

SHOALHAVEN CITY COUNCIL
O R D I N A R Y M E E T I N G

To be held on Tuesday, 15 March, 2016
Commencing at 4.00 pm

9 March, 2016

Councillors,

NOTICE OF MEETING

You are hereby requested to attend the Ordinary Meeting of the Council of the City of Shoalhaven, **to be held in the Sussex Inlet Community Centre, Thomson Street, Sussex Inlet on Tuesday, 15 March, 2016 commencing at 4.00 pm** for consideration of the following business.

R D Pigg
General Manager

Membership
All Councillors

BUSINESS OF MEETING

1. **Opening Prayer** - Reverend Marty Davis - Sussex Inlet Anglican Church
2. **Acknowledgement of Traditional Custodians**
3. **Australian National Anthem**
4. **Apologies/Leave of Absence**
5. **Confirmation of Minutes**
Ordinary Meeting – 16 February, 2016
6. **Declarations of Interest**
7. **Petitions and Presentations**
8. **Mayoral Minute**
9. **Deputations**
10. **Report of the General Manager – Committees Report**
Report of the Strategy and Assets Committee – 8 March, 2016
Report of the Business & Employment Development Committee – 15 February, 2016
11. **Report of the Shoalhaven Traffic Committee – 8 March, 2016**
12. **Report of the General Manager**
Corporate and Community Services
Assets and Works
Planning and Development
Shoalhaven Water
13. **Notices of Motion and Questions on Notice**
14. **Addendum Reports**
15. **Confidential Report of the General Manager**
Report of the Strategy & Assets Committee – 8 March, 2016
Assets and Works

Note: If any items of business require attendance of specialist staff (eg Legal, Insurance, Property) then Council will generally consider those items following the Mayoral Minutes.

Note: The attention of Councillors is drawn to Section 451 of the Local Government Act and Regulations and Code of Conduct regarding the requirements to declare pecuniary and non-pecuniary Interest in matters before Council.

Cell Phones:

Council's Code of Meeting Practice states that "All cell phones are to be turned off for the duration of the meeting".

LOCAL GOVERNMENT ACT 1993

Chapter 3

Section 8(1) - The Council's Charter

(1) The council has the following charter:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer.

Wording for Acknowledgement of Traditional Owners

“It is customary to acknowledge country and I do so by paying our respects to elders past and present and acknowledge the unique role Aboriginal people have, and still do play, in the life of Australia today, and to all peoples who have made Australia this great country we live in.”

Australian National Anthem

“Advance Australia Fair”

Australians all let us rejoice
For we are young and free
We’ve golden soil and wealth for toil,
Our home is girt by sea:
Our land abounds in nature’s gifts
Of beauty rich and rare,
In history’s page let every stage
Advance Australia fair,
In joyful strains then let us sing
Advance Australia fair.

Beneath our radiant Southern Cross,
We’ll toil with hearts and hands,
To make this Commonwealth of ours
Renowned of all the lands,
For those who’ve come across the seas
We’ve boundless plains to share,
With courage let us all combine
To Advance Australia fair.
In joyful strains then let us sing,
Advance Australia fair.

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MAYORAL MINUTE
ORDINARY MEETING
TUESDAY, 15 MARCH 2016

1. Councillor Expenses 2014/15 **File 5141E, 50252E**

RECOMMENDED that Council receive the report for information.

DETAILS

- # Some Councillors may have seen the Daily Telegraph (Sunday) article (attached) that once again criticises local government generally in respect to the Councillor expenses. Shoalhaven City Council features in two lists of the top five in the State however unsurprisingly the media report is not entirely accurate. It reports that “Interstate Travel” expenses were \$189,766 with Shoalhaven second highest. The fact is Shoalhaven interstate travel expense was recorded as \$3,658 for 2014/15 and reported in Council’s Annual Report – one wonders how the newspapers can get it so wrong!

2. Resignation of Milton Showground Management Committee **File 5439E, 50252E**

RECOMMENDED that Council receive the report for information.

DETAILS

All Ward 3 Councillors were advised last Friday by Director Corporate & Community Services, Craig Milburn, that the four members of the Milton Showground Management Committee resigned effective 11 March 2016 “*due to Council’s decision taken over the Kidgeeridge Music Festival*”. At the March Strategy & Assets Committee meeting it was resolved to reduce the fees charged for the use of the Milton Showground for the 2016 festival and to also advise the organisers that this reduction is “a once off”.

Whilst the Committee’s resignation is an unfortunate circumstance, staff will endeavour to manage the user groups and keep the facilities functional for an interim period whilst a new Management Committee is formed in consultation with the community, including discussions with the previous committee members to determine if they would be interested for re-appointment.

3. Nowra CBD Business Chamber **File 50242E, 50252E**

RECOMMENDED that Council consider Mr Baxter’s request to become a member of the Nowra CBD Revitalisation Committee.

DETAILS

- # I have received a letter form the newly formed Nowra CBD Business Chamber (attached) requesting that Council appoint the Chairman (currently Scott Baxter) as a member of the

Nowra CBD Revitalisation Committee. This would seem appropriate given the recent advice of Mr Gleeson's pending resignation and I submit this for Councils consideration.

4. SES Nowra Unit Controller **File 50252E**

RECOMMENDED that Council receive this report for information.

DETAILS

It is with great pleasure that I congratulate Mark Kielly on his reappointment as the Nowra Unit Controller.

5. Request for Letter of Support – Shayne Hunt **File 50252E**

RECOMMENDED that Council consider the request for a letter of support for the application of Ms Shayne Hunt for an Australian Bravery Award.

DETAILS

Community members are nominating Ms Shayne Hunt for an Australian Bravery Medal and have asked for a letter of support for the application. Ms Hunt tackled a would be criminal in the Nowra CBD who had allegedly robbed an elderly person after they had left the bank.

6. Other events attended **File 50252E**

RECOMMENDED that Council receive the report for information.

DETAILS

Over the past month I have attended the following events:

- Grant Gleeson Farewell Luncheon
- Chaired the Vincentia Ratepayers & Residents Association meeting
- DCO Nowra Defence Family Welcome Expo
- Milton Showgirl Presentation
- NSW Hansa Championships
- Merger Public Inquiry at Ulladulla Civic Centre
- Shoalhaven Heads Lions Club Charter Celebrations
- Afternoon tea meet and greet with Commander Fleet Air Arm Commodore Chris Smallhorn
- IPJO AGM & Ordinary Meetings
- 2016 Shoalhaven International Women's Day Awards
- Ulladulla & Districts Blessing of the Fleet Princess Ball

RECOMMENDED that Council receive the report for information.

DETAILS

Owing to conflicting functions, thank you to the following Councillors for attending on my behalf:

Deputy Mayor, Cllr John Wells

- 'In Memory Exhibition'
- UDIA NSW Southern Chapter Luncheon

Assistant Deputy Mayor, Cllr Allan Baptist

- Travelling Film Festival Opening Night
- Country Mayor's Association
- Bawley Point & Kioloa Community Association naming of Watts Reserve

Councillor Lynnette Kearney

- Zonta Club of Berry International Women's Day



Joanna Gash (Mrs)
Mayor

REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

GENERAL MANAGER – COMMITTEES REPORT

STRATEGY AND ASSETS COMMITTEE – 8 MARCH 2016 (ITEMS 1 to 8)

Corporate and Community Services

1. Nowra Skate Park - Half Pipe Repair Works File 2254E [Index](#)

RECOMMENDED that Council allocate \$75,000 in its 2016/17 budget to remove the existing Nowra Skate Park half pipe and construct a concrete half pipe of similar dimensions

Assets and Works

2. Parkcare Plan - Bayswood File 35254e [Index](#)

Conflict of Interest Declaration - Clr Tribe - pecuniary interest – She owns a property within the Estate it could be perceived that she will obtain a benefit from this – left the room, did not take part in discussion or vote.

RECOMMENDED, that Council:

- a) Adopts the Bayswood Parkcare Action Plan, and
 - b) Increases the Parkcare budget in FY 2015/2016 and subsequent years by \$400 to provide ongoing support for the new Parkcare Group.
3. Acceptance of Funding – Duck Creek – Naval College Rd Worroing Heights - Bridges Renewal Program File 4347E, 3957E [Index](#)

RECOMMENDED that:

- a) Council accepts the grant offer of \$750,000 under the Australian Government's Bridges Renewal program, to replace the Duck Creek bridge;
- b) Matching funds of \$750,000 be voted in the 2016/17 Operational Plan budget from the Roads to Recovery Program allocation.

-
4. Proposed Closure of Part Wattamolla Road, Wattamolla for Sale to Clarissa Watson and Consolidation with Lot 10 DP 1022301 File 43688E [Index](#)

RECOMMENDED that Council resolve to:

- a) Make an application to the Minister administering the Roads Act 1993, for the part of Wattamolla Road, Wattamolla shown by hatching on Attachment "A" to be closed and sold to the adjoining owner Ms Clarissa Watson for consolidation with her land comprised in Lot 10 DP1022301;
- b) Sell the closed road to Ms Watson for \$2,500.00 plus GST; and
- c) Affix the Common Seal of the Council of the City of Shoalhaven to any documentation requiring the Seal to be affixed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to this resolution.

5. Acquisition of land for Matron Porter Drive Shared Pathway File 51683E, 48363E [Index](#)

RECOMMENDED that:

- a) Council resolve to acquire part of Lot 2 DP1009573 known as 275A Matron Porter Drive Narrawallee, as shown in Attachment A;
- b) Council pay compensation of \$9,500 plus GST (if applicable) and reasonable legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from job number 85583/39903;
- c) If necessary, the compensation be adjusted in accordance with the area of the land determined by final survey; and
- d) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

Shoalhaven Water

6. Acquisition of Easement for Water Supply at Yatte Yattah File 52283E [Index](#)

RECOMMENDED that:

- a) Council resolve to acquire an Easement for Water Supply 3 wide over Lot 1 DP725956 and Lot 1 DP725957 at Yatte Yattah, as shown by hatching on copy of sketch plan marked Attachment 'A', under the Local Government Act 1993.
- b) Council pay compensation of \$5,000, plus GST if applicable, and reasonable legal costs associated with the acquisition in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Council's Water Fund.
- c) If necessary, the compensation to be adjusted in accordance with the area of the easement determined by final survey.
- d) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

7. Acquisition of Easement for Water Supply at Yatte Yattah File 51721E [Index](#)

RECOMMENDED that:

- a) Council resolve to acquire an Easement for Water Supply 3 wide over Lot 20 DP334366 at Yatte Yattah, as shown by hatching on copy of sketch plan marked Attachment 'A', under the Local Government Act 1993.
- b) Council pay compensation of \$5,000 and reasonable legal costs associated with the acquisition in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Council's Water Fund.
- c) If necessary, the compensation to be adjusted in accordance with the area of the easement determined by final survey.
- d) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.

8. Request for Connection to Town Sewerage System - Lot 287 DP 751273 (No. 3) Rock Hill Road, North Nowra File DA15/2244SW [Index](#)

RECOMMENDED that Council approve the connection of Lot 287 DP 751273 Rock Hill Rd, North Nowra to its sewerage system, by pressure sewer, on the proviso that the applicant complies with all conditions specified on a Shoalhaven Water Development Application Notice.

BUSINESS AND EMPLOYMENT DEVELOPMENT COMMITTEE – MONDAY 15 FEBRUARY 2016 (ITEMS 9 to 10)

Planning and Development

9. Shoalhaven Business Chamber File 41204E [Index](#)

RECOMMENDED that Council:

- a) Enters into a new Memorandum of Understanding with the Shoalhaven Business Chamber for the three financial years being 2016/2017, 2017/2018 and 2018/2019
 - i) for the delivery of the Shoalhaven Business Awards and
 - ii) a business events/training program.
- b) Allocate \$40,000 from the Economic Development budget for each financial year for the duration of the Memorandum of Understanding.

10. National Stronger Regions File 49858E [Index](#)

RECOMMENDED that:

- a) The report on National Stronger Regions be received for information;
- b) Draft submissions for round 3 be referred to the Far South Coast RDA.

R.D Pigg
GENERAL MANAGER

SHOALHAVEN TRAFFIC COMMITTEE – TUESDAY 8 MARCH 2016

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

REPORT OF THE CONVENOR

ITEMS FOR APPROVAL UNDER DELEGATED AUTHORITY

The Shoalhaven Traffic Committee is not a committee of Council under the Local Government Act 1993. The Committee operates under authority conferred to Council by the Roads and Maritime Services (RMS) under the Transport Administration Act 1988 (Section 50).

Council has been delegated certain powers, from the RMS, with regard to traffic matters upon its local roads. A condition of this delegation is that Council must take into account the Traffic Committee recommendations.

IMPORTANT NOTE:

The Council can only:

1. Adopt the Traffic Committee recommendation
2. Not Adopt the Traffic Committee recommendation
3. Request the Traffic Committee reconsider the issue.

Council cannot amend a Traffic Committee recommendation, but can raise other issues as Additional Business at the Ordinary Meeting.

11. Parking Restrictions - Paradise Beach Road, Sanctuary Point (PN 96) File 2942E [Index](#)

- # RECOMMENDED that the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to 2 hour (2P) parking restrictions for a distance of 20m being installed on the southern side of Paradise Beach Road, Sanctuary Point, adjacent to Sanctuary Point Library, time restricted to 10am-5.30pm Mon-Fri, 9.30am-12.30pm Sat, as detailed in TRAF 2016/05.

12. Road Safety - Intersection of Tallwood Avenue and Mitchell Parade, Mollymook Beach (PN 1823) File 2948E [Index](#)

- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the following, as detailed in TRAF 2016/06:
- a) extend the No Stopping zone on the northern side of Tallwood Avenue 18m west of its current location to the end of the double barrier centre linemarking, and
 - b) install a new No Stopping zone on the southern side of Tallwood Avenue for a distance of 35m from Mitchell Parade to the start of the indented parking

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13. Stop Sign - Intersection of Skye Farm Lane and Porters Creek Road, Yatte Yattah (PN 2159) File 19525 [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a stop sign (R1-1B) on Skye Farm Lane at its intersection with Porters Creek Road, Yatte Yattah, as detailed in TRAF 2016/07.
14. Parking Restrictions - Ulladulla Harbour carpark (PN 2528) File 2947E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a No Stopping zone at the northern end of the Ulladulla Harbour carpark, as detailed in TRAF 2016/08.
15. No Stopping Zone - Banksia Street, Vincentia (PN 3201) File 10582E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a No Stopping zone across the property of no. 8 Banksia Street, Vincentia, as detailed in TRAF 2016/09.
16. Timed Parking Restrictions - Kerry Street, Sanctuary Point (PN 3204) File 2942E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the following parking restrictions being installed in Kerry Street, Sanctuary Point, as detailed in TRAF 2016/10 on a technical basis:
- a) 12m 2 hour (2P) parking restrictions on the western side of Kerry Street, Sanctuary Point, north of the pedestrian facility, time restricted to 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat.
 - b) 2 hour (2P) parking restrictions in the 4 x 90 degree parking spaces on the western side of Kerry Street, south of the pedestrian facility, time restricted to 8.30am-6pm Mon-Fri, 8.30am-12.30pm Sat.
17. Regulatory Signage and Linemarking Plan - 202 Princes Highway, South Nowra (PN 3264) File DA15/1300 [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the installation of regulatory signage and linemarking proposed as part of the additions to Lot 17 DP 598678, 202 Princes Highway, South Nowra as detailed in TRAF 2016/11.
18. Give Way Sign – Intersection of Boeing Avenue and Lake Conjola Entrance Road, Lake Conjola (PN 3265) File 1687E
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a Give Way sign and associated TB/TB1 hold linemarking on Boeing Avenue at its intersection with Lake Conjola Entrance Road, Lake Conjola, as detailed in TRAF 2016/12.
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19. Centre Line Marking - Warrego Drive, Sanctuary Point (PN 3266) File 1709E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of the following as detailed in TRAF 2016/13:
- a) 30m of Double Barrier centre linemarking on the north eastern leg of the intersection of Kingsford Smith Crescent and Warrego Drive, Sanctuary Point, and
 - b) upgrade the existing signage and delineation at the intersection.
20. Parking Restrictions - Sutton Street, Vincentia (PN 3267) File 10582E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a No Stopping zone on the eastern side of Sutton Street, from Frederick Street to the southern boundary of property no.10 Sutton Street, Vincentia, as detailed in TRAF 2016/14.
21. Roundabout Design - Intersection Albatross Road & Flinders Road, South Nowra (PN 3271) File 3515E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be advised that the Shoalhaven Traffic Committee has no objection to the proposed dual roundabout system on Flinders Road at its intersection with Albatross Road and the adjacent service road, and the associated signage and line marking plan, as detailed in TRAF2016/15, subject to the outcomes of the forthcoming Road Safety Audit and consultation with affected business owners being addressed in the development of the detailed design where practical.
22. Proposed Give Way signs - Intersection of Bowerbird Street and Wattlebird Road, South Nowra (PN 3272) File 1712E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a Give Way sign (R1-2B) and associated TB/TB1 hold line on both sides of the intersection of Bowerbird Street and Wattlebird Road, South Nowra, as detailed in TRAF 2016/16.
23. Proposed Give Way Sign – Intersection of Warrego Drive and Sanctuary Point Road, Sanctuary Point (PN 3246) File 1709E [Index](#)
- # RECOMMENDED that the General Manager (Director Assets and Works) be requested to arrange for the installation of a R1-2B Give Way sign and associated TB/TB1 hold line on Warrego Drive at its intersection with Sanctuary Point Road, Sanctuary Point, as detailed in TRAF 2016/17.

Martin Uptis
CONVENOR

REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

CORPORATE AND COMMUNITY SERVICES

24. Investment Report – February 2016

File 2126E [Index](#)

SECTION MANAGER: Pamela Gokgur.

PURPOSE:

Under Section 625 of the Local Government Act 1993 and Clause 212 of the Local Government (General) Regulation it is a requirement to provide a written report to Council on a monthly basis setting out details of all money that Council has invested.

RECOMMENDED that the Report of the General Manager (Corporate Services and Community Services Group) on the Record of Investments for the period to 29 February 2016 be received for information.

OPTIONS

1. The report on the Record of Investments for the period to 29th February 2016 be received for information
2. Further information regarding the Record of Investments for the period to 29th February 2016 be requested
3. The report on the Record of Investments for the period to 29th February 2016 be received for information with any changes requested for the Record of Investments to be reflected in the report for the period to 31st March 2016

DETAILS

Please refer to the attached monthly report provided by Council's Investment Adviser – CPG Research and Advisory Pty Ltd.

Further comparisons and budget review is found below:

The interest earned for the month of February was \$392,112.16 which was \$95,316.09 above budget. The budget assumed an interest rate of 3.25%, the attached CPG report shows our current investment portfolio earning a return of 3.45%.

Please note that the budgeted monthly interest amount has increased from \$245,599.74 to 296,796.07 per month. This is in response to council's investment base being substantially higher than the assumptions made in the original budget.

RECORD OF INVESTMENTS Cash and Investment Balances

	February 2016	January 2016
Cash And Investments Held		
Cash at Bank - Consolidated Account	\$10,134,472	\$4,786,123
Cash at Bank - Trust Fund	\$1,240	\$1,240
Cash on Hand	\$28,080	\$27,024
Total Investments	<u>\$144,589,101</u>	<u>\$141,562,770</u>
	\$154,752,892	\$146,377,157
 Fair Value Adjustment	 -\$88,866	 -\$35,371
Bank Reconciliation	<u>\$294,092</u>	<u>-\$55,124</u>
	\$205,226	-\$90,495
 Book Value of Cash and Investments	 <u>\$154,958,118</u>	 <u>\$146,286,662</u>
 Less Cash & Investments Held In Relation To Restricted Assets		
Leave Entitlements & Workers Compensation Liability	\$9,921,417	\$9,957,670
Loans - General Fund	\$496,113	\$1,037,869
Land Decontamination	\$1,689,098	\$1,698,478
Critical Asset Compliance	\$1,989,897	\$2,000,000
Grant reserve	\$1,784,040	\$1,566,352
North Nowra Link Road	\$665,497	\$673,876
Other Internal Reserves	\$22,537,464	\$22,651,323
Section 94	\$23,301,573	\$23,144,412
Section 94 Matching Funds	\$548,978	\$549,142
Storm Water Levy	\$704,171	\$627,865
Strategic Projects General	\$3,661,198	\$3,946,820
Trust - Mayors Relief Fund	\$97,355	\$97,355
Trust - General Trust	\$2,340,097	\$2,308,366
Waste Disposal	\$11,071,100	\$10,305,643
Sewer Compensation	\$6,568	\$6,568
Sewer Fund	\$22,386,669	\$22,514,117
Sewer Plant Fund	\$875,221	\$747,773
Section 64 Water	\$12,664,807	\$12,595,574
Water Communication Towers	\$791,126	\$568,718
Water Fund	\$23,685,251	\$24,058,784
Water Plant Fund	<u>\$565,601</u>	<u>\$483,710</u>
Total Restricted	\$141,783,241	\$141,540,413
 Unrestricted Cash And Investments		
General	\$11,174,878	\$2,746,249
Water	\$1,000,000	\$1,000,000
Waste Water	<u>\$1,000,000</u>	<u>\$1,000,000</u>
Total Unrestricted	\$13,174,878	\$4,746,249

Unrestricted cash and the waste disposal reserve increased as a result of quarterly rates payments. Loan payments made during the month of February led to a decrease in the loans fund.

Certification – Responsible Accounting Officer:

I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulations 2005 and Council's Investments Policy number POL14/60.



Pamela Gokgur
Chief Financial Officer

FINANCIAL IMPLICATIONS:

It is important for Council to be informed in regard to its investment on a regular basis. Revenue from interest on investments forms a vital part of Council's revenue stream.

25. Draft List of Fees, Charges and Rentals 2016 / 2017

File 52812E [Index](#)

SECTION MANAGER: Pam Gokgur.

PURPOSE:

As part of Council's Revenue Policy, a list of Fees and Charges is required to be prepared and placed on Public exhibition along with the other components of the Draft Delivery Program and Operational Plan.

RECOMMENDED that Council:

- a) **Adopts the 2016/2017 draft list of Fees, Charges and Rentals, as per the attached document, for placement on public exhibition for a period of 44 days from Tuesday 23 March 2016.**
- b) **Continue to not charge annual fees for Outdoor Dining on public footpaths until 1 July 2017 and that this be subject to a further review as part of the 2017/18 budget process.**
- c) **Set up a Reserve to capture all revenue from Jetty licensing – Fee 14873, to be utilised and expended on insurance and maintenance costs on the canal.**

OPTIONS

- 1. Adopt the recommendations without further changes
- 2. Not adopt the recommendations and request further changes

DETAILS

The following documents in relation to the proposed Fees and Charges for 2016/2017 were distributed to Councillors on the 24th February 2016 and discussed at the Councillor Briefing held on Thursday 3rd March 2016.

- A list of Amended and Proposed New Fees and Charges. This listed new fees as well as fees which may replace previous fees or charges.
- A list of fees and charges where there has been a decrease or increase above 5%

Councillors have provided feedback on some issues with regard to the proposed Fees and Charges.

Further to this the full list of all proposed fees and charges was loaded to the Councillor Share point website on 2nd March 2016.

Any issues raised were discussed at the Councillor briefing on 3rd March 2016, with the below highlighted fees discussed:

- 15119 – Tree Inspections – this fee covers inspections of trees on public land, this discussion was for information only and no change is recommended.
- 15125 – Pre-Development Application – this is a new fee to cover minimal costs of meetings for large applications over \$3m, this is included in the wording of this fee, so as not to detract development.
- 13052 & 11464 – Swim School Visits – the proposal was to increase the fee from \$2.50 to \$2.80 per visit to cover costs but the briefing discussions were to leave this fee at \$2.50 to enable affordability of school swim visits.
- 12272 – Sports Ground Floodlighting – some questions were raised around the increase in costs and the number of outstanding accounts. The fee has increased from .85 cents per kilowatt hour to .90 cents per kilowatt hour, which is an increase of 3% plus rounding. The quantum of outstanding accounts will be reported to an upcoming Sports Board Meeting in the near future.
- 15113 – Parks, Reserves, Other Public Places Bond increase to \$5,000. The magnitude of this bond was raised as a concern, however it was highlighted that this is a maximum and is only intended to be charged for high risk/high impact activities, where there may be risk of damage to Council property.
- 14873 – Jetty Fees – as per Council resolution MIN 15.231 this will increase to \$275 annually and a Reserve will be set up to manage the canal maintenance costs and jetty insurances.
- 14856 – Outdoor Dining Licence – Existing Waiver to cease 3 March 2017, it was requested that this waiver continue for a further 12 month period.
- 14852 – Planning Proposal Preparation – it was highlighted that there was a significant increase in this fee, however the increase was explained to be due to the combining of 2 existing fees.
- 12515 – Hire of Callala Community Centre – this fee showed as a significant increase however upon further investigation it was found that this fee now incorporates all fees in relation to the hall hire i.e. venue, kitchen, chairs, PA system,

bain-marie and garden area into one daily 8hr fee, the increase overall is \$60 when compared to a combination of all the previous fees.

- 13479 – East Gallery Hire changing from 4 weekly hire to weekly hire – on conversion the increase is 3.6%

It was agreed to make no further changes to the Draft List of Fees and Charges document and place it on Public Exhibition, with any further concerns to be raised as a submission during the exhibition period.

FINANCIAL IMPLICATIONS:

Council's fees and charges make up a significant proportion of Council's total revenue and ensuring that all fees and charges are set at the appropriate level is an important exercise to recover costs and ensure patronage of Council facilities.

COMMUNITY ENGAGEMENT:

The community will have an opportunity to make submissions to Council in regard to the setting of Fees, Charges and Rentals for the period 2016-2017, which will be included in the Exhibition of the Delivery Program/Operation Plan for 2016-2017. These documents will be on exhibition from Wednesday 23 March 2016 to 6 May 2016.

Public Meetings are scheduled for:

- Monday 18 April - Huskisson Community Centre - Dent St
- Thursday 28 April - Nowra School of Arts
- Wednesday 4 May - Ulladulla Civic Centre

All commencing at 7.00pm.

Craig Milburn
DIRECTOR CORPORATE & COMMUNITY SERVICES

R.D Pigg
GENERAL MANAGER

REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

ASSETS AND WORKS

26. Waste Services Review

File 13363E [Index](#)

SECTION MANAGER: Tony Fraser

PURPOSE:

This report is an overview of a Service Review (the Review) conducted of the Waste Services Unit and its functions. Recommendations are provided in response to the issues identified in the review for consideration.

RECOMMENDED that Council receives the Waste Service Review report and endorses the following elements:

- a) **Staffs and operates Council's Waste Transfer facilities, using internal resources, until community consultation of the future provision of Waste Services has been conducted and any changes are implemented, except as outlined in Part b) of this recommendation. Additional staff required will be engaged on fixed term contracts with a maximum term of 2 years.**
- b) **Seeks quotations / tenders from external providers for the following functions for a 2 year period:**
 - i) **Transfer of waste between sites.**
 - ii) **Management and operation of the 'Buy Back' centres at West Nowra, Huskisson and Ulladulla. Centres at the smaller sites be closed until the end of the community consultation period.**
- c) **Seeks community views on the provision of waste services with transparency of costs, including:**
 - i) **Reducing operating hours / days of the Waste Facilities;**
 - ii) **Optimising the number of transfer stations;**
 - iii) **Reviewing the pricing structure for transfer station drop offs;**
 - iv) **Reviewing the bulky waste collection service;**
 - v) **Ceasing the provision of the bin based Community Recycling Centres.**

-
- d) **Provides a further report to Council following the community engagement, including providing a detailed assessment comparing providing 'in-house' services against the current 'outsourced' model.**
 - e) **Reviews the structure of the Waste Reserve to consider if the availability of funds generated by Waste operations can be made available for indirect waste related projects.**
 - f) **Considers the operational comments and opportunities identified in the Review and implements, where practical, beneficial improvements.**

OPTIONS

1. As recommended (preferred option). The Review identified a number of opportunities for improvements. These will have an impact on current services levels. Providing the internal resourcing for an interim period initially, with the support of external contractors, will allow community input on the issues to be considered before long term service provision strategies are developed and implemented. The consultant's review was conducted prior to the Subloo's collapse, and considered options to extend their contract. These are no longer supported.
2. Maintain 'Business as Usual' and seek tenders for continuation of service without change. The Review considered the contract with Subloos would expire at the end of June 2016, providing the appropriate time to implement any changes. This has been brought forward due to Subloos going into administration.

Input into the type, scale and make up of services is needed from the community and the delivery models considered.

DETAILS

Waste Services is a unit of the Works & Services Section of the Asset & Works Group. Its core functions are:

- Kerbside collection of domestic waste and recyclables;
- Provision and management of recycling and waste depots;
- Educating the community on recycling and waste matters and promoting services; and
- Administration and customer service.

Council has 10 recycling and waste facilities operating across the city, providing convenient access for drop off of waste and recycling. Of these, Huskisson incorporates a non-putrescible waste landfill and West Nowra incorporates the Shoalhaven's only putrescible waste landfill. The other sites operate as transfer stations only. Waste delivered to the transfer stations that cannot be easily recycled / reused is transported to West Nowra for disposal in the landfill. 'Buy back' centres operate at all facilities.

Council's internal resources manage the landfilling operations (West Nowra, Huskisson), closed landfills (at North Nowra, Ulladulla, Sussex Inlet), and weighbridge operations (West Nowra, Ulladulla and Huskisson). Council contracts out operation of the waste transfer stations, 'buy back' centres and recycling areas at all 10 sites.

A number of complementary services are also provided, mostly related to waste recycling and reuse programs.

Council is proposing to develop the West Nowra facility to include an Alternative Waste Processing Facility which will reduce the amount of waste being delivered to landfill by diverting red bin waste and commercial and industrial waste.

- # The Review of the unit was conducted by Ian McQuhae, an independent consultant with extensive experience in the Waste Industry. The Executive Summary from his report is included at **Attachment A**.

The key findings of the Review are:

General

- Council's Waste Strategy (Prepared by consultants GHD and being enhanced internally) for West Nowra Landfill Expansion and the Resource Recovery Park development is supported as the correct approach for management of the City's waste into the future.
- The Waste Services Team is capable and knowledgeable, although under-resourced for the scale of the operation. Additional operational staff are required.
- Changes and trends in waste processing technology need to be monitored for opportunities to expand the Resource Recovery Park. This includes the management of green and organic waste.

Transfer Stations

- All Council's transfer stations operate at a combined financial loss of approximately \$3m. None of the facilities 'break even' and they are subsidised by the gate fees collected for the West Nowra landfill operation.
- Standalone financial viability could be improved by an increase in pricing, reduced opening hours or closing some (or all) small facilities (other than Ulladulla, Huskisson or West Nowra). A combination of initiatives may be required to provide a financially viable service that is accessible and convenient for the community.

Note: Minimising the financial loss from the transfer stations will increase the 'dividend' to the Waste Reserve each year (\$650k in FY14/15). The current funds in the reserve are allocated for the Resource Recovery Park (RRP). Additional funds will be required for the RRP, the planned landfill extension and other identified waste related capital projects.

The structure of the Waste Reserve should be reviewed, considering specific requirements under the Local Government Act (Sect 504) in regard to pricing for domestic waste charges, to see if there is greater flexibility in use of these monies for non-waste related projects (e.g. road repairs for damage caused by garbage trucks). Although, with the significant capital program underway, there will be limited opportunity for non-waste projects in the short to medium term.

- Shoalhaven has significantly more transfer station facilities (10, including West Nowra) than most Councils. Of the other Council's investigated in the Review, most have a maximum of one facility, although, of these, the Shoalhaven has the largest geographic area.
- Majority of residents live within 30km of one of Council's main facilities at Ulladulla, Huskisson or West Nowra.
- The outsourcing of the transfer station operations to a contractor (was Subloos before they went into administration) has highlighted the added complexities of process / procedure improvement and implementation, site management and WHS management.
- Council's bin based Community Recycling Centres are underutilised and attract illegal dumping / general rubbish.

Pricing

- Shoalhaven's domestic waste charge is the second lowest of the Council's investigated, noting Shoalhaven is the only one of these that does not provide a Green Bin kerb side collection service.
- Pricing structure at the non-weighbridge sites (all sites except Ulladulla, Huskisson or West Nowra) is complex, subjective in its application of measurement and does not appear to be reflective of the actual costs in providing this service.
- The landfill gate charge is comparable to other Councils, although the second lowest (\$315/t) ahead of Gosford Council (\$287/t).
- The voucher system (2 per rateable property per year) costs approximately \$2m, with a current redemption rate of 50%. The cost of this service is factored into the domestic waste charge.
- An alternative bulk waste collection strategy, such as planned kerb side collection, could be investigated to provide greater value out of the budgeted costs for providing the voucher system.

Operational Matters

- Source segregation of waste to increase recycling will reduce the volume of waste being landfilled. This is directly related to management of transfer facilities (currently managed by a subcontractor).

-
- Maximise availability of putrescible landfill space (West Nowra) by sending non-putrescible waste (dry waste) to the Huskisson landfill (which is licensed to take this type of waste only).
 - Implement a testing / measurement program to monitor compaction ratios of the waste to ensure 'air space' in the landfill is minimised to maximise available landfill capacity.
 - 'Brand' the waste facilities to encourage recycling instead of landfill. Site improvements to make recycling easier to be considered.

FINANCIAL IMPLICATIONS:

The Review highlighted opportunities to reduce operating losses of the Waste Facilities through a change in service. These savings could be redirected to other services (e.g. expanded bulk waste collection service, other initiatives and / or projects.

The long term financial implications will be modelled on conclusion of the community consultation phase and outlined in a subsequent report.

In the short term the estimated per monthly cost of providing the service using in house staff and contractors is compared with the previous contracted cost. The average cost to provide the service over the previous 12 months is \$190,000 per month. Council's estimated cost based on the measures put in place in the last week will be \$230,000 per month with an estimated income of \$30,000 per month from "buy back" sales and recycling.

COMMUNITY ENGAGEMENT:

Changes to the provision of waste service will be high impact / city wide. Community input will be encouraged and considered when making further recommendations or any changes are acted on.

27. Car Park at Owen Street, Huskisson

File 35143E [Index](#)

SECTION MANAGER: Michael Harben

In accordance with Section 10A(2)(C) of the Local Government Act 1993 some information should remain confidential and will be considered as part of a separate confidential report to Council. It is not in the public interest to disclose this information as it contains "information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business".

PURPOSE:

Council has been advised of an interest in acquiring Council owned land on the corner of Owen, Sydney and Moreton Streets Huskisson.

RECOMMENDED that Council receive the Report of the General Manager (Assets & Works) on Car Park at Owen Street, Huskisson for information.

OPTIONS

1. Council accept the recommendation as presented.
2. Provide further direction to staff and propose an alternative.

DETAILS

Council has been asked to consider disposal of the subject land.

The land is currently used for car parking with provision for 76 cars on the sealed section and overflow parking for 59 cars on the gravel section. Council is currently undertaking a parking study in Huskisson that will consider the additional off-street parking required for the future development of the village.

28. Unsolicited Offer to Purchase Council Land - Mundamia File 35343E [Index](#)

SECTION MANAGER: Michael Harben

In accordance with Section 10A(2)(C) of the Local Government Act 1993 some information should remain confidential and will be considered as part of a separate confidential report to Council. It is not in the public interest to disclose this information as it contains "information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business".

PURPOSE:

Council has received unsolicited notification of an interest in acquiring Council owned land at Mundamia.

RECOMMENDED that Council receives the Report of the General Manager (Assets & Works) on Unsolicited Offer to Purchase Council Land – Mundamia for information.

OPTIONS

1. Council accepts the recommendation as presented.
2. Provide further direction to staff and propose an alternative.

DETAILS

Council owns land at George Evans Road, Mundamia (West Nowra) which has been identified as part of the Mundamia Urban Release Area within the Nowra Bomaderry structure plan. It is 9.50ha in area comprised in Lot 1 DP 1021332.

In seeking a resolution from Council to acquire the land, the General Manager, in his report to Policy & Planning Committee meeting held 10 October 2000, noted that:

- (the land) could be used in the short term for the provision of private educational and recreational facilities complementing those facilities of the University/TAFE Campus;
- (in the longer term)...with rezoning there is potential for a wide range of activities, which could support the ongoing development of the Campus, ranging from staff and student accommodation to special development and employment zone.
- (the) land could have strategic importance for development in the area.

It is acknowledged that, over time and perhaps because of the identification of the Mundamia Urban Release Area, the Council land together with privately owned land to the east has come to be regarded as having been set aside for development as an urban release area.

29. Council Property Assets – Visitors Information Centre, Graham Lodge and Civic Centre Site File 52522E, 52523E [Index](#)

SECTION MANAGER: Michael Harben

In accordance with Section 10A(2)(C) of the Local Government Act 1993 some information should remain confidential and will be considered as part of a separate confidential report to Council. It is not in the public interest to disclose this information as it contains “information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business”.

PURPOSE:

To consider the future use and occupation of two Nowra gateway properties.

RECOMMENDED that Council receive the Report of the General Manager (Assets & Works) on Council Property Assets – Visitors Information Centre, Graham Lodge and Civic Centre Site for information.

OPTIONS

1. Council accepts the recommendation as presented
2. Provide further direction to staff and propose an alternative.

DETAILS

As a result of a decision taken to move the Visitor Information Centre to the Shoalhaven Entertainment Centre premises, the Property Unit was asked to develop a strategy for the future of the current Visitor Information Centre premises and the Council owned “triangle” north of the Entertainment Centre and Council’s administration building and report to Strategy & Assets Committee early in 2016.

This report discusses the two properties as requested by Council

30. Egan’s Lane Precinct – Expression of Interest

File 49862E [Index](#)

SECTION MANAGER: Michael Harben

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993 some information should remain confidential and will be considered as part of a separate confidential report to Council. It is not in the public interest to disclose this information as it contains “commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it”.

PURPOSE:

To advise Council on a new submission of an expression of interest in the development of the Egan’s Lane site.

RECOMMENDED that Council receive the Report of the General Manager (Director, Assets & Works) on Egan’s Lane Precinct – Expression of Interest for information.

OPTIONS

1. Council accepts the recommendation as presented.
2. Provide further direction to staff and propose an alternative.

DETAILS

Council’s aim of securing a development outcome on the site referred to as “the Egan’s Lane site” which meets the objectives of the original Expression of Interest documentation remains current and negotiations with Council’s preferred proponent Derby Pty Ltd (Derbury) are on-going.

However Council, at its meeting on 16 February 2016, has now resolved to end the competitive bid process in relation to the Egan's Lane project thus paving the way for Council to enter into negotiations with any party interested in pursuing an opportunity to develop or to facilitate a development of the Egan's Lane site whilst also continuing to negotiate with Derby.

On Friday 4 March, Council received an additional expression of interest which is the subject of the confidential report.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report at this stage.

COMMUNITY ENGAGEMENT:

As this is a significant development the level of community engagement has been consistent with the consultation levels (citywide/high impact) as outlined in Council's Community Engagement Handbook and Policy.

Council has not approved any proposed development. Any proposed development will be the subject of community engagement.

31. Waste Contract Overview

File 13363E [Index](#)

SECTION MANAGER: Tony Fraser

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993 some information should remain confidential and will be considered as part of a separate confidential report to Council. It is not in the public interest to disclose this information as it may prejudice the commercial position of the person who supplied it.

PURPOSE:

On Tuesday, 16 February in respect of the Subloo's waste service contract, Council resolved:

That the General Manager (Director Assets & Works) present a report to the next Council Meeting outlining the history of this contract and the current tender practices used in evaluation and reporting.

This report provides a history of the contract with Subloo's.

RECOMMENDED that in accordance with Section 10A (2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

OPTIONS

1. Accept the recommendation and receive the report for information.
2. Adopt an alternative recommendation.

DETAILS

In late 2009 Council called for public tenders for nine different waste services including:

1. Kerbside collection of waste, recyclables and organics (various options);
2. Household chemical collection programme;
3. Garden organics and bulky waste pick up service;
4. Materials recovery facility (for co-mingled recyclables);
5. Organics processing facility (for processing a combination of food and garden organics);
6. Green waste shredding service;
7. Removal and processing of shredded green waste;
8. Operation of transfer and recycling components of the three weighbridge Depots; and
9. Operation of the seven small transfer facilities.

Components 8 and 9, the operation of Council's transfer facilities, attracted only 2 tenders, Subloo's Pty Ltd being one of them. The tenders were assessed according to a set of non-price criteria which included proposed method of service delivery, previous experience, technical skills, staff, management systems, health and safety, quality assurance and financial capacity. The non-price score was added to the price score resulting in a total score. Referee checks were then conducted on the top scoring tenderer.

Both of the companies that tendered were established in the waste management industry and had the appropriate experience. Subloo's was noted to have Council contracts in Alice Springs, Scenic Rim, Cairns, Cassowary Coast, Moreton Bay and Brisbane and demonstrated that it was competent. The company had the technical expertise and the track record to do the work and Subloo's was the lower price. Council would have needed a very good reason for not awarding the contract to Subloo's.

The reporting and contract award process took an extended period of time. This was because all nine of the waste services were being assessed and the ongoing debate over the 2 bin vs 3 bin scenarios. After 3 months of robust debate Council resolved on 13 April 2010 to:

a) **accept** the schedule of rates tenders for separable parts as follows:

- i) *On Call Garden Organics and Bulky Waste Pick up Service from Fidoto Pty Ltd (trading as Shoalhaven Recycling) based on its conforming offer at the tendered unit rates as contained in the report;*

-
- ii) *Weighbridge Depots Recycling and Transfer Operations Service from Subloo's Pty Ltd based on its conforming offer at the tendered unit rates as contained in the report;*
 - iii) *Non-weighbridge (Remote) Depots Operation and Transfer Service from Subloo's Pty Ltd based on its conforming offer at the tendered unit rates as contained in the report.*
- b) *Council, in accordance with Clause 178 (1)(b) of the Local Government (General) Regulation 2005, **declines to accept** any tender for:*
- i) *the kerbside collection service (including both the three bin (organics, recycling and garbage) and the two bin (organics and dry) options as tendered);*
 - iv) *the household chemical waste collection service;*
 - v) *the recyclables processing service;*
 - vi) *the organics processing service;*
 - vii) *the depot green waste shredding service;*
 - viii) *the shredded green waste processing service,*
- and postpone or cancel the proposal for the contracts in accordance with Clause 178 (3)(a) of the Local Government (General) Regulation 2005.*

The whole process was monitored by a probity auditor. An extract from the probity report: *"The confidential session went very smoothly, with City Services & Operations staff at pains to ensure that they enabled Councillors to determine the options in a step by step process for the kerbside contract. As the tenders were all well established, professional firms, the non-price scores were very similar and tendered prices became the major differentiating factor, especially where prices differed significantly."*

The contract management and circumstances around the collapse of Subloos is considered confidential, therefore details are provided in a separate confidential report.

32. Public Exhibition - Road Verge Maintenance Policy

File 6820E [Index](#)

SECTION MANAGER: Tony Fraser

PURPOSE:

- # To outline the community consultation process for the Road Verge Maintenance Policy and present the policy (**Attachment A**) for adoption.

RECOMMENDED that Council adopt the Road Verge Maintenance Policy (POL 15/55).

OPTIONS

1. As recommended (preferred option). The policy has been exhibited and submissions considered.

-
2. Not adopt the Policy and request changes.

DETAILS

Council's Policy & Resources Committee resolved at the meeting on the 8th September 2015 to publicly exhibit the draft Road Verge Maintenance Policy.

- # Four submissions were received and these are provided at **Attachment B**. The issues raised were similar, with concerns Council was reducing service levels and transferring responsibilities to property owners.

This policy seeks to formalise an understanding of the roles & responsibilities of verge maintenance and does not seek to change any current service levels provided by Council. It has been prepared mainly to control development in the verge in urban environments and provide residents a clear understanding of Council's capacity to maintain verges. Council's existing rural verge maintenance schedules will not change and continue to be implemented within the allocated budget.

In most instances, the policy will have little impact on the extent of maintenance of verges already provided by residents in rural and urban areas, but will provide staff the necessary guidance when considering requests from residents for maintenance on the verge.

With an extensive unsealed road network (approx. 400km) it is not feasible for Council to remove gravels that wash from the road onto private property.

Similarly, fallen road side trees can cause damage to fences and other property. In a storm event (where fallen trees are to be expected), Council can not commit resources to the repair of damaged fences. Properties should action any repairs.

It is not proposed to make any amendments to the policy that was exhibited.

FINANCIAL IMPLICATIONS:

Council's road maintenance budget is for the up keep of road and drainage assets. Diverting funds to deal with individual property issues will limit the funds available to address problems in the network that affect the whole community. Appropriate design controls and construction standards of verge improvements will limit the maintenance burden to the community.

The policy formalises existing practice and will not have a cost impact.

COMMUNITY ENGAGEMENT:

The policy was exhibited from Wednesday 30th September 2015. The exhibition period was advertised in the South Coast Register, Nowra News and Milton Ulladulla Times and was available on Council's website.

Details of the exhibition were provided in the November 2015 CCB newsletter.

The exhibition period closed on the 18th December 2015.

33. Tender - Supply of Construction Materials

File 52055e [Index](#)

SECTION MANAGER: Tony Fraser

This report is submitted directly to the Ordinary Council Meeting pursuant to Clause 3 of Council's "Acceptance of Tenders – Reports to Council Policy, POL12/148.

PURPOSE:

The purpose of this report is to inform Council of the tender process for the establishment of a Material Supply Panel.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, some information should remain confidential as it would if disclosed prejudice the commercial position of the person who supplied it, and will be considered under a separate confidential report to this Committee. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

OPTIONS

1. Council accept the recommendation as presented (preferred option). Further details are provided in the Confidential Report.
2. Council amend the recommendation.
3. Council not accept the recommendation, giving reasons and propose an alternative resolution.

DETAILS

Council is seeking to appoint a Preferred Supplier Panel for a range construction materials. Three Materials Supply Panels, *Schedule A - Road Pavement Materials*, *Schedule B - Sand & Aggregates* and *Schedule C - Concrete* will be established. The suppliers appointed to these panels will be ranked in order of best value to Council, following an assessment based on a price and non-price criteria.

Council called Tenders on 14th November 2015 and closed at 10:00am on 8th December 2015. 6 tenders were received at the time of closing and are shown in the table below:

A list of all submitted tenders in alphabetical order is shown in **Table 1a**.

Table 1a – List of Tenders

Tenderer (Trading Name)	Location
Cleary Bros (Bombo) Pty Ltd	Albion Park Rail
Eziway Concrete	South Nowra
Schmidt Quarries	Queanbeyan
Shoalhaven Excavation & Plant Hire Pty Ltd	South Nowra
Shoalhaven Quarries	Tomerong
South Coast Concrete Crushing & Recycling Pty Ltd	South Nowra

Tenders were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Price (total cost) to Council, including the Local Preference Policy
- Value for money to Council
- Relevant experience and expertise in nature of the work
- Methodology and understanding of the work
- Management systems
- Capacity and resource capability to carry out the work

Further details on the Tender Evaluation are contained in the confidential report.

FINANCIAL IMPLICATIONS:

Materials are used in maintenance activities and capital projects which are funded by the operational or capital budgets and listed in the DP/OP 2014/2017.

COMMUNITY ENGAGEMENT:

Community engagement on the supply of construction materials is not undertaken. However, for the individual projects engagement with the community includes providing information on the timing of the works and traffic control.

34. Tender Update - Roundabouts North & Shoalhaven Streets, Nowra & Bunberra & Coomea Streets, Bomaderry **File 52683E [Index](#)**

SECTION MANAGER: Peter Knill

This report is submitted directly to the Ordinary Council Meeting pursuant to Clause 3 of Council's "Acceptance of Tenders – Reports to Council Policy, POL12/148.

PURPOSE:

To inform Council of the Tender process for the construction of 2x Roundabouts North/Shoalhaven Streets, Nowra and Bunberra/Coomea Streets, Bomaderry.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, some information should remain confidential as it would if disclosed prejudice the commercial position of the person who supplied it, and will be considered under a separate confidential report to this Committee. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

OPTIONS

1. Council accept the recommendation as presented.
2. Council amend the recommendation.
3. Council not accept the recommendation, giving reasons and propose an alternative resolution.

DETAILS

Council called tenders for the construction of 2 x Roundabouts - North and Shoalhaven Streets, Nowra and Bunberra and Coomea Streets, Bomaderry. Tenders closed on 25 February 2016, with four (4) tenders received in the tender box/portal at the close of tenders, as shown below in alphabetical order. No late tenders have been received.

Tenderer	Location
Civil Springs	Berry, NSW
Ferncroft Rural & Landscape Management	Berry, NSW
OzGroup Constructions Pty Ltd	Arncliffe, NSW
RJ & PS Smith Pty Ltd	South Nowra, NSW

Tenders were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Total Cost to Council, including the Local Preference Policy
- Experience and expertise in nature of work
- Management ability, regarding programming, WHS, Environmental, Quality Systems and technical skills
- Resource capabilities to complete the works.

Further details on the Tender Evaluation are contained in the confidential report.

FINANCIAL IMPLICATIONS:

Both projects of this subject tender are funded in their entirety by the Federal Government's National Black Spot Program for the 2015/16 financial year.

COMMUNITY ENGAGEMENT:

The grant submissions and acceptance for these projects have previously undergone a community consultation process. In addition, further consultation will be necessary prior to construction with nearby/affected health care services, schools, businesses, residents and public transport operators, to ensure minimal disruption and alternate access arrangements during the works.

35. Tender Update - Roundabout Parson Street & St Vincent Street Ulladulla **File 52661E** [Index](#)

SECTION MANAGER: Peter Knill

This report is submitted directly to the Ordinary Council Meeting pursuant to Clause 3 of Council's "Acceptance of Tenders – Reports to Council" Policy, POL12/148.

PURPOSE:

To inform Council of the Tender process for the Construction of a Roundabout at the Intersection of Parson Street and St Vincent Street Ulladulla.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, some information should remain confidential as it would if disclosed prejudice the commercial position of the person who supplied it, and will be considered under a separate confidential report to this Committee. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

OPTIONS

1. Council accept the recommendation as presented.
2. Council amend the recommendation.
3. Council not accept the recommendation, giving reasons and propose an alternative resolution.

DETAILS

Council called tenders for the construction of a Roundabout at the Intersection of Parson Street and St Vincent Street Ulladulla. Tenders closed on 23 February 2016. Two (2) tenders received in the portal at the close of tenders, as shown below in alphabetical order. No late tenders have been received.

Tenderer	Location
OZGROUP Constructions	Arncliffe
RJ & PS Smith	South Nowra

Tenders were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Total Cost to Council, including the Local Preference Policy
- Experience and expertise in nature of work
- Methodology and program proposed to undertake the works
- Management ability, regarding WHS, Environmental, Quality Systems and technical skills
- Resource capabilities to complete the works.

Further details on the Tender Evaluation are contained in the confidential report.

FINANCIAL IMPLICATIONS:

The project is funded under the Ulladulla Traffic and Pedestrian improvement budget (S94 Contributions).

COMMUNITY ENGAGEMENT:

Comments were sought from relevant stakeholders on the proposed roundabout. Discussions have also been held with the main businesses that would be affected during the construction phase to ensure any impact is minimised.

36. Tender Report – Illaroo Road Tapitallee - Pavement Widening File. 52704E [Index](#)

SECTION MANAGER: Peter Knull

PURPOSE:

To inform Council of the Tender process for the Illaroo Road Tapitallee - Pavement Widening.

In accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, some information should remain confidential as it would if disclosed prejudice the commercial position of the person who supplied it, and will be considered under a separate confidential report to this Committee. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

OPTIONS

1. Council accept the recommendation as presented.
2. Council amend the recommendation.
3. Council not accept the recommendation, giving reasons and propose an alternative resolution.

DETAILS

Council called tenders for the Illaroo Road Tapitallee - Pavement Widening. This is a Federal Blackspot funded project that includes guardrail, shoulder widening and tree clearing to improve safety. Tenders closed on 3 March 2016, with two tenders received in the portal at the close of tenders, as shown below in alphabetical order. No late tenders have been received.

Tenderer	Location
Roadworx Surfacing Pty Ltd	Unanderra
Sharpe Bros (Aust) Pty Ltd	West Gosford

Tenders were evaluated in accordance with Council's Tender Evaluation Policy with Evaluation Criteria established in the Tender Evaluation Plan, as follows:

- Total Cost to Council, including the Local Preference Policy
- Experience and expertise in nature of work
- Methodology and program proposed to undertake the works
- Management systems, regarding WHS, Environmental, Quality Systems, and personnel
- Resource capabilities to complete the works.

Further details on the Tender Evaluation are contained in the confidential report.

FINANCIAL IMPLICATIONS

Funding for the works has been provided through the Black Spot Program.

COMMUNITY ENGAGEMENT:

The community were engaged through the review of environmental factors stage of the investigation in regards to the proposed tree and vegetation clearing.

B. Stewart
DIRECTOR, ASSETS & WORKS

R.D Pigg
GENERAL MANAGER

REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

PLANNING AND DEVELOPMENT

37. Future of Shoalhaven Council's Immunisation Clinic

File 1869e [Index](#)

SECTION MANAGER: Kelie Lowe

PURPOSE:

To inform the Council of the declining attendances at Council's childhood immunisation clinics and determine the direction of future clinics.

RECOMMENDED that Council

- a) **Close the free childhood immunisation clinics run by Council as of 1st July 2016 due to lack of attendance;**
- b) **Council write to NSW Health thanking them for the financial support provided to Council in delivering the clinics to the community;**
- c) **Advertise the closing the clinic and thank the community for supporting the clinics over the last 50 years; and**
- d) **Write to parents, actively utilising the clinics to immunise their children, to notify them of the clinic closure.**

OPTIONS

1. As recommended
2. Consult with the community by way of surveying parents who have previously used the clinics to find out why they are not attending and if they object to the closure of the clinics. Report the findings back to Council for further direction on the future of the clinics.
3. Continue the clinics but rationalise the number and locations.
4. Council continue to deliver the clinics with the current arrangement of setting up in seven locations across the City.
5. Other option as determined by the Committee.

DETAILS

The Shoalhaven City Councils free childhood immunisation clinics have been providing free vaccination for children under the age of 5 since the 1960's. This service currently provides vaccination for 13 preventable diseases including: poliomyelitis (polio), diphtheria, haemophilus influenza type b, pertussis (whooping cough), meningococcal C, pneumococcal disease, measles, mumps, rubella (German measles), tetanus, hepatitis B, rotavirus and varicella (chicken pox).

- # The immunisation clinic runs on the first Tuesday, Wednesday and Thursday of each month at 7 locations: Sussex Inlet, Ulladulla, Sanctuary Point, Bomaderry, Culburra, East Nowra and Nowra. The clinic schedule is shown in **Attachment A**.

Over the last 10 years attendance rates at clinics has steadily declined from an average of 60 children per month to 20 per month. In the last 6 months numbers have dropped as low as 11 children being vaccinated over the 3 days. Figure 1 shows the decline in total annual attendance since 2008.

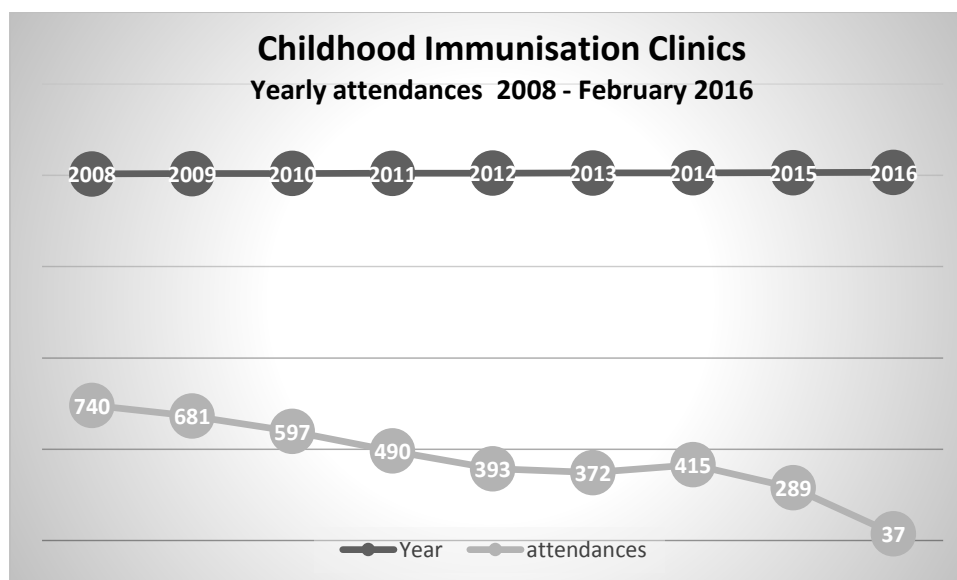


Figure 1: Annual attendance rates

Council has continued to advertise the immunisation clinics using different media targeting newspapers, hospitals and health clinics throughout the Shoalhaven. Council also has begun using social media to advertise the clinic times in an effort to increase numbers.

According to the NSW Annual Immunisation Coverage Report 2013 more than 90% of Children are fully immunised at the age of 5 years of age nationally. The Shoalhaven local government area has the highest percentage of immunised children in all but one age category within the Illawarra Shoalhaven Local Health District. Statistics provided by the Immunisation Coordinator – Illawarra Shoalhaven Public Health Unit show that 94% coverage for the age groups under 5 years of age.

Why have the attendances fallen?

Whilst our region continues to have excellent immunisation coverage it is felt that the declining use of Councils free childhood immunisation clinics is mainly due to the increase in the number of medical centres throughout the Shoalhaven's towns and villages.

Many of these centres have early childhood nurses that perform health checks as well as providing vaccinations. Parents also have the ability to access services for themselves whilst at the medical centre at a time that suits their needs. A majority of medical centres also bulk bill making the medical centres both affordable and convenient.

Where to for the future?

At the end of 2015 the declining attendances at Councils immunisation clinics was raised with the Immunisation Coordinator NSW Public Health Unit. The following issues were discussed:

- Increased marketing of the clinics - as the immunisation rates in the Shoalhaven are already very high it was unlikely to result in an increase in number that would make the clinics more viable.
- Rationalising the number of locations - it is difficult to know the impact of this upon the community. Providing two centralised locations for longer periods of time throughout the day may be an option to allow more flexibility for parents to attend at a convenient time.
- Closure of Councils childhood immunisation clinic – it was agreed that due to the continuing decline in attendances the clinic is not sustainable and consideration needs to be given to closing the Council immunisation clinics.

In this regard correspondence from NSW Health was received 19th February 2016. (**Attachment B**).

Therefore, it is recommended that Council not continue delivery of this service.

FINANCIAL IMPLICATIONS:

The immunisation service is mostly funded by NSW Health where the expense incurred by Council for the employment of nurses is refunded on a monthly basis. Immunisation training for nurses is also provided by NSW Health. Council also receives a payment of \$6 per vaccination from Medicare.

The costs to Council associated with providing the service include:

- Administration support (sending reminder letters, record keeping, answering enquires and administrative assistance at clinics);
- Laptop computer;
- Vehicle and fuel to transport nurses to each clinic;
- Equipment such as fridges for vaccine storage, needles, and medical equipment; and

-
- Hiring of clinic venues.

Council also pays for advertising and brochures supplied to local hospitals and health care clinics.

In recent months the Australian Commonwealth Immunisation Register (ACIR) are now requesting that immunisation providers to enter vaccination data into the ACIR register directly. Currently Council administration officers only had to forward paperwork to ACIR to enter themselves. This will further impact on Council resources in providing this additional service.

COMMUNITY CONSULTATION:

The intention to close the childhood immunisation clinics has been reported to the consultative committee 9th March 2016 for information. The casual staff affected have been consulted and aware of the possible closure. The permanent administration staff will not be affected.

It is recommended that Council continue to operate the free childhood immunisation clinics until the end of the 2015/2016 financial year (30 June 2016) to allow Council to inform the community about the closure of the clinics.

Tim Fletcher

DIRECTOR, PLANNING AND DEVELOPMENT SERVICES

R.D Pigg

GENERAL MANAGER

REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

SHOALHAVEN WATER

38. Acquisition of Easement for Drainage of Sewage at Milton

File 49812E [Index](#)

SECTION MANAGER: Robert Horner.

PURPOSE:

This report is submitted to seek Council approval to vary the previous resolution, MIN 15.793 attached, to acquire an Easement for Drainage of Sewage 6 metres wide over Lot 1 DP780801 Princes Highway Milton from Meadows of Milton Pty Ltd.

RECOMMENDED that:

- a) **Council resolve to acquire an Easement for Drainage of Sewage 6 wide over Lot 1 DP780801 at Milton, as shown by hatching on copy of DP1216506 marked Attachment 'A', under the Local Government Act 1993.**
- b) **Council pay increased compensation of \$21,000 plus GST and reasonable legal costs associated with the acquisition in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Council's Sewer Fund.**
- c) **The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed.**

OPTIONS

- 1. Resolve as recommended. Acquisition of the easement is urgently required.
- 2. Not resolve as recommended and provide further directions to staff.

DETAILS

- # By Minute 15.793 (Attachment B) Council gave approval to acquisition of the easement, shown by hatching on the attached copy of DP1216506, for compensation of \$10,500, plus GST if applicable, and reasonable legal costs. Approval was also given to compulsory acquisition of the easement should agreement not be reached.

Negotiations with the Company representative taking into account the residual value of the property as a proposed aged care facility has resulted in agreement at \$21,000 plus GST and reasonable legal costs. The agreement is subject to an undertaking that the location of the pipeline will not adversely affect vehicular access for proposed development of the site. The undertaking has been provided.

Council has given approval to the pipeline construction project and tenders are to be called in the near future. Acquisition of the easement and entry onto the land is urgently required and the increased compensation is recommended for approval. The Company representative has signed a Permit to Entry to allow the works to proceed, to take effect upon Council approval to the increased compensation.

FINANCIAL IMPLICATIONS:

The compensation and reasonable legal costs associated with the acquisition are to be funded from Council's Sewer Fund. The Company representative has advised that GST will apply to the compensation. It is considered that the compensation and agreement represents the best value for Council compared to a protracted compulsory acquisition process.

COMMUNITY ENGAGEMENT:

Creation of the easement is necessary to secure Shoalhaven Water's access for the operation and maintenance of essential public infrastructure.

The proposed action is administrative and has no environmental impact.

C Krogh
DIRECTOR SHOALHAVEN WATER

R.D Pigg
GENERAL MANAGER

CONFIDENTIAL BUSINESS PAPER AGENDA

GENERAL MANAGER

Strategy and Assets Committee – Tuesday 8 March 2016

1. Tenders - Minor Mains Replacement Panel - Construction Package 4A

Reason

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

It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

ASSETS AND WORKS

2. Car Park at Owen Street, Huskisson

Reason

Section 10A(2)(c) - Information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it.

3. Unsolicited Offer to Purchase Council Land - Mundamia

Reason

Section 10A(2)(c) - Information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it.

4. Council Property Assets – Visitor Information Centre, Graham Lodge and the Civic Centre Site

Reason

Section 10A(2)(c) - Information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it.

5. Egan's Lane Precinct – Expression of Interest

Reason

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

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it.

6. Waste Contract Overview

Reason

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

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it.

7. Tender - Supply of Construction Materials

Reason

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

It is not in the public interest to disclose this information as it may prejudice the commercial position of the proponent who supplied it. It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

8. Tender Update - Roundabouts North and Shoalhaven Streets, Nowra and Bunberra and Coomea Streets, Bomaderry

Reason

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

It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future

9. Tender Update - Roundabout Parson & St Vincent Sts Ulladulla

Reason

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

It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

10. Tender Update - Illaroo Road Tapitallee - Pavement Widening

Reason

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

It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

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

ADDENDUM REPORT OF GENERAL MANAGER

ORDINARY MEETING

TUESDAY, 15 MARCH 2016

PLANNING AND DEVELOPMENT / CORPORATE AND COMMUNITY SERVICES

1. **Renewal of the Shoalhaven Natural Resources and Floodplain Management Committees** **File 46778E, 30568E, 30569E**

SECTION MANAGER: Melissa McCoy / Kelie Lowe.

PURPOSE:

To inform the Council of the applications received for the Shoalhaven Natural Resources and Floodplain Management Committees and to determine the number of committees and membership.

RECOMMENDED that:

- a) The Northern, Central and Southern Shoalhaven Natural Resources and Floodplain Management Committee be combined to form one committee called the Shoalhaven Natural Resources and Floodplain Management Committee and that membership be limited to 15 community representatives;
- b) Those persons with applications indicating a broader interest in natural resources and floodplain management be appointed as members of the Shoalhaven Natural Resources and Floodplain Management Committee as follows:
 - i) Jessica Zealand – Shoalhaven Heads
 - ii) David McCorkell – Greenwell Point
 - iii) Duncan Marshall – Callala Bay
 - iv) David Reynolds – Sanctuary Point
 - v) Chris Grounds – Erowal Bay
 - vi) Mike Clear – Cudmirrah
 - vii) Paul Beckett – Sussex Inlet
 - viii) Brett Stevenson – Sussex Inlet
 - ix) Mike Brungs – Lake Conjola
 - x) Ian Stewart – Milton
 - xi) Dirk Treloar – Lake Conjola
 - xii) Annie Boutland – Ulladulla
 - xiii) Helen Moody – Ulladulla
 - xiv) Kaye Milson – Tabourie Lake
 - xv) Thomas Booler – Burrill Lake

- c) The location of the Shoalhaven Natural Resources and Floodplain Management Committee meetings be alternated between northern, central and southern areas.**

OPTIONS

1. As recommended, this would reduce potential duplication of reporting and resources that are currently required to administer 3 committees. Since there will only be one committee, applicants should demonstrate a broad interest in natural resource and floodplain management.
2. Council appoint all persons who applied for membership of the Committees and combine the current Northern and Central Natural Resources and Floodplain Management Committees and rename it as the Northern Natural Resources and Floodplain Management Committee. Therefore, having two committees.
3. That Council alter the membership and /or persons to be appointed to the Committees.
4. That Council retain all three Committees, appointing the above mentioned members for the Southern Shoalhaven Natural Resources and Floodplain Management Committee and calling for additional membership applications for the Northern Shoalhaven Natural Resources and Floodplain Management Committees.
5. Council re-advertise for membership for the new committee structure of 1 or 2 committees.

DETAILS

The Council at its Strategy and Assets Committee meeting of Tuesday 20 October 2015 resolved the following:

“That, in accordance with the Committee’s delegated authority from Council, that:

- a) Council cap the number of Community members to 15 for each committee;*
- b) All positions on the Committees be declared vacant and expressions of interest be called for members.*
- c) Council write to existing members advising membership is being reviewed and inviting them to submit nominations.”*

Council wrote to all current members, inviting applications and advertised via newspaper, radio, Council’s webpage and via email to additional groups who were identified by Natural Resources and Management staff. The advertisement and application period was from Monday 4 January 2016 to Friday 5 February 2016.

Council received four applications for the Northern Shoalhaven Natural Resources and Floodplain Management Committee:

Jessica Zealand – Shoalhaven Heads
Luke Sikora – Nowra
David McCorkell – Greenwell Point
Barry Harper - Bomaderry

Council received fourteen 14 applications for the Central Shoalhaven Natural Resources and Floodplain Management Committee:

John Dale – Currarong
Gregory Westlake – Myola
Duncan Marshall – Callala Bay
David Reynolds – Sanctuary Point
David Campbell – Vincentia
Dawn Thompson – Vincentia
Christopher Grounds – Erowal Bay
Mike Clear – Cudmirrah
David Tarbert – Cudmirrah
Paul Beckett – Sussex Inlet
Brett Stevenson – Sussex Inlet
Daniela Tronson – Sussex Inlet
John Tucker – Sussex Inlet
Alex Deura - Nowra

Council received fifteen applications for the Southern Shoalhaven Natural Resources and Floodplain Management Committee:

Horrie Tebbutt – Burrill Lake
Thomas Booler – Burrill Lake
Mike Brungs – Lake Conjola
Neville Esua – Lake Conjola
Robin Kerves – Lake Conjola
Dirk Treloar – Lake Conjola
Bill Hackett – Flinders / Shellharbour (Lake Conjola)
Kaye Milsom – Lake Tabourie
Annette Parsons – Lake Tabourie
Cathy Stapleton – Lake Tabourie
Ian Stewart – Milton
Peter Lloyd – Narrawallee
Annie Boutland – Ulladulla
Helen Moody – Ulladulla
Tom Shields – Ulladulla

Given the low number of applications for the northern committee, Council officers held a briefing of Councillors on 18th February 2016. It was agreed by the majority of Councillors present that due to the resources required to administer three committees and the likely duplication of reporting to each committee, that the preferred option was to combine all three committees and that membership should consist of those applicants who demonstrated a broad interest in natural resource and floodplain management. It was also noted that committee members should be from estuary and/or floodplain localities across the City.

One of the other alternative options discussed was to combine the Northern and Central Committees due to the low number of applicants for the northern committee.

Should one Committee be formed, operations would be based on the areas previously managed by the Committees being: Shoalhaven River (inclusive of Kangaroo Valley, Broughton Creek, Greenwell Point, Orient Point, Crookhaven River and Curleys Bay); Jervis Bay; Currarong Creek; St Georges Basin (inclusive of Berrara, Cudmirrah and Sussex Inlet); Swan Lake; Lake Wollumboola; Narrawallee Inlet, Ulladulla Harbour, Burrill Lake, Lake Tabourie, Lake Conjola and Mollymook.

Copies of the applications have been provided to Councillors in the Councillors room for information.

Attachment A contains a copy of the membership application form. **Attachment B** contains a matrix summarising the responses that applicants provided to each question. The matrix also indicates the locality the applicant is from / wishes to represent and whether or not that person is an existing member of a Natural Resource and Floodplain Management Committee.

Based on the applications, the following applicants are recommended for membership, as they indicated a broad interest in natural resource and floodplain management, represent estuary and/or floodplain localities from across the City and met the majority of the application questions.

- i) **Jessica Zealand – Shoalhaven Heads**
- ii) **David McCorkell – Greenwell Point**
- iii) **Duncan Marshall – Callala Bay**
- iv) **David Reynolds – Sanctuary Point**
- v) **Chris Grounds – Erowal Bay**
- vi) **Mike Clear – Cudmirrah**
- vii) **Paul Beckett – Sussex Inlet**
- viii) **Brett Stevenson – Sussex Inlet**
- ix) **Mike Brungs – Lake Conjola**
- x) **Ian Stewart – Milton**
- xi) **Dirk Treloar – Lake Conjola**
- xii) **Annie Boutland – Ulladulla**
- xiii) **Helen Moody – Ulladulla**
- xiv) **Kaye Milson – Tabourie Lake**
- xv) **Thomas Booler – Burrill Lake**

An email has been received from Graeme Philpott advising of his wish to renominate but no formal application has been received to date.

Advice has also been received that another person, Alan Richardson, is also interested in nominating for membership.

Once formal applications have been received a further report will be submitted to the next NRFM Committee to consider those applications.

FINANCIAL IMPLICATIONS:

Nil.

COMMUNITY ENGAGEMENT:

Council advertised on the radio, in newspapers and online that applications for membership were available. Council wrote letters to the previous members to notify them and also to provide the opportunity for them to reapply.

Tim Fletcher

DIRECTOR PLANNING & DEVELOPMENT SERVICES

Craig Milburn

DIRECTOR CORPORATE & COMMUNITY SERVICES

R.D Pigg

GENERAL MANAGER