and development.	↑	✓

Key



Increase



No Change



Heading in the right direction



Undecided or not applicable



Decrease



Direction not available



More work required

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Performance against Delivery Program targets	Number of Activities in Delivery Program	88	#		↓	✓
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	92	#		↓	✓
Performance against Delivery Program targets	% reported "on track"	90	%		↓	✗
Performance against Delivery Program targets	% "off track"	2	%		↓	✓
Sustainability Action Plan	Percentage of Plan implemented	70	%		↑	✓
Sustainability Action Plan	WaSIP funding expended on sustainability actions	178,000	\$	Comment 2012/13 – Expenditure low in 2012/13 as projects delayed awaiting confirmation of funding, which was not confirmed until May/June 2013	↓	?
Threatened plant and animal species	Number of threatened plant and animal species	138	#		↔	✓
Percentage of waste diverted from landfill	% of waste diverted from landfill	33.7	%		↓	✗
Green waste	Tonnes of green waste collected	10,239	Tonnes		↓	✗
Residential water use	National Water Commission performance indicator rating	1	Rating		↔	✓
Renewable energy generation capacity	Total available capacity of renewable energy generation by Council	96	kwh		↔	?
Council's water and energy consumption	Total energy consumption	112,200	Gj		↓	✓
Council's water and energy consumption	Total water consumption	403,421	ML		↑	✗
Council's greenhouse gas emissions	Council greenhouse gas emissions per resident	578.7	kg		↓	✓
Alternate energy (includes renewable and recoverable energy) generation	Total alternate energy generation by Council	5,989	MWhrs		↑	✓

HIGHLIGHTS FOR 2012-13 KEY RESULT AREA 3

- SHOALHAVEN ECONOMY

Development and Environmental Services

- A major upgrading of the Woodbyne Tourist Accommodation Facility at Jaspers Brush, valued at over \$1 million, was the development of a function centre incorporating restaurant and conferencing facilities and an upgraded services wing.
- The establishment of the permanent William Campbell College school facility at Nowra Hill – valued at \$1.3 million.

- Construction of a four storey building containing 44 serviced apartments (1 x 1 bedroom, 40 x 2 bedroom and 3 x 3 bedroom), one retail tenancy and basement car parking for 55 vehicles at the corner of Kinghorne and Plunkett Streets, Nowra – site of the old Mazda dealership – valued at \$8.5 million.
- A 4 storey residential apartment complex comprising 15 x 3 and 4 bedroom units with basement car parking at the corner of Jervis and Beach Streets, Huskisson – valued at \$5 million.
- Regularisation of the South Coast Recreational Flying Club's facilities at the Jaspers Brush Airfield after a long period of compliance and enforcement.
- Development consent was granted for the redevelopment of the Ulladulla Civic Centre and Library following the determination by the Joint Regional Planning Panel at the Civic Centre in March 2013.
- Additional facilities at the Scots College School (Glengarry Campus) in Kangaroo Valley. This including a new administration building, classrooms, dining hall with kitchen facility, storage facilities, quadrangle and refurbishment of existing classrooms - valued \$4.25 million.
- Asphalt plant including office/laboratory building, workshop building, associated car parking and landscaping in the Flinders Industrial Estate, South Nowra. The plant having the capability to operate 24 hours a day, 7 days a week – valued at \$2.2 million.
- Aviation support facility comprising two workshop buildings and a separate office/administration building with associated car parking, landscaping and signage at Yerriyong – valued at \$1.8 million.
- Additions to an existing industrial building in the Flinders Industrial Estate, South Nowra that is used by Snow Brand Australia Pty Ltd (cheese manufacturer). The works allowing an expansion in manufacturing and operation 24 hours a day 7 days a week – valued at \$1.2 million.



Holiday Haven

New 'Spider Climbing Frame' Playgrounds were installed on the reserve out the front of Huskisson Beach Tourist Resort in place of the underutilised volleyball court. Another Spider Climbing Frame was also installed at Shoalhaven Heads Tourist Park to replace ageing playground infrastructure.

The new "RMS Cloud" booking system was rolled out to 4 Holiday Haven Tourist Parks – Shoalhaven Heads Tourist Park, Huskisson White Sands Tourist Park, Huskisson Beach Tourist Park and Ulladulla Headland Tourist Park. This system has enabled these parks to move to Online Booking. It is anticipated the remaining parks will move to RMS Cloud and Online Booking in the near future.

Governance arrangements have been improved across the Parks network with a number of initiatives including:

- Park Management Contracts were updated this year. The new contracts have been revised to add additional clauses, make the contracts more accessible and easier to understand and to clarify 'grey areas' in the old contracts. The new contracts have been rolled out as management teams change or as contracts come up for tender.
- In conjunction with the park management contracts, the Guidelines for Park Managers were also updated as these form part of the contract document. The guidelines were updated to reflect changes in legislation and regulations, business practices, council processes and procedures and changing customer needs and demands.

A 2011 marketing review conducted by external consultants highlighted the need to update our branding and marketing collateral and provide more motivational text and images in our marketing materials. This year we combined individual park brochures and pricelist brochure into the one A3 brochure. The new format allows more information to our customers with

accompanying motivational images, better showcasing our parks and inspiring people to make bookings. The new brochures are being distributed electronically and in hard copy.

- Two new sets of new park managers were welcomed into the group this year. Kylie Archer and Jason Allcock began their contracts in August, while Ian and Jackie Szymoniczek started at Kangaroo Valley in September.
- A number of shade sails were constructed before summer over Jumping Pillows at Swan Lake Tourist Village, Bendalong Point Tourist Park and over the swimming pool at Shoalhaven Heads Tourist Park.
- New cabins were installed to replace the original cabins put in some 25 years ago at Huskisson Beach Tourist Resort, Huskisson White Sands Tourist Park and Shoalhaven Heads Tourist Park.
- Due to a high demand for powered sites unpowered sites were converted to Powered Sites at Shoalhaven Heads Tourist Park Currarong Beachside Tourist Park and Ulladulla Headland Tourist Park
- New Jumping Pillow was installed at Ulladulla Headland Tourist Park and has been incredibly popular with summer guests.
- Cabins were refurbished at Bendalong Point Tourist Park, Lake Conjola Entrance Tourist Park and Ulladulla Headland Tourist Park.
- New BBQ shelters were installed at Huskisson Beach Tourist Park (*overlooking Jervis Bay*) and Burrill Lake Tourist Park (*overlooking the Lake*).
- The Amenities blocks at Swan Lake Tourist Village and Huskisson White Sands Tourist Parks were upgraded, while the amenity block that was destroyed in a windstorm at Lake Tabourie Tourist Park was replaced with a new building, which now includes a Camp Kitchen.



Strategic Planning

- A Growth Management Strategy was finalised and forwarded to the Department of Planning for endorsement.
- Notification and finalisation of Badgee Urban Expansion (Sussex Inlet) Planning Proposal and Woolamia Farmlets (6 lots) Planning Proposal.

Economic Development

- In December 2012 consultant GHD was appointed to undertake the route selection study from Nerriga west to the Hume Highway. Shoalhaven Council joined with the local government areas of Palerang, Goulburn-Mulwaree, Upper Lachlan and Yass Valley and Transport for NSW to undertake this regional transport network improvement investigation. The final report is due in late 2013.
- In February 2013 the NSW Minister for Roads announced that \$2.2m would be allocated to Goulburn-Mulwaree Council for the upgrading of the bridge at Oallen Ford and sealing of the remaining sections of the Nerriga/Goulburn Road. In June 2013 only 1 km of unsealed road remains of the link to Canberra and the Hume Highway from Nowra via Nerriga and Tarago. This work is expected to be completed in 2013/14. This announcement followed a concerted lobbying campaign by the 4 Councils of Goulburn-Mulwaree, Palerang, Upper Lachlan, Shoalhaven and Yass Valley together with regional state members of Parliament including former Mayor Paul Green.

- The upgrades to the Princes Highway at South Nowra and near Gerringong are bringing to reality the delivery of a 4 lane highway from Sydney to Jervis Bay Road. The additional stages for the works to the north of Bomaderry are also advancing with planning approvals now in place for the Foxground/Berry section and completion of design for the Berry to Bomaderry link.



SUMMARY OF STRATEGIC INDICATORS FOR KEY RESULT AREA 3: SHOALHAVEN ECONOMY

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Access to broadband services.	Percentage of people when asked about broadband services who stated access was easy or better	-	%	EOT Report Survey- every four years		
New commercial construction and business investment	Value of Non-Residential Development Application approvals	68,157,517	\$	Includes regional development (Ulladulla Civic Centre additions - \$9,820,005)		
New commercial construction and business investment	Value of part 3A Development Application approvals	6,000,000	\$	Gas Pipe line - Manildra Part 3A applications are no longer required but there are four Part 3A applications still to be determined in Shoalhaven.		
Residential development approvals	Value of new residential development approvals	136,667,586	\$			
Development Applications received	Number of Development Applications received	1,472	#	This small increase in the number of Das received is indicative of a gradually improving economy.		
Local economic activity, major capital infrastructure investment	Major capital infrastructure investment	168,661,905	\$	Positive trend in CapEx growth over the past 10 years. 2011.12 was a low year due to the completion of some large projects and before commencement of others		
Performance against Delivery Program targets	Number of Activities in Delivery Program	40	#			
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	29	#			
Performance against Delivery Program targets	% reported "on track"	23	%			
Performance against Delivery Program targets	% "off track"	6	%			

Key



Increase

No Change

Heading in the right direction

Undecided or not applicable



Decrease

Direction not available

More work required

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Labour force status	Number of people employed	36,650	#			
Labour force status	Unemployment rate	11.43	%			
Length of roads	Sealed road	1439	Km			
Length of roads	Unsealed road	345	Km			
Visitors to Shoalhaven	Number of domestic overnight, day and international visitors	2,606,000	#			
Spend by Visitors to Shoalhaven	Total economic impact of direct expenditure by all visitors to the Shoalhaven	695,400	\$,000			
Shoalhaven population	Shoalhaven population	96,927	#			
Shoalhaven population	% increase in population	0.75	%			
Subdivision approvals	Value of new subdivision approvals (does not include applications involving building works)	2,357,000	\$			

HIGHLIGHTS FOR 2012-2013 KEY RESULT AREA 4

- SHOALHAVEN LEADERSHIP

Shoalhaven Water

- Shoalhaven Water's partnership with private consulting firm GHD has successfully completed its first year. The consultancy provides Shoalhaven Water with Program/Project Management and specialist engineering services for a period of four years.
- Shoalhaven Water has entered into a contract with Xylem for the supply of pumps and ancillary equipment for a period of four years.
- Shoalhaven Water is in the final planning stages of implementing a facility to enable customers to receive water accounts electronically.

- The normal business hours that customers can contact Shoalhaven Water regarding water supply and sewerage services have been expanded to 8.00am to 5.30pm weekdays.

Development and Environmental Services

- The successful Building Design Awards were presented by the Mayor on 30 November 2012. There were 17 properties nominated. Building Design Awards were presented to eight nominees. These included awards for dwelling and dwelling addition designs, heritage conservation, best practice in building sustainability and commercial/industrial.

Assistant General Manager

Internal Audit

- Council's Audit Committee held a total of four quarterly general meetings, three meetings associated with the annual financial statements and one workshop to develop a formal Business Plan. Major emphasis in 2012-13 was on the continuous improvement of the processes of the Audit Committee through the benchmarking to best practices of other local government committees along with audits of the Holiday Haven Tourist Parks management function and Council's major procurement activities.

The Committee also reviews progress with Council's internal Audit function and the Enterprise Risk Management process. In this regard, the Committee has assisted the Internal Auditor to become more effective with concentration on higher level risk areas and strategic audits.



Integrated Planning and Reporting

- Completion of the End of Term report, the outgoing Council's report on its actions in achieving the objectives and strategies of the Community Strategic Plan.
- Formation, adoption and publication of the 2011/12 Annual Report with a new format and completion of the 2011/12 Annual Community Report.
- Completion and publication of the revised Community Strategic Plan – Shoalhaven 2023. The community engagement process for the CSP Review obtained over 1000 responses from community, State agencies and Council staff. Completion of a community engagement survey at the end of the CSP Review process provided baseline data for community engagement activities.
- Review of Council's Resourcing Strategy including the Long Term Financial Plan, Workforce Planning, Asset Planning and Information Technology and Telecommunications Plan complete and used to inform the new Delivery Program and Operational Plan.
- Completion and publication of the Delivery Program 2013/17 and Operational Plan 2013/14 to identify Council's activities and tasks in addressing the Community Strategic Plan.

Finance and Corporate Services

- Enterprise Risk Management is an ongoing project across the organisation. During the period of review the Strategic and Operational Risk Registers have been finalised and a software tool to manage those risks has been installed. This includes the Audit Management extension with in Interplan that has been installed and populated. Management of this component is the responsibility of the Internal Auditor.
- The General Manager assumed responsibility for the conduct of the 2012 Council Election, as a result of a change to the Local Government Act. These responsibilities were undertaken in the Executive Support Section. Since 1993, the conduct of Council Elections was the responsibility of the NSW Electoral Commission. By Council assuming responsibility for the conduct of the Election and using a Contractor, a saving of over \$110,000 from the indicative price suggested by the NSW Electoral Commission was achieved.
- 30 Formal Government Information (Public Access) Information Requests and 350 Informal requests were processed by Council. During Privacy Awareness Week, staff compiled a Privacy Information Sheet relating to key Operational areas within Council.
- In the Records area, registration of incoming correspondence was closely monitored and remained up to date, and the backlog of scanned documents has been significantly reduced. Digitisation of some records has commenced which will lead to improved efficiencies in the registration process. Some initial work was commenced on developing web based forms



**SUMMARY OF STRATEGIC INDICATORS FOR
KEY RESULT AREA 4-SHOALHAVEN LEADERSHIP**

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Complaints about Council recorded by DLG	Number of complaints received per 1000 residents	0.151	#	Ratio, 2011/12 data, July to June	↓	✓
Complaints about Council recorded by DLG	Percentage of complaints declined by DLG	87	%	2011/12 data, July to June	↓	✓
Performance against Delivery Program targets	Number of Activities in Delivery Program	99	#		↓	✓
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	65	#		↑	✓
Performance against Delivery Program targets	% reported "on track"	56	%		↓	✗
Performance against Delivery Program targets	% "off track"	6	%		↑	✓
Timely responses to applications received from the community	Formal GIPA Act applications received	34	#		↑	?
Timely responses to applications received from the community	Formal GIPA Act applications processed within legislative timeframe	100	%		↔	✓
Timely responses to applications received from the community	Informal GIPA Act applications received	275	#		↓	?
Timely responses to applications received from the community	Informal GIPA Act applications processed within 28 days	100	%		↑	✓
Timely responses to complaints and requests received from the community	Correspondence items received	65,812	#		↓	?
Timely responses to complaints and requests received from the community	Correspondence items answered within 28 days	92	%		↑	✓
Attendance at Council, Committee, Advisory Committees, Council Board meetings and briefings	Councillors' attendance at meetings	58.8	%		↑	✓
Attendance at Council, Committee, Advisory Committees, Council Board meetings and briefings	Community members' attendance at meetings	60.9	%		↓	✗

Focus	Measure	Value 2012/13	Unit	Comment 2012/13	Direction of Change	Comment
Timely responses to complaints and requests received from the community - Shoalhaven Water	Shoalhaven Water Number of unplanned water supply interruptions (per 1000 properties)	81	#	Unplanned water supply interruptions (number and duration). The increase is reflective of a major outage at Shoalhaven Heads that lasted 300 minutes and affect approx. 1000 properties.	↑	✗
Timely responses to complaints and requests received from the community - Shoalhaven Water	Unplanned Water Supply Interruptions - Average duration of interruptions	194	Minutes		↑	✗

Key

↑	Increase	↓	Decrease
↔	No Change	⬇	Direction not available
✓	Heading in the right direction	✗	More work required
?	Undecided or not applicable		

STRATEGIC PROGRESS INDICATORS

The Annual Strategic Indicators provide a snapshot of Council's performance and changes in the broader Shoalhaven community. Indicators for the past twelve months are shown with last year's indicators.

Area	Measure	Value 2011/12	Value 2012/13	Unit	Comment 2012/13
Use of Council's School of Arts and Arts Centre	Number of attendances at Arts Centre and Nowra School of Arts	17,206	16,787	#	
Use of Council's community facilities	Number hours per week, booked for community use of facilities	575	590	#	Increase in use of council community facilities due to the included usage of the Berry School of Arts.
Use of Council's aquatic facilities	Number of attendances at Council's aquatic and leisure centres	403,922	492,667	#	
Use of the Shoalhaven Entertainment Centre	Number of attendances at the Shoalhaven Entertainment Centre	33,217	31,504	#	
Education and skill levels in the community	Residents aged over 15 have completed Year 12	30.5	30.5	%	
Education and skill levels in the community	Residents aged over 15 years with vocational qualification,	-	24	%	

Education and skill levels in the community	Residents aged over 15 years with a Diploma	-	7.4	%	
Education and skill levels in the community	Residents aged over 15 years with a Bachelor degree or higher	-	10.2	%	
The health of the community	Percentage of people when asked about their health said they had become healthier	25	25	%	End of Term (EOT) Report Survey
Performance against Delivery Program targets	Number of Activities in Delivery Program	175	121	#	
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	124	103	#	
Performance against Delivery Program targets	Reported "on track"	82	93	%	
Performance against Delivery Program targets	Reported "off track"	8	3	%	
Use of Council's libraries	Number of attendances at Council's libraries	384,842	346,780	#	Reduced attendance possible due to closure of Ulladulla Library and a move by patrons to eresources
Use of public transport to work and school	Number of people who caught public transport to work	303	245	#	
Use of public transport to work and school	Shoalhaven's working population who caught public transport	0.85	0.7	%	
Level of volunteering	Number of Bush-care Groups operating on Council-owned and managed land.	66	68	#	
Level of volunteering	Number of Land-care groups working on other land	30	30	#	
Level of volunteering	Number of Park-care groups	23	33	#	

The level of volunteering	Number of Community Consultative Bodies	23	23	#	
The level of volunteering	Number Council Management Committees (Facilities)	16	16	#	
Level of volunteering	Number Council Management Committees (Sportsgrounds)	25	24	#	Berry Sporting Complex committee disbanded this year
Level of volunteering	Number of volunteer hours contributed by volunteer Bushcare Groups	11,505	7,436.50	Hrs	Reduction in hours may be due to a system problem in getting data back from the field. Work is progressing on a software solution
Level of volunteering	Number of individual volunteers involved in Bushcare	-	581	#	New indicator data not available for previous years
Level of volunteering	Number of volunteer hours contributed by volunteer Parkcare Groups		2295	Hrs	
Level of volunteering	Number of individual volunteers involved in Parkcare		360	#	
Use of Council's libraries	Number of virtual visits at Council's libraries	45,309	54,205	#	Calculated from: eBook circulation, information searches on online databases, library home page website visits and reservations placed through our online catalogue

Use of Council's libraries	% items loaned on self-checkout machine		11	%	New indicator to track the use of the self-checkout facility
Use of Council's Bereavement services	Number of funeral services	904	889	#	
Use of Council's Bereavement services	Number of bereavement services clients	9,000	9,000	#	
Access to broadband services.	Percentage of people when asked about broadband services who stated access was easy or better	70	-	%	EOT Report Survey - every four years
New commercial construction and business investment	Value of Non-Residential Development Application approvals			\$	Includes regional development (Ulladulla Civic Centre additions - \$9,820,005)
New commercial construction and business investment	Value of part 3A Development Application approvals			\$	Gas Pipe line - Manildra
Part 3A applications are no longer required but there are four Part 3A applications still to be determined in Shoalhaven.					
Residential development approvals	Value of new residential development approvals			\$	
Development Applications received	Number of Development Applications received	1,466	1,472	#	The modest increase in the number of DAs received is indicative of a gradually improving economy.

Local economic activity, major capital infrastructure investment	Major capital infrastructure investment			\$	Positive trend in CapEx growth over the past 10 years. 2011/12 was a low year due to the completion of some large projects and before commencement of others
Performance against Delivery Program targets	Number of Activities in Delivery Program	62	40	#	
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	34	29	#	
Performance against Delivery Program targets	% reported "on track"	77	23	%	
Performance against Delivery Program targets	% "off track"	21	6	%	
Labour force status	Number of people employed	35,865	36,650	#	
Labour force status	Unemployment rate	8.49	11.43	%	
Length of roads	Sealed road	1355		Km	
Length of roads	Unsealed road	329		Km	
Visitors to Shoalhaven	Number of domestic overnight, day and international visitors			#	
Spend by Visitors to Shoalhaven	Total economic impact of direct expenditure by all visitors to the Shoalhaven			\$	
Shoalhaven population	Shoalhaven population	96,203	96,927	#	
Shoalhaven population	% increase in population	1.2	0.75	%	

Subdivision approvals	Value of new subdivision approvals (does not include applications involving building works)			\$	
Accessibility to transport other than cars	Number of kerb ramps constructed	5	12	#	
Accessibility to transport other than cars	Current number of kerb ramps in the Shoalhaven	1260	1292	#	
Accessibility to transport other than cars	Number of bike racks installed	0	4	#	
Accessibility to transport other than cars	Number of pedestrian crossings and refuges constructed	2	2	#	
Accessibility to transport other than cars	Current number of pedestrian safety facilities	214	216	#	
Accessibility to transport other than cars	Number of bus stop improvements	0	2	#	
Accessibility to transport other than cars	Current number of bus shelters	147	201	#	Includes bus shelters provided by others on Council land.
Accessibility to transport other than cars	Current number of bus stop posts	541	541	#	
The length of cycle ways and footpaths	Current total Km of cycle ways and footpaths	171	188	Km	
The length of cycle ways and footpaths	Constructed cycleway and footpath per year	10.57	17	Km	
Compliance with the Best Practice Management of Water Supply and Sewerage Guidelines through an annual independent audit.	% compliance	100	100	%	

Greenhouse Gas emissions	Tonnes Greenhouse gas emissions for Council	57,930	56,909	#	
Shoalhaven housing	Number of new dwellings approved (combined, dual occupancies, Secondary Dwellings and units/flats)	505	564	#	This is a significant improvement on the past 12 months and is indicative of the increasing demand for housing units.
Shoalhaven housing	% change over last year	-34	12	%	A plus 10% improvement in the number of new dwellings approved is a positive indication of future growth and development.
Performance against Delivery Program targets	Number of Activities in Delivery Program	137	88	#	
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	95	92	#	
Performance against Delivery Program targets	% reported "on track"	94	90	%	
Performance against Delivery Program targets	% "off track"	3	2	%	
Sustainability Action Plan	Percentage of Plan implemented	58	70	%	
Sustainability Action Plan	WaSIP funding expended on sustainability actions	696,000	178,000	\$	Expenditure low in 2012/13 as projects delayed awaiting confirmation of funding, which was not confirmed until May/June 2013
Threatened plant and animal species	Number of threatened plant and animal species	138	138	#	
Percentage of waste diverted from landfill	% of waste diverted from landfill	34.5	33.7	%	

Green waste	Tonnes of green waste collected	12,021	10,239		
Residential water use	National Water Commission performance indicator rating	1	1	Rating	
Renewable energy generation capacity	Total available capacity of renewable energy generation by Council	-	96	kwh	
Council's water and energy consumption	Total energy consumption	113,348	112,200	Gj	
Council's water and energy consumption	Total water consumption	360,523	403,421	ML	
Council's greenhouse gas emissions	Council greenhouse gas emissions per resident	583.7	578.7	kg	
Alternate energy (includes renewable and recoverable energy) generation	Total alternate energy generation by Council	7,331	5,989		
Complaints about Council recorded by DLG	Number of complaints received per 1000 residents	0.361	0.151	#	Ratio, 2011/12 data, July to June
Complaints about Council recorded by DLG	Percentage of complaints declined by DLG	89	87	%	2011/12 data, July to June
Performance against Delivery Program targets	Number of Activities in Delivery Program	122	99	#	
Performance against Delivery Program targets	Number of Activities reported on in Delivery Program	60	65	#	
Performance against Delivery Program targets	% reported "on track"	83	56	%	
Performance against Delivery Program targets	% "off track"	7	6	%	
Timely responses to applications received from the community	Formal GIPA Act applications received	24	34	#	

Timely responses to applications received from the community	Formal GIPA Act applications processed within legislative timeframe	100	100	%	
Timely responses to applications received from the community	Informal GIPA Act applications received	292	275	#	
Timely responses to applications received from the community	Informal GIPA Act applications processed within 28 days	96	100	%	
Timely responses to complaints and requests received from the community	Correspondence items received	66,912	65,812	#	
Timely responses to complaints and requests received from the community	Correspondence items answered within 28 days	91	92	%	
Attendance at Council, Committee, Advisory Committees, Council Board meetings and briefings	Councillors' attendance at meetings	43.9	58.8	%	
Attendance at Council, Committee, Advisory Committees, Council Board meetings and briefings	Community members' attendance at meetings	65.8	60.9	%	
Timely responses to complaints and requests received from the community - Shoalhaven Water	Shoalhaven Water Number of unplanned water supply interruptions (<i>per 1000 properties</i>)	36	81	#	Unplanned water supply interruptions (<i>number and duration</i>). The increase is reflective of a major outage at Shoalhaven Heads that lasted 300 minutes and affect approx. 1000 properties.
Timely responses to complaints and requests received from the community - Shoalhaven Water	Unplanned Water Supply Interruptions - Average duration of interruptions	84	194	Min-utes	

STATE OF THE ENVIRONMENT SUMMARY REPORT

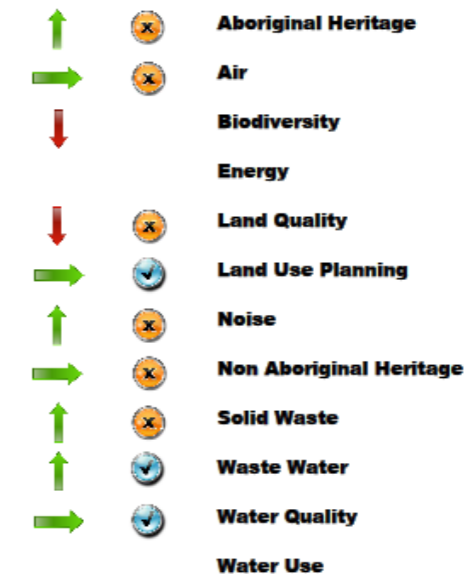
To see the full copy of the State of the Environment Report log onto <http://shoalhaven.nsw.gov.au/soe/>



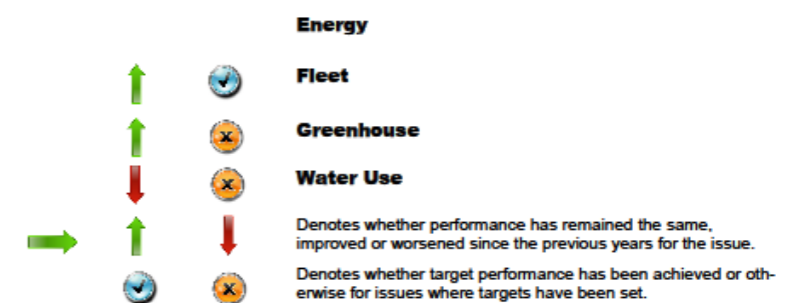
Shoalhaven City Council

State of the Environment Summary Report 2012-2013

Performance of the Local Government Area ("Community")



Performance of Council Operations ("Corporate")



SIX MONTHLY PROGRESS REPORTING

- DELIVERY PROGRAM AND OPERATIONAL PLAN

Council's Integrated Planning and Reporting (IPR) Framework includes an adopted Indicators Framework based on a matrix of reporting cycles and report audiences, to meet the requirements of the Government's IPR Guidelines. A key element is the presentation of a report by the General Manager, at least every six months, on progress with implementation of the Delivery Program.

To view the whole report visit

<http://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=D13/230438>



COST SAVINGS AND PRODUCTIVITY GAINS

Shoalhaven City Council has continued to make operational savings and productivity improvements across all groups.

Continued operational cost reductions improve Council's long term financial sustainability and enable increased investment in both asset and infrastructure renewal projects

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
1. Changes in Service Delivery				
Improved invoicing of debtor accounts (SMFs)	Productivity gain	Introduced invoices with notices to make payment easier for customer and tracking by Council	N/A	Development and Environmental Services
Adjusted booking times for regular hirers	Process improvement	Review of booking times to accommodate extra bookings	Unable to quantify	City Services and Operations
Products and Services	Improved customer service	Use of grant funding for initiatives and projects relating to the Shoalhaven Stories under Department of Sustainability, Environment, Water, Population Communities Program	\$24,000 Grant including contribution of \$20,000	City Services and Operations
Introduction of Tech Savvy Seniors workshops	Increased demand for technology training	Raises profile of library as a technology assistance centre	\$5,000 grant funding received (NSW Government plus Telstra Partnership)	City Services and Operations
Additional stop in Ulladulla by Mobile Library plus extended service at Milton Library	Increase of access points for customers	The Mobile Library and 'Pop Up' Visitor Information Centre in Ulladulla have provided the area with additional services during the refurbishment of the current Ulladulla Library and Visitors Centre	\$4080	City Services and Operations
Products and Services	Increasing use of electronic mediums for communicating	Reduces paper use/postage and speeds up	\$140	City Services and Operations

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
	with customers	communication		
Products and Services	Increased use of electronic databases to source book and non-book resources	Faster response time to clients regarding availability of items	Not able to quantify	City Services and Operations
Continuous assessment of current practices	Improvements to process driven activities, e.g. end processing	Continue to increase shelf ready stock	Not able to quantify	City Services and Operations
Increase in burial fees in the general cemeteries excluding Worrigea	Increase in revenue	Burial fees were increased by 25 percent in accordance with Council motion	\$43,000.00 per year	City Services and Operations
Adoption of single fee licence for wharves and jetties in place of two tier system	Productivity gain	Previously licensee could elect to pay one of two fees. Under this program, only the lesser fee only is charged with the Broadform coverage included thereby eliminating administrative task of checking insurances.	Net gain of revenue from productive = \$1,100 cost benefit. These benefits will increase over time.	Strategic Planning and Infrastructure Group
2. Changes in work practices arising from innovation or benchmarking work				
Changes to forms/checklists	Productivity Gain	Progressive upgrade of existing forms and checklists to enable the documents to be completed electronically and eliminate printing and scanning of hardcopies	N/A	Development and Environmental Services
Implementation of consultants review (Danny Wiggins) undertaken in	Productivity Gain	On-going changes to work practices are being implemented in accordance with the recommendations from the internal	N/A	Development and Environmental Services

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
2011		review.		
Proactive approach to using casual Community Development Officers for project work	Process Improvement	Taking initiative on community projects using Grant funding instead of waiting for projects. Casual Community Development Officers are able to target specific projects	\$1500 per year	City Services and Operations
Review and change of chemicals at all Swim and Fitness facilities	Cost saving and process improvement	Change dry acid chemical to Sodium Bio-sulphate, which is cheaper, more effective and safer for staff to use	Not able to quantify	City Services and Operations
Increased outsourcing of end processing for fiction and non-book items	Productivity gain	Improved customer service – maximise value for money and time efficiency	Not able to quantify	City Services and Operations
Products and Services	Volunteer services used for end processing	Continued use of volunteers to assist with end processing to facilitate faster output of items not purchased as shelf ready	\$53,386	City Services and Operations
Reduction in labour - library cleaning	Reduction of \$18,000 per year cleaning	Previously a two person operation.	\$18,000 per year	City Services and Operations
Cremator efficiency project	Productivity gain	Control operation of cremator to achieve better energy consumption	\$2,000 per year	City Services and Operations
Recoupment of individual property expenses from occupant of building	Increase in recoupments	An audit of occupation agreements demonstrated that an entitlement existed to recoup some expenses previously not recouped.	\$8,559 over previous years	Strategic Planning and Infrastructure Group

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
Completed calibrated Water and Sewer systems hydraulic models	Productivity Gain	Has enabled quick systems analysis = to identify deficiencies. Improved support to development industry.	Estimated \$20,000 per year	Shoalhaven Water
Completed Water Supply and Sewerage Strategies	Productivity Gain	Enabled robust capital works program to be developed out to 2041. Has enabled assistance to development industry proposals.	Estimated saving \$10,000 in development of annual capital works program.	Shoalhaven Water
Completed Asset Management Gap Analysis	Productivity Gain	A clear structured asset management program has been developed for implementation		Shoalhaven Water
Operational plant has been reviewed to ensure equipment is appropriate	Reduction in dry hire of equipment		Approximately \$25,000 per year	City Services and Operations
Sewer flow monitoring commencement	Potential increase in revenue	Sewer flow monitoring for billing purposes.		Shoalhaven Water
Meter replacement program ongoing	Increase in revenue as replacement meter will improve meter accuracy	Approximately 25,000 meters will be replaced. Over 9,000 have been completed		Shoalhaven Water
Pump Procurement Program	New pumps have significant reduction in Kilowatts		Projected ongoing savings significant	Shoalhaven Water

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
3. Changes in Organisation Structure				
N/A - No Changes to current organisational structure pending transformation project				
Proposed restructure of vacant positions at Nowra Library	Productivity gains	As staff retire and library services change, job descriptions are changed to adapt to changing roles and expectations	Improved program delivery	City Services and Operations
4. New or Improved "strategic alliances" with Southern Councils group or other organisations				
Alliance between Arts Centre and Fleet Air Arm Museum	Improved customer services	Collaboration on Arts Exhibitions and shared resources	Not able to quantify	City Services and Operations
Commitment from each South East Zone NSW Public Library to continue funding Overdrive eBook service	Increase number of audiobooks and eBooks available in collection for customers	eBooks and audiobooks are an increasingly popular medium	\$10,909	City Services and Operations
Continue membership of peak industry bodies CCIA and CRVA	Productivity gain	These are the peak industries in the Caravan and Camping Industry. Membership of these Associations provides Council with access to marketing and promotional opportunities at	Subsidises marketing and business opportunities	Finance and Corporate Services

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
		subsidised rates as well as legal and business resources		
GHD Partnership. First year complete	Increased productivity – internal engineers reduced administration, increased project management	Nearly 120 projects commenced within partnership	Significant efficiency gains. Improved staff morale	Shoalhaven Water
Pump Procurement term contract with Xylem	Remove multiple tenders and quotations enabling a 40 percent cost saving on products	First pumps ordered realising 40 percent savings.	Estimated \$30,000 for 2012/13.	Shoalhaven Water
Southern Council Works and Services Management	Productivity improvements	Ongoing quarterly meetings. Sharing innovative ideas, policies, issues experienced.		City Services and Operations
5. Elimination of unnecessary/redundant tasks (process improvements)				
Roster reviews at Ulladulla and Bay and Basin Leisure Centre	Cost saving in wages	Review of rosters and number of group exercise classes	ULC - \$20,000 BBLC - \$50,000	City Services and Operations
CD and DVD donations are no longer processed and catalogued	Reduction in staff time and material costs	Donations are available for customers quicker	Not available	City Services and Operations
External events where PA is required	Reduction in cost to provide public meetings	Portable PA available for staff to run public meeting unassisted	Approximately \$12,000 saving per year	Finance and Corporate Services
Change of document from Licence to Approval	Productivity gain	Reduces follow up and lost revenue due to delay in activating approval	Estimated gain of 20 mins per approval in staff time	Strategic Planning and Infrastructure Group

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
(Footpath)				
Asset Inspector	Wages savings and vehicle operating costs	The position was made redundant after the staff officer finished working in Section in early 2013.	Approximately \$30,000 (remaining salary needed for roads pavement management system)	Strategic Planning and Infrastructure Group
Schemes plan printing for field operations	Now provided electronically	Saving time for internal staff to concentrate on updating WAE information on GIS.	Approximately \$5,000 per year.	Shoalhaven Water
Monthly Asset Data Coordination Meetings	Productivity Gains	Improving processes and coordination of water and sewerage data being input to GIS and Conquest	Estimated \$10,000 per year	Shoalhaven Water
6. Reduction in Services or level of service provided				
Reduced Water Sampling	Cost saving	Reduced water quality monitoring across all catchments from quarterly to biannually.	N/A	Development and Environmental Services
Reduced cleaning services at Lake Conjola Community Centre	Cost savings	Reduced cleaning services due to decrease usage at the Centre	\$1000	City Services and Operations
Ulladulla Library and Visitors Centre closed for new build	Milton Library is open longer hours to compensate for reduction in service and Mobile Library makes an additional stop	Customers have additional access points to library	Net short term savings due to redevelopment \$4,080	City Services and Operations
7. Introduction of new or improved technologies				

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
Laptop computers	Productivity gains	Progressively replacing desktop computers with laptops for field staff to enable access to Council's network from any location.	N/A	Development and Environmental Services
Smart mobile phones	Productivity gains	Progressive introduction of smart phones to enable staff to access emails in the field	N/A	Development and Environmental Services
Trial of use of Tablets	Future productivity gains	Tablets being trialled in the Building, Environmental, and Ranger Sections and Ulladulla Office to facilitate remote computer access by field staff.	N/A	Development and Environmental Services
Creation of Art Centre Database	Process Improvement	Electronic collation of all Art Centre collection for ease of identification/location	Not able to quantify	City Services and Operations
Photography of all Art Centre Collection	Process Improvement	Photo identification of all Art Centre Collection to coincide with the database	Not able to quantify	City Services and Operations
Free Wi-fi access for customers at Art Centre	Improved Customer Service	Increase overall customer satisfaction by providing additional services	Not able to quantify	City Services and Operations
New website created for Shoalhaven Swim and Fitness	Increased use of electronic media and improved social engagement	Increasing use of electronic media for communicating with members and potential new customers	Not able to quantify	City Services and Operations
Free Wi-fi for customers at Ulladulla, Bay and Basin	Improve social engagement and customer service	Increase overall customer satisfaction by providing additional services	Not able to quantify	City Services and Operations

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
Leisure Centre				
Installation of second self-check kiosk at Nowra and one at Sanctuary Point Libraries	Productivity gain	Staff are able to focus more on customer service tasks	Over 10 percent of loans at Shoalhaven Libraries are now self-checked	City Services and Operations
Upgrade of Library Management System	Efficiency gain	Enhanced capabilities and functionality	Not able to quantify	City Services and Operations
Energy Savings - Administration Building	Both revenue and energy	Reduction in electrical consumption by approximately 400 – 500 kilo watts	\$ 80,000 per year	Finance and Corporate Services
Pursuit and adoption of B-Pay option for payment of Wharf and Jetty fees	Productivity	Feedback from public welcomes convenience of additional payment option.	Administration savings	Strategic Planning and Infrastructure Group
Digital pen	Productivity Gain	Digital pen introduced for digital recording of trade waste inspections and construction site inspections.	Estimated \$10,000 per year	Shoalhaven Water
Clientnet	Productivity Gain	Document management system for projects through GHD partnership. System usage is free of charge		Shoalhaven Water
Change of address over the phone	Productivity Gains	Improved Customer Service, easier to change address and therefore more accurate and timely mailing addresses	Internal staff labour only	Shoalhaven Water

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
Electronic Mailbox works and cost saving	Productivity gains and reduction in expenses		Estimated \$60,000 saving over four years	Shoalhaven Water
8. Entrepreneurial activities				
Aquatics Branding "Shoalhaven Swim and Fitness"	Improved Customer Service	Create a campaign to establish a new look and professional image	Not able to quantify,	City Services and Operations
New tender for gas supplier for all Swim and Fitness facilities	Cost and Energy Savings	Gas cost was reduced due to new tender with L Gas	\$30,000	City Services and Operations
Solar initiatives at Ulladulla Leisure Centre	Cost and Energy Savings	Increased use of Solar for electricity generation (climate dependant)	\$8,000	City Services and Operations

Action	Sales or Increase in Revenue/Productivity Gain	Comment	\$	GROUP
9. New "revenue" streams				
Introduction of Bushfire Attack Level (BAL) certificates	Increase in Revenue	Issuing of (BAL) certificates by the Building Section in competition with private sector accredited bushfire consultant	Approximately \$2800	Development and Environmental Services
Scanning service introduced at Nowra Library	Increased demand from customers for this service, replacing fax usage	Raises profile of library as technology centre	Not available	City Services and Operations
Identifying and marketing opportunity sites	Increased sales	Staff currently identifying opportunities for surplus land	Estimated \$104,000 in 2013/14 negotiated to date with an outlay of \$45K in salary.	Strategic Planning and Infrastructure Group

REGULATORY REPORTING

- DETAILS OF OVERSEAS VISITS

Section 428 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005
– **Section 217 Clause 1 (a)**

In accordance with Clause 217 of the Local Government General Regulation there were no overseas trips undertaken by Councillors and staff during 2012/2013.

FEES, EXPENSES AND FACILITIES

- PROVIDED TO ELECTED MEMBERS

Section 428 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005 – Section 217
Clause 1 (a1)

The following Councillor fees were expended during the year 2012/13:

Mayoral Fees	\$35,989
Councillor Fees	\$214,388
	\$250,377

The total cost associated with Council expenses and facilities including travel, allowances, expenses, computers, communication and other associated costs for Council and Committee meetings amounts to \$343,318.

This is made up of the following -

Provision of Facilities including dedicated office equipment allocated to Councillors	\$14,664
Cost of phone calls by Councillors	\$28,989
Councillor attendances at Conferences and Seminars	\$35,843
Training and skill Development	\$12,942
Interstate Travelling Expenses	\$2,056
Overseas Expenses	\$0
Spouse/Partner accompanying person expenses	\$697
Carer Expenses	\$0
Legal Costs	\$0
Subsistence and out of pocket expenses	\$9,300
Travelling Expenses	\$97,745
Mayoral Vehicle	\$0
Printing and Stationary/Office Expenses	\$5,410
Council and Committee Meetings, Briefings, Meals and Sustenance	\$58,278
Secretarial Support	\$77,394
TOTAL	\$343,318

Business within the Shoalhaven and Adjoining areas

Councillors may claim reasonable transport and sustenance costs in respect of any legitimate business conducted within the City of Shoalhaven and adjoining Local Government areas on behalf of the Council. This remains subject to completion of electronic claim forms provided by the General Manager.

Private Vehicle

If travelling is by private vehicle the rate applicable from 1 July 2012 was -

Engine Capacity	Cents per kilometre
2601 cc and over	94.6
1601 cc - 2600cc	88.1
1600 cc or less	69.2

These rates were initially based on the rates for Crown Employees (*Public Service Conditions of Employment*) Reviewed Award 2006.

That Award was reviewed in 2008 and the kilometre rate for private travel was reduced.

The rate applying at that time was used as the base rate and is now adjusted in accordance with any variations to the Private Motoring Component of the Consumer Price Index for the preceding 12 month period to March of that year of review.

In the event that a Councillor is returning from a private or business trip outside the City of Shoalhaven and is travelling directly to a Council engagement, the Councillor shall be entitled to a reimbursement of travel expenses from the city boundary to that engagement.

In submitting claims for reimbursement of travel expenses to inspections and meetings with residents, business owners or others, a description of the inspection/meeting be included detailing who attended.

If appropriate the Staff member assessing the reimbursement request may seek further advice or clarification from the Councillor.

Public Transport

Councillors travelling by taxi, car rental or other means of public transport shall be reimbursed for actual expenses incurred.

Sustenance

Reasonable costs incurred for sustenance will be met by Council or actual costs reimbursed.

Council will generally provide meals when Council business extends over meal times.

If a meal is not provided, and

- a Councillor who resides more than two kilometres from Council, is committed to Council engagements including Community meetings, briefings etc both in the morning (am) and in the afternoon (pm) or
- it is likely that the Councillor will arrive home after 7.30pm

the Councillor will be entitled to a reimbursement of reasonable costs (*actual expenses*) paid for the meal (lunch and/or dinner) to a limit set out in 3.3(d).

Where multiple engagements occur outside of Council, and a Councillor resides more than two kilometres from the engagement(s) that Councillor shall be entitled to be reimbursed for the actual cost of the meal.

Definitions

'Legitimate Business' (Clause 3.1) includes, but without being limited to, attendance at the following:

- All Council meetings
- Civic functions, receptions and official openings organised by Council or its delegate
- Meetings of Council Committees, Boards and Working Parties/Groups or the like
- Other functions by invitation in capacity as Mayor or Councillor
- Inspections, briefings or the like as arranged by Council
- Funerals as a Community representative, Government Events – eg openings
- Meetings of Community Consultative Bodies (CCB's) or Business Chambers
- Responding to rate payer's enquiries or requests for inspections subject to a brief explanation being given or other source documentation being provided with the claim

'Council business' (Clause 3.3) includes, but without being limited to, the following:

- Meetings of State or regional organisations (*or the like*) of which the Mayor/Councillor is a member, or invitee and the attendance is authorised by Council or jointly by the General Manager and Mayor
- Official or civic functions of such significance that attendance is justified and authorised by Council or jointly by the Mayor and General Manager;
- Conferences or training authorised by Council or jointly by the Mayor and General Manager
- Other official business approved by the Council or jointly by the Mayor and General Manager
- Dinners and other non-Council functions that provide briefings to Councillors from key community members, politicians and business
- Australia Day and Anzac Day Ceremonies
- Charitable functions organised by groups which are recognised as such and supported by Council and their annual dinner meeting, as well as events sponsored by Council
- Changeover dinners of service clubs
- Christmas functions for Council boards where the Councillor is invited in their civic capacity to attend

Business outside the Shoalhaven City Council area

Within the limits established in this policy, Council shall meet reasonable out of pocket expenses incurred by Councillors in attending Council business outside the City area and adjoining Local Government areas authorised by Council resolution.

When the event has been deemed business of Council by resolution within Australia, the Executive Support and Financial Services Managers shall jointly authorise expenditure.

Where the business is outside Australia, approval is to be by Council resolution.

Claims for such expenses may include:

Private vehicle

If travelling is by private vehicle, the rate applicable, as from the 1 July 2009, shall be in accordance with the rates set out in Clause 3.1 (a) of this policy.

Public transport

Councillors travelling by taxi, car rental or other means of public transport shall be reimbursed for actual expenses incurred.

Airfares

Where appropriate Council shall meet the costs of airfares to an event authorised under this policy. The General Manager shall be authorised to determine under what circumstances travel by air is appropriate.

When travelling within NSW, ACT or Victoria, a Councillor may elect to travel by car, bus or air.

When travelling by car, pooling is encouraged. Any air travel frequent flyer points earned from Council business travel shall only be redeemed for subsequent Council business and not be converted for private use.

Accommodation and sustenance

Council shall meet actual reasonable accommodation sustenance and incidental costs as follows -

Accommodation

An accommodation allowance for actual expenses up to a limit of \$300.00 per day shall apply or as is organised through the General Managers' office.

When requested by the Councillor, staff will seek to incorporate breakfast in the accommodation tariff.

Only in circumstances where accommodation is provided at a facility where an event is staged, Council will meet the full cost of accommodation, even if the cost exceeds the authorised amount.

The annual limit for accommodation to be paid under this section is \$10,000.00 per Councillor.

Unless prior agreement with the General Manager the accommodation component is the only expense charged back to Council and the individual Councillor meets all other expenses and then claims legitimate expenses via the electronic system.

Sustenance

Council will reimburse reasonable costs (*actual*) incurred for meal expenses to a daily limit of \$250.00.

This amount will be reviewed annually.

Incidental expenses

Reasonable out of pocket or incidental expenses associated with attending conferences, seminars or other Council business outside the city area may be reimbursed upon the presentation of official receipts and the completion of the necessary claim form.

Incidental expenses include telephone or facsimile calls, refreshments, internet charges, laundry and dry cleaning, newspapers, taxi fares, tolls and parking fees.

In addition, the cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation for single day events.

The cost of out of pocket or incidental expenses referred to above shall not exceed \$150 per day for each Councillor.

When a Councillor is on business outside of the city an annual limit for car hire use of \$2000 shall apply and where possible vehicles are to be shared between Councillors.

If further allowance is required prior approval shall be obtained from the Mayor and General Manager.

Seminars and conferences

For councillors attending conferences or seminars Council will meet the cost of registration fees and other associated expenses provided for elsewhere within this policy.

After returning from a conference or seminar, Councillors, or an accompanying member of Council staff, shall provide a written report to council on the aspects of the conference or seminar relevant to council business and/or the local community. No written report is required for the Annual Conference of the Local Government and Shires Association.

Training and Development

This policy shall apply to Training and Development Requirements of Councillors in respect to registration, mileage and other allowances set out in clause 3.3. Requests for course fees for Training and Development of Councillors shall be approved jointly by the Mayor and General Manager upon submission of information that demonstrates a benefit to the Council that is consistent with the estimated cost of that Training.

The limit payable under this clause for course fees shall be \$4,000 each financial year per Councillor.

This limit may be carried forward, with the total amount accumulated for each Councillor not exceeding \$16,000 over a four year term.

Overseas travel

Overseas travel must be approved by a meeting of the full council prior to a Councillor undertaking the trip.

Council will scrutinize the value and need for the overseas travel together with the direct and tangible benefits for the Council and the local community.

After returning from overseas, Councillors, or an accompanying member of council staff, shall provide a detailed written report to a full meeting of council on the aspects of the trip relevant to council business and/or the local community.

Claims over \$500

Claims in excess of \$500.00 per individual item within a claim are to be reported to Council for approval, unless it is unlikely that the claim will be considered within fourteen days.

In such cases, the Mayor or Deputy Mayor and General Manager may jointly determine the claim.

Additional Facilities for the Mayor

In addition to the facilities, equipment and services provided to Councillors, the following additional facilities may be provided to the Mayor, in recognition of the special role, responsibilities and duties of the position, both in the Council and in the community.

Mayoral Vehicle

The Mayor may provide a vehicle of appropriate standard for use on Mayoral duties or alternatively Council shall provide and maintain a vehicle of appropriate standard for use by the Mayor to carry out the role, responsibilities and duties of the Mayor. For private use outside of the City of Shoalhaven a rate of 15 cents per kilometre shall apply.

The Mayor shall be required to provide a monthly reconciliation of such private use which may be deducted from the fees paid to the Mayor.

Additional equipment, facilities and services

- Ceremonial clothing, including Mayoral Robes and Chain of Office
- Dedicated secretarial support
- Furnished Mayoral office
- Communication facilities and call costs associated with the operational role of the Mayoral office
- Childcare to a limit of \$5,000 per annum from 1 July 2009

Insurance

Councillors shall receive the benefit of insurance cover for –

- Personal accident, including travel, while on Council business
- Public Liability (*for matters arising out of Councillors' performance of their civic duties and/or the exercise of their Council functions*)

- Professional Indemnity (*for matters arising out of Councillors' performance of their civic duties and/or the exercise of their Council functions*)
- Councillor Liability (*for matters arising out of Councillors' performance of their civic duties and/or the exercise of their Council functions*)
- Travel insurance for approved interstate and overseas travel on Council business.

Communication expenses

Where it is deemed mutually convenient, Council shall provide or support access to Council's central computing facilities for each Councillor.

The technology used for connection will be dependent on the location and availability.

However, 'high speed' technology solutions will be provided wherever practicable. Councillors will be provided with a maximum of two lines, or alternatively broadband or ISDN, to their nominated residence for Council usage.

In addition, Council will provide –

- Mobile communication device and car kit
- Facsimile machine (*if requested*)
- Desktop Computer, Notebook and Tablet device – eg iPad (*or similar updated technology*) as required. Other peripherals as determined appropriate by the General Manager and Mayor jointly or in the case of the Mayor the Deputy Mayor, necessary for the Councillors to perform their civic function.
- Multi-Functional device

Council will meet the following costs

- Connection and rental charges
- Councillors shall be provided with an allowance for telephone use to a yearly limit of \$6,000. Call costs made from the Mayoral Office are not included. Any costs above that limit are to be recovered from the Councillor as per Clause 3.18.

Council may enter into any telephone (capped) plan that may be considered appropriate and/or cost effective taking into account a Councillors usage history and where a savings potential can be identified.

All private usage of equipment (*e.g., telephone and mobile phone*) shall be reimbursed to Council as per clause 3.18.

The amount to be reimbursed shall be determined on the average monthly call cost for each councillor based on the actual private call costs as disclosed in the declarations for a six month period during the term of council with such amount to be deducted from monthly fees.

In circumstances where it is not practicable for the Councillor to receive a Council mobile phone in addition to being required to carry their own business/personal mobile phone, the

Councillor may elect to retain their own business/personal phone and be reimbursed a monthly allowance, taking into account the Councillor's use over at least a three month period.

The monthly allowance would be based on the cost for calls, data exchange if email is received on the phone, and the cost of providing a phone of similar standard to that which would normally be supplied by Council, spread over a two year period.

Where a Councillor uses their own tablet device for Council purposes which is connected to a carrier data service, Council will, following approval, reimburse the Councillor the equivalent cost that would be charged to Council.

Secretarial assistance and office supplies

The General Manager shall be authorised to provide reasonable secretarial support for each Councillor by way of providing stationery, photocopying, postage and stenographic support.

There is no limitation in respect of a Councillor responding to and dealing with constituent's correspondence.

In respect of Councillor initiated correspondence reasonable secretarial support shall mean no more than eighty 80 stamps or the equivalent and/or the typing of 40 letters per month per Councillor (*with the exception of the Mayor*)

In addition, Council will meet the purchase and mailing costs of up to 200 Corporate Christmas cards for each Councillor.

Councillors will have access to photocopiers in Administration buildings for Council business.

Secretarial support and stationery supplies shall only be used for Council business, in accordance with this Policy and Council's Code of Conduct.

Office equipment

Council will provide the following office equipment -

- One filing cabinet (*or similar*) for the purpose of storing Council records - limited to \$300
- Office desk - limited to \$900
- Ergonomic chair limited to \$400

Council will provide a paper shredder for the purpose of destroying Council documents, in accordance with the provisions of the State Records Act.

In addition, Council will provide a digital camera for Council purposes, if requested.

Council Jacket

Councillors shall be provided with a jacket with the option of an embroidered pocket or plain badge identifying Council.

Councillors Room

A Councillors Room shall be provided which is to be shared by all Councillors.

It will include-

- Office equipment such as desks - studio style, meeting room, a telephone, facsimile, photocopy machine, Desktop Computers, VGA access, and Internet access
- Library of relevant documents including adopted Council policies and plans, Council documents on public exhibition, Local Government Act, Planning and Environment Legislation, or Internet access to the Local Government Legislation website.
- Kitchen facilities including refreshments which shall comprise tea/coffee, and non-alcoholic drinks.

Acquisition and return of equipment and facilities

Equipment and other facilities provided to councillors under this policy shall be returned to the council after the completion of the councillor's term of office, during an extended leave of absence or at the cessation of their civic duties.

Councillors shall have the option to purchase council equipment previously allocated to them at the cessation of their duties or when a Councillor converts from a Council provided mobile service to an alternate service.

The item for sale may be purchased at an agreed fair market price or written down value as determined jointly by the General Manager and Mayor in respect of councillors or the Deputy Mayor and General Manager in respect of the Mayor.

Spouses, partners and accompanying persons

There may be limited instances where certain costs incurred by the Councillor on behalf of their spouse, partner or accompanying person are considered those of the councillor in the performance of his or her functions.

An accompanying person is a person who has a close personal relationship with the councillor and/or provides carer support to the Councillor.

Meeting the reasonable costs of spouses and partners or an accompanying person for attendance at official council functions that are of a formal and ceremonial nature, is considered appropriate when accompanying Councillors within the Local Government Area.

Such functions would be those that a councillor's spouse, partner or accompanying person could be reasonably expected to attend.

Examples could include but not be limited to Australia Day award ceremonies, citizenship ceremonies, civic receptions and charitable functions for charities formally supported by the council.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations annual conferences could be met by councils.

These expenses should be limited to the cost of registration and official conference dinners.

Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc would be the personal responsibility of individual Councillors.

Consideration should also be given to the payment of expenses for the spouse, partner or accompanying person of a Mayor, or Councillor when they are representing the Mayor, when they are called on to attend an official function of Council or carry out an official ceremonial duty while accompanying the Mayor outside the council's area, but within the State.

Examples could include charitable functions to which the Mayor has been invited and award ceremonies and other functions to which the Mayor is invited to represent the Council.

The above circumstances should be distinguished from spouses, partners or accompanying persons that accompany a Councillor at any event or function outside the council area, including interstate and overseas, where the costs and expenses of the spouse or partner or accompanying person should not be paid by Council (*with the exception of attendance at the Local Government and Shires Associations annual conferences, as noted above*).

The above examples should also be distinguished from circumstances where spouses, partners or accompanying persons accompany councillors at seminars and conferences and the like.

In these situations all costs, including any additional accommodation costs, must be met by the Councillor or the spouse/partner/accompanying person.

Definition

'An Accompanying Person' is defined as a person who has a close personal relationship with the councillor and/or provides carer support to the Councillor.

Carer and other related expenses

Council will reimburse the reasonable (actual) cost of carer arrangements up to a maximum of twenty four hours per week, including-

- Childcare expenses

The care of elderly, disabled and/or sick immediate family members of councillor in order to allow councillors to undertake their council business obligations.

An annual limit in the amount of \$3,000 shall apply to this clause.

Council may also pay for other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities.

Legal advice

Council may indemnify or reimburse reasonable legal expenses of a Councillor for proceedings taken against a Councillor in defending an action arising from the performance in good faith of a function under the Local Government Act, or defending an action in defamation provided that the outcome of the proceedings is favourable to the Councillor.

Councillors shall be entitled to legal advice, subject to the concurrence of the General Manager, on Council related personal matters.

Legal advice includes seeking opinion on-

- Personal pecuniary interest matters
- Action in defamation
- Other action arising from the performance in good faith of a function of a Councillor, as approved by the General Manager.

Reasonable legal costs may also be available for an inquiry, investigation or hearing into the conduct of a Councillor by any of the following –

- Independent Commission Against Corruption
- Office of the Ombudsman
- Division of Local Government
- Police Service
- Director of Public Prosecutions
- Local Government Pecuniary Interest Discipline Tribunal
- Administrative Appeals Tribunal or other similar body
- Council’s Conduct Review Committee/Reviewer.

In addition, reasonable legal costs may be available where legal proceedings are taken against a Councillor arising out of or in connection with the Councillor’s performance of their civic duties or exercise of their functions as a Councillor and a formal investigation or review is commenced.

In the case of a conduct complaint made against a Councillor, legal costs may only be made available where a matter has been referred by the General Manager to a conduct reviewer/ conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct.

In the case of a pecuniary interest or misbehaviour matter, legal costs may only be made available where a formal investigation has been commenced by the Division of Local Government.

Council may reimburse such Councillor after the conclusion of the inquiry, investigation, hearing or proceeding on a solicitor/client basis, provided –

- a) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis
- b) The inquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor, despite an identification of an inadvertent minor technical breach

In circumstances where a claim is intended to be made under this Policy, the Councillor must provide a cost estimate from the legal firm to the General Manager for concurrence prior to engagement.

Council will not meet the legal costs for proceedings initiated by a Councillor under any circumstance, or the legal costs of a Councillor seeking advice in respect of possible defamation, or a non-litigious remedy for possible defamation.

Legal costs shall also not be met for proceedings that do not involve a Councillor performing their role as a councillor.

Expenses arising from a motor vehicle accident whilst on Council business

Council shall reimburse any reasonable out-of-pocket expenses incurred by a Councillor, if they are involved in a motor vehicle accident whilst on Council business.

Any amount claimed will be reduced by the amount that may be recovered from any other third party or from their own motor vehicle insurer.

This clause shall not apply if the Councillor is charged with driving under the influence of alcohol or drugs or is charged with driving at excess speed (*i.e. over the speed limit*).

A claim under this clause shall be limited to the excess provided for in Council’s Motor Vehicle Policy.

Attendance at political functions

Council will meet the incidental costs associated with the attendance of the Mayor or a Councillor at a political function, at the invitation of a local Member of Parliament or candidate of a registered political party.

‘Incidental costs’ do not include any cost which would constitute a direct contribution to election campaign funds.

Any costs incurred under this Clause must be authorised by Council resolution or under the delegated authority of the General Manager jointly with the Mayor or Deputy Mayor as required.

Contribution to a complying superannuation fund

In accordance with the Australian Taxation Office’s Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

Any request by a Councillor to redirect their fees as a superannuation contribution must be in writing and cannot be retrospective.

Councillors are responsible for seeking independent financial advice, before making a decision on whether or not to make additional superannuation contribution before submitting an application to Council. Proof of receiving that advice is to be provided in the written request.

Requests in writing are to be provided to the General Manager who is the approving authority.

Election material

Under no circumstances shall Councillors use the secretarial services, Council facilities, equipment and services provided to produce election material or for any other political purposes in association with Local, State or Federal Government elections.

Reimbursement of personal expenses

Any private or alternative business expenses relating to Councillor activities incurred by Council including those expenses referred to in this policy plus GST shall be recovered (*deducted*) from future reimbursement claims or fee payments.

Dispute resolution

If a Claim is refused jointly by the Financial Services Manager and the Executive Support Manager and the reason for the refusal is disputed by the Councillor, the matter is referred to the General Manager for determination.

The Councillor will be required to set out the reasons the refusal is disputed. The decision of the General Manager is final in this instance.

The dispute process will be conducted separately to the electronic Councillor claims process in order to allow the approved claims to be paid and the subsequent resolution of any disputed claims.

Reporting of expenses in Annual Report

The Local Government Act requires the publication in the Annual report of expenses reimbursed in each category set out as follows.

- The cost of the provision of dedicated office equipment
- The cost of phone calls
- Spouse/partner/accompanying person expenses (*limited to circumstances outlined in clause 3.11 of the Council Policy*)
- Conference, training and skill development seminar expenses
- Interstate travel expenses (*including subsistence and out of pocket expenses*)
- Overseas travel expenses (*including subsistence and out of pocket expenses*)
- Carer and other related expenses.
- Legal costs advice
- Other expenses.

All claims submitted by Councillors are a matter of public record and may be subject to audit at the discretion of the Audit Committee and or the General Manager.

In addition, Council shall publish the expenses paid to individual Councillors on its website on an annual basis.

Review

This policy statement will be reviewed annually in accordance with Section 252 of the Local Government Act.

Implementation

The Mayor and Councillors individually have a responsibility to submit claims for payment of expenses and to use facilities in accordance with this policy.

Any claims for reimbursement of expenses should be lodged within three months of the expenditure being incurred.

Claims made after this time will not be considered.

Council may deduct amounts from any claims or fees payable, sufficient to pay any debts owing by a Councillor relating to this Policy.

Authorisation for late payment of claims shall be by either –

- Council resolution
- The Mayor and General Manager jointly for claims for expenses in respect of Councillors
- The Deputy Mayor and General Manager jointly for claims for expenses in respect of the Mayor

Conditions of use of Mayoral vehicle

1. The vehicle is and shall remain the property of Council, and is to be used primarily for Mayoral duties and shall be surrendered to the Council by the Mayor at the time he/she ceases to hold office.
2. Use of the vehicle is subject to the Shoalhaven City Council's Code of Conduct and Code of Conduct Guidelines. Particular reference should be made to the 'Use of Council Resources and Equipment' section. Unless approved by Council, a Council-owned vehicle is not to be used for any private purpose. It is noted that Council has deemed that all usage of the Mayoral vehicle by the Mayor within the City boundaries is Council related business.
3. The vehicle is classified as a smoke free zone at all times.
4. The Council may display such insignia or other identification as may be required by the Council from time to time.
5. During times when the Mayor has sought leave of absence or the Mayor designates the Deputy Mayor to undertake the Mayoral role, wherever practical, the Mayoral vehicle will be made available to the Deputy Mayor on those occasions.
6. The vehicle shall not be exchanged without prior advice being given to the Fleet Management Unit.
7. The Director of Finance and Corporate Services may require the keeping of a log book, running return or other form of travel record for any period of time as deemed necessary for the vehicle.
8. The person responsible for the vehicle or the driver will be liable for any fines and/or charges relating to alleged illegal use of the vehicle incurred whilst the vehicle is in the Mayor's care.
9. All drivers of the Mayoral vehicle shall be properly licensed. The Mayor may allow another person to drive the vehicle whilst he/she is a passenger.
10. The Mayor shall take all reasonable steps to ensure that the vehicle is located in a safe location when left unattended and will undertake cleaning and regular maintenance checks such as fluid levels i.e. water and oil.

MAJOR CONTRACTS

Section 428 (4) (b) Local Government Act 1993

Local Government (General) Regulation 2005 – Section 217

Clause 1 (a2)

Contract Description	Contract Date	Amount (Inc GST)	Supplier
Ulladulla Civic Centre Consultant Services	8/08/2012	\$293,249	Architects Edmiston Jones
Supply and installation of Tourist Cabins	10/08/2012	\$530,094	Uniplan Group
Alteration/additions Amenities Huskisson WhiteSands Tourist Park	4/06/2012	\$172,590	Tereno Pty Ltd
Construction of Amenities Camp Kitchen Lake Tabourie Tourist Park	1/05/2012	\$467,324	Tereno Pty Ltd
Ulladulla Sludge Management Augmentation Construction	8/08/2012		Ledonne Constructions Pty Ltd
Contract Sale of Land - Purchase Lot 1151 DP 1159783 Larmer Ave Sanctuary Point	31/08/2012	\$725,000	Bunnerong Investments Pty Ltd
Comerong Island Ferry - Management and Operation	19/07/2012	\$251,411	TONO Ferry Services Pty Ltd
Pavement Material - Supply and Delivery	1/08/2012	\$864,818	South Coast Concrete Crushing and Recycling Pty Ltd
Bomaderry Works Depot - Remove and Replace Asbestos Roofing	28/09/2012	\$352,000	P and D Bamford Enterprises
Supply and Delivery of Trailer Mounted Centrifuge Sludge Plant	8/10/2012		Alfa Lavel Pty Ltd
Kangaroo Valley Sewerage Scheme - Reclaimed Water Management System	7/12/2012	\$797,810	Southern Water Company
Road Shoulder Remediation Work - Narrawallee	22/03/2013	\$190,795	MGA Contracting
Ulladulla Civic Centre Library and Visitors Centre Redevelopment	18/03/2013		Zauner Constructions Pty Ltd
Supply of Water and WasteWater Pumps and Services	12/02/2013	>\$150,000	Xylem Water Solutions Australia
Purchase of Residential Property Coomea Street Bomaderry	14/06/2013	\$220,000	New South Wales Land and Housing Corporation

Environmental Testing Assessment Reporting - Nowra Gasworks Site	6/09/2012	\$221,793	WSP Environmental Pty Ltd
Legal Services Panel - 2013/2016	1/07/2013	>\$150,000	Kells The Lawyers Schmidt-Liermann Pty Ltd Wilshire Webb Staunton Beattie Lawyers Sparke Helmore Lawyers Bradley Allen Love Lawyers Marsdens Law Group DLA Piper Australia Maddocks Lawyers Bartier Perry Pty Ltd Lindsay Taylor Lawyers Workplace Law Pty Ltd RMB Lawyers
Ison Park Baseball Fencing	13/06/2013	\$156,130	Protective Fencing Services Pty Ltd
Human Waste Removal Contract	18/03/2013	>\$150,000	Premier Pumpouts
Supply and Laundering of Commercial Linen	22/11/2012	>\$150,000	Gerringong Laundrette Pty Ltd
Provision of Banking Services	1/05/2013	>\$150,000	National Australia Bank
Ison Park Carpark	5/06/2013	\$244,424	Druce DP Pty Ltd
Parma Road Bridge Replacement Works Falls Creek	6/06/2013	\$422,204	Talis Civil Pty Ltd
Worrigea Road Improvement Works	3/06/2013	\$247,841	Hisway Pty Ltd
Bolong Road Shoulder Road Widening Bolong Road Coolangatta	30/05/2013		Druce DP Pty Ltd
Manufacture and Installation of Relocatable Cabins	27/05/2013	\$276,144	Uniplan Group
Purchase Waste Crawler Loader	11/01/2013	\$451,000	Liebherr Australia P/L
Purchase Backhoe	12/12/2012	\$156,090	JCB Construction Equipment Australia
Purchase Road Repair Unit	3/12/2012	\$348,224	Paveline International
Purchase Dump Truck	7/11/2012	\$397,595	Komatsu
Purchase Road Repair Unit	3/04/2013	\$328,482	Paveline International
Management - Huskisson Tourist Park	1/09/2012		Archer Park Pty Ltd
Management - White Sands Tourist Park	1/08/2012	\$900,900	Least Pty Ltd
Management - Ulladulla Tourist Park	1/08/2012	\$871,695	Kewale Pty Ltd
Management - Lake Tabourie Tourist Park	8/10/2012		LTMS Pty Ltd
Management - Kangaroo Valley Tourist Park	1/09/2012	\$330,000	J S and I S Management Pty Ltd

LEGAL PROCEEDINGS

**Section 48 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1(a3)**

Name of Matter	Type of Matter	Court	Costs Paid	Costs Received	Outcome
SF v Shoalhaven City Council	ADT Proceedings	ADT	\$11,177.53	Nil	Not in favour of Council
Martin Morris Jones v Shoalhaven City Council	Class 1 Proceedings	Land and Environment Court	\$36,608.98	Nil	Not in favour of Council
Vincent Cedric Murphy v Shoalhaven City Council	Class 2 Proceedings	Land and Environment Court	Nil	Nil	Discontinued
James Cameron v Shoalhaven City Council	Class 1 proceedings	Land and Environment Court	Nil	Nil	Not in favour of Council
Shoalhaven City Council v Grant Ellis	Class 4 Proceedings	Land and Environment Court	\$22,916.59	Nil	In favour of Council
Shoalhaven City Council v Patricia and Robert Mitchell	Class 4 Proceedings	Land and Environment Court	\$22,295.04	Nil	In favour of Council
Shoalhaven City Council v Neil and Barbara Ash	Class 4 Proceedings	Land and Environment Court	\$24,124.34	Nil	In favour of Council
Shoalhaven City Council v David Pickering	Class 4 Proceedings	Land and Environment Court	\$22,148.74	Nil	In favour of Council
Shoalhaven City Council	Class 4 Proceedings	Land and Environment	\$22,212.03	Nil	In favour of Council

Name of Matter	Type of Matter	Court	Costs Paid	Costs Received	Outcome
v Garrie Mills		Court			
Wayne Houghton v Shoalhaven City Council	Class 1 Proceedings	Land and Environment Court	\$14,535.30	Nil	Not in favour of Council
Shoalhaven City Council v Sperring and Shoalhaven Hire Pty Ltd	Criminal Division	Local Court	\$12,000.00	\$12,000.00	In favour of Council
Shoalhaven City Council v Casisea Pty Limited	Class 4 Proceedings	Land and Environment Court	\$30,000	\$30,000	In favour of Council
Jaspers Brush Airfield Action Group v South Coast Recreational Flying Club and Shoalhaven City Council	Class 1 Proceedings	Land and Environment Court	\$17,528.45	Nil	Ongoing
Shoalhaven City Council v David Hewison	Penalty notice Dog in Prohibited area	Local Court Milton	\$ -	\$ -	Defendant Guilty. \$330 Fine. \$83 court costs. Magistrate Fleming
Shoalhaven City Council –v- Caroline Olive PACK	Penalty notice – Development without development consent	Local Court – Nowra	\$ -	\$ -	Defendant Guilty \$750 fine, \$500 professional costs and \$83 Court costs Magistrate Fleming
Shoalhaven City Council v Carol	Penalty Notice	Local Court Nowra			Defendant Guilty \$200 Fine. \$83

Name of Matter	Type of Matter	Court	Costs Paid	Costs Received	Outcome
Jones					Court Costs.
Shoalhaven City Council v Simone Nina Moon	Penalty Notice	Local Court Nowra			Offence Proven Section 10 Dismissed
SCC v's Peter Welsh	Penalty Notice – Not register dog	Local Court Nowra			Offence proven. Fine waived. Ordered to register dog. \$83 CC. Magistrate Fleming
Shoalhaven City Council v James William Kellam	Penalty Notice	Local Court Nowra			Dismissed Section 10 Court Costs \$83
Shoalhaven City Council v Linda Mari Brooks	Penalty Notice	Local Court Nowra			Defendant guilty \$232 fine \$83 court costs
SCC V's Clinton Hanlon	CAN – Tamper with water meter	LC Nowra			Defendant guilty Fined \$300 Court costs \$81 Shoalwater \$79
Adell Hyslop	Appeal – dangerous dog declaration	LC Nowra			Appeal dismissed. Nuisance Order invoked in lieu
Shannon Jones	CAN x 3 Tamper with water meters	LC Nowra			Defendant guilty Shoalwater \$476 Court Costs \$83 Council Costs \$220

Name of Matter	Type of Matter	Court	Costs Paid	Costs Received	Outcome
					Fined \$500 x 3
Gunther Mitschuinig	CAN Tamper with water meter	LC Nowra			Proven and dismissed. Section 10 Court costs \$83
Phillipa ORR	Dog uncontrolled in public place x 2	LC Nowra			Proven Fines upheld \$220 each \$83 Court costs
Shoalhaven City Council v Patricia Margaret Wiltshire	Penalty Notice	Local Court Nowra			Section 10 no court costs.
Shoalhaven City Council v Richard Hall	Penalty Notice	Local Court Nowra			Guilty fined \$150 \$83 court costs
Shoalhaven City Council v Katherine Anne Court	Penalty Notice	Local Court Nowra			Defendant pleaded not guilty. Matter withdrawn by RSM as the issuing Officer out of the country.
Shoalhaven City Council v Jason Ian Ballerini	Penalty Notice	Local Court Nowra			Defendant pleaded guilty. Dismissed Section 10.
SCC V's Adam Cooper	Penalty Notice DWC (carport)	Milton LC			Proven. Fined \$750 \$83 CC
Shoalhaven City Council v McCabe Transport	Penalty Notice	Local Court Nowra			Defendant Plead Guilty Dismissed Section 10.
Shoalhaven City Council v Tanya Melissa	Penalty Notice	Local Court Nowra			Offence Proven Dismissed Section 10
Shoalhaven City Council v Troy Raymond Symons	Penalty Notice	Local Court Nowra			Dismissed Section 10
Shoalhaven City Council V Noel Turnbull	CAN (Water meter)	Local Court Milton			Guilty Section 10 \$346 costs to Shoalwater

PRIVATE WORKS

**Section 67 Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1 (a4)**

Repairs were undertaken on the Jerrinja Local Aboriginal Land Council community road network within the Roseby Park residential land throughout 2012/13.

An amount of \$25,000 was provided as a donation to carry out the works.
Shoalhaven City Council Minute No: 604 of the 21 June 2013 refers.

CONTRIBUTIONS DONATIONS

**Section 356 Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1(a5)**

Council made Grants totaling \$552,700.17 to local organisations and community groups in 2012/13.

Beneficiary	Amount \$
Shoalhaven Turf Club	10,000.00
Shoalhaven Business Chamber	10,000.00
Huskisson Chamber of Commerce	10,000.00
Rotary Club of Berry Gerringong	5,000.00
Elite Energy Pty Ltd	10,000.00
Lions Club of Bomaderry	5,000.00
Nowra City Church	10,000.00
Lions Club of Milton Ulladulla	8,000.00
Shoalhaven City Turf Club	6,000.00
Blessing of the Fleet Committee	13,500.00
Shoalhaven Community Transport	8,992.00
Wildlife Rescue South Coast Inc	2,379.00
Nowra RSPCA	1,000.00
Bawley Point/Kioloa Progress Assoc.	500.00
Budgong Community Group	500.00
Callala Beach Progress Association	500.00
Cambewarra Residents and Ratepayers Assoc.	500.00
Currarong Progress Association	500.00
Huskisson/Woollamia Community Voice	500.00
Orient Point Progress Association	500.00
Red Head Villages Assoc.	500.00
Sussex Inlet and Districts Community Forum	500.00
Tabourie Lake Residents and Ratepayers Association	500.00
Tomerong Community Forum	500.00
Ulladulla and Districts Community Forum	500.00
Vincentia Residents and Ratepayers Association	500.00
Wandandian Progress Assoc.	500.00
Shoalhaven City Council – Property and Public Halls CSO	22,392.67
Bomaderry High School	100.00
Nowra Christian Community School	100.00
Milton Shoalhaven Anglican School	100.00
Nowra Anglican College	100.00

Nowra Technology High School	100.00
Shoalhaven High School	100.00
St Johns High School	100.00
Ulladulla High School	100.00
Vincentia High School	100.00
Albatross Music Company*	2,944.50
Music Shoalhaven*	800.00
Shoalhaven City Concert Band	2,043.00
Cancer Council Relay for Life	6,330.00
Bravehearts Inc. Education	5,000.00
The Entertainers – Ulladulla Civic Centre	2,500.00
Kids Korner	3,800.00
Sussex Inlet CTC	6,240.00
Berry and District Garden Club Inc	100.00
Callala Combined Pensioners and Superannuants Assoc	1,215.00
Budawang Public School	8,000.00
Westpac Lifesaver Rescue Helicopter	5,000.00
	15,000.00
Harbourfeast Food and Wine Festival	10,000.00
Total	199,136.17
Other programs	Amount
Beach Aerial Patrols	30,000.00
Arts Board Programs	70,971.00
Community Groups	Nil
Events Shoalhaven Board	123,450.00
Holiday Haven Programs	54,548.00
Museums	5500.00
Planning Services - Heritage programs	13,562.00
SES	38,549.00
Waste programs	16,984.00
Other programs total	353,564.00
Total Contributions	552,700.17

EXTERNAL BODIES EXERCISING FUNCTIONS DELEGATED BY COUNCIL

Section 428 (4) (b) Local Government Act 1993 Local Government (General) Regulation 2005

There were no external organisations to which Council has given any delegation during 2012/13

COMPANIES IN WHICH COUNCIL HELD A CONTROLLING INTEREST

Section 428 (4) (b) of the Local Government Act 1993 Local Government (Regulation 2005 – Section 217 Clause 1 (a7)

Shoalhaven City Council held a controlling interest in Southern Water Services Pty Ltd.

This Company was established by Council to develop its commercial interests in recognition of the National Competition Policy and to operate on a commercially viable basis.

PARTNERSHIPS, COOPERATIVES AND JOINT VENTURES

Section 428 (4) (b) Local Government Act 1993 Local Government (General) Regulation 2005 – Section 217 Clause 1 (a8)

NSW Food Authority – Council is part of the NSW Food Regulation Partnership. The partnerships sees Local Government Areas and the NSW Food Authority work together towards safer food. Council's Environmental Health Officers are part of the Illawarra Regional Food Surveillance Group.

NRM and Planning Directors Sub-Groups – Council staff are part of the Natural Resource Management and Planning Director Sub-Groups of the Southern Councils Group and are currently involved in relevant projects.

Various Schools – a number of primary schools benefited from Council staff delivering modules on sustainability, planning and environment management.

Estuary report cards – Environmental Services, Natural Resources and the Office of Environment and Heritage are working together to produce estuary report cards. The report card will provide a summary of the environmental attributes of a catchment and give an indicative score that catchment covering such indicators as sea grasses, riparian vegetation and water quality.

RSPCA - Council works closely with the RSPCA to manage the welfare, housing and care of animals and rehoming abandoned or surrendered animals.

TAFE –As part of the Diploma of Community Services, staff have opportunistically presented sessions and provided information on energy reduction measures to students from the Nowra Campus of TAFE.

Property Council of Australia (PCA) - Shoalhaven City Council's Planning Resources and Property Section have been liaising with the organising body of the PCA to hold a showcase event in the Shoalhaven in Nowra. The aim of the event is to establish closer ties with the property development industry and provide a stimulus for potential investment in Nowra CBD and its environs.

Heritage Local Assistance Fund – Heritage Advisory Service and Council's Heritage Strategy are collaborative partnerships with the State Government Department of Environment and Heritage to promote cultural heritage in the Shoalhaven .

A part-time Heritage Advisor is employed by Council with the assistance of the State Government funds to provide free Heritage and Urban Design advice upon appointment and small dollar for

dollar monetary grants to assist owners of heritage items and to assist community groups carry out conservation works and small educative projects.

A Heritage Strategy for the Shoalhaven is also prepared on a triennial basis and milestones are submitted to State Government through its annual report.

Crookhaven Headland Lighthouse Restoration – Being undertaken in partnership with Council, NSW Crown Lands and NSW Corrective Services.

Shoalhaven Bike Plan – Being undertaken with part funding from Roads and Maritime Services.

Roseby Park Road Improvements – Involves financial assistance towards repair of the Roseby Park road network which is located on community title (*owned by Jerrinja Local Aboriginal Land Council*).

Draft LEP 2013 – Being undertaken by Council with funding assistance from the NSW Department of Planning and Infrastructure Planning Reform Fund.

Citywide Growth Management Strategy – The final Strategy (*version 1*) was adopted by Council and is currently awaiting endorsement by the NSW Department of Planning & Infrastructure.

Threatened Species Day Competition - In partnership with the Nowra Wildlife Park Council ran its annual Threatened Species Day Competition with primary schools across the city. The aim of this initiative is to raise awareness of the plight of threatened species. Over \$1000 worth of prizes go to local schools as part of this educational initiative.

National Tree Day – Council staff organised a series of mass tree plantings with local primary schools on Council reserves across the City.

Partnership with Griffith University and Office of Environment and Heritage – Council has joined with these organisations to derive a long term strategic Action Plan for the Lake Conjola township that will allow the local community to maximise their capacity to be better adapted and resilient to natural hazards and a changing climate.

Partnership with University of Sydney – Has allowed Council to undertake an ‘assessment of relative vulnerability to sea-level rise and associated erosion processes of eight exposed beaches in Shoalhaven’ using an indicator-based, outranking approach, developed at the University of Sydney.

Partnership with Department of Primary Industry (Jervis Bay Marine park) – Further investigation of the cause of algae blooms in Jervis Bay

Partnership with University of Wollongong – Council has joined with UOW to undertake the Response of Estuaries to Climate Change: Investigating their Role as Sediment Sinks’ study. The Shoalhaven River Estuary will be one of the estuaries in southern NSW which will be investigated as part of this project.

Partnership with Water Research Laboratory (UNSW) -Undertake a strategic review of the agricultural drainage network in the Shoalhaven/Broughton Creek/Crookhaven floodplains and to develop detailed plans and a priority action strategy for future drainage network remediation

Catchment Management Authority Mapping Project - Staff continue to work with the Catchment Management Authority on a number of issues linked to funding opportunities and Native Vegetation Act implementation. One of the projects is a mapping project verifying Endangered Ecological Communities jointly funded by the CMA and the Office of Environment and Heritage.

Coastal Council Property Group (CCPG) - Council’s Property Unit is continuing its role as a member of the Coastal Council Property Group (CCPG) which meets quarterly at different venues throughout Sydney and the NSW South Coast. The CCPG consists of approximately 34 members from 12 NSW Councils. The meetings are held with the view to discussing relevant property issues arising from within their respective Councils that may be applicable to other Councils. Issues also relating to Local Government property dealings including legislative changes are discussed whilst undertaking invaluable networking.

Coastal, Estuary and Floodplain Management Programs – These programs are collaborative partnerships with the State Government Department of Environment and Heritage as a main partner. These programs are guided by Natural Resources and Floodplain Management Committees – Coastal Management Committee – These four Committees are providing advice to Council in relation to the management of estuaries, natural areas floodplain and coast.

Mobile Population Data Research Project – Council staff are working in conjunction with the Seachange Taskforce and the University of Adelaide to discover ways of estimating the size of mobile populations in coastal areas. Council also provided funding contribution to this project.

Road Safety – Council’s Road Safety Officer position is part funded by the RMS. Council and RMS work together to promote road safety to the people of the Shoalhaven. The position coordinates many programs including Bike Week, SKYDS, Seniors Safety Workshops, Learner Driver Supervisor Workshops and Child restraint checks.

Australian Government – Council staff provide assistance to the graduate mentoring program for the Environment portfolio. Graduates visit Council and are briefed on local government practices and processes relating to environmental management.

Wollongong University – Council hosts honors year students to carry out studies within the Shoalhaven Local Government area. This involves co-supervising students. This year Council hosted a student studying neutralization rates for the treatment of acid sulfate soils.

Macquarie University – Council staff briefed final year students regarding Council’s role in environmental management of public and private land,

Australian National University and University of Canberra – Staff contributed to research project on ‘Coastal Urban Climate Futures’.

NSW Office of Environment and Heritage and University of NSW – Staff participated as stakeholders in the NSW Regional Climate Modeling project.

South Coast Co-Operative Libraries – The South Coast Co-operative Libraries is a co-operative comprising the three local government areas of Shoalhaven, Eurobodalla and Kiama.

Eurobodalla and Kiama outsource their purchasing, cataloguing and processing of book and non-book materials to Shoalhaven. T

he primary role of the Co-operative Library is to set budget estimates for the partner book and non-book resources and to apply for joint grants where appropriate.

Council’s Regional Weeds Action Program – The four local control Authorities of Bega Valley Shire Council, Eurobodalla Shire Council, Illawarra District Noxious Weeds Authority (*representing Kiama Municipal, Shellharbour City and Wollongong City Councils*) and Shoalhaven City Council have formed an alliance within SCG to undertake a regional project funded by the NSW Government under the NSW Weeds Action program.

A Project Steering Committee consists of the General Managers of the Southern Council Group. This Committee reports on the progress of the project by submitting reports to the Business Meetings of the Southern Councils Group, as required.

The composition of this team is as follows:

Party	Position
a) Bega Valley Shire Council	Weeds Manager
b) Eurobodalla Shire Council	Weeds Manager
c) Illawarra District Noxious Weeds Authority	Chief Weeds Officer
d) Shoalhaven City Council	Weeds Manager
a) Southern Councils Group	Projects Cordinator

Southern Council’s Group - The Southern Councils Group is a voluntary association of seven Local Government Authorities (*Bega Valley, Eurobodalla, Kiama, Shellharbour, Shoalhaven, Wingecarribee, and Wollongong*). The seven member councils nominate their Mayor and another Councillor to the Board of SCG. Staff are employed by Kiama Council, the managing Council, and a Secretariat office is maintained in Kiama.

The following staff groups from each of the member Council’s meet regularly to discuss common issues and policy and achieve regional consistency wherever possible:

- General Managers
- Economic Development Managers
- Planners
- Human Resources
- Development Contributions Group
- Records Managers
- Asset and Finance Managers
- Procurement Managers

South East Australian Transport Strategy Inc – Shoalhaven City Council is a member of SEATS, an organisation with the aims of improving the freight networks in the south east corner of Australia. SEATS, in 2012/2013 commenced studies into route selection of the network ‘Beyond Nerriga’ project.

Primarily a lobbying group, SEATS prepares policy statements to parties at election time, assists Local Government in making the other levels of Government aware of strategic transport issues and undertakes project management of research tasks common to constituent members.

South Coast Regional Tourism Organisation (SCRTO) - Shoalhaven City Council is a key member of the South Coast Regional Tourism Organisation Inc.

The South Coast Regional Tourism Organisation covers that part of the South Coast of New South Wales comprising the Local Government areas of Wollongong, Shellharbour, Kiama, Shoalhaven, Eurobodalla and Bega Valley.

The group’s vision is to improve the yield from tourism and its contribution to the future development of the South Coast of New South Wales in economic, social, cultural and environmental terms.

University of Wollongong Conservatorium of Research - A program developed by UOW aimed at strengthening the knowledge and skills of Council employees through participation in Higher Degree research projects which are focussed on issues relevant to councils. The research projects are supported by UOW and provide councils and students with access to forums, panels and networking, and for the opportunity for students to share their research with the consortium of participating councils.

The LGIAN (*Local Government Internal Auditors Network*) – Involves Internal Auditors from various Councils in NSW.

The Corruption Prevention Network Inc - The network is a collective of audit practitioners and interested parties serving as a networking group to share information and experiences in dealing with the challenges of fraud control and in preventing fraud and corruption.

Southern Phone Company Ltd The company in which Shoalhaven City Council holds shares declared a 2011/2012 dividend of \$1.35m across its 41 shareholders. Shoalhaven City Council received \$208,086.48 as a dividend to be added to the Economic Development Reserve for future projects in implementing the Shoalhaven’s Economic Development Strategy.

Southern Water Services Pty Ltd - During 2012/13 Shoalhaven City Council held a controlling interest in ‘Southern Water Services Pty Ltd’ This company was established by Council to develop its commercial interests in recognition of the National Competition Policy and to operate on a commercially viable basis.

Australian Water Association and Water Aid Australia –Shoalhaven City Council participated as a corporate member of the Australian Water Association (AWA) and Water Aid Australia.

NSW Water Directorate and WSAA –Shoalhaven City Council participated as a member of the NSW Water Directorate and an Associate member of the Water Services Association of Australia (WSAA).

EQUAL EMPLOYMENT OPPORTUNITY PLAN

Section 428 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1 (a9)

Shoalhaven City Council is committed to the development of a work culture that is supportive of employment equity and diversity principles. Council promotes management policies and practices that reflect and respect the social and cultural diversity contained within the community.

The EEO Management Plan 2011-2014 facilitates the identification and removal of systemic barriers to the participation and promotion in employment of government staff with planning underway for a Staff Climate Survey in late 2013. Data from this survey will provide information from EEO target groups and will be used to implement an Organisational Cultural Improvement Plan.

Key Result 2.1: EEO groups contribute to decision making

Council achieved Bronze Status in the 50:50 Vision - Councils for Gender Equity Program which recognises efforts to increase participation of women in local government. This was clearly demonstrated when the Chair of the Women's Forum was awarded a Ministers' Award for Women in Local Government.

Issues raised at the Women's Forum and Young People in Council group continue to feed into Council decision making processes via the Consultative Committee and the Organisational Review, and the Transformation Program and Implementation Plan.

Key Result 3.1: EEO is integrated into workforce planning

Council has identified that during the four year Workforce Plan period (2013 – 2017) it will enhance and adapt as required, its EEO policy and programs to its changing business priorities, to reflect the Organisational Review and Transformation Program and Implementation Plan outcomes.

Key Result 4.1: Policies and procedures are non-discriminatory and contribute to EEO outcomes

Policy review process includes commitment to EEO principles and reinforcement of an organisational culture that recognises and values the diverse workforce at Council Workplace policies and procedures developed or reviewed throughout the year are indicative of a workplace that promotes and supports EEO Groups. Policies implemented in 2012-13 include the Bullying and Harassment Policy, Recruitment and Selection Policy, Breastfeeding at Work Policy; Job Description Policy and Apprentices, Trainees and Cadets Policy - Recruitment, Employment and Retention. Policies under review include: Corporate Training and Development Policy, Redeployment Policy, Induction Policy and the Secondment Policy.

Key result 4.3: Work organisation enables skill development and career progression

During the period of the Transformation Program and Implementation Plan, merit based principles are being applied to the review of the structure of the organisation, its work design and all position descriptions to ensure that these practices support a culture of fair workplace practices and behaviours.

Key Result 5.1: Provision of appropriate development opportunities for EEO groups

A new Leadership Capability Framework has been endorsed as part of the Transformation Program and Implementation Plan and this will include strategies to target emerging leaders and women in leadership roles.

Key Result 5.2: Recruitment Strategies target EEO groups

As part of the Transformation Program and Implementation Plan, all recruitment functions will be centralised to provide consistency in approach and an increased focus on EEO principles and targets for EEO groups.

WORK HEALTH AND SAFETY

The Work Health and Safety Unit are reviewing all Policies, procedures and documentation to comply with changes outlined in the Work Health and Safety Act 2011.

Preparation is underway for the Work Health and Safety Audit with WorkCover NSW. This will ensure Council meets its requirements for the three year licence and maintains its status as a self-insured Council.

Injury management

The Workers Compensation reforms of 2012 resulted in amendments to the Workers Compensation legislation and changes to the way workers compensation claims are managed.

Continued promotion of incident reporting and the use of the 24 hour hotline has continued. Early intervention has assisted injured workers to resuming their duties sooner.

WHS consultation

WHS Committees are being reviewed to align more closely with the current organisation chart. All information relating to meetings, including agendas, minutes and relevant documentation is displayed on the WHS website for all staff to access.

WHS training

Training packages providing legislative compliance and amendments continue to be delivered to a wide range of staff. (*WHS Corporate Induction, Resilience to Stress, Alcohol and Other Drugs, Spill Kit deployment and Manual Tasks*)

Health and wellbeing

A focus on health and wellbeing has been maintained with legislative health surveillance being undertaken. Ongoing initiatives such as Mental Health awareness, Men's Health, Pilates, Push bike riding and regular tips and updates on physical and mental wellness continue to be provided to all staff.

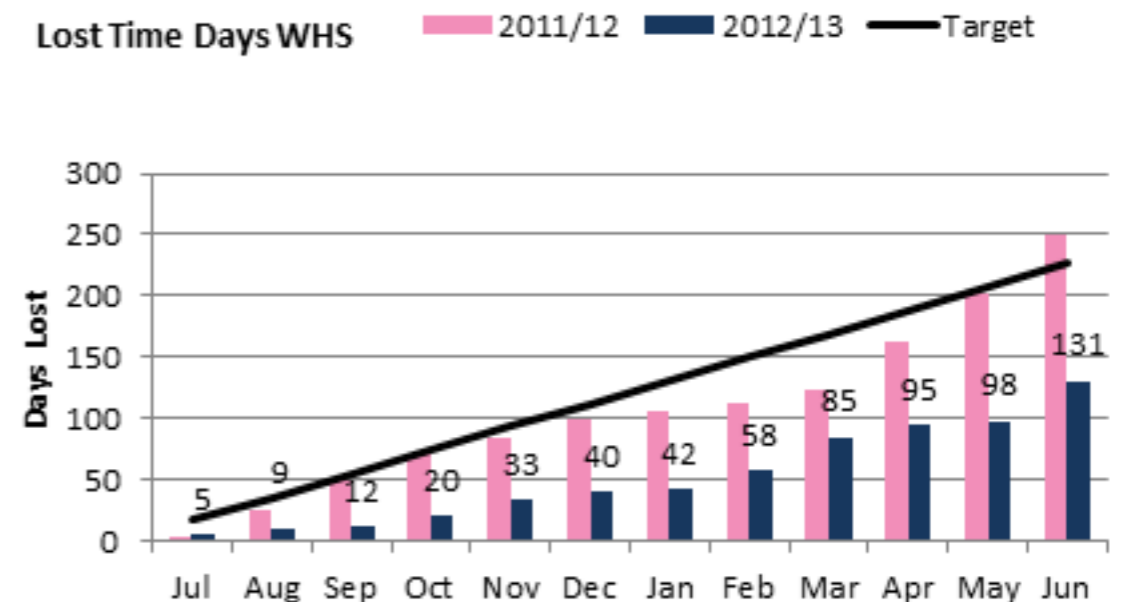
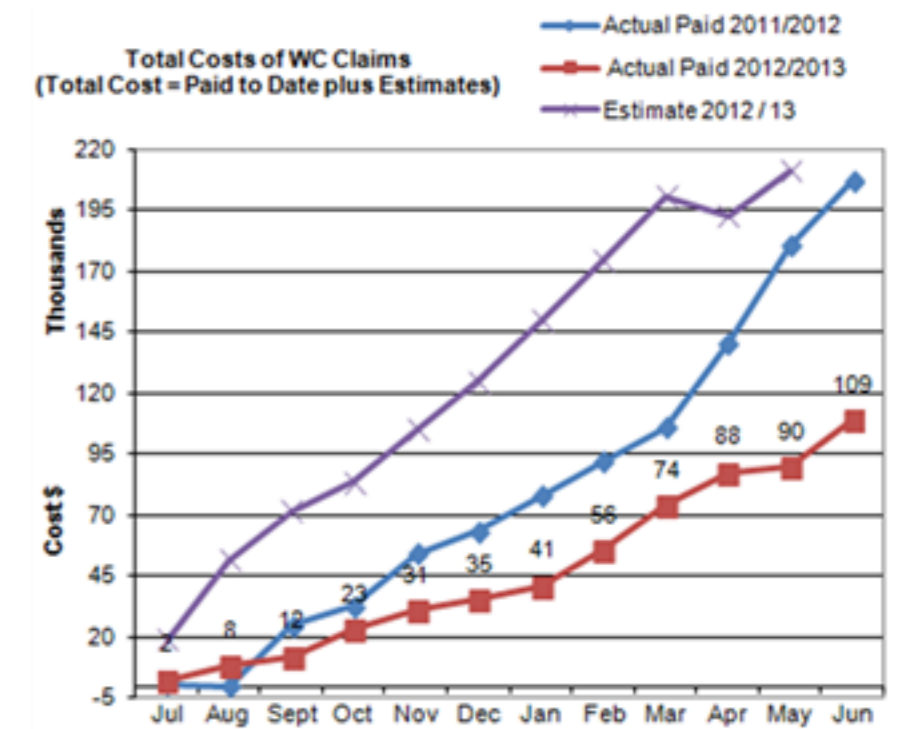
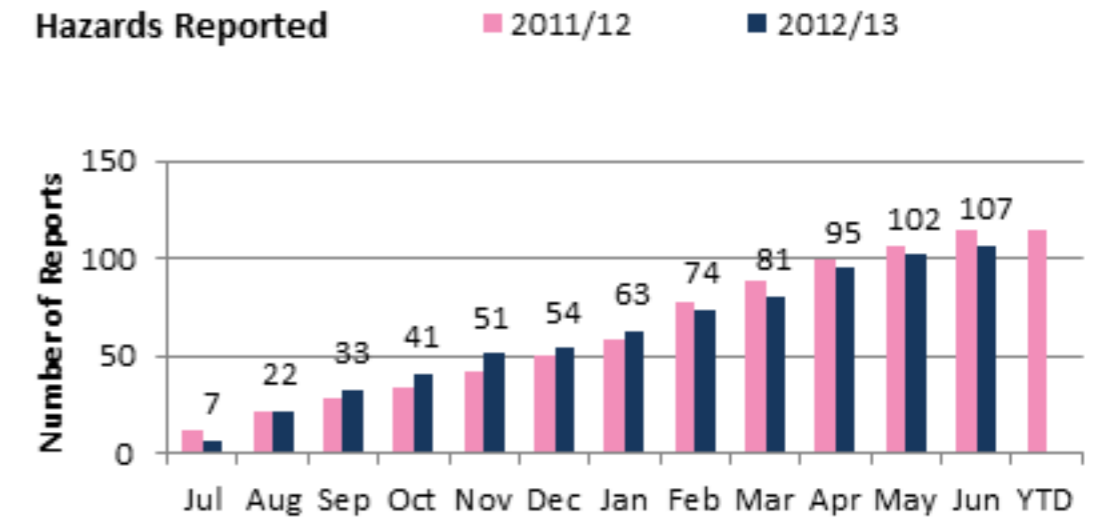
Key Performance Indicators

Lost time days were below target at 226 for the year.

Council continues to ensure injured workers resume duties as soon as possible after an injury.

107 hazards were reported, and while below target, staff are still finding and reporting hazards that could potentially cause injury or illness and are implementing control measures prior to incidents occurring.

The total cost of Workers Compensation claims was \$109,000. Claims costs are tracking well and not reaching estimated amounts due to early intervention and effective claims management.



SENIOR STAFF REMUNERATION PACKAGE

**Section 428 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1 (b) and (c)**

Shoalhaven City Council is a multi-purpose Council administering traditional local government activities as well as other major activities such as the provision of water and sewerage services, tourism and industrial development.

The total assets of the City under administration is around \$2 billion which would place the City, in asset value terms, among the top 10 percent of organisations within Australia.

Council's expenditure (*including depreciation*) is around \$244 million dollars per annum which includes a number of commercial activities together with the range of activities indicated earlier.

Council employs over 769 staff on a permanent basis as well as casual/temporary staff as required, consultants and contractors.

Council administers approximately 99 Acts of Parliament and associated regulations and needs professional staff that have a wide ranging appreciation of the legal requirements associated with a complex government instrumentality.

Council's activities link strongly to other Government agencies, particularly at the State level, which requires sensitive handling where State Government changes the political emphasis from time to time.

The total amount of money payable for salary, fringe benefits, vehicle and other on-costs for Council's senior staff including the General Manager and six Group Directors is summarised as follows:

General Manager - \$290,952

Combined Directors - \$1,194,918

STORMWATER MANAGEMENT SERVICES

**Section 428 (4) (b) Local Government Act 1993
Local Government (General) Regulation 2005
– Section 217 Clause 1 (e)**

Council's projected 2012/13 Stormwater Management Program was funded as follows -

\$416,000 – Council revenue

\$1,030,000 – Additional rates Stormwater Levy

The actual result was:

\$453,790 – Spent from Council revenue

\$1,161,511 – Spent from additional rates Stormwater Levy

\$105,150 – Spent from Capital Contributions

Council also carried forward into 2013/14 unspent funds on 2 projects that were not complete.

Project	Council Funds	Contributions Revenue	Stormwater Levy	Total
Stormwater Manage Plan	\$59,162	\$30,000	\$0	\$89,162
Ada Street Vincentia	\$35,187	\$0	\$0	\$35,187
Kallaroo Rd Erowal Bay	\$0	\$0	\$57,417	\$57,417
Worrigee Rd Worrigee	\$1,947	\$0	\$0	\$1,947
The Park Dr Sanctuary Point	\$5,481	\$43,046	\$130,000	\$178,526
Naval Pde Erowal Bay	\$26,493	\$1,652	\$49,859	\$78,004
Vickery Ave Sanctuary Point	-\$3,278	\$3,278	\$0	\$0
Tallyan Point Rd Basin View	\$5,956	\$0	\$20,000	\$25,956
Glarville Rd Sussex Inlet	\$16,354	\$0	\$0	\$16,354
Loralyn Ave Sanctuary Point	\$25,677	\$4,789	\$31,331	\$61,797
Roulstone Ave Sanctuary Point	\$25,870	\$0	\$0	\$25,870
Watersedge Ave Basin View	\$0	\$11,237	\$354,792	\$366,029
Panorama Rd St Georges Basin	\$0	\$0	\$310,845	\$310,845
Raglan St Culburra	\$0	\$0	\$82,517	\$82,517
Thorn St Lake Conjola	\$28,201	\$0	\$0	\$28,201
Cyrus St Hyams Beach	\$11,233	\$0	\$0	\$11,233
Elizabeth Dr Vincentia	\$21,425	\$0	\$0	\$21,425
Walmer Ave Sanctuary Point	\$7,177	\$0	\$85,743	\$92,920
Drainage Investigation	\$26,074	\$0	\$0	\$26,074
McLean's Point Rd Sanctuary Point	\$64,577	\$11,730	\$0	\$76,307
Drainage Sth Nowra Industrial	\$1,500	\$0	\$0	\$1,500
The Strand Culburra	\$582	-\$582	\$0	\$0
Princes Highway Ulladulla	\$21,915	\$0	\$30,696	\$52,611
Village Access Rd St Georges Basin	\$66,807	\$0	\$8,312	\$75,119
Strategic Stormwater Analysis	\$5,451	\$0	\$0	\$5,451
	\$453,790	\$105,150	\$1,161,511	\$1,720,451

COMPANION ANIMALS ACT

Section 428 (4) (b) Local Government Act 1993 Local Government (General) Regulation 2005 – Section 217 Clause 1 (f)

Statement of activities relating to enforcing and ensuring compliance with the Companion Animals Act and Regulation including information on:

Lodgement of pound data collection returns with the department

The information contained in this section of the Annual Report is reported to the DLG in accordance with their Guidelines.

Lodgement of data relating to dog attacks with the department

Dog Attacks reported to DLG via DLG reporting system as incidents occurred. During the reporting period there were 187 dog attacks reported to the DLG as occurring within the area.

Only dog attacks reported to Council are included in this figure.

Amount of funding spent relating to companion animal management activities

Shoalhaven City Council has spent a total of \$606,863 in respect of Companion Animal Management and related activities during the course of the reporting period.

Companion animal community education programs carried out

Council is utilising the DLG companion animal brochures along with Council information. The SCC library has made available books, DVD's and CD's to compliment the resources noted in the brochures to help pet owners with a variety of dog and cat issues.

Strategies Council has in place to promote and assist the desexing of dogs and cats

Owners of non-desexed pets who come to the attention of Council as a result of enforcement programs and/or the lifetime registration mail-outs are encouraged to take advantage of the discounted registration fee for desexed animals.

In addition funding provided by the Department of Housing is available to assist pet owners that live in community housing.

Telephone calls received from the general public requesting discount desexing are referred on to the RSPCA, Nowra or Ulladulla branches who, at times, offer this service to eligible pet owners.

The National Desexing Network (NDN) is also available to provide a list of vet clinics who offer discount desexing via the NDN. Unfortunately no clinics in the Shoalhaven are participating with NDN at this time.

Strategies to comply with Section 64 (Companion Animals Act) to seek alternatives to euthanasia for unclaimed animals

Council's Pound is managed by the RSPCA who have complimentary strategies in this regard.

The euthanasia rate has dropped considerably in the two years due to the commitment of the new manager of the facility.

RSPCA also has dedicated vehicles to transfer animals to other shelters to improve rehoming opportunities.

Ranger Services promotes desexing and highlights the euthanasia problem during routine telephone enquiries about animal matters especially registration costs and during the enforcement process.

Off-Leash Areas provided in the Council area.

Shoalhaven City Council understands that it is necessary for our communities' dog owners to have access to suitable exercise and play facilities.

The Access Area for Dogs Policy is developed by the Recreation and Policy Planning Unit in consultation with the community and Government Agencies.

Council undertook an extensive review of the Policy in 2012/13. The Policy became effective 1 June 2013. The Policy review undertook to develop a more consistent approach to off leash areas in the Shoalhaven, extending numerous limited hour access areas to 24 hours along with the inclusion of prohibited dog areas to ensure Council meets their obligations to endangered shore birds.

Council's policy is available by contacting Council's customer service or via Council's website.

Where applicable, signs are posted indicating off leash times and areas. All remaining public areas where dogs are available to access, they must be on leash at all times.

Detailed financial information on the use of Companion Animals Fund money for management and control of companion animals in the area

Statement of Income and Expenditure for Companion Animals for the Year Ended 30 June 2012

INCOME

Registrations	\$141,001	
Fines and Costs	\$155,296	
Other	\$50,498	\$346,795

EXPENDITURE

Salaries	\$202,976	
On Costs	\$68,958	
Training and conferences	\$2,800	
Motor Vehicle Costs	\$66,309	
Pound Costs	\$235,131	
State Debt Recovery infringement processing fees	\$14,587	
Other Costs	\$16,102	\$606,863

Surplus / (Deficit) (\$260,068)

RATES AND CHARGES WRITTEN OFF

Local Government (General) Regulation 2005 – Reg 132

The following is a summary of rates and charges written off during the period July 2012 to June 2013:

Abandoned rates and charges are determined under various sections of the Local Government Act 1993 which include:

Abandoned	\$17,982.25
Postponed Abandoned	\$10,143.34
Pensioner Rebates	\$2,904,150.66
TOTAL AMOUNT	\$2,932,276.25

- Section 564(2) of the Local Government Act 1993, which states Council may abandon interest charges on ratepayers who make periodical payments of their rates and charges to Council.
- Section 567 of the Local Government Act 1993, which enables Council to abandon interest on rate accounts whereby in Council's opinion, the person is unable to pay the accrued interest "for reasons beyond the person's control" or payment of the accrued interest would cause the person hardship.
- Section 595 of the Local Government Act 1993 requires Council to write off postponed rates and charges which have accrued for more than five years.
- Section 583 of the Local Government Act 1993 requires Council to write off rates, charges and interest for an eligible pensioner who is entitled to a pensioner rebate.

NOTE – ABANDONMENTS DO NOT INCLUDE SALE OF LAND PROPERTIES HELD IN JUNE 2013. THESE ABANDONMENTS WILL APPEAR IN 2013/2014

PUBLIC INTEREST DISCLOSURES ACT, 1994

The Public Interest Disclosures Act, 1994 (PID Act) requires that Council report annually on its obligations under the Act. This report is made in accordance with Sections 31 and 6E of the PID Act, and Clause 4 of the associated regulations.

The PID Act encourages and facilitates the disclosure, by public officials, of:

Corrupt conduct

Maladministration

Serious and substantial waste of public money

A breach of the Government Information (Public Access) Act, 2009

A breach of pecuniary interest obligations under the Local Government Act, 1993.

The Act sets out a comprehensive framework for protecting public officials who disclose wrongdoing and provides clear pathways for those wanting to make disclosures.

Council's internal reporting policy contains the procedures relating to the lodgement, receipt, assessment and handling of public interest disclosures. The General Manager, Council's Public Officer, Internal Auditor and Ranger Services Manager are designated disclosures officers and may receive and deal with reports made under the Act.

Council's internal reporting policy and other information about the Act has been made available to staff through Council's intranet, staff bulletins, notice boards, briefing sessions and staff induction sessions. Designated PID disclosures officers have attended public interest disclosures training provided by the NSW Ombudsman and general PID training sessions have also been held for staff.

In the reporting period 1st July, 2012 and 30th June 2013 no public interest disclosures were received by Council.

The New South Wales Ombudsman has been given the role of overseeing the Act and this includes promotion of public awareness, the issuing of guidelines, and the monitoring and reporting of agency compliance with the Act.

Enquiries in regard to the Public Interest Disclosures Act could be directed to Council's Public Officer (Disclosures Coordinator) by telephoning (02) 4429 3366 or the Public Interest Disclosures Unit, NSW Ombudsman on (02) 9286 1000.

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT, 2009

1. Review of proactive release program - Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Council's Program for the proactive release of information involves the review of all access application to ascertain if there is certain information that is continually being requested and if so deciding if that information can be placed on Council's website. As a result of this review, Council has not released any further information proactively.

Council has actively sought to place information on its website identified as being readily available (having regard to its format etc for viewing by the public. Council, as a practice, gives consideration to public access availability of all new processes and projects. Whilst Council reviews its

decision about proactively releasing information on an annual basis, it will also release information proactively as and when required.

2. Number of access applications received - Clause 7(b)

During the reporting period, our agency received a total of 34 formal access applications (including withdrawn applications but not invalid applications).

3. Number of refused applications for Schedule 1 information - Clause 7(c)

During the reporting period, our agency partly refused 2 applications for Schedule 1 information.

4. Statistical information about access applications - Clause 7(d) and Schedule 2

Table A: Number of applications by type of applicant and outcome*								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	1	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	3	1	0	1	1	0	0	0
Members of the public (other)	9	2	4	1	0	0	0	0

*More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome								
	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm/deny whether information is held	Application withdrawn
Personal information applications*	1	0	1	0	0	0	0	0
Access applications (other than personal information applications)	10	2	2	3	1	0	0	0
Access applications that are partly personal information applications and partly other	1	1	1	0	0	0	0	0

*A **personal information application** is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

The total number of decisions in **Table B** should be the same as **Table A**.

Table C: Invalid applications	
Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	3
Application is for excluded information of the agency (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	3
Invalid applications that subsequently became valid applications	2

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act	
	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	2
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

*More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table E: Other public interest considerations against disclosure:
matters listed in table to section 14 of the Act

	Number of occasions when application not successful
Responsible and effective government	1
Law enforcement and security	0
Individual rights, judicial processes and natural justice	5
Business interests of agencies and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table F: Timeliness

	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	32
Decided after 35 days (by agreement with applicant)	2
Not decided within time (deemed refusal)	0
Total	34

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	3	0	3
Review by Information Commissioner*	0	0	0
Internal review following recommendation under section 93 of Act	0	0	0
Review by ADT	0	0	0
Total	3	0	3

*The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	2
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1

ANNUAL STATEMENT OF ACCOUNT AND AUDITORS REPORT

- Appendix B

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