

## SHOALHAVEN CITY COUNCIL

### P O L I C Y   &   R E S O U R C E S   C O M M I T T E E

To be held on Tuesday, 13 August, 2013  
Commencing at 4.00 pm

7 August, 2013

Councillors,

#### NOTICE OF MEETING

You are hereby requested to attend a meeting of the Policy and Resources Committee of the Council of the City of Shoalhaven, **to be held in the Council Chambers at the City Administrative Centre, Bridge Road, Nowra on Tuesday, 13 August, 2013 commencing at 4.00 pm** for consideration of the following business.

R D Pigg  
**General Manager**

#### **Membership (Quorum – 5)**

Clr Wells – Chairperson

All Councillors

General Manager or nominee

#### BUSINESS OF MEETING

1. **Apologies**
2. **Adoption of Minutes of Previous Meeting**
3. **Declarations of Interest**
4. **Deputations**
5. **Report of the General Manager**
  - Corporate and Community Services
  - Assets and Works
  - Planning and Development
  - Shoalhaven Water
  - Planning and Development / Assets and Works / Corporate & Community Services
6. **Addendum Reports**
7. **Confidential Report of the General Manager**
  - Assets and Works

Note: Pursuant to S377 of the LG Act this Committee has delegated authority to determine all matters able to be delegated in respect of its functions.

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

#### Cell Phones:

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

# LOCAL GOVERNMENT ACT 1993

## Chapter 3

### Section 8(1) - The Council's Charter

(1) The council has the following charter:

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

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## TABLE OF CONTENTS

<b>MINUTES OF THE POLICY AND RESOURCES COMMITTEE- 23 JULY, 2013-</b> .....	<b>1</b>
<b>COUNCILLOR REPORTS ON CONFERENCES</b> .....	<b>25</b>
<b>ITEM TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>25</b>
1. Local Government Conference - Floodplain Management Association National Conference File 4688e .....	25
<b>GENERAL MANAGER</b> .....	<b>25</b>
<b>ITEM TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>25</b>
2. Delegation of Authority - Appointment of Acting General Manager File 16699E .....	25
<b>CORPORATE AND COMMUNITY SERVICES</b> .....	<b>27</b>
<b>ITEMS TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>27</b>
3. Twelve Month Progress Report on Delivery Program & Operational Plan 2012 - 2013 File 45907E .....	27
4. Quarterly Budget Review as at 30 June 2013 File 2127E .....	43
5. Review of Shoalhaven Libraries – Children’s Policy File 6230E .....	78
6. Local Government Conference – Dynamic Cities Conference File 5141E .....	80
7. Proposed Memorandum of Understanding - Shoalhaven FM File 7434E .....	81
8. Revised Privacy Management Plan File 10357E .....	83
<b>ASSETS AND WORKS</b> .....	<b>86</b>
<b>ITEMS TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>86</b>
9. Junction Court - Funding Offer 2013-14 File 44389E .....	86
10. 2013/2014 Regional Roads Block Grant Funding File 5279E .....	87
11. Update on Berry Sporting Complex Management Committee File 3196E .....	88
12. Ulladulla Leisure Centre Gymnasium Extension - Tender File 47365E .....	90
13. Crossroads Rural Fire Station Tender File 47432E .....	91
14. St Georges Basin Soil Analysis & Renovation Program File 2253E .....	93
<b>PLANNING AND DEVELOPMENT</b> .....	<b>96</b>
<b>ITEMS TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>96</b>
15. Submission of Grants - Swan Lake Estuary Environmental & Cultural Restoration Project File 17261e .....	96
16. Biobanking Agreement - Garrad Reserve Narrawallee File 46748E .....	97
17. Crookhaven Headland Lighthouse – Future Management & Maintenance File 42240E .....	100
18. Swimming Pool Amendment Act 2012 – Draft Swimming Pool Barrier Inspection Program File 32517E .....	105
19. Shoalhaven Local Heritage Assistance Fund Program 2013-14 File 1110E .....	107
<b>SHOALHAVEN WATER</b> .....	<b>111</b>
<b>ITEM TO BE REFERRED TO ORDINARY MEETING</b> .....	<b>111</b>
20. Review of Shoalhaven Water Group Policies - Round 8 File 12039E .....	111

---

**PLANNING AND DEVELOPMENT / ASSETS AND WORKS / CORPORATE AND COMMUNITY SERVICES..... 115**

***ITEM TO BE REFERRED TO ORDINARY MEETING..... 115***

21. Draft Sanctuary Point Place Making Action Plan – Report Following Public Exhibition File 44032E..... 115

**CONFIDENTIAL BUSINESS PAPER AGENDA ..... 121**

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**MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON TUESDAY 23 JULY, 2013 IN COUNCIL CHAMBERS, CITY ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 4:00 PM.**

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The following members were present:

Clr Wells – Chairperson  
Clr Gash  
Clr Tribe  
Clr Robertson  
Clr Anstiss  
Clr White  
Clr Baptist  
Clr Findley  
Clr Guile – arrived 4:08pm  
Clr Watson  
Clr Kitchener  
Russ Pigg – General Manager

Apologies:

Apologies were received from Clr Kearney

Clr McCrudden was previously granted leave of absence.

MOTION: Moved: Robertson / Second: White

That the apology from Clr Kearney be accepted a leave of absence granted and the approved leave of absence from Clr McCrudden be noted.

CARRIED

1. Confirmation of the Minutes of the Policy & Resources Committee meeting held on 11 June 2013 [Index](#)

MOTION: Moved: White / Second: Baptist

RESOLVED that the Minutes of the Policy and Resources Committee meeting held on Tuesday 11 June 2013 be confirmed.

CARRIED

2. [Declarations of Interest](#) [Index](#)

Clr Anstiss – Item 14 – Request for Financial Assistance Bundanon Trust – NAIDOC Week Celebrations - Pecuniary Interest – Director of Slice of Life Australia which provides catering to Bundanon - left the room, did not take part in discussion or vote.

Clr Anstiss – Item 16 – Request for Financial Assistance – CareSouth Gala Night - Director of Slice of Life Australia which provides catering to CareSouth - Pecuniary Interest – left the room, did not take part in discussion or vote.

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Clr White - Item 47 – Asset Management Plan – Telecommunications Tower - Pecuniary Interest – Due to being a former Telstra licensee and still receiving remuneration from Telstra – will leave the room.

### **COUNCILLOR REPORTS ON CONFERENCES**

3. Local Government Conference - Australian Local Government Women's Association (NSW) File 4688E, 3884E [Index](#)
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MOTION: Moved: Anstiss / Second: Gash

RECOMMENDED that the report regarding the Australian Local Government Women's Association (NSW) Conference held in Gosford from 14-16 March 2013 be received for information.

CARRIED

4. Local Government Conference - CBD Town Centre Design & Development Conference File 4688E, 3328E [Index](#)
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MOTION: Moved: Findley / Second: Baptist

RECOMMENDED that the report regarding the CBD Town Centre Design and Development Conference held in Sydney 19<sup>th</sup> – 20<sup>th</sup> June 2013 be received for information.

CARRIED

5. Local Government Conference - 2013 Floodplain Management Association National Conference File 4688E, 4355E [Index](#)
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MOTION: Moved: Findley / Second: White

RECOMMENDED that the report regarding the 2013 Floodplain Management Association National Conference held in Tweed Heads from 28<sup>th</sup> to 31<sup>st</sup> May 2013 be received for information.

CARRIED

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## GENERAL MANAGER

6. Review of Complaints Policy and Procedures File 4734E [Index](#)

MOTION: Moved: Findley / Second: Robertson

RESOLVED the Committee, under delegation from Council:

- a) Adopt the revised Complaints Policy and Procedures (Attachment A) with the following amendments and invite community comment;
  - I. Amend 6.2 to include *“and regular updates be provided”*;
  - II. Amend part of 6.4.2 *“That officer will review the earlier decision and either reaffirm the previous decision or where appropriate, take alternate action.”*
- b) That a further report be provided to Council if substantial submissions are received otherwise the Complaints Policy and Procedures be adopted and implemented

CARRIED

7. Code of Conduct - Establishment of a Panel of Conduct Reviewers File 31148E [Index](#)

Note: Clr Guile arrived 4.08

MOTION: Moved: Findley / Second: Baptist

RECOMMENDED that Council establish a panel of Conduct Reviewers for a term of four years comprising, Daintry Associates Pty Ltd, LKA Group Pty Ltd, Richard Colley, Esther McKay, Anthony Johnson, NSW Internal Audit Bureau, Peter Zdjelar, O'Connell Workplace Relations Pty Ltd, Strategic Risk Solutions, Prevention Partners NSW, SINC Solutions Pty Ltd, Cripps Consulting and Lloyd Graham Planning Consultancy.

CARRIED

## CORPORATE AND COMMUNITY SERVICES

8. Change of Meeting Dates - Development Committee and Property Steering Committee  
File 3910E [Index](#)

MOTION: Moved: Robertson / Second: Gash

RECOMMENDED that

- a) Council amend the meeting dates for the Development Committee and Property Steering Committee to Wednesday 9<sup>th</sup> October 2013; and
- b) Authorise the appropriate advertising.

CARRIED

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9. Review of Risk Management Policy & Procedures for Managing Volunteers  
File 25218E [Index](#)

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MOTION: Moved: Baptist / Second: Tribe

RECOMMENDED that Council:

- a) Rescind the Risk Management Policy for Managing Volunteers (Attachment 'A'); and
- b) Rescind the Risk Management Procedure for Managing Volunteers (Attachment 'B').

CARRIED

10. Review of Council Members - Payment of Expenses and Provision of Facilities Policy  
File 5141E [Index](#)

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MOTION: Moved: Watson / Second: Robertson

RECOMMENDED that:

- a) That no amendments be proposed to the current Council Members Payment of Expenses and Provision of Facilities Policy and the draft policy for the 2013/14 Financial year be placed on public exhibition pursuant to Section 253 (5) of the Local Government Act 1993;
- b) If no submissions are received to the draft policy, the policy be adopted without further reference to Council; and
- c) That those Councillors who are interested in undertaking further training related to their civic function complete a skills and knowledge self assessment.

CARRIED

11. Request for Reimbursement of Anticipated Legal Costs - Mid Western Regional Council  
File 1276E [Index](#)

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MOTION: Moved: Watson / Second: Robertson

RECOMMENDED that Council assist Local Government New South Wales with a contribution in the amount of \$5,609.73 towards the legal expenses to be incurred by the Mid Western Regional Council to be funded by the 2013/14 Unallocated Donations Vote.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Gash, Baptist, Findley, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Guile

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12. Local Government Conference - Local Government NSW (Formerly Local Government Association) Conference File 47455E [Index](#)

MOTION:

Moved: Findley / Second:

RECOMMENDED that:

- a) Council notes the details of the forthcoming conference Local Government NSW Conference, scheduled for 1-3 October 2013, at The Sydney Town Hall
- b) Council authorises available Councillors to attend the conference and such attendance be deemed Council Business;
- c) Council meets the travel, registration fees, accommodation and all reasonable out-of-pocket expenses in accordance with its adopted policy;
- d) The following four Councillors Gash, Wells, Findley and Guile be determined as the Council voting delegates for the conference and Councillor/s "insert name/s " as alternate delegate/s.

Motion Lapsed

MOTION:

Moved: Wells / Second: Robertson

RECOMMENDED that:

- a) Council notes the details of the forthcoming conference Local Government NSW Conference, scheduled for 1-3 October 2013, at The Sydney Town Hall
- b) Council authorises available Councillors to attend the conference and such attendance be deemed Council Business;
- c) Council meets the travel, registration fees, accommodation and all reasonable out-of-pocket expenses in accordance with its adopted policy;
- d) The following four Councillors Gash, Wells, Watson and Guile be determined as the Council voting delegates for the conference.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Gash, Baptist, Guile, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Findley

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13. Review of Allocations to Hirers of Nowra School of Arts File 4771E, 2582E [Index](#)

MOTION:

Moved: Anstiss / Second: Baptist

RECOMMENDED that Council adjust the allocation paid to the hirers of the Nowra School of Arts as detailed in the report to the Policy and Resources Meeting of 23 July 2013.

CARRIED

- 
14. Request for Financial Assistance - Shoalhaven City Pipes & Drums File 4771E [Index](#)

MOTION: Moved: Guile / Second: Anstiss

RECOMMENDED that Council allocate an amount of \$2,500 to assist with the costs to be incurred by Shoalhaven City Pipes and Drums Inc for the Gala Day at Kangaroo Valley on 25 August 2013 to be funded from the unallocated donations vote.

CARRIED

15. Introduction of the Local Government Amendment (Early Intervention) Act 2013  
File 1747E [Index](#)

MOTION: Moved: Guile / Second: Baptist

RECOMMENDED that the report on the introduction of the Local Government Amendment (Early Intervention) Act 2013 be received for information.

CARRIED

16. Request for Financial Assistance Bundanon Trust - NAIDOC Week Celebrations  
File 4771E [Index](#)

Conflict of Interest Declaration - Clr Anstiss - Pecuniary Interest – Director of Slice of Life Australia which provides catering to Bundanon - left the room, did not take part in discussion or vote.

MOTION: Moved: Findley / Second: Baptist

RECOMMENDED that Council provide an amount of \$2,500.00 from the Unallocated Donations Vote to assist the Bundanon Trust with the hire fees of the Shoalhaven Entertainment Centre for NAIDOC Week performances.

CARRIED

17. Request for Financial Assistance - Berry Small Farm Field Day File 4771E [Index](#)

Note: Clr Anstiss returned to the meeting

MOTION: Moved: Findley / Second: Guile

RECOMMENDED that Council provide an amount of \$1,000 from the Unallocated Donations Vote to the Rotary Club of Berry to assist with the cost of convening the Berry Small Farm Field Day on 7 and 8 September 2013.

CARRIED

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18. Request for Financial Assistance - CareSouth Gala Night File 4771E [Index](#)

Conflict of Interest Declaration - Clr Anstiss - Pecuniary Interest – Director of Slice of Life Australia which provides catering to CareSouth - left the room, did not take part in discussion or vote.

MOTION: Moved: Tribe / Second: Baptist

RECOMMENDED that Council provide an amount of \$2,500 from the Unallocated Donations Vote to assist the CareSouth Gala Fundraising Night at the Shoalhaven Entertainment Centre on 15 November 2013.

CARRIED

19. Proceeds of Crime Funding Submission for a Youth Diversionary Project File 3564E [Index](#)

Note: Clr Anstiss returned to the meeting

MOTION: Moved: Findley / Second: Robertson

RECOMMENDED that

- a) Council receive the report on an application to the Proceeds of Crime Fund to support the Youth Crime Diversionary Project;
- b) Accept and vote the funds if the application is successful; and
- c) Write a letter of appreciation to the Commonwealth Attorney General.

CARRIED

20. Draft Thomson Street Sporting Complex Master Plan File 44791E [Index](#)

MOTION: Moved: Guile / Second: White

RECOMMENDED that

- a) Council not endorse Thomson Street Sporting Complex Master Plan Option 1 (Attachment C);
- b) Council acknowledge that the exhibited draft Thomson Street Master Plan Option 2 (Attachment 'A') be revised to include a local BMX track as agreed to at the on site meeting with key stakeholders in representation (refer Attachment 'B');
- c) Council endorse the revised version of the exhibited draft Thomson Street Sporting Complex Master Plan as per Recommendation B above; and
- d) Council inform the Thomson Street Sporting Complex Management Committee of the adopted Master Plan that is to be further known as the Thomson Street Sporting Complex Master Plan.

CARRIED

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21. Proposed Local BMX Track Curleys Bay Reserve Prince Edward Avenue Culburra Beach File 29129E [Index](#)

MOTION: Moved: Findley / Second: Tribe

RECOMMENDED that:

- a) Council implement a local BMX circuit at Curley Bay Reserve, Prince Edward Avenue Culburra for a trial period of 12 months; and
- b) Council notify the local CCB and all respondents who made a submission in relation to Council's resolution.

LOST on CASTING VOTE

FOR: Tribe, Anstiss, Findley, Watson, Wells, Russ Pigg

AGAINST: Robertson, White, Gash, Baptist, Guile, Kitchener

22. Resourcing Strategy 2013 to 2017 File 45907E [Index](#)

MOTION: Moved: Watson / Second: Anstiss

RECOMMENDED that Council adopts the Resourcing Strategy for 2013 to 2017 including the Long Term Financial Plan for 2013 to 2023.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Gash, Baptist, Findley, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Guile

23. Draft Fees, Charges and Rentals 2013-2014 File 46321E [Index](#)

MOTION: Moved: Guile / Second: Robertson

RECOMMENDED that the GST treatment is changed for the affected fees and the fees changed in accordance with Option 1. The fees are advertised for a period of 28 days.

CARRIED

## **ASSETS AND WORKS**

24. Fee Support Policy - Council Managed Public Reserve & Facilities File 6320E [Index](#)

MOTION: Moved: Guile / Second: White

RECOMMENDED that Council reaffirm the Fee Support Policy - Council Managed Public Reserves & Facilities (POL12/282) with minor amendments.

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CARRIED

25. Holiday Haven Tourist Parks - Pets Policy Update File 15472E [Index](#)

MOTION: Moved: Robertson / Second: Baptist

RECOMMENDED that Council adopt the revised policy for Holiday Haven Tourist Parks Dog Control.

CARRIED

26. Kerb and Guttering - Charges Applicable - Policy Review File 22638E [Index](#)

MOTION: Moved: Anstiss/ Second: Baptist

RECOMMENDED that Council adopt the amended Kerb and Guttering Charges Applicable Policy as attached to the report.

CARRIED

27. Kerb & Gutter Construction - Ratepayer Financing Policy Review File 16016E [Index](#)

MOTION: Moved: Gash / Second: Baptist

RECOMMENDED that Council adopt the amended Kerb and Gutter Construction - Ratepayer Financing Policy as attached to the report.

CARRIED

28. Asset and Works - Review of Asset Management Plans & Policies  
File 30985E, 25442E, 30281E, 6820E, 27563E, 30633E, 40082E, 2093E [Index](#)

MOTION: Moved: Watson / Second: Guile

RECOMMENDED that

- a) The following asset management plans be exhibited for three months to allow for community consultation:
  - i) POL12/17 AMP - Shoalhaven Entertainment Centre
  - ii) POL12/64 AMP - Footpaths & Cycleways
  - iii) POL12/76 AMP - Emergency Services
  - iv) POL12/77 AMP - Works Depots
  - v) POL12/82 AMP - Commercial Buildings
- b) Following the public exhibition period, a report be received on proposed amendments to the Asset Management Plans and policies based on:
  - The submissions received from the public;

- 
- Further submissions from Councillors and staff;
  - Better alignment and support for the revised Community Strategic Plan;
  - Recent surveys on the condition of infrastructure;
  - NSW Treasury report on Council's financial sustainability;
  - Division of Local Government's (DLG) *"On-site Infrastructure Audit of Shoalhaven City Council"*;
  - Recommendations from the Transformation Program *"Driving Down Costs and Enhancing Service Quality"*; and
  - The adopted Long Term Financial Plan for 2013/2022.
- c) Adopt the following amended policies (Attachment 'A'):
- i) POL12/210 Road Sealing Contributions
  - ii) POL09/37 Council Waterways Infrastructure - Commercial Uses
  - iii) POL08/276 Drainage Easements - Piping in Existing Subdivisions
  - iv) POL12/294 Renewable Energy Installations on Council Assets
- d) Exhibit the following policy (Attachment 'B'):
- i) POL12/235 Cycleways and Footpaths - Charges Applicable

CARRIED

29. Waiving of Fees for Open Space Venues and Community Services File 19969e [Index](#)

MOTION: Moved: Watson / Second: Guile

RECOMMENDED that the report regarding the Waiving of Fees, from 1 July 2012 to 30 June 2013 for the use of Council's open space venues and community facilities be received for information.

CARRIED

30. Grant Funded Projects - Budget Adjustments 2012-13 File 28099E, 5279E [Index](#)

MOTION: Moved: Findley / Second: Baptist

RECOMMENDED that

- a) Council accepts the revised grant funding offers as follows;
- i) \$272,500 for the upgrade of Worrigea Road, south of Isa Road (an additional \$27,500 funds provided under the Federal Government's Nation Building Black Spot Program), and authorise the expenditure on job number 85574;
  - ii) \$88,000 for the upgrade of the Osborne Street/Jervis Street intersection in Nowra (an additional \$9,000 funds provided under the Federal Government's Nation Building Black Spot Program), and authorise the expenditure on job number 85575;

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- iii) \$141,000 for the upgrade of Kangaroo Valley Road (an additional \$15,000 funds provided under the Federal Government's Nation Building Black Spot Program), and authorise the expenditure on job number 85577;
  - iv) \$219,000 for the upgrade of the Berry Street/Jervis Street intersection, and the Berry Street/Douglas Street intersection in Nowra (an additional \$60,000 funds provided under the Federal Government's Nation Building Black Spot Program), and authorise the expenditure on job number 85578;
  - v) \$900,000 for the upgrade of Bolong Road (Coolangatta Road to south of Berry's Bay), revised down from \$3,000,000 however noting that the balance of funding (\$2,100,000) will now be provided in 2013/14 year under the State Government's Local Government Road Review (formerly Road Toll Response) program, and authorise the expenditure on job number 85587;
  - vi) \$30,000 additional funds provided for the Bolong Road (Coolangatta Road to south of Berry's Bay) project under the State Government's Local Government Road Review program, for safety audit, pavement condition and hazard assessment, curve advisory and signage assessment, and authorise the expenditure on job number 85587; and
  - vii) \$45,000 funds provided for TRACKS traffic data collection under the State Government's Traffic Modelling Program, and authorise the expenditure on job number 85923.
- b) Council writes to the NSW Roads and Maritime Services (RMS) thanking it for its cooperation and funding assistance towards the 2012/13 grant projects, and advising that Council accepts the revised grant funding offers

CARRIED

31. Grant Funding Offer - Bike Week Funding for 2013-2014 File 2116E, 5279E [Index](#)

MOTION: Moved: Robertson / Second: Findley

RECOMMENDED that

- a) Council accepts the grant offer of \$5,000 (excluding GST) from RMS and expenditure for Bike Week program be approved; and
- b) Council writes to the NSW Roads and Maritime Service to thank the Department for its funding assistance.

CARRIED

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32. Grant Funding Offer - Local Govt Road Safety Officer Program - Approved Projects Funding for 2013/2014 File 2499E; 26808E; 25502E; 2495E; 2505E; 32571E [Index](#)

MOTION:

Moved: Findley / Second: Baptist

RECOMMENDED that:

- a) Council accepts the grant offer of \$11,800 from the NSW Roads and Maritime Services (RMS), and the expenditure for each of the following road safety programs be approved:
- GLS Workshops \$2,400
  - Log Book Run \$2,000
  - Safety Around Schools Forum \$1,000
  - Child Restraint Workshops \$2,000
  - More Speed More Locations \$1,400
  - Motorcycle Drives in the Shoalhaven \$3,000
- b) Council writes to the NSW Roads and Maritime Services thanking the Department for the grant funding of \$11,800 for road safety programs in 2013/2014.

CARRIED

33. Cycleway and Bicycle Facilities - Funding Offers 2013-14 File 6664E, 5279E [Index](#)

MOTION:

Moved: Findley / Second: White

RECOMMENDED that

- a) Council accepts the NSW Cycleways and Bicycle Facilities grant funding offers from NSW Roads and Maritime Services (RMS) as follows:
- i) \$160,000 for the completion of the Plantation Point Shared User Path in Vincentia (completion of stages 4 and 5), and authorise the expenditure (new job number to be created);
  - ii) Council's matching share of funds for the Vincentia pathway (\$160,000) to be reallocated from job number 85987 (funding originally allocated to the Princes Highway South Nowra Shared User Path being constructed by RMS as part of the South Nowra Highway upgrade);
  - iii) \$5,000 for new bicycle facilities (bike racks) in Shoalhaven City, and authorise the expenditure on job number 85438; and
  - iv) Council's matching share of funds for the new bicycle facilities (\$5,000) to be reallocated from job number 85145 (funding originally allocated to footpaths forward investigation).
- b) Council writes to RMS thanking it for its cooperation and funding assistance towards the 2013/14 Cycle ways and Bicycle facilities projects, and advising that Council accepts the grant funds offered and commits to completion of these projects by June 2014, as required.

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CARRIED

34. Federal Nation Building Black Spot Program - Funding Offers 2013-14

File 28099E, 5279E [Index](#)

MOTION:

Moved: Guile / Second: Baptist

RECOMMENDED that

- a) Council accepts the Nation Building Black Spot Program grant funding offers from NSW Roads and Maritime Services (RMS) as follows:
  - i) \$729,000 for the upgrade of Bolong Road (at the Backforest Road intersection), and authorise the expenditure on job number 85589; and
  - ii) \$820,000 for the upgrade of Gerroa Road (full length of the sand track) and authorise the expenditure on job number 85590.
- b) Council writes to RMS as follows:
  - i) Thanking it for its cooperation and funding assistance towards the 2013/14 Black Spot projects, and advising that Council accepts the grant funds offered and commits to completion of these projects by June 2014 as required, and
  - ii) Indicating that whilst Council accept the current funding proposal at the intersection of Bolong Road/Back Forest Road (with view to achieving a safety improvement with the available grant funding), that Council's preference is for additional safety programs in the form of a a roundabout treatment at the intersection of Bolong Road/Back Forest Road.

CARRIED

35. Local Government Road Review - Funding Offers 2013-14

File 28099E, 5279E [Index](#)

MOTION:

Moved: White / Second: Guile

RECOMMENDED that Council:

- a) Accepts the NSW Local Government Road Review Program grant funding offers as follows:
  - i) \$997,000 for the upgrade of Pyree Lane (full length), and authorise the expenditure on job number 85573; and
  - ii) \$2,100,000 for the upgrade of Bolong Road (Coolangatta Road to south of Berry's Bay), and authorise the expenditure on job number 85587.
- b) Writes to RMS thanking it for its cooperation and funding assistance towards the 2013/14 Local Government Road Review projects, and advising that Council accepts the grant funds offered and commits to completion of these projects by June 2014 (Bolong Road) and June 2015 (Pyree Lane), as required.

CARRIED

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36. Options for Six and Twelve Month Operations - Nowra and Bomaderry Swimming Pools  
File 3075E; 1754E [Index](#)

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MOTION: Moved: Wells / Second: Gash

RECOMMENDED that the matter be deferred until further community consultation is undertaken and the service levels for the swimming season for 2013/14 remain as is.

CARRIED

37. Stormwater Investigations - Bawley Point File 1850E [Index](#)

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MOTION: Moved: Findley / Second: Anstiss

RECOMMENDED that:

- a) The natural channel through the dunes and beach, from the outlet of the pipe under Malibu Drive, not be disturbed after an initial mechanical clearing and natural processes be observed for 12 months and a report be received;
- b) Further investigations be undertaken into the most cost-effective options to drain stormwater away from Voyager Crescent; and
- c) That community engagement is required prior to the execution of the works.

CARRIED

38. Building and Feasibility Study for Kids Korner- Options to bring forward funding to 2013/14  
File 1440E [Index](#)

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Note: Clr White left the meeting

MOTION: Moved: Guile / Second: Findley

RECOMMENDED that the building and feasibility study for Kids Korner preschool be funded by revoting the remaining 2012/2013 budget allocation of \$25,000 under Community Buildings - Minor Works (job number 81492) as part of the fourth Quarter Review.

CARRIED

39. Local Government Infrastructure Audit File 38968E [Index](#)

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MOTION: Moved: Findley / Second: Anstiss

RESOLVED that the report on the results of the Local Government Infrastructure Audit be received for information.

CARRIED

- 
40. Tender Report - Management and Operation of Ulladulla Headland Tourist Park  
File 47307E [Index](#)
- 

MOTION: Moved: Watson / Second: Baptist

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

CARRIED

41. Tender Report - Manufacture and Installation of Relocatable Cabins at Holiday Haven Tourist Parks  
File 47431e [Index](#)
- 

MOTION: Moved: Watson / Second: Baptist

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

CARRIED

42. Tender Report - Supply and Delivery of Pavement Materials - 1 August 2013 - 31 July 2014  
File 47374E [Index](#)
- 

MOTION: Moved: Watson / Second: Baptist

RECOMMENDED that in accordance with Section 102A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter.

CARRIED

43. Tender Result Update - Resource Recovery Park EIS  
File 47110E [Index](#)
- 

MOTION: Moved: Watson / Second: Baptist

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

CARRIED

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## PLANNING AND DEVELOPMENT

44. Draft Native Vegetation Regulation Review File 33115E [Index](#)

Note: Clr White returned to the meeting

MOTION: Moved: Watson / Second: Gash

RECOMMENDED that Council:

- a) Make a further submission to the Native Vegetation Regulation Review requesting the need for offsets when clearing is undertaken for public and or community purposes be exempted;
- b) Amend and insert "the Regulation to allow farmers to clear isolated paddock trees in areas previously cleared for permanent or rotational cropping, **land cleared for grazing**, manage invasive native species, and thin native vegetation using self assessable codes;
- c) Provide a copy of the recommendation to the Hon Shelley Hancock, Gareth Ward MP, Paul Green MLC and Don Harwin MLC
- d) Exclude all rural residential zones from the regulations.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Gash, Baptist, Guile, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Findley

45. Local Sea Level Rise Benchmarks File 30596e & 8596e [Index](#)

MOTION: Moved: Watson / Second: Gash

RECOMMENDED that:

- a) Council continue the process to establish regional/local sea level rise benchmarks in partnership with the State Government and neighbouring coastal Councils (Option 2);
- b) Council write to Bega, Eurobodalla and Kiama Councils inviting them to enter into a partnership to develop regional sea level rise benchmarks for this area; and
- c) Should a partnership with neighbouring Councils not be achieved within one month of contacting them, then a further report be provided outlining funding options to progress Option 1.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Gash, Baptist, Guile, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Findley

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46. Endangered Ecological Communities on Council Managed Lands File 21763e [Index](#)

MOTION: Moved: Guile / Second: Findley

RECOMMENDED that Council endorse the *Endangered Ecological Community Mapping Report* (EEC Report) and recommend it be placed on Council's website for public information.

CARRIED

### **SHOALHAVEN WATER**

47. Triple Bottom Line (TBL) Performance Reporting 2011-12 File 28864E [Index](#)

MOTION: Moved: Gash / Second: White

RESOLVED that, in accordance with the Committee's delegated authority, the information in this report be noted.

CARRIED

48. Local Government and the Shires Association - Water Management Conference 2013  
File 3989E [Index](#)

MOTION: Moved: Baptist / Second: White

RESOLVED that, in accordance with the Committee's delegated authority:

- a) Council notes the details of the forthcoming conference LGSA NSW 2013 Water Management Conference, scheduled for 8-10 September 2013 at Terrigal NSW;
- b) Council authorises available Councillors to attend the conference and such attendance be deemed Council Business; and
- c) Council meets the travel, registration fees, accommodation and all reasonable out of pocket expenses in accordance with its adopted policy.

CARRIED

49. Asset Management Plan - Telecommunications Facilities File 9171E [Index](#)

Conflict of Interest Declaration - Clr White - Pecuniary Interest – Due to being a former Telstra licensee and still receiving remuneration from Telstra – left the room.

MOTION: Moved: Robertson / Second: Anstiss

RESOLVED that, in accordance with the Committee's delegated authority:

- a) Council place the following Asset Management Plan on public exhibition and invite submissions.

- 
- b) Should Council receive submission(s) considered minor then the AMP's be deemed adopted at the completion of the submissions period, otherwise a further report be provided to Council regarding any substantial submission(s).

CARRIED

50. Water Fountain/Bottle Refilling Stations - Progress & Offer to Partner File 27677E [Index](#)

Note: Cllr White returned to the meeting

MOTION:

Moved: Tribe / Second: Kitchener

RECOMMENDED that:

- a) Shoalhaven Water undertake by opportunity, additional installations of Water Fountain/Bottle refilling stations at sites of benefit to the community as a partner arrangement with other interested parties; and
- b) A report be presented to the Nowra CBD Action to have a water fountain/bottle filling station installed at Junction Court.

CARRIED

51. Acquisition of land at Jaspers Brush-Strongs Road Water Supply File 46721E [Index](#)

MOTION:

Moved: Guile / Second: Tribe

RECOMMENDED that:

- a) Council resolve to acquire part of Lot 10 DP801593 at Jaspers Brush, as shown by hatching on acquisition sketch plan attached to the report, under the Local Government Act 1993.
- b) Council to pay compensation of \$37,400 (plus GST if applicable) and legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Shoalhaven Water's Water Land Acquisition Fund.
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.
- d) Council resolve to classify the land as Operational in accordance with section 31 (2) of the Local Government Act, 1993.

CARRIED

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52. Acquisition of Easement at Jaspers Brush - Strongs Road Water Supply File 46721E [Index](#)

MOTION: Moved: Guile / Second: Kitchener

RECOMMENDED that:

- a) Council resolve to acquire an Easement for Water Supply 4 wide over that part of Lot 7 DP717400 at Jaspers Brush shown by hatching on acquisition sketch plan attached to the report, under the Local Government Act 1993.
- b) Council to pay compensation of \$8,000 and legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Shoalhaven Water's Water Land Acquisition Fund.
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

CARRIED

53. Transfer of Crown Road to Council - Strongs Road, Jaspers Brush File 46721E [Index](#)

MOTION: Moved: Guile / Second: Kitchener

RECOMMENDED that:

- a) Council resolve to accept the transfer of:
  - i) that part of a Crown road, being part of Strongs Road Jaspers Brush, as shown by hatching on the plan attached to the report, and
  - ii) that part of an unmade Crown road off Strongs Road Jaspers Brush, as shown by cross hatching on the plan attached to the report.
- b) The land be transferred to Council as a public road for \$nil consideration. Costs associated with the transfer, including survey costs, are to be paid from Shoalhaven Water's Water Land Acquisition Fund.
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

CARRIED

54. Acquisition of Land and Easement at Jaspers Brush - Strongs Road Water Supply  
File 46721E [Index](#)

MOTION: Moved: Guile / Second: Baptist

RECOMMENDED that:

- a) Council resolve to acquire part of Lot 2 DP1121436 and an Easement for Access and Water Supply over part of Lot 2 DP1121436 at Jaspers Brush shown marked

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on acquisition sketch plan attached to the report, under the Local Government Act 1993.

- b) Council pay compensation of \$1,000 (plus GST if applicable) and legal costs associated with the acquisition, in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, from Shoalhaven Water's Water Fund.
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.
- d) Council resolve to classify the land to be acquired as Operational in accordance with section 31 (2) of the Local Government Act, 1993.

CARRIED

55. Sale of surplus Council land at Cambewarra File 47190E [Index](#)

MOTION: Moved: Gash / Second: White

RECOMMENDED that:

- a) Council resolve to sell Lot 1 DP532194, Tannery Road Cambewarra, as shown on copy of that plan attached to the report.
- b) Council accept payment of \$400 plus GST for the land. Costs associated with the sale are to be paid from Shoalhaven Water's Water Fund.
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to the resolution.

CARRIED

56. Tender Process - Strongs Road Water Supply Scheme File 7155E [Index](#)

MOTION: Moved: Guile / Second: Kitchener

RECOMMENDED that Council, in accordance with Section 10A(2)(d)(i) of the Local Government Act (2003), consider a separate confidential report on this matter.

CARRIED

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**ASSETS AND WORKS / PLANNING AND DEVELOPMENT / SHOALHAVEN WATER**

57. Council's Response - Flood Event - Shoalhaven - June 2013 File 47606E [Index](#)

MOTION: Moved: Wells / Second: Baptist

RESOLVED that:

- a) This report be received for information; and
- b) Council thank staff for their effective response to the emergency

CARRIED

58. Procedural Motion – Introduction of Items as a Matter of Urgency [Index](#)

MOTION: Moved: Watson / Second: Baptist

That the following items be introduced as a matter of urgency and be brought forward for consideration:

- a) Addendum Report 1, Item 1 – Holiday Haven Tourist Park Tenders for the Management and Operation of Huskisson White Sands Tourist Park
- b) Addendum Report 1, Item 2 – Proposed Lease of 44 Coomea Street, Bomaderry
- c) Addendum Report 2, Item 1 – Reconsideration Request – Payment of Contribution to the Advertising Campaign for the Constitutional Recognition of Local Government

CARRIED

**ADDENDUM REPORT 1 - ASSETS AND WORKS**

59. Holiday Haven Tourist Park Tenders for the Management and Operation of Huskisson White Sands Tourist Park File 47430E [Index](#)

MOTION: Moved: Watson / Second: Baptist

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

CARRIED

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60. Proposed Lease of 44 Coomea Street, Bomaderry File 12219E, 47538E [Index](#)

MOTION: Moved: Guile / Second: Anstiss

RECOMMENDED that:

- a) Council enter into a lease agreement with Southern Cross Community Housing Ltd (SCCH) for 44 Coomea St Bomaderry for a term no greater than 12 months at \$250/wk rent and such other terms as approved by the General Manager.
- b) The General Manager be delegated authority to endorse any terms of the Lease that may not yet be settled; and
- c) The Common Seal of the Council of the City of Shoalhaven be affixed to any documents required to be sealed, otherwise the General Manager is authorised to sign any documentation necessary to give effect to this resolution.

CARRIED

## **ADDENDUM REPORT 2 - CORPORATE AND COMMUNITY SERVICES**

61. Reconsideration Request – Payment of Contribution to the Advertising Campaign for the Constitutional Recognition of Local Government File 24649E [Index](#)

MOTION: Moved: Guile / Second: Gash

RECOMMENDED that Council:

- i) Not provide a contribution to Local Government NSW to assist with the cost of the advertising campaign for the Constitutional Recognition of Local Government; and
- ii) Reiterates its support for constitutional recognition of Local Government.

CARRIED

FOR: Tribe, Robertson, Anstiss, White, Findley, Watson, Kitchener, Wells, Russ Pigg

AGAINST: Gash, Baptist, Guile

## **GENERAL BUSINESS**

62. Additional Item – Legal Expenses – CCTV Case File [Index](#)

MOTION: Moved: Findley / Second: Robertson

RECOMMENDED that the General Manager write to the State Government and request financial assistance for legal expenses relating to Council's CCTV case.

CARRIED

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FOR: Tribe, Robertson, Anstiss, Findley, Watson, Kitchener, Russ Pigg

AGAINST: White, Gash, Baptist, Guile, Wells

63. Additional Item – Milton Ulladulla Relay for Life

File [Index](#)

MOTION:

Moved: Findley / Second: Anstiss

RECOMMENDED that

- a) Council fund the Milton Ulladulla Relay for Life on the same basis as the Nowra event; and
- b) The Milton Ulladulla and Nowra Relays for Life be recurrent items in Council's Budget.

CARRIED

## CONFIDENTIAL REPORT

CONSIDERATION OF ITEMS OF A CONFIDENTIAL NATURE

### ASSET AND WORKS

Item	Reason
Tender Report – Management and Operation of Ulladulla Headland Tourist Park	Commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)
Tender Report – Manufacture and Installation of Relocatable Cabins at Holiday Haven Tourist Parks	Commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)
Confidential Tender Report – Supply & Delivery of Pavement Materials 1 August 2013 to 31 July 2013	Commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)
Confidential Tender Report – Resource Recovery Parks EIS	Commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)

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## SHOALHAVEN WATER

Item	Reason
Tender Process – Strongs Road Water Supply Scheme	Commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it. 10(A)(2)(d)(i)

Pursuant to Section 10(A)(4), the public were invited to make representations to the Policy & Resources Committee before any part of the meeting is closed, as to whether that part of the meeting should be closed. The Chairperson asked the General Manager if any written representations had been received as to whether that part of the meeting should be closed.

MOTION:

Moved: Gash / Second: Anstiss

That the Policy & Resources Committee Meeting exclude the press and public from the Meeting pursuant to Section 10(A)(1)(a) of the Local Government Act, 1993 as it was to consider items of a confidential nature in relation to matters pursuant to Section 10(A)(2)(d)(i). It is not in the public interest to disclose this information as it may impact on the ability of Council to attract competitive tenders in the future.

The meeting moved into confidential the time being 6.24pm

The meeting moved into open session, the time being 6.39pm

There being no further business, the meeting concluded, the time being 6.39pm.

Clr Wells  
CHAIRPERSON

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**  
**TUESDAY, 13TH AUGUST 2013**

**COUNCILLOR REPORTS ON CONFERENCES**

***ITEM TO BE REFERRED TO ORDINARY MEETING***

1. **Local Government Conference - Floodplain Management Association National Conference** File 4688e [Index](#)
- 

**PURPOSE:** Delivery Program Activity: 4.3.2.1

To provide a report from Clr Mark Kitchener on the Floodplain Management Association National Conference held in Tweed Heads 28-31 May 2013.

**RECOMMENDED that the report regarding the Floodplain Management Association National Conference held in Tweed Heads from 28-31 May 2013 be received for information.**

**OPTIONS:**

1. Receive the report for information, as requested.
2. Request for further information on the conference.

**DETAILS:**

- # In accordance with Clause 3.3(e) of the Council Members – Payment of Expenses and Provisions of Facilities Policy, Clr Mark Kitchener has submitted a report regarding the Floodplain Management Association National Conference held in Tweed Heads from 28-31 May 2013. The conference report is attached for information.

**GENERAL MANAGER**

***ITEM TO BE REFERRED TO ORDINARY MEETING***

2. **Delegation of Authority - Appointment of Acting General Manager** File 16699E [Index](#)
- 

**PURPOSE:** Delivery Program Activity: 4.4.2

To delegate authority to the Mayor to appoint a person to temporarily act in the role of General Manager, should the General Manager be on leave of absence.

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**RECOMMENDED that Council delegate authority to the Mayor, Cllr Joanna Gash, to appoint a person to act in the role of General Manager temporarily, during periods when the General Manager is on leave of absence.**

## **OPTIONS**

1. Adopt the recommendation.
2. Not adopt the recommendation.

## **DETAILS**

# Section 351 of the Local Government Act (attached) provides –

### *“Temporary Appointments*

*(1) If a position (including a senior staff position) within the organisation structure of council is vacant or the holder of such a position is suspended from duty, sick or absent, the council, in the case of the General Manager’s position, may appoint a person to the position temporarily.”*

It is considered appropriate that Council delegate authority to the Mayor to make such a temporary appointment, as a situation could arise where the General Manager is absent due to illness (and an urgent appointment is required) or for planned annual/LSL.

It is necessary to appoint an acting General Manager in such circumstances, to undertake the statutory responsibilities of the position and provide for the proper and legal management of the organisation.

## **FINANCIAL IMPLICATIONS:**

The Acting General Manager position will require proper remuneration, commensurate with the level of responsibility and the period of time involved. This would be met from existing budgets.

## **COMMUNITY ENGAGEMENT:**

N/A

**RUSS PIGG  
GENERAL MANAGER**

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**CORPORATE AND COMMUNITY SERVICES**

***ITEMS TO BE REFERRED TO ORDINARY MEETING***

3. **Twelve Month Progress Report on Delivery Program & Operational Plan 2012 - 2013** File 45907E [Index](#)
- 

**SECTION MANAGER:** Tony Holmes

**PURPOSE:** Delivery Program Activity: 4.1.4.2

Ensure that reports are regularly submitted to Council on progress toward Community Strategic Plan objectives.

**RECOMMENDED** that the report of the General Manager (Corporate & Community Services) regarding progress to June 2013 on the 2012/2013 Delivery Program and Operational Plan be received for information, noted and published on Council's website.

**OPTIONS**

1. Adopt the recommendation
2. Adopt the recommendation and seek a further report on specific aspects of the Twelve Month Progress report.

**DETAILS**

***Introduction:***

As part of the Integrated Planning and Reporting (IPR) Framework, Council in June 2011, adopted an Indicators Framework based on a matrix of reporting cycles and report audiences, to meet the requirements of the Government's IPR Guidelines. A key requirement of the Guidelines is the presentation of a report by the General Manager, at least every six months, on progress with implementation of the Delivery Program. It should be noted that reporting has been summarised in the pre organisational review structure.

The Delivery Program/Operational Plan (DP/OP) describes the use of indicators against Activities (expressed as 'Progress, Trend, or None'), as a means of measuring progress on DP/OP implementation, and providing the link between Council's business planning

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document and the Indicators Framework. The status of Key Performance Indicators (KPIs) linked to many of the Activities set out in the DP/OP will be reported through the quarterly and six-monthly reporting cycle. This will also include an overview of progress on each Activity on the six-monthly cycle.

### ***Quarterly Report to 30<sup>th</sup> June 2013***

Attached under separate cover is a copy of the Twelve Month Progress Report covering period to end of June 2013.

While Council's Framework involves quarterly reporting of progress on KPI measures, the Twelve Month Progress Report is intended to meet the IPR Guidelines requirement.

The June 2013 Twelve Month Report includes graphic 'traffic light' interpretation of the KPI 'actual results' against the 'target' for each measured Activity, together with Activity Status and Progress Comment on all Activities.

The Twelve Month Progress Report includes 'rolled up' reporting, taking the trend and progress KPI results at the Activity level to collectively reflect progress on and towards the Community Strategic Plan Strategies and Objectives to which the Activities are linked. This methodology is also used to provide rolled-up reporting of progress by Group, by Key Result Area and by "whole of plan".

### ***General Manager's Overview:***

In addition to highlights provided by each Group Director below, the General Manager highlights the following milestones and achievements for the twelve month period:

### ***Assistant General Managers Highlights***

- In December 2012 consultant GHD was appointed to undertake the route selection study from Nerriga west to the Hume Highway. The final report is due in late 2013.
- In February 2013 the NSW Minister for Roads announced that \$2.2m would be allocated to Goulburn-Mulwaree Council for the upgrading of the bridge at Oallen Ford and the sealing of the remaining sections of the Nerriga/Goulburn Rd. This work is expected to be completed in 2013/14.
- The upgrades to the Princes Highway at Sth Nowra and near Gerringong are bringing to reality the delivery of a 4 lane highway from Sydney to the Jervis Bay Rd.
- Council's Audit Committee held a total of 4 quarterly "general" meetings, 3 meetings associated with the annual financial statements, and one workshop to develop a formal Business plan.
- Completion of the End of Term Report, the outgoing Council's report on its actions in achieving the objectives and strategies of the Community Strategic Plan
- Formation, adoption and publication of the 11/12 Annual Report with a new format and completion of the 11/12 Annual Community Report

- 
- Completion and publication of the Revised Community Strategic Plan – Shoalhaven 2023. The community engagement process for the CSP Review obtained over 1000 responses from community, State agencies and Council staff.
  - Review of Council's Resourcing Strategy including the Long Term Financial Plan, Workforce Planning, Asset Planning and Information Technology and Telecommunications Plan complete and used to inform the new Delivery Program and Operational Plan
  - Completion and publication of the Delivery Program 2013/2017 and Operational Plan 2013/2014 to identify Council's activities and tasks in addressing the Community Strategic Plan

***Shoalhaven Water Highlights:***

- Tenders have been called for the upgrade of the Strongs Road Water Supply. The scheme will decommission the existing raw water supply serving 33 properties, and connect those properties to Council's potable water supply.
- Planning and approval to install water filling stations in Callala Beach and Callala Bay commenced with the units expected to be operational in August 2013.
- A draft augmentation report has been prepared for the upgrade of Nowra and Bomaderry Sewage Treatment Plants and their connection into REMS.
- Planning for the 2013 National Water Week campaign in the Shoalhaven to highlight "Litter in our Water Ways and Catchments" has commenced. Water Week 2013 will see a range of community events being held.
- Connections to the Kangaroo Valley Sewerage Scheme have commenced.
- In addition to an assistance package provided to properties not yet connected to sewerage services in backlog sewer scheme areas, customers affected by the 'Deans Gap' bushfire emergency were provided with a rebate for higher water usage charges.
- Events sponsorship has been committed to the Sports Tourism Partner program during 2012/13 totalling \$50,000 to support the community.
- The sewer relining contract has continued to reduce infiltration into the sewer system. This involved a structural liner being put in place to seal existing holes between the main and risers. 5.5kms of sewer mains have been relined in the last 12 months.
- Water supply and sewerage strategies have been completed for all schemes. These documents provide the basis for future capital works planning.
- Shoalhaven Water's partnership with private consulting firm, GHD has successfully completed its first year. The consultancy provides Shoalhaven Water with Program/Project Management and specialist engineering services for a period of 4

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years.

- Shoalhaven water has entered into a contract with Xylem for the supply of pumps and ancillary equipment for a period of 4 years.
- Shoalhaven Water is in the final planning stages of implementing a facility to enable customers to receive water accounts electronically.
- The normal business hours that customers can contact Shoalhaven water regarding water supply and sewerage services have been expanded to 8.00am to 5.30pm weekdays.

### ***City Services & Operations Highlights:***

#### Arts

- The strategic review of the Shoalhaven City Arts Centre was completed with consultants. Council has now adopted the Shoalhaven City Arts Centre Strategic Plan 2020.
- Council worked with LINAC to develop and implement art projects for the South Coast Cancer Care Centre, this has included facilitating the Expression of Interest process for the sculpture in the grounds and the loan of artworks for display throughout the new building.
- Council was successful in securing grant funding from the Department of Sustainability, Environment, Water, Population and Communities under the 'Your Community Heritage Program' for the Shoalhaven Stories Project. An exhibition and workshop were held and the story gathering continued throughout the year.
- The Shoalhaven City Arts Centre hosted many exhibitions within its Main Gallery and held launches during the year, including:
  - MAPS;
  - Shoalhaven Arts Society 47th Open Annual Arts Competition;
  - Shoalhaven Stories;
  - Creative Moments;
  - Jasper Knight Survey Show;
  - Larapinta Trail;
  - Margaret Dredge Retrospective and
  - Light Sensitive Materials: Works from the Verghis Collection
- Complete review of Council Artwork Collections and an update of the Collection database.
- Received grant funding from Arts NSW for secure art storage at the Arts Centre and upgrading of the sound equipment for the Nowra School of Arts.

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### Community Facilities

- The management of the Berry School of Arts was taken over by Council in October 2012 after being on a long term lease.

### Shoalhaven Bereavement Services

- Shoalhaven Memorial Gardens & Lawn Cemetery introduced the Chapel Concierge Service in 2012.
- Berry Cemetery “Garden of Remembrance” officially opened by the Mayor and dedicated by the Berry churches in June 2013.
- Shoalhaven Memorial Gardens, Worrigea - Bushwalk Garden extension Stage 1 providing an additional 100 dual memorials.
- Shoalhaven Memorial Gardens, Worrigea has created an undercover waiting area and added substantial outdoor seating around the Chapel.
- Shoalhaven Memorial Gardens Worrigea - the “Sentinel” is a unique columbarium that has been erected in Segment 4. It provides 16 niches in a distinctive and compact arrangement.

### Shoalhaven Swim & Fitness

#### Bomaderry Aquatic Centre

- Centre indoor pool change rooms have been refurbished with new tiling and partitions.
- New lane ropes were installed in indoor and outdoor pools and new starting blocks for outdoor pool.
- Aquatic Education Coordinator & Leisure Attendant staff member have completed their Diploma of Business.
- Attendance at Bomaderry Aquatic Centre has decreased by 9,000 over the year due to decreases in Learn to Swim and Squad numbers.
- Income increased \$38,000 over last year due to higher usage during winter period.
- Expenditure down \$13,000 on last year due to review of rosters and staffing cuts.
- Membership remains steady at approximately 100.
- Multi Visit Passes still popular with clients.
- Electricity costs up 10% due to increase in tariffs.
- Water consumption increase slightly over last year due to warmer weather.

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### Bay & Basin Leisure Centre

- New Exercise Physiologists on-site bringing in \$20,000 over year.
- Learn To Swim enrolments up 10% to 3,912 enrolments for the past financial year (and extra \$69,000).
- Internal gym competitions and promotions aid in increasing memberships to over 600 (and extra \$21,000).
- New Swim School internal carnival a success.
- Attendances was up by 16% to over 200,000 visits per year.
- Raising over \$1,300 in Worlds Greatest Shave event.
- Cafe and Retail sales up by 20% (and extra \$64,000).
- Labour and power costs only up 3.0% from last year which reflects price rises only as electricity usage and labour hours were down.
- Gas costs are down due to new solar boosters.
- Overall cost to run the Centre was down \$67,000 down from last year, and only 72% of allocated budget was used.
- New signage at Centre displaying new logo.

### Sussex Inlet Aquatic Centre

- Achieved income budget (100%).
- Expenditure used 95%.
- \$17,000 above budgeted loss.
- Record Learn to Swim numbers over summer.

### Ulladulla Leisure Centre

- Income up 11% on last year (\$77,000).
- Income up .03% on last year (\$4,000).
- Net operating loss \$213,000 - down 32% on last year (\$314,000).
- Record numbers in Learn to Swim .
- Income in Learn to Swim up by 27%.

- 
- Squad training sessions receiving excellent recognition and results.
  - Gym members meeting monthly targets.
  - Group exercise classes record numbers.
  - Gas costs down by \$36,000.

#### Project Delivery

- Junction Court - The development of Junction Court is one of the first initiatives to be undertaken from the Nowra CBD Master Plan and aims to act as a community focal point within the Nowra CBD.
- Ulladulla Walkway Sections 1 & 2 completed.
- Ulladulla Netball Court Resurfacing completed in March 2013 in time for the commencement of the local Netball season.
- Boree Street Demolition & Temporary Car Park - Existing residential building was demolished and a temporary car park designed & constructed in time for Christmas 2012.
- Shoalhaven Heads Tourist Park Pool Solar Heating System

#### Library

- The redevelopment of the Ulladulla Library, Visitors Centre & Civic Centre construction commenced in April 2013.
- Radio Frequency Identification (RFID) has now been implemented at all Shoalhaven Libraries including self checkouts at Nowra and Sanctuary Point. Security gates have been installed at Nowra.
- The Mobile library was re-branded with new external painting and signage in January.
- Sanctuary Point Library has had improvements to the front desk to improve customer service delivery and to improve aesthetics.
- The National Year of Reading was celebrated this year and a presentation was made by staff to the State Library CEO in October. The presentation was also provided to the Library Council of NSW in December. Shoalhaven Libraries also won a 2012 Marketing Award for our National Year of Reading, 2012 program.
- Youth week events and school holiday activities at the Libraries were held with over 2,800 participants, at the 263 events.
- The Revitalising Regional Libraries funding, of which \$16,000 was received, will be spent on the remodelling of the circulation desk at Nowra.

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- Shoalhaven Libraries was successful in receiving a Telstra Grant, Tech Savvy Seniors. This will be used to conduct classes in the use of electronic resources, electronic devices and basic internet training for Seniors.
  - Tech Tuesday has also been initiated to assist community members in using e-devices and in the downloading of e-books at Nowra Library.

### Works & Services

- Road Sealing Program - Council's Roads Maintenance Unit has undertaken a \$3.2m sealing program this year in Local Roads on time and budget. The breakdown of this program into external and internal resources amounts to \$1.95M of external sealing contractor works with the balance of \$1.25m being spent by Council's works crews in undertaking minor pavement improvements and other resealing preparatory works. The total distance of sealing amounts to 44km.
- Major road rehabilitations in over 40 locations on key roads including Matron Porter Drive, Quinns Lane, Owen Street, Larmer Ave, Watersedge Ave, Pointer Rd, Drury Lane, Croobyar Rd, Wheelbarrow Rd, Hanigans Lane, Bendalong Rd, Lake Conjola Entrance Rd, Berry Street (Nowra), Keppel Street, Main Rd
- Maintenance grading completed in many unsealed roads including Porters Creek Rd, Bugong Rd, White Gum Rd, Old Berrara Rd, Mimosa Park Rd, Lighthouse Rd, Warra Warra Rd, Wheelbarrow Rd, Old Hume Highway (Termeil), Pretty Beach Rd, Browns Mountain Rd, Upper River Rd, Wattamolla Rd, Grassy Gully Rd, Burrier Rd, Woodburn Rd, Monkey Mountain Rd, Kinghorne Point Rd, Myola Boat Ramp Rd, Yalwal Rd to Danjera Dam and Turpentine Rd.
- Adopt a Road - Council has been working closely with the Bendigo Bank on the "Adopt a Road" program. The program aims to improve the cleanliness and general aesthetic of selected streets in Sanctuary Point with the assistance from Volunteers from the Bendigo Bank and Sanctuary Point Lions.
- Council staff worked continuously throughout the June flood event and the February wind storm maintaining roadblocks, monitoring signage and implementing rapid short term repairs to ensure the safety of the community.
- Staff also implemented an improved system for collection and disbursement of continuing flood information to Council's website, the Mayor, the General Manager, Roads & Maritime Services, SES and other stakeholders.
- Emergency road repairs on Wandean Road were undertaken which ensured that access was available to Rural Fire Service fire trucks during the January Dean's Gap Fire.
- Council received a total of 5,295 requests for maintenance works of which a total of 4681 were completed. The Parks Unit received 2139 requests and 2048 were completed.

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- Following a long public consultation period, Marriott Park Playground replacement was installed.
  - Major Repairs to Parma Road Bridge, Mayfield Bridge and Wheelbarrow Road Bridge, Grays Beach Boat Ramp.
  - Lake Openings at Lake Conjola and Lake Tabourie and the removal of 1000 cubic metres of sand from the dry notch at Shoalhaven Heads to allow for a quicker mechanical opening of the entrance when the flood peaked on June 25th.
  - Two rare Grey's beaked whales were buried at Racecourse Beach, Bawley Point
  - Installation of picnic shelters have been well received in Lyons Park, Sussex Inlet, Beach Street, Tabourie, Wandandian Sportsground, Johnson Street Reserve, Bawley Point, Lyons Park, Sussex Inlet and BBQ shelter at Callala Bay Boat Ramp.
  - Construction of shared user paths was undertaken at Vincentia and on the Princes Hwy, Ulladulla. Construction of footpaths along the western side of Golden Hill Avenue and in Harry Sawkins Park, Nowra have improved access.
  - Additional parking provided in Moss St, Nowra, Graham Street, Nowra, McGrath Ave, Nowra and Boree Street, Ulladulla.
  - Vandalism Repairs and Clean up after:
    - More than a dozen speed and direction signs were deliberately flattened along the Braidwood Rd between HMAS Albatross and the Turpentine Rd at Tomerong.
    - An area of waterfront bush was poisoned along Elizabeth Drive at Collingwood Beach, Vincentia.
    - Francis Ryan Reserve - buildings and a car park covered with paint.
    - Total of 438 Graffiti tags were removed over the last year.

### ***Strategic Planning Highlights:***

- Re-exhibition of draft SLEP 2013
- 3 new flood studies adopted. S149s updated on all affected properties
- Newly updated and endorsed bushfire mapping for the Shoalhaven. S149s updated on all affected properties
- SLEP 1985 Amendment 242 rezoning Badgee Lagoon & Sussex Inlet
- The completion of the audit of the Tenancy Register and the provision of a link to occupation agreements has enhanced this tool for internal use and also to provide improved customer services.
- The use of a 3 day per week experienced casual staff member has facilitated the acquisition of lands in order to meet critical construction deadlines for the widening of

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Pyree Lane. In addition road closings have been actioned by this staff member providing income streams to Council.

- Reduced the number of activities listed in the Property Unit work program from 258 to 231 and the number of matters listed as 'backlog' from 62 to 47.
- The application of the "Occupation of Council Owned and Managed Land Policy" has resulted in the provision of objective information to Council of the extent of subsidised rent offered to community groups. In addition the ongoing use of the Rental Assessment Questionnaire for all new and renewed occupancies has provided transparency to the calculation of subsidised rents.
- Completion of the intrusive investigation of the PCL area in accordance with the SAQP & Councillor Briefing on the progress of the PCL Strategy.
- Adoption of the new Land Acquisition and Valuation Policies.
- The Property Unit completed a total of 79 projects including 23 lease/licences, 4 road closures and other property projects.
- Detailed submission made to the NSW Governments Planning White Paper and other planning reform proposals
- Heritage Estates Voluntary Acquisition Project – project commenced and Council involved as an active partner
- Verons Estate Planning Proposal – "gateway" determination received from the NSW Govt to enable proposal to advance
- Jerberra Estate Planning Proposal – finalised by Council and forwarded to the Department of Planning for completion
- Carbon Management Report completed by the Sustain Group and reported to Council in April 2013. Resolved to set a target to reduce Council's energy consumption by 10% based on the report.
- Updated Bushfire Prone Land Map for Shoalhaven certified by RFS
- Garrads Reserve Narrawallee, Biobanking Funding Agreement (\$750,000) – negotiated, finalised and signed.
- Growth Management Strategy document (version 1) finalised and forwarded to to Dept of Planning for endorsement
- Notification and finalisation of Badgee Urban Expansion (Sussex Inlet) Planning Proposal & Woollamia Farmlots (6 lots) Planning Proposal
- Community path projects: a total of 2093 metres of paths were constructed by 7 separate community groups during the year.

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### ***Development & Environmental Services Highlights:***

- The adoption of DCP 99 (Amendment No 1) – Huskisson 3(g) development areas.
- Environmental education in partnership with local schools - several programs were run throughout the year including talks to local primary schools on threatened species topics and 'Adopt-a-school' projects with local High Schools covering beachwatch, flora and fauna.
- Environmental Services has continued to provide support to the Bay and Basin Community Resources by providing food hygiene training to staff and volunteers working in the community.
- The State of Environment report for 2011/12 was completed in November 2012. This included preparation of the Planet Footprint Report Card allowing Council to benchmark its performance over time against set targets and other local government area.
- Environmental Services participated in a number of partnership projects with government agencies including:
  - Beachwatch - Council collected water samples at 11 popular beaches across the City during summer. Water quality is tested against recreational guidelines.
  - Ecosystem Health Monitoring, Evaluating & Reporting (MER) program - water quality was tested in 7 catchments around Jervis Bay and will be compared to National Guidelines and similar catchments across the State.
  - Food Regulation Partnership - 775 inspections of retail food businesses conducted for the 6 month period from January, for compliance against safe food standards as part of a partnership agreement with NSW Food Authority.
- An environmental education stall was run by Threatened Species Officers and an EHO, at the Lady Denman Heritage complex for World Environment Day.
- Environmental Services have inspected 816 properties to ensure onsite effluent disposal meets environmental and health performance standards. The inspections identified 134 properties requiring maintenance or upgrading works. A compliance review of properties previously not participating in the Onsite Sewage Management Facility Program was also undertaken. This emphasis has resulted in many non-compliant properties being upgraded and engaging with the program.

### **Approvals:**

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

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- Construction of a four (4) storey building containing 44 serviced apartments (1 X 1 bedroom, 40 x 2 bedroom and 3 x 3 bedroom), one (1) retail tenancy and basement car parking for fifty five (55) vehicles at the corner of Kinghorne & Plunkett Streets, Nowra – site of the old Mazda dealership – valued at \$8.5 million.
  - A 4 storey residential apartment complex comprising 15 x 3 & 4 bedroom units with basement car parking at the corner of Jervis and Beach Streets, Huskisson – valued at \$5 million.
  - Regularisation of the South Coast Recreational Flying Club's facilities at the Jaspers Brush Airfield after a long period of compliance/enforcement.
  - Development consent was granted for the redevelopment of the Ulladulla Civic Centre & Library following the determination by the Joint Regional Planning Panel at the Civic Centre in March 2013.
  - Additional facilities at the Scots College School (Glengarry Campus) in Kangaroo Valley. This including a new administration building, classrooms, dining hall with kitchen facility, storage facilities, quadrangle and refurbishment of existing classrooms - valued \$4.25 million.
  - Asphalt plant including office/laboratory building, workshop building, associated car parking and landscaping in the Flinders Industrial Estate, South Nowra. The plant having the capability to operate 24 hours a day, 7 days a week – valued at \$2.2 million.
  - Aviation support facility comprising two workshop buildings and a separate office/administration building with associated car parking, landscaping and signage at Yerriyong – valued at \$1.8 million.
  - Additions to an existing industrial building in the Flinders Industrial Estate, South Nowra that is used by Snow Brand Australia Pty Ltd (cheese manufacturer). The works allowing an expansion in manufacturing and operation 24 hours a day 7 days a week – valued at \$1.2 million.
  - The successful Building Design Awards were presented by the Mayor on 30 November 2012. There were 17 properties nominated. Building Design Awards were presented to 8 nominations. These included awards for dwelling and dwelling addition designs, heritage conservation, best practice in building sustainability and commercial/industrial.

### ***Finance & Corporate Services Highlights:***

#### Corporate Business Units

#### Holiday Haven Tourist Park

- New Park Managers - Kylie Archer and Jason Allcock began their contract in August, while Ian and Jackie Szymoniczek started at Kangaroo Valley in September.

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- Shade Sails - A number of shade sails were constructed before summer over Jumping Pillows at Swan Lake Tourist Village, Bendalong Point Tourist Park and over the swimming pool at Shoalhaven Heads Tourist Park.
  - New Cabins - New cabins were installed to replace the original cabins put in some 25 years ago at Huskisson Beach Tourist Resort, Huskisson White Sands Tourist Park and Shoalhaven Heads Tourist Park.
  - Powering Up of Campsites - Due to a high demand for powered sites unpowered sites were converted to Powered Sites at Shoalhaven Heads Tourist Park Currarong Beachside Tourist Park and Ulladulla Headland Tourist Park
  - Jumping Pillow - New Jumping Pillow was installed at Ulladulla Headland Tourist Park and has been incredibly popular with summer guests.
  - Cabin Refurbishments - Cabins were refurbished at Bendalong Point Tourist Park, Lake Conjola Entrance Tourist Park and Ulladulla Headland Tourist Park.
  - BBQ Shelters - New BBQ shelters were installed at Huskisson Beach Tourist Park (overlooking Jervis Bay) and Burrill Lake Tourist Park (overlooking the Lake).
  - Amenity Blocks - The Amenities blocks at Swan Lake Tourist Village and Huskisson White Sands Tourist Parks were upgraded, while the amenity block that was destroyed in a windstorm at Lake Tabourie Tourist Park was replaced with a new building, which now includes a Camp Kitchen.
  - New Playgrounds - New "Spider Climbing Frame" Playgrounds were installed on the reserve out the front of Huskisson Beach Tourist Resort in place of the underutilised volleyball court. Another "Spider Climbing Frame" was also installed at Shoalhaven Heads Tourist Park to replace ageing playground infrastructure.
  - RMS Cloud & Online Bookings - The new "RMS Cloud" booking system was rolled out to 4 Holiday Haven Tourist Parks over the last 6 months – Shoalhaven Heads Tourist Park, Huskisson White Sands Tourist Park, Huskisson Beach Tourist Park and Ulladulla Headland Tourist Park. This system has enabled these parks to move to Online Booking. It is anticipated the remaining parks will move to RMS Cloud and Online Booking in the next 6 months.
  - Updated Management Contracts - The new contracts have been revised to add additional clauses, make the contracts more accessible and easier to understand and to clarify some 'grey areas' in the old contracts.
  - New Pricelist Format - Our 2011 marketing review conducted by external consultants highlighted the need to update our branding and marketing collateral and provide more motivational text and images in our marketing materials. This year we combined our DL Size individual park brochures and DL Trifold pricelist brochure into the one A3, fold to DL size brochure. Moving to this size brochure allows us to provide more information to our customers in the one brochure, provide more motivational images, showcasing our parks better and providing more motivational text, inspiring people to

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make bookings. The new brochures will be distributed electronically and in hard copy from July 1.

#### Financial Services

- All of Council's statutory obligations in regard to financial report for GST, FBT and Annual Financial Statements were achieved.
- Council's Long Term Financial Plan was updated during the year and submitted to Council for consideration as part of its Resourcing Strategy.

#### Revenue & Supply

- The number of 6 cylinder vehicles in Council's fleet continued to reduce in line with targets to reduce fuel usage and running costs across the fleet.
- All Rates & Charges were levied in a timely and accurate manner throughout the year.
- Council ensured its cashflow requirements were met through timely debt recovery of outstanding amounts for rates
- Council's financial policies in regard to Debt Recovery were reviewed and kept current.
- Council's Revenue Policy was reviewed and published as part of its Operational Plan & Delivery Program

#### Executive Support

- Regular information was provided to Council's Community Consultative Bodies in regard to the operations of Council.
- Council's website was regularly updated with Council meeting agenda and minutes to keep the community informed of Council's decision making process.
- Enterprise Risk Management - Strategic and Operational Risk Registers have been finalised and a software tool to manage those risks has been installed. This includes the Audit Management extension within Interplan that has been installed and populated.
- Business Unit Recovery Plans have been mostly completed.
- The General Manager assumed responsibility for the conduct of the 2012 Council Election, as a result of a change to the Local Government Act. These responsibilities were undertaken in the Executive Support Section. Since 1993, the conduct of Council Elections was the responsibility of the NSW Electoral Commission. By Council assuming responsibility for the conduct of the Election and using a Contractor, a saving of over \$110,000 from the indicative price suggested by the NSW Electoral Commission was achieved.

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- Staff processed 30 Formal Government Information (Public Access) Information Requests and 350 Informal requests. During Privacy Awareness Week, staff compiled a Privacy Information Sheet relating to key Operational areas within Council.
  - In the Records area, registration of incoming correspondence was closely monitored and remained up to date, and the backlog of scanned documents has been significantly reduced. Digitisation of some records has commenced which will lead to improved efficiencies in the registration process. Some initial work was commenced on developing web based forms. This was achieved despite the Trainee position remaining vacant since January 2013.

***Responses to Off Track KPIs:***

In addition to the notations provided with some KPIs, Group Directors have identified the following responses where KPIs for Activities are outside the defined 20% tolerance range.

***General Manager***

Activity 4.3.2.2 - # of media training sessions held – No media training sessions.

***Assistant General Manager***

Activity 1.1.7.2 - % customers with formalised access to Communication Sites – Additional users have been gained for which agreements still being negotiated.

Activity 3.1.1.2 – Unemployment rate in Shoalhaven (in % points) – Estimate

Activity 3.1.1.2 - # Employment – Jobs created per quarter – After 8 quarters of positive growth late 2012 saw a turnaround with unemployment climbing.

Activity 3.1.1.4 - \$ sales turnover of Tourism online bookings – General slow down in sales for Online Bookings. Famils and a campaign to increase members has commenced to attempt to remedy the downward trend.

Activity 3.1.1.5 - # Visitor enquiries serviced Ulladulla Information Centre – Estimate only due to water damage and closure of centre.

Activity 3.1.1.5 - # of Operators activity participating in the segments of the Tourism marketing program – Successfully launched the online “banner” ad campaign with 10 participants. Four associations took up funding projects via Precinct marketing Program. Six participants in the EDM promoting fishing and boating.

Activity 3.1.1.5 - # Visitor enquiries serviced Nowra Information Centre – Visitation to the Nowra Information Centre has been low throughout Winter and early Spring period. The decrease in overnight visitation is the most likely cause. Good weather and increase in promotion of the Visitors Information Centre is planned.

Activity 3.1.1.6 - # of Domestic over night visitation to Shoalhaven/Jervis Bay Territory.

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Activity 3.1.2.1 - % Progress – Development of two strategies - Medical education progressing from 11/12 and Waterfront strategy preparation commenced – now proceeding to Phase 2.

Activity 3.1.6.1 - % of Waterfront Precincts Strategy Actions completed – To commence Phase 2 in August 2013.

Activity 4.2.4.1 - % Progress: define and implement agreements database – Work underway on Grants management framework but progress halted in January 2012.

Activity 4.5.2.4 - # Outstanding Performance award nominations YTD – Nominations are low as this is the period between the bi-annual performance award presentations.

### ***City Services & Operations***

Activity 1.1.2.11 - % Projects on program – Repair / rehabilitate road network – Coolangatta Road was delayed in finalisation of the design due to limiting tree clearing but still providing reasonable road safety standards.

The Quinns Lane project was delayed due to a number of reasons causing delay to the Albert Street and Jindy Andy Lane projects.

Albert Street was delayed due to budget and scope of work issues.

Wason Street was delayed until the developer completed kerb and gutter works and then programmed for completion in the July school holidays following consultation with key stake holders to minimise impacts to school bus services and school children's safety.

Activity 1.5.2.1 - % Program – New village entry signs – All works commenced with some sites to be completed early in 2013/2014

Activity 3.1.3.5 – Compliance with targets from the Weeds Action Plan – inspect noxious weeds on private property. – Ongoing program over a number of years

### ***Strategic Planning***

Activity 4.5.5.2 # of assets audited – Nil audits this period due to lack of resources.

### ***Development & Environmental Services***

Activity 1.4.6.5 - % of immunised children under 5 years old living in the City – Statistical data supplied by NSW Ministry of Health no longer available for public distribution.

Activity 2.1.4.16 - % of Subdivision applications processed within 40 days – The secondment of the subdivision planner to focus on a much needed review and update of DCP 100 (Subdivision code) has reduced the teams capacity to process applications within 40 days.

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## **Finance & Corporate Services**

Activity 2.3.2.1 – Water Used (KL) Shoalhaven Entertainment Centre – Major increase in water consumption was due mainly to the hosting of the “Ice Escape” event at SEC over January 2013. Consistent watering of the front lawn area of the SEC also contributed to higher readings during this quarter.

Activity 4.4.2.3 - % Progress Work with IP&R officer to integrate risk reviews within quarterly reporting – Due to other tasks allocated to the Manager Insurance/Risk Management Manager, this was not completed during the current year and the remaining component has been carried forward into the 2013/14 Risk Management Action Plan.

### **FINANCIAL IMPLICATIONS:**

The implementation of Council's Indicators Framework is a key element of the IPR requirements, directed to strategic planning, resourcing and delivery of community outcomes across the span of social, environmental, economic and governance objectives.

### **COMMUNITY ENGAGEMENT:**

The community was provided with an opportunity for engagement as part of the consultation period when drafting the Delivery Program & Operational Plan for 2012 – 2013.

#### **4. Quarterly Budget Review as at 30 June 2013**

**File 2127E [Index](#)**

**SECTION MANAGER: Nancy Marriott**

**PURPOSE:** Delivery Program Activity: 5.1.3.13

In accordance with Regulation 203(1) of the Local Government (General) Regulation (2005), the responsible accounting officer must prepare and submit to the council a budget review statement after the end of each quarter. This has been carried out for the fourth quarter of the 2012/2013 financial year.

### **RECOMMENDED that**

- a) The June Quarterly Budget Review and vote movements including revotes outlined in the Quarterly Budget Review Statement be adopted by Council.**
- b) The Provision for Investment Losses Reserve be transferred to the Employees Leave Entitlement Reserve**

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## **OPTIONS**

1. Adopt the recommendation.
2. Not adopt the recommendation and make an alternative resolution.

### **Report Details:**

This budget review involves analysis of Council's annual budget in each Group to determine whether any changes in votes are required for the period and to confirm voting of funds to be carried forward into 2013/14. This process has been undertaken for the period to 30<sup>th</sup> June 2013 and any changes have been reported in the Quarterly Budget Review Document. This report also analyses the progress of each group in achieving its financial objectives.

### **Summary of General Fund 2012/13 Budget Result**

After recommended adjustments and revotes, the budget result for General Fund for 2012/13 is a balanced budget, for Water Fund a surplus of \$4.695 million and for Sewer Fund a surplus of \$2.973 million. These are strong results that have been achieved through tight cost control by all Groups and a clear focus on reducing Operating Expenditure where possible across the organisation.

The original 2012/13 General Fund Budget commenced with a deficit of \$20,000. Due to unfunded acquisitions made during the year, the Budget was projecting a large deficit of \$555K by the end of Quarter 1, and this increased to a deficit of \$778K by the end of Quarter 2. Tight cost controls and reductions in budgets during Quarter 3 reduced the deficit down to \$200K. This deficit has now been turned into a balanced budget (after taking into account revotes and recommended variations including Reserve transfers).

Council's future liability to meet employee leave entitlements in the coming years remains a significant issue. As at 30<sup>th</sup> June 2012, Council had made provision in the ELE Reserve to fund leave entitlements at 14.77% of the total leave liability. Funds were not drawn from this reserve during 2012/13 and the actual on cost charged across Council was increased by \$529K during the fourth quarter to cover the shortfall in on costs collected during the year. There are significant payments for unused long service leave and unused sick leave being made to employees on termination of their employment due to retirements. Although the amounts of these payments (especially payment of untaken sick leave) should reduce in the future as entitled staff retire, the decision by the Federal Government to increase the compulsory superannuation payment from 9% to 12% for all staff over the next 6 years will continue to put pressure on the funding required to meet Employee Entitlements. In order to partially alleviate that pressure, it is recommended to transfer the Provision for Investment Losses reserve to the ELE reserve. An amount of \$2M was provided for in an Investment Losses Reserve a number of years ago and although Council has experienced losses the reserve has not been required.

In addition to the above, the funds set aside in a reserve for the prepayment of the Financial Assistance Grant were less than the amount advanced. An adjustment has been made during the fourth quarter review in order to increase the reserve.

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## General Fund Group Summary and Full Year Budget Result

### End of Year Result compared to adjusted Budgets

	\$'000
General Manager's Group	5
Assistant General Manager's Group	418
City Services and Operations Group	( 50)
Finance and Corporate Services Group	1,194
Development and Environmental Services Group	393
Strategic Planning and Infrastructure Group	803
Net 4th Quarter Group Result	<u>2,763</u>
Current deficit	( 1,821)
Fourth Quarter Budget Result	<u>942</u>

### Revotes and Works in Progress – 2012/13

The net revotes for General Fund for 2012/13 are \$12.2 million. This is made up of revotes for Operating Expenditure of \$3.3 million and capital expenditure of \$12.5 million and income not received of \$3.6 million.

For comparison purposes, expenditure revotes in previous years have been:

2012/13	\$15.8m
2011/12	\$11.1m
2010/11	\$21.1m
2009/10	\$20.6m
2008/09	\$19.6m
2007/08	\$12.7m
2006/07	\$10.5m

Some of the major projects included in the revotes are:

Coolangatta Road	\$1,630,882
Crossroads Station	\$ 981,610
Ulladulla Civic Centre	\$ 954,386
Ison Park Amenities & Carpark Upgrade	\$ 877,051
Integrated Software	\$ 855,251
Bridge Program	\$ 609,734
WASIP Grant funding	\$ 597,354
Local Road Repair Program	\$ 479,958
Carparking Construction	\$ 294,297
Ulladulla Gym Extension	\$ 271,813
Pedestrian Facilities	\$ 200,863
Ulladulla Netball Resurfacing	\$ 137,046

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## Cashflow Balance

<b>Opening Balance</b>	<b>(\$20,000)</b>
<b>September Quarterly Budget Review Adjustments</b>	
Additional expenditure CCTV legal expenses	(\$13,742)
Contribution to Shoalhaven Business Chamber	(\$13,000)
Diesel Fuel Credit received for prior years	\$106,329
Land acquisition - Sanctuary Point	(\$498,271)
Reduction Financial Assistance Grant	(\$222,765)
Roads contribution - prior years work	\$115,497
Savings in Election expenditure	\$60,000
	<b>(\$465,952)</b>
<b>December Quarterly Budget Review Adjustments</b>	
Additional Communications revenue	\$100,000
Additional Rangers Income	\$32,791
Additional rates revenue	\$30,225
Additional transfer from reserves	\$110,500
Increase in Legal Expenses	(\$80,000)
MIN12.1201 - Carparking Ulladulla	(\$63,763)
Recognise reduced interest income	(\$300,000)
Reduction in Development Services expenditure	\$270,000
Reduction in Development Services income	(\$372,791)
	<b>(\$273,038)</b>
<b>March Quarterly Budget Review Adjustments</b>	
Additional expenditure CCTV legals	(\$3,552)
Additional income - City Services Group	\$18,698
Additional income from training subsidies	\$28,000
Additional Rangers Income	\$4,859
Additional rates revenue	\$40,000
Additional miscellaneous revenues	\$13,629
MIN12.724 - Underwrite Ice Escape losses	(\$29,491)
Reduction in Councillor expenses	\$171,700
Salary Savings achieved above target	\$322,817
Savings in Election expenditure	\$11,565
	<b>\$578,225</b>
<b>June Quarterly Budget Review Adjustments</b>	
Additional miscellaneous revenues	\$495
Capital Works amendments	\$20,000
Return of Council grant co contribution	\$123,763
Transfer to Financial Assistance Grant reserve for prepayment	(\$1,604,690)
Vincentia Shared User Pathway	(\$160,000)
	<b>(\$1,620,432)</b>
<b>Subsequent Adjustments Other Than Quarterly Review adjustments</b>	
Min11.1168 - Graffiti budget phased over 2 financial years	\$19,400
	<b>(\$19,400)</b>
<b>Current Surplus/(Deficit)</b>	<b>(\$1,820,596)</b>
<b>Operational Review Savings target has been met.</b>	

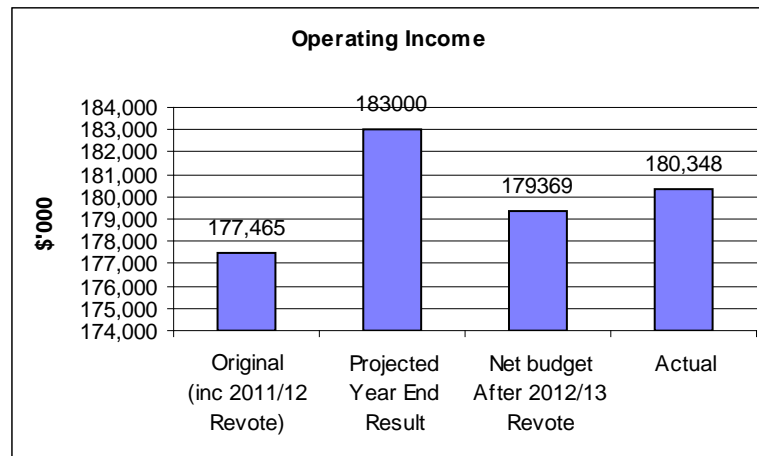
## Summary of Reserve Balances

	Opening Balance \$'000	Movement during Year \$'000	Balance Before June Adjustments \$'000	Proposed Adjustments \$'000	Adjusted Balances \$'000
Loans	5,991	(5,991)	0	0	0
Waste Disposal	7,140	(2,173)	4,967	1,650	6,617
Stormwater Levy	440	(440)	0	0	0
Grants	3,388	(3,388)	0	0	0
Economic Development	175	870	1,046	(472)	574
Special Rates	0	0	0	0	0
Strategic Projects	6,674	(4,710)	1,964	95	2,059
North Nowra Link Road	1,094	(432)	662	0	662
Section 94 Matching Funds	2,042	(1,058)	983	19	1,002
Section 94 Recoupment	469	3,583	4,052	0	4,052
Section 94	20,716	(4,813)	15,903	395	16,298
Strategic Property Acquisition	300	22	322	3	326
Land Decontamination	213	(201)	12	0	12
Sporting Facilities	153	17	170	(5)	165
Plant Replacement Reserve	3,215	(690)	2,525	10	2,535
ELE/Workers Compensation	7,925	(150)	7,775	(154)	7,621
Cemeteries	96	64	160	5	166
Investment Write Downs	2,000	0	2,000	0	2,000
General Insurance	150	104	254	109	363
Committed Capital Works	556	(293)	263	0	263
Financial Assistance Grant	3,026	0	3,026	1,768	4,794
Arts Collection	29	0	29	5	34
Economic Development Projects	0	108	108	7	115
	\$65,794	(\$19,572)	\$46,223	\$3,435	\$49,657

## Summary of Results to End of Quarter – General Fund

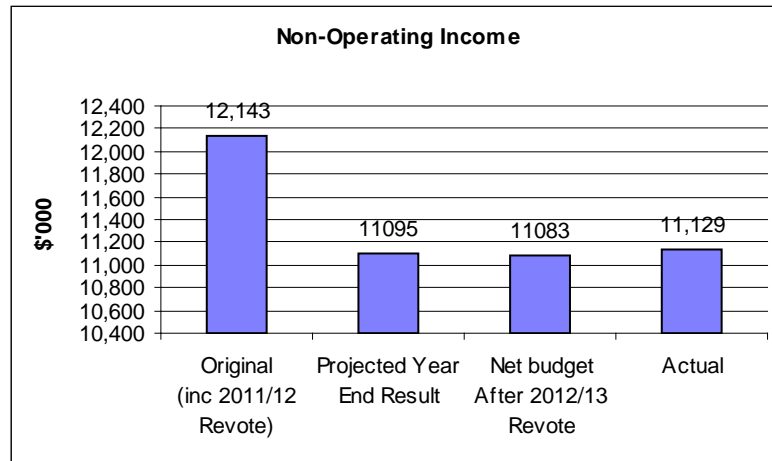
The June Quarterly Budget Review Statement details the recommended budget adjustments with comments on these adjustments and any significant variances. Below is a summary of the adjustments and results to date.

### Operating Income

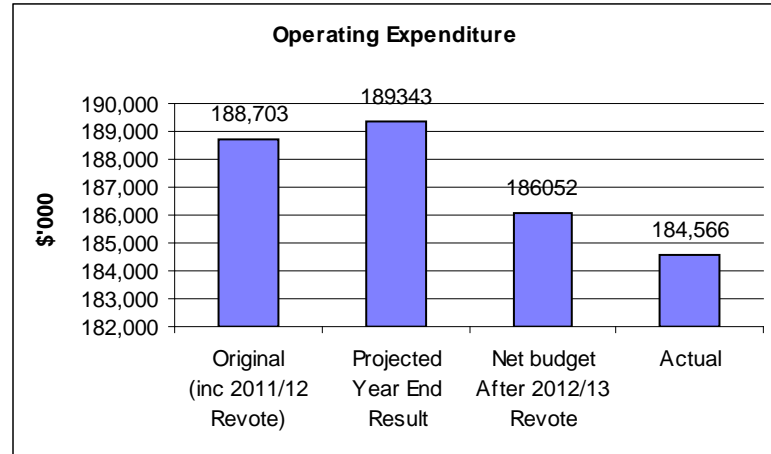


As at 30th June 2013, General Fund has achieved 101.6% of the revised budget. Excluding rate income, general fund achieved 99.0% of the revised budget. There is \$3,628,915 of income budget to be carried forward into the 2013/14 financial year.

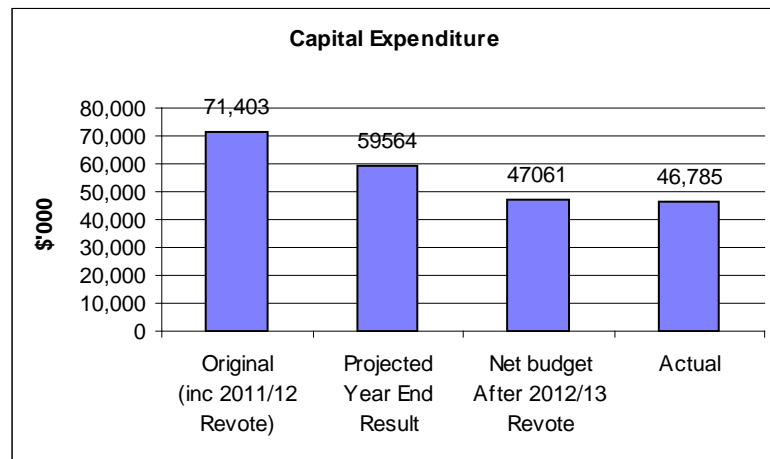
### Non-Operating Income



### Operating Expenditure



## Capital Expenditure



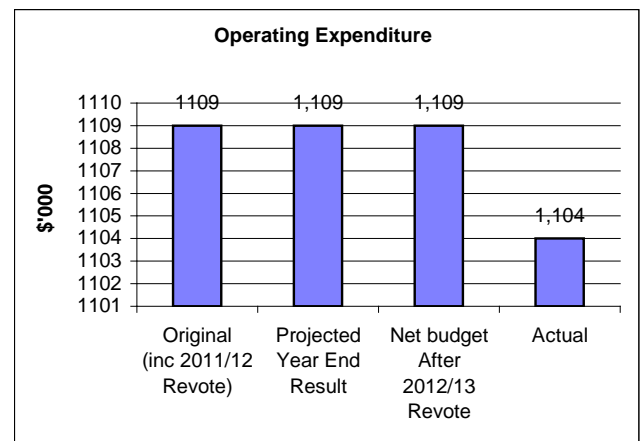
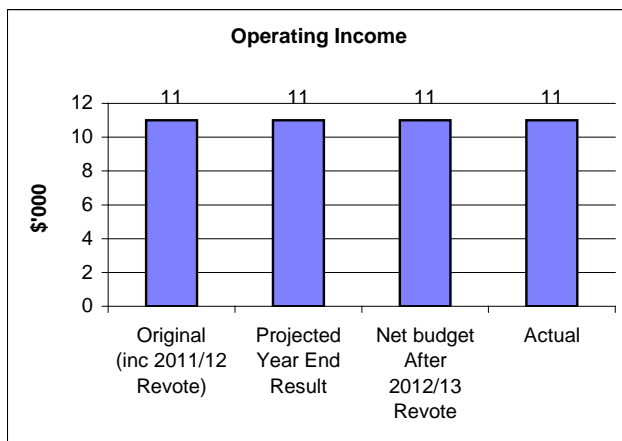
Capital expenditure as at 30th June 2013 stands at 72.3% of the revised budget (excluding commitments).

	\$ '000	% Budget Spent
<b>Budget Capital Expenditure</b>		
Original and Subsequent Budgets	38,671	
Total Revote	20,893	
<b>Total Budget</b>	<b>59,564</b>	
Works completed prior year	13,379	
<b>Total to Spend in 2012/13</b>	<b>46,185</b>	
<b>Actual Capital Expenditure</b>		
<b>Total Spent</b>	<b>33,406</b>	<b>72.3%</b>

Capital expenditure has a positive variance of \$275,578. There is \$12,502,193 of unspent capital expenditure budget to be carried forward into the 2013/14 financial year.

## June Quarterly Budget Review - Group Summaries

### General Manager



The recommended budget changes and revised budget for the General Manager's Group is summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	11	0	11	0	11
Operating Expenditure	1,109	0	1,109	0	1,109

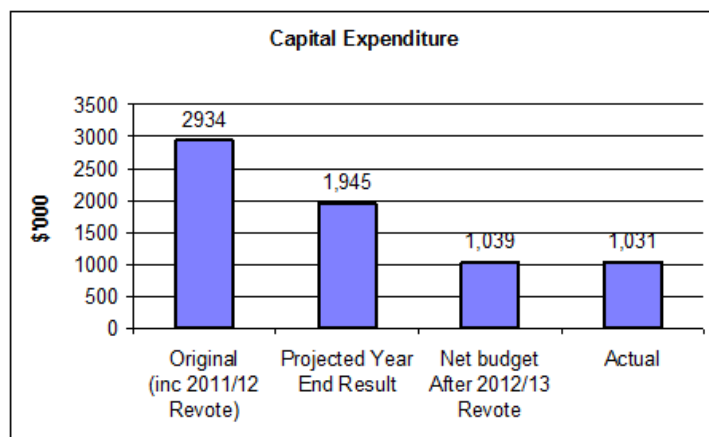
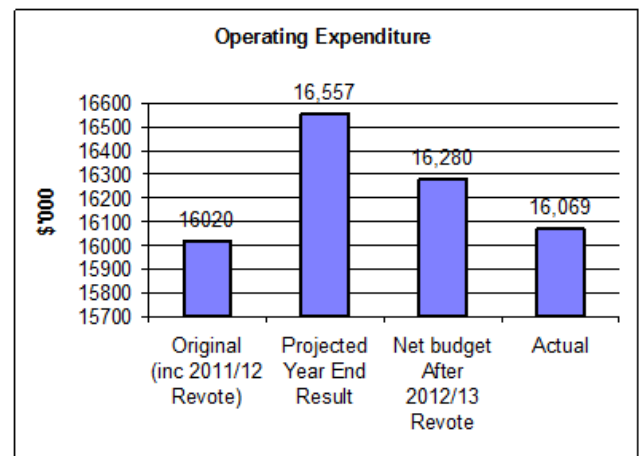
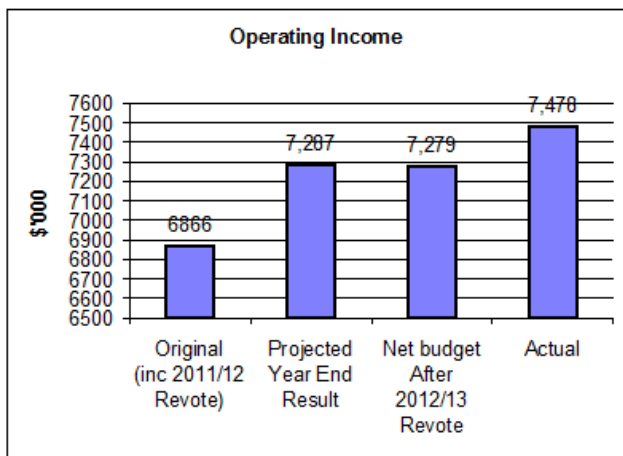
The General Manager's group generated a budget surplus of \$5,000. This was a result of unspent operating budget in the Media Manager's area.

There are no budget adjustments or revotes recommended in this review.

### General Manager's Comments:

The net result is very good and even though additional expenditures were incurred with the Organisational review and Transformation Program costs, the various operational savings were able to offset those costs.

### Assistant General Manager



The Assistant General Manager's group generated a budget surplus of \$418,000. This was a result of surplus income of \$199,000, reduced operational expenditure of \$211,000 and capital budget not being brought forward of \$8,000,

The recommended budget changes and revised budget for the Assistant General Manager's Group are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	7,248	39	7,287	8	7,279
Operating Expenditure	16,371	186	16,557	277	16,280
Capital Expenditure	1,927	18	1,945	906	1,039
Non Operating Income	1,050	-453	597	0	597

The major changes recommended in this review are listed below, further detail can be found in the Quarterly Budget Review Document:

Operating Income received has been offset by an increase in the expenditure budget.

- \$37,000 for contributions received for upcoming events
- \$2,000 for additional lease income

Non operating income adjustment relates to a reduction in the Industrial Land Development Reserve for anticipated funds not being received by 30 June 2013.

Operating Expenditure movements not matched by income movements.

- Human Resources – Workers Compensation – funded from reserves

Capital Expenditure movements not matched by income movements.

- Economic Development – \$18,000 transferred from reserves to fund capital works in progress.

The total operating expenditure revote for the Assistant General Manager's group is \$276,334. The major projects being revoted are related to Sustainability Initiatives (Grant funded) and Tourism (External contributions received for events). The total capital revote is \$906,106 which is predominantly for the Corporate Software Solution.

### **Assistant General Manager's Comments:**

#### Communications & IT

The Electrical Engineering department experienced reduced income and expenditure during the year, attributable to staff vacancies. Costs were reduced in Information Technology due to a number of factors – namely a shift to multifunction devices reducing the need for consumables, staff vacancies, new extended contract for software licensing resulting in reduced costs over the course of the contract term. The major revote in Information Technology relates to the corporate software solution, which will be implemented over the next 2-3 years.

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## Economic Development

Overall Economic Development was underspent with regard to General Fund and will return a saving of \$22,765. Of this amount, there are 2 items of budget requested to be carried forward: Beyond Nerriga - expenditure \$4,913 (project not yet completed) and Industry Sector Training - income \$7,786 and expenditure \$3,982 (project is contracted over 18 months ending Feb 2014 with income being received from Commonwealth of Australia)

Major budget variations included an underbudget/overspend on Council rates and waste water access charges for Industrial land holdings (\$8,613) and Economic Administration underspend through staff cost savings (\$20,023)

Capital income and unspent expenditure has been returned to the Industrial Land Development Reserve which has a closing budget of \$136,775. Industrial land income was below expectations by \$598,570 but \$435,000 of this is invoiced and will come in during 2013/14. Industrial land capital expenditure was limited to \$33,091.

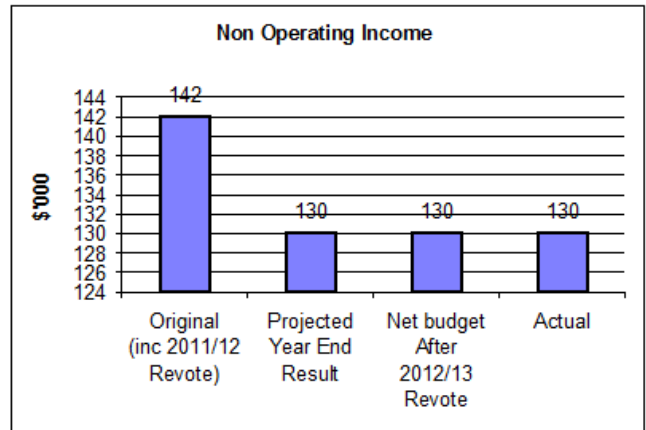
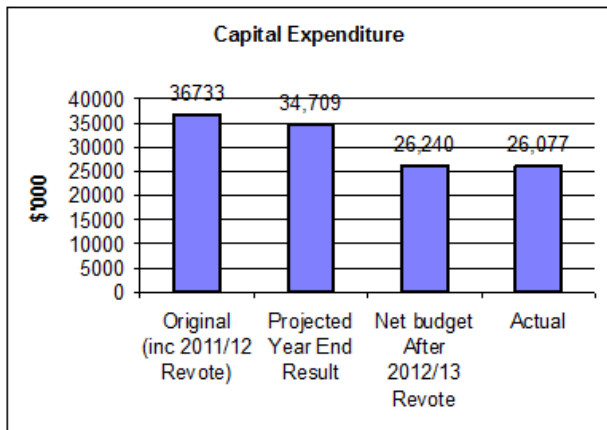
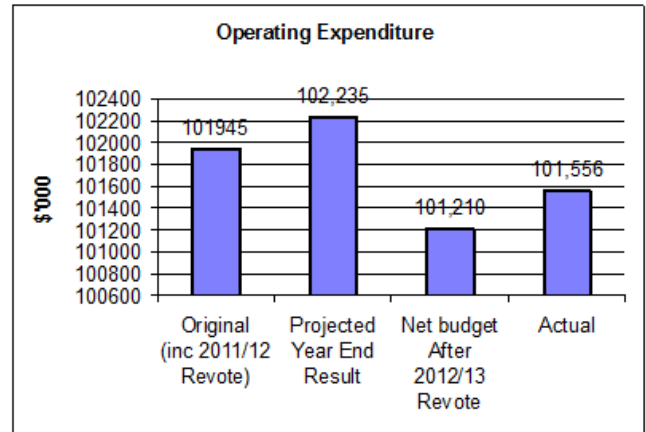
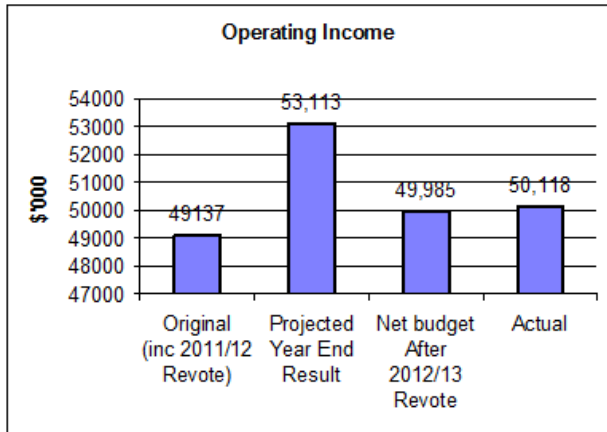
## Human Resources

Human Resources came in on budget. There was an extraordinary workers compensation claim payment made during the course of the year, which was funded from reserves.

## Tourism

While souvenir sales have continued to decrease, we have replaced this with an increase in sales of local produce, wines and apparel. External sponsorship towards local sporting events is going well, and the events team are continuing to work towards securing these events for the local region. The Ulladulla Visitors Centre and the Ulladulla Library are temporarily housed together whilst construction of the Southern Shoalhaven Library and Civic Centre is underway.

## City Services and Operations Group



The City Services and Operations Group have generated a deficit of \$50,000. This deficit is a result of additional income of \$133,000, a deficit in operational expenditure of \$346,000 and is offset by a saving in capital expenditure of \$163,000.

Details of the each project's balance can be found in the Quarterly Budget Review Document.

The recommended budget changes and revised budget for City Services and Operations is summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	51,338	1,775	53,113	3128	49,985
Operating Expenditure	101,669	566	102,235	1025	101,210
Capital Expenditure	35,247	-538	34,709	7477	27,232
Non Operating Income	142	-12	130	0	130

The major changes recommended in this review are listed below, further detail can be found in the Quarterly Budget Review Document:

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## Operating Income

Income received has been offset by an increase in the expenditure budget.

- Corporate Business and Contracting Units – anticipated reimbursement of \$80K due to Natural disaster relief
- Parks and Reserves – new contributions and income of \$77K
- Roads and Transport - \$36K comprising Kerb & Gutter contributions of \$31K and grant of \$5K
- Rural Fire Service – expected reimbursement of \$283K relating to the Deans Gap Bushfire, offset by reductions of \$103K relating to the approved allocation.
- Waste Management – recognition of WASIP funding \$597K which arrived late in the financial year. This has been offset by increased expenditure and will be revoted to the new financial year. Additional income from domestic waste of \$770K was also received. This has been offset into the Waste Management reserve.

## Non Operating Income

- Reduction of \$12K being for trade in on plant item currently on order

Operating Expenditure movements not matched by income movements.

- Arts and Cultural – transfer of \$4,685 into Arts Reserve per MIN12.900
- Library – transfer of \$9,610 to Tourism due to staffing changes related to Southern Shoalhaven Library / Civic Centre upgrade
- Parks and Reserves – transfer of \$15,000 per MIN13.502 for Learn to Ride projects
- Other expenditure adjustments relate to depreciation.

Capital Expenditure movements not matched by income movements.

- Bridge Program - \$91,473 returned to reserves on completed projects
- Drainage – transfer of \$13,531 to drainage program in Strategic Planning and Infrastructure Group
- Pedestrian Facilities - \$160,000 from Quarter 4 review to match grant funding on Vincentia Shared User Pathway Stages 5 & 6
- Waste Management – transfer of \$334K to reserves

## Group Directors Comments

### Community Services

Income received during the year ended ahead of budget at 111% while expenditure was 106.2% of budget attributed to by a continuing above planned expenditure on legal expenses associated with the Nowra CBD CCTV legal case (\$15K). With an overall surplus of \$32k, this met expectations for the section.

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## **Internal Service Units**

This unit provides a geo-technical and excavator service and receives income from these services. Income derived from external activities ended at 135% with similarly matching expenditure of 137%. Cost recovery in contracting units achieved 108% of its \$1.7m income budget but exceeded expenditure by \$202k at 111.5%. This deficit is attributed to late June flood damage which is yet to be claimed for through natural disaster funding.

## **Fire Protection and Emergency Services**

Expenditure across this emergency services grouping finished at 96.3%. Adjustments relating to the approved bid have been taken into account and all areas have come in on budget. Income relating to 12/13 has been accrued.

## **Leisure Services**

The aquatics centres finished the year well ahead of budget as a result of strategic management initiatives resulting in increased sales and savings on expenditure. Income came in 3% ahead of budget generating an increase of \$98k, while expenditure was 3% further reduced at \$171k.

Design and approval work for the Gym extensions at the Ulladulla Leisure Centre (Min13.137) are progressing well, however estimates to complete exceed budget, and this is subject to a further report to Council.

Cemeteries operations were strong over the course of the year with income from operations ending the year at 104% of budget at \$55k. Expenditure ended at 100.7% or \$5k over budget which resulted in a net increase of \$50k.

The Arts and Cultural area finished the year at a 110.3% of the income budget. Meeting room hire and shop sales in the Arts Centre remained strong. Nowra School of Arts increased revenue, exceeding income budget by 12% this year while reducing expenses by \$10k which was a pleasing result. Overall expenditure came in at 90% of budget resulting in an overall surplus for this area.

## **Library**

Revenue from all activities associated with Shoalhaven's libraries ended the year at 94.3% of budget and 97.7% of expenditure equal to an overall net balance of +\$32k.

The shift to activity based costing for our services to Eurobodalla and Kiama continues to impact on income. The income budget for resources and services from Eurobodalla has remained static for some years reducing the ability of annual increases. That being said, this type of income is rare for a Public Library and has only been generated by initiatives of being involved with Cooperative Regional Agreements.

Additionally income is down due to the changing nature of library usage. Photocopying services are becoming redundant as internet use increases (no charge to members). Surprisingly there has been an increase in the use of fax facilities.

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Expenditure has come in under budget due to consistent focus on financial management, although budgets proportions may need to adjust in the future to address fundamental shifts in the nature of capital to expenditure as we move into a more electronic age.

### **Noxious Weeds**

The noxious weeds budget, with income at 92% of budget and expenditure at 94% of budget, met the expectations for the unit.

### **Parks and Reserves/ Tree Management**

Income for Parks and Reserves exceeded expectations at 106% of budget with a \$35k surplus. This increase was due to a reimbursement for weed control work under the private control contract with Sydney Catchment Authority.

Overall expenditure is 101% or \$45k in excess of an \$8.5m budget. Overruns were limited to the Litter bin and Urban Landscape sections. Expense categories such as Streetscapes, Management Committee Subsidies, Routine Maintenance and Natural Reserves Maintenance are all on or close to budget and within expectations.

Similarly to the last two financial years, Tree Management costs again exceeded the budget at 110% (\$93,332). The overrun is attributed to a combination of higher contract prices and increased requests which may be the result following multiple severe storms over the last several years. Currently only trees in the high or medium risk category are actioned.

### **City Services Management**

Revenue in this area was slightly below forecast with cost recoveries lower than anticipated in the major projects group. The operating expenditure was 100% spent and met expectations.

### **Public Amenities**

Expenditure on public amenities budget was 97.2% and met expectations.

### **Public Buildings (incl Ulladulla Civic Centre and Emergency Management Centre)**

Income was reduced earlier in the year to compensate for the closure of the Ulladulla Civic Centre which was matched by a reduction in expenditure budgets of both Civic Centre and Library. Day to day operational expenditure came in close to program at 100.4%.

### **Roads and Transport**

Income ended the year at 81.4% of budget with the majority of income being grant funded and is received at the completion of agreed milestones.

Budgeted expenditure was fully spent at 98.8%. Grant funds in the Roads Maintenance area were fully spent by the end of the year. The full year budget was expended with no additional funds required.

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## Waste Management

Waste Services achieved a good operating result with income across all waste operations slightly above forecast at 102% of budget and overall operating expenditure slightly below forecast at 98% of budget.

Capital expenditure was 77% of budget. New leachate tanks for Huskisson and West Nowra were put on hold following a formal design which showed that the budget was insufficient for construction. A revote of \$150,000 is required for continuing the Environmental Impact Statement for the Resource recovery Park at West Nowra.

The final result for Waste Services requires a transfer to the Reserve of \$329,789.

A revote of \$597,354 is required as the WASIP funding received by Council in June 2013 to be expended in 2013/14. Refer to MIN13.332 (d).

## Waterways, Coastal & Floodplain

Expenditure related to flood mitigation and maintenance of ramps and jetties was in accordance with the program. Income is grant funding and was projected to be received before the end of the financial year and will be accrued when received. Expenditure related to flood mitigation is at 105% and expenditure concerning maintenance of ramps and jetties is at 118% of budget.

## Capital Projects

City Services completed 62% of its \$27.56m net capital expenditure budget for the year. The end of year saw project listings of over 240 projects in the capital works program.

Of the remaining 38% a substantial amount is composed of Grant funded road projects, large building construction projects spanning over multiple financial years and late entry projects intended to be completed in the 13/14 financial year.

An unprecedented \$6m in RMS grant funding was successfully secured in July of 2012, just after the yearly schedule for roads was planned and allocated to match the resources available. These large road funded projects have been designed and constructed in addition to the regular programmed work with some \$2.5m worth having been completed before and just after the year's end.

Listed below are the significant revotes by group indicating the different reasons funds need to be extended to next financial year including ongoing maintenance grants, projects spanning several years, RMS grant funded road projects, major building projects and Rural Fire Station funding that is outside Council control.

The largest 5 revotes are identified in:

Bolong Rd Widening	\$1.6m - Programmed over multiple years
Ulladulla Civic Centre	\$1.4m spanning 3years
Crossroads Fire Station	\$1m - RFS grant funded (outside Council Control)

Ison Park sporting complex                      \$900k - Community involvement issues

WASIP Grant funding –                              \$600k - Arrived June to be expended next year

These 5 projects make up over 50% of total revotes. \$5.5m

As part of the Transformation Program, work has commenced to investigate ways in which capital projects can be more effectively delivered, to reduce the capital works carryovers. Some changes have already been made, including the restructure which has brought together the Asset Management section, with the Project Delivery and Works and Services sections. This ensures a better connected and more accountable Group.

One of the aims of the restructure is to also focus on project management and ensure responsibilities for planning, development and construction for capital works are well defined.

Recently major capital projects that couldn't be resourced by in-house servicers (the upgrade of Parma Road bridge and Bolong Road) have been delivered with the assistance of the NSW Public Works Department. This has also provided additional construction contract work to the private sector, but it has also highlighted the need to review resources within the Assets and Works Group to deliver a major capital works program as identified in the Long Term Financial Plan.

A list of revotes over \$5000 is tabled below in 4 categories.

The large road and building construction projects can be quite complex in the nature and difficult to explain in a single report. If you would like further explanation on any particular revote, please make a request and it will be verified accordingly.

Revote Category	Revotes as at June 2013 over \$5000	Explanation
<b>Operational Grants/funds - ongoing or maintenance</b>		
Graffiti Removal	\$30,619.00	MIN.12.1021 Graffiti Abatement Officer - continuing role pending business case to council.
Alligator weed	\$15,076	Grant funded - 2 year project to be finalised May 2015
Crime Prevention Grant 2011	\$8,918.00	Grant to be expended by August 2013
Crime Prevention Non-Dom	\$50,000.00	Grant funds received March 2013
Shoalhaven Transport Register	\$33,500.00	Grant and contributions received May 2013
Northern Shoalhaven Target Fox Baiting	\$20,792	Project funding is ongoing
local priority grant 11/12	\$18,061	Ongoing projects
Ulladulla local priority grant 12/13	\$24,404	Grant held to be used for Ulladulla Library reopening.
Revitalising grant 2012/13 - Circulation desk	\$16,000	Late request for funding
Arts Board	\$16,000	MIN.13.517 Projects commenced
Mount Coolangatta Rehab SRC	\$5,236	Grant Funded SRCMA water catchment
Lantana - Wandii Berry Burrier	\$5,534	Job number used for minor projects year to year
Shoalhaven Indigenous Bushcare Team	\$34,390	Three year grant due to finish June 2014
St Georges Basin Foreshore Protection Project	\$8,842	Three year grant due to finish June 2014
Vincentia Urban Corridor Restoration	\$14,744	Ongoing finish in September 2013
Callala Wetland/Saltmarsh Restoration	\$9,680	Ongoing finish in September 2014
Gasworks land Decontamination	\$62,757	Ongoing negotiations with State Heritage Office regarding interpretative display component.
Berry Showground	\$36,484	Funds required as subsidy for DA compliance with caravan park
<b>Sub Total</b>	<b>\$411,037</b>	

<b>Programmed over multiple years</b>		
Wasip 2012/13 Waste	\$597,354	Wasip funds received June 2013 to be expended by June 2014 - Various projects
Raglan St Culburra stage 2	\$70,893	Drainage project spanning 2 financial years
Waterways minor improvement program	\$5,724	Ongoing commitments to part fund fish cleaning tables to community groups
Nowra Pool Design (\$200k project)	\$151,264	3yr project.
User Contribution Policy	\$76,309	Ongoing funds to assist community sports projects.
Jindy Andy Lne Brundee	\$159,019	Work held over to link with \$364k funding 2013/14.
Nth Nowra Link Rd	\$77,939	Continuing Investigations
Install Blocks on C/W Walker	\$21,403	Work deferred into 2014/15
Coolangatta Rd	\$233,765	Significant change in scope and design. Works linked to \$416k additional funding and brief in next year's budget. Both years undertaken as one project.
Replace Falls Ck Bridge Parma	\$391,935	Work in Progress - Project funded over 2 years.
<b>Sub Total</b>	<b>\$1,785,605</b>	
<b>Grant Funded Road Projects</b>		
Bolong Rd Widening Coolangatta	\$1,630,882	MIN.12.1020. RMS funded over 2 years. Work in progress.
Vincentia Shared Pathway	\$40,863	RMS/SCC funded 50%. WIP Stages 4 & 5 Initial fund
Worrigeer Rd Sth Grant Funding	\$217,886	MIN.12.1019. RMS funded project. Work in Progress. Completion in August 2013.
Kangaroo Valley Rd - NBBSP	\$37,223	July 2013 report to P&R increasing RMS funding.
Lamer Ave SancPt	\$152,422	RMS Grant funded. Work in Progress
Callala Bay Rd	\$28,113	RRRP Grant funded. minor works delayed by RMS funded projects
Boree St Ulladulla	\$79,741	R2R funded - Completed except for final seal - planned for October- warm weather
Wool Rd/MacGibbon Pde - NBBSP Blackspot project	\$57,157	RMS funded project. Expected completion 9th August
		RMS Black spot. Work in Progress 80% complete.
<b>Sub Total</b>	<b>\$2,244,287</b>	
<b>Projects Completed - Brought fwd to capitalise with total asset</b>		
East Nowra Community Centre	\$14,029	Need to carry forward for capitalisation purposes
Ulladulla Civic Centre	\$452,520	Need to carry forward for capitalisation purposes
<b>Sub Total</b>	<b>\$466,549</b>	
<b>Major Projects - Revotes</b>		
<b>Roads</b>		
Thorn St Lake Conjola RFS	\$6,799	Work in progress 90% complete. Awaiting pavement sealing
Walkway Currarong Boat Ramp	\$8,156	Walkway design yet to be finalise. Community consultation
Active Rec Minor Improvement	\$10,060	Revote requested to fund report
BB Leisure Centre Access Rd	\$35,592	Council component of Developer works not commenced.
Quinns Lane	-\$84,389	Works expedited to assist local business. Budgeted funds from next year used to complete.
Albert St Berry	\$183,901	Scope of work not defined until quarter 4. Work in Progress. Estimated time of completion late August/September.
Redbank Lane Access	\$39,000	MIN12.1367
Wallace St Nowra	\$34,881	Pavement rehabilitation /investigation ongoing
Wason St, Local Rd Repair	\$144,149	Work in Progress. Rescheduled following community consultation not to interfere with school program and Scarecrow Festival.
Junction Court Opening	\$86,535	Work in progress. Funds residue from Stage 1 to be used in Stage 2. Stakeholder consultation managed by client.
Design Bridge replacement	\$42,737	Design underway. Balance brought forward for construction readiness
Derwent St Callala Bay K&G Rate Payer Advance	\$9,227	New project - Rate payer advance - received quarter 4.
Berry Princes St	\$80,000	MIN13.102 Parking Options
Worrigeer St Cnr Burr Ave	\$190,483	Work in Progress. Design recieved late April. Delay due to need to relocate gas& telstra lines.
Moss St Carpark	\$23,813	Work in progress. Completed except for bitumen seal and linemarking

<b>Buildings &amp; Structures</b>		
Emulsion Storage Tanks	\$94,253	Work in Progress Pending finalisation and approval of development application.
Waste Management Capital	\$150,000	funding for environmental impact study - building of waste recovery plant
Bomaderry Depot Fuel Tank Removal	\$187,781	MIN13.566 Works currently in progress.
Ison Park Upgrade Amenities	\$594,480	Design improvements continuing in consultation with community groups
Mollymook Surf Club	\$16,291	MIN13.449
Milton Sanctuary Point Library redevelopment	\$48,084	Milton component complete. Yet to do Sanctuary Point
Community Buildings	\$25,020	MIN13.526
UCC Library & Visitors Centre	\$1,056,948	Work in Progress. Construction delayed until after Blessing of the Fleet & Easter.
Ulladulla Leisure Centre Gym Extension	\$293,045	Design work undertaken in 2012/13 - awaiting report to council
Milton Showground Dining Kitchen	\$9,142	MIN11.27 - architect has been engaged. Council to allocate \$15,000 from savings identified in the quarterly review to prepare plans for a proposed dining room and expanded kitchen at the Milton Showground.
Tomerong Bus Bay	\$13,449	Complications with Fibre Optics obstruction
Shoalhaven Heads Footbridge	\$153,659	Site design constrained by existing watermain. Requires relocation or significant design solution. Contractor proceeding with design changes. Work in Progress.
<b>Other</b>		
Shoalhaven River BLR investigation	\$38,655	MIN13.358
Bay & Basin LC - Operating Equipment	\$53,229	Revote subject to council report in July
St Georges Basin Field Upgrade	\$34,885	Subject to deputations for stakeholders to investigate and improve playability at the sports fields.
Ison Park Carpark Access (\$450k project)	\$282,571	Work in progress. Expected completion late mid August.
Ulladulla Netball resurface	\$137,046	MIN13.396 and MIN13.141
Showground Improvement Program	\$51,427	Install of fire hydrants. Delayed due to water flow changes requiring structural redesign.
Village Signage - Bomaderry & Kangaroo Valley	\$27,818	Work in Progress - Completion date July 2013
<b>Sub Total</b>	<b>\$4,078,727</b>	
<b>RFS (Outside Council Control)</b>		
RFS West Nowra Station (mundamia)	\$10,035	Funds held for future design
Worrorring Heights Station(Crossroads)	\$991,654	RFS budget confirmed in Dec. Delayed start of project due to funding maturity.
RFS - M&R Operations	\$71,104	RFS M&R operations
IEMC Capital Works	\$13,080	In reserve for Crossroads fire station
<b>sub total</b>	<b>\$1,085,873</b>	
<b>TOTAL REVOTES</b>	<b>\$10,050,846</b>	
Split between –		
<b>Operating Revotes</b>	<b>\$482,141</b>	
<b>Capital Revotes</b>	<b>\$9,568,705</b>	

## Stormwater Levy

Spending against the Stormwater levy funding is 97% of budget.

### Stormwater Levy Progress 2012/13

	Stormwater Levy Budget					Actual	Budget Remaining	% Spent
	2011/12 unspent	2012/13	Adjustment	Adjustment Notes	Current			
<b>Drainage Program</b>								
Princes Hwy Ulladulla Easement	\$30,696	\$0			\$30,696	\$30,696	\$0	100%
Kallaroo Rd Erowal Bay	\$70,671	\$0	-\$13,254	5 & 6	\$57,417	\$57,417	\$0	100%
Naval Pde Erowal Bay	\$29,859	\$0	\$20,000	2	\$49,859	\$49,859	\$0	100%
Tallyan Point Rd Basin View	\$20,000	\$0			\$20,000	\$20,000	\$0	100%
Loralyn Ave Sanctuary Pt	\$0	\$0	\$31,331	5	\$31,331	\$31,331	\$0	100%
The Park Dr Sanctuary Pt	\$0	\$130,000			\$130,000	\$130,000	\$0	100%
Watersedge Ave Basin View	\$0	\$340,000	\$14,792	7	\$354,792	\$354,792	\$0	100%
Panorama Rd St G Basin	\$0	\$330,000	-\$19,155	4 & 5	\$310,845	\$310,845	\$0	100%
Raglan St Culburra Stg 2	\$0	\$120,000			\$120,000	\$82,517	\$37,483	69%
Walmer Ave Sanctuary Pt	\$0	\$110,000	-\$24,257	2 & 8	\$85,743	\$85,743	\$0	100%
Drainage Unallocated	\$0	\$0	\$0	3	\$0	\$0	\$0	0%
Village Access Rd	\$0	\$0	\$8,312	1	\$8,312	\$8,312	\$0	100%
<b>Total Stormwater Levy</b>	<b>\$151,225</b>	<b>\$1,030,000</b>	<b>\$17,769</b>		<b>\$1,198,994</b>	<b>\$1,161,511</b>	<b>\$37,483</b>	<b>97%</b>

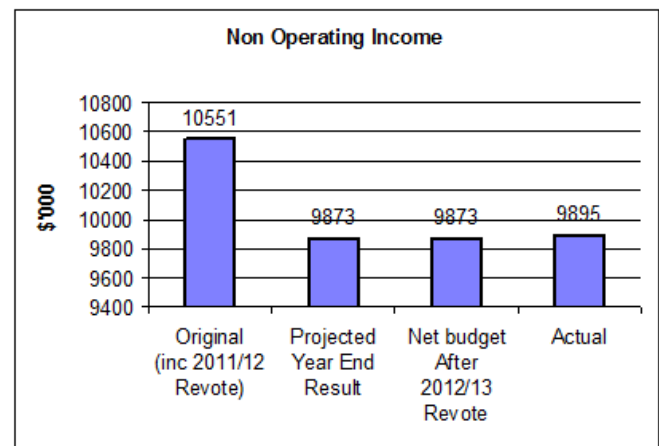
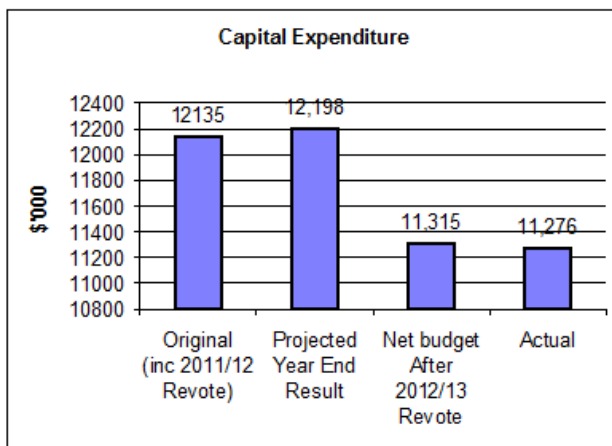
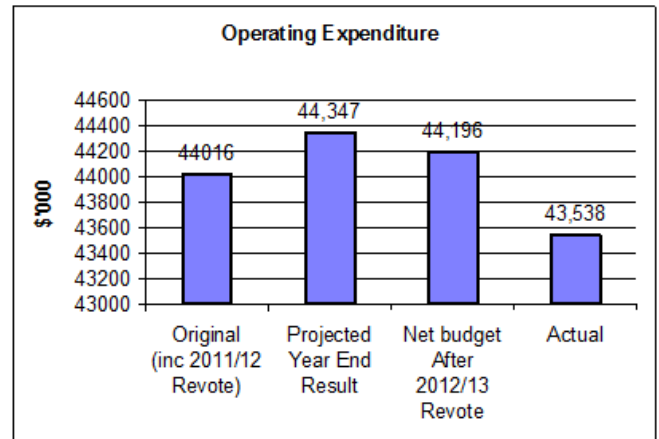
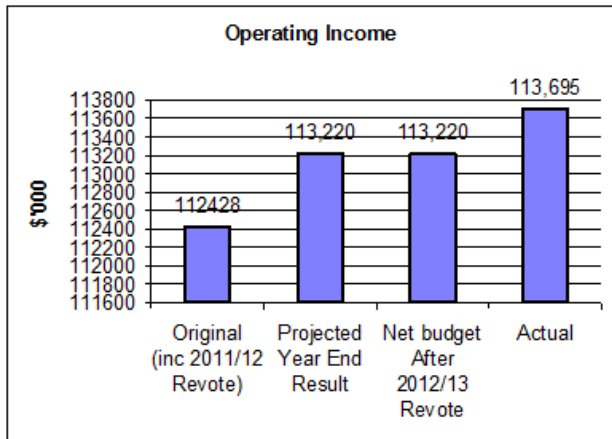
Note: - The projects may have other additional funding, but only the Stormwater Levy is included in this table

- 1 +\$8,312 - September Quarterly Budget Review - additional stormwater levy received
- 2 +\$20,000 - September Quarterly Budget Review - transfer from Walmer Ave  
-\$20,000 - September Quarterly Budget Review - transfer to Naval Pde
- 3 +\$10,201 - September Quarterly Budget Review - additional stormwater levy received  
+\$249 - December Quarterly Budget Review - additional stormwater levy received  
-\$10,450 - December Quarterly Budget Review - transfer to Panorama Rd
- 4 +\$10,450 - December Quarterly Budget Review - transfer from unallocated to Panorama Rd
- 5 -\$1726 - March Quarterly Budget Review - transfer to Loralyn Ave  
-\$29,605 - March Quarterly Budget Review - transfer to Loralyn Ave  
+\$31,331 - March Quarterly Budget Review - from Kallaroo Rd & Panorama Rd
- 6 -\$11528 - June Quarterly Budget Review - transfer to Watersedge Ave
- 7 +\$11,572 - June Quarterly Budget Review - transfer from Kallaroo Rd  
-\$993 - June Quarterly Budget Review - reduction in stormwater levy received  
+\$4,257 - June Quarterly Budget Review - transfer from Walmer Ave
- 8 -\$4,257 - June Quarterly Budget Review - transfer to Watersedge Ave

### Group Directors comments

Work in this area is part of the yearly work schedule. Drainage projects allocated to the City Services and Operations group were completed as scheduled with the exception of Raglan St Culburra Beach being that this projects spans 2 financial years.

## Finance and Corporate Services Group



The Finance & Corporate Services Group generated a budget surplus of \$1.19M. The surplus is due to additional income of \$475,000, additional non-operating income of \$22,000, reduced operating expenditure of \$658,000 and a reduction in capital expenditure of \$39,000.

The recommended budget changes and revised budget for the Finance and Corporate Services Group are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	113,602	-382	113,220	0	113,220
Operating Expenditure	44,274	73	44,347	151	44,196
Capital Expenditure	12,157	41	12,198	883	11,315
Non Operating Income	9,065	808	9,873	0	9,873

The major changes recommended in this review are listed below, further detail can be found in the Quarterly Budget Review Document:

### Operating Income

Income received has been offset by an increase in the expenditure budget.

- 
- Corporate Business and Contracting Units – an increase in income budget of \$70,000 for Mechanical Services, this has been transferred to Mechanical Services capital for the purchase of tooling purchases
  - Financial Services – prepayment of Financial Assistance Grant for 13/14 received in 12/13, which has been transferred to reserve \$131,765, reduced Section 94 contributions and interest received \$711,264, offset by an decrease to the Section 94 reserve
  - Fleet Management – additional income \$86,000 received for vehicle hire, offset by a transfer to the Plant Replacement Reserve
  - Insurance & Risk Management – increase in recoverable premiums \$101,187, offset by a transfer to the Insurance Reserve
  - Revenue Management – reduction in the Stormwater Levy, offset by a reduction in drainage capital.

#### Non-Operating Income

- Fleet Management – the income for plant and fleet sales was short by \$33,000 and this has been reflected in the Plant Replacement Reserve.

#### Operating Expenditure

- Council Buildings and Property – transfer of energy savings of \$96,637 to fund future energy saving initiatives.
- Fleet management – increasing budget from the Plant Replacement Reserve to cover expenditure \$81,843.

#### Capital expenditure

- Corporate Business and Contracting Units – an increase in mechanical services capital from additional income received, to be used in 2013/14 for the purchase of new tooling equipment in accordance with their business plan.
- Council Buildings and Property – increase of \$30,000 to be put towards the Administration Building reconfiguration.

### **Group Director's Comments:**

#### **Administrative Building Management**

Building Management Services received additional income throughout the year due to additional sites now being included. New energy efficient lighting in the Administration Centre has reflected positively with a reduction in power bills received. These reductions have now been transferred to an Energy Savings Initiatives Fund in order to allow additional energy savings work to take place within Council.

#### **Corporate Business Section**

##### *Printing*

Operating Revenue income for the year exceeded budget by \$4738 due to increase in printing/copying – mainly colour work.

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Operating Expenditure – under budget for the year by \$56,317 due to no major breakdowns to the auxiliary machinery and equipment in the print room together with minimum consumables usage in Print Room.

### *Holiday Haven*

Operating Income budget experienced a 6.43% increase from previous year to \$17,312,240. Total actual income fell short by \$82,810. Visitor income was on budget at \$10,725,000 which is an increase of 8% (\$800,000 over previous year). Holiday Van income was \$6,500 – a decrease of almost \$95,000. Actual Holiday Van income was up on previous year by \$158,000. The increase in visitor income can be traced back to good weather between July 2012 and January 2013 as well as a large amount of capital investment in cabins and recreational infrastructure coming online during this period. The deficit in Holiday Van revenue reflects the difficulty of bring Holiday Van numbers back up to agreed operational levels following the agreement with NSW Lands in regard to allowing Holiday Van sales.

Operating Expenditure was under budget by \$118,045 with mostly attributable to decreased expenditure for power and gas through the metering of Holiday Van power usage and a newly negotiated gas supply contract. Savings were also made in various maintenance and operational areas.

Capital Works Expenditure budget of \$4,610,000 was fully spent.

## **Executive Support Section**

### *Records*

\$13,000 savings in Records area due to not replacing an employee, and another staff member on extended leave for family reasons. \$52,000 savings were also achieved from the shift to electronic communications, therefore reducing the amount spent on postage.

### *Executive Support*

A prudent approach to managing donations has resulted in a saving of \$41,980. There was an overall reduction in expenditure in Council Activities of \$28,042. There was an over expenditure of \$3,216 in Secretariat in wages due to staff secondments, maternity leave and relief of Manager being charged from the Information Services area to this area. Over expenditure of \$6,650 for Notice Boards due to installation and/or replacement of Boards presently unfunded. The wages saving in Information Services area of \$5,784 did offset the over expenditure for wages in Executive Support area.

### *Insurance/Risk Management*

Council received the following distributions/ rebates during the year which are not budgeted for as their timing and quantum are unpredictable and are usually transferred to the general insurance reserve to cover any above budget under excess claims for property and PL/PI {ie Insurance Unit's Self Insurance Reserve was put in place when Council increased its excess position for Property insurance to obtain premium savings and also provides a reserve for increasing legal fees due to legal proceedings}.

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Statewide Property Scheme Distribution for 2008/2009 year: \$96,033 (excl GST)  
Statewide Property Scheme Distribution for 2010/2011 year: \$23,245 (excl GST)  
Zurich Claims Experience Rebate – Motor Vehicle: \$17,735 (excl GST)

These distributions/ rebates will be returned to the General Insurance Reserve as part of year-end adjustments.

*Risk Management Initiatives – unspent budget \$47,626*

The Statewide Bonus for PL/PI Scheme (received in the past based on Audit result and now Risk Mgt Action Plan) is taken up as revenue in budget and equivalent expense amount budgeted to allow funding for risk management initiatives. During 2012/2013 unspent amount in risk management initiatives budget was \$47,626.

This budget was intended to fund the review of initiatives within the Risk Management Action Plan (e.g. business continuity exercise, review of asset handover processes) however due to the reorganisation and resourcing issues in the insurance unit these initiatives have been pushed out into 13/14. The unspent budget has been returned to reserves and can be drawn down again in 13/14

*Under-excess payments for PL/PI and Insurance Premiums*

Under-excess payments exceeded budget by \$100k as the 12/13 budget numbers did not correctly reflect increased budget levels requested. Fortunately the insurance premiums were lower than budgeted covering the majority of the shortfall. Any shortfall that results may need to be covered by the General Insurance Reserve.

## **Financial Services**

- Interest on Investments over budget by \$175,992 – an accrual for the interest owed by the Shaolin Temple Foundation of \$148,984 was recognised in 2012/13.
- Payroll and Accounts Payable spent \$27,752 less than budget mainly in labour costs.
- Additional income in Treasury of \$31,204 and overspend of \$7,068.
- Section 94 contributions are \$711,264 less than budget but this will only affect the amount being transferred to the s94 reserve, not the general fund result.
- Financial Assistance Grant General component is \$131,765 more than budget. It is recommended that this be transferred to the reserve to partly cover the amount received in advance for 2013/14. The same treatment should be given to the Road component which is \$31,635 more than budget.

## **Revenue Section**

*Revenue Management*

There was an increase in the number of 603 applications, as well as additional revenue from interest charged on overdue rate payments. Debt recovery expenses increased due to the cost of legal action for overdue rates, however this was offset by the amount collected from ratepayers.

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### *Fleet management*

Additional income on sale of vehicles was realised due to better than expected residual on passenger and operational vehicles. This was transferred to the Fleet Reserve. Additional expenditure within Fleet Management was also funded from the Reserve.

### *Supply*

Due to extended sick leave, there were salary savings in the Supply area. There was also additional income due to an increase in the sale of hard copies of tenders.

### *Stores*

Stores generated an overall budget saving of almost \$30K, mainly due to unspent funds allocated in the contracts budget.

## **Shoalhaven Entertainment Centre**

The Shoalhaven Entertainment Centre had a pleasing result, coming in only slightly over the allocated subsidy.

## **Shoalhaven Mechanical Services**

### *Operating Revenue:*

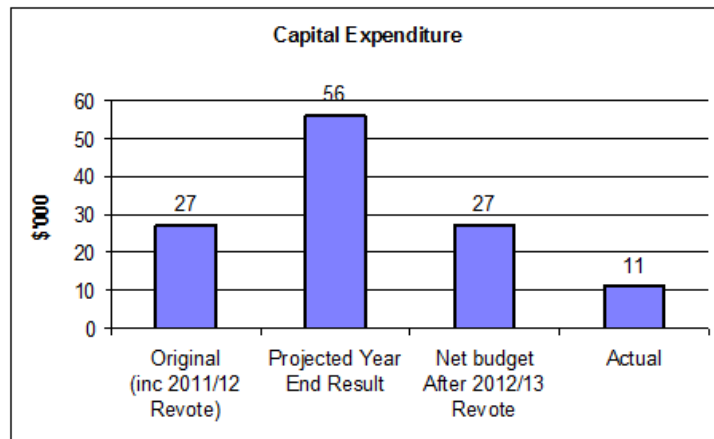
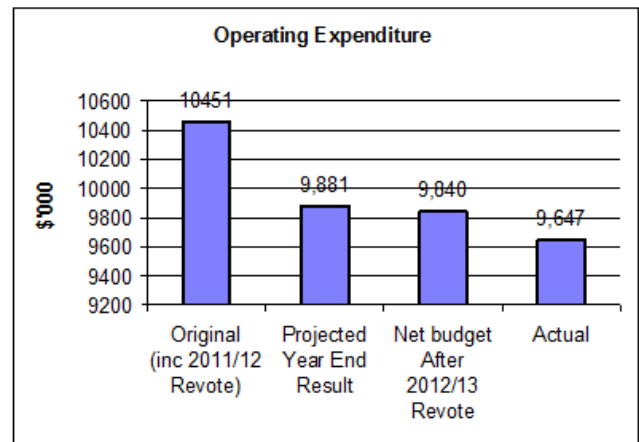
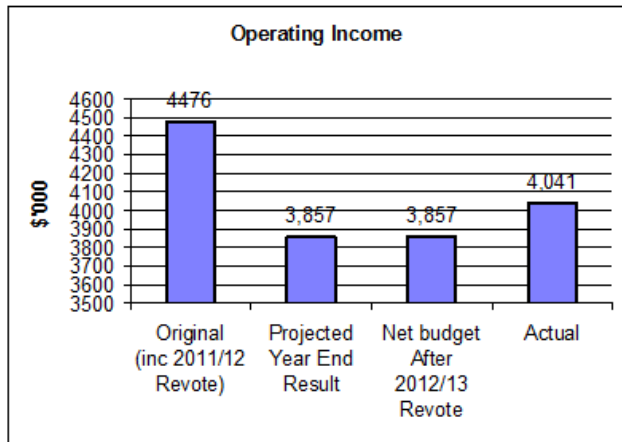
Mechanical Services exceeded budgeted income by \$163,288 being a 3.4% increase. This can be largely attributed to the Welding Workshop income exceeding budget by \$162,800.

The Welding workshop had an outstanding year primarily due to assisting Shoalhaven Water on a number of large projects. The Mechanical Workshop also exceeded budget as bushfires created additional servicing work and they provided assistance to the pump fitters on routine maintenance at the Shoalhaven Water treatment sites. Mechanical workshop did not exceed budgeted revenue.

### *Operating Expenditure:*

Expenditure for the Group was below budget by \$90,415, being a 2.2% saving. Compared to last year, costs have increased by \$150,000 being a 4% increase. As expected, the Welders labour costs were up \$35,000 (9%), however this was offset by \$162,800 in additional revenue. The push towards improving our service to customers, better use of casual employees and focusing on material and inventory costs has kept costs down.

## Development and Environmental Services Group



The Development and Environmental Services Group generated a budget surplus of \$393,000. The surplus is due to additional income of \$184,000, a reduction in operating expenditure of \$193,000, and a reduction in capital expenditure of \$16,000.

The recommended budget changes and revised budget for the Development and Environmental Services Group are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	3,840	17	3,857	0	3,857
Operating Expenditure	9,865	16	9,881	41	9,840
Capital Expenditure	56	0	56	29	27
Non Operating Income	0	0	0	0	0

The income budget movements noted above relate to the recognition of grant income received for RID squad of \$13,720 & \$3,122 for Heritage Advisory Service, and is matched by the corresponding expenditure.

The total expenditure revote for Development and Environmental Services is \$41,955. The expenditure revote is for a grant received for the Heritage Advisory Service \$8,270

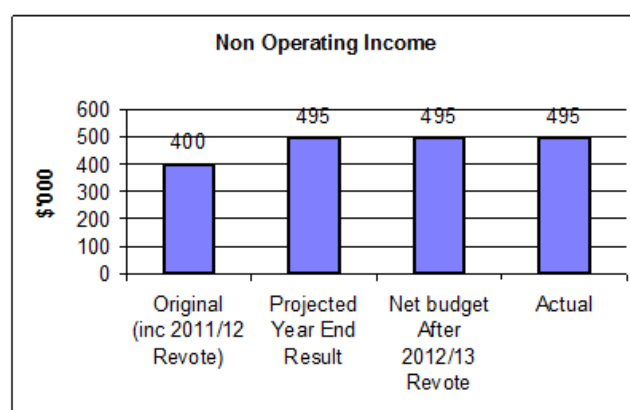
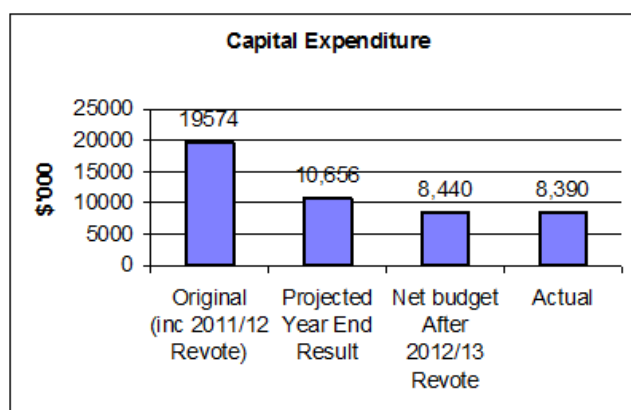
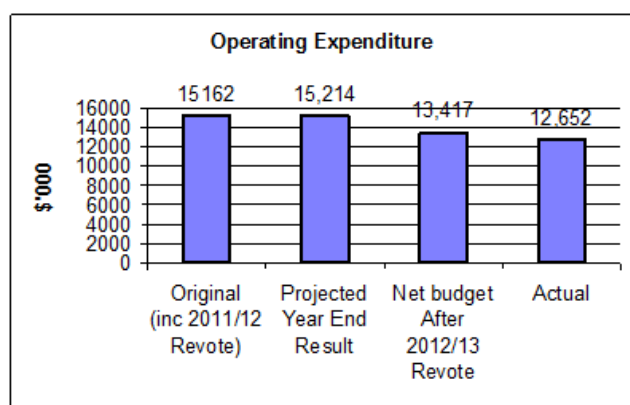
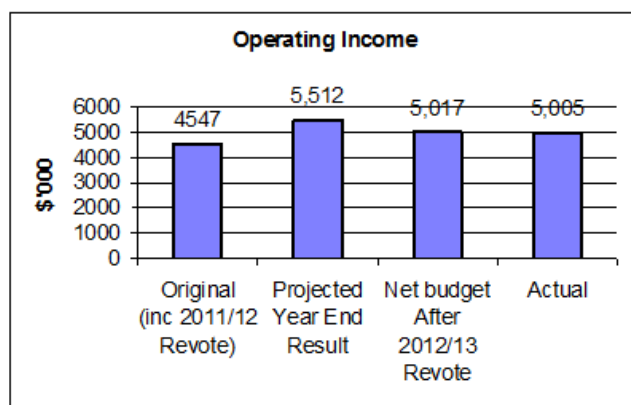
and for the RID squad \$33,319. There is also \$366 of remaining grant funding for the discounted desexing of animals.

Capital expenditure revote of \$28,500 is for the construction of a quarantine room at the pound.

**Group Director’s Comments:**

Income in the last quarter was slightly higher than anticipated and this is reflective of a slight increase in the level of development activity. Savings have also been made and in this respect operational expenditure is less than budget allocation. Overall, it is a pleasing result to end the financial year. Revotes are relatively minor and relate primarily to grant funding unspent and completion of the pound construction project.

**Strategic Planning and Infrastructure Group**



The Strategic Planning and Infrastructure Group generated a budget surplus of \$803,000. The surplus is due to a deficit in operating income of \$12,000, reduction in operating expenditure of \$765,000.

The recommended budget changes and revised budget for the Strategic Planning Group are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	5,363	149	5,512	495	5,017
Operating Expenditure	9,865	13	9,878	1797	8,081
Capital Expenditure	10,792	-136	10,656	2216	8,440
Non Operating Income	491	4	495	0	495

The major changes recommended in this review are listed below, further detail can be found in the Quarterly Budget Review Document:

#### Operating income

Income received has been offset by an increase in the expenditure budget.

- Consultant Studies – Grant payments received \$50K, offset by expenditure
- Parks & Reserves – contribution received for Fitness Station \$20K
- Roads and Transport – contributions of \$76K to Roads and Transport Capital for drainage and a traffic study, offset by expenditure.

#### Operating expenditure

- Consultant Studies – transfer to capital of \$11,255 for ongoing project
- Strategic Planning – transfer of \$31K to Plans Of Management
- All other changes relate to depreciation adjustments

#### Capital expenditure

- Roads Strategy Projects – transfer of \$300,000 to Section 94 Reserves, for future projects

#### **Group Director's Comments:**

The budget surplus for the Strategic Planning and Infrastructure Group of \$684,000 is largely attributable to savings in operating expenditure, primarily in the Strategic Planning and Infrastructure Management area.

Savings in Planning Resources & Property Management (\$117,000), Policy Planning (\$194,000), Strategic Planning and Infrastructure (\$70,000) and Strategy Planning (\$159,000) are mainly made up of salary savings and savings in associated costs. There have also been savings in consultant studies of \$155,000.

Given the focus during 2012/2013 on the completion of the draft Shoalhaven LEP2013, the draft Shoalhaven Growth Management Strategy and other separately funded projects, the need or ability to utilise the general consultancy budgets was reduced.

A listing of revotes for Strategic Planning and Infrastructure Group over \$5,000 has been included below.

Revote Category	Revotes as at June 2013 over \$5000	Explanation
<b>Operational Grants/funds - ongoing or maintenance</b>		
Contributions Planning	\$29,900.00	To fund 12/13 orders
Illawarra Empl Lands Audit	\$14,713.00	Ongoing grant funded project
Jerberra Estate	\$83,754.00	Special Rate funded - paper subdivision
Goodlands	\$28,609.00	Special Rate funded - paper subdivision
Roads Investigations	\$64,864.00	Special Rate funded - paper subdivision
Nebraska Estate	\$96,622.00	Special Rate funded - paper subdivision
Citywide Growth Mgmt Strat	\$39,055.00	Dept of Planning grant funded
Crookhaven Headland Aboriginal Heritage Study	\$24,958.00	MIN13.645
Citywide LEP & DCP	\$96,201.00	Ongoing project - partially grant funded
Small Lot Rural Subdivision	\$150,000.00	Special Rate funded - paper subdivision
Nowra CBD Review	\$20,688.00	MIN13.684
Nowra Gasworks Environs	\$225,566.00	Ongoing project. No new budget in 13/14
Gaswork Environs Sampling	\$17,232.00	Ongoing project. No new budget in 13/14
Policy Planning Consultants	\$22,560.00	To fund 12/13 orders & concept plans
Urban Design Consultant	\$8,606.00	To partially fund outstanding orders
Kangaroo River Flood Risk Management Study & Plans	\$84,483.00	Grant funded Studies & Management plans
Broughton Creek Flood Risk Management Study & Plan	\$23,410.00	Grant funded Studies & Management plans
Burrill Lake Flood Risk Management Study & Plan	\$36,190.00	Grant funded Studies & Management plans
Lake Conjola Flood Risk Management Study & Plan	\$24,600.00	Grant funded Studies & Management plans
Nowra Creek Flood Risk Management Study & Plan	\$102,210.00	Grant funded Studies & Management plans
Lake Wollumboola EMP Review	\$6,245.00	Grant funded Studies & Management plans
Jervis Bay Algae Bloom	\$5,135.00	Grant funded Studies & Management plans
Bomaderry Creek FRMS&P	\$132,002.00	Grant funded Studies & Management plans
Jervis Bay Marine Park Environmental Baseline Study	\$44,750.00	Grant funded Studies & Management plans
Concept Design Study -Mollymook Callala	\$9,868.00	Grant funded Studies & Management plans
Shoalhaven Heads Entrance Management	\$50,000.00	Grant funded Estuary Management
Lake Tabourie Flood Risk Management Study & Plan	\$140,892.00	Commitment in 2014
Greenwell Point Flood Risk Management Study	\$60,000.00	Grant funded Studies & Management plans
Lake Woollumboola Flood Study	\$68,001.00	Grant funded Studies & Management plans
Shoalhaven River Agricultural Remediation Assessment	\$110,533.00	Grant funded Studies & Management plans
Pavement Management System	\$34,086.00	\$120K in total is required for Pavement Management System
Road Safety Projects	\$26,814.00	Grant funded project
Corporate Projects - Property	\$31,826.00	Required for Dunlsia Street
Property Unit	\$65,000.00	Required for backlog reduction continuation
<b>Subtotal</b>	<b>\$1,979,373</b>	
<b>Grant / Special Rate Funded Capital Projects</b>		
Coastal Foreshore access strategy	\$11,672.00	Grant funded coastal program
Conjola resilience project	\$20,000.00	Grant funds not yet spent
Strategic Stormwater Catchment Analysis	\$25,083.00	Intention to use surplus funds from 12/13 to leverage against possible Federal Grants in 13/14
Floodplain Program	\$72,476.00	Grant funded Studies & Management plans
WASIP Auto Tidal Gates	\$5,880.00	WASIP Grant to be expended
Tennis Courts Upgrade	\$7,500.00	Grant funding
Huskisson Bypass	\$10,422.00	For completion of works
Ulladulla South Shared Pathway	\$130,516.00	Work in Progress. Awaiting Aboriginal impact survey and approval by RMS. To be completed in 2013/14
Ulladulla Shared User Pathway - Princes Hwy	\$95,871.00	Ulladulla Shared User Path- Princes Hwy
Shoalhaven Heads Shared User Pathway	\$7,535.00	Work in progress - Multi year grant funded project - completion end of July
Ulladulla Shared User Pathway Didell St	\$76,703.00	WIP - work will be more than 50% completed by end of June
Jerbera Estate Rd Construction	\$126,255.00	Special Rate funded - paper subdivision
Nebraska Est Rd Construction	\$53,504.00	Special Rate funded - paper subdivision
Learn to Ride Bike Path - Curtis Reserve	\$30,000.00	Late grant funded project (May) No tenders received when advertised. Council resolved to
School Traffic Safety Program	\$158,715.00	complete using in-house resources. Currently awaiting Telstra approval. Estimated completion at end August 2013.
Pyree Lane widening	\$60,717.00	Design scope currently under review. Requires further clarification due to placement of essential services.
Fitness Station Paradise Beach Rd	\$64,440.00	Delayed due to floods. Commenced mid July.
<b>Subtotal</b>	<b>\$957,289</b>	
<b>Programmed over multiple years</b>		
North Shoalhaven Indoor sport	\$80,559.00	Project spans multiple years
ParkRd-WarraRd PrincesHwy	\$214,000.00	Commitment to RMS to do works in future years
NBSP Land Rezoning	\$5,215.00	Roll forward to new budget
<b>Subtotal</b>	<b>\$299,774</b>	

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**Major Projects - Revotes**

Bay & Basin Skate Park	\$84,148.00	Skate park site location continuing
Implementation of POMS	\$48,300.00	Cover purchase orders - no new budget
Ison Park-Additional Field	\$126,443.00	Stakeholder expectation demanded high standard of design beyond budget construction. Currently resolved and commencement to occur in 2 weeks.
Sanctuary Point Playing Fields	\$190,584.00	Wool lane site identified
Sussex sports ground expansion	\$50,000.00	Subject to report to P&R July 2013
Skate Park Provision	\$24,983.00	No new budget in 13/14 - funds required to leverage against possible Federal Funding
St Georges Basin Village Green	\$49,700.00	No new budget in 13/14
Land Acquisition	\$27,613.00	Pending acquisition exceeds 13/14 budget, requires additional funds
Cycleways - community projects	\$92,847.00	Continuation of programme
Sussex Inlet BMX Track	\$7,051.00	Land claim negotiations continuing
Guardrail Provision / Replacement Programme	\$6,948.00	Fund outstanding orders urgently required for Kangaroo Valley guardrail project
Nowra CBD Masterplan Stage 1	\$17,404.00	To cover existing purchase orders
Round the Bay Cycleway	\$10,248.00	MIN 13.608 (d)
Shoalhaven Heads CSP Priority Projects	\$60,000.00	Per DP/OP
Currambene State Forest	\$26,039.00	Access for Comberton Grange - no new budget
Bomaderry property acquisition	\$201,793.00	Acquisition in progress
<b>Subtotal</b>	<b>\$1,024,101</b>	

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**TOTAL REVOTES** **\$4,260,537**

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Split between --

<b>Operating Revotes</b>	<b>\$1,979,373</b>
<b>Capital Revotes</b>	<b>\$2,281,164</b>

## Small Lot Rural Subdivision

<b>REZONING INVESTIGATIONS</b>			
Updated 30th June 2013			
	Jerberra	Verons	Nebraska
<b>Funding</b>			
Loan Funded	350,000	150,000	200,000
Loan Funded (transferred from Road Design)		12,968	
Special Rates (from construction)		5,213	
Special Rates (from construction) (returned)		-5,213	
Strategic Planning Consultants Budget		25,000	
Previous Contributions (Pre 1996)	0	2,571	0
	<b>350,000</b>	<b>190,539</b>	<b>200,000</b>
<b>Expenditure</b>			
Salaries	146,238	28,006	41,277
Consultants	105,732	157,396	61,876
Other	14,276	1,530	225
<b>Commitments in 2013/14</b>	7,425	0	0
	<b>273,671</b>	<b>186,932</b>	<b>103,378</b>
<b>Variance</b>	<b>76,329</b>	<b>3,607</b>	<b>96,622</b>
<b>ROAD DESIGN AND INVESTIGATIONS</b>			
Updated 30th June 2013			
	Jerberra	Verons	Nebraska
<b>Funding</b>			
Loan Funded	184,438	50,281	50,281
Transfer to road construction	-114,400	0	-22,800
Transfer to rezoning	0	-12,968	0
	<b>70,038</b>	<b>37,313</b>	<b>27,481</b>
<b>Expenditure</b>			
Salaries	0	0	0
Consultants	12,333	37,313	16,835
Other	3,488	0	0
<b>Commitments in 2013/14</b>	0	0	0
	<b>15,821</b>	<b>37,313</b>	<b>16,835</b>
<b>Variance</b>	<b>54,216</b>	<b>0</b>	<b>10,646</b>

<b>ROAD CONSTRUCTION</b>			
<b>Updated 30th June 2013</b>			
	<b>Jerberra</b>	<b>Verons</b>	<b>Nebraska</b>
<b>Funding</b>			
Loan Funded (from investigations)	114,400	0	22,800
General Fund	0	3,000	0
Strategic Projects (2008/09)	82,020	41,738	11,750
Special Rate Funded	164,040	83,476	59,500
Transfer to Estate Rezoning		-5,213	
Transfer to Estate Rezoning (returned)		5,213	
	<b>360,460</b>	<b>128,214</b>	<b>94,050</b>
<b>Expenditure</b>			
Salaries	50,013	16,880	590
Consultants	11,662	0	12,575
Other	172,529	108,000	27,382
<b>Commitments in 2013/14</b>	<b>0</b>	<b>1,275</b>	<b>21,298</b>
	<b>234,205</b>	<b>126,155</b>	<b>61,844</b>
<b>Variance</b>	<b>126,255</b>	<b>2,059</b>	<b>32,206</b>

**Notes:**

Expenditure details will be updated quarterly.

Upon completion of the rezoning investigations, any excess funding from rezoning investigations will be redirected to road investigations and construction for the relevant Estate at the appropriate time. Options to address any negative variance values will be considered in the future. If necessary, funding may be transferred between the rezoning investigation, road investigation and road construction budgets for each Estate. Funding will not be transferred from one Estate to another.

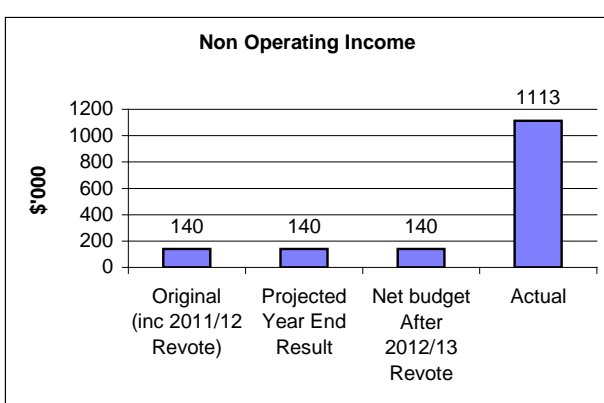
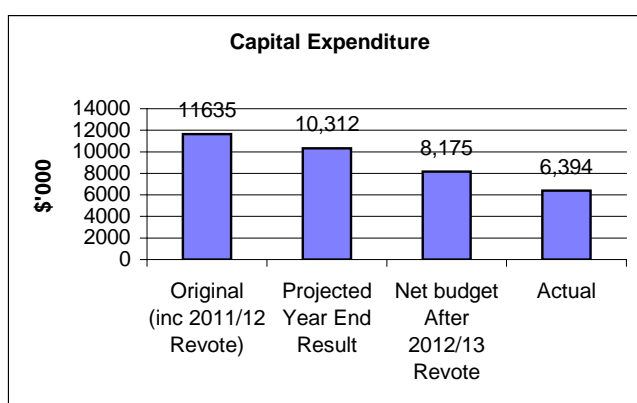
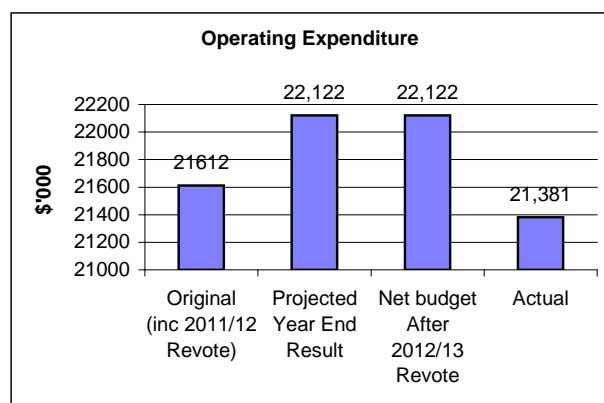
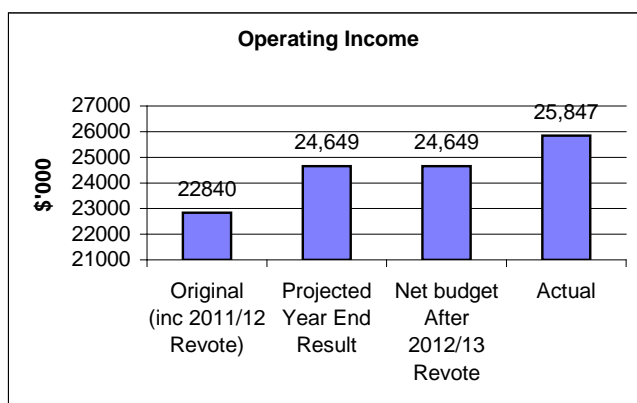
Jerberra Estate: \$76,329 remains for progressing rezoning investigations.

Nebraska Estate: \$96,622 remains for progressing rezoning investigations.

Verons Estate: The \$150,000 borrowed in 2006 to fund the rezoning investigations has been fully spent. A total of \$25,000 has now been transferred from the Strategic Planning Consultants budget, of which \$3,607 remains. This will need to be recouped from the landowners at a later date. Further transfer(s) may be necessary to complete the project.

Road investigations and construction: Roadwork budgets for Jerberra, Verons and Nebraska Estates for 2013/2014 are \$534,300 (includes \$500,000 loan), \$20,738 & \$5,788 respectively.

**Shoalhaven Water Group**  
**Water Fund:**



The recommended budget changes and revised budget for Shoalhaven Water - Water Fund are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	24,351	298	24,649	0	24,649
Operating Expenditure	21,508	614	22,122	0	22,122
Capital Expenditure	10,312	0	10,312	2137	8,175
Non Operating Income	140	0	140	0	140

The Water Fund has achieved 105% of the revised budgeted income, non-operating revenue is 795% of the budget, operating expenditure is 96% of the revised budget and capital expenditure is at 62% of the revised budget. The adjustment of \$297,956 to operating income is due to higher than expected section 64 income. Details of the other adjustments and variances are included in the June Quarterly Budget Review Statement

The proposed revotes required at the end of June are shown in the table below. The majority of these projects have commenced but have been delayed for various reasons.

Capital Project	Proposed Revote	Explanation
Porters Creek minor hydro scheme	\$251,812	Final contract payment due in August

Replace mains with 100mm AC	\$1,009,153	Change to procurement process
Ulladulla depot building	\$146,880	Awaiting finalisation of restructure & depot master plan
Developer servicing plan	\$16,140	Delays due to NOW reviewing draft guidelines
Berrara – Berringer pipeline	\$265,195	Water supply strategy confirmed scope changes
Asset condition assessment	\$49,185	Asset management assessment changed priorities
Bulk water filling station	\$39,803	Waiting delivery to install
Replace & interconnect 100mm AC	\$183,223	Align with road upgrade program which changed priorities
Vehicle Purchases	\$110,000	Plant on order waiting delivery
Plant Purchases	\$68,000	Plant on order waiting delivery

### **Group Directors Comments.**

#### **Operating Income**

The overall income result for the water fund was positive. The original operating income budget was \$22,838,367 and the final income was \$25,846,284. The major movements were as follows:

- Section 64 income – the original budget had been deliberately set at a conservative figure of \$670,913, given the uncertainties of the development industry at the start of the financial year. Ultimately the development income tracked higher than expected and an income of \$1,318,869 was recorded.
- Water Usage General – the original budget had allowed for a conservative residential usage, based on the previous year’s usage figures (which represented a very low usage year). Due to a warmer summer usage increased in the 2012/13 financial year, resulting in an income of \$13,589,349 compared to an original budget estimate of \$12,357,775
- Interest on Investments – the final interest of \$2,486,104 was higher than the original budget of \$2,164,673

#### **Non Operating Income**

The significant increase in non operating income is mainly due to the return at maturity on investments that were previously written down to fair value.

#### **Expense**

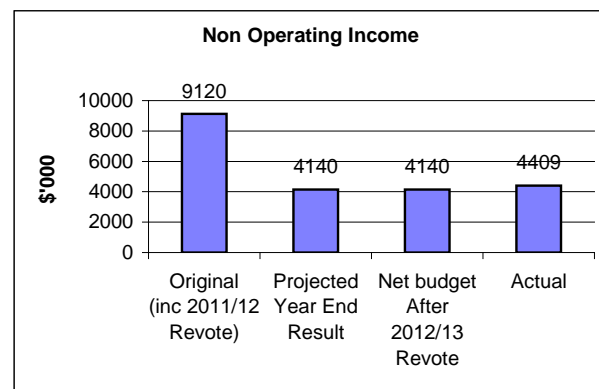
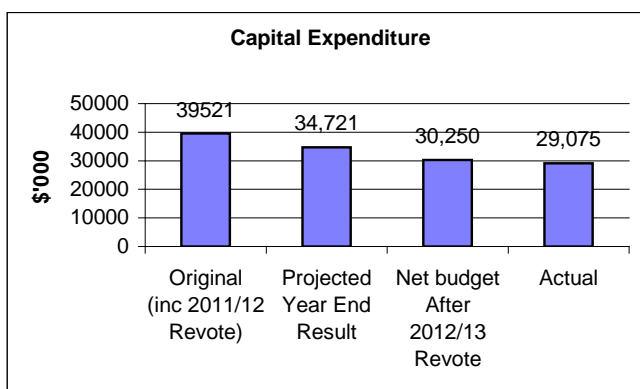
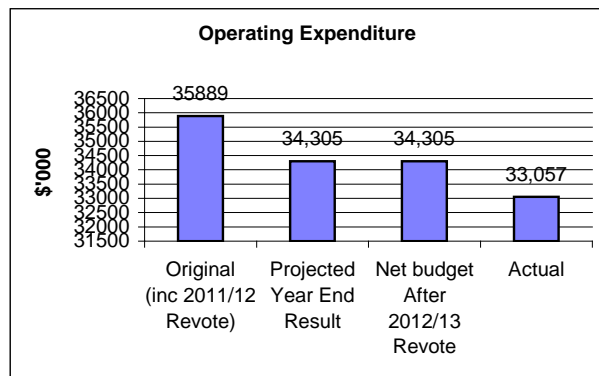
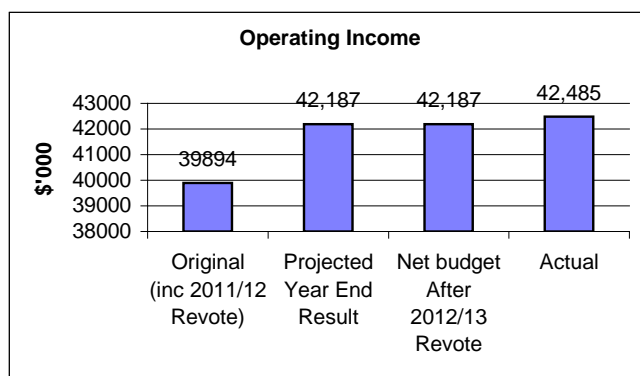
##### **Operating**

The original water operating expense budget was \$21,610,604. The final operating expenditure was \$21,380,311. This higher operating expense was mainly attributed to an increase in the 2011/12 dividend amount.

### Capital

The original water capital budget was \$9,996,658 (excluding \$1,639,020 of WIP). This was revised during the 2nd quarter down to \$8,674,095. The final expenditure for the financial year was \$4,754,467 or 55% of the revised budget. A revote of \$2,137,367 is required, primarily due to contract delays and plant that had been ordered but not received.

### Sewerage Fund:



The recommended budget changes and revised budget for Shoalhaven Water – Sewerage Fund are summarised as follows:

	Pre Review Budget \$'000	Recommended Changes \$'000	Revised Budget \$'000	Proposed Revote \$'000	Revised Budget (after revote) \$'000
Operating Income	41,769	418	42,187	0	42,187
Operating Expenditure	33,726	579	34,305	0	34,305
Capital Expenditure	34,721	0	34,721	4,471	30,250
Non Operating Income	4,140	0	4,140	0	4,140

The Sewerage Fund has achieved 101% of the revised budgeted income, non-operating revenue is 102% of the budget, operating expenditure is 96% of the revised budget and capital expenditure is at 84% of the revised budget. The adjustment of \$417,657 to

operating income is due to higher than expected section 64 income. Details of the other adjustments and variances are included in the June Quarterly Budget Review Statement.

The proposed revotes required at the end of June are shown in the table below. All of these projects have commenced but have been delayed for various reasons.

<b>Capital Project</b>	<b>Proposed Revote</b>	<b>Explanation</b>
Kangaroo Valley sewer scheme	\$1,142,257	Contractor delays
Milton Ulladulla sewer scheme	\$489,951	Contractor delays
St Anns St Nowra SPS 3	\$135,483	Contracted into a multiple project package
Pump replacement program	\$216,855	Change to pump procurement
Edwards Ave Bomaderry SPS 8 new pumps & SCA	\$89,736	Contracted in a multiple project package
Developer servicing plan	\$22,531	Delays due to NOW reviewing draft guidelines
Vincentia expansion area SPS F4 (stocklands)	\$96,257	Developer driven
Milton sanitary depot	\$16,194	Further environmental assessment required
Berry SPS 2 replace electrical cabinets	\$40,912	Procurement process delays
Replacement of electrical cabinets at pump stations	\$81,335	Procurement process delays
Relining Nowra CBD	\$770,017	Contractor delays
Bomaderry STP step screen	\$48,170	Procurement process delays
Vehicle Purchases	\$40,000	Supplier delays
Plant Purchases	\$1,283,278	Contractor delays with centrifuge

**Group Director's Comments:**

**Operating Income**

The original operating income budget for the sewer fund (excluding state government and SCA grants) was \$37,055,160 and the income budget had been revised in the third quarterly review to \$38,062,693. The final income was \$38,779,414. The overall higher result was primarily due to the following factors:

- Section 64 income – the original budget had been deliberately set at a conservative figure of \$850,545, given the uncertainties of the development industry at the start of the financial year. Ultimately the development income tracked higher than expected and income of \$1,648,202 was received.
- Interest on Investments – the final interest of \$467,129 was higher than the original budget of \$51,349.

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It should also be noted a total of \$3,705,061 in subsidy grants was received for the Kangaroo Valley Scheme in this financial year.

### **Expense**

#### **Operating**

The original operating expense budget for the sewer fund was \$35,889,108. The final revised budget was \$34,305,812. The actual expense was \$33,057,039. The major difference in actual to budget figures is due to depreciation adjustments.

#### **Capital**

The original sewer capital budget was \$28,283,544 (excluding \$11,236,663 of WIP). This was revised during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters down to \$23,484,847. The final expenditure for the financial year was \$17,838,719 or 76% of the revised budget. A revote of \$4,470,819 is required, primarily due to continuing major works (including Kangaroo Valley Scheme and Relining in Nowra CBD), contract finalisation payments not yet made and plant that has been ordered but not received.

### **FINANCIAL IMPLICATIONS:**

Significant inroads have been made during the fourth quarter to address the deficit reported at the end of the third quarter. Council now has a balanced budget at the close of 2012/2013 financial year. Council will need to be mindful of the deficit situations that have confronted it during the year and not introduce new works or services in 2013/2014 unless a funding source is clearly identified.

### **COMMUNITY ENGAGEMENT:**

The review of Council's budget is a requirement under Regulation 203 of the Local Government (General) Regulation (2005).

## **5. Review of Shoalhaven Libraries – Children's Policy **File 6230E [Index](#)****

**SECTION MANAGER:** Jane Lewis

**PURPOSE:** Delivery Program Activity: 1.3.1.3, 5.1.2.23

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of an election of a new Council. The following Policy is presented for Council at this meeting:

# Shoalhaven Libraries – Children's Policy – POL12/183 (see attached).

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**RECOMMENDED that Council adopt the amended Corporate & Community Services – Shoalhaven Libraries – Children’s Policy – POL12/183 in accordance with the recommendations in the report.**

## **OPTIONS**

1. Resolve to adopt the recommendation in the report
2. Resolve to change a recommendation
3. Resolve to make amendments to individual policies
4. Resolve to require a further report or briefing

## **DETAILS**

### **Shoalhaven Libraries – Children’s Policy**

The Shoalhaven Libraries – Children’s Policy (POL12/183) provides children, young people and their parents / carers with a clear understanding of the role of the Library and the scope of its services as they apply to children and young people. The Library aims to provide a welcoming environment, and targeted resources and programs to meet the needs of children and young people.

The Policy was adopted by Minute 04.663 on 25 May 2004. It was renamed and reaffirmed in its revised format by Minute 05.135 on 22 February 2005 and amended by Minute 09.489 on 28 May 2009.

# The Policy has been updated (Attachment A) and should be read in conjunction with Council’s Code of Conduct and amendments made therein. The following minor changes to this Policy are presented for Council’s consideration:

- Clause 2 – Removal of adoption history
- Clause 3.1.1 – lengthening of “ALIA” to “Australian Library & Information Association (ALIA)”
- Clause 3.1.6 – lengthening of “UNESCO” to “United Nations Educational, Scientific & Cultural Organisation (UNESCO)”
- Clause 3.3.1 – revised website address for WebOpac which provides member services for the South Coast Cooperative Library Service
- Clause 3.3.2 – revised year of publication and reference for the Library Regulation 2010
- Clause 3.4 – revision of “Occupational Health & Safety” to “Work Health Safety”
- Clause 4 – revision of “City Services & Operations” to “Corporate & Community Services” Group

It is recommended that the Shoalhaven Libraries – Children’s Policy be reaffirmed in its revised format.

**SECTION MANAGER:** Greg Roberts.

**PURPOSE:** Delivery Program Activity: 4.3.2.1

To consider the attendance of Councillors at the Dynamic Cities Conference

**RECOMMENDED that**

- a) **Council notes the details of the forthcoming conference Dynamic Cities Conference, scheduled for 16-18 October 2013, at Mandurah Western Australia;**
- b) **Council authorises available Councillors to attend the conference and such attendance be deemed Council Business;**
- c) **Council meets the travel, registration fees, accommodation and all reasonable out-of-pocket expenses in accordance with its adopted policy; and**
- d) **Councillors attending the conference provide a written report within 30 days of returning from the conference.**

**OPTIONS**

1. As per the recommendation.
2. That Council limit the number of Councillors attending the Conference to [*insert number*] and such attendance be deemed Council Business.
3. That Council not approve Councillor attendance at the Conference as Council business.

**DETAILS**

Advice has been received in relation to the following conference relevant to Local Government:

- Dynamic Cities - Creative, Liveable and Innovative ICTC Conference  
16 – 18 October 2013  
Mandurah Western Australia

# The conference will address issues including the revitalisation of Town Centres, Community Engagement and Partnerships, Placemaking, Marketing and Activation. Full details regarding the conference have been included in the Councillors' Information Folder.

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Costs associated with the conference are estimated as follows:

- Registration: \$1095
- Official functions, optional: included in price
- Travel, accommodation and out of pocket expenses: Travel – estimated at \$700 - \$800 with accommodation – starting at \$150.00 per night.

### **FINANCIAL IMPLICATIONS:**

The 2013/14 budget provision for Councillors Training and Development provides that funds are available in the budget to meet the cost of attendance.

## **7. Proposed Memorandum of Understanding - Shoalhaven FM **File 7434E** [Index](#)**

**SECTION MANAGER:** Greg Roberts.

**PURPOSE:** Delivery Program Activity: 5.1.3.16

# The purpose of this report is to seek the approval of Council to the adoption of a Memorandum of Understanding with Shoalhaven FM (Attachment 'A').

### **RECOMMENDED that:**

- a) That the draft Memorandum of Understanding with Shoalhaven FM be adopted; and**
- b) The General Manager be authorised to sign the Memorandum of Understanding with Shoalhaven FM on behalf of Council.**

### **OPTIONS**

1. As recommended
2. That:
  - a. The draft Memorandum of Understanding with Shoalhaven FM as attached to the report to the Policy and Resources meeting of 13 August 2013 be adopted with the following amendments (Councillors to include any amendments proposed); and
  - b. The General Manager be authorised to sign the Memorandum of Understanding with Shoalhaven FM on behalf of Council.
3. That the draft Memorandum of Understanding with Shoalhaven FM as attached to the report to the Policy and Resources meeting of 13 August 2013 not be adopted and provide further directions to staff.

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## DETAILS

Council at its meeting on 26 February 2013 resolved (MIN13.208) to invite 2UUU ~ Shoalhaven FM Community Radio to broadcast Policy & Resources and Development Committees, in addition to the Ordinary meetings.

Since that time, negotiations have been undertaken with representatives of the Management Committee and a draft Memorandum of Understanding (MOU) has been agreed to 'in-principal' and is now presented for approval. The MOU is proposed to operate for the term of this Council, with a provision for withdrawal by either party on 30 days notice. This was required to reflect the fact that the recording is undertaken by volunteers who attend the Council meetings. It also provides for the arrangement to be reviewed by Council and the station in the period leading up to its expiry in 2016.

The purpose of the MOU is firstly to acknowledge the contribution that Council provides to the operation of the Radio Station, which includes the loan provided for equipment, as well as the rent rebates provided for the transmission towers and its venue in the Arts Centre.

The MOU also provides that Council will establish a link from the meetings page of its website to the website operated by the Station to facilitate the podcasting of the above meetings. Such links will also provide a disclaimer from responsibility for any information that is published by the Station. Council also agrees in the draft MOU to place on its homepage, a notification to the effect that the Station records Council meetings. It also provides that the station will record and broadcast the meetings, acknowledging that the station is responsible for the quality and liability of the transmission.

To mitigate the liability of the transmissions that can accessed via a link from the Council homepage, a warning will be placed requiring the readers to acknowledge the fact that they are leaving the Council website. The warning will point out that Council is not liable for issues that may arise from information that is transmitted from that site.

In developing the MOU, staff were particularly conscious of the potential for defamation that may arise from the broadcasting of the Council and Committee meetings. This has been mitigated by the volunteers of the Radio Station editing any proceedings considered necessary.

Leichardt Council recently reported on broadcasting or webcasting Council meetings and the following information relating to how other Councils dealt with the defamation concerns as well as other information is provided below.

Hastings/Port Macquarie Council, prior to Administration, undertook live webcasting of meetings. An average of 26 people accessed the webcast during 2011. At the present time it does not webcast meetings and the latest resolution provided that live webcasting be introduced when Council has legal protection and/or parliamentary privilege.

Lane Cove and Botany Bay Councils stream the meeting live and access to the proceedings is not available after the meeting. Audience numbers are generally less than 5 per meeting.

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Shellharbour Council presently webcasts its Council meetings. It is felt that it improves transparency of decision making and resident accessibility. Staff believe that there are relatively few who now access the webcast, but feel complaints would be received if the service was withdrawn. The concerns of embarrassment and defamation are addressed by the installation of signage and a statement by the Mayor at the commencement of the meeting to the effect that the meeting is being webcast .

Wollongong City Council currently webcasts its meetings. The webcast is accessed by an average of 75 persons per meeting. A Statement is read at the commencement of the meeting to the effect that the proceedings are being webcast.

In view of this information, the arrangement proposed to be entered into with Shoalhaven FM as detailed in the report is considered to be cost effective and provides considerable cover to any potential exposure to defamation proceedings

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications that will arise as a result of this report.

#### **COMMUNITY ENGAGEMENT:**

Council has recognised that providing an additional form of access to Council meetings will improve transparency of decision making.

### **8. Revised Privacy Management Plan**

**File 10357E [Index](#)**

**SECTION MANAGER:** Greg Roberts.

**PURPOSE:** Delivery Program Activity: 5.1.3.17

To adopt a revised Privacy Management Plan based on the new Model Privacy Management Plan for Local Government released by the Division of Local Government (DLG) in circular 13-03 dated January 2013.

**RECOMMENDED that the report of the General Manager (Corporate and Community Services) regarding the revised Privacy Management Plan based on the new Model Privacy Management Plan for Local Government as attached to this report be adopted.**

#### **OPTIONS**

1. As Recommended
2. Council not adopt the revised Privacy Management Plan as attached to the Report and make amendments to be determined by Council.

- 
3. Council not adopt the revised Privacy Management Plan and continue with the previous Privacy Management Plan POL09/77 adopted 25/6/2007.

## **DETAILS**

The DLG in its Circular 13-03, advised Councils of the release of a new Model Privacy Management Plan for Local Government.

The new Model was prepared in consultation with the Office of Privacy Commissioner and the Local Government and Shires Association of NSW, has been updated to:

- Incorporate the requirements of the Health Records and Information Privacy Act 2002 (the HRIP Act), which commenced on 1 September 2004.
- Include reference to the Government Information (Public Access) Act 2009 (GIPA Act), which commenced on 1 July 2010.

The DLG has advised that Councils should adopt a new Privacy Management Plan, based on the new Model Privacy Management Plan for Local Government or develop their own Privacy Plan.

A review of the Council adopted Privacy Management Plan has been undertaken and it closely follows the Model Privacy Management Plan for Local Government prepared by the Office of the Privacy Commissioner and Local Government NSW.

This revised Plan has been updated to incorporate the Health Records and Information Privacy Act 2002 (HRIP Act) and includes references to the Government Information (Public Access) Act 2009 (GIPA Act).

The Privacy and Personal Information Protection Act 1998 (the PPIPA) requires all councils to prepare a Privacy Management Plan.

The Privacy Management Plan enables the Shoalhaven City community to be informed about how their personal information will be used, stored and accessed after it is collected by Shoalhaven City Council. It also ensures Council staff are aware of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.

It is an overarching document in relation to these processes. Specific arrangements have been established for individual applications such as CCTV operations in Council buildings and Nowra CBD e.g. MOU with NSW Police.

- # The Plan, a copy of which is included in the attachments, will be accessible on the Shoalhaven City Council website.

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**FINANCIAL IMPLICATIONS:**

There are no financial implications in relation to the review and adoption of the revised Shoalhaven City Council Privacy Management Plan.

**COMMUNITY ENGAGEMENT:**

There is no community consultation required in respect to the adoption of this Plan.

Tony Holmes  
**ACTING DIRECTOR**  
**CORPORATE AND COMMUNITY SERVICES**

R.D Pigg  
**GENERAL MANAGER**

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**  
**TUESDAY, 13 AUGUST 2013**

**ASSETS AND WORKS**

***ITEMS TO BE REFERRED TO ORDINARY MEETING***

**9. Junction Court - Funding Offer 2013-14**

**File 44389E [Index](#)**

**SECTION MANAGER:** Martin Upitis

**PURPOSE:** Delivery Program Activity: 5.1.2.35

To consider accepting grant funding from NSW Roads and Maritime Services (RMS) for the Junction Court Nowra project under the speed management engineering (40 km/hr high pedestrian activity area) program.

**RECOMMENDED that**

- a) **Council accepts the grant funding offer of \$50,000 from the NSW Roads and Maritime Services for the completion of the Junction Court Nowra (opening to traffic) project, and authorise the expenditure (Job No 85990); and**
- b) **Council writes to RMS thanking it for its cooperation and funding assistance, and advising that Council accepts the grant funds offered and commits to completion of the project by June 2014, as required.**

**OPTIONS**

- 1. As recommended. This will allow the project to be completed with funding assistance from the State Government, to provide safety, social, and economic benefits, and reduce the extent of Council funding required to achieve the works.
- 2. Council does not accept the grant funding offer. \$50,000 more of Council's own funds would be required to complete the project (not recommended).

**DETAILS**

Pursuant to the Council resolution of 26 February 2013 *“That Council expedite Stage 2 of the Junction Court project to open it to traffic”* staff have been working towards the works required to allow the opening of Junction Court in the earliest possible time frame.

Once the RMS position was known, and the new Council reaffirmed its support for a one way eastbound arrangement, designs have been able to progress on that basis.

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Designs and pre-construction cost estimates are currently being finalised, with the intention to open Junction Court. The Nowra CBD Action has recommended deferring a decision that related to opening Junction Court, until additional information is provided and Councillors discuss impacts of opening Junction Court with affected shop owners. This delay will result in the opening after the school holiday period at Christmas.

Any future closures of Junction Court for special events will be an easy process as the traffic light 'phasing' does not need to be altered and bollards can be readily placed and removed.

### **FINANCIAL IMPLICATIONS:**

Funding offers under this program are typically a 50/50 arrangement, however in this instance, \$50,000 is the maximum RMS could provide in 2013/14. Council's allocation for the project is approximately \$250,000, with total cost estimated at \$300,000. The scope is under review following discussions with Nowra CBD Action at its meeting on the 5 August 2013, where they requested a breakdown of costs to make Junction Court trafficable and these be reported back to the committee.

### **COMMUNITY ENGAGEMENT:**

Pursuant to the Council resolution, ongoing consultation has occurred with key stakeholders.

Broader community consultation will also be undertaken as a part of the delivery of the project.

## **10. 2013/2014 Regional Roads Block Grant Funding**

**File 5279E [Index](#)**

**SECTION MANAGER:** Martin Upitis

**PURPOSE:** Delivery Program Activity: 5.1.2.35

To accept the 2013/14 Regional Roads Block Grant Funding from NSW Roads and Maritime Services.

**RECOMMENDED that Council accepts the 2013/14 Regional Roads Block Grant of \$2,095,000 from Roads and Maritime Services (RMS).**

### **OPTIONS**

1. As recommended. This would enable Council to implement the 2013/14 Operational Plan.

2. Reject the grant. This would seriously impact on Council's ability to provide regional roads infrastructure.

## DETAILS

RMS offers annual financial assistance to councils under an agreed formula for the maintenance of regional roads and also for the provision of traffic facilities.

## FINANCIAL IMPLICATIONS:

The offer of financial assistance consists of Regional Road Maintenance, Traffic Facility Maintenance and a Supplementary Component. The increase of each component from the previous year for the last four years is shown below:

	2013/14	% Increase	2012/13	% Increase	2011/12	% Increase	2010/11	% Increase
Regional Road Maintenance	\$1,617K	1.6	\$1,591K	6.3	\$1,497K	2.8	\$1,456K	3.1
Supplementary Component	\$199K	0	\$199K	0	\$199K	0	\$199K	0
Traffic Facility	\$279K	2.6	\$272K	2.3	\$266K	2.7	\$259K	2.7

Council is not required to contribute funds for maintenance of the regional road network.

## 11. Update on Berry Sporting Complex Management Committee File 3196E [Index](#)

**SECTION MANAGER:** Tony Fraser

**PURPOSE:** Delivery Program Activity: 5.1.2.26

This report advises Council of the need to dissolve the Berry Sporting Complex Management Committee and to reallocate maintenance funds.

### RECOMMENDED that Council:

- a) **Disband the Berry Sporting Complex Management Committee and that any delegations issued pursuant to Section 377 of the Local Government Act be rescinded;**
- b) **Permanently reallocates \$9,300 maintenance funds from Job No 29999 (Management Committees Others) to Job No 22102 (Parks Core Maintenance); and**
- c) **Closes the bank account of the Berry Sporting Complex Management Committee and allocates the remaining \$300 to Job No 22102.**

---

## **OPTIONS**

1. As recommended.
2. Council not accept the recommendation, giving reasons, and propose an alternative recommendation.

## **DETAILS**

Council staff became aware that the Berry Sporting Complex Management Committee (BSCMC) had become poorly represented and not functional in 2012.

The BSCMC was appointed based on Council's authority, under Section 355 and 377 of the NSW Local Government Act 1993, and subsequent amendments, to delegate management of facilities to local residents and/or organisations.

This committee was formed in 1988 and has been a long standing Management Committee who has serviced the Berry community since that time. Prior to the BSCMC being formed, the Berry Tennis Club represented the complex.

Council has been maintaining the main playing fields for some years, in conjunction with the Management Committee who use a contractor to maintain the Pony Club grounds.

## **FINANCIAL IMPLICATIONS:**

# Attached is the last financial report received from the Berry Sporting Complex Management Committee. All debts have been paid and the NAB account is to be closed and the \$300 will be allocated to Job No 22102.

Council currently has \$9,300 allocated in Job No 29999 (Management Committee Others) to provide the BSCMC with funds to maintain the Berry Pony Club grounds. These funds were used for general maintenance including slashing and mowing of grass.

With the disbanding of the Management Committee, Council is now required to take over the maintenance of this Pony Club facility. It is projected that the costs to maintain the facility will be similar to existing expenditures and therefore no further increase in budget is required.

## **COMMUNITY ENGAGEMENT:**

Council became aware that the BSCMC was not functional in 2012 and contacted the following members of the Management Committee in order to try and resolve their volunteering issues.

Chairperson - community member  
Deputy Chair Person - tennis  
Cricket - two members  
Women's Touch - one member  
Pony Club - one member

---

Council staff made numerous phone calls and sent e-mails to the above members to try and arrange a meeting to discuss a way forward. A meeting was unable to be convened.

Another attempt by Council staff to organise a meeting with a Pony Club member of the Management Committee to discuss a way forward was also unsuccessful.

## 12. Ulladulla Leisure Centre Gymnasium Extension - Tender

File 47365E [Index](#)

**SECTION MANAGER:** Cliff Harris

**PURPOSE:** Delivery Program Activity: 1.3.3.1

This report is to inform Council of the tender process for the Ulladulla Leisure Centre Gymnasium Extension.

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

**RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter, and any decision made in the confidential session be made public in accordance with Clause 253 of the Local Government Act (General) Regulation 2005.**

### OPTIONS

1. As recommended.
2. Council not accept the recommendation, giving reasons, and propose an alternative recommendation.

### DETAILS

Tenders have closed for the Ulladulla Leisure Centre Gymnasium Extension project.

Tenderers were asked to tender for the above project with tenders closing on 3 July 2013. Two (2) tenders were received. The tenders are listed in alphabetical order below:

<b>Tenderer</b>	<b>Location</b>
Batmac Constructions Pty Ltd	Nowra NSW
Zauner Constructions Pty Ltd	Lavington NSW

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Tenders were evaluated by a Tender Evaluation Panel which considers:

- the total cost of the Tenderer's bid to Council, including application of the Local Preference Policy;
- the Tenderer's experience and expertise in the nature of work;
- the Tenderer's management ability to undertake the works with regard to Programming, Workplace Health and Safety, Environmental Management and Quality Systems, Industrial Relations and Management of Subcontractors and Suppliers; and
- the Tenderer's capacity to carry out the works.

Further details are contained in the separate confidential report.

### **FINANCIAL IMPLICATIONS:**

Financial Implications will be considered in more detail within the confidential report.

The undertaking of this project will improve the operational performance and internal spatial requirements of the gymnasium. It will also ensure existing and potential future earnings are secure by maintaining existing membership numbers in a locally expanding and very competitive market.

### **COMMUNITY ENGAGEMENT:**

The effect on the public during construction is considered to be minor, the existing gymnasium and aquatic operations will not be impeded by these works.

The Ulladulla Leisure Centre offers a full range of group exercise programs available to the local community and caters for all ages and fitness levels. The additional floor space and separate room will encourage more people in the community to participate in regular exercise. Classes currently spill out of the existing areas.

## **13. Crossroads Rural Fire Station Tender**

**File 47432E [Index](#)**

**SECTION MANAGER:** Cliff Harris.

**PURPOSE:** Delivery Program Activity: 5.1.2.22.

To inform the Council of the tender process for the Crossroads Rural Fire Station project.

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

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**RECOMMENDED that in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, Council consider a separate confidential report on this matter, and any decision made in the confidential session be made public in accordance with Clause 253 of the Local Government Act (General) Regulation 2005.**

## **OPTIONS**

1. As recommended.
2. Council not accept the recommendation, giving reasons, and propose an alternative recommendation.

## **DETAILS**

Tenders were called for the construction and associated civil works of Crossroads Rural Fire Station. Five (5) tenders were received and are listed below in alphabetical order.

<b>Tenderer</b>	<b>Location</b>
Batmac Constructions Pty Limited	Shoalhaven
Edwards Construction Pty Ltd	Illawarra
Keystone Projects Pty Ltd	Sydney
Tereno Pty Ltd	Shoalhaven
Zauner Construction Pty Limited	Shoalhaven & Albury

Tenders were evaluated by a Tender Evaluation Panel which considers:

- the total cost of the Tenderer's bid to Council, including application of the Local Preference Policy;
- the Tenderer's experience and expertise in the nature of work;
- the Tenderer's management ability to undertake the works with regard to Programming, Workplace Health and Safety, Environmental Management and Quality Systems, Industrial Relations and Management of Subcontractors and Suppliers; and
- the Tenderer's capacity to carry out the works.

## **FINANCIAL IMPLICATIONS:**

Funding for the project's building construction has been provided by the NSW Rural Fire Service and is sufficient to allow a construction contractor to be engaged.

**SECTION MANAGER:** Tony Fraser

**PURPOSE:** Delivery Program Activity: 1.3.1.2 and 5.1.2.26

# This report provides to Council Drainage Assessment and Drainage Rectification Reports (**Attachment 'A'**) from consultants Sydney Environmental and Soil Laboratory (SESL) on the St Georges Basin new sports field, with various options for Council to consider.

**RECOMMENDED that Council**

- a) **Retrofit subsoil drainage piping to the field at an estimated cost of \$43,987 to \$53,762; and**
- b) **Fund the upgrade works as follows: revoted funds (\$34,885) from Job No 82527 (St Georges Basin Field Upgrade); and the balance to be funded from Job No 22107 (Minor Improvement Program).**

**OPTIONS**

- 1. Retrofit subsoil drainage piping to the field at an estimated cost of \$43,987 to \$53,762 (preferred option).

This option is a minimum of \$9,102 (maximum \$18,877) over the current budget (\$34,885) and is expected to increase playability to 90%. This option is similar to the consultant's recommendation solution, except the "sand silts" have been omitted. This reduces the overall cost making the work feasible this year and increases playability significantly and to an acceptable level.

- 2. Retrofit sand slit drainage with subsoil drainage piping to the field at an estimated cost of \$55,717 to \$68,425. Additional ongoing maintenance costs of \$2,250 per annum are also required for this option, and the need to replace the sand slits every five years.

This option is the preferred option of SESL consultants and is suggested it will provide 100% playability but will have additional ongoing maintenance costs associated with periodic replacement of the sand slits. This option is a minimum of \$29,700 over the current budget of \$34,885, these costs are significant and additional funds have not been identified.

- 3. Increased the depth of the playing surface by topdressing with 50mm of sand in spring (September/October) and a further 50mm in summer (December/January) at a cost of approximately \$37,000.

This option is a minimum of \$2,115 over the current budget of \$34,885 and is expected to increase playability by an additional 20-30% in the lower field and 70% in the upper field. This level of playability may not meet the expectations of the community.

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## DETAILS

It has previously been reported to Council that since the construction and commissioning of the new sports field at St Georges Basin, Council has received complaints from user groups regarding the playability of the surface during and following wet weather.

The new sports field was constructed to a design aimed at providing a basic playing surface and was the standard design at the time commensurate with other recent construction at Huskisson sports fields. The specification was developed in consultation with Council's sports fields staff and relevant industry standards. Although higher standard specifications were available, these were not achievable with the available budget.

At the Council meeting held on 21 May 2013, Council resolved that:

- "a) Council review funding options with a view to increasing funding to remove turf, topdress and relay turf to the playing surface, with additional consideration given to installing subsoil drainage; and*
- b) A further report be presented to the next Policy and Resources Committee meeting"*

The SESL reports confirm that the main factors contributing to poor drainage of the topsoil are:

- likely run-on from upslope car parks and adjacent field;
- impermeable clay subgrade (main cause);
- lack of subsoil drainage; and
- possible impedance of lateral flow by fill on the lower side outfield.

Soil analysis suggests that the topsoil imported as part of the field construction is not a major cause of poor drainage.

## FINANCIAL IMPLICATIONS:

The SESL reports have recommended that sand slit drainage with subsoil drainage piping be retrofitted to the field. It is estimated that this works will cost approximately \$55k to \$68k and would result in 100% improvement in playability. The cost of this solution can be reduced to \$44k to \$54k, without significantly reducing the playability, by omitting the sand slits, this will also reduce maintenance requirements.

There is a revote amount of \$35k listed for the 2013/14 budget for the St Georges Basin Field Upgrade project (Job No 82527). The balance of the costs to deliver the recommended solution, \$19k (max), will be from the Minor Improvement Program (Job No 22107).

Whole of life costs must be considered when making decisions on asset management. The installation of the subsoil drainage system may require additional maintenance.

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## **COMMUNITY ENGAGEMENT:**

Strong community representation from the sports field user groups has been received, with previous meetings with the St Georges Basin Football Club indicating that following an investigation by external consultants on issues surrounding field drainage, a report would be presented to Council advising of improvement options. This report and the attached SESL reports (Attachment 'A') have been provided to the President of the St Georges Basin Football Club in advance of this meeting.

Any work such as top dressing or drainage installation at the fields would require discussions and agreement in relation to timing with the sports club.

Ben Stewart  
**DIRECTOR, ASSETS AND WORKS**

R.D Pigg  
**GENERAL MANAGER**

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**PLANNING AND DEVELOPMENT**

***ITEMS TO BE REFERRED TO ORDINARY MEETING***

15. **Submission of Grants - Swan Lake Estuary Environmental & Cultural Restoration Project** File 17261e [Index](#)
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**SECTION MANAGER:** Andrew Gibbes

**PURPOSE:** Delivery Program Activity: 2.1.2.4

The purpose of this report is to inform Council that a grant application to the NSW Environmental Trust Restoration and Rehabilitation program for funding has been successful and for Council approval and acceptance.

**RECOMMENDED that Council:**

- a) **Accepts the Grant of \$63,290 for the Swan Lake Estuary Environmental and Cultural Restoration Project; and**
- b) **Send a letter to the Hon. Robyn Parker MP, the NSW Minister for the Environment & Heritage thanking her for the grant offer.**

**OPTIONS**

1. Accept the recommendation above
2. Reject the recommendation above and provide an alternative

**DETAILS**

Council applied for a grant from the NSW Environmental Trust Restoration and Rehabilitation programme to implement the final stage of the Cudmirrah – Berrara Bushcare Action Plan, by partnering with the Bushcare Group, owners and operators of the adjacent Surfside Caravan Park and Jerrinja Local Aboriginal Land Council.

The aims of this project are to restore high conservation ecological endangered communities and protect Aboriginal cultural sites in and around the Swan Lake estuary.

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This Restoration and Rehabilitation program aims to facilitate projects such as this in Swan Lake by restoring and enhancing the natural environment.

Organisations that have committed to be involved in this project include Jerrinja Local Aboriginal Land Council, Surfside Caravan Park, Cudmirrah-Berrara Bushcare Group and the Cudmirrah Berrara Swanhaven Progress Association.

Council's application was 1 of 23 projects that were successful in obtaining grant funding.

#### **FINANCIAL IMPLICATIONS:**

Council's contribution to the project, is budgeted for in 2013/14 and includes:

- \$2,200 - materials
- \$19,265 - salary, Bushcare Co-ordinator
- \$20,000 - coastal maintenance/estuaries

#### **COMMUNITY ENGAGEMENT:**

The project implements the aims and actions as stated in the Cudmirrah - Berrara Bushcare Action Plan which involved community consultation and was adopted by Council at its meeting of 27 July 2010.

### **16. Biobanking Agreement - Garrad Reserve Narrawallee**

**File 46748E [Index](#)**

**SECTION MANAGER:** Gordon Clark

**PURPOSE:** Delivery Program Activity: 2.1.1.10

To inform Council that a biobanking agreement for Garrad Reserve in Narrawallee is now in place and seek permission to amend the Local Environmental Plan (LEP) to reflect the conservation status of the land.

#### **RECOMMENDED that:**

- a) Council vote to accept the 2013-2014 payment of \$137,437 and subsequent payments each year, to undertake specified management actions on Garrad Reserve.**
- b) After finalisation of the Shoalhaven LEP2013, Council prepare a planning proposal to amend the LEP to reflect the conservation status of the reserve and ensure that all four lots that make up the biobank site have a consistent zoning.**
- c) The community engagement strategy at Attachment 'A' be noted and received for information.**

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## OPTIONS

1. Adopt the above recommendation.

### Implications:

The objectives of the proposed E2 Environment Conservation zone best reflect the management agreement that is in place over this land. There are many activities which are potentially permissible in the proposed RE1 Public Recreation zone which are not consistent with the biobanking agreement.

2. Do not add the planning proposal to rezone the RE1 land in the Narrawallee Biobank to the Planning work program.

### Implications:

This would result in a land zoning which is potentially in conflict with the Biobanking management agreement for the site.

## DETAILS

Council now has the first public biobank in southern NSW.

The execution of this agreement will result in ongoing annual payments to manage the site for its conservation values. This will include payments for weed control, feral animal control, fencing, rubbish removal, track maintenance and prescribed burns.

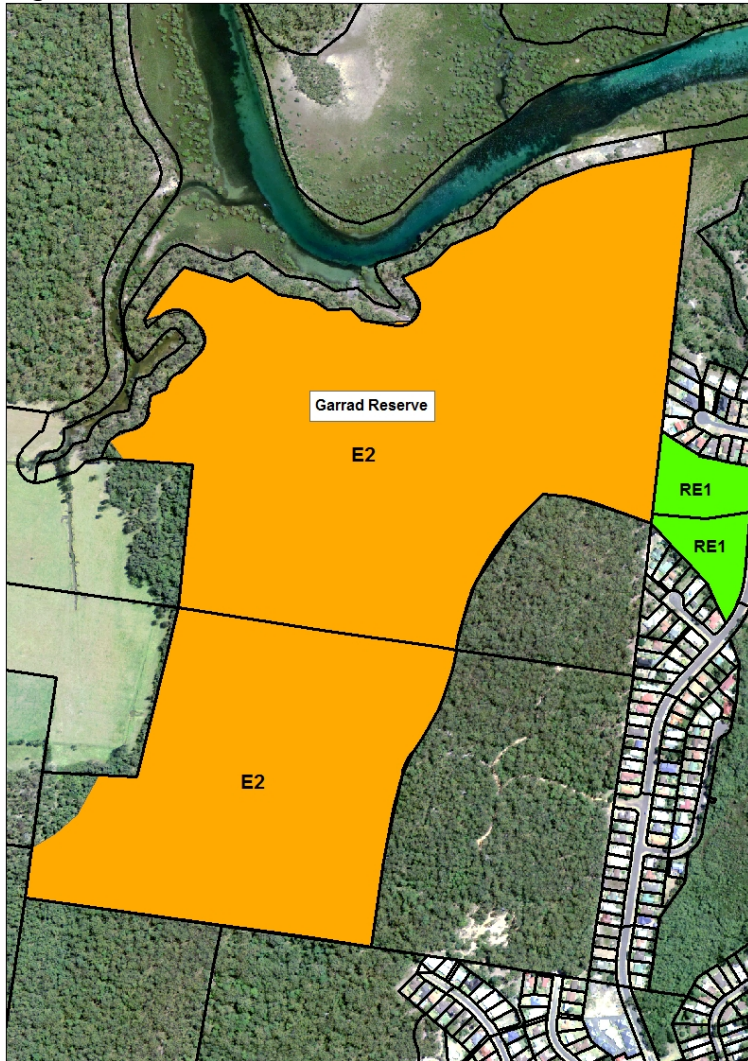
- # For the first year (2013/2014) of this agreement Council has received \$137,437 to implement key establishment works. This will include the formalisation of a footpath down to the inlet, maintenance of the fire trail, privet control, installation of interpretive signage, production of information brochures for residents as well as boundary fencing of the site to prohibit vehicular access to help control dumping. The map at **Attachment 'B'** illustrates the key management actions which will be implemented at this site.

This pilot project will provide an opportunity for Council to 'test' biobanking to see if there is benefit in its wider application across the city for other natural areas. In the case of Garrad Reserve, it will bring approximately \$766,800 to Council over the next 20 years to better manage this sensitive area.

### Zoning

There are four lots of land that make up the biobank site (Figure 1). In the draft LEP 2013, the two largest lots will be zoned E2 Environmental Conservation and the two smaller lots will be zoned RE1 Public Recreation to reflect a 'like for like' zone transfer from LEP 1985. It is proposed that the two smaller lots be rezoned to E2 to reflect the in perpetuity management arrangement which now covers the land.

Figure 1.



This change in zoning will be facilitated via a planning proposal after the completion of LEP2013. The proposed change in zoning will have a negligible impact on Council's management of the land, but will ensure the site has a consistent zoning.

#### **FINANCIAL IMPLICATIONS:**

There will be a yearly injection of funds to assist Council to manage this reserve in perpetuity.

#### **COMMUNITY ENGAGEMENT:**

# A brochure has been distributed to surrounding Narrawallee residents (hard copy provided for information in Councillor pigeon holes). The intended broader community engagement strategy is provided as **Attachment 'A'** for information.

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## 17. Crookhaven Headland Lighthouse – Future Management & Maintenance

File 42240E [Index](#)

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**SECTION MANAGER:** Gordon Clark

**PURPOSE:** Delivery Program Activity: 1.2.2.13

To consider if Council is prepared to accept future management and maintenance of Crookhaven Headland Lighthouse.

### **RECOMMENDED that Council:**

- a) **Accept responsibility for the future management and maintenance of Crookhaven Headland Lighthouse when the NSW Government provides a budget to fully fund its restoration and ongoing maintenance costs.**
- b) **Continue to facilitate meetings of the Crookhaven Headland Lighthouse Steering Committee to assist Crown Lands to fully fund restoration and ongoing maintenance costs for Crookhaven Headland Lighthouse.**
- c) **Write to the Member for South Coast and Minister for Regional Infrastructure and Services advising them of this resolution.**

### **OPTIONS**

1. Adopt the recommendations of this report

Implications:

This will redefine Council's position to accept future management and maintenance of Crookhaven Headland Lighthouse.

2. Adopt an alternative recommendation giving direction to staff on Council's position to accept future management and maintenance of Crookhaven Headland Lighthouse. This could include accepting conversion of the Lighthouse to a viewing tower.

### **DETAILS**

#### **Related Council resolution**

Council at its meeting of 23 April 2013 (Min 13.420) resolved that:

- a) *Crown Lands, Corrective Services and Lighthouses Australia representatives meet within the next 4 weeks to commence facilitating the planning and determine the timeframe for the restoration and commissioning of a contractor to do appropriate sand blasting and spray painting of the lantern;*
- b) *Crown Lands accept the financial implications for the initial restoration of the Lighthouse lantern; and*
- c) *Corrective Services provide photographs, taken as part of the restoration, and provide to the Committee for information.*

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*A Councillor Briefing be held to discuss:*

- a) Future management of the Crookhaven Headland Lighthouse;*
- b) A detailed estimate of Council's financial legacy for maintaining the lighthouse and surrounds; and*
- c) A risk analysis of individuals accessing the site.*

*That the next meeting of the Crookhaven Headland Lighthouse Steering Committee be held in October 2013 or at a date determined by the General Manager.*

# The Council report related to the above resolution is provided as **Attachment 'A'**.

## **DETAILS**

### **Councillor briefing**

A Councillor briefing was held on 24 June 2013 which was attended by Crown Lands representatives. The outcome of the briefing was to present a report to Council for it to consider future management and maintenance of Crookhaven Headland lighthouse.

### **Current lighthouse management and maintenance**

# The lighthouse is located on a small parcel of Crown land which is the management and maintenance responsibility of Crown Lands. The surrounding Crown land is managed and maintained by Council (See map - **Attachment 'B'**).

### **Operational status**

The lighthouse no longer serves as an active lighthouse with a separate light now provided on a standalone pole. Crown Lands have advised that Roads & Maritime Service (RMS) and Lighthouses Australia state that the lighthouse will never be required as an operational lighthouse in the future.

### **Heritage status**

In accordance with Council's Local Environmental Plan (LEP) the lighthouse (Crookhaven Lighthouse Complex) is listed as a heritage item of State significance. However, a search of the NSW Heritage data does not list the lighthouse.

The Shoalhaven Heritage Inventory includes the following statement of significance related to the lighthouse:

*Federation period lighthouse considered of historic and scientific interest important to shipping and transport which made economic development in the region possible. Regional Significance (Illawarra).*

Based on the above information, the Crookhaven Heads Lighthouse Conservation Plan identifies the lighthouse is of high significance at a local level.

### **Council's current position on Crookhaven Headland Lighthouse**

A management strategy in the Crookhaven Headland Plan of Management (adopted by Council in June 2006) - page 34 states:

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- *“Integrate the future care, control and management of the Lighthouse Reserve with the rest of the Crown reserve. It is essential that if Shoalhaven City Council is to take over management of the building as Trustee, that an appropriate handover budget is negotiated to fund initial repair and maintenance costs. The Waterways Authority is considering the option of erecting a solar powered beacon tower on a single pole adjacent to the lighthouse. Any rental received from such an arrangement with the Authority could provide the new Trustee with an ongoing income to assist with maintenance costs.”*

### **Crookhaven Headland Lighthouse Steering Committee**

The Crookhaven Headland Lighthouse Steering Committee was established in September 2010 with the following terms of reference and has been assisting in the decision process to restore the lighthouse.

- i) To actively engage with the community and seek broad support and assistance to upgrade the Crookhaven Heads Lighthouse;*
- ii) To liaise with all levels of Government and their necessary departments to facilitate the upgrade and management of the Crookhaven Heads Lighthouse;*
- iii) To educate the community about the importance of the preservation of local heritage*
- iv) To seek feedback from all stakeholders on the future uses of the Lighthouse once the restoration is complete.*

To date, the Committee has not yet determined a future use of the lighthouse.

### **Lighthouse restoration**

# Crown Lands in mid 2010 sourced an initial estimate of \$260,000 to fully restore the lighthouse (see **Attachment ‘C’**). This estimate includes amounts for security fencing and back to base security monitoring. However these estimates are based on minimum requirements and do not necessarily reflect the additional costs of an isolated site and marine environment. Therefore, some or all of these estimates may need review.

The implementation of restoration works has focus on a staged approach which includes:

Stage 1 - protect building and lighthouse lantern

Stage 2 - reuse of lighthouse tower / site activation with the establishment of lookout on top of the lighthouse tower

Stage 3 - restore the lighthouse lantern

Stage 4 - determine final location for the lantern / use of lighthouse tower\*

Stage 5 - return lantern to lighthouse or display at alternative site

\* Stage 4 will need to consider that previous restoration of the lighthouse in 1982 was not sufficient to protect the lighthouse, and to date no future use of the lighthouse has been determined.

### **Project funding**

To commence lighthouse restoration an initial grant of \$100,000 in 2010 has been provided by Crown Lands. To date Crown Lands has spent \$29,000 of this grant on lighthouse restoration works related to Stage 1 and \$71,000 remains. Since 2010,

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Council has contributed approximately \$40,000 cash and in-kind assistance related to walking track, viewing area, environmental weed management, asset protection zone maintenance improvements around the lighthouse as well as provided heritage advice.

The \$100,000 grant is conditional on no funds being committed to restoration works until agreement is reached with Council regarding the ongoing management and maintenance of the site. A copy of the grant offer letter is provided in **Attachment 'A'**. However, Crown Lands have released funds to commence stage 1 works related to immediate protection on building and lighthouse lantern.

### **Future lighthouse management and maintenance costs**

Given the final use and level of restoration for the lighthouse has not been determined, it is difficult to accurately estimate or provide cost estimates for its future management and maintenance. This is further complicated by its remote marine location, level of practical security and the level of vandalism that could occur.

In its current building state or after staged restoration to a viewing tower (completion of Stage 2 works), it is estimated that the building could be maintained annually for an average cost of approximately \$4,000. However this estimate is subject to impacts from the marine environment and vandalism. This estimate would increase if the lighthouse was fully restored (ie. lantern returned).

### **Crown Lands feedback**

Crown Lands advocate that the conversion of the lighthouse to a viewing platform should form the final stage of the Lighthouse restoration / conversion and will encourage the Crookhaven Headland Lighthouse Steering Committee to consider this position. However, to date the Committee has not adopted this final use of the Lighthouse building.

Crown Lands have provided the Committee with concept drawings of viewing platform conversion (see **Attachment 'D'**). Crown Lands have also sourced structure drawings and a Building Code of Australia compliance report that indicate no outstanding requirements for conversion to a viewing tower. Materials and fabrication cost for the viewing platform construction are yet to be determined.

Crown Lands have indicated that there is no heritage impediment to convert the lighthouse to a viewing platform. However, as per Council's LEP development consent is required to alter this heritage building. At present, Development Consent is not required for maintenance of the building to repair the lantern.

### **Viewing tower conversion**

Conversion of the lighthouse to a viewing tower is proposed to be project managed and delivered by Crown Lands utilising:

- Local fabrication
- Council transport of fabricated structure in sections
- Naval helicopter – when available
- Army riggers – when available
- Department of Corrective Services works / labour

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### **Future management considerations**

The previous Crookhaven Headland Lighthouse Steering Committee meeting held on 10 April 2013, also recommended that:

- a) *A report on the future management of Crookhaven Lighthouse be reported to Council; and*
- b) *Appropriate representatives from Council and Crown Lands convene to scope the circumstances and conditions required to secure 'in-principle' agreement from Council for the addition of the lighthouse crown reserve area to the existing crown reserve under Council trusteeship.*

This report actions part a) of the above recommendation however actioning of part b) is dependent on the resolution of this report.

Upon scoping the circumstances and condition, for Council to consider accepting the lighthouse, the following information should be taken into account:

- The lighthouse is no longer required as an operational lighthouse
- The site is of local heritage significance only
- The State's funding priorities are focused on operational lighthouses and heritage lighthouse structures identified to be of State significance
- Interest in the lighthouse is driven by local community concerns
- Practical management of the site is likely only to be achievable at the local level
- Council is Trustee of the surrounding Crown Reserve including the Headland and Crookhaven Heads Tourist Park
- Ongoing maintenance of the site could be funded via the income generated by the Crown caravan park
- Improvements to the lighthouse could be funded from the Crown Lands Reserve Trust Program.

### **Council resourcing**

Council's Delivery Program and Operational Plan does not identify any resources to improve or maintain the lighthouse. However, as indicated above Council where possible has been providing cash contributions from existing operational budgets (walking tracks maintenance, asset protection zone maintenance, etc) and providing in-kind support.

To date the co-ordination of Council's resourcing has been undertaken by Planning staff however, recognising that the lighthouse is an asset for Council to consider, it is proposed that future resourcing of the project will be undertaken by Assets & Works staff.

### **FINANCIAL IMPLICATIONS**

The acceptance of future management and maintenance of the lighthouse without a dedicated budget from the NSW Government will impose significant financial resourcing requirement for Council.

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## COMMUNITY ENGAGEMENT

Community engagement which has discussed and not yet resolved future management and maintenance of the lighthouse has occurred via the Crookhaven Headland Lighthouse Steering Committee.

### 18. **Swimming Pool Amendment Act 2012 – Draft Swimming Pool Barrier Inspection Program** File 32517E [Index](#)

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**SECTION MANAGER:** Bob Goldspring

**PURPOSE:** Delivery Program Activity: 2.1.4.3

The purpose of the report is to recommend that the draft Swimming Pool Barrier Inspection Program be publically exhibited. The report advises requirements for Council under the *Swimming Pools Act 1992*.

#### **RECOMMENDED that:**

- a) **Council publically exhibit the Draft Swimming Pool Barrier Inspection Program for a minimum period of 28 days; and**
- b) **A further report be submitted after closure of the exhibition period.**

#### **OPTIONS**

1. Adopt the recommendation.

Implications:

This is preferred to enable Council to comply with the requirements of the Swimming Pool Act 1992 to have a program adopted by 29 October 2013

2. Not adopt the recommendation and provide direction to the General Manager

#### **DETAILS**

The *Swimming Pool Amendment Act 2012* requires Council to implement a number of new requirements under the *Swimming Pools Act 1992* including implementing a program for inspections of pool barriers (fencing and gates).

The Development Committee considered a report on the amendments and on 4 December 2012 resolved (in part) under delegated authority as follows:-

- b) Following receipt of the guidelines from the Division of Local Government a future report be submitted to Council on options for a swimming pool barrier inspection program*

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The Division of Local Government (DLG) is preparing guidelines and has established an online portal for pool owners to register their pools by 29 October 2013; [www.swimmingpoolregister.nsw.gov.au](http://www.swimmingpoolregister.nsw.gov.au). The DLG has also commenced an information and education campaign through Royal Life Saving Australia (NSW) on the new requirements.

# The draft program provides the framework for a program of swimming pool barrier inspections. There are a number of mandatory premises types that are to be inspected initially and the program will be ongoing across all sectors. The premises that require mandatory current Compliance Certificates after 29 April 2014 are tourist, visitor and multi-occupancy development. Premises containing swimming pools that are sold or leased after this date are also required to have a current Compliance Certificate. Compliance Certificates are valid for a period of three years and can be issued by Council or an Accredited Private Certifier.

Council will be responsible to inspect premises containing swimming pools in accordance with the adopted Swimming Pool Inspection Program and will issue Compliance Certificates when pools are found to be compliant with the child resistant barrier requirements of the legislation. Pools with a current Compliance Certificate will not be required to be inspected. Council will also issue enforcement directions to require non-compliant premises to be upgraded to comply with the relevant safety requirements and in some cases may issue penalty infringement notices where owners fail to comply.

Pool owners may use the services of the Council or a Private Certifier accredited by the Building Professionals Board for inspections or applications for a Compliance Certificate. Where a Private Certifier finds a defect upon inspection a notice may be served and Council may be required to follow enforcement actions for non-compliance.

### **FINANCIAL IMPLICATIONS:**

There are minimal financial implications associated with the public exhibition of the program and subsequent reporting.

There are financial implications in implementing the program to comply with Councils responsibilities under the *Swimming Pools Act 1992*, as amended.

Data obtained from a number of available sources has been used to estimate the potential financial and workload impacts of the draft program. The figures below are estimates based upon this available data and may vary as the program is progressively implemented after 29 October 2013.

Based upon previous experience and evidence in surveys carried out by a number of other Councils it is expected that inspections of pools will reveal high levels of non-compliance requiring on average between 2.5 – 3.0 inspections per premises (average 2.75) to achieve compliance to enable Certificates of Compliance to be issued.

### **Mandatory Inspections (after 29 Apr 2014):**

1. Tourist, visitor and multi-occupancy accommodation: Council records indicate that there are approximately 660 existing premises in this category likely to have a

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swimming pool and approximately 180 inspections per year for Compliance Certificates may be required.

2. Property sales: Council records of sales for the period June 2012 to May 2013 indicates that approximately 56 properties with pools were sold which would result in approximately 154 inspections per year for Compliance Certificates being required.
3. Property rentals: Council records show there are 12,000 rental properties in the Shoalhaven exclusive of those in type 1, above, and an estimated 1200 Compliance Certificates applications each year based on rental turnover. This would result in approximately 3300 inspections per annum. This may vary depending upon the frequency of leases.

**Complaint/Unauthorised Pool Inspections:**

Council records show that in 2012 approximately 80 Notices/Directions were issued by Council for non-compliant pools each year which would result in approximately 300 inspections being carried out.

**Other Inspections under the Program:**

Non-mandatory inspections will target higher risk premises such as unauthorised pools and pools without a final inspection. Inspections within this category will be carried out within available resources.

**Inspections by Private Certifiers:**

Property owners may request pool inspections/Compliance Certificates from Private Certifiers. Fees charged by Private Certifiers are not regulated under the legislation and will be set by market forces. It is therefore difficult to estimate with any certainty the proportion of the inspections that will be carried out by Private Certifiers.

**Fees for Inspections**

Council has previously adopted fees of \$150 for the first inspection and \$100 for a reinspection (if required) for swimming pool inspections. It is anticipated that income levels from fees will offset much of the resourcing costs of the program.

**COMMUNITY ENGAGEMENT:**

It is recommended that the draft program be exhibited for a period of 28 days and any submissions received be considered in a further report to Council for adoption of the program.

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19. **Shoalhaven Local Heritage Assistance Fund Program 2013-14**      **File 1110E** [Index](#)

**SECTION MANAGER:** Gordon Clark

**PURPOSE:** Delivery Program Activity: 2.1.2.3

Local Heritage Assistance Fund grants are offered on an annual basis to assist owners of heritage items listed in the Shoalhaven Local Environmental Plan to complete small

heritage projects involving restoration and/or conservation works/plan. Council has a budget of \$14,088 for the 2013-14 program.

This report summarises the applications received and seeks Council's endorsement to the allocation of funds to eligible applicants.

**RECOMMENDED that in respect to the Shoalhaven Local Heritage Assistance Fund for 2013-2014, grants be offered to the eight (8) applicants listed in the following Table for the amounts shown:**

<b>Owner / Applicant</b>	<b>Project Location</b>	<b>Heritage Item &amp; Level of Significance</b>	<b>Description of Works</b>	<b>Recommended Grant Amount</b>
W Carter	Tannery Road Cambewarra	Former Schoolmaster's Brick Residence and garden  <b>STATE Significance</b>	Essential drainage works – Roofing, downpipe and gutters due to rising damp.	<b>\$1,800</b>
C J Knapp	680 Bolong Road Bolong	*Swanlea Dairy Farm Complex <b>Not listed in SLEP</b>	Restoration to roof of concrete silo.	<b>\$1,000</b>
E Lothian	53 Queen Street Berry	<b>*Not listed in SLEP See Attachment 'B'</b>	Repainting exterior of house.	<b>\$1,000</b>
S McIntosh	94 Tannery Road Berry	Dairy Farm Complex and Gatehouse  <b>STATE Significance</b>	Replace roof of feed stall shed and supporting poles.	<b>\$2,788</b>
F Pami	19 Ferry Lane Nowra	Victorian Georgian style Timber Slab Cottage  <b>LOCAL Significance</b>	Replace timber verandah to front of cottage.	<b>\$1,800</b>
J M Saw	32 Woodstock Road Croobyar	Former Victorian Brick Gatehouse to Mt Airlie  <b>LOCAL Significance</b>	Front door brickwork and barge board replacement.	<b>\$1,700</b>
A & M Sherringham	1165 Bolong Road Coolangatta	Victorian Georgian style Farmhouse and trees  <b>LOCAL Significance</b>	Replacement of 1950s window with new style window to assimilate with original building style windows.	<b>\$1,800</b>
K & G Thompson	138 Princes Highway Milton	Interwar Federation style Cottage  <b>LOCAL Significance</b>	Remove infilled asbestos verandah and restore verandah to original style.	<b>\$2,200</b>

Total	<b>\$14,088</b>
Note: (*) identified in Shoalhaven Heritage Study 1995-98 as locally significance but not listed in Shoalhaven Local Environmental Plan.	

## OPTIONS

1. Adopt the recommendation.

Implications:

This will see the allocation of the budget to appropriate projects.

2. Adopt an alternate recommendation.

Implications:

This would be potentially inconsistent with the established process, which involved seeking applications from interested owners.

## DETAILS

### Background

Council continues its commitment to Shoalhaven local heritage projects through the provision of funds to match a pro rata grant from the NSW Office of Environment and Heritage for projects in 2013/14. The NSW Heritage Branch offers funding (1/3 \$ share) to Council to set up a Local Heritage Fund. Council then offers small monetary assistance for a wide range of small local heritage projects that will deliver heritage and urban design outcomes such as good heritage conservation works, well maintained property, well designed adaptive reuse, sympathetic alterations and additions and infill development for heritage buildings and items.

The conservation of Shoalhaven's cultural heritage by its owners is clearly beneficial to the broader community and visitors to the area. These grants though small, show Council and NSW State Government commitment to assisting owners conserve and enhance their properties for the benefit of future generations. The monetary component is included in the annual State of the Environment report and demonstrates Council's continuing commitment to heritage conservation management and promoting cultural sustainability, heritage tourism and the Community Strategic Plan.

### Process

An advertisement appeared in local papers on 19 June 2013 calling for applications from the owners of heritage items to participate in the 2013/2014 Local Heritage Assistance Fund Program. Council also has a list of potential applicants who previously expressed interest in the grant and they were also informed of the call for applications. Successful applications are required to match the value of the money offered on a dollar for dollar basis and complete the required works by 21 February 2014.

# At the closure of application period on 12 July 2013, eight applications were received for proposed works estimated at a total of \$66,266. Details of the applications together with recommended grant amounts for successful applicants are shown in **Attachment 'A.'**

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Applications were assessed and approved by Council's Heritage Advisor in regard to their compliance with State Government criteria as required under the terms of the State Government funding offer. The Heritage Advisor has inspected each heritage item being considered for funding to ensure that the works proposed are appropriate heritage works and a priority for that site. Funding is used to assist heritage listed items in SLEP as a first priority, over non-listed heritage items.

# The eight applications received all qualified according to the Heritage Advisor's assessment. Two (2) of the applications related to items of State significance. Two (2) applications are not formal heritage items listed in Shoalhaven Local Environmental Plan but the Heritage Advisor's assessment suggests that the applications qualified to apply for grants. One item ('Swanlea' Dairy Farm Complex - 680 Bolong Road, Bolong) is identified in the Shoalhaven Heritage Study 1995-1998 as locally significance, and the other (53 Queen Street Berry), provided an assessment report by Council Heritage Advisor per **Attachment 'B.'**

## **FINANCIAL IMPLICATIONS**

The Shoalhaven Local Heritage Fund Program 2013-2014 is fully funded. The overall funding of \$14,088 includes the NSW Government Heritage Grant of \$4,521 and the \$9,567 included in the Council budget (Job No. 15263). The NSW Office of Environment and Heritage provides a maximum grant up to \$8,500 based on a dollar basis for every three dollars Council spends. Council's Heritage Assistance Fund program for 2012/13 was in the order of \$13,562 and the Heritage Branch has reimbursed Council \$4,521 (1/3 share). As a requirement of the NSW Heritage Grants Local Government Heritage Management Program, to claim reimbursement, Council must submit a list of completed projects and an annual report to the NSW Heritage Branch on the Local Heritage Fund before 15 May 2014.

## **COMMUNITY ENGAGEMENT**

The Shoalhaven Local Heritage Fund Program 2013-2014 was advertised in local papers on 19 June 2013 and relevant information on eligibility and assessment criteria, and the application form were available from Council's website. Direct advice was also provided to people who had previously expressed an interest in the program.

Tim Fletcher  
**DIRECTOR PLANNING & DEVELOPMENT SERVICES**

R.D Pigg  
**GENERAL MANAGER**

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**SHOALHAVEN WATER**

***ITEM TO BE REFERRED TO ORDINARY MEETING***

**20. Review of Shoalhaven Water Group Policies - Round 8**

**File 12039E [Index](#)**

**SECTION MANAGER:** Robert Horner

**PURPOSE:** 2.4.4.1 Plan for water and sewerage infrastructure to meet the needs of future development areas

All Public and Local Approval Policies are to be submitted to Council within 12 months of the election of Council. The following policies represent "Round 8" of this requirement in respect of the Shoalhaven Water Group responsibilities.

**RECOMMENDED that**

- a) **Council place the following Public Policies on public exhibition and invite submissions in accordance with Section 160 of the Local Government Act:**
  - i) **Connection of Properties to Council's Sewerage System Policy**
  - ii) **Reclaimed Water Policy**
- b) **Council place the following Local Approval Policy on public exhibition and invite submissions in accordance with Section 160 of the Local Government Act:**
  - i) **Liquid Trade Waste Discharge to the Sewerage System Policy**
- c) **Should Council receive no feedback or minor comments in relation to the Policies placed on public exhibition, then the Policies be deemed adopted at the conclusion of the submissions period, otherwise a further report is to be provided to Council.**
- d) **Council reaffirm the following Public Policy without amendment.**
  - i) **Building Over Sewers Policy**

**OPTIONS**

- 1. Rescind, re-affirm (no changes) or adopt with other changes as determined.

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## DETAILS

### 1. The following Public Policies are proposed to be placed on public exhibition and seek feedback.

#### *i. "Connection of Properties to Council's Sewerage System Policy", POL08/262.*

# The policy with tracked changes is in attachment folder for information and review.

This Public Policy was first adopted by Council in 1989 (MIN89.2080), then reaffirmed in 2004 (MIN04.1655) and amended in 2009 (MIN09.482). The policy was adopted to provide guidance to staff and property owners in regard to proposals to connect to Council's sewerage systems.

The policy has essentially been re-written for the purposes of clarity and to outline Council's position in relation to multi-lot assessments.

In certain circumstances owners of multi-lots have the option to aggregate those lots into one assessment and therefore only pay one sewer availability charge. For this reason Council only provides one sewerage connection per assessment. This is consistent with the conditions imposed by the State Government for backlog sewerage schemes under the Country Towns Water Supply and Sewerage Program.

Property owners can then, at a later date, separate those previously aggregated lots into single assessments (for the purpose of selling a lot for example), on occasions leaving lot(s) without a connection to sewer.

The proposed policy position in this regard is, due to the fact that no availability charge has been attributed to the subject lot, that it would be the owners responsibility to pay for the subject lot to be connected to the sewer (which may include a sewer main extension).

Due to this proposed addition to the policy it is considered prudent that the policy be placed on public exhibition per the requirements of the Local Government Act.

#### *ii. "Reclaimed Water Policy", POL08/254*

# The Public Policy with tracked changes is in the attachment folder for information and review.

This Public Policy was adopted in 2007 (MIN07.1087) then amended in 2009 (MIN09.774). The Policy provides a commitment by Council to the safe and sustainable management of reclaimed water.

While the proposed policy appears to have undergone significant change, the intent has not changed. Numerous statements, considered not relevant for a Council policy, have been removed resulting in a more concise document.

However, due to the extent of changes, Council may consider it warranted to place the policy on public exhibition.

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**2. Local Approvals Policy proposed to place on public exhibition.**

***i. "Liquid Trade Waste Discharge to the Sewerage System", POL09/96.***

# The Local Approvals Policy with tracked changes is in the attachment folder for information and review.

This Local Approvals Policy was adopted in December 2005 (MIN05.521) and adopted in a revised format in 2009 (MIN09.1442). The policy outlines the requirements applicable to all industrial, commercial, community and State or Local Government where it is proposed to discharge Liquid Trade Waste to Council's sewers.

Minor changes relate to State Government organisation/position name changes and updates to reflect current guidelines.

Section 2.6 of the proposed policy has been added following a directive from NSW Office of Water. This section outlines specific requirements for Service Station Covered Forecourts and Bus/Truck Refuelling for new and existing premises.

Due to this proposed addition to the policy it is considered prudent that the policy be placed on public exhibition per the requirements of the Local Government Act.

**3. The following Public Policy is proposed to be reaffirmed without changes.**

***i. "Building Over Sewers Policy". POL08/241***

# The public policy is in the Attachment Folder for information and review.

This Public Policy was adopted in 1997 (MIN97.26), and last amended in 2008 (MIN08.1534). The policy was introduced by Council as a means to guide staff and developers as to the requirements when proposing to construct over or adjacent to Council's sewers. The policy is regularly utilised with little ambiguity and is recommended to be re-affirmed without alteration.

**FINANCIAL IMPLICATIONS:**

Not applicable for any changes proposed to the current policies.

**COMMUNITY ENGAGEMENT:**

The following policies are recommended to be placed on public exhibition and feedback sought, in accordance with Section 160 of the Local Government Act 1993.

- Connection of Properties to Council's Sewerage System Policy
- Reclaimed Water Policy
- Liquid Trade Waste Discharge to the Sewerage System Policy

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C Krogh  
**DIRECTOR SHOALHAVEN WATER**

R.D Pigg  
**GENERAL MANAGER**

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**REPORT OF GENERAL MANAGER**  
**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**PLANNING AND DEVELOPMENT / ASSETS AND WORKS / CORPORATE AND  
COMMUNITY SERVICES**

***ITEM TO BE REFERRED TO ORDINARY MEETING***

21. **Draft Sanctuary Point Place Making Action Plan – Report Following Public Exhibition** File 44032E [Index](#)
- 

**SECTION MANAGER:** Gordon Clark / Jane Lewis

**PURPOSE:** Delivery Program Activity: 1.3.2.2

To consider:

- Feedback related to public exhibition of the draft Sanctuary Point Place Making Action Plan;
- Feedback related to public exhibition of the proposed Clifton Park Community Land re-categorisation; and,
- The process for Council to develop a public policy to guide the facilitation and coordination of wider place based planning approach for the City.

**RECOMMENDED that Council:**

- a) **Adopt the draft Sanctuary Point Place Making Action Plan (as publicly exhibited);**
- b) **Re-categorise part of the Community Land which forms Clifton Park from “Park to “General Community Use” (as detailed in this report);**
- c) **Amend the “Schedule of land” in its adopted Generic Community Land Plans of Management for Park and General Community Use to reflect the dual Community Land categorisation on Clifton Park (as detailed in this report);**
- d) **Provide in principle support for development of a proposed Men’s Shed, community food garden and ‘Learn-to-ride’ facility on Clifton Park;**
- e) **Continue to investigate the development of a specific public policy to guide the facilitation and co-ordination of a place based planning approach for the City.**

**OPTIONS**

1. Adopt the recommendations of this report.

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### **Implications**

This will adopt the draft Sanctuary Point Place Making Action Plan as publicly exhibited and allow re-categorisation of the part of Community Land which forms Clifton Park from "Park" to "General Community Use".

2. Not adopt the Sanctuary Point Place Making Action Plan (as public exhibited) as final.

### **Implications**

The policy context and future resourcing of such a Plan is not resolved.

3. Adopt an alternative recommendation.

## **DETAILS**

### **Related Council Resolution**

The Policy and Resources Committee under delegated authority at its meeting of 19 February 2013 (MIN13.420) resolved that:

- a) *Council adopt the draft Sanctuary Point Place Making Action Plan for public exhibition for a period of 28 days and an additional 14 days for receipt of submissions;*
- b) *Further community engagement related to the draft Sanctuary Point Place Making Action Plan be undertaken by public advertisement for a period of 28 days;*
- c) *The draft Sanctuary Point Place Making Action Plan be placed on Council's internet site and also displayed at the Sanctuary Point Library;*
- d) *The draft Sanctuary Point Place Making Action Plan be forwarded to key community groups in the area which have expressed an interest in the draft Action Plan, such as:*
  - i. *Sanctuary Point Community Pride;*
  - ii. *Bay and Basin Community Resources Inc;*
  - iii. *Bay and Basin Community Financial Services Ltd;*
  - iv. *Basin Villages Forum;*
  - v. *Bay and Basin Junior AFL Football Club;*
  - vi. *Sportsground users of sportsgrounds detailed in the draft Action Plan;*
  - vii. *Sanctuary Point Public School;*
  - viii. *Sanctuary Point Lions*
  - ix. *St Georges Basin Country Club; and*
  - x. *Healthy Cities*
  - xi. *Editor of the Concerned Sanctuary Point Newsletter*
- e) *A further report on the draft Sanctuary Point Place Making Action Plan be provided to the Committee following public exhibition and receipt of submissions;*
- f) *Council staff thank those community partner groups who have provided feedback on the working draft Sanctuary Point Place Making Action Plan;*

- g) Council staff commence the process to re-categorise a portion of Clifton Park from Community Land Park to Community Land General Community Use to allow for future approval of a Men's Shed to be considered on this reserve; and
- h) Council resource the development of a specific public policy to guide the facilitation and coordination of wider place based planning approach for the City.

# The Council report related to the above resolution is provided as **Attachment 'A'**.

### **Public exhibition**

# The draft Sanctuary Point Place Making Action Plan (draft Plan) was placed on public exhibition from 12 June - 11 July 2013. The draft Plan also proposes a portion of Clifton Park to be re-categorised from Community Land Park to Community Land General Community Use. The exhibited draft Plan is provided as **Attachment 'B'**.

### **Public hearing**

# To meet the requirements for community land re-categorisation (Section 40 of the Local Government Act), a public hearing was also held on 2 July 2013 from 7pm at Sanctuary Point Youth and Community Centre. The Public Hearing was attended by 13 members of the public. As detailed in the independent report on the Public Hearing (requirement of the Act - see **Attachment 'C'**) all those persons in attendance and their verbal submissions supported the proposed community land re-categorisation.

### **Proposed Clifton Park Community Land Re-categorisation**

Pages 24 and 66 of the draft Plan detail the rationale and a map for re-categorisation of a portion of Clifton Park from Community Land "Park" to Community Land "General Community Use" to allow for a future Men's Shed, community food garden and 'learn to ride' facility.

To complete this Community Land re-categorisation process a resolution of Council is required to accept it and amend the "Schedule of land" in the adopted Generic Community Land Plans of Management for Park and General Community Use to reflect the change and the dual Community Land categorisation on Clifton Park.

### **Submission summary**

In response to public exhibition of the draft Plan two submissions were received from the following community groups. The low number of submissions could be related to feedback already being considered from a previous working draft circulated to a number of community groups in the Sanctuary Point area.

1. Editor of the Concerned Sanctuary Point Newsletter
2. Bay and Basin Cricket Club.

# A summary of the main points raised and a brief staff comment is detailed below. Each submission is included as **Attachment 'D'**.

Main points raised	Council staff comment / <b>proposed amendment</b>
<u>Regional skate park proposal in Francis Ryan Reserve</u> - will "trash" Sanctuary Point with more	Further analysis for a regional skate park location in the Bay and Basin area has been undertaken in the draft Plan. This analysis responded to the last

Main points raised	Council staff comment / <b>proposed amendment</b>
<p>mayhem, graffiti, broken bottles and abuse towards residents of the town. A previous survey of residents on this issue was also not representative of the whole local community.</p>	<p>Council resolution (Min11.345) on this matter to site the skate park in the north east corner of Francis Ryan Reserve which is shown in the draft Plan (see page 43). A matrix shown in Appendix 7 of the draft Plan also attempts to score the suitability of 12 sites in the Bay and area for skate park and concluded a priority site is Francis Ryan Reserve. However, it is noted that previous survey of residents by the Sanctuary Point Community Pride Community groups is not sufficient or necessarily representative of the whole local community.</p> <p><b>No amendment to the draft Plan is proposed in recognition that further analysis, community survey or an amended Council resolution is needed to recommend an alternative skate park site.</b></p>
<p><u>Street Art Facility</u> – placement in the same location of a regional skate park is another insult to the people of our town, who do not appreciate this so called form of Art (i.e. graffiti).</p>	<p>The Street Art Facility is proposed as part of the regional skate park in Francis Ryan Reserve and formed part of the last Council resolution on this matter (Min11.345).</p> <p><b>No amendment to the draft Plan is proposed in recognition that further analysis, survey or an amended Council resolution is needed.</b></p>
<p><u>CCTV surveillance</u> - has long been recognised by law enforcing establishments however it needs to be a short term and not a medium term priority.</p>	<p>The medium term priority allocation for CCTV surveillance reflects that further investigation and funding allocations are required to resource this action. This investigation should review the recent success of cameras already used in this area by private businesses.</p> <p><b>No amendment to the draft Plan is proposed in recognition that further investigation and funding is needed.</b></p>
<p><u>Redirection of service traffic to the eastern side of Sanctuary Point Shops</u> – will extend the life of the newly sealed private shopping car park and improve driver sightlines for school children leaving the school.</p>	<p>Support for traffic improvement noted.</p> <p><b>No amendment to draft Plan is proposed.</b></p>
<p><u>Proposed re-categorisation of a portion of Clifton Park Community Land</u> - will pave the way for the establishment of the Sanctuary Point Men’s Shed, community food garden and a Learn to Ride Facility which will add value to a fast growing community and attract visitors to our town.</p>	<p>Support for re-categorisation noted.</p> <p><b>No amendment to draft Plan is proposed.</b></p>
<p><u>Sports user improvements for Sanctuary Point Oval</u> - related to</p>	<p>The information in this submission is valued and addresses current user needs however is not a</p>

Main points raised	Council staff comment / <b>proposed amendment</b>
picket fence, scored board, amenities building upgrade, spectator shade / seating and ground irrigation.	significant factor in meeting the needs of future population growth (see draft Plan - Section 4.8). Most of these requirements are consistent with the outcomes of Council's Sportsground Strategic Plan. <b>No amendment to the draft Plan is proposed and this submission will be considered in future amendments to Council's Sportsground Strategic Plan.</b>

### **Sanctuary Point Men's Shed**

The Sanctuary Point Men's Shed group have been advocating for a number of years for Council to provide a building or land area for the group to establish a facility. The draft Plan recognises the synergies and opportunities for co-locating a Men's Shed with a community food garden and 'Learn-to-ride' facility on Clifton Park.

It is proposed that the design of the Men's Shed facility will allow for multiple uses and include a toilet for public users of Clifton Park as well as be adoptive for an alternative use if in the future the Men's Shed Group vacates the site. The design of the facility also needs to be sympathetic to blend into the reserve and adjacent residential area which will be explored and determined via a development consent process.

### **Clifton Park / Council resourcing**

Three community groups have formed to commence advancing design, approvals and funding for the proposed Men's Shed, community food garden and 'Learn-to-ride' facility on Clifton Park. Should these facilities continue to progress, a Management Committee or memorandum of understanding may be required and facilitated by relevant Council staff to assist guiding design, co-location and multiple use of these facilities.

It is important to note that the draft Plan only commits a site for these facilities and no Council funding has been committed to these projects. However, recognising that these groups will seek grant funding for the facility, it is recommended that Council provide at least "in principle support" for these projects at this stage.

### **Paradise Beach Reserve Outdoor Fitness Station update**

As detailed in the draft Plan, the Paradise Beach Reserve outdoor fitness station was identified as a short term priority. In response to receiving funding from the Sanctuary Point Community Bank Branch, NSW Government Community Building and Partnership Program and Council, the fitness station has recently been provided and an official opening is anticipated to occur in the upcoming weeks.

### **Place based planning policy / draft Plan status**

The above Council resolution in part commits to the development of a specific public policy to guide the facilitation and coordination of a place based planning approach for the City. To commence developing this policy Council staff are investigating how such a policy could be undertaken in partnership with community groups who are also resourcing their own similar community / place based strategic plans. The term of this policy in the Shoalhaven context could also consider the terms locality or community based plans.

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The outcome of the policy also needs to consider how such a strategic plan will relate to Council's planning process as well as how Council can realistically resource and commit plan preparation and subsequent plan outcomes/actions. This also needs to be considered in the transformation of Council's current workforce and could influence implementation of the Sanctuary Point Place Making Action Plan.

## **FINANCIAL IMPLICATIONS**

In the context of the draft Plan, financial resourcing or short-term actions can be funded from existing funding sources and partnership arrangements. However, the resourcing of both the medium and long term actions will need to be considered in Council's and partner group's future funding programs.

## **COMMUNITY ENGAGEMENT**

The preparation of the draft Plan has involved ongoing community engagement and feedback. The most recent community engagement has involved public exhibition of the draft Plan.

Tim Fletcher  
**DIRECTOR PLANNING & DEVELOPMENT SERVICES**

Ben Stewart  
**DIRECTOR ASSET & WORKS**

Tony Holmes  
**ACTING DIRECTOR CORPORATE & COMMUNITY SERVICES**

R.D Pigg  
**GENERAL MANAGER**

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## **CONFIDENTIAL BUSINESS PAPER AGENDA**

### **ASSETS AND WORKS**

#### **1. Ulladulla Leisure Centre Gymnasium Extension - Tender**

**Reason**

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

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

#### **2. Crossroads Rural Fire Station Tender**

**Reason**

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

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

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

**ADDENDUM REPORT OF GENERAL MANAGER**

**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**PLANNING AND DEVELOPMENT**

***ITEMS TO BE DEALT WITH UNDER DELEGATION OF COUNCIL***

**1. Collingwood Beach Banner Trial**

**File 9929E**

**SECTION MANAGER:** Andrew Gibbes

**PURPOSE:** Delivery Program Activity: 2.1.1.10

To update Council on the door knock survey at Collingwood beach undertaken prior to the installation of the banner.

**RECOMMENDED that the Policy and Resources Committee under the delegation of Council authorise the General Manager to install the banner at the Collingwood Beach tree vandalism site for a period of 3 months.**

**OPTIONS**

1. Proceed with the installation of the banner as recommended.

**Implications**

This option is in line with a previous Council resolution and also responds to the door knock survey findings which clearly show that respondents indicated a 'very high' level of support for Council to address the issue of vegetation vandalism.

2. Do not proceed with the installation of the banner.

**Implications**

This option would go against Council's previous resolution and the general community will to address vegetation vandalism.

**DETAILS**

At its meeting on 21<sup>st</sup> May 2013, Council resolved (Min 13.507) that:

- a) *Council trial the installation of the banner at the Collingwood Beach tree vandalism site for a period of 3 months;*
- b) *A report be presented to Council on the 3 month trial after the installation of the banner, in view of amending Council's Foreshore Reserves Policy;*

- c) *Council nominate Collingwood Beach vegetation vandalism sites as National Tree Day sites; and*
- d) *Before a banner is erected, Council conduct a doorknock of affected residents to ascertain their view prior to the proposed trial.*

# In accordance with part d) of this resolution, a survey was carefully designed (**Attachment A**) to not only capture the views of affected residents but also to be used as a tool to assess the efficiency of the banner trial and gauge the potential impacts on tourism. The doorknock was scheduled to coincide with school holidays as many of the houses in this area are only occupied during holiday time and was subsequently carried out on 13 and 14 July.

Unfortunately a number of properties at Elizabeth Drive could not be surveyed, either because no one was in residence or because security gates or dogs in the yard prevented access. Given a number of owners had requested they be consulted prior to the banner being installed, and in keeping with the spirit of Council's requirement to ascertain the view of affected residents, it was decided that following the doorknock, surveys would be posted to the relevant property owners requesting the survey be returned by 5 August.

# The total number of surveys completed was 133. The final results (**Attachment B**) show that:

- Awareness of the vandalism is high
- Respondents place an 'extremely high' importance on vegetation growing on the sand dunes
- Respondents indicate a 'very high' level of support for Council to address the issue of vegetation vandalism
- Respondents have a 'moderately high' level of support for Council to implement a 3 month trial using a large banner on the sand dune
- Respondents indicate a 'moderately low' likelihood of the banner deterring future vandalism
- Respondents have a mixed view of the positive or negative impact on visitation
- Respondents place a 'moderate' level of importance in vegetation providing screening

The most likely location for the banner, chosen in consultation with members of the VRRRA, is on the dune near Montague Street at one of the vegetation poisoning sites. This location will need to be confirmed (or changed) on site with the contractor, staff and VRRRA to clarify the practicalities associated with access and installation.

# A preliminary banner design is provided in **Attachment C**. It measures approximately 6m x 2m. The banner can be printed and installed within a 3 week time frame.

The supporting structure has been designed with consideration of the following:

- cost
- potential damage from vandalism

- potential damage due to natural elements – mainly wind
- avoiding damage to the shared path and dune

It is acknowledged that any cost effective structure will not be immune to the impacts of vandalism or extreme weather events.

The post banner installation survey will be conducted in October (during school holidays) and following this, the consultants will provide a complete report which will form the basis of the report to Council following the 3 month trial (in accordance with part b of Council's resolution).

After three months the banner will potentially be decommissioned, unless Council decides otherwise.

### **FINANCIAL IMPLICATIONS**

The cost of the survey and banner installation will be accommodated by existing operational budgets.

### **COMMUNITY ENGAGEMENT**

The banner trial has been the object of intensive consultation with the community and the VRRRA.

Tim Fletcher  
**DIRECTOR PLANNING & DEVELOPMENT SERVICES**

R.D Pigg  
**GENERAL MANAGER**

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**ADDENDUM REPORT OF GENERAL MANAGER**

**POLICY AND RESOURCES COMMITTEE**

**TUESDAY, 13 AUGUST 2013**

**SHOALHAVEN WATER**

***ITEM TO BE REFERRED TO ORDINARY MEETING***

**1. Water and Sewer Headworks Charges (Section 64 Charges) **File 15513E****

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**GROUP DIRECTOR:** Carmel Krogh

**PURPOSE:** Delivery Program Activity: 2.4.4.1 Plan for water and sewerage infrastructure to meet the needs of future development areas

This report is submitted to Council for endorsement of a proposal to modify the Section 64 charges (Water and Sewer Headworks Charges) pending the adoption of a new Water and Sewer Developer Servicing Plan (DSP).

**RECOMMENDED that:**

- a) **Council modify the policy “Assistance for Small Business” to include all development types and allow for a 75% concession up to 2 ET and 50% for >2ET concession on Water and Sewer Section 64 charges, effective from the 1<sup>st</sup> July 2013**
- b) **Section 64 charges for dual occupancy development be based on the number of bedrooms, irrespective of whether a subdivision occurs**

**OPTIONS**

- 1. Council can keep the charges and policy as they currently exist. Council will continue to receive representations to the effect that the quantum of these charges is having a detrimental effect on development, particularly small developments.
- 2. Council could provide an alternative concessional rate. This would modify the expected impact on the dividend payment to the General Fund.

**DETAILS**

*Background:*

Developer Charges for water supply and sewerage (also known as Section 64 Charges or headworks charges) are up-front charges levied to recover part of the infrastructure

costs incurred in servicing new developments or additions/changes to existing developments.

Under the State Government's Best Practice Management Guidelines for Water Supply and Sewerage, Local Water Utilities (LWUs) need to prepare a Development Servicing Plan (DSP) with commercial water supply and sewerage charges. Council's current DSP was prepared in accordance with "Developer Charges Guidelines for Water Supply, Sewerage and Stormwater", December 2002.

The Shoalhaven charges in the current DSP are as follows:-

	<b>Water Charge per ET 2013/14</b>	<b>Sewer Charge Per ET 20123/14</b>	<b>Water + Sewer</b>
Shoalhaven	\$6,578	\$8,339	\$14,917

The current charges compared to neighbouring Councils are as follows:-

<b>Council</b>	<b>Water Charge per ET</b>	<b>Sewer Charge Per ET</b>	<b>Water + Sewer</b>
Eurobodalla	\$11,290	\$9,825	\$21,115
Bega	\$7,500	\$12,500	\$18,000
Wingecarribee	\$6,081	\$7,379	\$13,460

Probably what is more critical to Shoalhaven is the comparison with Sydney Water charges, since they are the northern boundary water utility to Shoalhaven. On 7 December 2008, the NSW Government abolished water and sewer developer charges for Sydney Water, and Sydney Water ceased to charge from that day. Sydney Water operates under separate legislation and the impact of such decisions is taken into account by IPART when setting their operating charges.

There have been a number of representations made to Council over the last few years seeking some relief or concession from the quantum of Section 64 charges, particularly from small business. It has also become clear that the impact of the cessation of the Sydney charges may have broader impacts on development decisions in the Shoalhaven.

#### *Current Policies*

Council currently has a policy that aims to assist businesses with headworks payments. The Assistance for Small Business policy allows a reduction in Water and Sewer Headworks charges if a business has less than 25 employees.

This policy applies a sliding scale that is applied after the calculated ET load has been determined, with the philosophy that this would more positively assist smaller businesses. This scale is as follows:

First 2 ET	–	75% reduction
The 3rd & 4th ET	–	50% reduction
The 5th & 6th ET	–	25% reduction
>6 ET		no reduction

In the last financial year (2012/13), this policy allowed concessions to 21 developments with a total concession value of \$380,020.

In addition, Council has a policy that allows the payment of development contributions and Section 64 Charges by instalments or (in the case of residential subdivisions) deferment until the sale of the individual lots.

### *State Government Guidelines*

New draft guidelines were developed by the NSW Office of Water in 2012 which changed the methodology for calculation of the charges to be further in line with IPART recommendations.

The new draft guidelines state that “Utilities that have completed or are well advanced in preparation of their DSPs in accordance with the 2002 guidelines should promptly finalise and adopt their plans. However, all DSPs adopted by a LWU after 30 June 2013 must be prepared in accordance with these 2012 Developer Charges Guidelines.”

In anticipation of the new guidelines, Shoalhaven Water engaged GHD to prepare a draft DSP with a number of scenarios that allow for variations within the guidelines.

It was intended that Shoalhaven would adopt a new DSP under the new guidelines. However, the NSW Office of Water recently held a meeting with industry representatives in an attempt to address concerns raised with the draft guidelines. Advice from the Office of Water indicates that it may be at least 6 weeks before the draft guidelines are further modified and released by the Minister. Given past experience with the review of such documents, this would be a very optimistic timeframe.

This effectively means that Council is “in limbo” regarding the formal exhibition and adoption of a new DSP in accordance with Office of Water instructions. However, given the potentially significant impact on development that the Section 64 charges have in the Shoalhaven, it is proposed that Council adopt an interim policy position to allow a reduction in charges, in anticipation of a formal acceptance by the Office of Water under the new guidelines. This proposal is outlined below.

### **Proposal**

As an incentive to stimulate economic growth in the city, it is suggested that the policy described above that relates to small business should be simplified and should be broadened to include all development. It is proposed that the sliding scale would be modified to the following:

First 2 ET	–	75% reduction
➤ 2ET	-	50% reduction

It is proposed that this would be an appropriate measure and signal Council's intention to support the development industry. It also clearly encourages small business.

It is also proposed to bring the process of charging for dual occupancy in line with that of Section 94 charges. This means that the charge is based on the number of bedrooms but will apply whether or not a subdivision of the dual occupancy occurs.

### **FINANCIAL IMPLICATIONS:**

A significant reduction, waiving or cessation of Section 64 Charges without a commensurate increase in income from other sources may impact on the water and sewer funds payment of a dividend to Council's General Fund. However, the reduction of charges as proposed may allow additional development thereby balancing the concessions given.

An analysis of the effect on the dividend for 3 previous years has been undertaken, based on 50% and 75% of the total income from Section 64 charges received on each of those years and no increase in development growth. The effect is shown as follows:

	2010	2011	2012
Dividend Payable with a 50% S64 Concession	\$ 1,973	\$ 2,254	\$ 2,399
Amount of Div actually Paid	\$ 2,320	\$ 2,591	\$ 2,599
Difference	-\$ 347	-\$ 338	-\$ 200
Potential Affect on Dividend (Water + Sewer) - in '\$'000s			
Dividend Payable with a 75% S64 Concession	\$ 1,676	\$ 2,037	\$ 2,227
Amount of Div actually Paid	\$ 2,320	\$ 2,591	\$ 2,599
Difference	-\$ 644	-\$ 554	-\$ 372

It could therefore be anticipated that the proposed concession policy could reduce the dividend by the amounts above, if the policy did not have the desired effect of increasing the economic viability of sustainable development.

Although the impact of any policy adopted by Council will have a primary effect on the development industry, it is also critical that the community is aware of the impact of any cross-subsidies. It is proposed that any concession would be identified as a CSO and would not be recovered from user charges, i.e. any lost revenue will not seek to be recovered from the broader community. Instead, the policy position would drive the water and sewer operating efficiency targets to aim to maintain a dividend payment.

In order to apply any concession in a structured manner, it is proposed that this concession be applicable to the 2013/14 financial year. This would mean that a developer who has paid a full contribution after 1 July 2013 can have the contributions re-assessed.

### **COMMUNITY ENGAGEMENT:**

The draft guidelines that are currently being revised by the Office of Water require that:

- All DSPs be independently reviewed by an auditor approved by the NSW Office of Water before public exhibition of the DSP. The auditor's report must confirm that the utility has addressed the matters in the check list in the guidelines.
- All draft DSPs must be publicly exhibited for at least 30 working days.

- After addressing comments received on the draft DSPs, the final DSPs for each service (eg. water supply or sewerage) must be adopted by Council and registered with the NSW Office of Water.

It is proposed to hold a meeting with industry representatives to discuss the methodology of the developer servicing plans prior to any public exhibition of the documents, once the draft guidelines are provided to Council (or the intention of any changes is known).

Should Council agree to the implementation of the proposed concessional arrangements, it is expected that the impact of the arrangements could feed into the formal exhibition and adoption of a new DSP for the 2014/15 financial year. Alternatively, if the new guidelines are released by the Office of Water earlier, then this would be reported separately to Council.

C Krogh  
**DIRECTOR SHOALHAVEN WATER**

R.D Pigg  
**GENERAL MANAGER**