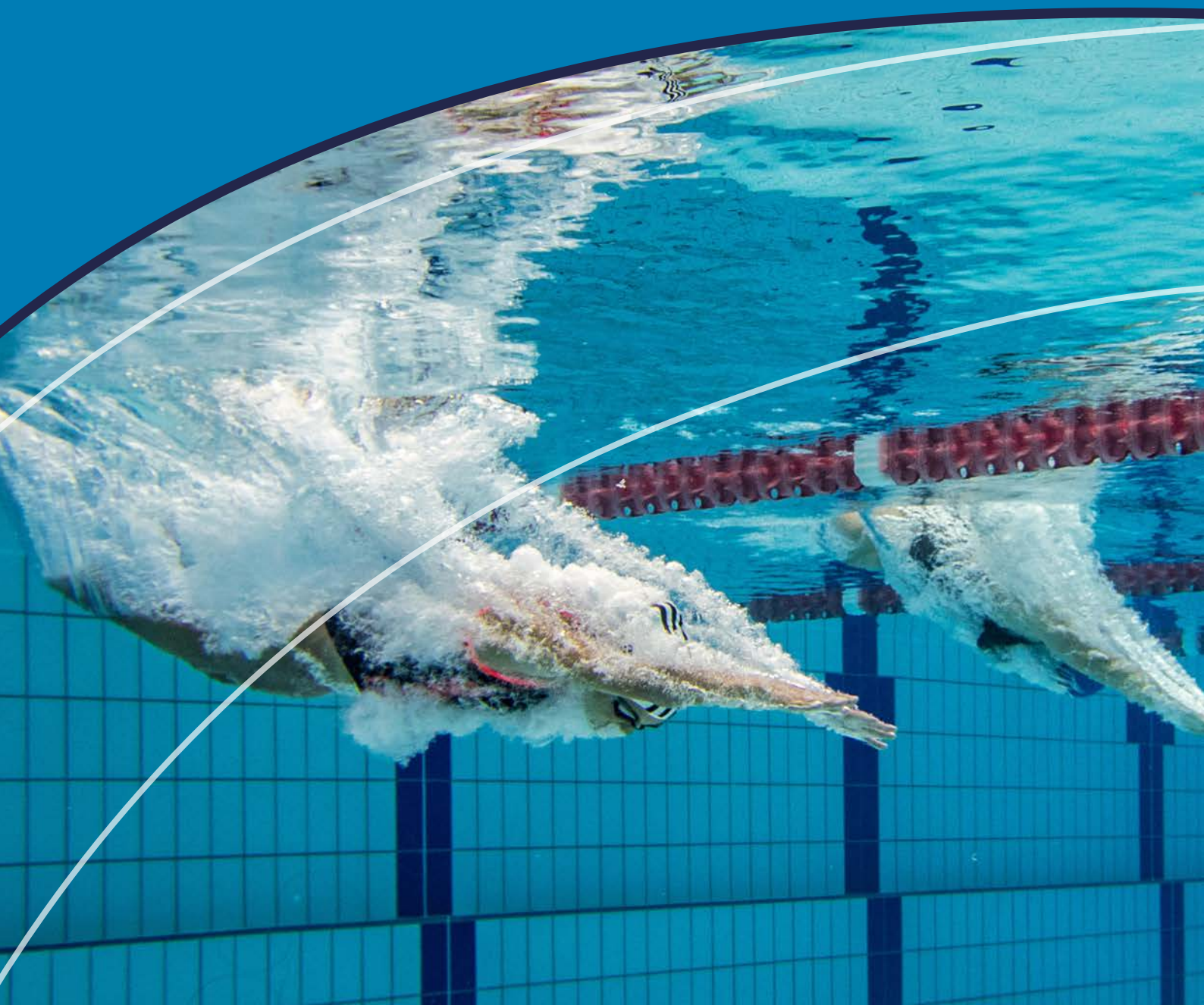


# Annual Report 2019 – 2020

**Section 2** - Additional Local Government Act Reporting Requirements



# Acknowledgment of country



We acknowledge the traditional owners and custodians of this country and their continuing connection to the land through culture and community. We pay our respects to Elders past, present and future.

## Contents

About this Report	4
Details of Overseas Visits	6
Fees Expenses & Facilities	6
Major Contracts	7
Private Swimming Pools	8
Legal Proceedings	9
Private Works	9
Contributions & Donations	10
External Bodies Exercising Functions Delegated by Council	13
Participation: Corporations, Partnerships, Trusts, Joint Ventures	14
Workforce Diversity	16
Councillor Training & Professional Development	18
Senior Staff Remuneration Package	18
Stormwater Management Services	20
Companion Animals Act	22
Rates & Charges Written Off	25
Public Interest Disclosures act 1994	26
Government Information (public access) Act 2009	27
Planning Agreements	31
Special Rate Variation Progress	32
Financial Assistance Grants (FAG)	34
Environmental Upgrade Agreements	34
Recovery and Threat Abatement Plans	34
Shoalhaven City Council Disability Inclusion Action Plan 2019-20 Progress Report – Annual Report	36

# About **this** Report

**Shoalhaven City Council 2019-20 Annual Report was produced to comply with the Local Government Act 1993 (section 428) and the Local Government (General) Regulation 2005 (clauses 132, 217 and 224).**

This document is Section 2 of the Annual Report contains information which is a requirement under the Act to include in a council's annual report. Section 1 contains performance against the Delivery Program goals and Section 3 is the Annual Financial Statements.



# Details of Overseas Visits

## Local Government (General Regulation 2005 – Section 217 Clause 1(a))

There was no overseas travel undertaken by Councillors or employees of the Council in the reporting period.

# Fees Expenses & Facilities

## Local Government (General) Regulation 2005 Section 217 Clause 1 (a1)

The following Councillor fees were expended during the year 2019/2020 :

- Mayoral Fees - \$44,456
- Councillor Fees - \$264,783

The total costs associated with Council expenses and facilities including travel, allowances, expenses, computers, communication and other associated costs for Council and Committee meetings amounts to \$657,235.

Item	Investment
(i) Provision of facilities including dedicated office equipment allocated to Councillors	\$1,528
(ii) Cost of phone calls by Councillors	\$10,436
(iii) Councillor attendances at conferences and seminars	\$22,467
(iv) Training and skill development	\$2,102
(v) Interstate travelling expenses	\$21,973
(vi) Overseas expenses	\$0
(vii) Spouse/partner accompanying person expenses	\$0
(viii) Carer expenses	\$0
(ix) Committee sitting fees	\$0

Council at its meeting on 28 June 2011 (Min 11.674) resolved to disclose the following additional information to that prescribed in the Local Government (General) Regulation in the Annual report:

Item	Investment
Legal costs	\$0
Subsistence and out of pocket expenses	\$9,415
Travelling expenses	\$119,350
Mayoral vehicle	\$12,679
Printing and stationary/office expenses	\$575
Other expenses	\$0
Council & committee meetings, briefings, meals & sustenance	\$56,209
Secretarial support	\$91,263

# Major Contracts

## Local Government (General) Regulation 2005 – Section 217 Clause 1 (a2)

Contracts awarded in 2019/20 in excess of \$150,000

Service Provider	Nature of Goods or Service	Total Amount Inclusive of GST
WesTrac Wollongong Branch	Supply 1 Motor Grader	\$473,250
Vicool Pty Ltd	Installation of Irrigation to Bomaderry Sporting Complex	\$151,734
Hisway Pty Ltd	Minor Mains Replacement Programme - DP4D, DP4E, DP4F	\$263,572
Seechange Management Pty Ltd	Management & Operation - Holiday Haven Bendalong	\$4,299,676
Aussie Drain Pty Ltd	Ulladulla Sporting Complex Drainage Installation	\$208,085
Inter-Chillers Pty Ltd	Nowra Civic Administration Centre - Chiller / Boiler Replacement	\$536,365
Cleary Bros (Bombo) Pty Ltd	Lake Cct Culburra Beach - Road Rehabilitation	\$549,947
Synthetic Sports Group Pty Ltd	Tennis Court Resurfacing - Synthetic Grass Replacement - 8 Tennis Courts at 4 Locations	\$250,693
Uniplan Group Pty Ltd	Manufacture & Install Relocatable Holiday Park Cabins at Holiday Haven Parks	\$478,862
Steffanutti Construction Pty Ltd	Sussex Inlet / Mokau Rd Intersection Upgrade & Firetrail	\$337,214
Interflow Pty Ltd	Panel Quotation - Berrara Creek & Nerrindillah Creek Crossing Pipeline Relining	\$556,543
ARA Electrical Engineering Services Pty Ltd	Manufacture Outdoor Electrical Control Panels	\$385,598
Tereno Pty Ltd	Construction of stand alone toilet block-Chris Creek Reserve	\$169,730
Synergy Engineering Australia Pty Ltd	Vincentia Reservoir Roof Replacement	\$592,311
Stabilised Pavements of Australia Pty Ltd	Rehabilitation Stablising - Upper Kangaroo River Rd & Bawley Point Rd	\$887,216
Ledonne Constructions Pty Ltd	St Andrews Way / Berrys Bay and Woollamia Pressure Sewer Schemes	\$4,217,645
Uniplan Group Pty Ltd	Manufacture & Install Relocatable Holiday Park Cabins at Holiday Haven Tourist Parks	\$478,862
Edwards Constructions	Shoalhaven Heads RFS Alterations & Additions	\$902,860
Vicool Pty Ltd	Drainage & Irrigation Installations - Nowra Showground & Sanctuary Point Oval	\$388,543
Meams Pty Ltd	Supply & Install Security Fence - Milton WWTP	\$201,465
Vogue Landscaping	Streetscape Upgrade - Berry Street between Worrigee & Junctions Sts	\$873,675
Climax Air Conditioning Pty Ltd	Supply & Install 2 x Air Conditioning / Humidification Systems - Shoalhaven City Art Gallery	\$877,598
Air Liquide Australia Limited	Delivery of Bulk Liquid CO2 and O2	\$478,830

Service Provider	Nature of Goods or Service	Total Amount Inclusive of GST
Roadworks Pty Ltd	Construct Road Widening & Bitumen Sealing of Shoulders - Sussex Inlet Rd at Old Berrara Rd	\$372,468
BLJ Burrill Lake Pty Ltd	Management & Operation - Holiday Haven Burrill Lake	\$2,570,590
A N MacDougall Pty Ltd	Management & Operation - Holiday Haven Lake Conjola	\$5,994,000
Suez Recycling & Recovery Pty Ltd	Waste and Recycling Collection Services	\$4,967,000
Jirgens Civil Pty Ltd	Nowra Sails - Shelter - Wharf Rd, Nowra	\$708,300
JBG Civil Pty Ltd	Forest Road Comberton Vertical Re-Alignment	\$483,926
Skilltech Consulting Services Pty Ltd	Water Meter Reading Services	\$886,724
Waeger Construction Pty Ltd	Design & Construct Bridge Over Crookhaven River, Mayfield Rd Pyree	\$955,900
Edwards Constructions (NSW) Pty Limited	Refurbish and Extend Amenities Block at Apex Park - Berry	\$471,892
Loop Organics Pty Ltd	Management of Biosolids Land Application	\$257,381
Interflow Pty Ltd	Sussex Inlet Reclaimed Water Main 1	\$512,650
Hisway Pty Ltd	Sussex Inlet Reclaimed Water Main 2	\$347,058
Wearne Building	Concrete Slab Construction - West Nowra Shoalhaven City Council Glass Recycling Project	\$275,000
The Green Guy's Pty Ltd	Shoalhaven Water Treatment Plant Solar PV Installations	\$362,000
Vicool P/L	Irrigation Installation - Bernie Regan Sporting Complex	\$264,342
Royal Contractors	Community Centre Roof Replacements	\$396,602
Future Engineering & Communication	Red Rocks Telecommunication Tower Replacement	\$386,892

## Private Swimming Pools

### Swimming Pools Act 1992, s22F(2) – Pools Regulation 2008 (SP Reg) cl18BC

161 Non-Compliance Certificates issued  
218 Compliance Certificates issued  
81 Tourist & Visitor Certifications

## Legal Proceedings

### Local Government (General) Regulation 2005 – Section 217 Clause 1 (a3)

During 2019 – 2020 the following expenses were incurred in relation to legal proceedings.

Matter Name	Court	Class/ Description	Accounts invoiced during FY 19/20	Costs recovered	Decision
Allen Price Scarratts v Shoalhaven City Council	Land & Environment Court	Class 1	\$49,537.60	Nil	Proceedings are ongoing.
DeBattista v Shoalhaven City Council	Land & Environment Court	Class 1	\$27,309.80	Nil	Proceedings are ongoing.
DeBattista v Shoalhaven City Council	Court of Appeal	Appeal	\$58,551.58	Nil	Appeal dismissed.
DeBattista v Shoalhaven City Council	Land & Environment Court	Class 4	\$2,415.60	Nil	Application dismissed.
Clarke v Shoalhaven City Council	Land & Environment Court	Class 1	\$83,851.93	Nil	Appeal dismissed.
Platford v Shoalhaven City Council	Land & Environment Court	Class 4	\$4,570.40	Nil	Application allowed.
Shoalhaven City Council v Knight	Land & Environment Court	Class 4	\$119,965.08	Nil	Judgment entered on 30 September 2019. Finding of guilt and costs in favour of the Council.
Ash v Shoalhaven City Council	Land & Environment Court	Class 2	\$17,191.35	Nil	Settlement.
Scevola v Shoalhaven City Council		Enforcement of Costs	\$3,349.60	Nil	Proceedings are ongoing.
South Coast People	Federal Court	Native Title Claim	\$973.50	Nil	Proceedings are ongoing.
Shoalhaven City Council v DeBattista	Local Court	Prosecution	\$26,913	Nil	Finding of guilt and costs awarded in favour of Council.
Archer Park v Shoalhaven City Council	District Court	Civil claim	\$26,188.26	Nil	Settlement
Meadowlands v Shoalhaven City Council	Supreme Court	Civil claim	\$89,226.13	Nil	Proceedings are ongoing.

## Private Works

### Local Government (General) Regulation 2005 – Section 217 Clause 1 (a4)

Nil to Report

# Contributions & Donations

## Local Government (General) Regulation 2005 - Section 217 Clause 1 (a5)

Council made grants, donations, subsidies and water/sewer development concessions totaling \$7,717,430 to local organisations and community groups in 2019/2020

Beneficiary	Amount \$
Mollymook Surf Life Saving Club	\$5,000
Nowra Culburra Surf Life Saving Club	\$5,000
Shoalhaven Heads Surf Life Saving Club	\$5,000
Sussex Inlet Surf Life Saving Club	\$5,000
Basin Villagers Forum	\$500
Bawley Point / Kioloa Progress Association	\$500
Berry Forum	\$500
Budgong Community Group	\$500
Callala Bay Community Association	\$500
Callala Beach Progress Association	\$500
Cambewarra Residents & Ratepayers Association	\$500
Conjola Community Association	\$500
Culburra Beach Progress Association	\$500
Currarong Community Association Incorporated	\$500
Huskisson / Woollamia Community Voice	\$500
Milton 2538 CCB	\$500
Pride of Bomaderry	\$500
Red Head Villages Association	\$500
Shoalhaven Heads Community Forum	\$500
Sussex Inlet & Districts Community Forum	\$500
Tabourie Lake Residents & Ratepayers Association	\$500
Ulladulla & Districts Community Forum	\$500
Vincentia Residents & Ratepayers Association	\$500
Wandandian Progress Association	\$500
Lions Club of Ulladulla Milton - Australia Day - Mollymook	\$11,267
Rotary Club of Nowra - Australia Day - Nowra	\$15,000
Callala Bay Community Association - Australia Day - Callala Bay	\$1,220
Rotary Club of Berry - Australia Day - Berry	\$3,500
Rotary Club of Berry - Berry Celtic Festival	\$2,000
*Blessing of the Fleet Rotary Club of Milton Ulladulla	\$15,000
Lions Club of Bomaderry - Carols in the Park	\$5,425
*Shoalhaven Turf Club - Family Day Out	\$6,000
Rotary Club of Berry - New Years Eve Celebrations	\$7,500

Beneficiary	Amount \$
*Huskisson Chamber of Commerce - New Years Eve Fireworks Celebrations	\$7,500
*Shoalhaven Turf Club - New Years Eve Fireworks Celebrations	\$7,500
*Lions Club of Ulladulla Milton - New Years Eve Fireworks Celebrations	\$8,500
Shoalhaven Heads Chamber of Commerce & Tourism - New Years Eve Fireworks Celebrations	\$5,000
Berry Historical Society Museum	\$2,000
Kangaroo Valley Pioneer Village Museum	\$2,000
Shoalhaven Historical Society Museum	\$1,818
Tabourie Museum	\$6,500
Property and Public Halls – Rates – Various Recipients	\$32,202
Bomaderry High School	\$100
Nowra Anglican College	\$100
Nowra Christian Community School	\$100
Nowra High School	\$100
Shoalhaven High School	\$100
St John the Evangelist Catholic High School	\$100
Ulladulla High School	\$100
Vincentia High School	\$100
Albatross Musical Theatre Company	\$8,925
Music Shoalhaven	\$1,200
Shoalhaven City Concert Band	\$2,508
Helping the Homeless Soup Kitchen	\$6,380
Lay Missionaries of Charity	\$4,227
Friends of Callala Seniors Group	\$1,267
Sussex Inlet CTC	\$8,530
City of Shoalhaven Eisteddfod	\$10,130
Nowra RSPCA	\$1,000
Ulladulla RSPCA	\$1,000
Westpac Lifesaver Rescue Helicopter	\$5,000
Wildlife Rescue South Coast Inc.	\$2,470
Shoalhaven Community Transport	\$10,307
Youth Orchestra	\$8,000
Milton Ulladulla Driver Education Program	\$3,000
Bravehearts Inc. Education	\$5,000
Cancer Council Relay for Life - Milton Ulladulla	\$1,278

Beneficiary	Amount \$
Illawarra Academy of Sport	\$17,000
Berry and District Garden Club Inc	\$100
Currarong Community Association - New Years Eve Fireworks Celebrations	\$5,000
Baptist Christian School - Reimbursement of DA Fees	\$3,523
Nowra Rifle Club Inc - Reimbursement of DA Fees	\$132
Rotary Clubs Sponsorship SESCO Awards	\$2,000
Keeping Kin Connected Family Fun Day	\$250
Sussex Inlet RSL Sub-Branch - Signage	\$914
Ulladulla Swimming Club - Starting Equipment	\$3,000
Salt Care RE-BOOT Program	\$2,000
Shoalhaven Heads Men's Shed Village Fair	\$900
Sanctuary Point Community Pride - Fair Trading Charges	\$180
Greenwell Point Men's Shed	\$546
Sanctuary Point Community Pride - Clifton Community Garden	\$453
Mollymook Surf Life Saving Club Event	\$3,000
Shoalhaven Turf Club - Reimbursement of DA Fees	\$1,210
Nowra Show Society	\$6,000

<b>Donations - Total</b>	<b>\$292,162</b>
--------------------------	------------------

\*Those organisations notated with an asterisk did not have events proceed as planned due to Bushfires or COVID-19 and have requested that the funds be rolled-over and used for their 2020/2021 events.

Programs	Subsidies
Tourism – event subsidies and community support	\$461,582
Cultural Activities	\$146,003
Holiday Haven	\$9,441
Planning	\$17,524
Development contribution concessions – water and sewer funds	\$5,364,391
Economic Development	\$58,977

<b>Programs - Total</b>	<b>\$6,057,918</b>
-------------------------	--------------------

Subsidies provided to occupiers of Council assets	
Community Groups (53)	\$687,000
Men's Sheds (10)	\$16,600
Golf Club (1)	\$64,800
Preschool/childcare/playgroups (15)	\$493,000
Sports Groups (3)	\$18,750
Meals on Wheels (6)	\$46,200
Telco's (Community/Gov) (14)	\$41,000
<b>Subsidies provided to occupiers of Council assets - Total</b>	<b>\$1,367,350</b>

<b>Programs and Subsidies - Total</b>	<b>\$7,425,268</b>
---------------------------------------	--------------------

*Note: the above subsidies is a conservative estimate and does not take into account R & M, building insurance, water usage expensed not recovered*

<b>Donations, Programs and Subsidies - Total</b>	<b>\$7,717,430</b>
--	--------------------

## External Bodies Exercising Functions Delegated By Council

### Local Government (General) Regulation 2005 - Section 217 Clause 1 (a6)

Council has not given any delegation to external organisations during 2019/20.

## Corporations, Partnerships, Trusts, Joint Ventures, Syndicates Or Other Bodies In Which Council Held A Controlling Interest

### Local Government (General) Regulation 2005 Section 217 Clause 1 (a7)

During 2019 - 20 Shoalhaven City Council held a controlling interest in "Southern Water Services Pty Ltd." This company was established by Council to develop its commercial interest in recognition of the National Competition Policy and to operate on a commercially viable basis.

# Participation:

## Corporations, Partnerships, Trusts, Joint Ventures

### Local Government (General) Regulation 2005 – Section 217 Clause 1 (a8)

#### Water Services

During 2019/20 Shoalhaven City Council participated as a member of the NSW Water Directorate, member of the Water Services Association of Australia (WSAA), and as a corporate member of the Australian Water Association (AWA) and Water Aid Australia.

#### Illawarra Shoalhaven Joint Organisation

The Illawarra Shoalhaven Joint Organisation (ISJO) is a partnership between Wollongong City Council, Shellharbour City Council, Kiama Municipal Council and Shoalhaven City Council. ISJO provides a framework for member councils to work together in collaboration with the NSW Government to deliver outcomes for the communities of the Illawarra Shoalhaven.

#### Local Government Internal Auditors Network (LGIAN)

Involves Internal Auditors from various Councils in NSW as well as other professional bodies.

#### Local Heritage Assistance Fund

With the assistance of Heritage NSW through its Heritage Grants Program, Council runs the Shoalhaven Local Heritage Assistance Fund to promote cultural heritage across the Shoalhaven and assist owners of heritage listed properties and community groups with basic repairs, conservation works and small education and interpretation projects.

#### NSW Health

Shoalhaven City Council Environmental Health Officers are part of the Illawarra Shoalhaven Local Health District and Local Government Liaison Group. Under the Public Health Act mandatory reporting of notices issued by Council is required to be provided to NSW Ministry of Health.

2019/20 Improvement Notices issued: 2 on public swimming pools and 7 for Skin Penetration premises.

### NSW Food Authority

Council is part of the NSW Food Regulation Partnership which with other 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.

Under the NSW Food Regulation Partnership mandatory reporting by Council is required. The following statistics were provided for 2019/20 financial year.

Food Businesses	Number
High risk Fixed Food Premises	247
Medium risk Fixed Food Premises	273
Low risk Fixed Food Premises	314
<b>Total</b>	<b>834</b>
Temporary Food Premises	137
Mobile Food Premises	149
<b>Inspections</b>	
Number of Primary (1st) Inspections	747
<b>Scores on Doors</b>	
Businesses rated as 5 stars (Scores on Doors)	305
Businesses rated as 4 stars (Scores on Doors)	134
Businesses rated as 3 stars (Scores on Doors)	53
Businesses rated as 0 stars (Scores on Doors)	28
<b>Enforcement</b>	
Number of Warnings issued	118
Improvement Notices	28
Penalty Notices issued	6
Seizures	0
Prohibition Orders served	0
Prosecutions	1

### South Coast Cooperative Libraries

The South Coast Cooperative Libraries is a co-operative comprising the two local government areas of Shoalhaven and Kiama. Kiama outsource most of the purchasing, cataloguing and processing of their book and non-book materials to Shoalhaven. The primary role of the Cooperative Libraries is to set budget estimates for the partner book and non-book resources, develop mutually beneficial partnerships and to apply for joint grants where appropriate.

# Workforce Diversity

## Local Government (General) Regulation 2005 - Section 217 Clause 1 (a9)

Council is committed to developing an equitable and diverse workforce which is representative of our community and the region. More importantly, Council aims to provide a working environment where all employees are welcomed, valued and differences are respected.

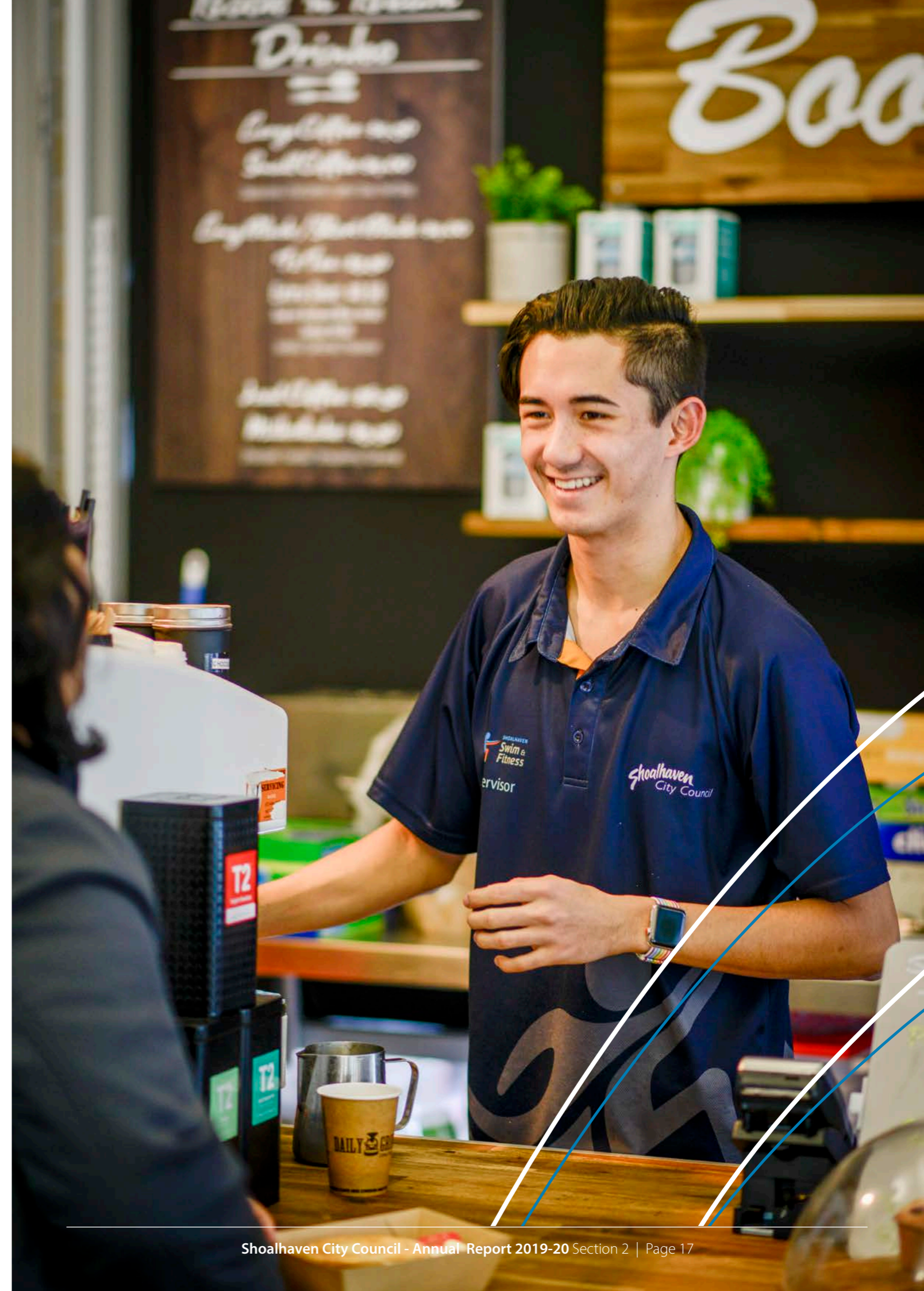
In Council's Workforce Plan for 2017 – 2021, strategies have been identified to ensure Council's recruitment processes deliver a diverse workforce that is representative of the community and achieve the objectives of Council's Disability Inclusion Action Plan including developing partnerships with community organisations to achieve the outcomes. Implementation of an electronic recruitment system enables the capture of data in relation to disability, age and ethnic background.

Council's offering of flexible work programmes including flexible work arrangements, transition to retirement, rostered days off and variable working hours support further the ability of staff to maintain a work / life balance. Council continues its partnership with Hunter Valley Training Corporation hosting an increasing number of trainees in civil construction, water operations and administration and Council continues to provide work experience opportunities for high school students and internship opportunities to students studying in various disciplines at Universities across NSW.

In 2017, the overall percentage of women in the SCC workforce was 37.5%. Shoalhaven City Council has an ageing workforce, with 46% of staff aged 50 or Older, 25% of whom hold management/supervisory roles. Further, 3% are retirement ready (65+), 24% of these employees hold management/supervisor roles; 10% will be eligible to retire within the next 5 years (60+), with 19.6% in manager/supervisor roles. This contrasts to only 14.7% of workers aged 30 and under.

Council has in place an established traineeship and apprenticeship program to assist in attracting and retaining young people within the organisation through an agreement with a third-party provider with on average 65 participants involved. Council has also identified additional strategies within its Workforce Plan 2017 – 2021 to address the ageing workforce challenge.

Council's Workforce Plan will be reviewed and updated following the 2021 local government elections. This will enable development of renewed strategies to continue developing a diverse workforce.



# Councillor Training & Professional Development

## Local Government (General) Regulation 2005 – Section 186

Conference Name	Date	Councillor Name										
		Clr. Aldrick	Clr. Digiglio	Clr. Findley	Clr. Gartner	Clr. Gash	Clr. Kitchener	Clr. Levett	Clr. Pakes	Clr. Wells	Clr. White	Clr. Guile
National Sports Convention 2019	23-25 Jul						✓					
Local Government Aboriginal Network Strategic Planning Conference 2019 LGAN	09-11 Oct							✓				
International Cities, Town Centres & Communities Society Inc	23-25 Oct	✓		✓			✓	✓				
28th Annual NSW Coastal Conference	31 Oct - 1 Nov						✓			✓		
Country Mayors Association Meeting & National Geographics Awards night	31 Oct - 2 Nov			✓								
LG Forum 2019 – Communities in Action	31 Oct										✓	
2019 National Local Roads & Transport Congress	18-20 Nov									✓	✓	
4th Annual Smart Local Government Summit 2020	19-21 Feb	✓									✓	
LGNSW Tourism Conference	16-18 Mar						✓					
ALGWA NSW Annual Conference	27 Mar	✓										

# Senior Staff Remuneration Package

## 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 is over \$3 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 over \$260 million dollars per annum which includes Council’s commercial activities.

Council employs over 1000 staff on a full-time equivalent basis including casual/temporary/fixed term staff as required.

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 Chief Executive Officer and four Directors, in 2019/20 is summarised as follows:

- Chief Executive Officer - \$383,952 pa
- Combined Directors - \$992,529 pa



# Stormwater Management Services

## Local Government (General) Regulation 2005 – Section 217 Clause 1 (e)

Council’s projected 2019/20 Stormwater Management Program was funded the following way:

- \$881,125– Council revenue
- \$2,211,598– Additional rates Stormwater Levy

The actual result was:

- \$818,745 – Spent from Council revenue
- \$678,244 – Spent from prior year rates Stormwater Levy
- \$1,087,949 - Spent from current year rates Stormwater Levy

Council also carried forward into 2020/21 unspent storm water funds on five projects that were not complete (total of \$445,405).

Project	Council Funds	Stormwater Levy 18/19	Stormwater Levy 19/20	Total
Stormwater Manage Plan	\$43,577	\$0	\$0	\$43,577
Stormwater Inlet - Public Reserves	\$0	\$0	\$26,169	\$26,169
St Andrews Way Coolangatta Stage 2	\$3,463	\$695	\$0	\$4,158
Katela Ave Bomaderry	\$0	\$21,539	\$0	\$21,539
89 Sussex Inlet Road - Drainage	\$33,202	\$2,500	\$0	\$35,702
Bowen/Sydney St Drainage (S7.11)	\$58,932	\$0	\$0	\$58,932
Prince Edward Ave Culburra	\$10,093	\$64,190	\$112,078	\$186,361
Forest Meadows Way Worrigee	\$9,363	\$17,157	\$0	\$26,521
Enterprise Ave & Browns Rd South Nowra	\$110,835	\$76,214	\$0	\$187,050
Aries Place Narrawallee	\$1,211	\$0	\$0	\$1,211
Meroo Road Bomaderry Drainage	\$5,001	\$56,922	\$21,153	\$83,076
St Vincent St Roundabout replace drains	\$122,993	\$0	\$48,500	\$171,493
Edwards Street Berry	\$100,940	\$212,068	\$983	\$313,991
Urgent Pipe Repairs Northern	\$0	\$0	\$1,160	\$1,160
Wheelbarrow Rd Culvert Drainage	\$14,856	\$0	\$0	\$14,856
Lyrebird park water quality - Nowra drainage	\$10,193	\$0	\$0	\$10,193
Scott St easement piping-Shoalhaven Heads drainage	\$15,551	\$0	\$0	\$15,551
Cornfield Pde - Fishermans Paradise	\$20,049	\$0	\$66,400	\$86,449
The Park Dr Sanctuary Pt	\$0	\$11,921	\$0	\$11,921
Elizabeth Drive Vincentia	\$0	\$18,072	\$0	\$18,072
Watersedge Ave (Stage 2)	\$4,169	\$0	\$0	\$4,169

Project	Council Funds	Stormwater Levy 18/19	Stormwater Levy 19/20	Total
Orient Ave Orient Point	\$214,647	\$61,555	\$148,709	\$424,911
Strategic S/Water Catchment	\$20,000	\$0	\$0	\$20,000
Waratah Cr Sanctuary Point Drain	\$0	\$34,341	\$68,525	\$102,866
Bendalong Point, Bendalong - Drainage	\$1,679	\$27,164	\$0	\$28,842
Orient Point Rd, Culburra Beach - Drainage	\$0	\$0	\$205,371	\$205,371
Reserve Road, Basin View - Drainage	\$0	\$58,976	\$58,909	\$117,885
River Road, Shoalhaven Heads - Drainage	\$0	\$14,930	\$0	\$14,930
Ormonde Cr (& Otway St) - Orient Point	\$0	\$0	\$25,581	\$25,581
North St - Ulladulla K&G	\$0	\$0	\$25,004	\$25,004
Pipe inspection, renewal & refurbishment - north	\$0	\$0	\$47,232	\$47,232
Pipe inspection, renewal & refurbishment - central	\$0	\$0	\$79,939	\$79,939
Pipe inspection, renewal & refurbishment - basin	\$7,182	\$0	\$6,084	\$13,267
Pipe inspection, renewal & refurbishment -south	\$0	\$0	\$53,801	\$53,801
Racemosa Av/Cavanagh Ln - West Nowra	\$0	\$0	\$12,610	\$12,610
Nirimba Ave - Sanctuary Point	\$7,778	\$0	\$20,000	\$27,778
Burralee Dr easement - Worrigee	\$0	\$0	\$4,584	\$4,584
Did-dell St coastal erosion - Ulladulla	\$0	\$0	\$22,750	\$22,750
Surfers Ave coastal erosion - Mollymook Beach	\$3,030	\$0	\$12,000	\$15,030
North St / Kingsley Av - Ulladulla	\$0	\$0	\$2,896	\$2,896
Curtis St/Village Dr - Ulladulla	\$0	\$0	\$6,738	\$6,738
Woodglen Cres - Mollymook Beach	\$0	\$0	\$10,773	\$10,773
	\$818,745	\$678,244	\$1,087,949	\$2,584,938

# Companion Animals Act

## 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 Office of Local Government (OLG) in accordance with their guidelines. The data was lodged on 24 September 2020.

### Lodgement of Data relating to dog attacks with the department

Dog Attacks were reported via OLG reporting system as incidents occurred. During the reporting period there were 200 dog attacks reported to the OLG by Shoalhaven City Council (SCC). 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 \$1,667,956 in respect of companion animal management and related activities during the reporting period.

### Companion animal community education programs carried out

- Ranger Services continues to raise community awareness on companion animals' regulations via the media. Nine media releases were created and distributed during the year. Each of these resulted in media interviews and social media posts on Council platforms as well as publication in Shoalhaven news outlets. Media enquires included responsible pet ownership, pet registration, changes in legislation and community awareness regarding dog attacks in the community.
- Shoalhaven Animal Shelter's Facebook page now has over 11,643 followers. There were 21 weekly "Did you know" posts sharing information about responsible pet ownership - including pet registration requirements, new permits, desexing assistance, researching breeds before buying and health education.
- The Shelter held its first Pet Expo on 13 October 2019 at the Nowra Showground to create a signature pet event that attracts locals and out-

of-town visitors to the area by showcasing the benefits of owning pets and being a responsible pet owner. The Expo included a range of stalls providing education, products, services and entertainment and was a huge success with about 4000 people attending.

- Shelter staff participate in regular radio interviews with numerous local stations and discuss pet ownership, kitten season and a special initiative 'The Cat Project' which focuses on desexing cats to reduce unwanted litters and feral cats in collaboration with the AWL and RSPCA.
- Information on Council's website, along with posters, brochures and flyers is made available to the public. Ranger vehicles are enhanced with Responsible Pet Ownership material with pictures and key messaging. Trauma puppies which have been donated by the Spinners and Weavers group are given to children involved with dog attacks.
- Responsible pet ownership education was provided to primary school children in November 2019.
- Rangers conduct proactive patrols of beaches to identify owners and their dogs not acting in accordance with the Companion Animals Act. This is especially relevant when it is shorebird nesting season, and 4,000 patrols were undertaken this financial year.
- Council's library has made available books, e-books, DVD's and CD's to help pet owners with a variety of dog and cat issues. The Paws'n'Tails reading program is currently on hold due to COVID19 which usually runs at the Nowra library where trained volunteers provide weekly sessions for children where they read aloud to a well-trained dog. The library has a movie streaming service called Kanopy which has documentary titles such as Dog Training101 and Understanding Your Dogs Behaviour. Due to the bushfires and COVID19 attending or coordinating many events has not occurred.

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

- Shoalhaven Animal Shelter promotes the desexing of dogs and cats in conjunction with the Animal Welfare League. A monthly "Chip and Snip" day is held at the animal shelter on the second Sunday of each month, this aids

with Microchipping and discounted desexing Vouchers.

- All animals adopted from the Shelter are desexed showing Council's commitment to the importance of desexing.
- The Cat Project mentioned above is a key strategy to get cats and kittens desexed. It will continue due to its popularity. This financial year 296 kittens entered the shelter with 253 desexed and adopted. The aim is to reduce unwanted litters by accepting kittens that would be given away for free within the community and not desexed. With many kittens desexed the number of incoming cats should reduce over time. Cat owners are also required to have their cat desexed where possible as a condition of accepting the litter.
- Shoalhaven Animal Shelter also promoted National Desexing month in July 2019 by providing free microchipping and cheap desexing in conjunction with the local AWL branch and local veterinary clinics. This initiative is coordinated by the National Desexing Network (NDN) and Ranger Services promote it by advising pet owners to contact local Veterinary Clinics who provide discounted desexing via the NDN. The goal is to end pet overpopulation by making desexing available and more affordable to pet owners who need it most.
- Rangers, Shelter Animal Attendants and Administration staff regularly provide educational and regulatory information to the public to promote desexing.
- Owners of non-desexed pets who come to the attention of Council as a result of enforcement programs and Council's regular 'lifetime registration due' mail-outs are encouraged to take advantage of the discounted registration fee for desexed animals

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

Since Council has been managing the Animal Shelter from June 2018 the Shelter has had a zero-euthanasia rate of healthy, adoptable animals. Council has achieved this rate by adopting the following for its shelter residents:

- Transfer to breed specific rescue groups
- Transfer to rescue groups specialising in older dogs and cats which may require medical treatment
- Weekly training from local dog trainers to

work on minor behavioural issues that could complicate adoption

- Decrease in adoption fees for older dogs and cats and long term residents

Shoalhaven Animal Shelter is embarking on a program to work with other Council managed Shelters in NSW to cross transfer long term residents who may have a higher chance of adoption in another LGA. Ranger Services promotes desexing and highlights the euthanasia problem during routine telephone enquiries about animal matters and during the enforcement process.

### Off-Leash Areas provided in the Council area

SCC 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 City Lifestyles Directorate in consultation with the community and government agencies.

A comprehensive review of the Policy was proposed to take place last year (2019); however, Council resolved to defer the Policy review and consider matters in relation to dog off-leash on a case by case basis. This has occurred since mid-2019 and has included the implementation of new dog off-leash areas at Thurgate Oval, Bomaderry and West Street Reserve, Greenwell Point, as well as investigation of new dog off-leash areas including Shoalhaven Heads and Dolphin Point / Burrill Lake.

The Policy is subject to review every four years in line with Local Government election cycle. Despite the Local Government elections being postponed this year, Council staff will still proceed with the Policy review in the coming months. As part of the process, staff will review the submissions received from community, undertake consultation with internal staff, relevant stakeholders and community to inform the Policy Review.

Updates to the Policy, as well as consultation exercises and other decisions of Council or consultations in relation to Shoalhaven dog off-leash areas is provided via Council's Get Involved page, available at this link: <https://getinvolved.shoalhaven.nsw.gov.au/dogs-policy>

<https://www.shoalhaven.nsw.gov.au/For-Residents/Pets-Animals/Off-leash-Prohibited-Areas>  
<https://doc.shoalhaven.nsw.gov.au/displaydoc.aspx?record=POL16/173>

## 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 2020

Item	Cost	Totals
<b>Income</b>		
Registrations	\$155,754	
Fines and Costs	\$446,564	
Other	\$6,352	
Subtotal		\$608,671
<b>Expenditure</b>		
Salaries	\$917,826	
On Costs	\$280,198	
Training and conferences	\$1,113	
Motor Vehicle Costs	\$66,038	
Pound Costs	\$272,609	
Revenue NSW infringement processing fees	\$24,876	
Other Costs	\$105,297	
Subtotal		\$1,667,956
<b>Surplus/(Deficit)</b>		<b>(\$1,059,285)</b>

# Rates & Charges Written Off

## Local Government (General) Regulation 2005 – Reg 132

The following is a summary of rates and charges written off during the period 1 July 2019 to 30 June 2020.

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

Write Off Type	Amount	Rebates affecting Revenue	Amount
Abandoned	\$26,170	Leak Reduction Rebate	\$35,141
Postponed Abandoned	\$9,424	Drought Rebate	\$55,918
Write off Balance	\$48,413	Water Usage Payment Assistance	\$23,811
Bushfire - Write off Charges	\$394,737	Pensioner Rebates	\$3,880,728
<b>Total</b>	<b>\$478,745</b>	<b>Total</b>	<b>\$3,995,597</b>

- 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 July 2019 - June 2020*



# 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 lodgment, receipt, assessment and handling of public interest disclosures.

Council’s internal reporting policy and other information about the Act has been made available to staff through Council’s intranet and staff induction sessions.

In the reporting period 1 July 2019 and 30 June 2020 Council received 2 Public Interest Disclosures.

# Government Information (Public Access) Act 2009

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 applications 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 projects, initiatives and developments.

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

## Number of Formal access applications received - Clause 7(b)

- During the reporting period, our agency received a total of 38 formal access applications and 4 applications were carried forward for processing from the previous reporting period.
- 41 applications were processed during this reporting period as 11 of the applications received during this reporting period were carried forward to be processed in the next reporting year.

- Of the 41 applications processed during this reporting period, one was withdrawn.
- Attached are the schedule 2 tables with the relevant statistics about the applications received and the decisions made during the reporting year.

## Number of Formal access applications refused either wholly or partly because the application was for the disclosure of information referred to in Schedule 1 of the Act – Clause 7(c)

- During the reporting period 2 applications were refused in part because the applications were for the disclosure of information referred to in Schedule 1 of the Act.

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

Table A: Number of applications by type of applicant and outcome \*

Applicant	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	Total
Media	0	0	0	0	0	0	0	0	0
Members of Parliament	0	1	0	0	0	0	0	0	1
Private sector business	3	3	0	1	0	0	0	0	7
Not for profit organisations or community groups	1	0	0	0	0	0	0	0	1
Members of the public (application by legal representative)	5	4	0	0	1	0	0	1	11
Members of the public (other)	13	8	0	1	0	0	0	0	22
Total	22	16	0	3	0	0	0	1	42

\*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

Applicant	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	Total
Personal information applications*	0	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	22	16	0	3	0	0	0	1	42
Access applications that are partly personal information and partly other applications	0	0	0	0	0	0	0	0	0
Total									42

\*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)	0
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	0
Invalid applications that subsequently became valid applications	0

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of the Act

Item	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

Item	Number of times consideration used
Responsible and effective government	5
Law enforcement and security	0
Individual rights, judicial processes and natural justice	7
Business interests of agencies and other persons	2
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

# Planning Agreements

## Section 7.5(5) of the Environmental Planning and Assessment Act 1979

The following planning agreements were in force in the year 2019/2020. Note:

- Status 'executed' refers to planning agreements that were entered into at some time before or during 2019/2020 and remained in force during 2019/2020.
- Status 'finalised' refers to executed agreements where the obligation/agreement ended at some time in 2019/2020.

Table F: Timeliness

Item	Number of applications
Decided within the statutory timeframe (20 days plus any extensions)	37
Decided after 35 days (by agreement with applicant)	4
Not decided within time (deemed refusal)	0
<b>Total</b>	<b>41</b>

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

Item	Decision varied	Decision upheld	Total
Internal review	1	1	2
Review by Information Commissioner*	1	0	1
Internal review following recommendation under section 93 of Act	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>

\*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)

Applicant	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0

Table I: Applications transferred to other agencies

Transfer type	Number of applications transferred
Agency Initiated Transfers	1
Applicant Initiated Transfers	0

VPA Ref.	Address	Suburb	Other party to VPA	Description of Works	Date Executed	Status
VPA002	Lot 33 Ross Avenue and Lot 29 Seascape Close	Narawallee	Hanson South Coast Pty Ltd	Rezone the land to residential, submit subdivision application and transfer land to Council.	08/07/2011	Executed
VPA006	Bishop Drive	Mollymook	Greslon Pty Ltd	Dedication of land required for Bishop Drive and construction of certain road works.	29/09/2014	Executed
VPA008	Comerong Island Road	Numbaa	Albury Holdings SA	Monetary contribution for every tonne of excess material removed from the site by road transportation along Comerong Island Road, Numbaa.	22/05/2015	Executed
VPA012	124 and 128 Princes Highway	South Nowra	Palmira Holdings Pty Ltd	Acquisition and half-width construction of the southern end of Enterprise Avenue, South Nowra.	08/12/2017	Finalised
VPA013	Cunjurong Point Road, Berringer Road and Sunset Strip	Manyana	Ozy Homes Pty Ltd	Monetary contribution for the extension of the Yulunga Reserve Community Hall, upgrade of foreshore facilities, provision of parking, road upgrade works.	26/11/2018	Executed

# Special Rate Variation Progress

## Council's projected 2019/20 Special Rate Variation Program (approved in 2013/14) was funded the following way:

- \$2,625,226 – additional rates Special Rate Variation
- \$1,114,254 – previous year's SRV carried forward

\$2,725,982 was spent with the remaining \$1,040,497 carried forward into 2020/21 unspent funds on three projects that were in progress (contracts let) or at practical completion.

Project - SRV Reporting Year 7 of 10	Special Rate Variation
St Anns Street, Nowra	\$476,670
The Lake Circuit, Culburra Beach	\$671,207
Jacobs Drive Streetscape, Sussex Inlet	\$63,384
Hunter Street, Callala Bay	\$0
Meroo Road, Bomaderry	\$186,217
Main Road, Cambewarra	\$50,093
Upper Kangaroo River Rd, Upper Kangaroo River	\$217,290
Donlan Road, Mollymook Beach	\$203,445
Warrain Cres, Currarong	\$2,565
Elmoos Avenue, Sussex Inlet	\$0
Bawley Point Rd, Bawley Point	\$746,167
Narang Road, Bomaderry	\$0
Broughton Street, Kangaroo Valley	\$842
Milton Showground Road, Milton	\$0
BTU Road, Nowra Hill	\$33,693
Murramarang Rd, Bawley Point	\$0
Emmett Street, Callala Bay	\$57,908
Mitchell Pde/Donlan Rd Mollymook - NBBSP	\$16,503
	<b>\$2,725,982</b>

## Council's projected 2019/20 Special Rate Variation Program (approved in 2018/19) was funded the following way:

- \$11,167,967 – additional rates Special Rate Variation
- \$2,113,743 – previous year's SRV carried forward

\$11,012,568 was spent with the remaining \$2,269,141 carried forward into 2020/21 unspent funds on six projects.

Project - SRV Reporting Year 2 of 10	Special Rate Variation
Additional Resources	\$2,003,274
Interest Repayments - Verons Infrastructure	\$71,248
Public Halls Programmed Maintenance	\$251,141
Parks Core Maintenance	\$205,000
Local Roads Routine Maintenance	\$615,000
Principle Repayments - Verons Infrastructure	\$77,733
Building Renewal works	\$998,099
Nowra Showground buildings	\$61,294
Public amenity - Cudmirrah - Errol Bond Reserve	\$128,601
Sports grounds upgrades	\$752,518
Road renewal works	\$910,536
Streetscape renewal	\$601,690
Covering the costs of existing service levels	\$4,276,433
Public amenity - Berry	\$60,000
	<b>\$11,012,568</b>

# Financial Assistance Grants (FAG)

**The Financial Assistance Grants (FAG) received by Shoalhaven City Council this financial year equated to \$12,728,196.**

Of this, \$6,548,913, was a prepayment of the 2020/21 financial year entitlement. Council recognises the importance of the FAG funding source in delivering vital infrastructure and services to the local government area.

# Environmental Upgrade Agreements

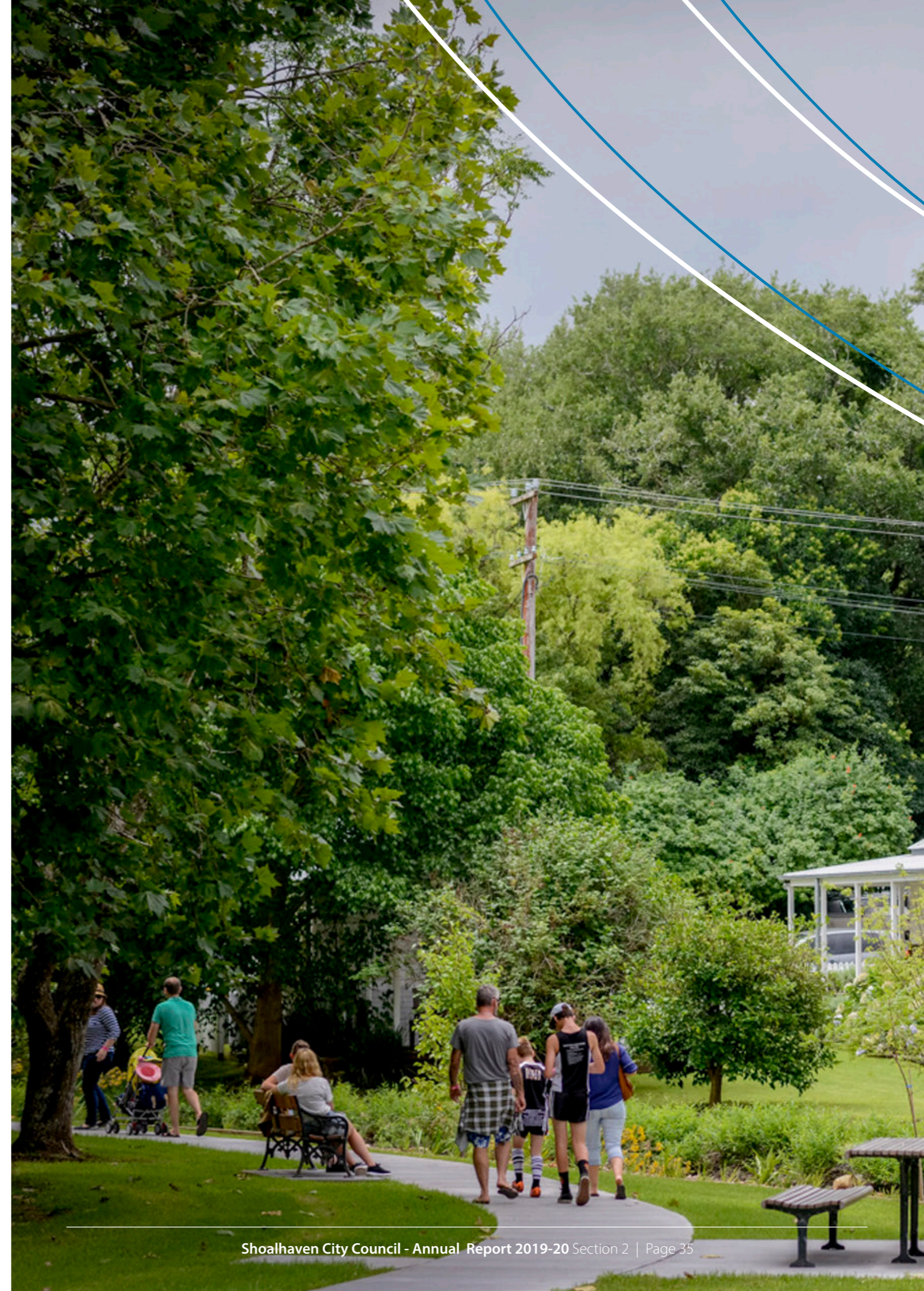
**Include particulars of any environmental upgrade agreement entered into by the council – Act s 54P(1)**

Council has not entered into any environmental upgrade agreements under s 54P(1) of the LG Act during the 2019/20 financial year

# Recovery and Threat Abatement Plans

**Recovery and threat abatement plans - Councils identified in a plan as responsible for implementation of measures included in the plan, to report on actions taken to implement measures as to the state of the environment in its area – Fisheries Management Act 1994, s220ZT (2)**

During the 2019/20 financial year, Shoalhaven City Council was not identified as being responsible for implementing any measures included in a recovery or threat abatement plan under s 220ZT(2) of the Fisheries Management Act 1994.



# Shoalhaven City Council Disability Inclusion Action Plan 2019-20

## Progress Report – Annual Report

**Shoalhaven City Council's (SCC) Disability Inclusion Action Plan (DIAP) was adopted on 27th June 2017. The DIAP was prepared in accordance with the NSW Disability Inclusion Act (2014) and was prepared in consultation with community members living with disability, their supporters and service providers.**

The DIAP demonstrates Council's commitment to building an accessible and inclusive community to ensure that people with disability enjoy the right to live their lives as they choose and enjoy the opportunities and benefits of living and working in the Shoalhaven.

Aligned with the NSW Disability Inclusion Plan, our plan organises actions into the following areas of focus that people with disability said were priority areas.

These focus areas are;

1. Developing positive community attitudes towards disability
2. Creating liveable communities
3. Improving access to mainstream services through improved systems and processes
4. Increasing access to meaningful employment

### Annual Progress

Completed	Commenced	Not resourced / funded
23	20	8

### Status

 Complete
  Commenced
  Due for review

### Glossary

DIAP	Disability Inclusion Action Plan
IAAG	Inclusion and Access Advisory Group
CCB's	Community Consultative Bodies
RMS	Roads and Maritime Services
NDIS	National Disability Insurance Scheme
SDCP	Shoalhaven Development Control Plan
GIS	Geographical Information System
WCAG	Web Content Accessibility Guidelines

Action No.	Actions	Status
Strategy	S1.1 Demonstrate and promote a culture of disability awareness and inclusion	
A1.1.1	Provide training on disability access and inclusion within staff induction training program and as part of toolbox talk resources.	
A1.1.2	Conduct a training needs analysis to support Disability Inclusion Action Plan and implementation.	
A1.1.3	Source or develop training for staff to support Disability Inclusion Action Plan implementation.	
A1.1.4	Allocate a specific budget to the Disability Inclusion Action Plan	
A1.1.5	Incorporate Disability Inclusion Action Plan measures into Council's existing process for collecting Delivery Program and Operational Plan measures.	
A1.1.6	Update and increase the photo stock available to staff to enable broader depiction of disability diversity in general publications.	
A1.1.7	Promote events supporting disability inclusion and awareness e.g. International Day of People with Disability, Mental Health Week etc.	
Strategy	S2.1 Progressively increase the availability of accessible toilets across the Shoalhaven	
A2.1.1	Plan to progressively increase the number of accessible public toilets within the local government area reflecting the priorities identified by people with disability.	
A2.1.2	Identify Council projects that could accommodate a lift and change facility and lobby for funds to provide them.	
A2.1.3	Make available current and accurate information on the location of accessible toilets.	
Strategy	S2.2 Plan to progressively increase the amount of continuous accessible paths of travel to key destinations within the Shoalhaven	
A2.2.1	Consult annually with people with disability on priorities for the maintenance and upgrade of footpaths, kerbs, and ramps.	
A2.2.2	Identify priority locations to increase the continuous paths of accessibility travel across the Shoalhaven in consultation with people with disability.	
A2.2.3	Collaborate with NSW Government agencies (e.g. NSW Roads and Maritime Services, Transport for NSW) to improve access and to Transport within the Shoalhaven local government area.	
A2.2.4	Review the accessible pathways and crossings around Nowra Aquatic Park, Nowra Youth Centre.	
Strategy	S2.3 Increase accessibility and inclusion of events held in the Shoalhaven and of Council meetings.	
A2.3.1	Source or develop accessible and inclusive event and meeting guidelines for use within Shoalhaven City Council.	
A2.3.2	Progressively increase the number of Council events that have an access and inclusion plan.	
A2.3.3	Create an access checklist to support the inclusion of people with disability to attend meetings held at Council.	
A2.3.4	Support Shoalhaven Aboriginal Network of Disability Services, Aboriginal Ability Linkers and other community organisers of cultural events e.g. NAIDOC Week, Reconciliation Week to include access and inclusion plans.	

Action No.	Actions	Status
Strategy	S2.4 Progressively increase accessibility and inclusion of places of recreation, learning and leisure.	
A2.4.1	Continue to deliver acquire and promote library and art gallery resources in accessible formats and accessible technologies.	✓
A2.4.2	Deliver 4 "Art Engage" type sessions within the workshops that incorporate access and inclusion elements (budget dependent)	➤
A2.4.3	Commission art exhibitions and/or touring shows exploring the experience of living with disability or catering to people with specific types of disability	✓
A2.4.4	Investigate working in partnership with Aboriginal Ability Linkers to promote library and art gallery workshops and programs supporting inclusion.	✗
A2.4.4	Investigate working in partnership with Aboriginal Ability Linkers to promote library and art gallery workshops and programs supporting inclusion.	✗
A2.4.5	Develop a range of inclusive and accessible activities at Council's pools, swim and fitness centers	✓
A2.4.6	Improve the availability of access and inclusion information on beaches, waterways and other sites of interest to residents, tourists and visitors.	✓
A2.4.7	Investigate options for beach access for people using wheelchairs and/or for access to calm water non- beach swim sites.	➤
A2.4.8	Promote information to a fenced play area for families seeking these facilities.	➤
A2.4.9	Strategically identify parks for provision of accessible pathways, toilets, accessible park tables and barbecues.	➤
A2.4.10	Plan for progressively increasing the accessibility of sporting ovals including parking, toilets and pathways.	➤
Strategy	S2.5 Increase awareness of accessible parking in the Shoalhaven	
A2.5.1	Correct and/or clarify the controls relating to accessible parking in relevant Development Control Plan chapters.	✗
A2.5.2	Map the accessible parking spaces in commercial centres and points of public destination.	✗
A2.5.3	Develop a strategy for Ranger Services to patrol accessible parking spaces particularly in commercial centres and points of public destination.	✓
Strategy	S2.6 Improve access to Council operated buildings and providing better way finding.	
A2.6.1	Improve signage in Council Administration building to support access to meeting rooms, lift and accessible toilet.	✗
A2.6.2	Investigate the feasibility of having lower height service desks at the Entertainment Centre Kiosk and Bar	✗
A2.6.3	Investigate how the accessibility of the Entertainment Centre can be improved for people who are blind (such as blue tooth beacons in conjunction with smart phones)	✗
A2.6.4	A2.6.4 Investigate reserving accessible places in the Entertainment Centre for early booking and internet booking by people with disability	✓
A2.6.6	Review the placement of stalls at the Information Centre (Nowra) to enhance access by people using wheelchairs, walking frames or prams.	✓

Action No.	Actions	Status
Strategy	S2.7 Continue to encourage, support and promote accessible tourism in the Shoalhaven	
A2.7.1	Promote and highlight accessible tourism product throughout the region.	✓
A2.7.2	Include accessible tourism itineraries	✓
A2.7.3	Ensure tourism website is at WCAG 2.0 AA standard	✓
Strategy	S3.1 Progressively enable the provision of inclusive forms of communications and alternative formats when required.	
A3.1.1	Develop guidelines for staff to author accessible and inclusive documents (including to enable web accessibility)	➤
A3.1.2	Develop guidelines or procedures to produce documentation in alternative formats for attendees of Council hosted meetings.	➤
Strategy	S3.2 Progressively improve Council websites accessibility and publications posted on the website and on social media.	
A3.2.1	Undertake an audit of Council websites and intranet against Web Content Accessibility Guidelines2.0 standards and develop a staged and costed implementation plan to improve web accessibility.	✓
A3.2.2	Ensure all contact details on Council websites also refer to the National Relay Service and how to access or request alternative format documents.	✓
Strategy	S3.3 Incorporate accessibility and inclusion considerations in procurement decisions and contracts	
A3.3.1	Source or develop guidelines for incorporating accessibility and inclusion considerations in procurement contracts	✗
Strategy	3S.4 Review all Council complaint and feedback processes to ensure they are accessible to people with disability	
A3.4.1	Incorporate information from resources from NSW Ombudsman into feedback and complaints information across Council in relation to making these accessible to people with disability.	➤
Strategy	3S.5 Develop a process to ensure that access and inclusion is systematically incorporated into policy development.	
A3.5.1	Progressively review and update Council policies (prioritising service delivery focused policies) to ensure access and inclusion are addressed.	➤
A3.5.2	Develop a check list for policy developers to consider impacts on access and inclusion for people with disability.	➤
Strategy	4S.1 Review recruitment and employment processes to ensure they are barrier free to candidates who have a disability	
A.4.1	Review Equal Employment opportunity policy to reflect the organisation's commitment to disability inclusion in the workplace.	➤
A4.1.2	Establish relationships with local Disability Employment Service organisations	➤
A4.1.3	Collect data in relation to disability access and inclusion as part of the on-line recruitment process.	➤



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

Bridge Road, Nowra (02) 4429 3111

Deering Street, Ulladulla (02) 4429 8999

All communication should be addressed to

**The Chief Executive Officer:**

PO Box 42, Nowra NSW 2541

DX 5323 Nowra NSW

Fax: (02) 4422 1816

[shoalhaven.nsw.gov.au](http://shoalhaven.nsw.gov.au) f @ y t

