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1. Acknowledgement to Country

Shellharbour City Council acknowledges the Traditional Owners and Custodians of the Land on which we are meeting and pays its respects to Elders past and present.

Webcasting and Emergency Plan Statement

Pre-registered members of the public who address Council at the Addresses to Council Forum and those who attend Council Meetings should be aware that their image, and comments will be recorded, and broadcast live from Council's website.

Council broadcasts live to enhance the accessibility of Council Meetings to the broader Shellharbour City Community. Recordings can be downloaded from Council's website for later viewing, or purchased from Council for viewing on a computer.

For further information on Privacy please refer to the Public Gallery Conduct Standards displayed in the Chamber.

Council accepts no responsibility for any defamatory or offensive statements. Members of the gallery should also refer to the Public Gallery Conduct Standards, for appropriate standards of behaviour during Council Meetings.

It should be noted that the Addresses to Council Forum is held prior to the Council Meeting from 4.30pm to 5.30pm.

Should Council need to consider confidential matters during a Council Meeting, invited members of the gallery may address the Council on the reasons why the meeting should not resolve into Committee of the Whole (Confidential Session).

Please ensure that mobile phones and other electronic devices are turned off or are in silent mode for the duration of the meeting.

In the event of an emergency, please evacuate the building using the nearest exit and follow the instructions given by the wardens. Do not use the lifts.

2. Apologies

3. Leave of Absence

4. Confirmation of Minutes

4.1 Ordinary Meeting 22 May 2018

That the Minutes of the Ordinary Council Meeting held on 22 May 2018 as circulated be taken as read and confirmed as a correct record of proceedings.

4.2 Committee of the Whole 22 May 2018

That the Minutes of the Committee of the Whole (Confidential) Council Meeting held on 22 May 2018 as circulated be taken as read and confirmed as a correct record of proceedings.

5. Declarations of Interest

Note: Councillors and staff who declare an Interest at the Council Meeting are also required to complete a Declaration of Interest form.

6. Confidential Business (Committee of the Whole in Closed Session)

7. Condolences

8. Mayoral Statements / Reports / Presentations

9. Mayoral Minutes

9.1 Mayoral Minute: 8th Alliance for Healthy Cities (AFHC) Global Conference and General Assembly 2018 being held in Kuching, Sarawak, Malaysia from 17-20 October 2018 (11055687)

To my fellow Councillors

Mayoral Minute

Summary

The purpose of this Mayoral Minute is to seek Council's endorsement to attend the 8th Alliance for Healthy Cities (AFHC) Global Conference and General Assembly 2018 being held in Kuching, Sarawak, Malaysia from 17-20 October 2018.

Background

On 15 August 2017 a report was tabled to Council seeking a resolution to prepare and submit an application to become a member of the Alliance for Healthy Cities – Western Pacific Region (AFHC-WP) in Council's own right in November 2017. As noted in the report, as part of the membership, members of the AFHC-WP are highly encouraged to send at least one representative to the General Assembly of the AFHC-WP (every two years). It was also noted that the Council representative would be required to request to attend this conference separately when it arises to seek endorsement and funding by the Council as required by the Provision of the Councillors Expenses and Facilities Policy – refer to Attachment 2.

On 19 January 2018, the AFHC-WP wrote to Council advising that Shellharbour Council had been recognised as a full member of the Alliance for Healthy Cities by their Steering Committee.

A benefit of being part of the AFHC-WP in its own right, allows Council to bring global best practice back to its community. The membership also provides access to a network of global cities who are promoting a common philosophy that is endorsed by the WHO and shares information about healthy city initiatives.

On 11 April 2018, Council was invited to attend the 8th Alliance for Healthy Cities (AFHC) Global Conference and General Assembly in Malaysia from 17-20 October 2018. The benefit of attending this conference is to connect with other members of the Alliance for Healthy Cities and showcase current developments. As a representative on the Healthy Cities Illawarra Management Committee, I would like to attend this conference as our Council will be officially recognised as a healthy cities member at the conference – refer to Attachment 1.

Council's membership with the AFHC-WP builds on existing city-wide strategies focusing on the health and wellbeing of its residents, including commitment through

the Community Strategic Plan 2013-2023, the Healthy Ageing Strategy 2015-2017: Life Begins @ 50 and Shellharbour's Safety Strategy 2016-2021.

Financial / Resources Implications

The cost of the conference is $200USD for registration plus approximately $3,000 in airfares, transfers and four nights accommodation.

Recommendation

That Council approve attendance for Mayor Marianne Saliba to attend the 8th Alliance for Healthy Cities (AFHC) Global Conference and General Assembly 2018 being held in Kuching, Sarawak, Malaysia from 17-20 October 2018.

Date of Meeting: 12 June 2018

Attachments

1. Invitation to attend the 8th Alliance for Healthy Cities (AFHC) Global Conference and General Conference

2. 10.3.1 Alliance for Healthy Cities report

3. Conference Program

Attachment 1

STATE PLANNING UNIT
CHIEF MINISTER'S DEPARTMENT
6th & 7th Floor, Wisma Bapa Malaysia
Petra Jaya, 93502 Kuching
Sarawak, MALAYSIA

Tel: +6082 - 319 387 Fax: +6082 – 449481 / 442536 Website: http://www.spu.sarawak.gov.my

Ref: (71) JKM/SPU/702-1/2 11th April, 2018

The General Manager
Shellharbour City Council
Locked Bag 155
Shellharbour City Centre NSW 2529

Dear Sir,

INVITATION TO ATTEND THE 8TH ALLIANCE FOR HEALTHY CITIES (AFHC) GLOBAL CONFERENCE AND GENERAL ASSEMBLY 2018, 17TH –20TH OCTOBER 2018 IN KUCHING, SARAWAK, MALAYSIA

Reference is made to the above-mentioned subject.

2. I am pleased to inform you that the Sarawak Government and Kuching City will be organising the 8th Alliance for Healthy Cities (AFHC) Global Conference and General Assembly on 17th - 20th October 2018 at Borneo Convention Centre Kuching, Sarawak, Malaysia. The Conference with the theme **"Our Cities, Our SDGs, Our Journey"** will bring together prominent local and international experts as well as member cities of the AFHC to share their ideas and experiences on the healthy cities programmes, projects and initiatives in line with the aspiration of the Sustainable Development Goals (SDGs). On behalf of the Main Organising Committee, it is a great pleasure for me to invite you and your delegation to attend the conference and general assembly. We also welcome you to share your experience in implementing the Healthy City programmes/projects and present it during the parallel session or in the form of poster exhibition.

3. We look forward to your participation in this event. The detailed information about the conference is made available through our website at https://afhc2018.sarawak.gov.my. Should you require further information and clarification, please do not hesitate to contact Mr. Julin Alen (+6082-319421 and email juline@sarawak.gov.my) or Mr. Thomas Ramli Sutu (+6082-313631 and email thomas.rs@sarawak.gov.my) of the State Planning Unit.

Thank you.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"

(BUCKLAND BANGIK)
Director
State Planning Unit
for Sarawak State Secretary

Attachment 2

Subject 10.3.1 Alliance for Healthy Cities (10917339)

To the General Manager

Directorate: Community and Customers
Department: Community Connections

Manager: Kathryn Baget-Juleff – Group Manager Community Connections
Author: Lauren Peters – Acting Manager Community and Cultural Life

Summary

The purpose of this report is to seek a resolution of Council to prepare and submit an application to become a member of the Alliance for Healthy Cities – Western Pacific Region (AFHC-WP) in Council's own right in November 2017.

Background

Shellharbour City Council is currently a member of Healthy Cities Illawarra. There is also an opportunity to become a member of the international Alliance for Healthy Cities to further demonstrate Council's commitment towards the World Health Organisation's (WHO) healthy cities movement.

Healthy Cities Illawarra

Shellharbour City Council is a foundation member of Healthy Cities Illawarra (formed in 1987). It is written into the Healthy Cities constitution that the Mayor or delegate from each of the four Councils (Shellharbour, Wollongong, Kiama and Shoalhaven) will serve as a member on its board.

Currently, there are over 1300 Healthy Cities worldwide. Healthy Cities is a cooperative approach to health planning and urban administration and, based on improved cooperation between different sectors of government and greater community participation in decision making, can result in an environment more conducive to good health.

Shellharbour City Council currently pays an annual membership fee of $500, although Healthy Cities Illawarra has indicated that they will review this for those Healthy Cities Illawarra members who are also a member of the AFHC-WP and provide a reduction to this membership fee.

As part of this membership, Council receives regular information and communication and is able to partner on a range of local community programs. By having a Council representative on the board of Healthy Cities Illawarra, Council is able to influence decisions made.

The Illawarra Shoalhaven Joint Organisation has recently resolved, through a Memorandum of Understanding (MOU), to work in collaboration with Healthy Cities Illawarra to enhance the healthy cities status of the Illawarra Shoalhaven region. Becoming a member of the AFHC-WP in its own right, displays a commitment from Shellharbour City Council to support this regional agreement.

The intention of the membership is to show a commitment towards the healthy cities approach and reinforce the unique status of the Illawarra as the only healthy cities 'region' in the Western Pacific.

Alliance for Healthy Cities

The Alliance for Healthy Cities is an international network aiming at protecting and enhancing the health of individuals. The Alliance is a group of cities and other organisations that work towards achieving the goal through an approach called Healthy Cities, with close collaboration with the WHO.

WHO define a healthy city as "a city that is continually creating and improving those physical and social environments and expanding those community resources which enable people to mutually support each other in performing all the functions of life and to develop their maximum potential."

It is now expected that local governments from various countries and regions will participate in the Alliance as a mechanism for improving their capacity to respond to health and quality of life needs through the Healthy Cities approach.

Within the AFHC–WP there are currently 221 member cities and institutions. The Republic of Korea (90), Japan (38) and China (34) and make up a significant proportion of the member base. Members of the Alliance for Healthy Cities comprise of municipal governments, national governments, non-government organisations, private sectors, academic institutions and international agencies. Current members of the Australian Chapter are:

- Gold Coast City
- Logan City
- Kiama Municipality
- Marion City
- Healthy Cities Illawarra (comprising Wollongong, Shellharbour, Kiama and Shoalhaven Councils)
- Deakin University
- Griffith University

Benefits to being a member of the Alliance for Healthy Cities

Being a part of the AFHC-WP in its own right, would allow Council to bring global best practice back to its community. Membership would also provide access to a network of global cities who are promoting a common philosophy that is endorsed by the WHO. The network shares information about healthy city initiatives and holds a global conference every two years where members can connect and showcase current developments.

Procedure to become a member

In order to apply to become a member of the AFHC-WP, the following process is undertaken:

1. Shellharbour City Council must complete an application form, which includes: a written policy statement or Council resolution in support of Healthy Cities; future vision and goal; profile of the City; and analysis of priority health problems
2. The application form is then reviewed by the AFHC-WP. If Council is successful, the Secretariat will send an invoice of membership fee and form to be signed by the Mayor.
3. Council will receive a formal letter of recognition certifying the membership status as a full member of the AFHC-WP.
4. Council can submit optional documentation to the Secretariat, including: intersectoral coordination mechanism in place; mechanism for community participation; local action plan to resolve the problems; a set of indicators for monitoring and evaluation; and a system of information dissemination and sharing.

Application closing dates

Application forms are accepted a number of times a year. The upcoming closing dates include:

31 August 2017
28 February 2018
30 April 2018
30 June 2018
31 August 2018

The secretariat for the AFHC-WP has indicated if a submission is provided in November 2017, it will be eligible to commence membership from January 2018. It is recommended that Council submit an application in November 2017 in order to take advantage of the annual membership fee.

Requirements as a member
Council must provide brief reports on the City's progress and pay the annual membership fee. The Mayor and/or substitution may participate in the General Assembly of the AFHC-WP (every two years). The next conference will be held in 2018 in Kuching City, Sarawak, Malaysia.

Link to existing Council strategies
Council's membership with the AFHC-WP would build on existing city-wide strategies focusing on the health and wellbeing of its residents, including commitment through the Community Strategic Plan 2013-2023, the Healthy Ageing Strategy 2015-2017: Life Begins @ 50 and Shellharbour's Safety Strategy 2016-2021.

Financial / Resources Implications

If approved as a member of the AFHC-WP, Council will be required to pay a membership fee of US$525 (US$500 for the membership and US$25 for the handling fee). Membership fees are based on the calendar year (1 January to 31 December) and remain constant regardless of the date within that year when a member joins. The membership fee will come from the Community Connections operational budget.

Members of the AFHC-WP are highly encouraged to send at least one representative to the General Assembly of the AFHC-WP (every two years). The cost of this will vary depending on the location and may range between $3000 and $7000.

A Council representative would be required to request to attend this conference separately when it arises to seek endorsement and funding by the Council as required by the Provision of Facilities and Payment of Expenses to Councillors Policy.

Legal and Policy implications

Nil

Public / Social Impact

The social, economic and physical environment is key to the health of residents. Becoming a member of the AFHC-WP will assist in gaining further ideas to improve the physical and social environments and expanding community resources which enable people to mutually support each other in performing all functions of life and developing their maximum health potential.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan 2013-2023:

Objective:	1.2	Active and healthy community
Strategy:	1.2.1	Provide residents access to a range of services and facilities that are relevant and responsive to health and wellbeing
Objective:	2.3	A liveable City that is connected through places and spaces
Strategy:	2.3.4	Facilitate the provision of development that meets the changing needs and expectations of the community

Consultations

Internal

Community Engagement Officer
Digital and Social Media Officer
Events Officer
Graphic Designer
Lifeguard Supervisor
Media Officer

External

Alliance for Healthy Cities
Healthy Cities Illawarra
Illawarra Shoalhaven Local Health District
Kiama Municipal Council
Tourism Manager

Political Donations Disclosure

Nil

Recommendation

That Council prepares and submits an application to the Alliance for Healthy Cities (AFHC-WP) in November 2017.

Approved for Council's consideration:

Date of Meeting: 15 August 2017

Attachments
Nil

Attachment 3

Conference Overview

DAY 1, WEDNESDAY (17th OCTOBER 2018)			
AGENDA 1		AGENDA 2	
0800 - 0900	Registration	1400 - 1700	Mayor's Forum
0900 - 1630	Keynote Speech		
	Opening Ceremony		
	Plenary Paper I & II		
	Parallel Session I		
1930 - 2200	Welcoming Dinner		

DAY 2, THURSDAY (18th OCTOBER 2018)			
AGENDA 1		AGENDA 2	
0830 - 1615	Plenary Paper III, IV & V	1400 - 1630	Alliance For Healthy Cities General Assembly (AFHC members only)
	Parallel Session II		
	Plenary Paper VI		
	Plenary Paper VII & VIII		
	Parallel Session III		
1900 - 2230	A Night To Remember		

DAY 3, FRIDAY (19th OCTOBER 2018)	
AGENDA	
0800 - 1500	Site Visit Sharing and Parallel Session
1500 - 1700	Closing Ceremony

10. Councillors' Statements / Reports

11. Reports

11.1 General Manager

11.1.1 Organisational Structure (11050362)

To the Mayor and Councillors

Division: **General Manager**
Department: **Council Services**

Manager: Carey McIntyre – General Manager
Author: Flora Lepouras – Executive Manager/Public Officer

Summary

The purpose of this report is to present the organisational structure and senior staff positions to the Council for adoption in accordance with Section 332 of the *Local Government Act 1993*.

Background

The *Local Government Act 1993* requires the Council to review and confirm its organisational structure within 12 months of it being elected. Section 332 of the Act states:

(1) A council must, after consulting the general manager, determine the following:

(a) the senior staff positions within the organisation structure of the council,

(b) the roles and reporting lines (for other senior staff) of holders of senior staff positions,

(c) the resources to be allocated towards the employment of staff.

(1A) The general manager must, after consulting the council, determine the positions (other than the senior staff positions) within the organisation structure of the council.

(1B) The positions within the organisation structure of the council are to be determined so as to give effect to the priorities set out in the strategic plans (including the community strategic plan) and delivery program of the council.

In October 2015, prior to becoming General Manager, I provided to all staff a paper titled “A Consultation Paper for Shellharbour City Council” and sought submissions on it. The consideration of the submissions received from staff in response to that paper, the observations I had made since commencing work at Council in 2011 and

over the following 16 months, during the merger proposal, led to the development of a second paper and an Organisational Reform Program. I identified the two greatest challenges I believe that the organisation faces in the near future, these being:

1. Financial Sustainability
2. Sustainability of our approach to our Communities

Four principles underpin the purpose of the organisation. These are what I call the 4 C's:

Community The organisation is communities focused in all that it does

Councillors The organisation is Councillors focused and helps elected representatives to do their work

Customers The organisation is focused on its customers and the success of the transactions and interactions it undertakes with them

Council The organisation is sustainable

The purpose of the Organisation then, is to deliver benefits to these four stakeholders. Each of the 4 C's is supported by objectives and outcomes.

An Organisational Reform Program has been developed to achieve these benefits. The Organisational Reform Program is described in four elements as follows:

1. Cultural improvement (not just change) and shared values.

2. Accountability and behaviours (not just financial accountability, but accountability for our actions and behaviours).

3. Business improvement (processes, procedures, policies and quality improvement, systems to effectively allocate resources and rewards).

4. Structure.

The four principles (4 C's) and the first three reform elements are the foundations for the fourth element – structure.

We need a sound foundation on which to build a stable and effective Council organisation. Structural review was needed as part of the Program and this has focused on economic innovation, governance, sustainable infrastructure delivery, people, the built environment and organisational performance.

Shellharbour City Council Organisational Structure - Rationale

1. Organisational Performance (Change Management, Cultural Improvement, Integrated Planning and Reporting and Business Improvement) is a high priority at Council at this time. This group reporting directly to the General Manager

strategically positions it to work across the whole organisation to deliver on the cross-organisational commitments required.

2. Senior Executive Assistant to the General Manager reports directly to the General Manager in order to effect more customised support and management.

3. Council Services (previously Executive Services) will be focused on those services that are currently provided, less events, communication, community engagement and social media. This will ensure two things. The first is Council Services will focus on those services it needs to directly provide to the Mayor, Councillors and General Manager. It will also ensure that the Council's governance practices are of the highest standard. The second reason is, it allows events to leverage off the existing infrastructure in Community Connections and thereby deliver more consistent and positive outputs.

4. The Council Sustainability directorate will be responsible for and ensure that the organisation's financial security is assured and ensure opportunities for financial return from current and future enterprises are optimised. It will also be highly influenced by the presence of the Chief Financial Officer.

5. The Community and Customers directorate will be the centre of corporate functions as well as services provided to the community. It will drive community interaction with Council and will ensure built and natural forms are acceptable to the community. Finally, it will ensure human systems are in place to attract and retain good staff to deliver on required corporate and community services.

6. The Amenity and Assets directorate will be responsible for the delivery of infrastructure and asset management in a planned, orderly, prompt and accountable fashion, respecting community expectations and deadlines, as well as providing planning and budget control. This directorate will then become a pipeline of assets and infrastructure to ensure that they are planned – they are funded – they are designed – they are built – they are maintained.

The structure determines that the designated senior staff positions (Section 332 of the *Local Government Act 1993*) are to be as follows:

1. General Manager
2. Director Council Sustainability
3. Director Community & Customers
4. Director Amenity & Assets

The functions reporting to each of the senior staff positions (directors) is outlined in Attachment 2 for information and reference.

Financial / Resources Implications

In addition to the Council determining the senior staff roles and reporting these, Section 332 of the *Local Government Act 1993* also requires the Council to determine the allocation of resources towards the employment of staff. These resources are set by the Council in the development and adoption of the Operational Plan and Budget. Adequate provision has been made in the current budget as well as the proposed budget for 2018/19 for staff resources.

Legal and Policy implications

The Council must approve and adopt their senior staff organisation structure and determine the senior staff positions within the organisation structure by Council resolution. Councils must review and re-determine the organisation structure within 12 months of an ordinary election in accordance with Section 332 of the *Local Government Act 1993*.

Public / Social Impact

The organisational structure has been determined highly effective and responsive to the needs of the community, enhancing organisational performance and service delivery in its allocation of appropriate resources in delivery of the Community Strategic Plan.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.2 Enhance an organisational culture using resources widely, achieving quality outcomes, providing excellent customer service and seeking continuous improvement

Consultations

Internal

All staff

External

Nil

Political Donations Disclosure

Not applicable

Recommendation

That Council:

1. **Adopt the senior staff organisation structure as detailed in Attachment 1.**

2. **Designate the positions of Director Council Sustainability, Director Community and Customers and Director Amenity and Assets as senior staff positions within the organisation structure of the Council, in accordance with Section 332 of the Local Government 1993.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments
1. Senior Staff
2. Roles and reporting lines

Attachment 1

Attachment 2

Updated May 2018

11.1.2 Adoption of the Integrated Planning and Reporting (IP&R) Documents, the Sustainable Financial Strategy, Rates Policy and Recovery of Sundry Debts Policy (11050691)

To the Mayor and Councillors

Division: **General Manager**
Department: **Organisational Performance**

Manager: Elise Woods – Group Manager Organisational Performance
Author: Allison Bonaz – Organisational Performance Officer

Summary

The purpose of this report is to seek Council's adoption of the draft Integrated Planning and Reporting (IP&R) documents, the Sustainable Financial Strategy, Rates Policy and Recovery of Sundry Debts Policy. These documents were placed on public exhibition from 18 April 2018 to 16 May 2018. Council actively engaged with the community during the public exhibition period receiving 109 submissions. A summary of the submissions and subsequent changes is included in **Attachment 1**. Other changes are included in **Attachment 2**.

Background

The Integrated Planning and Reporting (IP&R) Framework provides Councils in NSW with the opportunity to work with their communities to determine the long term plan for their Local Government Area. The framework is a legislative requirement that forms part of the *Local Government Act 1993*.

Integrated Planning considers the long term future of Council and is directed by the Community Strategic Plan (CSP) which reflects the community's aspirations and needs for the future. The CSP is informed by relevant information relating to four key areas - Community, Environment, Economy and Leadership.

At its Ordinary Council meeting on 10 April 2018, Council resolved to:

1. *Endorse for the purpose of public exhibition the Draft Community Strategic Plan 2018-2028, Draft Resourcing Strategy including the Draft Asset Management Policy, Draft Delivery Program 2018-2021 including the Draft Operational Plan 2018-2019 and Draft Revenue Policy and Fees and Charges 2018-2019, the Draft Rates Policy and the Draft Recovery of Sundry Debts Policy.*

2. *Publicly exhibit the draft documents (Attachments 1 to 6) for the period 18 April 2018 to 16 May 2018 with submissions being accepted until 4.30pm on 16 May 2018.*

3. *Post public exhibition provide a report to Council with the outcomes of the public exhibition including any submissions received.*

4. *Council Officers to consider what options are available to allocate an additional $250,000 from funds within the proposed budget to playground improvement, with these options to be provided to Council with the report in June recommending the final budget for the 2018/19 financial year.*

During the period of public exhibition the draft documents were advertised each week in The Advertiser and available for inspection at Council's customer service area and the libraries. Council's website and social media promoted the exhibition period with the documents available online also. Five, two-hour drop-in sessions were conducted at Warilla, Albion Park, Oak Flats and City libraries.

Council went back to committees, sporting groups and schools via email with further advertising in the Sustainable Shellharbour and Shellharbour City Business Network newsletters.

SUBMISSIONS

109 submissions were received from community members and organisations during the exhibition period on the draft documents.

These submissions contained a number of issues, of which there was one major theme emerging, around the Bass Point Reserve.

Table 1. Summary of Submissions Received includes a brief account of the submission matter and a brief summary of Councils response. Detailed matter and Council response is included in **Attachment 1**.

Table 1. Summary of Submissions Received

Submission Matter	Council Response
Bass Point Reserve (95 Submissions)	Improve signage and regulatory patrols (during peak periods) Conduct a review of the maintenance and operations of Bass Point and report back to 5 September 2018 Council Meeting Write to NSW Fisheries
Funding for Illawarra Academy of Sport	Request for funding has already been allocated
Funding for Tourism Shellharbour	Request for funding has already been allocated
Funding for additional toilet block at Reddall Reserve	Investigate the need for additional amenities at Reddall Reserve There is no current funding for the additional amenities
Improvements to the lake foreshore	Allocate additional $50K to path upgrades Water filling station to be installed Continue to inspect path network for maintenance Work with bush care groups on other improvements Raise works orders for maintenance actions
Improve cycleway linkages in Albion Park	Review footpath requirements in areas mentioned
A 'Little Park' for Albion Park	Prioritise playground renewals across the City Allocate additional $250K to playground improvements across the City
Further improvement to Cricket amenities (2 submissions)	There is no current funding for the proposed meeting room and expansion requested Continue discussions with Cricket Clubs on the further expansion of the amenities in question
Town Planning	Town Planning has been completed to ensure development is conducted in a responsible manner
Include United Nations 17 Sustainable Development Goals	These goals have been included in the CSP showing links to Councils objectives
Inclusion of specific risks-flooding, coastal/oceanic, bushfire and other events	Expand Strategy 4.2.5 to include flooding, coastal/oceanic, bushfire and other events
Add other links to external strategies	Include NSW Healthy Eating and Active Living Strategy and the NSW Tobacco Strategy 2012-2017 to CSP
Support regarding inclusions in the documents	Council thanks the submitter for their support

No submissions were received for the Draft Sustainable Financial Strategy, Draft Rates Policy and Draft Recovery of Sundry Debts Policy.

Financial / Resources Implications

Delivery Program 2018-2021 and Operational Plan 2018-2019

Since the public exhibition of the Delivery Program and Operational Plan, some changes have been made to the Operational Plan as detailed below. It should be noted that these changes will also flow through to parts of the Resourcing Strategy. This includes the 10 year Income Statement, Balance Sheet and Statement of Cashflow along with the seven Fit For the Future Ratios.

	Exhibited Draft Budget 2018/19 ($'000)	Changes since exhibition ($'000)	Notes		Carry overs ($'000)	Revised Draft Budget 2018/19 ($'000)
INCOME						
Rates & Annual Charges	58,568	343	***1.***		-	58,911
User Charges and Fees	18,495	-			-	18,495
Interest and Investment Revenues	3,084	(42)	***2.***		-	3,042
Other Revenues	22,803	-			-	22,803
Operating Grants and Contributions	7,862	(2,561)	***3.***		-	5,301
Capital Grants & Contributions	44,473	-			-	44,473
Net Gains from Disposal of Assets	174	-			-	174
Net Share of interests in Joint Ventures & Associates using the equity method	-	-			-	-
Total Income	**155,459**	**(2,260)**			**-**	**153,199**

EXPENSES						
Employee Benefits and On Costs	(35,533)	(41)	***4.***		-	(35,574)
Borrowing Costs	(1,140)	-			-	(1,140)
Materials and Contracts	(30,785)	(127)	***5.*** ***6.***		(117)	(31,029)
Depreciation and Amortisation	(14,735)	-			-	(14,735)
Other Expenses	(15,733)	(67)	***7.*** ***8.*** ***9.***		(15)	(15,815)
Net Losses from Disposal of Assets	-	-			-	-
Net Share of interests in Joint Ventures and Associates using the equity method	-	-			-	-
Total Expenses	**(97,926)**	**(235)**			**(132)**	**(98,293)**
Net Operating Results for the year – Surplus / (Deficit)	**57,533**	**(2,495)**			**(132)**	**54,906**
Net Operating Surplus for the year before grants and contributions provided for capital purposes – Surplus / (Deficit)	**13,060**	**(2,495)**			**(132)**	**10,433**
Less: Commercial Property Development	(9,645)	-			-	(9,645)
Less: Shell Cove Ventures & Dividend	100	-			-	100
Net Operating Surplus / (Deficit) Before Capital	**3,515**	**(2,495)**			**(132)**	**888**

Notes:

1. An increase in expected Rates income of $343,489 as a result of additional properties added to Council's rates base since the preparation of the exhibition report.
2. A decrease of $41,846 in Section 94 interest as a result of an anticipated increase in capital expenditure funded from Section 94 funds, hence the balance of Developer funds will be less than originally forecast resulting in less interest earned.

3. Late advice from the Office of Local Government that Council again will receive in advance two quarters of the 2018/19 Financial Assistance Grant in the 2017/18 financial year.
4. Recent salary regrades for some parks and pools positions required an increase in the salaries/wages area.
5. Increased kerbside processing costs since exhibition (China Sword impact).
6. Minor shared path connection to alleviate safety concerns of cyclists was not included in the exhibited budget ($15,551).
7. The budget for sportsfield lighting electricity costs was underestimated.
8. A budget of $15,295 is required for the annual subscription costs associated with the Local Government Professionals Performance Excellence Program. This has previously been funded from savings identified during the budget year.
9. An increase of 2% from the current 2017/18 levels was allowed in the exhibited documents for the mayoral allowance and councillor fees. The Remuneration Tribunal has recently announced that the maximum increase is now 2.5%. A small adjustment is required for this extra 0.5% increase.

Fit For the Future Operating Performance Ratio

The changes outlined above will have the following impact on the key Fit For the Future Operating Performance Ratio:

	Exhibited Draft Budget 2018/19 ($'000)	Changes since exhibition ($'000)	Revised Draft Budget 2018/19 ($'000)
Operating Performance ($)	$12,886	($2,638)	$10,258
Operating Performance (%)	11.63%	(2.18%)	9.45%

Capital Works Program

As a result of Shellharbour Councils regional status being confirmed, Council may be entitled to receive $2.1M under the Stronger Country Communities Fund in 2018/19. The capital works program below does not include possible expenditure resulting from this.

	Exhibited Draft Budget 2018/19 ($'000)	Changes since exhibition ($'000)	Notes	Carryovers ($'000)	Revised Draft Budget 2018/19 ($'000)
Renewal Projects					
Plant, Equipment & Other Assets	4,259	109	***1.***	552	4,920
Buildings	2,996	1,873	***2.***	767	5,636
Roads	3,339	(1,063)	***3.***	-	2,276
Bridges	90	-		-	90
Footpaths	1,525	(105)	***4.***	-	1,420
Stormwater Drainage	1,020	-		50	1,070
Other Infrastructure	90	-		-	90
Other Open Space / Recreational Assets	2,606	5	***5.***	-	2,611
Total Renew Projects	**15,925**	**819**		**1,369**	**18,113**
New Projects					
Plant, Equipment & Other Assets	1,700	400	**6.**	30	2,130
Operational Land	4,679	-		-	4,679
Land Improvements	0	1,620	**7.**	372	1,992
Buildings	2,357	787	**8.**	582	3,726
Other Structures	1,650	150	**9.**	-	1,800
Roads	762	482	**10.**	-	1,244
Footpaths	1,009	-		-	1,009
Stormwater Drainage	833	-		-	833
Other Open Space / Recreational Assets	1,280	461	**11. to 18.**	-	1,741
Intangible Assets	-	-		148	148
Total New Projects	**14,270**	**3,900**		**1,132**	**19,302**
Total Capital Program	**30,195**	**4,719**		**2,501**	**37,415**

Notes:

1. Revised Major Plant budget to include a John Deere utility tractor that will now be delivered in 2018/19.
2. Increase of $695,000 for Geoff Shaw Oval Amenities Renewal, $387,500 for Howard Fowles Oval Amenities Renewal, $140,000 for Warilla Library

Relocation Project, $200,000 for the Civic Centre, and $450,000 for the Oak Flats Library upgrade.

3. Reduction of $1,150,000 from the Road Renewal Program to accommodate increased budgets for Geoff Shaw Oval Amenities Renewal, the Warilla Library Relocation project, and the Howard Fowles Oval Amenities Renewal project, reduction of $20,000 budget for Bus Shelter Renewal to allow bringing forward of Lake Cycleway Renewal, and additional $106,502 budget for Roads to Recovery Program.
4. Reduction of $125,000 budget from Shared Path Renewal, Frasers Reserve. Project deferred from 2018/19 to 2019/20 to allow for increased funding for Geoff Shaw Oval Amenities Renewal and Howard Fowles Oval Amenities Renewal. $80,000 budget for Shared Path Renewal: Lake Cycleway Stage 2 brought forward to 2018/19 from 2019/20 due to current risk the path poses. $60,000 budget for Footpath Renewal: Carrington Street Barrack Heights deferred from 2018/19 to 2019/20 to allow bringing forward of Lake Cycleway Renewal.
5. Increase of $4,800 to Cec Glenholmes Sportsfield Lighting Renewal.
6. $400,000 budget allocation for City Library Books transferred from 2017/18 budget. The spread of stock acquisitions over a longer period provides greater opportunity to be responsive to customer usage of the new collections and to prioritise quality of stock over quantity.
7. $1,620,000 budget allocation to The Links Shell Cove Redevelopment Subdivision as per the Council resolution of the Ordinary Council Meeting dated 20th March 2018.
8. Increase of $387,500 for Howard Fowles Oval Amenities Renewal, $600,000 budget for the Civic Centre transferred from 2017/18 to the 2018/19 budget, reduction of $200,000 budget for the Cottages at the Shellharbour Beachside Holiday Park to reflect the Tourist Park Business Plan.
9. $150,000 budget increase for the Cell 5B Design at the Waste Depot, Preparation and Construct Project to match the revised project forecast after the tender process.
10. $481,610 budget for the Tripoli Way land acquisitions transferred from 2017/18 budget.
11. The budget allocation for Other Open Space / Recreational Assets has increased as some budgets have been transferred from the 2017/18 budget: $50,000 transferred for Shell Cove Sportsfields,
12. $40,000 for the Art Trail as project delayed due to Native Title claim,
13. $31,000 for Exercise Equipment – City East,
14. $27,000 for Accessible Exercise Equipment,
15. $22,000 for Exercise Equipment at Eric Creary Park, and
16. $300,000 for Terry Reserve Soccer Fields.
17. There has also been a $60,000 reduction of budget from the Upgrade Existing Active Open Space – City East project and
18. $51,200 additional budget for Cec Glenholmes Sportsfield Lighting Renewal.

Fees and Charges 2018/19

Rates

There were no Valuer General valuations performed on residential properties in 2017/18, therefore, all residential properties will increase by the rate peg amount of 2.3%.

Domestic Waste

Option	FOGO (weekly collection)	Recycling (fortnightly collection)	Garbage (fortnightly collection)	New / Existing	2017/18 Fee p.a.	Proposed Fee for 2018/19 p.a.	Increase	% Increase
1	240L	240L	240L	Existing *	$535	$540	$5	0.9%
2	240L	240L	140L	Existing	$395	$420	$25	6.3% **
3	240L	240L	80L	New	N/A	$400	-	-
4	140L	140L	140L	New	N/A	$415	-	-
* (only available to existing services prior to 1 July 2016)								
** Pricing has been previously subsidised to encourage take-up to the 140L bin								

Overdue Library Items

A new approach to library overdue items will commence 1 July 2018 based on industry research and following a successful trial. Administration costs of the existing system proved to be higher than the revenue raised. The new approach is expected to maintain item return rates while providing a better customer experience.

Changes Post Public Exhibition

The column header in the fees and charges tables will be adjusted to ensure GST inclusive fees are clear.

The following are the major changes to the Fees and Charges document since exhibition:

1. **Sportsfield lighting**

(refer to '7.4 Sportsfield Lighting, Power and Water' in the Draft Fees & Charges 2018 – 2019)

	Exhibited Draft 2018/19 Fee/Charge **(GST inclusive if applicable)**	**Revised 2018/19 Fee/Charge** **(GST inclusive if applicable)**	**GST**
Albion Oval Lights per hour – Area 1	41.00	21.00	Yes
Albion Oval Lights per hour – Area 2	41.00	21.00	Yes
Albion Oval Lights per hour – Both Areas	82.00	41.00	Yes
Croom Netball Courts Lights per hour – Courts 1 & 2	27.30	14.00	Yes
Croom Netball Courts Lights per hour – Courts 3 & 4	27.30	14.00	Yes
Croom Netball Courts Lights per hour – Courts 5 & 6	27.30	14.00	Yes
Croom Netball Courts Lights per hour – All Courts	82.00	41.00	Yes
Des King Oval NEW FEE	82.00	41.00	Yes
King Mickey Park NEW FEE	82.00	41.00	Yes
Myimbarr Community Park Lights per hour – Field 1 Western Oval	82.00	41.00	Yes
Myimbarr Community Park Lights per hour – Field 2 Athletics Field	82.00	41.00	Yes
Myimbarr Community Park Lights per hour – Field 3 Eastern Oval	82.00	41.00	Yes
Floodlights per hour – all other Sportsfields	82.00	41.00	Yes
Training lights per hour – all other Sportsfields	65.00	33.00	Yes

The sportsfield lighting charges have been reduced after a review into the cost of minor repairs and electricity costs associated with sportsfield lights. The reductions will ensure the pricing remains within Council's minimum cost recovery pricing structure categorisation.

2. Civic Centre Community Rooms

(refer to '5.10 Civic Centre Community Rooms' in the Draft Fees & Charges 2018 – 2019)

a) <u>Cancellations and deposits</u>

A comment has been added under the heading to outline the cancellation and deposit policy:

5.10 Civic Centre Community Rooms
For all cancellations within 2 weeks of the event a 20% cancellation charge will occur. 20% deposit is required for all events booked more than 6 weeks in advance.

b) Bonds

At the Council meeting on 12 December 2017, Council resolved that a report be prepared by Council Officers outlining a more permanent solution to the bond requirements of the Shellharbour Civic Centre Auditorium hire.

Council has developed a risk level matrix for the hire of the Civic Centre Auditorium. Bonds will range from $0 to $622 according to the level of risk.

To date, Council has implemented the bond of $622, however the average cost of a booking is between $100 and $330.

Per exhibited draft 2018/2019 fee:

	Exhibited Draft 2018/19 Fee/Charge **(GST inclusive if applicable)**	**GST**
Bond		
Paid two weeks prior to booking		
Auditorium Bond (minimum) *NEW FEE*	622.00	No
The General Manager has the delegated authority to fix a higher Bond where considered necessary. Bond to be refunded if the Auditorium and all equipment are left in an undamaged state. Any repairs to be deducted from Bond and charged at Council's external hire rates. *NEW FEE*	-	No
Double bond is required for high-risk events. *NEW FEE*	-	No
Meeting room bond (determined on a case-by-case basis). *NEW FEE*	-	No

Revised draft 2018/2019 fee:

	Revised Draft 2018/19 Fee/Charge **(GST inclusive if applicable)**	**GST**
Bond		
Paid two weeks prior to booking		
Auditorium hire bond: Bond - Low risk NEW FEE	250.00	No
Auditorium hire bond: Bond - Medium risk (limited alcohol served) NEW FEE	350.00	No
Auditorium hire bond: Bond - High risk (unlimited alcohol served). A higher bond may be applicable at the discretion of the General Manager. NEW FEE	622.00	No
For government agencies, not-for-profit agencies and businesses that are conducting a low risk activity i.e. meeting, training, conference where no alcohol is involved no Venue Hire Bond is required. NEW FEE	-	N/A
Meeting room bond (determined on a case-by-case basis) NEW FEE	-	No

c) Meeting Room and Office Space

The standard prices for the Garuma and Dhanj Meeting Rooms and Office Space had been incorrectly listed:

	Exhibited Draft 2018/19 Fee/Charge **(GST inclusive if applicable)**	**Revised Draft 2018/19 Fee/Charge** **(GST inclusive if applicable)**	**GST**
Garuma and Dhanj Meeting Rooms			
Seats 6			
Standard price - charge per hour	15.00	20.00	Yes
Standard price - maximum charge per day	75.00	100.00	Yes
Non-Profit & Government - charge per hour	10.00	10.00	Yes
Non-Profit & Government - charge per day	60.00	60.00	Yes

	Exhibited Draft 2018/19 Fee/Charge (GST inclusive if applicable)	Revised Draft 2018/19 Fee/Charge (GST inclusive if applicable)	GST
Office space			
Includes desk and chair			
Standard price - charge per hour NEW FEE	20.00	15.00	Yes
Standard price - maximum charge per day NEW FEE	100.00	75.00	Yes
Non-Profit & Government - charge per hour NEW FEE	10.00	10.00	Yes
Non-Profit & Government - charge per day NEW FEE	60.00	60.00	Yes

d) Set up and pack up

Additional wording has been added to specify minimum hire time for set up and pack up.

Per exhibited draft 2018/2019 fee:

	Exhibited Draft 2018/19 Fee/Charge (GST inclusive if applicable)	GST
Set up and pack up by council staff starts from $42 per hour. NEW FEE	-	Yes

Revised draft 2018/2019 fee:

	Revised Draft 2018/19 Fee/Charge (GST inclusive if applicable)	GST
Set up and pack up by council staff starts from $42 per hour (minimum 3 hours). NEW FEE	-	Yes

e) Other Charges

Per exhibited draft 2018/2019 fee:

	Exhibited Draft 2018/19 Fee/Charge (GST inclusive if applicable)	**GST**
Other Charges		
Security guards may be required for high risk events (up to $68 per hour). NEW FEE	-	Yes

Revised draft 2018/2019 fee:

	Revised Draft 2018/19 Fee/Charge (GST inclusive if applicable)	**GST**
Other Charges		
Security guards may be required for high risk events (up to $68 per hour). NEW FEE	-	Yes
Tea and coffee per person NEW FEE	2.00	Yes
Table cloths (round or rectangle) each NEW FEE	10.00	Yes
Additional hire items can be sourced by council at cost plus 10%. NEW FEE	-	Yes

Carry Overs

Each year there are projects that overlap the 30 June financial year-end. Unspent estimates associated with these projects are then required to be “carried over” to the following financial year so work can continue from 1 July.

Listed as part of **Attachment 3** to this report are the various projects requested for carry over from the 2017/18 year. It should be noted these are estimates only with a number of weeks still remaining in the 2017/18 financial year. Any material variances between the estimate and final year end position will be adjusted as part of a quarterly budget review process in 2018/19.

To reduce the quantity of carry overs each year, Council encourages staff to transfer budgeted funds from projects that are not expected to be spent by 30 June as part of the March Quarter Budget Review.

Legal and Policy implications

The adoption of these draft documents is in accordance with the requirements of the *Local Government Act 1993.*

Public / Social Impact

The adoption of these draft documents enables Council to continue to meet community needs and provide the means to report on its achievements.

Link to Community Strategic Plan

The Integrated Planning and Reporting suite of documents supports the following objectives and strategies of the Community Strategic Plan:

Strategies of the Community Strategic Plan:

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

Strategy: 4.2.3 Ensure Council's long term financial sustainability through effective short and long term financial management that is transparent and accountable

Consultations

Internal

Shellharbour City Council – Councillors and Staff:

A Councillor Briefing was held post public exhibition.

Staff consultation occurred following the public exhibition period including the provision of a response to the submissions received.

External

The Draft Integrated Planning and Reporting (IP&R) Documents, the Draft Sustainable Financial Strategy, Draft Rates Policy and Draft Recovery of Sundry Debts Policy were placed on public exhibition from 18 April 2018 to 16 May 2018.

Political Donations Disclosure

Not applicable

Recommendation

That:

1. **Council incorporate the changes recommended in this report and adopt the Draft Community Strategic Plan 2018-2028, Draft Resourcing Strategy including the Draft Asset Management Policy, Draft Delivery Program 2018-2021 including the Draft Operational Plan 2018-2019 and Draft Revenue**

Policy and Fees and Charges 2018-2019, the Draft Sustainable Financial Strategy, Draft Rates Policy and Draft Recovery of Sundry Debts Policy.

2. **An ordinary rate, consisting of an Ad-Valorem Rate of zero point two eight seven six three cents in the dollar (0.28763) and a Base Amount of six hundred and eighty two dollars and seventy one cents ($682.71) per assessment in accordance with section 537 of the Local Government Act 1993 on all rateable land in the City of Shellharbour categorised as 'RESIDENTIAL, in accordance with Section 516 of the Local Government Act 1993, be now made for the period 1 July 2018 to 30 June 2019 and in accordance with section 543(1) of the Local Government Act 1993, this rate be named 'RESIDENTIAL'.**

   Further that the percentage of the base amount, pursuant to Section 500 of the Local Government Act 1993 is forty-five per cent (45%) of the total amount payable by the levying of the rate.

3. **An ordinary rate, consisting of an Ad-Valorem Rate of zero point two eight nine six four cents in the dollar (0.28964) per assessment on all rateable land in the City of Shellharbour categorised as 'FARMLAND' in accordance with Section 515 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with section 543(1) of the Local Government Act, this rate be named 'FARMLAND'.**

4. **An ordinary rate, consisting of an Ad-Valorem Rate of one point one zero nine four nine cents in the dollar (1.10949) per assessment on all rateable land in the City of Shellharbour used or zoned for professional/commercial trade or industrial purposes and determined to be a centre of activity and categorised as 'BUSINESS' in accordance with Section 518 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with section 543(1) of the Local Government Act 1993, this rate be named 'BUSINESS'.**

5. **A Domestic Waste Service Charge of:**

   a. **$540.00 per annum per 240 litre bin service (comprises fortnightly service of 240 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre Food Organics Garden Organics bin – ONLY for existing services prior to 1 July 2016)**

   b. **$420.00 per annum per 140 litre bin service (comprises fortnightly collection of 140 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre Food Organics Garden Organics bin)**

   c. **$400.00 per annum per 80 litre bin service (comprises fortnightly collection of 80 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre Food Organics Garden Organics bin)**

   d. **$415.00 per annum per ALL 140 litre bin service (comprises fortnightly collection of 140 litre garbage bin, 140 litre recycling bin**

and weekly collection of 140 litre Food Organics Garden Organics bin)

e. **$683.00 per annum charge for a weekly service for special needs households**

f. **$90.00 availability fee be now made for the period 1 July 2018 to 30 June 2019 in accordance with Section 496 of the *Local Government Act 1993*.**

6. **A Business Waste Service Charge of:**

   a. **$595.00 per annum per fortnightly service (garbage, recycling & organic waste);**
   b. **$420.00 per annum per fortnightly service (garbage only)**
   c. **$135.00 per annum per fortnightly service (recycling only)**
   d. **$435.00 per annum per fortnightly service (garbage and recycling only)**
   e. **$165.00 per annum per fortnightly service (organic waste only)**
   f. **$195.00 per annum per fortnightly service (two recycling bins only) be now made for the period 1 July 2018 to 30 June 2019 in accordance with Section 501 of the *Local Government Act 1993*.**

7. **A Stormwater Management Service Charge of:**

   a. **$25 per residential assessment per annum**
   b. **$12.50 per residential strata unit per annum**
   c. **$25 per 350m2 (or part thereof) per business assessment per annum capped at a maximum charge of $150**
   d. **Business Strata Lots – pro rata per unit entitlement of business calculation per annum ($5 minimum) be now made for the period 1 July 2018 to 30 June 2019 in accordance with section 496A of the Local Government Act 1993.**

8. **An interest rate of seven point five per cent per annum (7.50% p.a.), accruing daily on rates and charges that remain unpaid after they become due and payable, be now set for the period 1 July 2018 to 30 June 2019 in accordance with Section 566 of the Local Government Act 1993.**

9. **The amount of new loan borrowing application be $6,408,000 with $6,408,000 to be borrowed if required from recognised banking institutions or government authorities. This loan will be secured by a mortgage over Council's consolidated fund income.**

10. **Mayoral and Councillor fees be increased by 2.5 per cent from 1 July 2018.**

11. **The General Manager be authorised to make minor amendments to adopted documents as required.**

12. **Council acknowledge and thank community members and organisations for their participation and feedback during the process of developing the Integrated Planning and Reporting documents.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Detailed Summary of Submissions and Subsequent Changes
2. Other Changes
3. Carry Over Projects

Attachment 1. Detailed Summary of Submissions and Subsequent Changes

Submission Number	Submitter	Submission Matter/Issue	Response	Amendment to Draft Documents Yes or No N/A- already included
1	Illawarra Academy of Sport (IAS)	The IAS have asked for $15,000 (plus GST) contribution for the academy to provide scholarships and education to local athletes.	In the draft 2018/19 budget, an amount of $15,000 has been allocated for the Illawarra Academy of Sport. Council hosts a civic reception for Shellharbour based athletes each year and has done so for close to 20 years. Council will also host one of the board meetings and dinner for the Executive.	N/A- Already included
2	Tourism Shellharbour	Tourism Shellharbour have requested additional funding of $100,000 for: $30K for Increased commitment to South Coast Unspoilt Marketing Campaign $30K to assist in the employment of a further staff resource $5K to produce and purchase new video and image assets $20K to continue to contract a PR company to build on the Visiting Journalist program $5K for targeted Social Media campaign $10K for the Shellharbour Visits Guide	Council currently has allocated an amount of $311,000 in the draft 2018/19 budget as a contribution to Tourism Shellharbour. This is made up of their annual recurrent allocation plus a 'one-off' increase of $65,000, along with an adjustment for CPI. This compares to $303,500 in the current 2017/18 financial year. In addition to that annual monetary contribution of $311,000, Council has also included in the draft 2018/19 budget the direct funding of three staff positions along with a small casual salary component totalling $187,635. Council also provides funding indirectly through the provision of office space. At the Council meeting in June last year, Council resolved the following: 'That Council receive and note the submission from Tourism Shellharbour requesting $100,000 of additional funding, and approve a $65k one off increase in the contribution funding for Tourism Shellharbour plus the funding of an administrative position in the form of a traineeship for aboriginal people for a period of 12 months to a value of up to $35,000.' The funding of up to $35,000 for the administrative position has not and is not expected to be utilised this current budget year. As part of the $100,000 request in the Tourism Shellharbour submission, $30,000 relates to the employment of a further staff resource.	N/A- Already included
3	S. Kinks	Funding for additional toilet block at Reddall Reserve: I have been through the budget and have not seen funding for the addition toilet block for Reddall reserve, is council planning on building this or are they going to continue using the temporary block during summer?	Council does not have any funding identified for an additional toilet block at Reddall Reserve. Council will continue to prioritise the need for renewing facilities and new facilities across the Council area, and will pursue funding opportunities for those identified priorities as they become available. Council will continue to manage the peak period with the temporary facilities. Council will investigate the need for Amenities within Reddall Reserve when considering inclusive playground upgrades and part of future recreational strategic planning in 2018/19.	No

Submission Number	Submitter	Submission Matter/Issue	Response	Amendment to Draft Documents Yes or No N/A- already included	
17	Foreshore Improvement Group (FIG)	Funding for foreshore improvement: 1) a complete audit of the walking/bike path to identify & ascertain degradation & safety risks to the public for immediate & ongoing attention 2) this audit should take into account the requirements and legislation set out by the RTAs NSW Guidelines which specifies sight lines, visibility and lateral and side clearances as potential hazards along with tree root damage and height of trees and their proximity to the track. This will thereby identify and allow sufficient ongoing funds to be provided for this purpose in the upcoming budget and future budgets 3) ongoing maintenance to include weed removal etc. in cost allocation to ensure the park and foreshore is improved, is safe and well maintained to attract residents and visitors to this beautiful environment. removal of edging and timber rails from around the three gardens butting onto the bike track in the park removal and relocation of the toilet sign and the suckers that are over running this area the garden facing the jetty needs attention as does the jetty and the exposed roots on the side of the bike track leading down to the jetty create a definite trip hazard 4) water stations installed in the park or close to the bike track along the route from Oak Flats to the bridge to enable walkers, riders, children and visitors to refill their drink bottles and rehydrate on their journey. Currently there are no water stations anywhere on the western side of the bridge along this route	1) Council will allocate an additional $50,000 to the 2018/19 financial year to undertake path renewals. 2) Council continually monitors and undertakes routine inspections of its path network. The inspections examine condition and risk management of the path assets incorporating relevant industry best practices, including those provided by the Roads and Maritime Services NSW. 3) Works orders have been raised for Council to review the specific maintenance issues. Council is committed to maintaining its diverse recreational facilities including the lake foreshore areas. Council will continue to maintain the level of service provided in these areas. Council will also continue to work with the local bush care group to prioritise improvements works to allow better maintenance of the area. 4) Council will deliver a water filling station and identify funding in 2018/19 financial year.	Yes	Budget adjustment
20	A. Garnero	Footpaths/cycleways around Albion Park: As a parent of young school aged children the lack of safe, connected footpaths in the Albion Park area is of concern. We are all about encouraging people to get out and about and being active, but the current location and condition of footpaths & cycleways in some areas does not allow this to be done safely. This is mainly evident along main feeder roads between schools and residential areas such as Daintree Drive, Hillside Drive. The footpaths (if they even exist) are randomly placed, stopping and starting along these roads. Many children use these busy roads to get to the numerous schools that feed off them. They are hilly, winding roads which can be dangerous if children are riding bikes/scooter and need to navigate parked cars. It would be great to see some more thought put into making these major connecting roads more accessible and safe to encourage families to walk to school and get out on bikes etc. on the weekends.	Council values the safety of pedestrians, as well as providing access and amenity to residents. The unconnected sections of footpaths are typically those that have been constructed by developers as new developments occur. Council will review the footpath requirements of those roads mentioned to develop a suitable scope and ascertain the suitability of constructing the missing footpath links in 2019/20 financial year. Next year's path construction program is already set and has considered missing links raised previously by residents in other areas.	No	

Submission Number	Submitter	Submission Matter/Issue	Response	Amendment to Draft Documents Yes or No N/A- already included
25	P. Underwood	A 'Little Park' for Albion Park: We want a Little Park!! The work that was done out at Shellharbour was amazing. It would be great to see something like that in Albion Park. I am not sure who decides where parks are located, but all the parks in Albion Park seem to be put is places that are not particularly obvious or accessible, which often means that are abused at night and probably not utilised as much as they could be.	Council provides allocations for playground upgrades across the whole Council area and seeks to do so in the most equitable manner. Council will further examine the requirements for park renewal and upgrades across the Council area in the coming months. Funding has been provided for renewals and will be supplemented with appropriate funding to allow upgrade of playgrounds for the accessibility, as well as upgrade of the equipment. The allocations are determined based on multiple factors, including condition, serviceability and location. In addition, Council recently undertook a playground renewal and upgrade at Keith Barnes park in Albion Park. Further to this, increased provision of new playgrounds for the public is being provided from developments in new subdivisions of Calderwood and Tullimbar. Council will allocate an additional $250,000 from funds within the proposed budget to playground improvement. A report will be presented to Council in August on the playground renewals for 2018/2019 financial year and identify the playgrounds that are currently being considered for endorsement for future renewals. A more comprehensive list of playgrounds including priorities will be provided by December 2018. Council will continue to investigate priority playground renewals as part of its strategic recreational planning, which will include a comprehensive review of Council's Open Space, Recreation and Community Facilities. The review will prioritise locations across the LGA where parks require improvements. It is anticipated that preparation towards the review will commence in the second half of 2018.	No
31	Food Fairness Illawarra	Additional CSP links to the Illawarra Regional Food Strategy	The Illawarra Regional Food Strategy is currently being implemented under a number of Actions including 2.2.1.2 - 'Facilitate environmental leadership projects and initiatives across the organisation and city'. Allocated funding includes a contribution to the coordination and cyclic hosting of the annual 'Celebrating Fair Food' regional event. Further integration of the Regional Food Strategy throughout the Delivery Program would require additional resources, however opportunities for grant funding and implementation of additional actions can be investigated with a view to be included in future Delivery Program.	No

Submission Number	Submitter	Submission Matter/Issue	Response	Amendment to Draft Documents Yes or No N/A- already included	
33	Lake Illawarra Cricket Club	Funding for Lake Illawarra Cricket Club for the amenities building upgrade	Council officers will resume discussions with the Lake Illawarra Cricket Club with the intent of coming to an agreed position on the scope of the project. It is noted that discussions have been extensive to this point, and Council believes an agreed outcome will be established. The outcome of these discussions will be reported to Council prior to any construction. Council will continue to liaise with user groups on the renewal of the Howard Fowles Amenity Building. There is no current funding for the proposed meeting room and expansion requested.	No	
64	Urban Development Institute of Australia (UDIA)	UDIA NSW does have concerns with the lack of measurable commitments to planning process improvements and housing affordability measures. We would also like to encourage Council to review its LEP and DCP with a mind to higher densities in urban centres. This is essential to addressing housing affordability and accommodating the rise in smaller households in the Shellharbour local government area.	Council is committed to planning process improvements and actively participates and implements required planning reforms, including those directed from a State level. Housing affordability is not just a planning issue and requires a broad policy response from all levels of government as well as industry. At a local level Council meets its requirements for land and dwelling supply under Illawarra Shoalhaven Urban Development Program. In relation to urban centres, Council has carried out town centre plans for Albion Park, Warilla, Oak Flats and Shellharbour Village. These plans make some recommendations for some areas in terms of increased densities and these are being explored. Council will continue to look at opportunities to increase housing affordability in the Local Government Area.	No	
71	Healthy Cities Illawarra & Healthy People Illawarra	Additional CSP links to 17 United Nations Sustainable Development Goals	Include a page on the 17 United Nations Sustainable Development Goals and how they link to the CSP (see attachment pages 21-23)	Yes	Changes to Community Strategic Plan Additional pages
92	Office of Environment and Heritage	Support for CSP, particularly Aboriginal Cultural Heritage, Flooding and Biodiversity	Council notes the OEH acknowledgement and support for Council's Aboriginal cultural heritage initiatives and recognises the work that still needs to be done including heritage management associated with Lake Illawarra. Council also appreciates acknowledgement of our commitment to Coastal zone planning and management including the Lake Illawarra Coastal Management Plan and Shellharbour Coastal Zone Management Plan. Council actively promoted the conservation of native biodiversity to ensure it is protected, managed and enhanced through the provision of development controls on areas of native biodiversity. All planning proposals and development applications are approached with an avoid, minimise, offset objective. New Biodiversity Conservation legislation provides a greater opportunity for biodiversity conservation on private and public land. The opportunity to further protect, manage and enhance existing biodiversity is pursued via grant programs and conservation agreements. The opportunity for Council to increase its own land area where native biodiversity is protected, managed and enhanced is limited, however acceptance of surplus land residual to subdivision requirements can be considered on a case by case basis. Strategy 4.2.5 should be rescripted as follows: "Minimise risk, ensure continuity of critical business functions and assist in the delivery of services for emergency events including flooding, coastal/oceanic, bushfire and other events."	Yes	Changes to Community Strategic Plan, Delivery Program and Operational Plan Alteration of Strategy 4.2.5

Submission Number	Submitter	Submission Matter/Issue	Response	Amendment to Draft Documents Yes or No N/A- already included	
94	Oak Flats Cricket Club	Funding for Oak Flats Cricket Club for the amenities building upgrade	Council will resume discussions with the Oak Flats Cricket Club with the intent of coming to an agreed position on the scope of the project. It is noted that discussions have been extensive to this point, and Council believes an agreed outcome will be established. The outcome of these discussions will be reported to Council prior to any construction. Council will continue to liaise with user groups on the renewal of the Geoff Shaw Amenity Building. There is no current funding for the proposed meeting room and expansion requested.	No	
109	Illawarra Shoalhaven Local Health District	Endorsing plans with additional links to the NSW Healthy Eating and Active Living Strategy and the NSW Tobacco Strategy 2012-2017	Include additional links to the NSW Healthy Eating and Active Living Strategy and the NSW Tobacco Strategy 2012-2017	Yes	Changes to the links to the Community Strategic Plan
110	Family and Community Services	Values and supports continuation and strengthening of Council's role in the community	Council appreciates the support and looks forward to continuing to liaise and advocate for the community under the CSP Objectives and Strategies.	N/A- Already included	

Links to SUSTAINABLE DEVELOPMENT GOALS

Shellharbour City Council Community Strategic Plan Objective	Links to United Nations Sustainable Development Goals	
	Goal Number	Goal
COMMUNITY		
1.1 Vibrant, safe, creative and inclusive		Gender Equality
		Reduced Inequalities
1.2 Active and healthy		No Poverty
		Zero Hunger
		Good Health and Well-Being

Shellharbour City Council Community Strategic Plan Objective	Links to United Nations Sustainable Development Goals	
	Goal Number	Goal
ENVIRONMENT		
2.1 Protects, promotes and enhances its natural environment		Life Below Water
		Life On Land
		Clean Water and Sanitisation
2.2 Practices sustainable living		Clean Water and Sanitisation
		Affordable and Clean Energy
		Responsible Consumption and Production
		Climate Action
2.3 A city that is connected through places and spaces		Sustainable Cities and Communities

Shellharbour City Council Community Strategic Plan Objective	Links to United Nations Sustainable Development Goals	
	Goal Number	Goal
ECONOMY		
3.1 Plans, builds and manages infrastructure for the community		Sustainable Cities and Communities
		Industry, Innovation and Infrastructure
3.2 Supports and increases employment and business opportunities within a strong local economy		Quality Education
		Decent work and Economic Growth
3.3 Welcomes, engages and attracts visitors		Decent work and Economic Growth

Shellharbour City Council Community Strategic Plan Objective	Links to United Nations Sustainable Development Goals	
	Goal Number	Goal
LEADERSHIP		
4.1 Led through collaboration		Partnerships of the Goals
4.2 Supported by a Council that is responsive, accountable and financially viable		Peace, Justice and Strong Institutions

Submissions regarding Bass Point Reserve				
5	P. & M. Collins	First of 95 submissions about Bass Point- Bass Point Reserve Issues: • Illegal Camping • Over fishing • Dumped Rubbish • Provision of Two Rangers Other suggestions include: • Bollards • Locked gates • CCTV • Drones • Working more closely with Dept. of Fisheries	Council are conducting a review of the maintenance and operation of Bass Point which will be reported to 5 September 2018 Council meeting. In the interim Council will redirect the current resourcing levels to provide additional cleaning and patrols of the area on peak periods. Signage will also be improved in the area to ensure the community understands what is permitted and provide improved regulation opportunities. Re-establishment of boulders and other improvements to again restrict vehicle access will also be undertaken prior to September. Council will also meet with the Department of Fisheries and follow up with the Department to advocate for more patrols in the area regarding over fishing.	N/A Already Included
6	E. Thornton	Bass Point Reserve	As above	
7	S. Rees	Bass Point Reserve	As above	
8	E. Grima	Bass Point Reserve	As above	
9	Surfrider Foundation Australia South Coast	Bass Point Reserve	As above	
10	J. & G. Hemsworth	Bass Point Reserve	As above	
11	V. Hanson	Bass Point Reserve	As above	
12	V. Weston	Bass Point Reserve	As above	
13	J. Whittaker	Bass Point Reserve	As above	
14	L. Frino	Bass Point Reserve	As above	
15	G. Zareba	Bass Point Reserve	As above	
16	T. Crampton	Bass Point Reserve	As above	
18	C. Gambin	Bass Point Reserve	As above	
19	B. Lobwein	Bass Point Reserve	As above	
21	J. & K. Parker	Bass Point Reserve	As above	
22	K. Craig	Bass Point Reserve	As above	

Submissions regarding Bass Point Reserve				
23	G. Buttel	Bass Point Reserve	As above	
24	T. Watson	Bass Point Reserve	As above	
26	J. & S. Kaschubs	Bass Point Reserve	As above	
27	R. Boothman	Bass Point Reserve	As above	
28	P. Hellier	Bass Point Reserve	As above	
29	J. Martin	Bass Point Reserve	As above	
30	L. L. Cheah	Bass Point Reserve	As above	
32	J. Atwood	Bass Point Reserve	As above	
34	C. Glawson, L. Harrington & M. Harrington	Bass Point Reserve	As above	
35	S. Lacey	Bass Point Reserve	As above	
36	J. Roache	Bass Point Reserve	As above	
37	C. Gibbs	Bass Point Reserve	As above	
38	P. Gamble	Bass Point Reserve	As above	
39	A. Hector	Bass Point Reserve	As above	
40	C. Buyks	Bass Point Reserve	As above	
41	J. Boothman	Bass Point Reserve	As above	
42	M. Gardner	Bass Point Reserve	As above	
43	D. Hay	Bass Point Reserve	As above	
44	J. Bachelor	Bass Point Reserve	As above	
45	C. Grimma	Bass Point Reserve	As above	
46	R. Bernasconi	Bass Point Reserve	As above	
47	T. Palladino	Bass Point Reserve	As above	
48	S. Chaumont	Bass Point Reserve	As above	

Submissions regarding Bass Point Reserve				
49	M. McKnight	Bass Point Reserve	As above	
50	M. Smith	Bass Point Reserve	As above	
51	J. Rapela (Beli)	Bass Point Reserve	As above	
52	M. Weston	Bass Point Reserve	As above	
53	K. & M. Rayner	Bass Point Reserve	As above	
54	L. Thomas	Bass Point Reserve	As above	
55	K. Thomas	Bass Point Reserve	As above	
56	E. Thomas	Bass Point Reserve	As above	
57	G. Thomas	Bass Point Reserve	As above	
58	R. Thomas	Bass Point Reserve	As above	
59	L. McCauley	Bass Point Reserve	As above	
60	S. Thomas	Bass Point Reserve	As above	
61	P. Zugnoni	Bass Point Reserve	As above	
62	J. Blanch	Bass Point Reserve	As above	
63	M. Sweet	Bass Point Reserve	As above	
65	O. & L. Tjagunovs	Bass Point Reserve	As above	
66	S. Kelton & M. Healey	Bass Point Reserve	As above	
67	J. Gray	Bass Point Reserve	As above	
68	B, B, I, L & E Margetts	Bass Point Reserve	As above	
69	P. Robinson	Bass Point Reserve	As above	
70	J. Whalan	Bass Point Reserve	As above	
72	M. O'Hare & S. Whitby	Bass Point Reserve	As above	
73	L. Nathaniel	Bass Point Reserve	As above	

Submissions regarding Bass Point Reserve				
74	P. & A. Tomaros	Bass Point Reserve	As above	
75	M. Sandry	Bass Point Reserve	As above	
76	C. Bernasconi	Bass Point Reserve	As above	
77	M. & J. Perez	Bass Point Reserve	As above	
78	C. & M. Sandry & J. Tait	Bass Point Reserve	As above	
79	T. & B. Smith & K. & B. Wathen	Bass Point Reserve	As above	
80	S. Willis	Bass Point Reserve	As above	
81	P. Hockey	Bass Point Reserve	As above	
82	F. Matters	Bass Point Reserve	As above	
83	D. Matters	Bass Point Reserve	As above	
84	R. Adams	Bass Point Reserve	As above	
85	L. Thomas	Bass Point Reserve	As above	
86	B. King	Bass Point Reserve	As above	
87	R. Yeung	Bass Point Reserve	As above	
88	M. Moore	Bass Point Reserve	As above	
89	C, L, H, P & E West	Bass Point Reserve	As above	
90	K. Murray	Bass Point Reserve	As above	
91	P. Bernasconi & B. Adams	Bass Point Reserve	As above	
93	M. Green	Bass Point Reserve	As above	
95	S. Taylor	Bass Point Reserve	As above	
96	M. Mannex	Bass Point Reserve	As above	
97	M. Mannex	Bass Point Reserve	As above	
98	M, S, N & M Davis	Bass Point Reserve	As above	

Submissions regarding Bass Point Reserve				
99	C. Baz	Bass Point Reserve	As above	
100	L. Rose	Bass Point Reserve	As above	
101	D. Fellows	Bass Point Reserve	As above	
102	I. Davidson	Bass Point Reserve	As above	
103	M. Rutledge	Bass Point Reserve	As above	
104	G. Rutledge	Bass Point Reserve	As above	
105	S. Connell	Bass Point Reserve	As above	
106	A. VanEyk	Bass Point Reserve	As above	
107	E. Caballos	Bass Point Reserve	As above	
108	S. White	Bass Point Reserve	As above	

Attachment 2. Other Changes

Draft Community Strategic Plan (CSP) 2018-2028

Page Number	Document on Public Exhibition	Post Public Exhibition
12	Reference to the CSP links to State and Region goals see page 38	Should say State and Regional goals see page 39.

Draft Delivery Program 2018-2021 and Operational Plan 2018-2019

Page Number	Document on Public Exhibition	Post Public Exhibition
38	Action 2.2.2.1 Third performance measure remove **Maintain**	Replace to read **Reduce** the contamination in kerbside FOGO waste bins
42	Action 2.3.3.2 Second performance measure remove **and**	Replace to read Ensure all requests for street light management **is** investigated and determined within 10 working days
43	Action 2.3.4.1 Include the word to **development**	To read Assess and determine **development** applications within legislative requirements and timeframes
	Action 2.3.4.7 Responsibility correction	Should be **Group Manager Community Connections**
45	Action 2.3.6.1 Include acronym **(CASA)**	To read Maintain Illawarra Regional Airport in compliance with Civil Aviation Safety **(CASA)**, and Aviation Transport Security regulations to support Regular Passenger Transport services
	Action 2.3.6.5 Missing ticks under Timeframe	Action 2.3.6.5 Include ticks for the three years under Timeframe
47	Action 3.1.1.3 Update performance measure	To read Contributions levied and paid under Council's Development Contributions Program
51	Action 3.2.2.2 First performance measure insert the words	To read **Business and financial performance of** Nursery, Airport, Stadium, Holiday Park; and The Links Golf Course and Tavern
52	Action 3.2.2.5 Duplicated action	Should read **Investigate property investment**

	Facilitate opportunities for local enterprise to learn, network and receive information about business related issues	**opportunities that can improve Council's investment portfolio for the purpose of additional new revenue generation**
57	Strategy 4.1.3 Performance Measure Updated for relevance Increased community participation in community engagement opportunities	To read **Increased involvement of Aboriginal community members and service providers in a range of Council's events and activities**
58	Action 4.2.1.6 First performance measure Remove capital letters	To read 90% of **informal requests** for **information** dealt with within 3 weeks of receipt
59	Action 4.2.1.13 Capitalise the word manage	To read Lead and **Manage** the Organisational Performance Group in order to meet the objectives and strategies of the Community Strategic Plan
65	Actions 4.2.5.11 and 4.2.5.12 Missing ticks under Timeframe	Actions 4.2.5.11 and 4.2.5.12 Include ticks for the three years under Timeframe

Attachment 3. Carry Over Projects

Project Description	Proposed Carry Over $ for 2017/18	Funding	Comments including why work was not completed in 2017/18	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2018/19 Work Program	Group Manager
Renewal Projects							
Plant, Equipment & Other Assets							
Corporate Booking System	54,015	General Revenue	The start was delayed due to the Civic Centre move and the staff secondment to the Civic Centre Move Project.	Deliver a corporate booking system to be used for the booking of Council facilities including those at the Civic Centre.	September to October 2018	This project has not commenced, however, due to reasons beyond our control, this project was delayed. This project is critical to the organisation, especially to the Civic Centre. If funds are not carried over, a budget for this project would need to be allocated.	Group Manager Business Technology and Customer Services
Technology One Software and Licencing Upgrades - CiAnywhere Upgrade	151,000	General Revenue	The upgrades have been delayed for the following reasons: availability of TechnologyOne resourcing, awaiting release of TechnologyOne CiAnywhere funtionality, resourcing impact of the delay in the Civic Centre move and the resourcing impact of this delay on various sections of Council.	TechnologyOne critical system upgrades and CiAnywhere migration	Quarter 1 to Quarter 3	No impact - This was identified in the IT Application Systems Roadmap	Group Manager Business Technology and Customer Services
Technology One CiAnywhere Upgrade project implementation services	137,000	General Revenue	The upgrades have been delayed for the following reasons: availability of TechnologyOne resourcing, awaiting release of TechnologyOne CiAnywhere funtionality, resourcing impact of the delay in the Civic Centre move and the resourcing impact of this delay on various sections of Council.	TechnologyOne critical system upgrades and CiAnywhere migration	Quarter 1 to Quarter 3	No impact - This was identified in the IT Application Systems Roadmap	Group Manager Business Technology and Customer Services
Desktop Refresh	75,000	General Revenue	This project has commenced and will continue until October 2018. The start was delayed due to the Civic Centre move. This is critical as the current desktop fleet is end of life.	Build and deliver an upgraded desktop and laptop fleet, including Windows 10, to the organisation.	August to September 2018	No impact - This was identified in the IT Roadmap for 2017/18 as a project that would spread over the two financial years.	Group Manager Business Technology and Customer Services
Active Directory upgrade and cloud transition and Security updates	60,000	General Revenue	This project has commenced and will continue until September 2018. The start was delayed due to the Civic Centre move. This is a critical project to ensure Data and IT Systems security.	Review the Active Directory and IT Security and implementing	July to August 2018	No impact - This was identified in the IT Roadmap for 2017/18 as a project that would spread over the two financial years.	Group Manager Business Technology and Customer Services

Project Description	Proposed Carry Over $ for 2017/18	Funding	Comments including why work was not completed in 2017/18	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2018/19 Work Program	Group Manager
Disaster Recovery	85,000	General Revenue	This project has commenced and will continue until November 2018. The start was delayed due to the Civic Centre Data Centre Commissioning and move. This is a critical project to ensure Data and IT Systems security.	Design and implement IT Systems Disaster Recovery	October to November 2018	No impact - This was identified in the IT Roadmap for 2017/18 as a project that would spread over the two financial years.	Group Manager Business Technology and Customer Services
Fleet Vehicle & Major Plant Changeovers	10,000	General Revenue	$10k required to be carried over for the Portable Lifeguard Tower. Time allowance from when budget was confirmed was not sufficient to complete Tower.	Completion of Portable Lifeguard Tower	Quarter 1 2018/19	Negligible impact - Added to 2018/19 work program	Group Manager Services
Total Plant, Equipment & Other Assets	**552,015**						
Buildings							
Geoff Shaw Oval Amenities Renewal	124,660	$50,000 S94, $70,000 SRV, $4,660 Asset Improvement Fund	Negotiations and design amendments took longer than expected to achieve cost savings	Delivery of project	Quarter 1 2018/19	Nil. Prior to QBR2, it was identified that this project will be completed in 2018/19.	Group Manager Asset Strategy
Howard Fowles Oval Amenities Renewal	53,603	$2,205 S94, $55,000 Club Capital Grant, $50,000 Club Contribution	Negotiations and design amendments took longer than expected to achieve cost savings	Delivery of project	Quarter 1 2018/19	Nil. Prior to QBR2, it was identified that this project will be completed in 2018/19.	Group Manager Asset Strategy
Roof Replacement of Shellharbour Sea Spray Function Centre	413,002	SRV	The works have been delayed due to pre-existing commitments from the building usergroup. Works expected to commence in quarter 4 of 2017/18 and be completed in quarter 1 of 2018/19.	Delivery of project	Quarter 1 2018/19	Minor. Works expected to be completed within first quarter.	Group Manager Asset Strategy
Civic Centre	176,175	Loan	Funds required for finalisation of contract and outstanding progress claims.	Project finalisation	Quarter 1 2018/19	Nil. The majority of works have been completed.	Group Manager Asset Strategy
Total Buildings	**767,440**						

Project Description	Proposed Carry Over $ for 2017/18	Funding	Comments including why work was not completed in 2017/18	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2018/19 Work Program	Group Manager
Stormwater Drainage							
Sunset Avenue Low-flow System	50,000	SRV	Works not completed to allow delivery of Tongarra Road Shareway Stage 1.	Delivery of project	Quarter 1 2018/19	Negligible. Works are currently programmed to be undertaken in Quarter 1.	Group Manager Asset Strategy
Total Stormwater Drainage	**50,000**						
Total Renewal Projects	**1,369,455**						
New Projects							
Plant, Equipment & Other Assets							
The Links - Gaming Machines - Upgrade Games	30,000	General Revenue	The current forecast is that $60k will be spent on gaming machines by 30 June so $30k is requested to be carried over to 2018/19.	Gaming machine	Quarter 1	Negligible	Manager The Links
Total Plant, Equipment & Other Assets	**30,000**						
Land Improvements							
Links Shell Cove 45 Lot Subdivision	371,844	Loan	Service authority delays have pushed works into next financial year	Delivery of project	Quarter 1 2018/19	Minor. Majority of works expected to be completed by September.	Group Manager Asset Strategy

Project Description	Proposed Carry Over $ for 2017/18	Funding	Comments including why work was not completed in 2017/18	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2018/19 Work Program	Group Manager
Total Land Improvements	371,844						
Buildings							
Howard Fowles Oval Amenities Renewal	53,603	$2,205 S94, $55,000 Club Capital Grant, $50,000 Club Contribution	Negotiations and design amendments took longer than expected to achieve cost savings	Delivery of project	Quarter 1 2018/19	Nil. Prior to QBR2, it was identified that this project will be completed in 2018/19.	Group Manager Asset Strategy
Civic Centre	528,526	Loan	Funds required for finalisation of contract and outstanding progress claims.	Project finalisation	Quarter 1 2018/19	Nil. The majority of works have been completed.	Group Manager Asset Strategy
Total Buildings	582,128						
Intangible Assets							
The Links Gaming Entitlements	148,000	General Revenue	Expenditure is dependant on availability of entitlements	Gaming entitlements	Quarter 1	Negligible	Manager The Links
Total Intangible Assets	148,000						
TOTAL NEW PROJECTS	1,131,972						
TOTAL CAPITAL PROGRAM NEW & RENEW	2,501,427						

Project Description	Proposed Carry Over $ for 2017/18	Funding	Comments including why work was not completed in 2017/18	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2018/19 Work Program	Group Manager
Operating Carry Overs							
Materials & Contracts							
Local Priority Project 2015/16	46,351	State Library of NSW Grant	Other project work has been deferred due to timing of major building projects including City Library	Identified project priorities including technology & programming	Quarter 2 - $22,707 Quarter 3 - $23,644	Negligible	Group Manager Community Connections
Local Priority Project 2016/17	11,178	State Library of NSW Grant	Other project work has been deferred due to timing of major building projects including City Library	Identified project priorities including technology & programming	Quarter 1 - $11,178	Negligible	Group Manager Community Connections
Local Priority Project 2017/18	59,456	State Library of NSW Grant	Other project work has been deferred due to timing of major building projects including City Library	Identified project priorities including technology & programming	Quarter 3 - $29,728 Quarter 4 - $29,728	Negligible	Group Manager Community Connections
	116,985						
Other Expenses							
Donations Program	5,004	General Revenue	Unspent funds are required to be carried over as per Council resolution.	Donations as per Donations Committee meeting resolution	Quarter 1	Negligible	Group Manager Community Connections
Sponsorship Program	10,300	General Revenue	Unspent funds are required to be carried over as per Council resolution.	Sponsorship resolved by the Sponsorship Committee	Quarter 1	Negligible	Group Manager Community Connections
	15,304						
Total Operating Carry Overs	**132,289**						

11.1.3 Councillor Appointments to the Illawarra Shoalhaven Joint Organisation (11050821)

To the Mayor and Councillors

Division: **General Manager**
Department: **Council Services**

Manager: Flora Lepouras – Executive Manager/Public Officer
Author: Flora Lepouras – Executive Manager/Public Officer

Summary

The purpose of this report is to elect Council's additional councillor voting representative to the Illawarra Shoalhaven Joint Organisation (ISJO) Board and also to elect an alternate councillor delegate for the Mayor and second voting delegate positions on the ISJO Board.

Background

The ISJO has now been enacted through the Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018. In preparation of the first Board meeting and the adoption of the draft Charter, Council is required to nominate delegates to the Board.

At the commencement of the first ISJO Board meeting, membership of the board will comprise voting representatives (the mayor of each member council) and a non-voting representative (a person nominated by the Secretary of the Department of Premier and Cabinet).

The ISJO Board intends to resolve through the adoption of the draft Charter that an additional councillor from each council be a voting representative of that member council on the board. The number of voting representatives from each council must remain equal at all times. Only councillors can be voting representatives.

The Regulations specify that a member council may also choose to appoint an alternative representative from its councillors. For the Mayor, this may or may not be the deputy mayor. While acting in the place of a voting representative on the board, a person has all the functions of a representative, including voting. Member councils that choose to appoint an alternate representative must notify the joint organisation of that person's name and position and term of appointment.

The ISJO has suggested that for consistency a councillor appointed as an alternate should be for the remaining term of council, however the guidelines suggest the term is specified by the member council or the appointment is revoked by the member council.

Financial / Resources Implications

Not applicable for the appointment of delegates.

Legal and Policy implications

The appointment of delegates is made in accordance with the Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018.

Public / Social Impact

Councillors represent the community in their role as delegates to Council Committees, panels, working parties and outside committees and organisations.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.1 Led by a Council that effectively represents the community

Strategy: 4.1.1 Mayor and Councillors are representative of the community and provide strong, cohesive and visionary leadership

Consultations

Internal

Nil

External

Illawarra Shoalhaven Joint Organisation

Political Donations Disclosure

Not applicable

Recommendation

That Council:

1. **That Council determine the method of election of alternate delegates to the Illawarra Shoalhaven Joint Organisation Board.**

2. **That Council elect the second voting representative on the Illawarra Shoalhaven Joint Organisation Board.**

3. **Elect an alternate Councillor delegate for the Mayor and second voting delegate positions on the Illawarra Shoalhaven Joint Organisation Board.**

4. That the appointments to the Illawarra Shoalhaven Joint Organisation Board be until the Extraordinary Meeting in September 2018 where Council delegates and alternate representatives for all Committees and Working Parties.

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments
Nil

11.1.4 Election of Councillor Representatives to Council Committees, Working Parties, External Committees and Organisations Vacated by Councillor Peter Moran (11048931)

To the Mayor and Councillors

Division: **General Manager**
Department: **Council Services**

Manager: Flora Lepouras – Executive Manager / Public Officer
Author: Flora Lepouras – Executive Manager / Public Officer

Summary

The purpose of this report is for Councillors to elect councillor representatives to Council committees, working parties, external committees and organisations vacated by Councillor Peter Moran.

Background

On 15 May 2018, Councillor Moran formally resigned from the following Council committees, working parties, external committees and organisations as delegate or alternate delegate:

1. Australia Day Committee – Delegate
2. Shellharbour Aboriginal Advisory Committee – Delegate
3. Shellharbour City Council Governance, Risk and Audit Committee – Council Representative
4. Shellharbour Traffic Committee – Alternate Delegate
5. Council Development Advisory Committee (CDAC) – Alternate Delegate
6. Horsley Creek Floodplain Risk Management Committee – Alternate Delegate
7. Macquarie Rivulet Catchment Floodplain Risk Management Committee – Delegate
8. Oak Flats/Mt Warrigal/Lake Illawarra Floodplain Risk Management Committee – Delegate
9. Aquatic Facilities Working Party – Councillor Representative
10. Shellharbour Civic Centre – Project Control Group – Councillor Representative
11. Shell Cove Advisory Group – Councillor Representative
12. Dunmore Resource Recovery Redevelopment – Project Control Group – Councillor Representative
13. NSW Public Libraries Association (NSWPLA) – Council Delegate
14. Lake Illawarra Estuary Management Committee - Council Delegate
15. Financial Assistance Working Party – Councillor Representative (note: no action required as all Councillors are representatives)

Financial / Resources Implications

Nil

Legal and Policy implications

Nil

Public / Social Impact

Councillors represent the community in their role as delegates to Council Committees, working parties, external committees and organisations.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.1 Led by a Council that effectively represents the community

Strategy: 4.1.1 Mayor and Councillors are representative of the community and provide strong, cohesive and visionary leadership

Consultations

Internal

Nil

External

Nil

Political Donations Disclosure

Not applicable.

Recommendation

That Council:

1. **determine the method of election of delegates and alternate delegates to Council Committees, working parties, external committees and organisations vacated by Councillor Peter Moran.**

2. **elect delegates and alternate delegates to the Council committees, working parties, external committees and organisations vacated by Councillor Peter Moran.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments
Nil

11.1.5 Nomination of Voting Delegates - Election of Vice President (Rural/Regional Councils) on the Board of the Local Government & Shires Association of NSW (11051900)

To the Mayor and Councillors

Division: **General Manager**
Department: **Council Services**

Manager: Flora Lepouras – Executive Manager / Public Officer
Author: Flora Lepouras – Executive Manager / Public Officer

Summary

The purpose of this report is to nominate Council's four voting delegates for the election of Vice President (Rural/Regional councils) on the Board of the Local Government and Shires Association of NSW (the Board).

Background

A letter has been received from Local Government NSW (LGNSW) advising that on 6 April 2018 the former Vice President (Regional/Rural councils) resigned from the Board (Attachment 1). This resulted in a casual vacancy. The Association's rules require the casual vacancy to be filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office.

Voting delegates must be a Councillor of a Council which is an Ordinary member of the Association in the 'Rural/Regional councils' category or member of the Board in the 'Rural/Regional councils' category under the Association's rules.

Council's voting entitlements for the election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association as an "ordinary member" is four councillors.

Council must advise LGNSW by 12 noon 6 July 2018 of its voting delegates.

Financial / Resources Implications

There are no financial or resource implications associated with this report.

Legal and Policy implications

Council is required to nominate its four voting delegates in accordance with the letter received from LGNSW dated 25 May 2018.

Public / Social Impact

Councillors ensure effective representation for the community by participating in processes and decision making in relevant local government organisations and associations.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.1 Led by a Council that effectively represents the community

Strategy: 4.1.1 Mayor and Councillors are representative of the community and provide strong, cohesive and visionary leadership

Consultations

Internal

Nil

External

Nil

Political Donations Disclosure

Not applicable

Recommendation

That Council:

1. **determine the method of election of four voting delegates for the election of Vice President (Rural/Regional councils) on the Board of the Local Government and Shires Association of NSW.**

2. **elect four voting delegates for the election of Vice President (Rural/Regional councils) on the Board of the Local Government and Shires Association of NSW.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Letter from Local Government NSW dated 25 May 2018.

Attachment 1 - Letter from Local Government NSW dated 25 May 2018.

LOCAL GOVERNMENT NSW

Our ref: R17/0004

25 May 2018

Dear Mayor

Election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Local Government and Shires Association of New South Wales

I write to provide members of the Local Government and Shires Association of New South Wales ("Association") in the "Rural/Regional councils" category with important information about an election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association ("Board").

On 6 April 2018 the former Vice President (Regional/Rural councils) resigned from the Board. This resulted in a casual vacancy. The Association's rules require the casual vacancy to be filled by secret postal ballot in accordance with the provisions appropriate to the election for the vacant office.

The Registered Organisations Commission ("ROC") has approved the election and has instructed the Australian Electoral Commission ("AEC") to make arrangements for the election.

Allocation of voting entitlements

The number of voters that each eligible Ordinary member is entitled to is set out in the table at **Annexure A**.

Election Timetable

The timetable for the election is as follows:

- **Friday, 6 July 2018, 12 noon (AEST)** - Ordinary members of the Association entitled to vote in the election must provide the names and postal addresses of their nominated voting delegates to the Association by this date/time (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address). No changes to the names of voting delegates (**Roll of Voters**) will be accepted after this date/time.

- **Friday, 13 July 2018 –** The AEC will cause an **Election Notice** inviting nominations for the office of Vice President (Rural/Regional councils) to be published in the Association's official journal, the *LGNSW Weekly*, and sent to each member entitled to vote in the election, by post, on this date.

Further details about the election, including the date that nominations close and the date that the ballot opens/closes will be contained in the Election Notice.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

LOCAL GOVERNMENT NSW

Eligibility requirements to be a voting delegate

Voting delegates must be a Councillor of a Council which is an Ordinary member of the Association in the 'Rural/Regional councils' category or member of the Board in the 'Rural/Regional councils' category under the Association's rules.

How to nominate voting delegates

Nominations are to be made online using the nomination form at the following link:

https://lgsa.wufoo.com/forms/voting-delegate-nomination-2018-vp-ruralregional-rl1wl541offmc2/

Only one nomination form may be completed for each Ordinary member. It is important that you have all of the required information for each voting delegate before completing this form (including, for each person – a street address or PO Box number, suburb, state, postcode, and whether the address is a workplace address).

This form must be submitted to the Association by no later than **Friday, 6 July 2018, 12 noon (AEST).**

Further details

For further information:

a) **about members' voting entitlements and nomination of voting delegates**: contact Adam Dansie (Senior Manager – Industrial Relations) on (02) 9242-4140 or at adam.dansie@lgnsw.org.au

b) **about all other matters relating to the election**: contact Anthony Carey (AEC Returning Officer) on (02) 9375 6361 or at nswelections@aec.gov.au

Yours sincerely

Linda Scott

Cr Linda Scott
President

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

Annexure A

Ordinary members' voting entitlements for the election to fill a casual vacancy in the office of Vice President (Rural/Regional councils) on the Board of the Association.

Member	Number of delegates
Albury	4
Armidale Regional	3
Ballina	3
Balranald	1
Bathurst Regional	3
Bega Valley	3
Bellingen	2
Berrigan	1
Bland	1
Blayney	1
Blue Mountains	4
Bogan	1
Bourke	1
Brewarrina	1
Broken Hill	2
Byron	3
Cabonne	2
Carrathool	1
Central Coast	7
Central Darling	1
Cessnock	4
Clarence Valley	4
Cobar	1
Coffs Harbour	4
Coolamon	1
Coonamble	1
Cootamundra-Gundagai Regional	2
Cowra	2
Dubbo Regional	4
Dungog	1
Edward River	1
Eurobodalla	3
Federation	2
Forbes	1
Gilgandra	1
Glen Innes Severn	1
Goulburn Mulwaree	3
Greater Hume	2
Griffith	3
Gunnedah	2
Gwydir	1
Hay	1
Hilltops	2
Inverell	2
Junee	1
Kempsey	3
Kiama	3
Kyogle	1

Member	Number of delegates
Lachlan	1
Lake Macquarie	7
Leeton	2
Lismore	3
Lithgow	3
Liverpool Plains	1
Lockhart	1
Maitland	4
Mid-Coast	4
Mid-Western Regional	3
Moree Plains	2
Murray River	2
Murrumbidgee	1
Muswellbrook	2
Nambucca	2
Narrabri	2
Narrandera	1
Narromine	1
Newcastle	7
Oberon	1
Orange	3
Parkes	2
Port Macquarie-Hastings	4
Port Stephens	4
Queanbeyan-Palerang Regional	4
Richmond Valley	3
Shellharbour	4
Shoalhaven	5
Singleton	3
Snowy Monaro Regional	3
Snowy Valleys	2
Tamworth Regional	4
Temora	1
Tenterfield	1
Tweed	4
Upper Hunter	2
Upper Lachlan	1
Uralla	1
Wagga Wagga	4
Walcha	1
Walgett	1
Warren	1
Warrumbungle	1
Weddin	1
Wentworth	1
Wingecarribee	3
Wollondilly	4
Wollongong	7
Yass Valley	2
LGNSW Board (Rural/Regional)	8
TOTAL:	237

11.1.6 Appointment of an Independent Member for Council's Governance, Risk and Audit Committee (11051903)

To the Mayor and Councillors

Division: **General Manager**
Department: **Council Services**

Manager: Flora Lepouras – Executive Manager / Public Officer
Author: Ian Smith – Risk and Audit Manager

Summary

The purpose of this report is to seek Council's endorsement of the recommendation from the selection panel for the appointment of a new independent member for Council's Governance Risk and Audit Committee.

Background

Council's Governance, Risk and Audit Committee (GRA) has three independent members plus two Councillors. Independent members are only able to serve on the committee for two three-year terms in accordance with the Committee Charter.

The appointment of a new independent member has arisen due to the resignation of Keiran Thomas who is no longer able to participate on the committee for personal reasons.

Council advertised the independent member position in the Illawarra Mercury and on the Local Government Internal Auditors Network. We received eight applications and interviewed four candidates.

The selection panel, comprised of an Independent Member of Council's GRA Committee (Yvette Pietsch), the Executive Manager (Flora Lepouras), and Councillor John Murray. Council's Risk and Audit Manager (Ian Smith) introduced the applicants and was present during the interviews. The panel was unanimous in its decision to recommend Anthony Gearon as the preferred candidate for the vacant independent member position. The panel believes Mr Gearon best meets the mix of advertised criteria, both essential and desirable for appointment to the committee.

Mr Gearon has over forty years' experience working in Local Government. He has recently retired from his role as Internal Auditor with the newly formed Georges River Council (formally Hurstville and Kogarah). Mr Gearon was instrumental in establishing their Governance, Risk and Improvement Committee during the amalgamation process. In his long career in local government, Mr Gearon has held a number of senior management positions in which he was responsible for governance, risk, internal audit and business improvement. The selection panel agreed that Mr Gearon's experience at Georges River, Shellharbour, Fairfield, and Wollondilly Councils made him the most suitable candidate.

The appointment of Mr Gearon as an independent member of Council's Governance Risk and Audit Committee will complement the skills and experience of the existing independent members, those being the Chairperson, Julie Walton who has experience in law, town planning and dispute resolution. The other being Yvette Pietsch who is a Fellow of The Institute of Chartered Accountants, a Chartered Tax Advisor with a Bachelor of Business and a Masters in Taxation Law. The selection panel feels that the current composition of independent members provides Council with the best mix of skills experience and knowledge to ensure rigorous independent representation on Council's Governance, Risk and Audit Committee.

Capable and appropriate independent membership of the Governance Risk and Audit Committee encourages community confidence in the management and conduct of Council's daily activities.

Financial / Resources Implications

The operations of the Governance, Risk and Audit Committee are financed within the budget of the Council Services Group. Independent members receive a fee of $500 exclusive of GST for each meeting.

Legal and Policy implications

The Division of Local government has now mandated that all councils appoint an Audit Committee, of similar makeup to that appointed by this Council.

As more councils establish their Committees, more opportunities for independent members become available. It is common for independent members to sit on a number of committees at different councils. It is also common for independent members to have a history of employment in local government.

Internal auditors often engage contractors to provide their services to Local Government and this can create potential conflicts of interest for auditors and independent members depending on their contractual arrangements and employment history.

The selection panel considered a number of potential conflicts of interest during the selection process. After discussion and careful consideration, the panel are satisfied that the individuals, through appropriate declarations have addressed any perceived or actual conflicts of interest associated with the applicants and the selection panel.

The Charter for Council's Governance, Risk and Audit Committee Charter outlines how the committee should address any perceived or actual conflicts of interest during the course of its business.

Public / Social Impact

The work performed by Council's Governance, Risk and Audit Committee can give Council and the community, assurance of the existence and operation of policies,

systems, procedures, checks and balances, which monitor operational activity and safeguard Council assets from corruption, fraudulent or wasteful application.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.2 A city that is supported by a Council that is responsive, accountable and financially viable.

Strategy: 4.2.3 Ensure Council's long term financial sustainability through effective short and long term financial management that is transparent and accountable.

Strategy: 4.2.5 Minimise risk and ensure continuity of critical business functions.

Consultations

Internal

Yvette Pietsch – Independent Member Council's Governance Risk and Audit Committee
Councillor John Murray

External

Ms Gail Connelly – General Manager Georges River Council
Mr John Gordon – Chairperson Georges River Governance Risk and Improvement Committee

Political Donations Disclosure

Not applicable

Recommendation

That Council appoint Mr Anthony Gearon to the vacant independent member position on Council's Governance, Risk and Audit Committee for a 3 year term commencing on 20 June 2018.

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments
Nil

11.2 Council Sustainability Directorate

11.2.1 Shell Cove Progress Report to 3 June 2018 (11040371)

Directorate: Council Sustainability
Department: Shell Cove

Manager: Matthew Youell – Director Council Sustainability
Author: Kevin James – Shell Cove Commercial Manager

Summary

The purpose of this report is to provide Council with the recent progress of the Shell Cove Project from 19 February 2018 to 3 June 2018.

Over 10,000 residents took the unique opportunity to 'Walk the Bottom of the Harbour' and view the progress of the harbour works, first hand. It was a momentous occasion for the community and in the history of Shell Cove.

Key activities and highlights were:

A. There are 0 lots and 0 houses available to the public, as at 3 June 2018.

B. 18 sales occurred in the period.

C. 1 sales release occurred, with 18 houses (all 'off the plan') selling on the release day.

D. The Project lodged a modification application (under s.75W) of the 2001 Concept Plan Approval for the land around the boat harbour – The Waterfront Precinct – in August 2017. The public exhibition period closed and there were 208 submissions to the NSW Department of Planning and Environment (DPE).

   Following a thorough review of the submissions, the Project commissioned specialist consultants to complete independent reports on the specific issues identified in them, and prepared additional, more detailed material. The Shellharbour community had the opportunity to review detailed reports and visuals of the proposed modification at consultation evenings on Monday and Wednesday, February 12 and 14 February 2018, held at Shell Cove Public School. In addition, the information was available on the Project's website. The Project lodged its response in February 2018.

   The second public exhibition period commenced on 13 March 2018 for 2 weeks. Eventually, there were 15 submissions, including Council's, to the DPE. The Department's requirements for a further Project response was received last month and the response was lodged on 31 May 2018.

The proposed modification plan is expected to be referred to the Planning Assessment Commission to decide an outcome.

E. The Boat Harbour Stage 2 construction works achieved practical completion in September 2017. A number of minor unfinished works were deemed construction packages and are expected to be completed over the coming months.

F. The breakwater and groyne construction progressed, with completion of the all-important rock protection heads. Notably, the breakwater head contains very large rocks, transported by special low-loader transport from the Moruya quarry. The largest weighed about 62 tonnes.

G. Construction works continued on Retail Stage 1 with a focus on the concrete tilt-up walls and main portal frames of the shopping centre, followed by the installation of the roofing – the unique building design is clearly visible.

H. The Project had a surplus of $17,460,760 as at 30 April 2018.

I. The expected sales income from lots that have not yet settled, called the Sales Due Value, is in the order of $141.5 million. It is an asset of the Project.

J. On 26 April 2018, the Shell Cove Management Committee decided to exercise its powers under the Management Agreement and determined that the next Feasibility Study is to be prepared and lodged within 54 Business Days of 1 March 2018. This is an extension of the lodgement date from 30 April 2018 to 18 May 2018.

K. The 2018 Feasibility Study was lodged on 18 May 2018 by Australand and is commercial-in-confidence. It will need to be reviewed before it is reported to Council.

L. 90.7% of all employment on the works by the Shell Cove Project over the last 3 months to 30 April 2018 were residents of the Illawarra region.

M. The Superintendent overseeing the boat harbour civil works reported to Australand that there was a daily average of 46 persons on-site, with 91.2% local.

This report seeks a Council resolution to receive and note the report.

Background

Timing of the Project

Residential subdivision, and associated major works and services are continuing in accordance with the program. Construction works commenced on Stage 2 of the Shell Cove Boat Harbour on 8 March 2014, with the breakwater started on 6

September 2016. The development program has late 2019 when the first boats will be able to moor in the harbour.

Residential Subdivision

Sales

There was 1 sales release during the period from 19 February 2018 to 3 June 2018:

- 18 houses 'pre-construction' in Precinct E on 12 April 2018.

All houses attracted very high demand and were sold out on the release day.

The current sales summary, compared to the previous report, is in **Table 1**:

Table 1 - Sales Summary Comparison

SALES SUMMARY	3 JUNE 2018	18 FEBRUARY 2018
Total Settled	2,014	1,989
Total Exchanged	170	178
Total Deposit	1	0
TOTAL "SOLD"	2,185	2,167
For Sale	0	0
To be released/not for sale	22	7
TOTAL LOTS	2,207	2,174

There were 18 sales for the period – a good result for the Project. It should be noted that Frasers Property (Australand) had a very successful release of 45 apartments – AQUA – that are not part of the Project.

Status of the Stages

A summary is in **Table 2**:

Table 2 – Stages Status

STAGE	NO. OF LOTS	GROSS PROCEEDS
Residential Lots & Houses Stages 1 to 10		
➢ Completed & all available sold	1,886	$453,880,370
Not for sale (interim shop, carpark, sales office)	7	To be determined
TOTAL	1,893	$453,880,370+
The Waterfront Precinct B1/C1 Lots		
➢ Completed & all sold		
TOTAL	88	$48,195,905

STAGE	NO. OF LOTS	GROSS PROCEEDS
The Waterfront Precinct B1/C1 Houses Stage 89/91 ➢ Some completed/others near completion	14	$10,710,000
Settlements	4	$3,190,000
Exchanges	0	$0
Deposits	18	$13,900,000
Sub-total	0	$0
For sale	18	$13,900,000
TOTAL		
The Waterfront Precinct B1/C1 Houses Stage 90/92 ➢ Some completed/others near completion	5	$4,410,000
Settlements	17	$13,315,000
Exchanges	0	$0
Deposits	22	$17,725,000
Sub-total	0	$0
For sale	22	$17,725,000
TOTAL		
The Waterfront Precinct B1/C1 Houses Stage 93/94 ➢ Under construction		
Settlements	0	$0
Exchanges	18	$15,245,000
Deposits	0	$0
Sub-total	18	$15,245,000
For sale	0	$0
TOTAL	18	$15,245,000
The Waterfront Precinct B1/C1 Houses Stage 95/96 ➢ DA lodged		
Settlements	0	$0
Exchanges	14	$13,420,000
Deposits	0	$0
Sub-total	14	$13,420,000
For sale	0	$0
TOTAL	14	$13,420,000

STAGE	NO. OF LOTS	GROSS PROCEEDS
The Waterfront Precinct B1/C1 Houses Stage 97/98 ➢ Some completed/others near completion	19	$15,185,000
Settlements	4	$3,225,000
Exchanges	0	$0
Deposits	23	$18,410,000
Sub-total	0	$0
For sale	23	$18,410,000
TOTAL		
The Waterfront Precinct B1/C1 Houses Stage 99/100 ➢ Under construction		
Settlements	0	$0
Exchanges	24	$19,850,000
Deposits	0	$0
Sub-total	24	$19,850,000
For sale	0	$0
TOTAL	24	$19,850,000
The Waterfront Precinct B1/C1 Houses Stage 101/102 ➢ Under construction		
Settlements	0	$0
Exchanges	14	$12,005,000
Deposits	0	$0
Sub-total	14	$12,005,000
For sale	0	$0
TOTAL	14	$12,005,000
The Waterfront Precinct D – Town Centre – Lots ➢ Subdivision DA approved ➢ First Retail DA approved ➢ 3 other DAs lodged		
Settlements	1	$10
Exchanges	1	$confidential
Deposits	0	$0
TOTAL	2	$confidential

STAGE		NO. OF LOTS	GROSS PROCEEDS
The Waterfront Precinct E Lots ➢ DA lodged			
	Settlements	0	$0
	Exchanges	58	$40,176,060
	Deposits	0	$0
	Sub-total	58	$40,176,060
	For sale	0	$0
TOTAL		58	$40,176,060
The Waterfront Precinct E Houses Stage 51/52 ➢ DA lodged			
	Settlements	0	$0
	Exchanges	17	$15,900,000
	Deposits	1	$665,000
	Sub-total	18	$16,565,000
	For sale	0	$0
TOTAL		18	$16,565,000
The Waterfront Precinct B1/C1 Houses Stage 53/54 ➢ DA lodged			
	Settlements	0	$0
	Exchanges	0	$0
	Deposits	0	$0
	Sub-total	0	$0
	For sale	0	$0
	To be released	15	To be determined
TOTAL		15	$0+

Notes:

1. Gross proceeds for a lot are initially based on listed sales records but are adjusted to actual amounts as the sale progresses to settlement.

Major Construction

There were no major residential construction works during the period.

Financial Status

Current Financial Results

The summary for the 2017/18 Financial Year to date is in **Table 3**:

Table 3 – 2017/18 Financial Year to date

	@ 30 April 2018
Total Income	$63,114,770
Total Development Costs	($60,613,860)
Surplus/(Deficit)	$2,500,910

Note: all figures unaudited

The summary for the Project to date, compared to the previous report, is in **Table 4**:

Table 4 – Project to date

	@ 30 April 2018	**@ 31 January 2018**
Total Income	$539,445,151	$525,625,915
Total Development Costs	($521,984,391)	($507,026,695)
Surplus/(Deficit)	$17,460,760	$18,599,220

Note: all figures unaudited

Income during the report period came from settlements in Stages 89/91, 90/92 and 97/98 houses. Costs mostly involved Boat Harbour Stage 2 civil works, Boat Harbour Breakwater civil works, Stage house building, landscaping and the marketing and selling of the lots.

The Project is shown in surplus at this point in time. However, as evidenced in some previous reports, it is important to remember that the Project can be in deficit at times due to the major costs being expended ahead of the receipt of income for that activity. For this reason, the Sales Due Value must be taken into account in assessing the overall financial performance of the Project.

Sales Due Value

The sales due value is defined as the expected sales income from existing and proposed lots (including those with houses) that have not yet settled. These include lots that are:

- available for sale,
- sales with part deposits paid,
- exchanged contracts, and
- withheld for operational and marketing reasons.

This is the unrealised income created from the current and past land subdivisions. It will be received in the future as the lots are settled. It is viewed as an asset of the Project.

The current Sales Due Value is in the order of $141.5 million.

2018 Feasibility Study

Under the Shell Cove Management Agreement, Australand is required to produce updated feasibility studies on nominated dates and lodge them with Council. The next one is due for 1 March 2018 and to be lodged by 30 April 2018.

On 26 April 2018, the Shell Cove Management Committee considered a report on the current preparation process and program of the next Study. It included the progress of consultant reports that underpin the financial information in the Study and the overall finalisation of the Study. The Committee decided to exercise its powers under the Management Agreement and determined that the next Feasibility Study is to be prepared and lodged within 54 Business Days of 1 March 2018. This is an extension of the lodgement date from 30 April 2018 to 18 May 2018.

The Feasibility Study was lodged on 18 May 2018 and is commercial-in-confidence. It will need to be reviewed before it is reported to Council for subsequent action in accordance with the Management Agreement.

The Waterfront Concept Approval

Background

A Concept Plan Approval was granted in 2011 by the NSW Department of Planning, under the framework of Part 3A legislation, for the land around the boat harbour – The Waterfront Precinct. The Approval is for the general layout, proposed land uses, road patterns and residential densities and heights. The Approval provides significant flexibility for the Project when planning and designing the sub-Precincts, and overrides the requirements of Council's LEP and DCP.

After a long review process and a significant planning exercise on the future Town Centre, a modification application of the Approval under s.75W was lodged with the NSW Department of Planning on 7 August 2017. The main items of the modification are:

- An increase in the maximum number of dwellings from 1,238 to 1,556.
- Greater definition of the housing types, heights and locations across the precinct – based on a detailed masterplan review by Cox Partners. Some areas would have lower building heights whilst others would slightly increase.
- Reconfiguration of the Town Centre to align with the current advertised masterplan. The primary changes are the relocation of the accommodation Hotel to the northern end while retaining the Tavern at the southern end, along with the relocation of the Library/Community Centre to the foreshore.
- Adjustments to building heights (as noted above) with the Hotel from 9 to 11 storeys and some apartments from 4 to 5 & 6 storeys.

- Hotel description to permit combination of serviced apartments and residential apartments (whilst retaining Council's tourism goal of a minimum number of room keys).

The public exhibition period commenced on 15 September 2017 for 2 weeks but was extended to 20 October 2017 at the Project's request.

A community information evening was held on 10 October 2017 at the Shell Cove office to provide a forum for residents to understand the existing Approval, as well as the modifications, their rationale and implications. The opportunity was there to discuss any issues with the Project and consultant team. It was estimated that around 150 people attended, with just as many satisfied with the proposed future development direction of The Waterfront Shell Cove as those opposed to the existing approval and the modifications.

There were several issues presented by a few residents and these attracted media attention. The issues included lack of public consultation, excessive building heights, over development/density, traffic and carparking, and loss of views.

Before lodgement of the Project's response to the public concerns, the Shellharbour community had the opportunity to review detailed reports and visuals of the proposed modification at consultation evenings on Monday and Wednesday, February 12 and 14 February 2018, held at Shell Cove Public School. In addition, the information was available on the Project's website.

Current

The second public exhibition period commenced on 13 March 2018 for 2 weeks. Eventually, there were 15 submissions, including Council's, to the NSW Department of Planning and Environment. The Department's requirements for a further Project response was received last month and the response was lodged on 31 May 2018.

The proposed modification plan is expected to be referred to the Planning Assessment Commission to decide an outcome.

Boat Harbour & Marina

Bottom of the Harbour Walk

Over 10,000 residents took the unique opportunity to 'Walk the Bottom of the Harbour' and view the progress of the harbour works, first hand. It was a momentous occasion for the community and in the history of Shell Cove.

Stage 2

The construction works involve:

- the excavation of the balance (the significant proportion) of the harbour basin, involving over 1 million cubic metres of material;
- land platform filling and surcharge mounds;
- treatment of acid sulphate soils; and
- construction of the harbour edges, including concrete walls and rock revetment; and
- timber piling for the boardwalk.

Attachment 1 shows the site with the overlayed Stage 2 works. Practical completion of the contract was awarded in September 2017. A number of minor unfinished works were deemed construction packages and are expected to be completed over the coming months.

The recent aerial photographs in **Attachment 2** show the current status of the works.

Breakwater

The breakwater and groyne construction progressed, with completion of the all-important rock protection heads. Notably, the breakwater head contains very large rocks, transported by special low-loader transport from the Moruya quarry. The largest weighed about 62 tonnes. Overall, the completion date is now expected in late March 2019.

The recent aerial photographs in **Attachment 2** show the current status of the works**.**

Marina

An announcement on the successful tender is expected shortly. The delay will mean that the current measures that keep the harbour floor dry will be continued for all of 2018.

The preparation of the development application for the boatyard maintenance facility commenced.

Preparation of the draft Business Implementation Plan for the marina business was undertaken during this period.

Town Centre

Retail Stage 1

Site construction works continued with a focus on the concrete tilt-up walls and main portal frames of the shopping centre, followed by the installation of the roofing – the unique building design is clearly visible.

The centre is expected to open in October 2018.

Retail Stages 2 & 3

The development applications for the restaurant precinct (with apartments above) and the shops continued to be assessed by Council.

Hotel

The Contract for Sale and the associated Development Agreements were signed and exchanged – the details remain confidential by agreement until the development application (DA) is lodged. The architect for the purchaser/developer continues the preparation of designs and the DA.

Tavern

The development application continued to be assessed by Council.

Library/Community Centre/Visitor Information Centre

The final design and method of delivery continued to be investigated, and will result in a delay of its construction.

Marina Office/Facilities Centre

The final design and method of delivery continued to be investigated, and will result in a delay of its construction.

Harbour Boulevard

The road works construction of Stage 3 of Harbour Boulevard (the link to Bass Point Tourist Road) continued, on program with an expected finish in July 2018.

The tender for Stage 2 of Harbour Boulevard (the link to Shellharbour Road) was awarded to BMD Constructions. The initial civil works started in March 2018 and focussed on those areas that do not impact on current road users. Beginning in mid-June 2018, the works will involve the part closure of Addison Street including its intersection with Shellharbour Road. Temporary alternate traffic routes are approved and the public have been/will continue to be informed. A public information night was held on 21 May 2018. Subject to weather, the new roads and intersections are expected to finish in September 2018.

The recent aerial photographs in **Attachment 2** show the current status of the works**.**

When Stages 2 and 3 are completed, Harbour Boulevard will become the permanent access road to Bass Point, and the existing road will close to allow for the future excavation of the harbour channel.

Local Labour Content

The Shell Cove Management Agreement sets minimum performance criteria for all combined Project works of 50% for local labour content.

Table 5 shows the summary for the statistics provided by Australand for the 3 months ending 30 April 2018:

Table 5 – Local Labour

Percentage		Equivalent Person Days	
Local	90.7%	Local	10,092
Other	9.3%	Other	1,034
Total	100%	Total	11,126

These statistics come from the data supplied by contractors to Australand, and the predominant works were on civil subdivision works (various sites), the housing construction (various Stages) and, significantly, the boat harbour civil works.

The Superintendent overseeing the boat harbour works reported to Australand that there was a daily average of 46 persons on-site, with 91.2% local.

The cumulative statistic for the Shell Cove Project is 87.1%. Importantly, the Shell Cove Project has significantly exceeded its obligations for all combined Project works.

Financial / Resources Implications

It is considered that there are no implications as a consequence of this report.

Legal and Policy implications

The recommendations do not conflict with Council's Policy with regard to this matter of having granted delegated authority to the General Manager to proceed with the Shell Cove Project, subject to all necessary approvals being obtained.

Otherwise, it is considered that there are no additional implications as a consequence of this report.

Public / Social Impact

It is considered that there are no impacts as a consequence of this report.

Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

This report demonstrates how the Shell Cove Project is recently tracking to achieve:

Objective: 3.2 Supported by a strong local economy with business and employment opportunities.

Strategy: 3.2.1 Establish the Shell Cove Boat Harbour as a lifestyle and boating destination providing development, tourism and community opportunities.

Conclusion

This report summarises the tasks, achievements, activities and results of the Shell Cove Project from 19 February 2018 to 3 June 2018. The key activities and highlights are in the Summary at the start of this report.

Consultations

Internal

- Manager Business and Investment

External

- Australand Corporation (NSW) – now part of Frasers Property Group
- Sales Team – Frasers Property Group
- Stacks Heard McEwan Lawyers

Political Donations Disclosure

Not Applicable.

Recommendation

That the progress report for the period from 19 February 2018 to 3 June 2018 for the Shell Cove Project be received and noted.

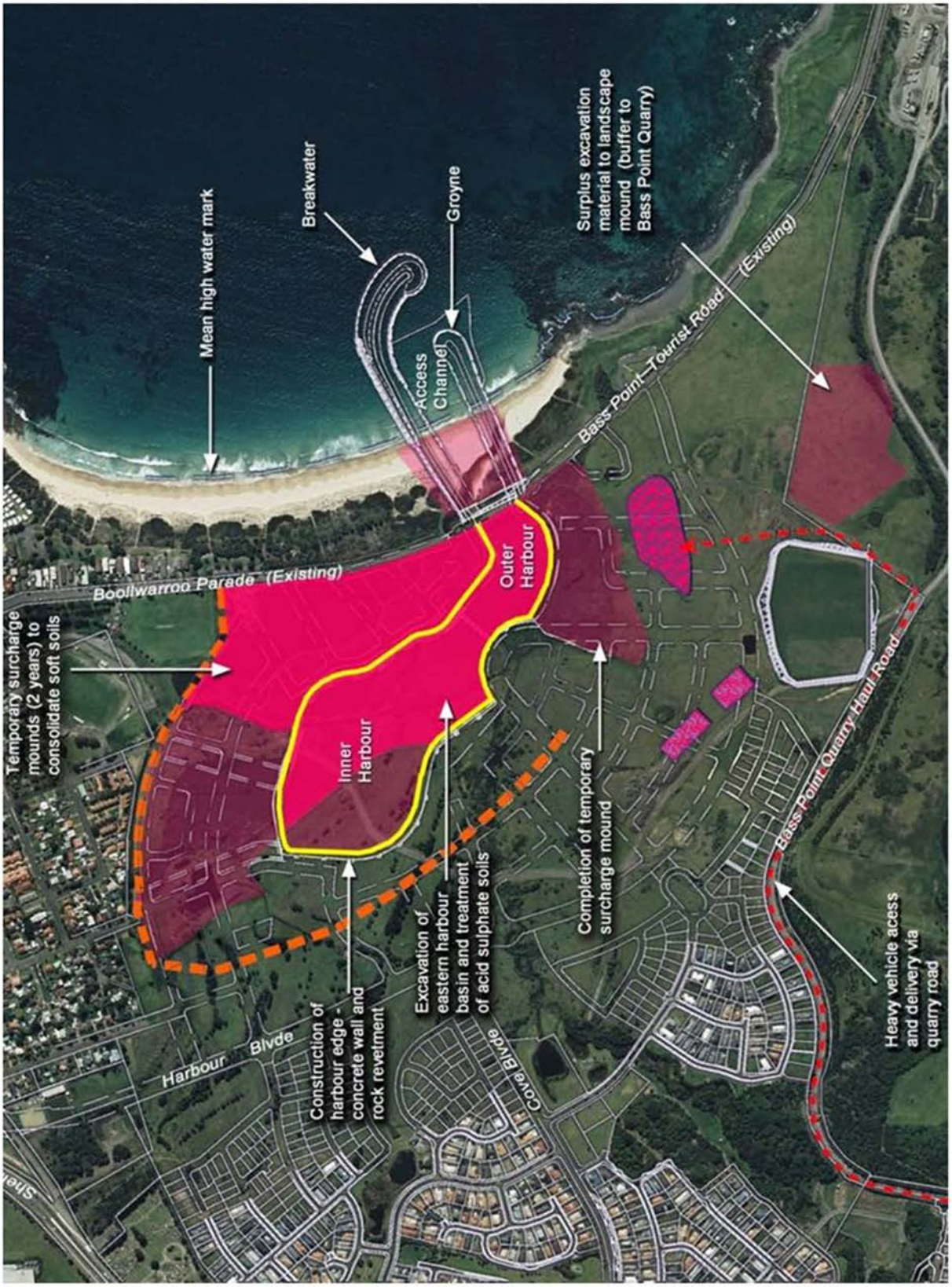
Approved for Council's consideration:

Date of Meeting: 12 June 2018

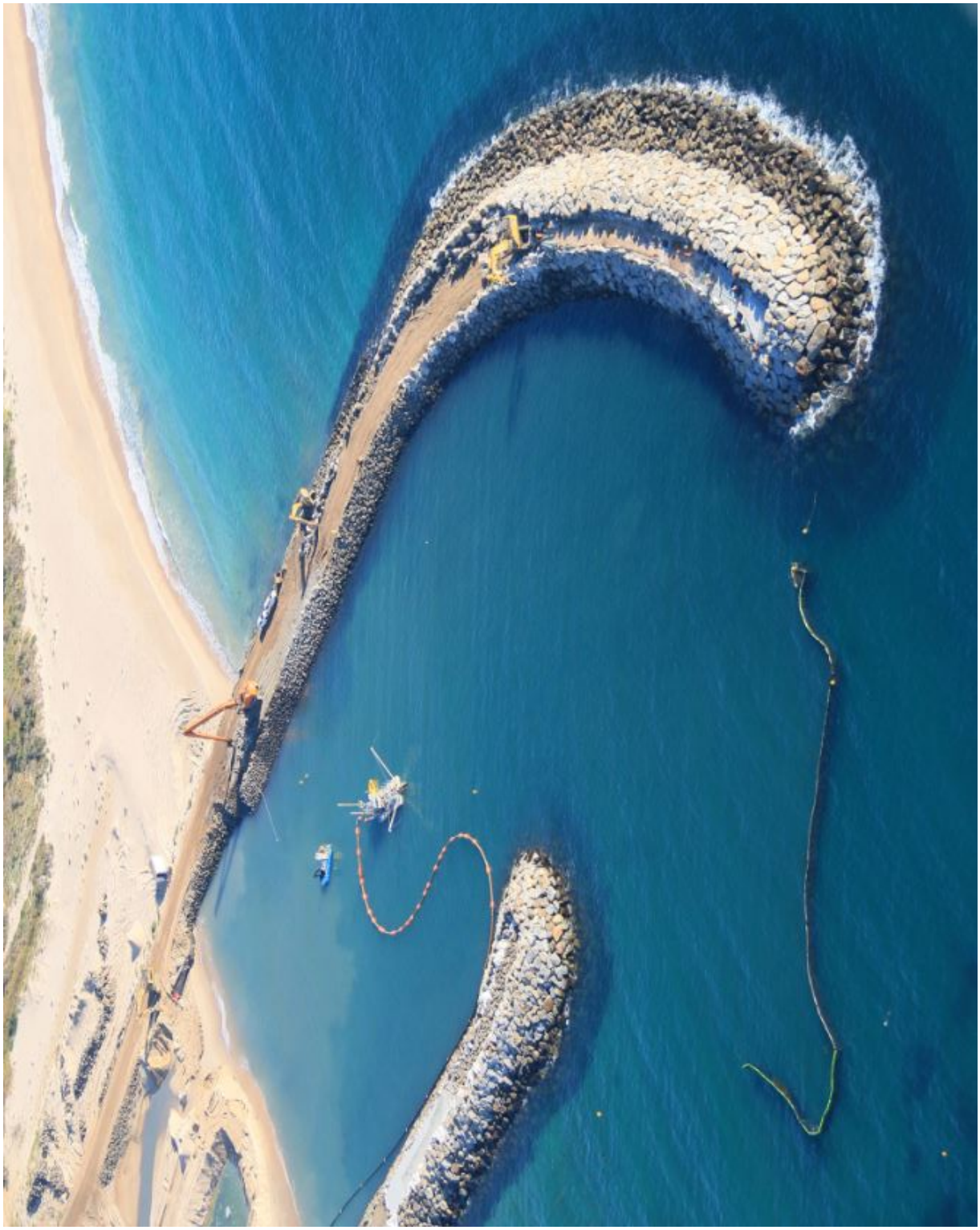
Attachments

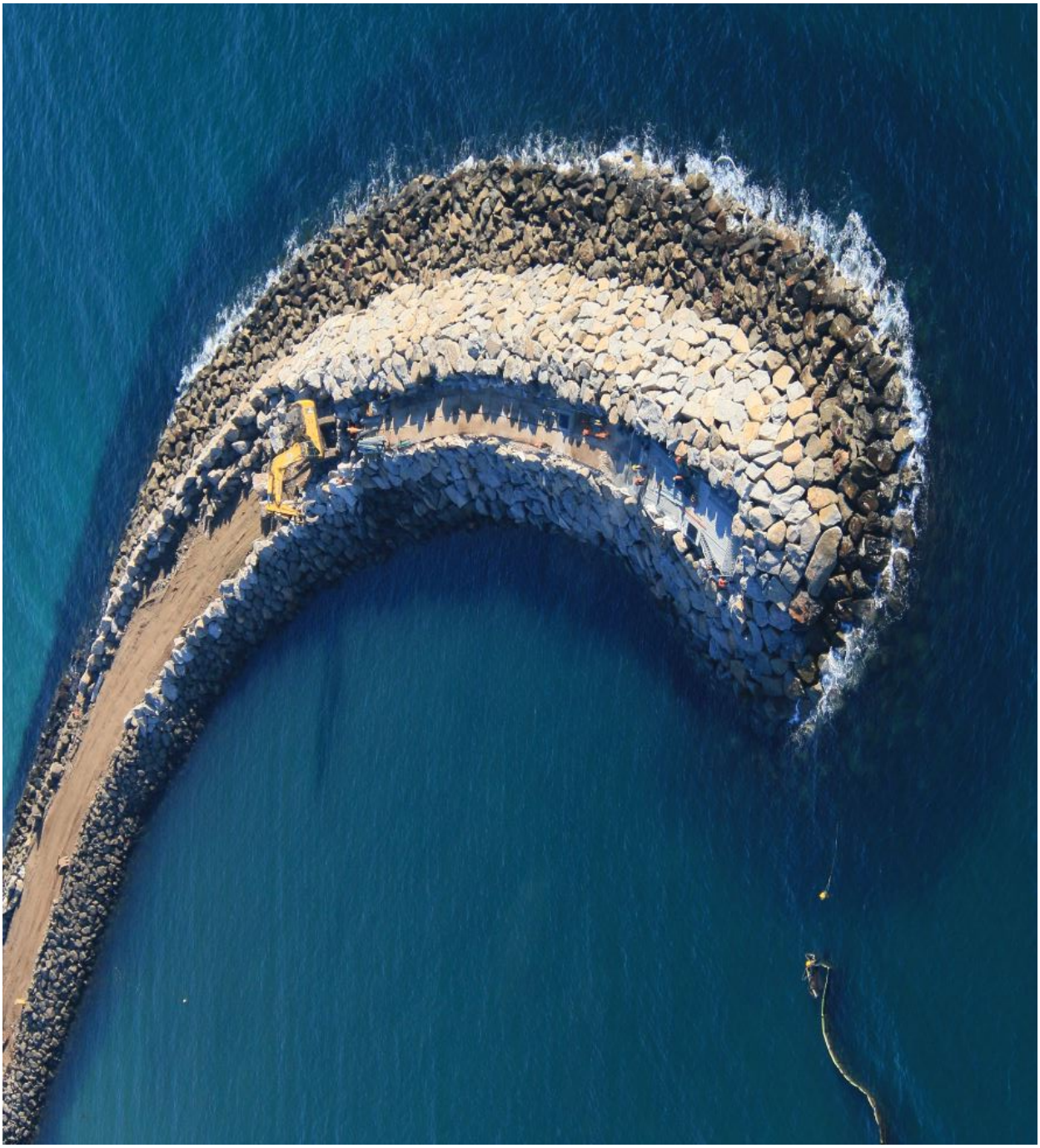
1. Site Plan outlining the Boat Harbour Stage 2 Construction Works
2. Aerial Photos showing the Harbour Stage 2, Breakwater and Harbour Bvd Works

Attachment 1 - Site Plan outlining the Boat Harbour Stage 2 Construction Works



Attachment 2 - Aerial Photos showing the Harbour Stage 2, Breakwater and Harbour Bvd Works





11.2.2 Monthly Investment Report and Proposed Amendments to the Investment Policy - April 2018 (11051124)

To the General Manager

Directorate: Council Sustainability
Department: Finance

Manager: Gary Grantham – Chief Financial Officer
Author: Claire Wheatley – Accounting Officer

Summary

The purpose of this report is to provide details to Council, of its current investment portfolio in terms of holdings and impacts of changes in market values since the last monthly report, and to seek a resolution to receive and note the report. This report for the month of April details investment performance against applicable benchmarks and reviews the compliance of Council's investments with policy and legislative requirements. This report also seeks Council's endorsement of some amendments to the current Investment Policy for public exhibition purposes.

Council is currently not compliant with the Investment Policy's term to maturity requirements as at the end of April due to medium term funds (2-5 years) currently representing 52% of the total investment portfolio compared to the policy limit of 50%. This is primarily due to a large shrinkage in the size of Council's Investment Portfolio since the month of March.

Council's investment advisors have previously recommended amendments be made to the current Investment Policy to allow a better representation of Council's liquidity position. This was discussed in the February Monthly Investment Report where it was identified that Council would be doing a complete review of its policy in the coming months after the Office of Local Government had finalised their own review of their investment policy guidelines.

As a result of the policy non-compliance again this month, Council believes it is essential now to move ahead with some of these amendments to its policy. The current policy has minimum and maximum limits for investment term to maturity requirements to ensure that liquidity and income requirements are able to be met. The main amendment proposed is changing these term to maturity requirements so they are now based on investment horizons. An amended Investment Policy has been included as **Attachment 3** to this report with any changes shown in red.

The current forecast for interest on investments to 30 June 2018 is $2.6 million. As at the end of April 2018, $2,142,739 of interest revenue has been accrued, which is behind the forecast up to this point of the budget year by $23,927 (forecast = $2.6 million divided by 12 months and multiplied by 10 months = $2,166,666). At the Third Quarter Budget Review Council reduced the interest on investment revenue estimate by $348,763.

Background

Financial Services staff monitor Council's cash flow on a daily basis, with surplus funds being invested in accordance with Council's Investment Policy, the Local Government Act, Local Government (General) Regulation and the Ministerial Investment Order.

Subject to these constraints, Council's objective when investing funds, is to obtain the most favourable rate of interest, whilst taking into consideration the risks and security associated with the investment and ensuring that Council's liquidity requirements are also being met. To assist with this process, Council communicates with its independent investment advisors (CPG Research and Advisory) before any investment is made. Close attention is paid to Council's Investment Policy document.

This report provides details on the performance of the 2017/18 financial year up to the month of April 2018 **(Attachments 1 and 2)**. The return on investments in the portfolio for April Year to Date (YTD) was 2.66% or, when annualised, approximately 3.19%. This return compares favourably with the AusBond Bank Bill Index return of 1.45% YTD and 1.74% when annualised.

Favourable interest on investments returns compared to budget are "restricted" in good years, to insulate Council against years where investment income is less than anticipated e.g. during the global financial crisis.

This means that any extra earnings, up to a previously determined level of $1.7 million, are put aside as restricted monies and have no impact on the projected unrestricted cash position for that particular year.

The forecast restriction to 30 June 2018 for interest on investments is currently $925,794.

Council’s current investment policy includes term to maturity requirements to protect Council from liquidity risks.

Liquidity risks are defined in the policy as, “The risk an institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans)”.

Council’s investment advisors have recommended a change in Council’s investment policy from categorising investments by their maturity date to investment horizons, when attempting to mitigate against liquidity risks. Investment horizons represent the intended minimum term of the investment or timeframe an investment is expected to be held.

The major impact this change is expected to have is the movement of Floating Rate Note (FRN) investments into the 1-2 year category rather than the category applicable to their individual maturity date. This is because these investments are

rarely held by Council until their maturity date, but rather are sold usually after 1-2 years when it is most financially beneficial for Council to sell.

The proposed amendments to the Investment Policy around this main change are as follows:

- The definition of 'CFRN' on page 2 has been amended to include 'they are tradeable prior to maturity.'
- The definition of 'Horizon' has been added on page 2; 'A tradeable investment can be designated in the Strategy as having an investment Horizon based on its intended holding period, which may be prior to maturity.'
- The replacement of 'Term to Maturity' with 'Investment Horizon Limits' on page 7.
- The addition of; 'Horizon' represents the intended minimum term of the investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.' On page 7.
- Changes to the table located on page 8 including a '/' between 'Investment Horizon' and 'Maturity Date'.

The proposed amendments to the Investment Policy will allow a truer representation of Council's liquidity position. They are also are in line with changes other Councils have already made.

Financial / Resources Implications

Council is currently behind the forecast up to the end of April 2018 by approximately $23,927. This is after the downward adjustment of the estimate at the third quarter budget review of $348,763.

Council is currently not compliant with the Investment Policy's term to maturity requirements due to medium term funds currently representing 52% of the total investment portfolio compared to the policy limit of 50%.

Despite there being no additional investments within the medium term category throughout April, Council's total Investment Portfolio has reduced by $5 million from $83.5 million in March to $78.5 million in April. As a result the weighting of medium term funds has changed from 49% to 52%.

The reduction in the total investment portfolio of $5 million was a result of the need to meet Council's expenditure requirements during the month. The average weekly cash outgoing for the month of April was $2 million compared to a $1.4 million average in March. In addition, Council's bank account received $2.7 million less in funds compared to March.

With the last instalment of rates being due in May along with a financial assistance grant payment, the investment portfolio size is expected to increase in May. It is forecast this increase is likely to resolve this non-compliance issue with the medium term investment category expected to drop below the policy limit of 50%.

Compliance for the month of June is less certain until the proposed policy changes are adopted with the investment portfolio balance expected to drop from the forecast levels at the end of May, as result of less cash inflows and more cash outflows.

Going forward, if the proposed Investment Policy amendments are adopted, all FRN's investments will move to the short – medium term investment horizon category. This will increase the available capacity within the medium term 2-5 year classification.

Legal and Policy implications

Section 212 of the *Local Government (General) Regulation 2005*, requires Council's Responsible Accounting Officer to provide a report to Council, detailing all investments held at the end of each month. This report confirms that the investments made, have been in accordance with the Act and the regulations, along with Council's Investment Policy.

Proposed amendments to the Investment Policy will provide a better reflection of liquidity risks. Council still intends to schedule a comprehensive review of the Investment Policy once the Office of Local Government has updated their Investment Policy guidelines.

If relevant submissions are received as part of the public exhibition of the amended Investment Policy, a further report will be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption. If no relevant submissions are received and no substantial post public exhibition changes are proposed, Council will adopt the Investment Policy as attached to this report.

Public / Social Impact

Council invests its surplus funds on the best available advice, to maximise interest returns in accordance with Council's Investment Policy. Any additional interest income achieved through the placement of investments will result in extra funds being available for expenditure in our City.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

4.2.3 Ensure Council's long term financial sustainability through effective short and long term financial management that is transparent and accountable

Consultations

Internal

Nil

External

CPG Research and Advisory

Political Donations Disclosure

Not applicable.

Recommendation

That:

1. **Council receive and note the attached Investment Portfolio report as at 30 April 2018.**

2. **Council endorse the attached amended Investment Policy for public exhibition for a period of 28 days calling for submissions.**

3. **If any relevant submissions are received as a result of public exhibition, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption.**

4. **If there are no relevant submissions received as a result of the public exhibition and there are no substantial post public exhibition changes proposed for any other reasons, Council adopt the Investment Policy as attached to this report.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments
1. Council's Investment Portfolio as at 30 April 2018
2. Council's Investment Portfolio Graph as at 30 April 2018
3. Amended Investment Policy

Attachment 1 - Council's Investment Portfolio as at 30 April 2018

Shellharbour CITY COUNCIL

Shellharbour City Council Investment Report by Investment Strategy as at 30 April 2018

The table below shows the actual performance of Council's investment portfolio. It is provided as required by the Local Govt (General) Reg 2005 (CI 212).

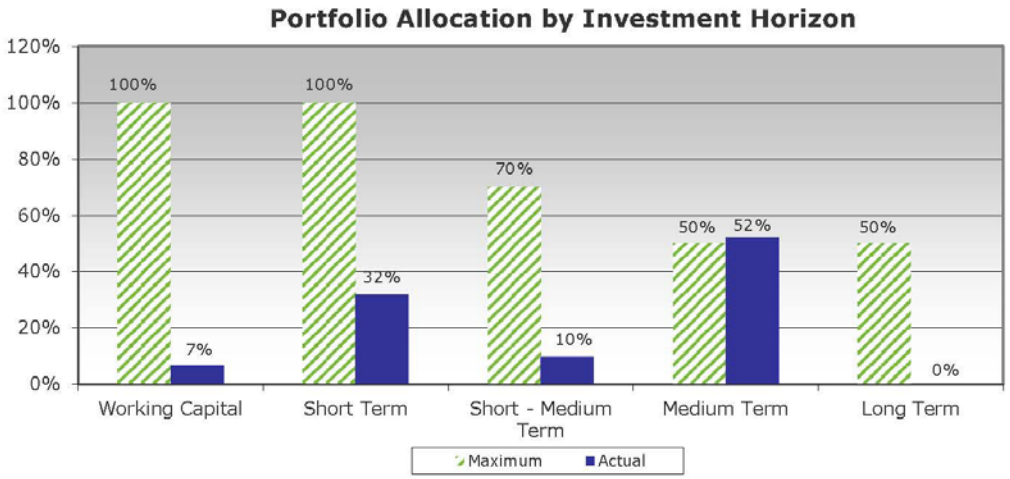
Portfolio Holdings	Credit Rating	Valuation ($m)	Allocation (%)	1 Month (%)	FYTD (%)	1 Year (% p.a.)	Maturity
Cash Funds							
ANZ Premium Business Cash Management	AA-	0.00	0.00	0.19	1.95	2.35	T
CBA Cash Management Account	AA-	0.11	0.14	0.13	1.37	1.65	T
RaboDirect Account	A+	0.00	0.00	0.13	-	-	T
TCorpIM Cash Fund	AAA	0.00	0.00	0.00	1.48	1.88	T
CBA Business Online Saver	AA-	2.03	2.59	0.26	-	-	T
11am Official Cash Rate				**0.12**	**1.25**	**1.50**	
Term Deposits^^							
Big Sky Building Society @ 3.04%	BBB	2.00	2.56	0.25	2.53	3.04	01/06/2018
Bendigo @ 3.05%	BBB+	1.00	1.28	0.25	2.53	3.05	07/06/2018
Rabobank @ 3.96%	A+	1.00	1.28	0.32	3.29	3.96	03/09/2018
RaboDirect @ 4.00%	A+	2.00	2.56	0.32	3.32	4.00	03/09/2018
AMP @ 2.80%**	A	1.00	1.28	0.23	3.32	-	08/09/2018
Westpac @ 3.10%	AA-	2.00	2.56	0.25	2.58	3.10	14/09/2018
Westpac @ 3.10%	AA-	4.50	5.75	0.25	2.58	3.10	12/10/2018
AMP @ 2.85%**	A	2.00	2.56	0.23	-	-	03/12/2018
ME Bank @ 5.10%	BBB	2.00	2.56	0.41	4.23	5.10	17/12/2018
Bendigo @ 5.00%	BBB+	2.32	2.96	0.40	4.15	5.00	23/12/2018
Police CU @ 5.02%	Unrated	2.00	2.56	0.40	4.16	5.02	11/02/2019
Police CU @ 5.07%	Unrated	1.00	1.28	0.41	4.21	5.07	25/02/2019
RaboDirect @ 5.00%	A+	1.50	1.92	0.40	4.15	5.00	25/02/2019
Rabobank @ 5.00%	A+	2.00	2.56	0.40	4.15	5.00	04/03/2019
CBA @ 2.85%	AA-	2.00	2.56	*0.23*	-	-	03/04/2020
Rural Bank @ 2.90%	BBB+	2.00	2.56	*0.24*	-	-	04/04/2020
BoQ @ 3.00%	BBB+	2.50	3.19	0.24	-	-	20/08/2020
BoQ @ 3.00%	BBB+	1.00	1.28	0.24	-	-	21/08/2020
Westpac @ 3.00%	AA-	2.00	2.56	0.24	-	-	04/09/2020
Westpac @ 2.93%	AA-	5.00	6.39	0.24	-	-	07/09/2020
Rabobank @ 3.00%	A+	2.00	2.56	0.24	2.49	3.00	07/09/2020
Qbank @ 3.60%	BBB-	2.00	2.56	0.29	2.99	3.60	01/03/2021
Big Sky Building Society @ 3.10%	BBB	2.00	2.56	0.25	-	-	02/03/2021
BoQ @ 3.60%	BBB+	2.00	2.56	0.29	2.99	3.60	03/03/2021
Rabobank @ 3.00%	A+	2.00	2.56	0.24	-	-	12/12/2021
Westpac FRTD currently @ 3.00%	AA-	3.00	3.83	0.24	-	-	05/09/2022
Term Deposit Returns				**0.30**	**3.04**	**3.68**	
Managed Funds							
Macquarie Global Income Opportunities ~	Unrated	5.34	6.82	-0.04	1.45	2.31	T + 3
Senior Bonds							
CUA FRN @ 3m BBSW + 1.60%	BBB	1.51	1.93	0.29	2.79	3.37	01/04/2019
BoQ FRN @ 3m BBSW + 1.07%	BBB+	2.01	2.57	0.23	2.32	2.79	06/11/2019
CUA FRN @ 3m BBSW + 1.30%	BBB	1.51	1.93	0.26	2.57	3.08	20/03/2020
CBA FRN @ 3m BBSW + 1.15%	AA-	3.04	3.89	0.26	2.42	2.92	18/01/2021
Rabobank FRN @ 3m BBSW + 1.50%	A+	1.03	1.31	0.27	2.70	3.26	04/03/2021
ANZ FRN @ 3m BBSW + 1.18%	AA-	1.02	1.30	0.24	2.43	2.93	07/04/2021
AMP FRN @ 3m BBSW + 1.35%	A	2.04	2.61	0.25	2.57	3.09	24/05/2021
Westpac FRN @ 3m BBSW + 1.17%	AA-	1.02	1.30	0.24	2.43	2.93	03/06/2021
Westpac FRN @ 3m BBSW + 1.11%	AA-	2.02	2.59	0.23	2.35	2.83	07/02/2022
NPBS FRN @ 3m BBSW + 1.40%	BBB	1.76	2.25	0.26	-	-	06/02/2023
Total Shellharbour City Council Portfolio		**78.25**	**100.00**	**0.25**	**2.66**	**3.27**	
AusBond Bank Bill Index				**0.16**	**1.45**	**1.75**	
Outperformance				**0.08**	**1.20**	**1.52**	

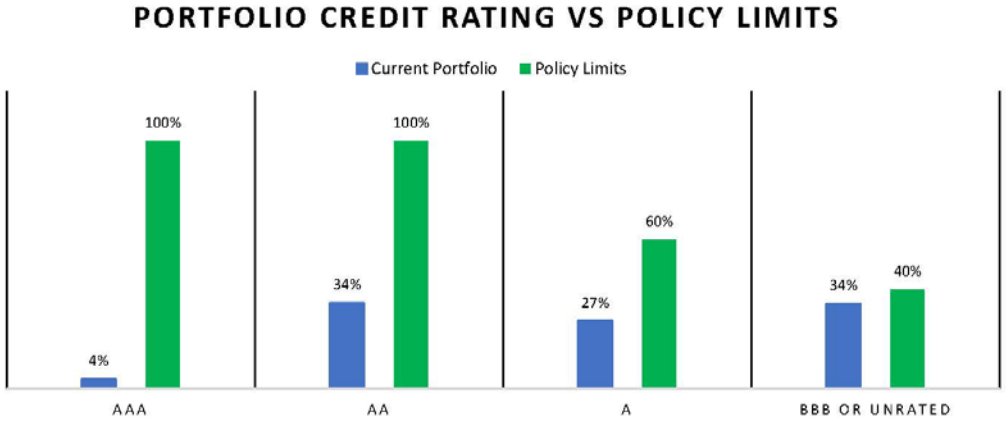
* Returns are calculated using a daily time weighted methodology. The performance figures are net of all fees.
* Council's unrestricted cash balance position as at 30 June 2017 was $9.074 million. This will be earmarked for the ongoing budget, as part of Council's financial management strategy.

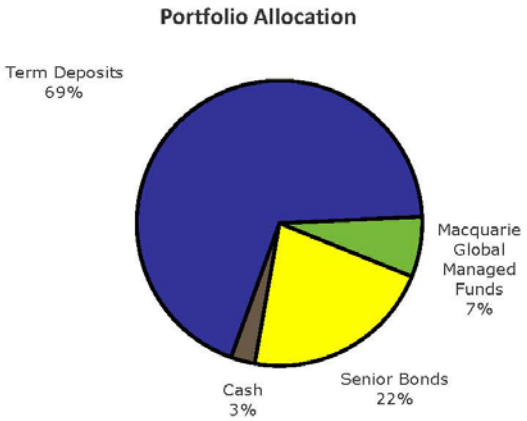
I certify that the above investments have been made in accordance with the Local Government Act, the regulations and the Councils Investment Policy.

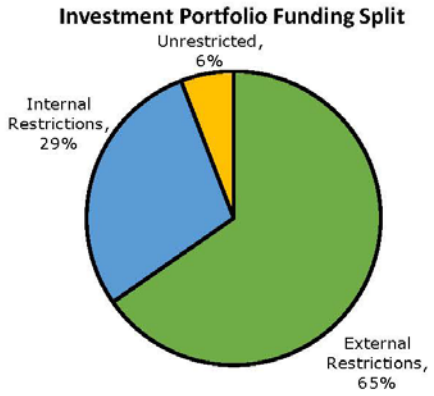
Accounting Officer Responsible Accounting Officer Updated: 24/05/2018

Attachment 2 - Council's Investment Portfolio Graph as at 30 April 2018









Attachment 3 – Amended Investment Policy showing amendments in red

Corporate Policy

INVESTMENT POLICY

Council Policy

Policy Name:	**Council Investment Policy**	**Policy Number:**	**POL-0028-V~~04~~05**
Date Adopted:	**~~30 September 2014~~ TBA**	**Review Date:**	**Annually**
Policy Owner:	**Manager Financial Services**		

Contents:

1. **Policy Statement/Objective(s)**

The purpose of this Policy is to provide a framework for the investment of Shellharbour City Council's funds at the most favourable rate of interest available to it at the time to maximise returns, whilst having due consideration of risk tolerance, liquidity and security for its investments.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment. Council therefore has several primary objectives for its investment portfolio:

- Compliance with legislation, regulations, the prudent person tests of the Trustee Act and best practice guidelines;
- The preservation of the amount invested;
- To ensure there is sufficient liquid funds to meet all reasonably anticipated cash flow requirements; and
- To generate income from the investment that exceeds the performance benchmarks mentioned later in this document.

2. **Scope**

This policy applies to the investment of Council's excess funds.

3. **References**

- *Local Government Act 1993 - Section 625;*
- *Local Government Act 1993 - Order (of the Minister) dated 31 July 2008;*
- *The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2);*
- *Local Government General Regulation 2005;*
- *Office of Local Government Circulars;*
- *Local Government Code of Accounting Practice and Financial Reporting; and*
- *Australian Accounting Standards*

4. Definitions

ADI

Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.

BBSW

The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.

CFRN

A Corporate Floating Rate Note (CFRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly. They are tradeable prior to maturity.

OLG

NSW Office of Local Government.

Grandfathered

Investments held by Council that were previously allowed under the Minister's Order but were Grandfathered when the NSW State Government changed the list of Approved Investments as a result of the Cole enquiry.

Horizon

A tradeable investment can be designated in the Strategy as having an investment Horizon based on its intended holding period, which may be prior to maturity.

IP

The Investment Policy provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP.

LGGR

Local Government (General) Regulation 2005 (NSW).

RAO

Responsible Accounting Officer of a council means a member of the staff of the council designated by the Chief Executive Officer, or if no such member has been designated, the Chief Executive Officer. (LGGR, clause 196).

T-Corp

New South Wales Treasury Corporation.

UBS BBI

UBS Australia calculates a daily index representing the performance of a notional parcel of bills averaging 45 days.

5. Variation and Review

Council reserves the right to review, vary or revoke this policy.
This Policy will be reviewed annually.

Review History

Date Policy first adopted – Version 1	21/05/2002
Date amendment adopted – Version 2	17/04/2007
Date amendment adopted – Version 3	20/04/2010
Date amendment adopted – Version 4	30/09/2014
Date amendment adopted – Version 5	TBA

6. Policy

Delegation and Variation to Policy

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Councils investment to the RAO or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

Prudent Person Standard

The investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments.

Authorised Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order and include:

- Commonwealth / State / Territory Government securities e.g. bonds;
- Interest bearing deposits / senior securities issued by an eligible ADI;
- Bills of exchange, (< 200 days duration) guaranteed by an ADI;
- Debentures issued by NSW Local Government;

- Deposits with T-Corp &/or Investments in T-Corps Hour Glass Facility; and
- Investments grandfathered under the Ministerial Investment Order.

Prohibited Investments

This investment policy prohibits the following types of investment[1]:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind; and
- Other investments excluded by the Ministerial Investment Order

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

Exclusion of an investment by replacement regulation would not normally require divestment unless specifically directed. Generally, existing holdings are grandfathered, and nothing in this Policy is intended to imply a presumption of divestiture. However, in such cases it is appropriate to formally review the investments affected, and formulate a strategic approach to maximising their value. The decision on when to exit such investments are based on a range of criteria specific to the investments – including but not limited to factors such as:

- Returns expected over the remaining term;
- Fair values;
- Competing investment opportunities;
- Costs of holding;
- Liquidity and transaction costs; and
- Outlook for future investment values.

Professional advice will be sought before transacting in "grandfathered investments". The overriding principle used in dealing with grandfathered assets is maximising public interest (having regard to risk of the assets).

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- **Credit Risk –** The risk that a party to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment;

[1] Prohibited investments are not limited to the list below and extends to any investment carried out for speculative purposes.

- **Diversification** – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- **Liquidity Risk** – The risk an institution runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby Council incurs additional costs (or in the worst case is unable to execute its spending plans);
- **Market Risk** – the risk that fair value or future cash flows of an investment will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return;
- **Maturity Risk** – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities; and
- **Preservation of Capital** – the requirement for preventing losses in an investment portfolio's total value.
- **Rollover Risk** – The risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future. Deposits and bank securities are offered at a margin above a bank bill swap rate. The "rollover risk" for these securities is that the margins contract when the security matures and needs to be reinvested, thereby resulting in a reduction of income over time.

All investments carry a trade-off between risk, liquidity and return. Further, risks can either be amplified or reduced when investments are combined within a portfolio. To address the above mentioned risks the following mechanisms are in place:

- Council's Investment Policy is the key risk control document, setting out counterparty risk limits, minimum credit quality of the portfolio and relevant restrictions on particular investment types.
- Council has determined a list of Authorised Investments that may be used for Council funds.
- Council will establish its credit quality allocations and term to maturity profile to ensure that liquidity and income requirements are met in a well-diversified investment portfolio.
- Council will receive professional assistance with evaluation and monitoring investments to ensure they will meet Council needs. The adviser shall also assist Council to ensure that the commercial terms on which Council is offered investments by fund managers, issuers and brokers are fair and reasonable.
- Council will receive professional assistance with portfolio construction so that:
  - The overall risk of the portfolio can be appropriately assessed;
  - The portfolio can be adjusted over time as circumstances warrant;
  - Regulatory changes are accommodated;

Credit Quality Limits

The portfolio credit guidelines to be adopted will be based on the Standard & Poor's (S&P) ratings system criteria[2]. The maximum holding limit in each rating category for Council's portfolio shall be:

[2] Or Moody's/Fitch equivalent ratings if an S&P rating is not available

Long Term Credit Ratings	Maximum Holding
AAA Category	100%
AA Category	100%
A Category	60%
BBB Category & unrated ADI's	40%

Counterparty Limits

Exposure to individual counterparties/financial institutions will be restricted by their S&P rating so that single entity exposure is limited, as detailed in the table below. This table does not apply to any grandfathered managed fund or structured investment where it is not possible to identify a single counterparty exposure.

Long Term Credit Ratings	Direct Securities Maximum Limit
AAA Category[3]	40%
AA Category	25%
A Category	15%
BBB Category	10%
Unrated Category[4]	10%

~~**Term to Maturity**~~ **Investment Horizon Limits**

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

"Horizon" represents the intended minimum term of investment; it is open for an Investment Strategy to define a target date for sale of a liquid investment.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capex forecasts;
- Known grants, asset sales or similar one-off inflows; Seasonal patterns to Council's investment balances.

[3] 100% Commonwealth Government and Government-guaranteed deposits are included in this category.
[4] This category includes unrated ADI's such as Credit Unions and Building Societies to the extent not Commonwealth-guaranteed.

Investment Horizon Description	Investment Horizon / Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	5.0%	100.0%
Short term funds	3-12 months	5.0%	100.0%
Short-Medium term funds	1-2 years	0%	70.0%
Medium term funds	2-5 years	0%	50.0%
Long term funds	5-10 years	0%	25.0%

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

Investment Advisor

The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission – the role shall not extend beyond advice to a discretionary or dealing mandate. The advisor must be independent and must confirm in writing that they have no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of investment policy.

This includes receiving no commissions or other benefits in relation to the investments being recommended or reviewed, and having no involvement in the structuring or distribution. All remuneration received from investments must be rebated to Council in full.

Accounting

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

In addition to recording investment income according to accounting standards, published reports may show a break-down of its duly calculated investment returns into capital gains and losses, and interest.

Other relevant issues will be considered in line with relevant Australian Accounting Standards, such as discount or premium, designation as held-to-maturity or on a fair value basis and impairment (AASB136).

Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments;
- Adequate documentation is provided, verifying the existence of the investments;
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems; and
- The Institution or Custodian recording and holding the assets will be:

- Austraclear;
- The Custodian nominated by TCorp for Hour-Glass facilities;
- An institution with an investment grade Standard and Poor's or Moody's or Fitch rating; or
- An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

- Council's assets must be entirely separate, and not be mingled with the assets of the advisor or any other counterparty in a sub-account.
- Council will have regard to costs and other consequences of any arrangements.

Performance Benchmarks

The performance of each investment will be assessed against the benchmarks listed in the table below. It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark by sufficient margin to justify the investment taking into account its risks, liquidity and other benefits of the investment.

It is also expected that Council will take due steps to ensure that any investment is executed at the best pricing reasonably possible.

Investment	Performance Benchmark	Time Horizon
At-Call Account, short dated bills, deposits issued by financial institutions of appropriate term.	UBS Bank Bill Index (BBI)	Working Capital 3 months or less
Term Deposits of appropriate remaining term, FRN's nearing maturity.	UBS Bank Bill Index (BBI)	Short Current financial year
FRN's, Bonds, Term Deposits with a maturity date beyond the financial year and up to 5 Years. Grandfathered Income Funds.	UBS Bank Bill Index (BBI)	Medium 2 to 5 Years
T-Corp Hour Glass Managed Funds	Fund's Internal Benchmark	3-5 Years (M/T Growth) 5+ Years (L/T Growth)

Reporting

Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.

For audit purposes, certificates must be obtained from financial institutions confirming the amounts of investments held on Council's behalf at 30th June each year, and reconciled to the Investment register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio maturity date and impact of changes in market value since the previous report – including investments divested during the financial year. However, reporting market values can be for information purpose only – it does not preclude use of a held-to-maturity accounting treatment where permitted by AASB139. The monthly report will also detail the investment performance against the applicable benchmark and confirm compliance of Council's investments within legislative and policy limits.

Internal Restriction

Any favourable variations during a budget year for interest on investment income are to be placed in an internal restriction. This is to "smooth" out impacts on the annual budget when investment income is less than anticipated. A ceiling cap of $1.7 million has been placed on the restriction.

Review of Policy

The Investment Policy will be reviewed at least annually or as required in the event of legislative change or as a result of significantly changed economic/market conditions. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this policy. Any amendment to the investment Policy must be by way of Council resolution.

7. Related Forms

Nil

8. Attachments:

Attachment 1: Nil

Policy Authorised by:

Name: Ordinary Council Meeting - Resolution No ~~320~~ TBA

Date: ~~30 September 2014~~ TBA

11.2.3 Proposed Licence Agreement - The Scout Association of Australia New South Wales Branch - Scout Hall at Albion Park Showground being Part Lot 1000, DP 813443, Albion Park (11051191)

To the General Manager

Directorate: Council Sustainability
Department: Finance

Manager: Gary Grantham – Chief Financial Officer
Author: Melissa Scozzafava – Team Leader Property

Summary

The purpose of this report is to seek Council approval to commence the formal process to enter into a licence agreement with the Scout Association of Australia New South Wales Branch on behalf of the 1st Albion Park Scout Group (Albion Park Scouts) for the occupation of the hall located within Albion Park Showground being Part Lot 1000, DP 813443, Albion Park for a period of five (5) years.

The process of entering into the licence, will need to be undertaken in accordance with Council Policy titled *Leasing and Licencing on Council Public Land and Buildings.*

The Albion Park Scouts has requested that the rental be subsidised in accordance with Council Policy noted above and the minimum rent fee of $515.45 (exclusive of GST) be applied in accordance with Council's 2017/18 fees and charges.

As the hall is located on Community Land (**Attachment 1**) the process will include advertising of the proposal in the local media, exhibiting a sign of the proposal at the property and forwarding a copy of the proposal to adjoining owners/residents. The proposal must also provide for a period of not less than twenty-eight (28) days in which the public may make submissions to the proposal. Should no submissions be received a licence agreement will be prepared detailing the terms and conditions of occupation by the Albion Park Scouts.

Background

Albion Park Scouts have been in occupation of the hall at Albion Park Showground since 1992. The building was the former Progress Society Hall and was relocated by the Albion Park Scouts to the current site.

The Albion Park Scouts utilise the facility to provide scouting activities for members from 6 to 26 years of age and for the storage of equipment. Albion Park Scouts consists of approximately 106 members and is affiliated with Albion Park Rail Scout Group.

The aim of the Scout's *"is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they can take a constructive place in society as responsible citizens and members of their local national and international communities".*

The current licence agreement with the Albion Park Scouts expired on 31 August 2011; this agreement is currently in holding over. The delay of the renewal was the result of a change in policy and available resources. The risk to Council was minimal as there was a provision within the licence that the occupancy can remain on a monthly basis. The licence fee that has applied is a historical nominal value of $1.

The Albion Park Scouts have expressed an interest to enter into a licence for a period of five (5) years.

The terms and conditions of the licence agreement will be generally similar to the current licence agreement. Under the licence agreement, the Albion Park Scouts:

- Are required to utilise the premises for scout related activities and meetings. The Council policy encourages users of the facility to provide access to community user groups and the general public, this is subject to the use being in line with statutory requirements. A fee for the use may be charged by the Albion Park Scouts.

- Are responsible for all maintenance, repairs and services to the building and grounds. Albion Park Showground is identified as an item of Local Heritage significance. Albion Park Scouts are proactively applying for grants to upgrade the facility.

- The method of rent review will include that Consumer Price Index is to be applied on the anniversary of the commencement date of the licence.

- In accordance with the Council policy, any proposed subsidised rental will be subject to review in the event that the recipient financial capacity has improved or not defined as Not for Profit. Accordingly, the licensee will be required to annually submit copies of audited financial statements.

- Must not transfer the licence.

- Are required to hold public liability insurance of an amount not less than $20 Million for each accident and event.

The Council Policy titled *Leasing and Licencing on Council Public Land and Buildings* is required to be reviewed prior to 17 November 2018. The process of negotiating a lease, licence has financial implications to Council due to the requirement to obtain a valuation and council officer's time in achieving a mutual outcome. This matter will be reported to a future Council meeting with a recommendation for resolution.

Financial / Resources Implications

In accordance with the policy, an independent valuation was conducted which provided a benchmark for negotiations. The valuation recommended an annual rental of $3,750 (exclusive of GST). This value was presented to Albion Park Scouts and in response, the Albion Park Scouts applied to Council to have the rental subsidised pursuant to the Council Policy. The Albion Park Scouts indicated:

- *"If the group is to pay rent our costs to members would have to rise considerably. Making our service unaffordable for many local families, this in turn would put pressure on other local council youth programmes".*

- *"The subsidy will enable the Scout Group to continue to provide their vital services for the youth in the local area. Ensure that all our volunteer leaders are fully trained, and the group's facilities and equipment are maintained".*

The application for rental assistance was assessed and the subsidised rental was calculated at 65%. Therefore, given the subsidy, the Albion Park Scouts would be required to pay $1,312.50 (exclusive of GST) per annum. This amount was presented to the Albion Park Scouts; their response noted *"we agree, in principle, to the rate of 'rent'…however due to the nature of capital works required on the… hall we are asking for your consideration in a further reduction in the proposed rate until the Showground hall capital works are completed".* The proposed works includes:

- replacement and addition of guttering;
- replacement of external guttering;
- replacement of kitchen;
- replacement of sections of flooring within the kitchen and stage area;
- replacement of veranda cover;
- installation of hot water system; and
- painting (internal and external).

Prior to any works being undertaken a structural assessment of the building is to be undertaken. The works will be undertaken subject to the Albion Park Scouts obtaining any necessary statutory approvals and funding. Heritage approval will be required for any proposed works as the hall is identified as an Item of Local Heritage Significance. As noted above, Albion Park Scouts are actively applying for grants to fund the proposed works. Council as landowner will be required to provide in-principle approval for a grant application to be submitted. This in-principle approval will be subject to conditions.

A provision within the Council Policy states, in extraordinary circumstances Not-Funded Not for Profit groups who provide evidence of financial or special hardship can seek to have the annual minimum fee applied as per Council's fees and charges. The current annual minimum fee applied in Council's 2017/18 Fees and Charges is $515.45 (exclusive of GST). Albion Park Scouts have requested consideration of "special hardship" due to the proposed significant capital works and associated expenditure to be incurred by the Albion Park Scouts. Council officers

have assessed the financial information provided by Albion Park Scouts and are consistent in receiving subsidised rental.

It is recommended that the Albion Park Group pay the current annual minimum fee of $515.45 (exclusive of GST) and annual increases by Consumer Price Index (CPI) is to be applied.

As Council is offering an annual subsidy, this should be noted as an "in-kind donation" in Council's aggregate record of donations to the community. All subsidies made under the policy are made as "in-kind donations" in the form of the use of the facility for a lesser amount in return for the services that they offer to the community as well as the maintenance responsibilities that they may undertake on the property, rather than cash from Council's Financial Assistance Policy budget.

Albion Park Scouts have been informed that they are responsible for the fees associated with the advertisement and licence preparation in accordance with Council's Fees and Charges.

Legal and Policy implications

As the subject land is classified as Community Land the following statutory provisions apply:

- In accordance with the *Local Government Act 1993*, a Plan of Management applies to the subject parcel of land. The Plan of Management acknowledges the existence of the scout hall facility and the affiliation with Albion Park Scouts. The Plan of Management authorises, leasing, licensing or granting any other estate over this park for any community purpose as determined by Council.

- Under the *Local Government Act 1993,* Council is required to advertise the proposal in accordance with Section 47 of this Act. This will allow the community to comment on the proposal within the twenty-eight (28) day advertising period. If any relevant objections are received to the proposal within the submission period, a further report will be prepared for Council's consideration outlining the objections and the proposed solution.

Public / Social Impact

As the Albion Park Scouts have been in occupation of the building for many years without complaint, it could be expected that there will be no adverse public or social impact.

As a result of this licence agreement, impacts are positive as it provides security to the Albion Park Scouts in the form of providing a guaranteed premise for their activities for the next five (5) years.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 1.2 Active and healthy community

Strategy: 1.2.2 Provide diverse opportunities for recreation and enjoyment in the City's parks and open spaces

Objective: 2.3 A liveable City that is connected through places and spaces

Strategy: 2.3.6 Deliver sustainable management of the Community's assets for current and future generations

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

Consultations

Internal

Manager Property Services – Business Investment Team

External

The Scout Association of Australia New South Wales Branch on behalf of 1st Albion Park Scout Group
Opteon Property Group

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council commence the formal process to enter into a licence agreement with the Scout Association of Australia New South Wales Branch on behalf of 1st Albion Park Scout Group for the occupation of the Scout Hall located within Albion Park Showground being Part Lot 1000, DP 813443, Albion Park for a period of five (5) years.**

2. **Council endorse that the proposal be placed on public exhibition for a period of twenty-eight (28) days calling for submissions.**

3. **If any relevant submissions are received as a result of public exhibition, or if there are substantial post public exhibition changes proposed for any other reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption.**

4. **If there are no relevant submissions received as a result of the public exhibition, or there are no substantial post public exhibition changes proposed for any other reasons, Council enter into a licence for a term of five (5) years with the Scout Association of Australia New South Wales Branch on behalf of 1st Albion Park Scout Group for the occupation of the Scout Hall located within Albion Park Showground being Part Lot 1000, DP 813443, Albion Park at an annual rental of $515.45 (exclusive of GST) plus annual increases by consumer price index.**

5. **Council note the annual "in-kind donation" in Council's aggregate record of donations to the community.**

6. **The Mayor and General Manager, or his nominated delegate, be authorised to sign any documentation associated with the licence, with the Scout Association of Australia New South Wales Branch on behalf of 1st Albion Park Scout Group for the occupation of the Scout Hall at Albion Park Showground being Part Lot 1000, DP 813443, Albion Park, under Council Seal.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Location of hall within Albion Park Showground

Attachment 1 – Location of hall within Albion Park Showground

11.2.4 Proposed Licence Agreement - The Scout Association of Australia New South Wales Branch - Scout Hall at Lowe Park being Part Lot 200, DP 786257, Lowe Park, George Street, Warilla (11051192)

To the General Manager

Directorate: Council Sustainability
Department: Finance

Manager: Gary Grantham – Chief Financial Officer
Author: Melissa Scozzafava – Team Leader Property

Summary

The purpose of this report is to seek Council approval to commence the formal process to enter into a licence agreement with the Scout Association of Australia New South Wales Branch on behalf of the 1st Warilla Scout Group (Warilla Scouts) for the occupation of the hall at Lowe Park being Part Lot 200, DP 786257, Lowe Park, George Street, Warilla for a period of five (5) years.

The process of entering into the licence, will need to be undertaken in accordance with Council Policy titled *Leasing and Licencing on Council Public Land and Buildings.*

The Warilla Scouts has requested that the rental be subsidised in accordance with Council Policy noted above and the minimum rent fee of $515.45 (exclusive of GST) be applied in accordance with Council's 2017/18 fees and charges.

As the scout hall is located on Community Land (**Attachment 1**) the process will include advertising of the proposal in the local media, exhibiting a sign of the proposal at the property and forwarding a copy of the proposal to adjoining owners/residents. The proposal must also provide for a period of not less than twenty-eight (28) days in which the public may make submissions to the proposal. Should no submissions be received a licence agreement will be prepared detailing the terms and conditions of occupation by the Warilla Scouts.

Background

Warilla Scouts have been in occupation of the scout hall at Lowe Park, Warilla since 31 December 1983. The Warilla Scouts utilise the facility to provide scouting activities for members from 6 to 25 years of age and providing a service to the community. At the time of submitting the application to Council, the Warilla Scouts consisted of approximately sixty (60) members.

The aim of the Scout Association of Australia *"is to encourage the physical, intellectual, emotional, social and spiritual development of young people so that they*

can take a constructive place in society as responsible citizens and members of their local national and international communities".

Warilla Scouts *"…prime focus is to enrich young people's lives, encouraging, mentoring and empowering them to do their best so they will enjoy a self-fulfilled and constructive future. It is through the development of life skills such as self-confidence, resilience and caring for others, that our Scout become responsible, active and committed citizens and help create stronger communities".*

The current lease agreement with the Warilla Scouts expired on 31 December 2014; this agreement is currently in holding over. The delay of the renewal was the result of a change in policy and available resources. The risk to Council was minimal as there was a provision within the lease that the occupancy can remain on a monthly basis. The current annual rental paid by Warilla Scouts is $119.77 (exclusive of GST) representing a historical nominal fee with increments by Consumer Price Index (CPI).

The Warilla Scouts have expressed an interest to enter into a licence for a period of five (5) years. A licence agreement is proposed as it is more cost effective for the Warilla Scouts.

The terms and conditions of the licence agreement will be generally similar to the current lease agreement. Under the licence agreement the Warilla Scouts:

- Are required to utilise the premises for Scout related activities and meetings. The Council policy encourages users of the facility to provide access to community user groups and the general public, this is subject to the use being in line with statutory requirements. A fee for the use may be charged by the Warilla Scouts;

- The method of rent review will include that Consumer Price Index is to be applied on the anniversary of the commencement date of the licence;

- In accordance with the Council policy, any proposed subsidised rental will be subject to review in the event that the recipient financial capacity has improved or not defined as Not for Profit. Accordingly, the licensee will be required to annually submit copies of audited financial statements;

- Must not transfer the licence;

- Are required to hold public liability insurance of an amount not less than $20 Million for each accident and event.

Council as licensor will be responsible for maintaining and repairing the roof, ceiling, external walls & floors of the building and keeping the property in a structurally sound condition. Warilla Scouts will be responsible for all other maintenance, repairs and services to the building and grounds.

The Council Policy titled *Leasing and Licencing on Council Public Land and Buildings* is required to be reviewed prior to 17 November 2018. The process of negotiating a lease/licence has financial implications to Council due to the requirement to obtain a valuation and Council Officer's time in achieving a mutual outcome. This matter will be reported to a future Council meeting with a recommendation for resolution.

Financial / Resources Implications

In accordance with the policy an independent valuation was conducted which provided a benchmark for negotiations. The valuation recommended an annual rental of $6,000 (exclusive of GST. This value was presented to Warilla Scouts and in response, they applied to Council to have the rental subsidised pursuant to the Council Policy. The Warilla Scouts indicated that if the market value rental was to be charged they *"…would simply cease to exist".*

The application for rental assistance was assessed and the subsidised rental was calculated at 65%. Therefore, given the subsidy, the Warilla Scouts would be required to pay $2,100 (exclusive of GST) per annum. In accordance with the policy, it was proposed to the Warilla Scout Group that this amount be phased in over three (3) years with a rental increase of not more than 20% of the subsidised rent in the first year and not more than 40% of the subsidised rent in the second year, in the third year the full new rent will apply. These amounts are shown within **Table 1. Subsidised Staged Annual Rental.**

Table 1. Subsidised Staged Annual Rental

Year	Policy	Annual Rental (exclusive GST)
1	Rental not more than 20% of subsidised rental	$420
2	Rental not more than 40% of subsided rental	$840
3	Subsidised rental applies	$2,100

Their response noted that their position remains "unchanged" and *"…need to work towards the minimum rental, anything else would make our operation untenable"*. In addition the following was stated:

> "The burden to provide the same standard as well as provide $2000 for rent adds additional stress and strain on our volunteers and put in a situation to consider increasing fees, reduce the amount of support for families and find new ways of fundraising in an already difficult and competitive environment. This impact of which would decrease the number of members and reduce our ability to impact of the lives of children".

Council officers have assessed the financial information provided by Warilla Scouts and are consistent in receiving subsidised rental.

A provision within the Council Policy states, in extraordinary circumstances Not-Funded Not for Profit groups who provide evidence of financial or special hardship can seek to have the annual minimum fee applied as per Council's fees and charges. The current annual minimum fee applied in Council's 2017/18 Fees and Charges is $515.45 (exclusive of GST).

Warilla Scouts have requested consideration of "financial hardship" due to the potential impact of the "…*increase in rent of this magnitude will likely send the group into debt with dire consequences for our future viability*". Council officers have assessed the financial information provided by Warilla Scouts and are consistent in receiving subsidised rental.

It is recommended that the Warilla Group pay the current annual minimum fee of $515.45 (exclusive of GST) and annual increases by Consumer Price Index (CPI) is to be applied.

As Council is offering an annual subsidy, this should be noted as an "in-kind donation" in Council's aggregate record of donations to the community. All subsidies made under the policy are made as "in-kind donations" in the form of the use of the facility for a lesser amount in return for the services that they offer to the community as well as the maintenance responsibilities that they may undertake on the property, rather than cash from Council's Financial Assistance Policy budget.

Warilla Scouts have been informed that they will be responsible for the fees associated with the advertisement and licence preparation in accordance with Council's Fees and Charges.

Council incurs costs with the negotiation of an occupation agreement (lease, licence). Such costs include staff resource time and valuation

Legal and Policy implications

As the subject land is classified as Community Land the following statutory provisions apply:

- In accordance with the *Local Government Act 1993*, a Plan of Management applies to the subject parcel of land. The Plan of Management acknowledges the existence of the scout hall facility and the affiliation with Warilla Scout Group. The Plan of Management authorises, leasing licensing or granting any other estate over this park for any community purpose as determined by Council.

- Under the *Local Government Act 1993,* Council is required to advertise the proposal in accordance with Section 47 of this Act. This will allow the community to comment on the proposal within the twenty-eight (28) day

advertising period. If any relevant objections are received to the proposal within the submission period, a further report will be prepared for Council's consideration outlining the objections and the proposed solution.

Public / Social Impact

As the Warilla Scout Group have been in occupation of the building for many years without complaint, it could be expected that there will be no adverse public or social impact.

As a result of this licence agreement, impacts are positive as it provides security to the Warilla Scout Group in the form of providing a guaranteed premise for their activities for the next five (5) years.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 1.2 Active and healthy community

Strategy: 1.2.2 Provide diverse opportunities for recreation and enjoyment in the City's parks and open spaces

Objective: 2.3 A liveable City that is connected through places and spaces

Strategy: 2.3.6 Deliver sustainable management of the Community's assets for current and future generations

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

Consultations

Internal

Manager Property Services – Business Investment Team

External

The Scout Association of Australia New South Wales Branch on behalf of 1st Warilla Scout Group
Opteon Property Group

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council commence the formal process to enter into a licence agreement with the Scout Association of Australia New South Wales Branch on behalf of 1st Warilla Scout Group for the occupation of the Scout Hall at Lowe Park being Part Lot 200, DP 786257, Lowe Park, George Street, Warilla for a period of five (5) years.**

2. **Council endorse that the proposal be placed on public exhibition for a period of twenty-eight (28) days calling for submissions.**

3. **If any relevant submissions are received as a result of public exhibition, or if there are substantial post public exhibition changes proposed for any other reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption.**

4. **If there are no relevant submissions received as a result of the public exhibition, or there are no substantial post public exhibition changes proposed for any other reasons, Council enter into a licence for a term of five (5) years with the Scout Association of Australia New South Wales Branch on behalf of 1st Warilla Scout Group for the occupation of the Scout Hall at Lowe Park being Part Lot 200, DP 786257, Lowe Park, George Street, Warilla at an annual rental of $515.45 (exclusive of GST) plus annual increases by consumer price index.**

5. **Council note the annual "in-kind donation" in Council's aggregate record of donations to the community.**

6. **The Mayor and General Manager, or his nominated delegate, be authorised to sign any documentation associated with the licence, with the Scout Association of Australia New South Wales Branch on behalf of 1st Warilla Scout Group for the occupation of the Scout Hall at Lowe Park, George Street, Warilla, under Council Seal.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Location of subject premises

Attachment 1 – Location of Subject Premises

Printed: 3/05/2018	This map is supplied on the understanding that Council will not be responsible for any loss or damage which may result from any use made of such information as a result of errors or omissions contained in the map.	Scale: 1:1129 Copyright © NSW Spatial Services and Shellharbour City Council 2018.	N	Shellharbour CITY COUNCIL

11.2.5 Proposed Licence Agreement - CAPAH Multicultural Incorporated - Part Lot 1000, DP 813443, Albion Park (11051186)

To the General Manager

Directorate: Council Sustainability
Department: Finance

Manager: Gary Grantham – Chief Financial Officer
Author: Melissa Scozzafava – Team Leader Property

Summary

The purpose of this report is to seek Council approval to commence the formal process to enter into a licence agreement with CAPAH Multicultural Incorporated (CAPAH) for the occupation of office space within the HACC Centre located within Albion Park Showground, being Part Lot 1000, DP 813443, Albion Park for two (2) days per week for a period of twelve (12) months.

The process of entering into the licence, will need to be undertaken in accordance with Council Policy titled *Leasing and Licencing on Council Public Land and Buildings.*

CAPAH has requested that the rental be subsidised in accordance with Council Policy noted.

As the community centre is located on Community Land (**Attachment 1**) the process will include advertising of the proposal in the local media, exhibiting a sign of the proposal at the property and forwarding a copy of the proposal to adjoining owners/residents. The proposal must also provide for a period of not less than twenty-eight (28) days in which the public may make submissions to the proposal. Should no submissions be received a licence agreement will be prepared detailing the terms and conditions of occupation by CAPAH.

Background

CAPAH has requested the use of the vacant office space as the organisation is currently performing administrative duties from the officer's homes. The purpose of the use is for the CAPAH's administrative team to have a central location to work collaboratively and ensure that CAPAH remains organised, running efficiently and continues to provide CAPAH's clients with the much needed services to the community.

CAPAH requires the use of the office space two (2) days a week on a weekly basis. The preferred work days include Mondays and Wednesdays between the hours of 8.30am to 5.00pm.

CAPAH provides services to the elderly including day care, dementia specific care, social support and a carers group. CAPAH has advised that the number of residents within Shellharbour LGA that is accessing the service is ninety-nine (99).

The terms and conditions of the licence agreement will include:

- CAPAH will be required to utilise the office space for administrative activities and meetings;

- In accordance with the Council policy, any proposed subsidised rental will be subject to review in the event that the recipient financial capacity has improved or not defined as Not for Profit. Accordingly, the licensee will be required to annually submit copies of audited financial statements;

- Must not transfer the licence;

- Required to hold Public Liability Insurance of an amount not less than $20 Million for each accident and event.

A twelve (12) month term has been proposed to enable assessment of any conflicts with hirers of the community centre.

Financial / Resources Implications

In accordance with the policy, an independent valuation was conducted which provided a benchmark for negotiations. The valuation recommended an annual rental of $5,200 (exclusive of GST). The proposed rental has been proportioned based on the utilisation of the space for two (2) days per week. CAPAH would be required to pay an annual rental of $1,481.65 (exclusive of GST). CAPAH have applied to Council to have the rental subsidised pursuant to the Council Policy based on the following factors:

- “CAPAH does not have the funds to pay commercial rental rates”.

- “The subsidy will benefit the residents of Shellharbour Local Government area as CAPAH will continue to provide our clients with much needed services without the added pressure of financial stress”.

The application for rental assistance was assessed and the subsidised rental was calculated at 64.58%. Therefore, given the subsidy, CAPAH would be required to pay $524.75 (exclusive of GST) per annum. This amount was presented to CAPAH and the organisation has agreed to the proposed rental.

Council officers have assessed the financial information provided by CAPAH and are consistent in receiving subsidised rental.

As Council is offering an annual subsidy, this should be noted as an "in-kind donation" in Council's aggregate record of donations to the community. All subsidies

made under the policy are made as "in-kind donations" in the form of the use of the facility for a lesser amount in return for the services that they offer to the community as well as the maintenance responsibilities that they may undertake on the property, rather than cash from Council's Financial Assistance Policy budget.

CAPAH have been informed that they are responsible for the fees associated with the advertisement and licence preparation in accordance with Council's Fees and Charges.

Legal and Policy implications

As the subject land is classified as Community Land the following statutory provisions apply:

- In accordance with the *Local Government Act 1993*, a Plan of Management applies to the subject parcel of land. The Plan of Management authorises, leasing, licensing or granting any other estate over this park for any community purpose as determined by Council.

- Under the *Local Government Act 1993,* Council is required to advertise the proposal in accordance with Section 47 of this Act. This will allow the community to comment on the proposal within the twenty-eight (28) day advertising period. If any relevant objections are received to the proposal within the submission period, a further report will be prepared for Council's consideration outlining the objections and the proposed solution.

The Council Policy titled *Leasing and Licencing on Council Public Land and Buildings* is required to be reviewed prior to 17 November 2018. The process of negotiating a lease, licence has financial implications to Council due to the requirement to obtain a valuation and council officer's time in achieving a mutual outcome. This matter will be reported to a future Council meeting with a recommendation for resolution.

Public / Social Impact

CAPAH is a regular hirer of the HACC Centre and no complaints have been registered. It could be expected that there will be any adverse public or social impact with CAPAH's use of the office space.

As a result of this licence agreement, impacts are positive as it provides security to CAPAH in the form of providing a guaranteed premise for their administrative activities for a period of twelve (12) months.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 1.2 Active and healthy community

Strategy: 1.2.2 Provide diverse opportunities for recreation and enjoyment in the City's parks and open spaces

Objective: 2.3 A liveable City that is connected through places and spaces

Strategy: 2.3.6 Deliver sustainable management of the Community's assets for current and future generations

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

Consultations

Internal

Manager Property Services – Business Investment Team
Community Development Officer - Access and Participation, Community and Culture

External

CAPAH Multicultural Incorporated
PJC Property Services (Valuer)

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council commence the formal process to enter into a licence agreement with CAPAH Multicultural Incorporated for the occupation of office space within the HACC Centre located within Albion Park Showground, being Part Lot 1000, DP 813443, Albion Park for two (2) days per week for a period of twelve (12) months.**

2. **Council endorse that the proposal be placed on public exhibition for a period of twenty-eight (28) days calling for submissions.**

3. **If any relevant submissions are received as a result of public exhibition, or if there are substantial post public exhibition changes proposed for any other reasons, a report be submitted to Council for consideration detailing the public exhibition outcomes and with further recommendations regarding adoption.**

4. **If there are no relevant submissions received as a result of the public exhibition, or there are no substantial post public exhibition changes proposed for any other reasons, Council enter into a licence with CAPAH Multicultural Incorporated for the occupation of office space within the HACC Centre located within Albion Park Showground, being Part Lot 1000, DP 813443, Albion Park for two (2) days per week.**

5. **Council approve that the annual market rental of $1,481.65 (exclusive GST) be subsidised by 64.58% and an annual rental of $524.75 (exclusive of GST) be applied.**

6. **Council note the annual "in-kind donation" in Council's aggregate record of donations to the community.**

7. **The Mayor and General Manager, or his nominated delegate, be authorised to sign any documentation associated with the licence, with CAPAH Multicultural Incorporated for the occupation of office space within the HACC Centre located within Albion Park Showground, being Part Lot 1000, DP 813443, Albion Park, under Council Seal.**

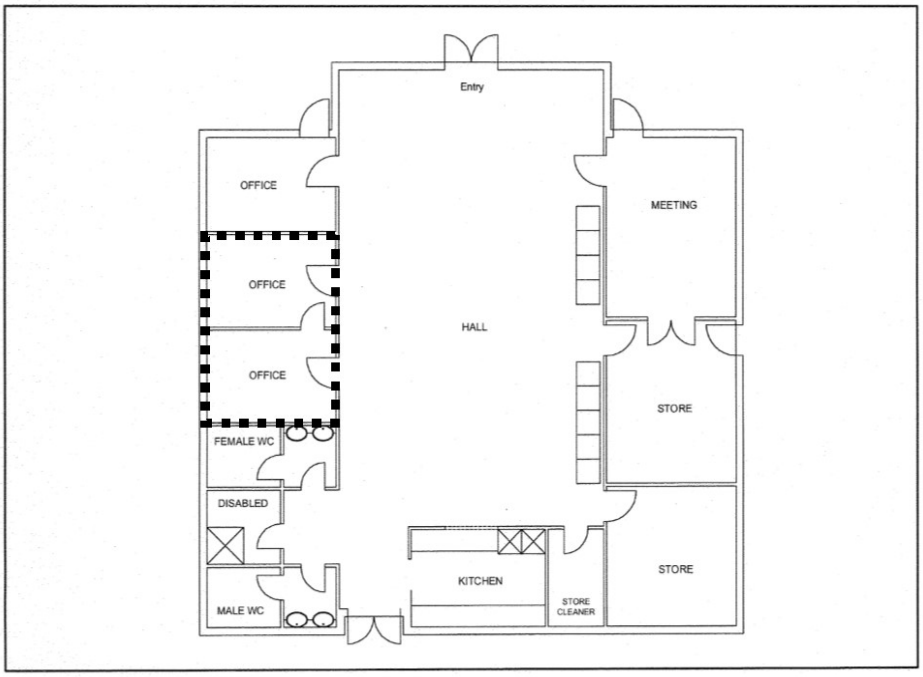
Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Location of office space within HACC Centre, Albion Park Showground

Attachment 1 – Location of office space (shown by hatched outline) within HACC Centre, Albion Park Showground shown



11.2.6 Proposed Licence Agreement - Lions Club of Oak Flats Incorporated - Part Lot 2 DP233321 Oak Flats (11051040)

To the General Manager

Directorate: Council Sustainability
Department: Finance

Manager: Gary Grantham – Chief Financial Officer
Author: Melissa Scozzafava – Team Leader Property

Summary

The purpose of this report is to seek Council approval to enter into a licence agreement with the Lions Club of Oak Flats Incorporated (Oak Flats Lions Club) for the occupation of space within the premises located at the rear of Oak Flats Library, being part Lot 2 DP233321 Oak Flats, for a period of twelve (12) months.

The location of the premises is shown in **Attachment 1.**

The process of entering into the licence, will need to be undertaken in accordance with Council Policy titled *Leasing and Licencing on Council Public Land and Buildings.*

The Oak Flats Lions Club has requested that the rental be subsidised in accordance with Council Policy noted above.

Background

The proposed licence area has become vacant as some of the items that were being stored by Council has been relocated to the Civic Centre. A twelve (12) month licence is proposed as the land within which the premises is located is being considered as part of the upgrade of the Oak Flats Library and embellishment of the surrounds.

Oak Flats Lions Club are seeking a premises for the storage of assets such as the club vehicle and catering trailer and donated books. It is proposed to share the facility with the Oak Flats Lions Club. If an internal dividing wall is required, the Oak Flats Lions Club will be required for these costs.

Oak Flats Lions Club *"has been in existence since 1974 and has served the community throughout that period, by way of charitable assistance to individuals and organisations in the Shellharbour Local Government Area as well nationally and internationally".* The principle objectives of the organisation are to *"take an active interest in the civic, cultural, social and moral welfare of the community, to encourage service-minded people to serve their community without personal financial reward, encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours".*

The organisation is locally based, stand alone and not-for profit. It has a voluntary management committee, and is dependent on the assistance from volunteers for all administrative and management functions.

The general terms and conditions of the proposed licence agreement will include:

- Council as licensor will be responsible for maintaining and repairing the roof, ceiling, external walls and floors of the building, keeping the property in a structurally sound condition and maintaining essential services. Oak Flats Lions Club will be responsible for all other general maintenance and repairs within the licenced area.

- In accordance with the Council policy, any proposed subsidised rental will be subject to review in the event that the recipient financial capacity has improved or not defined as Not for Profit. Accordingly, the licensee will be required to annually submit copies of audited financial statements;

- The Oak Flats Lions Club must not transfer the licence; and

- The Oak Flats Lions Club must hold Public Liability Insurance of an amount not less than $20 Million for each accident and event.

Financial / Resources Implications

In accordance with the policy, an independent valuation was conducted which provided a benchmark for negotiations. The valuation recommended an annual rental of $7,650 (exclusive of GST). This was apportioned by half to account for the sharing of the space. A proposed annual rental amount of $3,825 (exclusive of GST) was presented to Oak Flats Lions Club and in response, they applied to Council to have the rental subsidised pursuant to the Council Policy. The Oak Flats Lions Club *noted:*

- *"The market rent for such a facility would put a significant drain on our financial resources".*
- *"The rental subsidy would help us to maintain a safe environment for our assets and alleviate the costs of repair/replacement which will then benefit our local community through a greater ability to fund activities/projects".*
- *"The Club raises funds through the sale or pre-loved books and sales of food at community events. We charge our members annual dues which are paid directly to the parent organisation…It would go against our charter to charge fees for our services provided at community activities".*

The application for rental assistance was assessed and the subsidised rental was calculated at 68.75%. Therefore, given the subsidy, Oak Flats Lions Club would be required to pay $1,195.30 GST exclusive per annum. This amount was presented to the Oak Flats Lions Club and the organisation agreed to accept the proposed annual rental.

Council officers have assessed the financial information provided by Oak Flats Lions Club and are consistent in receiving subsidised rental.

As Council is offering an annual subsidy, this should be noted as an "in-kind donation" in Council's aggregate record of donations to the community. All subsidies made under the policy are made as "in-kind donations" in the form of the use of the facility for a lesser amount in return for the services that they offer to the community as well as the maintenance responsibilities that they may undertake on the property, rather than cash from Council's Financial Assistance Policy budget.

Oak Flats Lions Club will be responsible for the fees associated with the licence preparation in accordance with Council's Fees and Charges.

Legal and Policy implications

The land within which the premises sits is classified as Operational Land, and as such Council can grant a licence over this property. There is no requirement to advertise the proposed licence. A resolution of the Council is required to endorse the in-kind donation and delegate approval to the Mayor and General Manager or his nominated delegate to sign the licence.

Public / Social Impact

As the premises has been in use for storage purposes, it could be expected that there will be no adverse public or social impact.

As a result of this licence agreement, impacts are positive as it provides security to Oak Flats Lions Club in the form of providing a guaranteed premise for the storage of their assets for the next twelve (12) months.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 2.3 A liveable City that is connected through places and spaces

Strategy: 2.3.6 Deliver sustainable management of the Community's assets for current and future generations

Objective: 4.2 Supported by a Council that is responsive, accountable and financially viable

Strategy: 4.2.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards

Consultations

Internal

Manager Property Services – Business Investment Team
Manager Community Life

External

Lions Club of Oak Flats Incorporated
Opteon (Valuer)

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council enter into a licence agreement with the Lions Club of Oak Flats Incorporated (Oak Flats Lions Club) for the occupation of space within the premises located at the rear of Oak Flats Library, being part Lot 2 DP233321 Oak Flats, for a period of 12 months.**

2. **The annual rental of $3,875 (exclusive of GST) be subsidised by 68.75% in accordance with Council's Policy, therefore the annual rental is to commence at $1,195.30 (exclusive of GST).**

3. **Council note the annual "in-kind donation" in Council's aggregate record of donations to the community.**

4. **The Mayor and General Manager, or his nominated delegate, be authorised to sign any documentation associated with the licence, with Lions Club of Oak Flats Incorporated for the occupation of space within the premises located at the rear of Oak Flats Library, being part Lot 2 DP233321 Oak Flats, under Council Seal.**

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Subject premises shown by hatched outline.

Attachment 1 - Subject Premises shown by hatched outline

11.2.7 Crown Reserves Managed by Shellharbour City Council - Transition to the Crown Land Management Act 2016 (11051746)

To the General Manager

Directorate: Council Sustainability
Department: Business and Investment

Manager: Matthew Youell – Director Council Sustainability
Author: Donna Flanagan – Manager Property Services

Summary

The purpose of this report is to seek Council endorsement in relation to the preliminary schedule of Crown Reserves that the Department of Industry Lands & Water have indicated that are under Council's direct management as Reserve Trust Manager or devolved to Council under Section 48 *Local Government Act 1993*.

The schedule is provided to assist Council to undertake planning to support the transition to the *Crown Land Management Act 2016*, which is anticipated to commence in July 2018. The information provided by the Department of Industry outlines the proposed classification and categorisation of the Crown Land prior to the commencement of the Act. Council is to verify this information and advise the Department of inconsistencies prior to 1 July 2018.

Background

On the commencement of the *Crown Land Management Act 2016* this will allow council to manage Crown land under the provisions of the *Local Government Act 1993* for public land. It is anticipated this will reduce the duplication and drain on resource experience by councils resulting from the current dual legislative frameworks.

Council will generally no longer have to seek consent form the Minister for Lands for dealings on Crown land and will also benefit the removal of reporting requirement. Instead, they will be able to manage Crown reserves in the same way that council-owned land is managed.

Upon the commencement of the *Crown Land Management Act 2016* councils must, as soon as practicable, assign an 'initial category' to all Crown land they manage (unless the Minister has given approval for the land to be classified as operational land). The initial category must be the category that council considers I most closely related to the reserve purpose.

Once a council has assigned categories to the reserves it manages, council must provide written notice to the minister for Lands of the categories it has assigned to the reserves. In practice, this will happen by councils notifying the Department of Industry – Crown Lands.

The Minister may require council to alter the category it has assigned to a reserve it the Minister considers that:

- The assigned initial category is not the most closely related to the reserve purpose, or
- The management of the land in accordance with the assigned initial category is likely to materially harm the use of the land for the purpose for which it is reserved.

Following assignment to a category, council must proceed to prepare a play of management under the *Local Government Act 1993* that reflected the assigned category.

Council will generally not be required to hold public hearings in order to adopt this initial plan of management as long as the plan of management has been prepared in accordance with the regime outlined above.

In May 2018, Council Officers received a notification from the Department of Primary Industry – Lands & Water of a preliminary schedule of Crown reserves that their records indicated are either under direct management of Shellharbour City Council as a Reserve Trust Manager or devolved to Shellharbour City Council under Section 48 of the *Local Government Act 1993*.

The schedule was provided to assist Council Officers to undertake preliminary planning to support the transition to the *Crown Land Management Act 2016* which is anticipated to commence in July 2018.

The schedule was provided as an interim measure and included information to enable Council to review land management and identify activity regarding classification, categorisation, and plans of management under the new legislative arrangements.

Table 1 sets out the information provided by the Department of Industry – Lands and Water outlining the Crown reserves in the Shellharbour LGA and the proposed Category. It is to be noted that the column delineating the "*Guidance LG Act*" that category denotes preliminary guidance to assist councils to assign what could be considered the most closely related categories of community land referred to in Section 36 of the *Local Government Act 1993* to the purpose for which Crown land is reserved or dedicated.

Table 1 - Department of Industry – Lands and Water - Proposed Classifications of Crown Land for Shellharbour City Council

Reserve Name	Management Type	Purpose	Guidance LG Act Category*	Lots	Suburb
Known as "St Paul' Catholic Cemetery"	Devolved to Council	Cemetery Purposes		Lot 7004 DP 1124374 Parish Jamberoo County Camden	Albion Park
Known as "Albion Park Cemetery"	Devolved to Council	General Cemetery		Lot 7007 DP 1029735 Parish Terragong County Camden	Albion Park Rail
Known as "Shellharbour Cemetery"	Devolved to Council	General Cemetery		Lots 1-2 DP 529282 Parish Terragong County Camden	Shellharbour
Old Council Chambers	Reserve Trust	Museum (Historical)	General Community Use	Lot 76 DP 751290 Parish Terragong County Camden	Shellharbour
Bevans Island	Reserve Trust	Public Recreation	Park	Lot 13 DP 751299 Parish Wollongong County Camden	Lake Illawarra
Little Park	Reserve Trust	Public Recreation	Park	Lot 7004 DP 1028837 Parish Terragong County Camden	Shellharbour
Cowrie Island Reserve	Reserve Trust	Public Recreation	Park	Lot 7008 DP 1075107 Parish Terragong County Camden	Shellharbour
Bassett Park	Reserve Trust	Public Recreation	Park	Lot 81 DP 726748, Lot 7009 DP 1075106, Lot 7304 DP 1159093 Parish Terragong County Camden	Shellharbour
Pioneer Park	Reserve Trust	Public Recreation	Park	Lot 1 DP 180902, Lot 6 DP 252650 Parish Terragong County Camden	Shellharbour
Mrs Halls Park	Reserve Trust	Public Recreation	Park	Lot 77 DP 553511, Lot 72 DP 751290 Parish Terragong County Camden, Lot 7310 DP 751299 Parish Wollongong County Camden	Lake Illawarra
Hooker Park	Reserve Trust	Public Recreation	Park	Lots 7005-7006 DP 1029495 Parish Terragong County Camden	Lake Illawarra
Skiway Park	Reserve Trust*	Public Recreation	Park	Lot 7311 DP 751299, Lot 7002 DP 1029502 Parish Wollongong County Camden	Oak Flats
Albion Park Reserve	Reserve Trust	Public Recreation	Park	Lot 7005 DP 1124374 Parish Jamberoo County Camden	Albion Park
Reddall Reserve & Pelican View Reserve	Reserve Trust	Public Recreation	Park	Lot 101 DP 1190717 Parish Terragong County Camden, Lots 60-62 DP 751299, Lot 100 DP 1190717 Parish Wollongong County Camden	Lake Illawarra
Known as "Strong Reserve"	Reserve Trust	Public Recreation	Park	Lots 68-71 DP 238866 Parish Terragong County Camden	Warilla

Bass Point Reserve	Reserve Trust	Public Recreation And Coastal Environmental Protection	General Community Use	Lot 3 DP 248002 Parish Terragong County Camden	Shell Cove
Windang Island	Reserve Trust	Public Recreation And Coastal Environmental Protection	General Community Use	Lot 58 DP 751299 Parish Wollongong County Camden	Lake Illawarra
Hennegar Bay	Reserve Trust			Lot 7313 DP 1199591 Parish Terragong County Camden	

Definitions:

Reserve Trust – A reserve trust is the legal body holding ownership of reserve or dedicated Crown land on a temporary basis (being for the life of that reserve trust). The purpose of establishing this legal interest in the land itself is to facilitate the management of that land by the reserve trust on behalf of the public.

Devolved to Council - Council has been delegated the management of the land.

Council Officers have reviewed the proposed Local Government Category and it is considered that the Department of Industry should be advised that the following categories better suit the relevant parcels of land. The categories that have changed are set out in Council's Proposed Category column in **Attachment 1** identified in red.

Listed below are the relevant core objectives identified within *The Local Government Act* in relation to the categories within **Attachment 1**.

Natural Area

The core objectives for management of community land categorised as a natural area are:

(a) To conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area, and
(b) To maintain the land, or that feature or habitat, in its natural state and setting, and
(c) To provide for the restoration and regeneration of the land, and
(d) To provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion, and
(e) To assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the *Threatened Species Conservation Act 1995* or the *Fisheries Management Act 1994.*

Cultural Significance

1. The core objectives for management of community land categorised as an area of cultural significance are to retain and enhance the cultural significance of the

area (namely its Aboriginal, aesthetic, archaeological, historical, technical or research or social significance) for past, present or future generations by the active use of conservation methods.

2. Those conservation methods may include any or all of the following methods:

   (a) The continuous protective care and maintenance of the physical material of the land or of the context and setting of the area of cultural significance,
   (b) The restoration of the land, that is, the returning of the existing physical material of the land to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material,
   (c) The reconstruction of the land, that is, the returning of the land as nearly as possible to a known earlier state,
   (d) The adaptive reuse of the land, that is, the enhancement or reinforcement of the cultural significance of the land by the introduction of sympathetic alterations or additions to allow compatible uses (that is, uses that involve no changes to the cultural significance of the physical material of the area, or uses that involve changes that are substantially reversible or changes that require a minimum impact),
   (e) The preservation of the land, that is, the maintenance of the physical material of the land in its existing state and the retardation of deterioration of the land.

3. A reference in subsection (2) to land includes a reference to any buildings erected on the land.

Foreshore

The core objectives for management of community land categorised as foreshore are:

(a) To maintain the foreshore as a transition area between the aquatic and the terrestrial environment, and to protect and enhance all functions associated with the foreshore's role as a transition area, and
(b) To facilitate the ecologically sustainable use of the foreshore, and to mitigate impact on the foreshore by community use.

Park

The core objectives for management of community land categorised as a park are:

(a) To encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities, and
(b) To provide for passive recreational activities or pastimes and for the casual playing of games, and
(c) To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management

Sportsground

The core objectives for management of community land categorised as a sportsground are:

(a) To encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and
(b) To ensure that such activities are managed having regard to any adverse impact on nearby residences.

General Community Use

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public:

(a) In relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and
(b) In relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).

Financial / Resources Implications

At this point in time it is anticipated that there are no financial or resource implications in relation to the proposed categorisation, however this cannot be confirmed until the Act commences.

The Department of Industry Lands & Water has advised that there will be financial assistance available in undertaking the preparation of the plans of management. The amount of financial assistance is yet to be determined.

Legal and Policy implications

Under the Section 36 of *Local Government Act 1993* Council must prepare a draft Plan of Management for community land identifying the category of the land, the objectives and
performance targets of the plan with respect to the land. When the *Crown Land Management Act 2016* commences all Crown Land must be managed as Community Land and in accordance with the *Local Government Act* unless Ministerial consent has been granted to classify the land as Operational Land.

Public / Social Impact

The public and social impact is that the relevant Crown Land is categorised correctly to ensure the best and appropriate use of Crown Land.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:

Objective: 1.1 Vibrant, Safe and inclusive City

Strategy: 1.1.4 Have accessible community and cultural facilities available for current and future community members

Objective: 1.2 Active and healthy community

Strategy: 1.2.2 Provide diverse opportunities for recreation and enjoyment in the city's parks and open space

Objective: 2.1 Protects and promotes its natural environment

Strategy: 2.1.2 Deliver projects which work towards the protection of biodiversity in our natural areas

Strategy: 2.1.4 Facilitate community involvement in caring for the natural environment

Consultations

Internal

Group Manager City Planning
Recreational Planner
Team Leader Environment
Team Leader Property

External

Nil

Political Donations Disclosure

Not applicable.

Recommendation

That Council notify the Department of Industry – Land & Water of the changes to the categorisation of the relevant Crown Land as set out in Attachment 1 of the report 'Crown Reserves Managed by Shellharbour City Council - Transition to the Crown Land Management Act 2016'.

Approved for Council's consideration: _____

Date of Meeting: 12 June 2018

Attachments

1. Council Officers Review of Department of Industry – Lands and Water – Proposed Classifications of Crown Land for Shellharbour City Council.

Attachment 1 - Council Officers Review of Department of Industry – Lands and Water – Proposed Classifications of Crown Land for Shellharbour City Council with changes identified in red

Reserve Name	Management Type	Purpose	Guidance LG Act Category*	Lots	Suburb	Council's proposed Category
Known as "St Paul' Catholic Cemetery"	Devolved to Council	Cemetery Purposes		Lot 7004 DP 1124374 Parish Jamberoo County Camden	Albion Park	
Known as "Albion Park Cemetery"	Devolved to Council	General Cemetery		Lot 7007 DP 1029735 Parish Terragong County Camden	Albion Park Rail	
Known as "Shellharbour Cemetery"	Devolved to Council	General Cemetery		Lots 1-2 DP 529282 Parish Terragong County Camden	Shellharbour	
Old Council Chambers	Reserve Trust	Museum (Historical)	General Community Use	Lot 76 DP 751290 Parish Terragong County Camden	Shellharbour	
Bevans Island	Reserve Trust	Public Recreation	Park	Lot 13 DP 751299 Parish Wollongong County Camden	Lake Illawarra	Natural Area
Little Park	Reserve Trust	Public Recreation	Park	Lot 7004 DP 1028837 Parish Terragong County Camden	Shellharbour	
Cowrie Island Reserve	Reserve Trust	Public Recreation	Park	Lot 7008 DP 1075107 Parish Terragong County Camden	Shellharbour	Natural Area/ Foreshore
Bassett Park	Reserve Trust	Public Recreation	Park	Lot 81 DP 726748, Lot 7009 DP 1075106, Lot 7304 DP 1159093 Parish Terragong County Camden	Shellharbour	General Community Use
Pioneer Park	Reserve Trust	Public Recreation	Park	Lot 1 DP 180902, Lot 6 DP 252650 Parish Terragong County Camden	Shellharbour	General Community Use/Park
Mrs Halls Park	Reserve Trust	Public Recreation	Park	Lot 77 DP 553511, Lot 72 DP 751290 Parish Terragong County Camden, Lot 7310 DP 751299 Parish Wollongong County Camden	Lake Illawarra	Lot 77 DP 553511 Natural Area, Lot 72 DP 751290 General Community Use Parish Terragong County Camden, Lot 7310 DP 751299 (Not Known more clarification required) Parish Wollongong County Camden
Hooker Park	Reserve Trust	Public Recreation	Park	Lots 7005-7006 DP 1029495 Parish Terragong County Camden	Lake Illawarra	General Community Use/ Sportsground
Skiway Park	Reserve Trust	Public Recreation	Park	Lot 7311 DP 751299, Lot 7002 DP 1029502 Parish Wollongong County Camden	Oak Flats	General Community Use/Park
Albion Park Reserve	Reserve Trust	Public Recreation	Park	Lot 7005 DP 1124374 Parish Jamberoo County Camden	Albion Park	General Community Use

Reddall Reserve & Pelican View Reserve	Reserve Trust	Public Recreation	Park	Lot 101 DP 1190717 Parish Terragong County Camden, Lots 60-62 DP 751299, Lot 100 DP 1190717 Parish Wollongong County Camden	Lake Illawarra	Lot 101 DP 1190717 General Community Use Parish Terragong County Camden, Lots 60-62 DP 751299 60,Natural Area 61 Park 62 Natural Area Lot 100 DP 1190717 Park Parish Wollongong County Camden
Known as "Strong Reserve"	Reserve Trust	Public Recreation	Park	Lots 68-71 DP 238866 Parish Terragong County Camden	Warilla	
Bass Point Reserve	Reserve Trust	Public Recreation And Coastal Environmental Protection	General Community Use	Lot 3 DP 248002 Parish Terragong County Camden	Shell Cove	Cultural Significance
Windang Island	Reserve Trust	Public Recreation And Coastal Environmental Protection	General Community Use	Lot 58 DP 751299 Parish Wollongong County Camden	Lake Illawarra	Natural Area
Hennegar Bay	Reserve Trust			Lot 7313 DP 1199591 Parish Terragong County Camden		General Community Use / Foreshore

11.3 Community and Customers Directorate

Nil

11.4 Amenity and Assets Directorate

Nil

12. Committee Recommendations

12.1 Recommendations from the Disability Access and Inclusion Advisory Committee Meeting held 9 May 2018 recommended for adoption.

That the Recommendations from the Disability Access and Inclusion Advisory Committee Meeting held 9 May 2018 be adopted.

13. Items for Information

Nil

14. Notices of Rescission/Alteration Motions

Nil

15. Notices of Motion

15.1 Notice of Motion submitted by Cr Nathan Cattell: Bass Point (11052770)

To the General Manager, Mayor and Councillors

Notice of Motion:

That:

1. As part of the current review of the management of Bass Point Reserve, Council staff consider what opportunities exist to work with the Illawarra Local Aboriginal Land Council with a view to develop a joint management strategy for care and maintenance of the reserve in order to maintain its natural and cultural resources.

2. Council, to the best of its ability, develop and sustain a relationship with the Illawarra Local Aboriginal Lands Council and local Aboriginal community to collaborate on the design of an Aboriginal Interpretive Centre.

Cr Nathan Cattell

Date of Meeting: 12 June 2018

15.2 Notice of Motion submitted by Cr Peter Moran: Code of Meeting Practice (110543410

Notice of Motion:

That Council conduct a review of the Code of Meeting Practice at the earliest opportunity.

_____

Cr Peter Moran

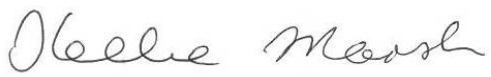
Date of Meeting: 12 June 2018

16. Questions on Notice (must be submitted in writing)

16.1 Question on Notice submitted by Cr Kellie Marsh: Bass Point (11054342)

Question on Notice:

Could council officers please advise how much money has been spent on managing Bass Point in the last financial year?



Cr Kellie Marsh

Date of Meeting: 12 June 2018

17. Urgent Business

18. Committee of the Whole in Closed Session (Closed to the Public): Adjournment

19. Committee of the Whole in Closed Session: Consideration of Adoption of Decisions Reached in Closed Session

20. Consideration of Motions to Declassify Reports Considered in Closed Session