

**Shoalhaven City Council - CCB Executive Meeting**  
**Tuesday, 14 May 2019 - 11.15am to 2.30pm**  
**Ulladulla Civic Centre**

**Meeting Notes\***

ITEM	TIME	TOPIC	PRESENTED BY
1.	11.15am – 11.45am	Introduction	General Manager (Acting), Stephen Dunshea
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Currently Acting as General Manager while recruitment is being undertaken</li> <li>• Stephen’s substantive role is being covered by Jane Lewis – Director (Acting), and Coralie Bell, Section Manager (Acting) for Recreation, Community and Culture.</li> <li>• Delivery Program &amp; Operational Plan (DPOP) – Overview provided – see presentation for comprehensive information</li> <li>• Explanation of the different Council funds and ringfencing of the Water and Sewer fund.</li> <li>• Explanation of operating surplus and deficit – next year Council will still be in deficit, but on track to be in surplus by 2020/21.</li> <li>• Council Info Nights – overview of the purpose, dates and locations.</li> </ul> <p>View presentation at <a href="http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161105">http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161105</a></p>			
2.	11.45am – 12.00pm	Finance, Corporate & Community - Update	Director Finance, Corporate & Community (Acting), Jane Lewis
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Shoalhaven Entertainment Centre program and 2019 highlights - see presentation for further information</li> <li>• Shoalhaven Regional Gallery Update</li> <li>• Community and Recreation update – highlighting the walking on country project</li> <li>• Drainage/irrigation works undertaken at sporting complexes, plus lighting upgrades and resurfacing</li> <li>• Program to install BBQs and shelters in a number of locations</li> <li>• Update on key project – Boongaree – a district park in Berry, and Marriot Park, Nowra</li> <li>• Community Centre air conditioning installation for 2019</li> <li>• Brief updates provided for Shoalhaven Swim Sport and Fitness, Shoalhaven Indoor Sports Centre and Shoalhaven Libraries and Shoalhaven Tourism</li> </ul> <p>View presentation at <a href="http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161108">http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161108</a></p>			
3.	12.00pm – 12.15pm	Assets & Works - Update	Director Assets & Works, Paul Keech
<p>Verbal presentation provided by Director Assets &amp; Works, Paul Keech</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Tree trimming Endeavor Energy issue – while Endeavour provided some information about their tree trimming project to Council, the detail of their intentions in Shoalhaven was not covered or communicated – nor was Council authority given - Council has since had their program stopped</li> <li>• Changes with Assets and Works Group:</li> <li>• Improvements in:</li> </ul>			

*\*Unfortunately, a minute taker was not available to cover this meeting – therefore please be advised that these are notes only (not comprehensive minutes). Please refer to the Group Director’s presentation slides for further information.*

- Communicating with the community on projects to advise when Council has completed road works
- Fine tuning of Contract Management
- Elevation of the District Engineers
- Presentation of the 10-year Capital Works Plan on screen – improvements have been made so staff can use, understand and carry out this plan.
- The first 2-3 years of interactions will be “fluid” and may generate debate, but overtime this should becoming more consistent and solidified. Outcome = better coordination between departments.
- Question was received as to whether this information is public? Answer: Yes, the information is public and currently on exhibition as part of the Resourcing Strategy Delivery Program and Operation Plan document – see [https://getinvolved.shoalhaven.nsw.gov.au/DPOP2019\\_20](https://getinvolved.shoalhaven.nsw.gov.au/DPOP2019_20)
- Additionally, with the corporate improvements to Council’s business systems, this information will be permanently located on Council’s website and “searchable”, in regard to where all of the different projects are up to from year to year.  
The improvements will certainly assist the public to find relevant information from Council. Eg, using the powerful GIS system to find projects located near you.
- Question received: Will the DA Tracking area be updated? Answer from General Manager (Acting), Stephen Dunshea: Not as part of the current module – it would be next year before this was assessed – it’s a matter of resources to bring this forward and implement concurrently with the current updates.
- Question received: Will projects put forward from CCB – will these projects be included in a list so CCBs can see where they are up to, or being considered etc?  
Acting GM advised that Council would like the Community Strategic Plan that communities are working on to come to Council for endorsement. Smaller projects, eg, maintenance issues etc, do not need to go into a major overview list like the 10-year plan.
- Correspondence with CCBs – Council is implementing a new system whereby the District Engineers are to be the central point of contact for location-based maintenance issues, as this is a major point of interactions with CCBs. There are three District Engineers but there will soon be four. The areas will be - South – Bay and Basin – Nowra Area and North (of the Shoalhaven River). Further advise will be provided to CCBs soon, advising who is Council to contact for which issues.
- Question received: Does Council have a target time for response to emails (outside of the auto response), and can Council’s response include where the email has goes and how long it will be? Answer provided by General Manager (Acting), Stephen Dunshea: Council does not have resources allocated to a response to all emails received. Currently, all emails received are processed by Council’s Records Team who allocate the correspondence to a staff member, who is responsible for assessing the information and providing response. It would be very difficult to establish a system with adequate resources to achieve the level of notification in question.
- Comment received regarding Community Strategic Plans: There is a need for a broader discussion of these plans and what they should contain and where they will go.
- General Manager (Acting), Stephen Dunshea reiterated the current process, where CSPs can be sent to Council and go through Council and be endorsed, and then go into councils systems to be actioned (JR needs to review this advice and refine Council’s response to CSPs with Stephen)

View presentation at <http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161111>

4.	12.15pm – 12.30pm	Planning, Environment & Development - Update	Director Planning, Environment & Development, Phil Costello
Phil Costello: <ul style="list-style-type: none"> <li>• Updates provided on the Local Strategic Planning Statements, Character Assessments and Growth Management Strategy</li> </ul>			

*\*Unfortunately, a minute taker was not available to cover this meeting – therefore please be advised that these are notes only (not comprehensive minutes). Please refer to the Group Director’s presentation slides for further information.*

- Information provided about the Proposed Tourist and Visitor Accommodation Review
- As part of the review of the LEP and DCP, formal consultation will be undertaken in due course with CCBs/Community Groups, Development Industry, Tourism Industry (e.g. Business Chambers, Chambers of Commerce, STAG and Destination Sydney Surrounds South
- Update given on Das, Environmental Services, , Flood Management, Biodiversity, Food Safety and Water quality
- Information provided on the Shoalhaven Environmental Expo on 5 June at the Shoalhaven Entertainment Centre
- See topics from slides

View presentation at <http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161122>

5.	12.30pm – 12.45pm	Shoalhaven Water - Update	Director Shoalhaven Water, Carmel Krogh
----	-------------------	---------------------------	---

Notes:

- Current Dam Levels Information Update - Water Telemetry
- Dam and Rainfall Levels - Water Supply Update
- Shoalhaven Water Video – World Without Water - view video at [https://youtu.be/IGBFxQWyr\\_8](https://youtu.be/IGBFxQWyr_8)

View presentation at <http://doc.shoalhaven.nsw.gov.au/DisplayDoc.aspx?record=D19/161131>

12.45 – 1.30pm	<b>LUNCH</b>		
----------------	--------------	--	--

6.	1.30pm – 1.45pm	CCB Guidelines - Update	Executive Manager – Communications, Jessica Rippon
----	-----------------	-------------------------	--

JR to insert notes

7.	1.45pm – 2.30pm	CCB Workshop/Networking	Executive Manager – Communications, Jessica Rippon
----	-----------------	-------------------------	--

During the lunch break, CCB representatives were asked to add topics that they would like to discuss with their peers to a list at the back of the room. The purpose of the session was to allow CCBs the opportunity to network, while sharing strategies and solutions to common issues. During this voluntary session, CCB reps were able to move between tables to discuss different topics with others.

The topics received were arranged into themes, and each theme given a table for discussion.

Themes and topics included:

**Table 1: Traffic**

- Speed reduction
- Traffic issues
- RMS versus Council

**Table 2: Planning Issues**

- Guidelines re high density housing and dual occupancy in villages
- Tourism accommodation development issues
- Boarding house policy
- Temporary venue Das

**Table 3: Environmental**

- Rabbit baiting
- Trees and vegetation removal

*\*Unfortunately, a minute taker was not available to cover this meeting – therefore please be advised that these are notes only (not comprehensive minutes). Please refer to the Group Director’s presentation slides for further information.*

**Table 4: Community Strategic Plans**

- Grants
- Who to liaise with

**Table 5: Community Engagement**

- Strategies to get Council buy-in
- Insurance for CCB activities
- Council communication - need for coordination between departments
- Bus tours