

**MINUTES OF THE CCB EXECUTIVE MEETING HELD ON THURSDAY 24 MAY 2018 IN
THE ULLADULLA CIVIC CENTRE COMMENCING AT 11.00 AM**

Present:

Russ Pigg – General Manager
Mayor Amanda Findley
Clr Joanna Gash
Clr Patricia White
Clr Mark Kitchener
Stephen Dunshea – Director, Finance Corporate and Community Services
Coralie Bell – Manager, Tourism
Tom Dimec – Manager, Asset Management
Phil Costello – Director, Planning Environment & Development
Jessica Rippon – Executive Manager, Communications
Madelaine North – Community Engagement / CCB Officer
Megan Birmingham – Bushfire & Bushland Management Officer
Rianna Burgess – Community Engagement Support Officer
Kim White – Local Emergency Management Officer
Janice Cormie – Governance Officer

Mark Williams – NSW Rural Fire Service Superintendent
Brad Collins – NSW Rural Fire Service District Technical Officer
Robyn Kerves - Conjola Community Association
David Reynolds– Basin Villages Forum
Narrell Brown– Basin Villages Forum
Morgan Sant – Hyams Beach Villagers Forum
David Campbell – Hyams Beach Villagers Forum
Liza Butler– Bawley Point
James Morris – Callala Bay Community Association
Howard Duncan – Callala Bay Community Association
Graeme Cord – Cambewarra Residents & Ratepayers
Gail Stebbings – Cambewarra Residents & Ratepayers
Kevin Millar – Red Head Villages Association
Jorj Lowrey – Red Head Villages Association
Christine Sylva – Currarong Community Association
Jan Gregory – Ulladulla & Districts Community Forum
Paul Mitchell – Ulladulla & Districts Community Forum
Anne Simpson – Wandandian Progress Association
Eve Bray – Wandandian Progress Association
Gwen Downie – Sussex Inlet
Kerry Howes – Sussex Inlet
Gail Drummond – Sussex Inlet
Stuart Coughlan – Berry Forum
John Cullity – Berry Forum
Garry Kelson – Huskisson Woolamia Community Voice
David Swarts – Tabourie Lake Ratepayers Association
Cathy Stapleton – Tabourie Lake Ratepayers Association
Sharon Fulcher – Tabourie Lake Ratepayers Association
Bob Pullinger – Vincentia Ratepayers & Residents Association
Robin Bowman - Vincentia Ratepayers & Residents Association
Bob Shimmen – Culburra Beach Progress Association

Ray Sutton – Culburra Beach Progress Association
Grahame Ross – Greenwell Point Community Association
Graeme Gardner – Greenwell Point Community Association
John Wilmont – Ulladulla Forum
Peter – Community Member

Apologies:

Clr Nina Cheyne
Clr Kaye Gartner
Clr John Wells
Clr John Levett
Clr Mitchell Pakes
Clr Andrew Guile
Clr Annette Alldrick
Clr Greg Watson
Clr Bob Proutfoot
Carmel Krogh – Director, Shoalhaven Water
Dirk Treloar - Conjola Community Association
Tony Lund – Currarong Community Association
Terry Barratt – Pride of Bomaderry

The meeting commenced at 11.07am

1. Welcome

The General Manager, Russ Pigg, introduced the staff members present, including Council's Director of Finance Corporate and Community Services, Stephen Dunshea.

A session had been held earlier this year session with Section Managers and Group Directors to focus on strategic planning, to ensure all are planning for the future. The topics to be covered at today's meeting also concern this.

He referred to the IPART Determination report on Council's application for a Standard Rate Variation (SRV). Page 3 of the report sets out how Council has met all the criteria against which the application is assessed. Pages 29-30 give a snapshot of how the additional funds are to be spent. The increase in rates over the next 10 years will result in \$138 million in additional funds, \$89 million of which will go towards asset renewal, such as roads and infrastructure. The aim is to make Council financially sustainable, and to invest in asset maintenance.

Page 22 of the Determination sets out the expected average increase in rates. Residential ratepayers will on average pay an extra \$59 in 2018/19, \$60 in 2019/20, and \$62 in 2020-21.

Russ Pigg encouraged CCB members to access the information on the Council website, which hosts pages on relevant documentation and policies that are on public exhibition. The 'Get Involved' website (<https://getinvolved.shoalhaven.nsw.gov.au>) also contains everything for which Council is seeking input from the community.

Council is holding three Community Information Evenings from next week. Members of the community can attend at a time that suits between 6.00 and 8.00pm to find out about Council's 2018-19 budget, planned projects such as the Coastal Zone Management Plan, services and improvements. The dates are:

- Tuesday 29 May 2018, 6-8pm - Nowra School of Arts
- Thursday, 31 May 2018, 6-8pm - Ulladulla Civic Centre
- Thursday, 7 June 2018, 6-8pm - Vincentia Public Hall

2. Presentation – Community Protection Plans

NSW Rural Fire Service Superintendent, Mark Williams and District Technical Officer, Brad Collins

Mark Williams, NSW Rural Fire Service Superintendent, provided the context for the drafting and rollout of Community Protection Plans for bush fires. Here we live in an area of highly bushfire-prone land. The RFS can provide protection, but needs the community to be prepared. We have been fortunate in recent times that there have been no significantly major fires in the district – the last event was in 2013. This does not mean however that we will not experience significant impact fires in future.

He noted last year's fire in West Nowra, which burned for two hours and threatened a large number of properties. The more recent Tathra fire had travelled 11km in less than four hours, sustaining loss of infrastructure and properties but fortunately no loss of life. It was an example of how quickly fires can move. There are a large number of villages in the Shoalhaven similar in aspect and ratio to Tathra. It is therefore important for the community to be prepared and understand the risk.

There are 1800 volunteers in the RFS, attending over 1800 callouts a year; a large number involving more than one brigade in attendance. There are never enough firefighting personnel or vehicles to attend every property.

Brad Collins, RFS District Technical Officer, gave an overview of Community Protection Plans (CPPs). There is a need to integrate standardised format and content of CPPs developed at the community level. The RFS also provides guidelines, tools and resources to facilitate community level bush fire planning across the State.

The 2009 Victorian Bushfires Royal Commission made several recommendations, including:

1. The State revise its bushfire policy to include, among other recommendations, ensuring that local solutions are tailored and known to communities.
2. Ensure that the content and delivery of its community bushfire education program is flexible enough to engage and accommodate individuals, household and communities.
3. Facilitate local planning that tailors bushfire safety options to the needs of individual communities.
4. Introduce a comprehensive approach to shelter options.
5. Introduce a comprehensive approach to evacuation.

The NSW Government response to these, particularly with regard to recommendation 3, was to make a commitment for the integration of Neighbourhood Safer Places, evacuation and community protection plans.

The aim is to improve community and organisational capacity to deal with bushfires. This is assisted by identifying:

- Contingency options
- Community understanding of risk – have survival plans in place
- Range and timing of treatments applied to a given community, e.g. asset protection zones, burning frequency
- Vulnerable facilities and residents – schools, hospitals, nursing homes
- Information that will increase the preparedness of firefighters

Community Protection Plans will be facilitated by RFS customer service centres. Their implementation is guided by Bush Fire Risk Management Plan. CPPs are intended for settlement areas that are exposed to the greatest risk; those where evacuation and shelter arrangements present significant risks to life; and where high concentrations of vulnerable people reside.

Brad Collins presented examples of fire preparation and fire survival maps prepared for a CPP, which identify asset protection zones, fire trails, access roads etc., and how different areas may be affected, e.g. subject to flame, heat or ember attack.

A number of areas including Myola, Bendalong, Cunjurong Point, and Manyana have had CPPs completed. The RFS is looking to undertake more over the next five years, to include Hyams Beach, Sussex Inlet (had been due 2017/18), Currarong, Shallow Crossing, and Morton. These have been identified through a combination of risk based on what is identified in the Bush Fire Risk Management Plan, the frequency of fires, and different treatment options. It is not solely the RFS stating its priorities: the Management Plan is approved by the Strategic Planning Committee that involves different agencies.

Currarong CCB: Currarong has suffered several fires, and five years seems a long time to wait for a CPP.

Answer: RFS will check on the plans – it is programmed for 2018/19.

It was clarified that CPPs are intended as one tool among many. It depends on what else is in that particular village: it may have its own protections. For example, Sussex Inlet has plenty of shelter and evacuation options. There are others such as Shallow Crossing, which is a camping area very restricted without open spaces. CPPs are about prioritising the highest risk of fire history and threat. The RFS does undertake as much prescribed burning as conditions allow – the window of opportunity to do so is highly variable, but is another tool used to protect communities.

Question: How are completed CPPs to be rolled out to community?

Answer: The RFS will touch base with local community groups, set up meetings and proceed from there. It is a consultative process, aimed at finding out the community's issues and concerns.

Howard Duncan, Callala Bay CCB: Howard expressed his admiration for the RFS, and noted that it is concern for human factors – life and assets – that create the drive for asset protection zones. Often residents have insurance, and the insurance companies make a lot of money, He felt they should be more involved in assisting fire fighters.

Answer: 80% of RFS funds come from the fire levies on insurance premiums, and it is intended that in time this will instead come through rates notices. Not everybody takes

out insurance, and with respect to this fire service funding currently those who do subsidise those who do not.

Jan Gregory, Ulladulla CCB: As representatives of her CCB, they should go back to their forum to begin identifying areas? Ulladulla had not so far been mentioned.

Answer: The CCBs are welcome to think about their local bushfire threats and preparedness levels. The RFS will make contact with CCBs through Council for rollout when it is time for the RFS to become involved. The Community Protection Plans can take up to two years to roll out, involving a lot of groundwork and consultation.

Grahame Ross, Greenwell Point CCB: He explained their local fire service is unique to the area. What is happening with the amalgamation of fire services?

Answer: Nothing is currently identified for the Greenwell Point area. Bringing together brigades has the benefit of having more personnel available and better coordination. There are some boundary changes occurring as new stations are opened and areas grow.

Gail Drummond, Sussex Inlet CCB: Asked about Asset Protection Zones.

Answer: As an example, described the Asset Protection Zones specific to Shoalhaven Heads on the north side of the village, which form a buffer zone between the rear of properties and adjacent bushland, approximately 20-30m wide. These are maintained annually – this is monitored through the Bush Fire Management Committee. In most cases the local resident will maintain it. Areas being developed must go through Council and these zones are put in place then.

Bob Shimmen, Culburra Beach CCB: Since 2013 his community has approached both Council and the fire service about a system for Culburra Beach. The IRT backs on to the lake and bush. Council's two areas and the Men's Shed back onto IRT. The only area available for shelter is the Nowra Culburra Surf Life Saving Club, which is too small to hold the total population.

Answer: As part of overall district bushfire risk management plan this would have been considered. The 'Place of Last Resort' should be used only when one's own individual planning has gone out the door. The RFS would prefer to see people make individual arrangements as their first recourse. It is rare that they will evacuate members of community, especially from nursing homes and hospitals involving non-mobile residents: it is better to have planned asset protection and access.

Brad Collins advised information brochures were available by the door, with a guide to developing a bushfire survival plan. CCBs are invited to contact their office with any queries.

Mark Williams and Brad Collins were thanked for their presentation.

3. Presentation – Overview of Council's Finances

Director of Finance Corporate & Community, Stephen Dunshea, introduced himself. He has been in the Director of Finance, Corporate and Community Services (FCCS) role for four weeks. He comes from a Local Government finance, corporate services and service delivery background, with previous roles at Woollahra, Wagga Wagga, Blacktown and Campbelltown Councils. Currently he is relocating from Sydney.

He has been trying to get out as much as possible, visiting Council facilities, meeting staff and community members. He has met a number of CCB members on the familiarisation bus tour with Councillors, including one who is now the president of Culburra Beach CCB whom he had known at Blacktown Council.

Stephen's primary focus has been the draft budget for 2018-19. This is being considered by Council at its meeting this afternoon to finalise prior to going on public exhibition and the forthcoming Community Information Evenings.

The breadth of the FCCS portfolio had attracted him to apply for the role. It encompasses arts and culture, libraries, swim and fitness, recreation, tourism, and corporate improvement. The latter unit is implementing new IT systems across all service areas in Council. It covers the customer service team; financial services, governance and business process, providing information for councillors; and human resources – Shoalhaven Council has a large staff. He has found a culture of wanting to make a difference with a strong customer focus.

He noted there has been some recent media coverage of Council's 'large surpluses', and wished to put this in perspective. He explained that the Water and Sewer fund are separate from the General Fund. Their income has to remain in those funds for expenditure in those operations. Council surpluses are driven from the Water and Sewer funds. The rates notice is the General fund, which is used for all other services. It receives a dividend from the Water and Sewer funds but these are restricted to covering administration charges.

Draft 2018/19 Budget Snapshot: In the operating statement, on the surface there appears to be a \$11.6M surplus; why put up the rates? Stephen explained that what is included in the \$240M revenue figure is income from grants and other contributions that have to be spent on specific capital works – Council has no discretion on how to spend it. After the adjustment is made to show the surplus after capital grants are accounted for, Council in fact has a \$2.9M deficit even with the SRV for 2018-19. IPART are particular: in the longer term the rate variation is meant to fix the deficit. It has come down since last year, and next year projects a small surplus. He acknowledged that no one likes rate increases. But the feedback is that if Council can demonstrate the money is spent wisely, and reports back to community regularly and thoroughly, the community will see the benefits. Council manages close to \$1.9Bn in assets.

The major focus areas for FCCS over the coming months include:

- Delivering and reporting on Council's SRV commitments
- Completion of the Shoalhaven Indoor Sports Centre
- Decision on and progression of the Bay & Basin District Library
- Continuation of the corporate IT systems implementation
- Maximising State and Federal Government grant opportunities
- Finalising the Destination 360 Tourism Strategy
- Investigate opportunities for Smart Cities technology initiatives

Question: The balance sheet shows \$1,895M in assets, and at the same time Council is servicing loan debt.

Answer: A large amount is infrastructure assets such as road and pipes, which cannot be sold and must be maintained.

4. Presentation – Tourism – the 360 Model

Coralie Bell, Tourism Manager, presented the context for the new 360 Model strategy. Tourism is a big industry in the Shoalhaven region, in the top 4 or 5. Its impact spreads beyond the tourism sector, with flow on jobs in associated industries such as accountancy.

The first of a series of quarterly figures shows there has been a drop in the number of day-only visits and a 7% rise in overnight visitors, which is encouraging. Some three out of ten visitors come to visit Shoalhaven friends or family. Most travel in groups or families.

The Tourism master plan projects \$1Bn expenditure by 2020; currently we are close to \$900,000. Is economic growth the only measure of success? Sustainability should also be considered. Business sustainability involves meeting needs of present without compromising future. People, plant, and profit in synergy. Jobs are critical, but it is also important how we manage tourism.

The 360 Model asks what is important to us, how we track it, and how we manage it going forward. It requires finding appropriate measurement tools.

The Tourism unit has held nearly 40 face-to-face meetings and workshops, with some representatives from CCBs attending.

Coralie presented an example of the model in action. Looking at the economy, we can measure the visitation year round; measurements can be taken of domestic visitors, event dates, occupancy rates; out of this, we can plan potential adaptive management, which will influence strategic planning.

The draft optimal conditions section is complete; the monitoring section is taking longer to pull together; and some drafts have been made for potential adaptive management. The next step is building an online platform about the model. Ultimately Council will be looking at destination management – planning (marketing, event plans, strategic planning across the organisation). The University of Wollongong is interested in potentially becoming involved in a research program.

Question: How are personal visitors estimated?

Answer: There is a federally funded program, Tourism Research Australia, which conducts research via surveys, asking who visits, where, and why. We can aggregate Shoalhaven data from this sample. Coralie clarified it shows trends, and is not exact.

Ulladulla CCB: Expressed concern about the impact of AirBnB etc. – at the last CCB meeting they had resolved against them. They had examined census statistics relevant to tourism, combining the figures from accommodation and arts/recreation services. This had revealed there were negative 35 jobs in the Ulladulla area. Different planning areas showed positive changes to job numbers, but across the board there were negative 21 jobs in the tourism sector. The majority of tourists coming to the area are low-spending, which is a disturbing trend. It needs to be looked at planning area by planning area.

Kevin Millar, Red Head Villages CCB: Asked Coralie if she had discovered any negatives – are we lacking anything?

Answer: They had identified no specifics, positive or negative – only the reasons why people travel. We know they come, and they return here, so must assume this is positive. Tourism is monitoring social media. She said she would like to see better communications infrastructure.

Russ Pigg confirmed the Tourism unit and the Shoalhaven Tourism Advisory Group are taking an active role looking at the issues in a more holistic way, at sustainable tourism. There are other measures of success than the economic.

5. Presentation – Council’s Vision for Asset Management

Tom Dimec, Manager of Asset Management, presented Council’s Vision for Asset Management: Working together in the Shoalhaven to foster a safe and attractive community for people to live, work, stay and play; Where sustainable growth, development and environmental protection are managed to provide a unique and relaxed lifestyle.

He explained the function of asset management is to meet the community’s needs by managing Council’s assets to provide a level of service in the most cost effective, sustainable, transparent and fair way possible. Council holds the largest amount of assets in the area, and the community relies on Council services.

Council produces Asset Management Plans (AMPs) to forecast how the levels of service required by the community and the infrastructure assets correlate. Asset types include aquatics facilities, roads, buildings, public amenities, bridges. The AMPs can be viewed on the Council website.

Tom cited the aquatic centre as example, as it is the most up to date AMP and is soon to be presented to Council. An aquatic centre is not simply a swimming pool; it includes all the infrastructure that works together, including the pool itself, the shade and seating structures, lighting, fencing, pumps, kiosks and amenities. An asset value of \$76M (excluding land values) is spread over the Council’s 12 pools – for example, the Bay & Basin Leisure Centre has a replacement value of over \$17M. These facilities have an age factor of 40 to 50 years. Present funding levels are sufficient for the short term only, and expenditure is increasing.

He presented several figures detailing the aquatic facilities’ asset values and condition, setting out how much money needs to be put into each, the percentage of funding available to renew them over the next ten years (only 39%), and the timeline of deterioration.

Public amenities will also need renewal funding over the next five years, with a large amount of funding needed in 2023-28 when they also reach their age limit.

Council constantly reviews the AMPs and is in the process of detailed works program for the next five to ten years.

The meeting adjourned at 1.00pm.

Resumed at 1.33pm.

6. Presentation – Planning, Environment & Development Group

Phil Costello, Director of Planning, Environment and Development, presented on ongoing work in his area: the Coastal Zone Management Plan, NSW Government changes to the Housing Code, and Council's Growth Management Strategy.

He explained the importance of moving forward with the Coastal Zone Management Plan (CZMP). Certification of the plan is necessary to be eligible to apply for grant funding for larger coastal projects. Over the past four months, staff have revised the CZMP and it is now back on public exhibition for 21 days until 12 June; details are on the Council website. Phil asked the CCB members to bring it to the attention of the communities. The timing is critical, as there is only a certain window of opportunity during which the plan can be adopted by the State government, and it needs to be submitted for certification by the end of June. Staff will be present at the Community Information Evenings to answer questions.

The NSW Government Greenfield Housing Code introduces new complying development provisions relating to delivery of dwellings in greenfield areas. The Code will allow 1-2 storey homes, alterations and additions to be carried out as complying development. Complying development means it meets certain parameters and does not need to be referred to Council. This is a State Government policy, not Council's. It will only apply in the following area: Moss Vale Road North, Moss Vale Road South, Crams Road, Cabbage Tree Lane, Mundamia, Worrigea, Badgee, and Sussex Inlet. Not all CCBs will be impacted.

The NSW State Government Low Rise Medium Density Code and Design Guide introduces new complying development provisions (do not need a DA) relating to medium density housing types including dual occupancies (i.e. attached, detached and 'one above the other'), multi-dwelling housing (terraces), and manor homes. The status of manor home is unclear at present, however; the State changing the policy, and it may be withdrawn as a definition. A manor house is a two-storey building containing 3 or 4 dwellings, with at least one unit at ground level plus at least one unit on the first floor level.

The new Code will apply in most of our residential zones, the R1, R2, R3 and RU5 zones, and will commence on 6 July. Council had raised issues during the consultation process, a principal concern being the issue of character; how the Code addresses character in established areas. There is a provision to have a character statement with each application, but it asks for 'sign-off by accredited designer' and it is not clear what this means in practice.

Council's Draft Medium Density DCP Amendment proposes a consolidation of current chapters G13 and G14 for simplicity and ease of use. It employs a broader range of definitions than the State code. It applies to residential developments above a single dwelling, and sets out what provisions we want to see with regard to low and medium

density housing in the Shoalhaven. Council's policy addresses scenarios of those who do not fit in under State policy – there is some incentive for people to use Council's local policy as opposed to the State policy, which will help guarantee the character outcomes.

Some components of the Amendment include provisions for adaptable housing, at various levels – at one level, to show that a house is capable of being adapted; and at the highest standard, to actually build in the accessibility. There is a draft standard on accessibility and comment is invited. The Amendment will be put on public exhibition from 30 May to 29 June. CCBs will be notified.

The Shoalhaven Growth Management Strategy review (GMS V2) identifies areas of growth and how to manage them going forward. Council needs to identify new areas for greenfield-type building outside the existing strategy areas. At Moss Vale Road North and South the uptake has been quicker than expected. Council had resolved to bring forward Moss Vale Road Northern Section and it is generating much interest.

As a first step, there will be a workshop with Councillors, to determine approach and scope. To be considered: inclusion of commercial and industrial land; maintaining character; identification of key sites; employment; and rural residential supply. There will be a review of the existing Milton-Ulladulla Structure Plan and Jervis Bay Settlement Strategy. There will be adequate time and opportunities for community input.

Callala Bay CCB: Asked whether the CZMP only refers to coastal areas, and if so, how will Council manage the bays and estuaries that don't align with the coast.

Answer: It does only refer to coast, but in this instance it includes Jervis Bay. Callala Bay, Callala Beach etc. are nominated in the draft as among the areas. Estuaries not included as our originally submitted studies had been deemed to be not sufficiently contemporary. Council is currently looking to update the review of estuaries.

David Reynolds, Basin Villages CCB: There appears to be no effort in the plans to address traffic and public transport. With more residents, employment is becoming more remote, and there is more traffic on the roads – how is this being addressed? He gave the example of Sydney, which has massive problems.

Answer: The review of the GMS identified any release areas, and road management will be critical. With some of other strategies, such as medium density housing, some are controlled at State level. We should not experience same level of problems here as Sydney, but it is a consideration.

David Reynolds added that development precedes traffic management planning. Can Council lobby the State on residents' behalf?

Answer: Council has made representations at every opportunity.

Robyn Kerves, Conjola CCB: If the CZMP is not including estuaries, can Council still apply for grant funding if not included in overall plan?

Answer: It depends on specifics but probably not. The estuary issue is at the forefront of Council's thinking. For example, the Bay & Basin area has had a plan commissioned. Ultimately Conjola will be part of the plan.

Bob Pullinger, Vincentia CCB: Stated it is good to see the CZMP going on exhibition. He asked that a communication be sent to everyone on Council's records who may be directly impacted about this, and also make them aware of the situation with estuaries.

Answer: Any hazards identified remain the same. Council will publicise the exhibition through media and every avenue, but it is not possible to identify every property over 170km of coastline within the timeframe.

Another CCB member added that 7 out of 10 people do not get informed; many have not seen the importance of this, and what the hazards are.

Answer: This plan is about making the data more contemporary. The basis of the plan has not changed since the previously exhibited plan. Council is consulting as widely as it can.

Graeme Cord, Cambewarra CCB: Asked whether most residential areas will become medium density residential in the future.

Answer: The State policy applies principally to R1, R2 and R3 zones.

Robyn, Vincentia CCB: Asked if Council is doing anything to address huge traffic jams along Jervis Bay Road.

Answer (Tom Dimec): This is work in progress; Council is negotiating with RMS over the strategy to put in place. There are three options, including treatment to intersection such as a flyover.

7. Question and Answer Session

Jessica Rippon, Executive Manager Communications, presented questions that had been submitted by CCBs for Group Directors to answer. Many questions had related to individual communities and these will receive direct responses.

She noted also that Madelaine North is now the direct liaison for CCBs.

1. Cambewarra CCB: How does Council offer help in relation to materials for projects, and what is in the definition?

Stephen Dunshea said that Council will help where it can, depending on the extent of the request. If it is minor or fits into existing programs or budgets, then it is possible. If it is more significant or expensive, involving machinery, supplies etc. with budgetary implications, it needs to be considered in the context of the budget and be passed through Council's approval process.

2. Callala Bay CCB: Asked about Council's policy on beach erosion.

Phil Costello said erosion is usually cyclic in nature. Erosion incidents cannot be addressed through adopted policy because it is event based. Disaster funding can be used to address many of those. If the erosion is constant and not cyclic, such as is happening at Shoalhaven Heads, funding can be sought to address it.

3, Hyams Beach CCB: Asked about the 360 Tourism model and a stakeholder working group.

This will be formed after the release of the 360 Model.

4. Red Head Villages CCB: Regarding the Hold My Hand campaign, has Council considered putting information on electronic billboards?

These are expensive to operate. It could be possible if budgets/grants become available. Jessica Rippon will find out about this.

It was confirmed this is a distinct campaign from the holiday time Little Blue Dinosaur program.

Sussex Inlet had ordered signage in the last campaign. It is expensive for CCBs to buy the signage, can there be assistance? They had had good responses, it is a good program.

5. Red Head Villages / Vincentia CCBs: Asked about the recording of Council meetings. There will be live feeds from July. Council will promote this on the website, in ratepayer newsletters, and in the next rates notice (August). These can be watched at a later date; there is no need to watch live. Users will also be able to fast forward. At this point, the technology will not permit presentations from outlying areas to be streamed in.

6. Berry Forum: What is Council doing to familiarise its staff with the role of CCBs? More is being done with systems and process – updating records, contact details, throughout all Council teams. The CCBs part of broader community engagement strategy, within which Council notifies a variety of people.

George Lowry, Red Head Villages CCB: Asked about insurance for CCBs, and what cover individuals have as executive members of CCBs.

Answer: The last CCB Executive meeting discussed this, and Melissa McCoy had given a presentation and written notice of what is covered. CCBs are covered for the use of a public facility in conducting a CCB meeting, but not for any statements that may be made (e.g. defamation). Jessica proposed that Council reissue the information.

It was asked if CCBs sought out their own policies. Callala Bay CCB reported they have just reinsured themselves for public liability for events; this policy, with coverage of events for up to 1000 attendees, cost about \$1100. Council will not cover CCBs for any events, and it is necessary if holding events.

Russ Pigg was asked whether printed handouts could be reintroduced for these meetings, for attendees to take back to their CCBs. Russ advised he would take the request on board, but explained that the presentations will be online for members to access. Council is trying to stay in electronic formats as much as possible. However, if particular handouts are preferred please let Council know.

A technical issue was raised with regard to DA submissions on the website – these cannot be seen on devices without particular Microsoft software. This question was taken on notice and Council will respond. There have been previous issues with DA tracking, and Jessica Rippon clarified the IT department is investigating. Council's IT supplier TechOne is looking at new types of software.

Council was asked whether it has plans to ban single-use plastics such as bags or straws. This is an environmental issue for Council take up across the Shoalhaven. Russ Pigg confirmed this is being talked about at Council level, but not yet at the point of specific resolutions. The Waste team have been holding sustainability workshops, including educating the community on dangers of plastics. Council's Waste Strategy is going on exhibition, and will be part of the Community Information Sessions this month. Jessica Rippon added that Council's Sustainable Futures Committee also considers plastics. Information push over the coming months.

Tom Dimec noted there is a link on the website to the PlasticFree July campaign, where individuals and organisations are encouraged to sign up to participate in the challenge.

Russ Pigg thanked everyone for attending, and thanked Jessica Rippon, Madelaine North and all staff who had organised the day. He encouraged members to attend the Community Information Evenings on 29 May in Nowra, 31 May in Ulladulla, and 7 June in Vincentia.

8. Workshop – CCB Guidelines

Open discussion led by Jessica Rippon.

Garry Keslon, Huskisson CCB Explained that if a member is not incorporated, are liable. If they pay a membership to an incorporated body they are covered.

Stuart Coughlan Berry CCB: CCB meetings held in a Council facility are covered. Conducting an event, if not on a Council endorsed project, is not covered. Jessica Rippon agreed that different CCBs operate in different ways – some hold their own events, markets, operating in different spaces. They should be mindful of potential defamation, such as comments about community members etc. which are at their own risk. CCBs can obtain their own insurance but Council is not involved. The incorporation fee is one-off cost.

Jessica Rippon connected the discussion to the ongoing question of the role of the CCBs. Council sees them as part of its community engagement strategy – information is passed to the CCB to spread in the community. Everyone should be permitted to be part of a CCB and have their voice heard.

Stuart Coughlan Berry CCB: Membership is open to residents and ratepayers. If they don't fit these criteria they may attend but not vote. Their CCB had leant towards not having a membership fee. They do however accept donations. Jessica agree a donations model works well. A voluntary membership fee model can also be used.

Public liability insurance is expensive. Robyn Kerves, Conjola CCB, reported they had incorporated in the past, and their insurance with GIO was taken out annually.

Approximately half of CCBs were shown to be incorporated. Currarong CCB has been incorporated for many years. They had also applied for charitable status. This has benefits when fundraising or holding events (e.g. art exhibition), as people can made deductible donations.

If aiming for incorporation a CCB should work out its membership model: they must hold a register of members. A CCB is open to all residents and ratepayers; the organisation needs to decide who its members will be. Would everyone be registered and the list annually checked? Or something simpler? Some may have memberships of 800-900 people, and it would be onerous to keep details up to date.

Wandandian Progress Association reported its roles are incorporated into one organisation, not just the CCB component. Jessica Rippon noted there has been concern in the past regarding the membership concept. The point of a CCB to be open

to everyone. The actual function of the CCB can be spread across different organisations, as in the example given by Wandandian – the role of the CCB can be moved around.

Most of the CCBs had been other organisations before adopting the role of CCB. Those may have been incorporated, and may have a constitution requiring a membership list. They should have a membership list and a public officer or secretary responsible for that.

It was suggested that a possible solution might be to hold the CCB meeting, close that, then start the meeting as the incorporated body? Jessica counselled against this, as there is the potential for community division. Attendees should be able to vote if it is on Council issues.

If Council asks a CCB member to investigate something in a community location, e.g. a road, they are not covered – only when in the meeting room.

Jan Gregory, Ulladulla CCB: The Ulladulla Forum meetings are held in this same Civic Centre hall. It receives \$500 per year from Council, if applied for, and out of that \$440 is paid back to Council for room hire.

It was suggested that CCBs should have a record of motions that go to Council – that a motion was carried, and a record of the vote numbers. The attendance sheet doesn't always reflect numbers at the meeting. Clear guidelines are needed to ensure all CCBs are conducting business in the same way.

The final point raised was that a CCB member, if presenting to Council what they believe to be their CCB's position, can have doubt cast on their mandate and authority to do so. If CCBs are intended to be consultative and representative then that should be accepted for what it is. There is a need to educate Councillors and staff as well.

Jessica reiterated that CCBs are part of Council's community engagement strategy, and warned them against becoming caught up in thinking they have to hold a position. They do not necessarily need to.

The meeting closed at 3.00pm.