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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.

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

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, 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.

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 Council Meeting 23 July 2019

That the Minutes of the Ordinary Council Meeting held on 23 July 2019 as circulated be taken as read and confirmed as a correct record of proceedings.

4.2 Committee of the Whole (Confidential) 23 July 2019

That the Minutes of the Committee of the Whole (Confidential) Meeting held on 23 July 2019 as circulated be taken as read and confirmed as a correct record of proceedings.

5. Disclosures 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. Condolences

7. Mayoral Statements / Reports / Presentations

8. Mayoral Minutes

9. Councillors' Statements / Reports

10. Reports

10.1 General Manager
10.1.1 Fourth Quarter Review of the Delivery Program and Operational Plan 2018-2019 (11246712)

To the Mayor and Councillors

Directorate: General Manager
Group: Organisational Performance
Manager: Elise Woods – Group Manager Organisational Performance
Author: Terri Downton – Organisational Performance Coordinator

Summary

The purpose of this report is to provide Councillors with an overview of Council’s fourth quarter progress towards the achievement of the Actions and Key Performance Indicators of the 2018-2019 Delivery Program and Operational Plan for the period 1 April to 30 June 2019.

The fourth quarter review details progress against 156 Actions, of which 90% were on track or completed as at 30 June 2019 and the remaining 10% were off track and therefore not fully delivered as part of the 2018-2019 Operational Plan. A detailed report of Council’s performance is outlined in Attachment 1.

The Actions outlined in the Operational Plan are funded in accordance with Council’s 2018-2019 budget, through the provision of income and expenditure estimates.

Financials are not included in this report due to the timing of the financials being audited. Council’s audited financial reports will be incorporated into the Annual Report which will be reported in November 2019.

Background

In accordance with the NSW Integrated Planning and Reporting (IP&R) framework requirements, Council must have a Delivery Program. The current Delivery Program is a three year program (2018-2021) identifying specific strategies Council will undertake on behalf of the community to achieve the objectives in the Community Strategic Plan (CSP) 2018-2028.

Supporting the Delivery Program is an annual Operational Plan which is a sub-plan of the Delivery Program. It identifies actions that Council will undertake within the financial year towards addressing the strategies in the Delivery Program. Council must have an annual Operational Plan, before the beginning of each financial year, outlining the actions to be undertaken in that year as part of its Delivery Program.

The progress of the Delivery Program and Operational Plan is monitored and reported to Council within two months of the end of each quarter. This ensures that the community receives a timely update on the progress of actions outlined in the Operational Plan.
Achievement highlights
Key highlights from the quarter include:

COMMUNITY

White Ribbon Workplace Accreditation

Council was proud to achieve its White Ribbon Workplace Accreditation. The White Ribbon Workplace Accreditation Program is a program that engenders a whole of organisation commitment to stop violence against women, meeting 15 criteria under three standards to create a safer and more respectful workplace. It recognises workplaces that are taking active steps to stop violence against women. Council is very proud of this achievement and look forward to delivering the continuous improvement program that will further embed these outcomes.

Shellharbour City Youth Market

As part of Shellharbour City Council’s 2019 Youth Week celebrations, Council coordinated the first Shellharbour City Youth Market. The Youth Market delivered on key priorities from the Shellharbour Youth Plan 2018-2021. The Youth Market saw over 30 young entrepreneurs between the ages of 12-25 promoting and selling their products to over 500 attendees. There was a wonderful variety of products on sale, including art works, plants and succulents, hand-made clothing, photography and home-made crockery.

In addition to the impressive array of exhibits and products on sale, entertainment for the evening was provided entirely by local young people. This saw young musicians playing across the evening and a standout performance from a local break-dance crew. This had the crowd off their feet and contributed to a fun, family-friendly atmosphere in the Civic Centre square.

ENVIRONMENT

Wild About Shellharbour

In March Council launched the 2019 Wild About Shellharbour Nature Photography Competition. More than 200 entries were received from local residents across the three themes of local beaches and waterways, landscapes and native plants, and native animals. The quality of the entries was notably high. Judging of the entries was undertaken in May by representatives from the program sponsors and Council. In celebration of World Environment Day, a well-attended awards night was held at the Civic Centre on 6 June. Over 120 people came along to view the entries and see the winners awarded their prizes and certificates. Sixty images were shortlisted and printed for display on the awards night. After the awards night, the shortlisted images featured in a pop up display in the foyer cabinets of the Shellharbour Civic Centre during June.
Nature Talks in the Library

Launched in July 2018, Council’s new *Nature Talks in the Library* series is designed to provide an opportunity for adults and older children to hear firsthand from engaging experts working in biodiversity conservation, wildlife care and nature photography.

In April 40 attendees enjoyed a Nature Talk on ‘Koala Conservation’ and learnt about the history and future for koalas in the Illawarra with Kylie Madden from the Koala Conservation Project. At the May Nature Talk, 57 attendees heard ecologist and environmental photographer Alison Pouliot speak about her new book *The Allure of Fungi*, and the important and fascinating role fungi play in the environment.

These events are delivered free to the local community through a partnership between Shellharbour City Libraries and Council’s Environment team. Interest in the Nature Talks in the Library program continues to grow, and a range of future talks are planned on topics including whales, native orchids and native stingless bees.

**ECONOMY**

Warilla Lifeguard Tower Completed

During the quarter the Warilla Lifeguard Tower was completed. The tower will be a year-round base for Council lifeguard service operations, supporting 40 lifeguards and 6 patrol locations. It will also be used by Warilla-Barrack Point Surf Life Saving Club lifeguards.

The new tower provides increased foreshore visibility and shelter from the elements. It will be a central storage location for the three Council patrol areas (Warilla North, Warilla South and Warilla central) and provide a secure new home for the rescue watercraft and side-by-side vehicle.

**LEADERSHIP**

Shellharbour Celebrates 160 Years

June 2019 marked 160 years since the proclamation of Shellharbour as a Local Government Area. To celebrate this milestone, Council hosted a series of events across various locations that celebrated our wonderful city. The festival featured walking tours, museum exhibition, community public art exhibition, workshops and much more.

A major highlight of the celebrations was the ‘Live n Local’ festival, the largest community music festival Council has ever produced with approximately 7,000 people attending across the day. This unique free one-day festival brought together 51 local music acts, performing inside and outside of 15 local businesses, with local designers, artists and event crew all coming together with the Shellharbour
community to create a vibrant celebration across the Village's venues, restaurants, cafes and bars.

**Ideas Lounge**

Council is always re-thinking how we engage with our community. By continually reflecting and evaluating current methods, Council is able to adapt to changing community expectations and remove the barriers to providing feedback. As a result Council has introduced the 'Ideas Lounge', a drop in session at the Civic Centre set up like a lounge room, where the community can informally chat to Council Staff and Consultants. The Ideas Lounge provides a unique opportunity for stakeholders to share feedback, ideas, issues and suggest solutions about a specific issue or concept.

**Financial / Resources Implications**

The Strategies outlined within this report were funded in the 2018-2019 financial year.

Financials are not included in this report due to the timing of the financials being audited. Council's audited financial reports will be incorporated into the Annual Report which will be reported in November 2019. The 'Fit for the Future' financial benchmarks will be based on the audited financials.

**Legal and Policy implications**

Nil

**Public / social impacts**

This report provides the community with an update on both the progress of the achievements of the Strategies outlined in the 2018-2021 Delivery Program and the actions outlined in the 2018-2019 Operational Plan.

**Link to Community Strategic Plan**

The review of both the Delivery Program and Operational Plan supports the following Objective 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
Consultations
Internal
Senior Management Team
External
Nil

Political Donations Disclosure
Not Applicable

Recommendation

Approved for Council's consideration: Elise Woods
Group Manager Organisational Performance

Date of Meeting: 13 August 2019

Attachments
1. Fourth Quarter Review of the Delivery Program and Operational Plan 2018-2019 – April to June 2019 (issued under separate cover - full copy available on Council's website)
10.2 Council Sustainability Directorate

10.2.1 Monthly Investment Report - June 2019 (11249215)

To the General Manager

Directorate: Council Sustainability
Group: 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 June 2019 details investment performance against applicable benchmarks, and reviews the compliance of Council's investments with policy and legislative requirements.

The adjusted budget forecast for interest on investments to 30 June 2019 is $2.918M. A total of $2.929M has been accrued for interest on investments up until the end of the 2019 financial year. Council has finished the year $11K ($2.929M - $2.918M) ahead of the budget forecast adjusted as part of the March Quarter Budget Review 2019. The original budget forecast for the year was $2.872M, which reflects an overall favourable result of $57K ($2.929M - $2.872M).

There has been a positive Floating Rate Note (FRN) fair value adjustment for the month of June of approximately $26K. For the full financial year the FRN fair value adjustment was a favourable result of $131K. This results in a total favourable net position to the adjusted budget of $142K.

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 (Imperium Markets Pty Ltd) before any investment is made. Close attention is paid to Council's Investment Policy document.
This report provides details on the performance for the month of June (Attachments 1 & 2). The return on investments for the month of June was 0.26% or when annualised approximately 3.12%. This portfolio return for June compares favourably with the AusBond Bank Bill Index of 0.13% for the month and 1.56% when annualised. The portfolio for the full financial year has returned a very strong 3.34%. This is an excellent result outperforming the relevant benchmark by just under 1.4%.

The market value (fair value) adjustment on FRN for the month of June resulted in a positive adjustment of approximately $26K.

**Financial / Resources Implications**

Council has finished the financial year ahead of the revised budget forecast by approximately $11K and the original forecast by a favourable $57K. This is increased further by the total FRN Fair Value adjustment for the financial year of $131K, resulting in a favourable net position to the adjusted and original budget of $142K and $188K respectively.

Council disposed of the Macquarie Income Opportunity Managed Fund on 30 June 2019 following recommendations from Council’s external investment advisor (Imperium Markets Pty Ltd).

**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.

**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 is financially sustainable and continues to be transparent and accountable

Consultations
Internal
Nil

External
Imperium Markets Pty Ltd

Political Donations Disclosure
Not applicable.

Recommendation
That Council receive and note the attached Investment Portfolio report as at 30 June 2019.

Gary Grantham
Chief Financial Officer

Approved for Council's consideration: 13 August 2019

Attachments
2. Council's Investment Portfolio Graph as at 30 June 2019 – Page 14
### Attachment 1 - Council's Investment Portfolio as at 30 June 2019

**Shellharbour City Council Investment Report by Investment Strategy as at 30 June 2019**

The table below shows the actual performance of Council’s investment portfolio. It is provided as required by the Local Government Act (NSW) Reg 2005 (22.11.11).

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**Note:**
- Returns are calculated using a daily time weighted methodology. The performance figures are net of all fees.
- Council’s unrealized value estimate as at 30 June 2019 was $999.457 million. This will be reestimated for the ongoing budget, as part of Council’s financial management strategy.
### Attachment 2 - Council’s Investment Portfolio Graph as at 30 June 2019

#### Performance

<table>
<thead>
<tr>
<th>Performance</th>
<th>1 month</th>
<th>3 months</th>
<th>6 months</th>
<th>FYTD</th>
<th>1 year</th>
</tr>
</thead>
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<tr>
<td>Cash &amp; Cash equivalents</td>
<td>0.70%</td>
<td>0.68%</td>
<td>0.73%</td>
<td>1.48%</td>
<td>1.64%</td>
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<tr>
<td>Annuity Index</td>
<td>0.13%</td>
<td>0.13%</td>
<td>0.17%</td>
<td>1.67%</td>
<td>1.87%</td>
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<tr>
<td>Council’s ITS Portfolio</td>
<td>0.75%</td>
<td>0.71%</td>
<td>1.52%</td>
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<td>3.43%</td>
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<td>Council’s FRN Portfolio</td>
<td>0.22%</td>
<td>0.21%</td>
<td>1.45%</td>
<td>3.10%</td>
<td>3.29%</td>
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<tr>
<td>Council’s Pension Portfolio</td>
<td>0.62%</td>
<td>0.50%</td>
<td>0.50%</td>
<td>3.12%</td>
<td>3.21%</td>
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<tr>
<td>Council’s Portfolio</td>
<td>0.24%</td>
<td>0.21%</td>
<td>0.50%</td>
<td>3.24%</td>
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<td>Over/underperformance</td>
<td>0.13%</td>
<td>0.23%</td>
<td>0.73%</td>
<td>1.37%</td>
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</table>

#### Term to Maturity as at 30 June 2019

- 0 - 10 years: 11% / 100%
- 1 - 2 years: 30% / 33%
- 2 - 3 years: 23% / 23%
- 3 - 5 years: 12% / 12%
- 5 - 10 years: 6% / 6%
- 10 - 20 years: 5% / 5%
- 20 - 30 years: 5% / 5%
- 30 - 40 years: 5% / 5%
- 40+ years: 1% / 1%

#### Credit Quality as at 30 June 2019

- BB & Traded Act Category: 70% / 49%
- A Category: 19% / 49%
- AAA or AA Category: 11% / 49%
Counterparty

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<tr>
<th>Complied Issuer</th>
<th>Rating</th>
<th>Invested (%)</th>
<th>Max Limit (%)</th>
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</thead>
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<td>NSW TCorp</td>
<td>AAA</td>
<td>0.80%</td>
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<td>AA-</td>
<td>3.07%</td>
<td>25.00%</td>
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<td>CBA</td>
<td>AA-</td>
<td>1.95%</td>
<td>25.00%</td>
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<td>NAB</td>
<td>AA-</td>
<td>11.91%</td>
<td>25.00%</td>
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<td>Westpac (SGB)</td>
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<td>Rotorua Aus.</td>
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<td>Bank Adelaide</td>
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<td>10.00%</td>
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<tr>
<td>Australian Unity</td>
<td>BBB</td>
<td>1.96%</td>
<td>10.00%</td>
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<tr>
<td>Auswide Bank</td>
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<td>BBB</td>
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<td>Newcastle FSB</td>
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<td>Aus. Military Bank</td>
<td>Unrated</td>
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<td>Baranup CU</td>
<td>Unrated</td>
<td>1.96%</td>
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<td>Police CU SA</td>
<td>Unrated</td>
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<td>Summerland CU</td>
<td>Unrated</td>
<td>0.58%</td>
<td>10.00%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100.00%</td>
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</table>

* In accordance with the Australian Government Guarantee Scheme introduced in 2008, the Commonwealth Government guarantees $50,000 against large deposits for each Authorised Deposit-Taking Institution.

Projected Year End Result: Investment Portfolio Funding Split as at March 2019 QBR

Breakdown by Asset Class

- PRD - 2.95%
- CASH - 8.28%
- PRIN - 10.55%
- TD - 69.25%
10.3 Community and Customers Directorate

10.3.1 Shellharbour Local Environmental Plan 2013 Planning Proposal No. 0005/2018 - Various Sites - Mapping Anomalies (11244594)

To the General Manager

Directorate: Community and Customers
Group: City Planning
Manager: Geoff Hoynes – Group Manager City Planning
Author: Jessica Lintern – Strategic Planner

Summary

The purpose of this report is to inform Council of the outcomes of the consultation requirements for Planning Proposal No. 0005/2018 – Various Sites – Mapping Anomalies and seek Council’s resolution to send the Planning Proposal to Parliamentary Counsel to finalise. Once Council has received advice from Parliamentary Counsel, the Planning Proposal will be reported to Council again to consider adopting the changes and to make the Local Environmental Plan (LEP).

Background

At its meeting on 11 December 2018, Council resolved to prepare Planning Proposal No. 0005/2018 to amend the Shellharbour LEP 2013 and Shellharbour Rural LEP 2004 to address miscellaneous mapping anomalies. The mapping anomalies have occurred at various sites across Shellharbour City. The mapping anomalies are minor in nature and do not seek to alter the underlying planning intent of the controls of the affected lands. The location and current zoning of the affected properties are shown at Attachment 1 and a list of affected properties and table of current and proposed planning controls can be found at Attachment 2.

This Planning Proposal was initiated by Council staff and not the landowners.

About Planning Proposals

A planning proposal is a document that explains the intended effect of a proposed amendment(s) to a Local Environmental Plan (LEP), in this case the Shellharbour LEP 2013 and the Shellharbour Rural LEP, and sets out the justification for making the amendment.

This Planning Proposal will involve the following five key steps:

1. Planning proposal – Council is responsible for the preparation of a planning proposal, which explains the effect of and justification for the plan.
2. *Gateway* – The Minister (or delegate) determines whether the planning proposal is to proceed. This gateway acts as a checkpoint to ensure that the proposal is justified before further resources are allocated to the preparation of a plan. A community consultation process is also determined at this time. Consultations occur with relevant public authorities, and if necessary, the proposal is varied.

3. *Consultation* – if required by the gateway determination, the proposal is publicly exhibited (generally low impact proposals for 14 days, others for 28 days). A person making a submission may also request a public hearing.

4. *Assessment* – Council will consider any submissions objecting and the proposal may be varied as necessary prior to adoption. Parliamentary Counsel then prepares a draft local environmental plan – the legal instrument.

5. *Decision* – with the Minister’s (or delegate’s) approval the plan becomes law and is published on the NSW legislation website.

Council is at step 4.

The Shellharbour LEP 2013 and Rural LEP 2004 mapping anomalies Planning Proposal

The key purpose of the Planning Proposal is to address miscellaneous mapping anomalies at various sites across Shellharbour City. The mapping anomalies have occurred due to minor misalignments between the LEP mapping boundaries and the property boundaries (cadastre).

The mapping anomalies have occurred through various means. Generally when recent surveys have been undertaken of properties to inform development, updated mapping data has been provided to Council with regards to the location of the cadastre. This has resulted in the cadastral information being updated, although the LEP mapping boundaries have not been updated at the same time. This has caused a minor misalignment between the LEP mapping boundaries and the updated cadastre. The mapping anomalies are minor in nature and do not seek to alter the underlying planning intent of the controls of the affected properties.

On 18 December 2018, Council resolved to:

1. *Prepare a Planning Proposal (No. 0005/2018) to amend Shellharbour Local Environmental Plan 2013 and Shellharbour Rural Local Environmental Plan 2004 to address miscellaneous mapping anomalies as outlined at Attachment 2.*

2. *Authorise the General Manager to submit Shellharbour Local Environmental Planning Proposal No. 0005/2018 to the NSW Department of Planning & Environment in accordance with Section 3.34 of the Environmental Planning & Assessment Act 1979 for review and gateway determination.*
3. Delegate to the General Manager authority to make minor mapping and Local Environmental Plan instrument changes to Shellharbour Local Environmental Plan 2013 Planning Proposal No. 0005/2018 if and as required by the NSW Department of Planning & Environment’s LEP Review Panel and gateway determination.

4. Request to not undertake full consultation, with public exhibition of the Planning Proposal due to the minor nature of the mapping anomalies, in accordance with section 3.22 of the Environmental Planning and Assessment Act 1979.

5. Approve that the Shellharbour Local Environmental Plan 2013 Planning Proposal No. 0005/2018 be publicly exhibited if required by the gateway determination.

6. Endorse a further report be provided to Council at the end of any consultation required by the gateway determination detailing the outcomes and with further recommendations regarding adoption.

The Planning Proposal was prepared and issued to the Department of Planning and Environment (which has recently been renamed the Department of Planning, Industry and Environment (DPIE)) on 21 January 2019. The Gateway Determination was issued by DPIE on 15 February 2019. The Gateway agreed with Council’s request to not undertake full consultation with public exhibition due to the minor nature of the Planning Proposal.

The Gateway Determination required consultation with the NSW Rural Fire Service (RFS) due to areas of the affected properties being identified as bushfire prone lands. The consultation with the NSW RFS was concluded on 16 July 2019, with the NSW RFS raising no objections to the proposal.

All conditions of the Gateway Determination have now been satisfied and this report seeks Council’s resolution to send the Planning Proposal to Parliamentary Counsel to finalise. Once Council has received this information from Parliamentary Counsel, the Planning Proposal will be reported to Council again to consider adopting the changes and to make the LEP.

**Financial / Resources Implications**

There are no Financial or Resource Implications except for staff time to process the proposal. There are no fees applicable to this planning proposal as it has been initiated by Council.

**Legal and Policy implications**

Council was granted delegation from the Minister for Planning to finalise this Planning Proposal.
To use its delegation, Council is required to consider any proposed changes to Shellharbour LEP 2013 and Shellharbour Rural LEP 2004 and resolve to send them to the NSW Parliamentary Counsel under Section 3.36(1) of the *Environmental Planning & Assessment Act 1979* (EP&A Act) to obtain an opinion form the Parliamentary Counsel that the amending LEP can be made.

Once this opinion is received, another report will be made to Council to consider adopting the proposed changes under Section 3.36(2) of the EP&A Act 1979 and send them to DPIE so that the amending LEP can be finalised.

**Public / Social Impact**

The Planning Proposal will enable the affected sites to be appropriately zoned in accordance with the intended planning intent and objectives. The current split zoning of the sites is impacting any potential development of the affected lands. Resolving the mapping anomalies will be of significant benefit to the owners of the affected properties seeking to develop now or in the future.

The planning proposal to address miscellaneous mapping anomalies supports the following objectives and strategies of the Community Strategic Plan:

**Objective:** 2.3 A city that is connected through places and spaces.

**Strategy:** 2.3.2 Undertake land use planning in a socially, economically and environmentally responsive manner.

2.3.4 Facilitate the development of the built environment to meet community needs.

**Consultations**

**Internal**

Nil

**External**

The affected land owners have been notified that Council resolved to prepare the Planning Proposal.

Given the minor nature of the Planning Proposal, Council resolved to seek DPIE’s endorsement to not publicly exhibit the Planning Proposal. This was supported and no public exhibition of the Planning Proposal has been required as part of the Gateway Determination.

The Gateway Determination required that Council consult with the NSW RFS) to address an inconsistency with Local Planning Direction (S9.1 of the EP&A Act) 4.4 Planning for Bushfire Protection. The NSW RFS stated that they raised no objections to the proposal.
Political Donations Disclosure
Not applicable.

Recommendation
That Council:

1. **Adopt the amendments to Shellharbour Local Environmental Plan 2013 and Shellharbour Rural Local Environmental Plan 2004 to address miscellaneous mapping anomalies as outlined at Attachment 2.**

2. **Delegate the General Manager authority to send the Planning Proposal to the office of the NSW Parliamentary Counsel in accordance with Section 3.36(1) of the *Environmental Planning & Assessment Act 1979* to draft the legal instrument that will give effect to this Planning Proposal.**

3. **Delegate to the General Manager the authority to make minor mapping and Local Environment Plan instrument changes if required by the office of the NSW Parliamentary Counsel.**

4. **Require a report be submitted to Council on the outcomes of the request to the office of the NSW Parliamentary Counsel and for final consideration of Planning Proposal No. 0005/2018.**

Approved for Council's consideration: Geoff Hoynes
Group Manager City Planning

Date of Meeting: 13 August 2019

Attachments
1. Locality Plans – *Page 21*
2. Table of Affected Lands and Controls – *Page 30*
Attachment 1 – Locality Plans

PP0005/2018 – Attachment 1 – Locality Plans

Map 1

Planning Proposal 0005/2018
Existing Zoning Shellharbour LEP 2013

Subject Land

Printed: 23/01/2019
Scale 1:2500
This map is supplied to the understanding that Council will not be responsible for any loss or damage which may result from any use made of such information or a result of errors or omissions contained in this map.
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Map 2

Planning Proposal 0005/2018
Existing Zoning Shellharbour LEP 2013

Subject Land

R2

CREST

E3

SP2

RD

Subject Land

R2

CREST ROAD

E3

Printed 21/11/2018

This map is supplied on the understanding that Council is not to 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 this map.

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Map 4

Planning Proposal 0005/2018 Existing Zoning Shellharbour LEP 2013 & Rural LEP 2004

This map is supplied to 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.

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## Attachment 2 - Table of Affected Lands and Controls

### Attachment 2: PP0005/2019 – Table of Affected Lands and Controls

<table>
<thead>
<tr>
<th>Property</th>
<th>Mapping anomaly</th>
<th>Applicable Maps</th>
<th>Current Controls</th>
<th>Proposed Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 201 DP 1230191 120 Yellow Rock Road, Tullimbar</td>
<td>Land Zoning Map</td>
<td>E3 Environmental Management</td>
<td>E3 Environmental Management R5 Large Lot Residential RU1 Primary Production</td>
<td>R5 Large Lot Residential RU1 Primary Production</td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>0.5 : 1</td>
<td>Nil</td>
<td>0.5 : 1</td>
</tr>
<tr>
<td></td>
<td>Additional Permitted Uses Map</td>
<td>Part Schedule 1</td>
<td>Part not applicable</td>
<td>Schedule 1</td>
</tr>
<tr>
<td></td>
<td>Land Zoning Map</td>
<td>E3 Environmental Management</td>
<td>E3 Environmental Management R5 Large Lot Residential RU1 Primary Production</td>
<td>R2 Low Density Residential R5 Large Lot Residential RU1 Primary Production</td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>0.5 : 1</td>
<td>Nil</td>
<td>0.5 : 1</td>
</tr>
<tr>
<td></td>
<td>Terrestrial Biodiversity Map (Area of High Conservation Value Rural LEP 2004)</td>
<td>Environmentally Sensitive Land</td>
<td>Environmentally Sensitive Land</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Permitted Uses Map</td>
<td>Part LEP Clause 6.14</td>
<td>Part not applicable</td>
<td>LEP Clause 6.14</td>
</tr>
<tr>
<td>Lot 202 DP 1230191 Yellow Rock Road, Tullimbar Lane affected lands</td>
<td>Land Zoning Map</td>
<td>Deferred Matter (Zone 1a) Rural LEP 2004</td>
<td>Deferred Matter (Zone 1a) Rural LEP 2004</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>Deferred Matter 0.5 : 1</td>
<td>Deferred Matter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot Size Map</td>
<td>Deferred Matter 40 ha</td>
<td>Deferred Matter</td>
<td></td>
</tr>
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<td></td>
<td>Building Height Limit</td>
<td>Deferred Matter</td>
<td>Deferred Matter</td>
<td></td>
</tr>
<tr>
<td>Lot 1 DP 1050550 24 Yellow Rock Road, Tullimbar</td>
<td>Land Zoning Map</td>
<td>RU1 Primary Production</td>
<td>RU1 Primary Production</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Terrestrial Biodiversity Map</td>
<td>Environmentally Sensitive Land may require adjustment due to the rezoning of the LEP mapping boundary for the E3 zone</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Permitted Uses Map</td>
<td>Part not applicable</td>
<td>Part LEP Clause 6.14</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Lot 1 DP 724392 58 Tullimbar Lane, Tullimbar</td>
<td>Land Zoning Map</td>
<td>RU1 Primary Production</td>
<td>RU1 Primary Production</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>Nil</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Terrestrial Biodiversity Map</td>
<td>Environmentally Sensitive Land may require adjustment due to the rezoning of the LEP mapping boundary for the E3 zone</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Permitted Uses Map</td>
<td>Part not applicable</td>
<td>Part LEP Clause 6.14</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Lot 81 DP 634965 7 Tullimbar Lane, Tullimbar</td>
<td>Land Zoning Map</td>
<td>R2 Low Density Residential E3 Environmental Management</td>
<td>R2 Low Density Residential E3 Environmental Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot Size Map</td>
<td>600 sqm 3 ha</td>
<td>600 sqm 3 ha</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>0.5 : 1</td>
<td>Nil</td>
<td>0.5 : 1</td>
</tr>
<tr>
<td>Lot 101 DP 1230120 Crest Road, Albion Park</td>
<td>Land Zoning Map</td>
<td>E3 Environmental Management</td>
<td>E3 Environmental Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot Size Map</td>
<td>600 sqm 3 ha</td>
<td>600 sqm 3 ha</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSR Map</td>
<td>0.5 : 1</td>
<td>Nil</td>
<td>0.5 : 1</td>
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<tr>
<td>Lot 87 DP 1229529 115 Crest Road, Albion Park</td>
<td>Land Zoning Map</td>
<td>E3 Environmental Management E3 Environmental Management</td>
<td>R2 Low Density Residential</td>
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</tr>
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<td></td>
<td>Lot Size Map</td>
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<td>3 ha 600 sqm 3 ha</td>
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</tr>
<tr>
<td></td>
<td>PSR Map</td>
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<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Lot 112 DP 1170763</td>
<td>Red Gum Road, Alboxon Park</td>
<td>Land Zoning Map: E4 Environmental Living, R2 Low Density Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>FSR Map: Nil, 0.5 : 1</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Lot Size Map: 40 ha, 660 sqm, 40 ha</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Permitted Uses: Part LEP 2013 Schedule 1, Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Realignment of boundary between E4 and R2 zones to bring LEP 2013 mapping boundaries into line with the cadastral and the intended zoning and other relevant planning controls of the properties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Land Zoning Map: E4 Environmental Living, R2 Low Density Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSR Map: Nil, 0.5 : 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lot Size Map: 40 ha, 660 sqm, 40 ha</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Permitted Uses: Part LEP 2013 Schedule 1, Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whistlers Run, Alboxon Park</td>
<td>Land Zoning Map: R2 Low Density Residential, E4 Environmental Living</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSR Map: Nil, 0.5 : 1</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lot Size Map: 40 ha, 660 sqm, 40 ha</td>
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<td></td>
<td>Additional Permitted Uses: Part LEP 2013 Schedule 1, Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot 113 DP 1170763</td>
<td>Whistlers Run, Alboxon Park</td>
<td>Land Zoning Map: R2 Low Density Residential, E4 Environmental Living</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSR Map: Nil, 0.5 : 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lot Size Map: 600 sqm, 40 ha, 660 sqm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Permitted Uses: Part LEP 2013 Schedule 1, Not applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot 101 to 109 DP 1170763</td>
<td>13 Valley View Crescent, 13, 15, 17, 19, 21, 23, 25, and 27 Whistlers Run, Alboxon Park</td>
<td>Land Zoning Map: R2 Low Density Residential, E4 Environmental Living</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FSR Map: 0.5 : 1</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Lot Size Map: 600 sqm, 40 ha, 660 sqm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road Reserves</th>
<th>Chaffey Way Road Reserve</th>
<th>Portion of Road Reserve to be realigned to reflect surrounding land use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Land Zoning Map: E4 Environmental Living, R2 Low Density Residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FSR Map: Nil, 0.5 : 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lot Size Map: 40 ha, 660 sqm, 40 ha, 660 sqm</td>
<td></td>
</tr>
<tr>
<td>Ulm Place Road Reserve</td>
<td>Portion of Road Reserve to be realigned to reflect surrounding land use</td>
<td></td>
</tr>
<tr>
<td>Land Zoning Map: E4 Environmental Living, R2 Low Density Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSR Map: Nil, 0.5 : 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Size Map: 40 ha, 660 sqm, 40 ha, 660 sqm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height Map: 6m, 7.5m</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10.3.2 Requests for Financial Assistance - First Quarter Allocation 2019/2020 (11242284)

To the General Manager

**Directorate:** Community and Customers  
**Group:** Community Connections

**Manager:** Kathryn Baget-Juleff – Group Manager Community Connections  
**Author:** Michelle Olsen – Executive Assistant

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**Summary**

The purpose of this report is to seek Council’s endorsement of the proposed contributions recommended by the Financial Assistance Working Party (Working Party) at its meeting on 10 July 2019, for the first round of allocations for the 2019/20 financial year, from the Miscellaneous Donations budget.

The Miscellaneous Donations budget for 2019/20 has $22,948.50 available to be allocated. This amount is made up of the original budget allocation 2019/20 of $20,000 plus a carry over from the previous 2018/19 budget allocation of $2,948.50.

This report recommends that Council provide financial assistance from the miscellaneous donations budget totalling $6,425. This amount is made up of $5,500 of approved allocations and $925 for Community Service Award.

**Background**

Councils may provide financial assistance to others, under S356 of the *NSW Local Government Act 1993* (the Act). Shellharbour City Council allocates funds for certain kinds of donations, listed as miscellaneous donations in each annual Operational Plan and the distribution of funds is managed by the Working Party, which includes all Councillors. Advice and additional information is provided to the meeting by relevant staff.

The Working Party considers requests for financial assistance and makes recommendations to Council subject to the Act, the history of the beneficiary proposal, Council’s policy and programme objectives. The Working Party considers requests for assistance in the form of cash, as well as reductions or waivers of Council fees and charges associated with use by applicant organisations, of city facilities or services. In such cases, Council may charge the value of any fee reduction, against the budget for donations, thereby ensuring that any fee waiver is recognised as a donation and Council is properly credited with this form of financial assistance.

Financial assistance is provided to germinate volunteer projects and individual aspirations, which are in accordance with Council’s objectives outlined in the Financial Assistance – Donations Policy. Financial assistance is never intended to be ongoing, or assured. Not all requests for funding assistance are granted.
Not all requests are approved exactly as requested. Approval is generally recommended in part or in full, within Council's budget limits, for those applications that are deemed to fit the guidelines of Council's Financial Assistance - Donations Policy, Council's Fee Reduction Policy and Council’s programme objectives.

The Working Party met on 10 July 2019, considered all applications for assistance for the first Quarter, and made recommendations to the total value of $5,500. See Table 1.

### Table 1 – Recommendations Quarter 1 – Miscellaneous Donations budget

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Reason Requesting</th>
<th>Amount Requested</th>
<th>Amount Approved and supported by FAWP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nar Anon Support Group</td>
<td>To assist with costs associated with running the program from Albion Pak Community Centre as well as purchasing resources and information flyers for members.</td>
<td>$800 - $1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Shell Cove Combined Probus Club Inc</td>
<td>To offset the costs to members associated with attending various activities.</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>The Shepherd Centre</td>
<td>To assist with costs associated with running “Off To School” program</td>
<td>$4,480</td>
<td>$500</td>
</tr>
<tr>
<td>Shellharbour Swans Junior Australian Football Club</td>
<td>Purchase of a new fridge/freezer for canteen.</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Illawarra Drug Awareness Group Ltd (Life Education Illawarra)</td>
<td>Costs associated with running Life Education Illawarra programs</td>
<td>$7,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Warilla Barrack Point SLSC</td>
<td>To purchase a new nipper board for youth members</td>
<td>$1,180</td>
<td>$1,000</td>
</tr>
<tr>
<td>Oceans in Focus</td>
<td>To assist with costs associated with the Addison Street, Shellharbour Cigarette bin project.</td>
<td>$1,000</td>
<td>Nil</td>
</tr>
<tr>
<td>St Vincent de Paul Albion Park Conference</td>
<td>To assist residents who are facing eviction due to rental arrears.</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>
To purchase new equipment for members $1,000 $500

TOTAL AMOUNT APPROVED FIRST QUARTER ALLOCATIONS $5,500

To encourage and reward students who have shown initiative and action in supporting their local community $925 $925

TOTAL AMOUNT APPROVED FOR COMMUNITY SERVICE AWARDS $925

TOTAL AMOUNT APPROVED UNDER THE MISCELLANEOUS DONATIONS BUDGET FOR 2019/20 $6,425

Successful applicants will be advised in writing of the allocation and any conditions on the allocation.

Financial / Resources Implications

Allocations are made within Council's approved budgetary limits. An amount of $16,523.50 remains for allocation during the 2019/2020 financial year. This amount is calculated as shown in Table 2.

Table 2 – Miscellaneous Donations Budget 2019/20

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original budget allocation 2019/20 plus carry over from previous year of $2,948.50 (miscellaneous donations only)</td>
<td>$22,948.50</td>
</tr>
<tr>
<td>Less amount allocated in first quarter</td>
<td>-$5,500</td>
</tr>
<tr>
<td>Less amount allocated for Community Service Awards</td>
<td>-$925</td>
</tr>
<tr>
<td>Balance remaining for future allocations for 2019/20 period</td>
<td>$16,523.50</td>
</tr>
</tbody>
</table>

Legal and Policy implications

Nil

Public / Social Impact

The financial assistance provided has a positive social impact as it supports projects and activities within the community in accordance with Council's policy and program objectives.

Link to Community Strategic Plan

This report supports the following objectives and strategies of the Community Strategic Plan:
Objective: 1.1 Vibrant, safe, creative and inclusive City

Strategy: 1.1.1 Deliver and promote events and activities for our community

Objective: 1.2 Active and healthy

Strategy: 1.2.1 Provide access to services and facilities where people can live, learn and play

Consultations

Internal
Financial Assistance Working Party

External
Submissions received from organisations requesting financial assistance.

Political Donations Disclosure
Not Applicable

Recommendation
That Council provide financial assistance from the miscellaneous donations budget totalling $6,425 to the following groups:

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nar Anon Support Group</td>
<td>$500</td>
</tr>
<tr>
<td>Shell Cove Combined Probus Club Inc</td>
<td>$500</td>
</tr>
<tr>
<td>The Shepherd Centre</td>
<td>$500</td>
</tr>
<tr>
<td>Shellharbour Swans Junior Australian Football Club</td>
<td>$500</td>
</tr>
<tr>
<td>Illawarra Drug Awareness Group Ltd (Life Education Illawarra)</td>
<td>$1000</td>
</tr>
<tr>
<td>Warilla Barrack Point SLSC</td>
<td>$1000</td>
</tr>
<tr>
<td>St Vincent de Paul Albion Park Conference</td>
<td>$1000</td>
</tr>
<tr>
<td>Albion Park Junior Crows</td>
<td>$500</td>
</tr>
<tr>
<td>Community Service Award</td>
<td>$925</td>
</tr>
</tbody>
</table>

Approved for Council's consideration: Kathryn Baget-Juleff
Group Manager Community Connections

Date of Meeting: 13 August 2019

Attachments: Nil
10.3.3 Sponsorship Applications - First Quarter Allocation 2019/2020 (11248803)

To the General Manager

Directorate: Community and Customers
Group: Community Connections

Manager: Kathryn Baget-Juleff – Group Manager Community Connections
Author: Peita Quarmby – Events and Activations Officer

Summary
The purpose of this report is to seek Council's endorsement of the proposed sponsorship assistance recommended by the Financial Assistance Working Party at its meeting on 10 July 2019, for the first round of allocations for the 2019/20 financial year, from the Sponsorship budget.

The Sponsorship budget for 2019/20 has $50,000 available to be allocated.

This report recommends that Council provide sponsorship assistance from the Sponsorship budget totalling $8,500. It also recommends that the sponsored events be added to Council's Calendar of Events as "sponsored events".

Background
Sponsorship may be considered for not-for-profit groups, organisations or individuals seeking to organise an event or activity within the Shellharbour Local Government Area that has a demonstrable benefit to the wider community. Approval is generally recommended in part or in full, within Council's budget limits, for those applications that are deemed to fit the guidelines of Council's Sponsorship Policy and Council's programme objectives.

Council's Sponsorship Policy outlines the requirements and criteria for Council to allocate sponsorship assistance to suitable recipients within Shellharbour City, or relevant to the city, in a manner compatible with ICAC guidelines and provisions of s356 of the Local Government Act 1993.

In accordance with Shellharbour City Council's Sponsorship Policy, eligibility for Ordinary Sponsorship must meet the following criteria:

1. Ordinary Sponsorships can be considered for not-for-profit groups, organisations or individuals seeking to organise an event/activity within the Shellharbour Local Government Area that has demonstrable benefit to the community.
2. Ordinary Sponsorship sought must be for a specific community event/activity with a fixed timeframe. Ongoing operational, maintenance or administrative costs will not be sponsored.

3. Successful applicants must sign and comply with a Sponsorship Agreement, which includes the requirement for:

   - Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council’s Sponsorship Agreement.
   - The applicant to obtain and comply with all certificates and approvals required by law in order to hold the proposed event/activity.
   - Council to have the opportunity to display banners (as supplied by Council) at events/activities.
   - Council to have the opportunity for a stall at all events/activities.
   - A written evaluation to be provided within three (3) months of the conclusion of the event/activity.

4. The following events/activities will not be eligible for funding via this program:

   - Specific and local cultural events/activities
   - Fetes
   - Conferences/Dinners
   - Political events/activities
   - Any event/activity with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event/activity.
   - Any event/activity which is assessed as a risk management cost to Council.

5. Applicants who have received donations, grants or sponsorship from Council in the past two years will be ineligible for sponsorship funding if all requirements of the previous sponsorship have not been satisfactorily complied with and finalised.

6. Events/activities will not be sponsored retrospectively.

The working party considered all applications for sponsorship and made the following recommendations, to the combined total value of $8,500 outlined in Table 1.
Table 1 – Sponsorship First Allocation 2019/2020 Recommendations

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Event details</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Parker</td>
<td>2019 Wheelchair Basketball Illawarra Festival</td>
<td>$5,000 cash</td>
</tr>
<tr>
<td></td>
<td>Shellharbour City Stadium</td>
<td></td>
</tr>
<tr>
<td>Stephen Wicks</td>
<td>2020 Illawarra Veteran Golfers Week of Golf</td>
<td>$500 cash</td>
</tr>
<tr>
<td></td>
<td>Port Kembla Golf Club, The Grange, Gerringong, The</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Links Shellharbour, Wollongong</td>
<td></td>
</tr>
<tr>
<td>Jess Smith</td>
<td>The Farms Market</td>
<td>$3,000 cash</td>
</tr>
<tr>
<td></td>
<td>Killalea State Park</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$8,500 cash</strong></td>
</tr>
</tbody>
</table>

Financial / Resources Implications

There is $50,000 allocated for Sponsorship in the 2019/20 financial year in the Community Event Sponsorship budget.

Council will have $41,500 remaining for further round applications in order to provide support for community events taking place in 2019/20.

Legal and Policy implications

Nil

Public / Social Impact

Sponsorship of Community Events provides organisations and residents with opportunities to celebrate and commemorate events of significance in the Shellharbour City area. It is recognised these events are a highpoint on the community's social calendar.

Link to Community Strategic Plan

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

Objective: 1.1  Vibrant, safe, creative and inclusive

Strategy: 1.1.1  Deliver and promote event and activities for our community

Strategy: 1.1.5  Nurture a creative community participating in arts and cultural activities
Objective: 1.2 Active and healthy

Strategy: 1.2.1 Provide access to services and facilities where people can live, learn and play

Consultations

Internal
Financial Assistance Working Party
Assistant Corporate Accountant

External
Submissions from organisations requesting sponsorship

Political Donations Disclosure
Not Applicable

Recommendation

That Council endorse:

1. The recommendations of the Financial Assistance Working Party and provide sponsorship from the sponsorship budget to the total value of $8,500 to the following events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Sponsorship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Wheelchair Basketball Illawarra Festival</td>
<td>$5,000</td>
</tr>
<tr>
<td>2020 Illawarra Veteran Golfers Week of Golf</td>
<td>$500</td>
</tr>
<tr>
<td>The Farms Market</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

2. That the sponsored events be added to Council’s Calendar of Events as "sponsored events"

Approved for Council's consideration: Kathryn Baget-Juleff
Group Manager Community Connections

Date of Meeting: 13 August 2019

Attachments
Nil
**10.3.4 Aboriginal Interpretive Signage Walk on the Southern Side of Lake Illawarra (11249910)**

To the General Manager

**Directorate:** Community and Customers  
**Group:** Community Connections

**Manager:** Kathryn Baget-Juleff – Group Manager Community Connections  
**Author:** Bonnie Hittmann – Manager Community Life  
Maquilla Brown – Aboriginal Community Liaison Officer

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**Summary**

The purpose of this report is to address a resolution of Council dated 26 February 2019. At that meeting, Council requested staff prepare a report into the development of an Aboriginal Interpretive Signage Walk on the southern side of Lake Illawarra.

This report outlines information regarding signage options, costings and placement possibilities, as well as other important considerations such as content and the community consultation processes.

The report recommends that Council proceed with the Aboriginal Interpretive Signage Walk Project and the allocation of the $41,277 from the Southern Phones Dividend to this project.

It also seeks endorsement for Council staff to conduct further consultation with the broader Aboriginal community to determine the content and final placement of the signs.

**Background**

At the ordinary meeting of 26 February 2019, Council resolved:

> That Council Officers prepare a report into the development of an Aboriginal Interpretive Walk on the southern side of Lake Illawarra, in consultation with the Aboriginal Advisory Committee. The report should include but not be restricted to signage, cost, and placement. The project to be funded from Southern Phones dividend.

**What is an Aboriginal Interpretive Signage Walk?**

An Aboriginal Interpretive Signage Walk is a way of communicating elements of our local Aboriginal culture and heritage to the broader community. It can assist Aboriginal traditional custodians to share selected aspects of their culture and to help educate and celebrate that culture.
An Aboriginal Interpretive Signage Walk can include physical signs and art works as well as online material such as recordings and additional resources – these can be provided via platforms such as mobile phone apps.

**Signage Options**

**Option 1 – Entry / Main sign:**

Entry / main signs are used to mark the beginning of a region, area or precinct. They are used as a marker to draw attention to a starting point or borderlines. See *Attachment 1 and 2* for example signage for other Council areas.

*Indicative costs for 2 x Entry / Main sign (one for each end of the walk) would be $13,000 including installation.*

**Option 2 – Infographic / Welcome sign:**

Infographic / welcome signs contain a combination of graphics and text and are generally informative in nature. They are used to communicate larger pieces of information and are often used to capture the overarching history of a community or location. See *Attachment 3* for example infographic signage.

*Indicative costs for 1 x Infographic / Welcome sign (for mid-way along the walk) would be $3,500 including installation.*

**Option 3 – Totem signs:**

Totem signs can be used to mark trail elements such as place names, landscapes and specific viewpoints. See *Attachment 4* for example totem signage.

*Indicative costs for 8 x Totem signs would be $8,000 including installation.*

**Maintenance Considerations**

Another cost element to keep in consideration when evaluating the feasibility of this project is the ongoing maintenance of the signs. The size and accessibility of the signage will impact on the ongoing maintenance costs, for example, if the signs are lit and lighting needs to be replaced. These costs are difficult to estimate and have not been included in this report. Factors for reducing maintenance costs include deliberate placement of the signage to face south, so as to reduce the potential damage of sun exposure.

**Existing Art Trail**

It is important to note that Council already has an existing Lake Illawarra Art Trail along the southern side of the lake. The trail offers an opportunity for people to walk or cycle along the southern side of the lake whilst exploring local history, heritage, flora and fauna.
The proposed Aboriginal Interpretive Signage Walk has great potential to complement the existing art trail and would need to be a consideration when determining signage design, content and location.

Online Content

Similar to the existing Art Trail, it would be a preferred option to include online content as part of the Aboriginal Interpretive Signage Walk. This could include things such as video footage of a Welcome to Country, footage of interviews with key community members, story telling, music and dance, as well as links to other online resources. The scope of what would be included and the costs involved are difficult to estimate however based on costs associated with other similar projects, it is estimated that a reasonable amount of content could be developed for approximately $15,000 – this would include the content development as well as the technical IT costs.

Indicative cost for online content development and installation would be approximately $15,000.

Placement Considerations

There are several considerations that need to be made when determining placement of the signs including, but not limited to:

- Flood risks
- Environmental impacts and influences
- Zoning restrictions
- Mowing considerations

Consultation with relevant technical staff within Council have helped to identify potential signage sites that may be suitable with more detailed assessment and consultation. The resulting proposed signage sites include:

- Mogurah Point
- Boonerah Point
- Whyjuck Bay
- Reddall Reserve
- Pur Pur Point

In addition to the locations outlined above, there is the opportunity to extend the signage walk beyond the lake, and inland towards Albion Park and along the coast towards Killalea. This would be a preferred approach as it would connect a series of landmarks across the City and encourage walking and exploration beyond the lakes edge.

There is an existing self-guided Aboriginal interpretive walk located at Bass Point, which could enhance the content of the proposed project.
The current Aboriginal interpretive walk at Bass Point is a series of signs that provide an overview of the Indigenous occupation of Bass Point including connections to country, movement patterns throughout the Illawarra and the historical importance of Bass Point.

Content and Community Consultation

On 16 July, the Aboriginal Advisory Committee (AAC) was consulted about the potential content and placement of the signage. The AAC members advised that it would be necessary to consult with the broader Aboriginal community to determine appropriate content, and therefore specific locations for the signs. Further consultation would include Illawarra Local Aboriginal Lands Council, Illawarra Aboriginal Corporation, Coomaditchie, Koori Men’s Group and the Warrigal Elders Group.

Budget

As per the resolution of Council of 26 February 2019, the proposal is that the project be funded from the Southern Phones Dividend. Those funds currently sit at $41,277.

Based on the available budget, it is recommended that the Aboriginal Interpretive Signage Walk Project include the following signs and online content (refer Table 1)

Table 1 – Recommended spend and indicative costings

<table>
<thead>
<tr>
<th>Option</th>
<th>Sign Type</th>
<th>Indicative Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 x Entry / Main sign (one for each end of the walk)</td>
<td>$10,000 for design and manufacture $3000 installation</td>
</tr>
<tr>
<td>2</td>
<td>1 x Infographic / Welcome sign (for mid-way along the walk)</td>
<td>$2000 for design and manufacture $1500 installation</td>
</tr>
<tr>
<td>3</td>
<td>8 x Totem signs</td>
<td>$3200 for design and manufacture $4000 installation</td>
</tr>
<tr>
<td></td>
<td>Online content</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td>TOTAL INDICATIVE COSTS</td>
<td>$38,700</td>
</tr>
</tbody>
</table>

Financial / Resources Implications

At the ordinary meeting of 26 February 2019, Council resolved to fund the project from the Southern Phones dividend.
Signage design, manufacture and installation company, Armsign, who have previously installed a number of Council’s signs, have provided the estimates for signage to inform this report. The final costings will be determined following consultation with key Aboriginal stakeholders.

Following Council endorsement and community consultation over the next 3-4 months, a delivery program for the project will be created.

Legal and Policy implications

Zoning implications, including Crown Land and Native Title implications, have been considered as part of this feasibility analysis.

Public / Social Impact

The proposed project would have a positive public and social impact as it would provide an opportunity to acknowledge and celebrate our local Aboriginal culture and heritage.

Public / Social Impact

The proposed project would have a positive public and social impact as it would provide an opportunity to acknowledge and celebrate our local Aboriginal culture and heritage. The Aboriginal Interpretive Signage could provide another avenue for bolstering tourism in the local area.

There is potential to create links between the proposed Aboriginal Interpretive Signage and the current self-guided Aboriginal interpretive walk located at Bass Point, creating a corridor of culture and education opportunities which acknowledge the local Aboriginal community.

The social impacts are far-reaching, as appropriate consultation within the local Aboriginal community would foster strong relationships between Council and Aboriginal community members, as well as demonstrate a strong sense of pride in our local Aboriginal community.

Link to Community Strategic Plan

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

Objective: 1.1 Vibrant, safe, creative and inclusive City

Strategy: 1.1.5 Nuture a creative community participating in arts and cultural activities

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

Strategy: 2.3.5 Recognise, protect and celebrate our heritage
Objective: 4.1 Led through collaboration

Strategy: 4.1.3 Acknowledge and respect the Aboriginal Community as the Traditional Custodians of the land

Consultations

Internal
Manager Community and Activation
Arts and Cultural Development Officer
Asset Planning Manager
Civil Coordinator
Building Coordinator
Mowing Supervisor
Manager Environment
Parks Supervisor
Recreation Planner
Cadet – Strategic Planner
Assistant Corporate Accountant
Tourism Manager

External
Aboriginal Advisory Committee
Armsign
Wollongong Council

Political Donations Disclosure
Not Applicable

Recommendation
That Council:

1. Receive and note the information contained within the Aboriginal Interpretive Signage Walk on the Southern Side of Lake Illawarra report

2. Endorse that Council staff proceed with the Aboriginal Interpretive Signage Walk Project and the allocation of up to $41,277 from the Southern Phones Dividend to this project.

3. Endorse that Council staff conduct further consultation with the broader Aboriginal community to determine the content and final placement of the signs.
Approved for Council's consideration: Kathryn Baget-Juleff
Group Manager Community Connections

Date of Meeting: 13 August 2019

Attachments
1. Example Entry sign as seen at the Blue Mountains Botanic Gardens – Page 47
2. Example Entry sign as seen at the Byron Bay Whale and Dolphin Trail – Page 48
3. Example Infographic sign as seen on the Byron Bay Whale and Dolphin Trail – Page 49
4. Example Totem Sign as seen on the Byron Bay Whale and Dolphin Trail – Page 50
Attachment 1 – Example Entry sign as seen at the Blue Mountains Botanic Gardens
Attachment 2 – Example Entry sign as seen at the Byron Bay Whale and Dolphin Trail
Attachment 3 – Example Infographic sign as seen on the Byron Bay Whale and Dolphin Trail
Attachment 4 – Example Totem Sign as seen on the Byron Bay Whale and Dolphin Trail
To the General Manager

Directorate: Community and Customers
Group: Community Connections
Manager: Melissa Boxall, Director Community and Customers
Author: Kathryn Baget-Juleff, Group Manager Community Connections

Summary

The purpose of this report is to address a resolution of Council dated 26 February 2019. At that meeting, Council requested staff prepare a report on the establishment of a framework for Sister Cities and Friendship Cities.

This report provides Council with a proposed framework for the establishment of a Sister City and Friendship City. The framework includes objectives of establishing relationships, the benefits, costs and options on how Sister Cities and Friendship Cities are determined. It also provides an evaluation of the program.

The report recommends that Council receives and notes the information contained within this report.

Background

At the Council meeting of 26 February 2019, Council resolved that:

Council officers prepare a report on establishing a framework for Sister Cities and Friendship Cities that includes the objectives of Sister Cities and Friendship Cities, criteria for establishing relationships that benefit both local government areas, the costs associated with the program, options on how Sister Cities and Friendship Cities are determined and evaluation of the program.

In Australia, the appeal of 'international understanding and friendship' commenced with community affiliations with Coventry in England in 1939. Today, Australian cities and towns have over 500 sister city affiliations throughout the world.

Council currently does not have formal Sister Cities or Friendship Cities relationships. Council has been approached to enter into a Sister Cities relationships on a number of occasions by Sister Cities Australia Inc. (SCA) an association of cities, towns, shires and ports and by the Japan Local Government Centre: Council of Local Authorities for International Relations (CLAIR Sydney). The approach has been to establish a Sister City relationship with various Japanese provinces. In addition, a number of the City’s local schools participate in cultural exchange programs and host students from across the globe.
What is a Sister City and Friendship City?

Sister City and Friendship City relationships have the potential to:

- allow communities to promote economic growth;
- increase tourism;
- exchange ideas, cultural and educational experiences and values; and
- gain alternate international, national, state or local government perspectives on local government issues

For the purpose of this report, a Sister City is defined as an official relationship established between the City and a City in another country or within Australia to develop long-term civic and people-to-people linkages and promote the exchange of cultural, educational, economic and social information with communities that have similar interests and characteristics.

A Friendship City, on the other hand, is defined as a relationship established between the City and a City in another country or within Australia that may serve as the first stage in establishing a new Sister City relationship.

Friendship City relationships are of a less formal arrangement with less administrative and financial expectation, which may be appropriate in meeting short term needs and supporting programs run by other sections of the community. Councillors or staff and interested community members or organisations from the City and its Friendship Cities may periodically keep in contact for the purpose of discussing topics of mutual interest.

The benefits of Sister City and Friendship City relationships

Through desktop analysis and direct contact with other Councils, there are a range of potential benefits in establishing Sister Cities and Friendship Cities and these vary depending on the relationship. These benefits are outlined in Table 1.
Table 1: Benefits of Sister Cities and Friendship Cities

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economic</strong></td>
<td>Partnerships with international cities decrease barriers to international trade and enable valuable export market opportunities for local businesses. It can also act as a springboard and catalyst for new investment into the region. Educational and cultural outcomes can generate economic outcomes also.</td>
</tr>
<tr>
<td><strong>Cultural</strong></td>
<td>Promote diversity and help break down intercultural barriers. Encourage openness, tolerance and mutual understanding. Provide an increased international perspective and understanding of global issues</td>
</tr>
<tr>
<td><strong>Social</strong></td>
<td>Many friendships are made, some for only a short period of time, some for a lifetime.</td>
</tr>
<tr>
<td><strong>Educational</strong></td>
<td>International partnerships create new markets for local educational institutions to service the growing global demand for quality secondary and tertiary education with English language focus.</td>
</tr>
<tr>
<td><strong>Innovation</strong></td>
<td>Creates linkages between agencies and cities that encourage and enable the transfer of best practice initiatives that have the potential to realise outcomes.</td>
</tr>
</tbody>
</table>

The challenges of Sister City and Friendship City relationships

A desktop analysis of other Councils was undertaken to source some of the challenges raised by key stakeholders currently in international relationships. Table 2 outlines some of those challenges.
Table 2: Challenges of Sister Cities and Friendship Cities

<table>
<thead>
<tr>
<th>Challenges</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matching expectations</td>
<td>Need to make sure that the two councils involved in the relationship have similar expectations and objectives</td>
</tr>
<tr>
<td>Providing certainty and continuity</td>
<td>Developing an international relationship is a long-term commitment, requiring continuity in council political support. International partners may find it hard to understand how changes in leadership resulting from Australian elections could affect a long-standing partnership.</td>
</tr>
<tr>
<td>Managing Financial Expectations</td>
<td>Partner Cities may have an expectation that the mayors of both councils will be closely involved in leading regular exchange visits and other activities.</td>
</tr>
<tr>
<td>Negative Media</td>
<td>Negative media campaigns and community responses to international relationships have made some councils very cautious about expanding or continuing their international engagements.</td>
</tr>
<tr>
<td>Community scepticism</td>
<td>The local community needs to understand the value of international relationships and until this is achieved, there will always be some criticism. It will require good robust data and evaluation frameworks.</td>
</tr>
<tr>
<td>Resourcing</td>
<td>It is essential to have full council support for international relationships and an active community based committee structure, as well as financial and governance support</td>
</tr>
<tr>
<td>Technology in councils</td>
<td>The use of telecommunications software such as Skype makes it easier to communicate with international partners however some international councils may have only basic access to facilities</td>
</tr>
<tr>
<td>Maintaining relationship</td>
<td>Ensuring that the relationships don’t languish over time, and keeping the relationships alive when the initiator of the relationship leaves office</td>
</tr>
</tbody>
</table>

What makes a successful Sister City and Friendship City relationship?

Sister City and Friendship City relationships should be established for their strategic relevance to the council area and its residents.

The following principles are key to a successful Sister and Friendship City relationship and provide the basis for the establishment, maintenance and review of Sister City and Friendship City relationships that:

1. Are between cities which share historic, cultural, social, economic or geographic similarities or synergies;
2. Clearly demonstrate a meaningful reciprocal relationship or activity built on mutual respect, understanding and a commitment to shared objectives;

3. Are purposeful and established with clear motives, obligations, objectives and outcomes;

4. Show that the communities of both cities have a demonstrated commitment to, and interest in, forming and maintaining the relationship;

5. Align with the Community Strategic Plan

To meet these principles when assessing a proposal for the establishment of a Sister City or Friendship City relationship, the following eligibility criteria provide a guide to councils:

**General**
- Population and demographics (nationals of one Sister City residing in the other)
- Geographic location and assets
- Ease of access
- Existing linkages
- Relevance to local community
- History of diplomatic relations and/or cooperation in political, economic, commercial and cultural fields

**Economic**
- Comparison of key industries
- Similar economic conditions
- Trade and investment climates and opportunities
- Tourism potential

**Social**
- Similar social infrastructure and issues
- Opportunity for broad based social activity
- People to people interest, energy and commitment

**Educational**
- Export opportunities
- Student/teacher exchange program opportunities
- University and TAFE linkages

In some cases co-operation can also be contained to a specific area/field (e.g. environment, economic cooperation, education). In such cases, Friendship agreements should be considered rather than formal Sister City arrangements.

Importantly, it is necessary to gauge the potential for mutual benefit and the cities/councils must share similar levels of enthusiasm. Therefore, it is necessary to compare not only the similarities but also the potential for these similarities to provide mutual benefit within the existing scope and limitations of the program.
Council's Social Impact Assessment Policy 2019 provides guidance to ensure positive outcomes for the entire community. As outlined in the Policy, when determining the potential social impacts of any decisions of Council it is important to outline the social profile and characteristics of the affected population. Providing information around the diverse population of Shellharbour City is important in making decisions around potential Sister City or Friendship City partnerships.

According to the 2016 Census:

- 16.7% of people living within the Shellharbour City LGA were born overseas (compared to 27.6% for NSW). The top overseas birthplace in 2016 included United Kingdom (5.8%), Former Yugoslav Republic of Macedonia (1.2%), New Zealand (0.9%) and Germany (0.8%).

- 10.3% of people living within Shellharbour City LGA spoke a language other than English at home (compared to 25.1% for NSW). Main languages spoken at home (excluding English) included Macedonian (2.2%), Spanish (1.1%) and Italian (0.8%).

- 3.8% of people living within Shellharbour City LGA was Aboriginal and Torres Strait Islander, compared with 2.9% for NSW. This has increased from 3% in 2011.

An important component of the eligibility criteria looks at population characteristics, particularly where there are nationals from one Sister City residing in the other.

**The establishment of Sister/Friendship City Relationships**

In assessing eligibility and identifying potential Sister City or Friendship City relationships, it is common practice for councils to have Sister City/Friendship City committees made up of Councillors, community members, local school and/or service club representatives.

The role of these committees vary but essentially, they guide the Sister City/Friendship City Program and have responsibility for:

- Identification of potential Sister City and Friendship City relationships, and provide sound reasons for meeting the key objectives
- Recommendations to council for involvement in Sister City and Friendship City activities
- Reviewing the ongoing success of meeting the key objectives
- Provide access to network of key contacts (national/international)
- Initiate and source potential projects from the wider community

Following the recommendation of the Committee, Council is seeking to establish a relationship do so through a Council resolution.
Any relationships reported to Council for consideration outline the potential economic, cultural and social benefits for the Shellharbour Local Government Area as well as indicative annual costs and if there are any requirements for visits.

Prior to formalising any new Sister City Agreement, councils generally enter into a Friendship relationship to explore the potential benefits. This approach is also in accordance with the federal governments approach to international intercity relationships.

**Evaluation**

Evaluation of the relationship would be tailored to each relationship and would be determined at the time of the agreement.

However, relationships would be assessed every two years against the following criteria in the first instance:

- Level of communication with Sister/Friendship City
- Outcomes to date, benefits seen
- Current and proposed projects.

**Financial / Resources Implications**

The cost of Sister Cities and Friendship Cities varies across councils, with some councils employing staff dedicated to the Sister Cities relationships to other councils hosting Civic receptions.

A number of councils are members of Sister Cities Australia Inc that has an annual membership of $500 and can assist in identifying and fostering Sister City relationships.

Regardless of this membership, Sister City relationships do incur more costs than Friendship Cities as they are often associated with visits to other cities. In these instances, many councils state that funded travel arrangements to Sister/Friendship City exchanges are be limited to Council providing financial support for the Mayor and the General Manager, or their elected nominees, to cover airfares, accommodation and meals. All other committee members, councillors, council staff or spouses wishing to travel are at the expense of the individual.

Whereas, Friendship Cities are often conducted through using technology to correspond and the sharing of ideas.

If Council sought to enter into a Sister City or Friendship City relationship, the associated costs would be outlined in a future report to Council. Council Officers would recommend the allocation of funds within the current budget year through an existing budget or utilisation of savings. Alternatively, they may recommend a new budget allocation for the following financial year. It is anticipated that an amount of up to $10,000 would be required to support a Sister City or Friendship City relationship.
Legal and Policy implications

Nil

Public / Social Impact

There are a range of social impacts that may result from the development of a Sister City or Friendship City partnership. Some of these include:

- Opportunities to build social networks with another country
- Participation in community life activities may set the foundation for diverse participants from each City to come together to promote engagement and mutual understanding
- By sharing our communities’ ideas and experiences with our international partners, there may be opportunities to make our City more liveable, productive and sustainable
- Depending on the Sister City or Friendship City, there may be the potential for conflict or tensions

Link to Community Strategic Plan

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

Objective: 1.1 Vibrant, safe, creative and inclusive

Strategy: 1.1.5 Nurture a creative community participating in arts and cultural activities

Objective: 3.2 Supports and increases employment and business opportunities within a strong local economy

Strategy: 3.2.2 Create, promote and maintain local business, job, investment and lifestyle opportunities

Objective: 3.3 Welcomes, engages and attracts visitors

Strategy: 3.3.1 Promote our City as a tourist destination of choice
Consultations

Internal
Manager Business and Investment
Executive Manager
Manager Community Life
Community Planner

External
Sister Cities Australia Inc
Blacktown City Council

Political Donations Disclosure
Not Applicable

Recommendation
That Council receive and note the information contained within the Establishment of a Framework for Sister City and Friendship City Relationship report.

Approved for Council's consideration: Melissa Boxall
Director Community and Customers

Date of Meeting: 13 August 2019

Attachments
Nil
10.4 Amenity and Assets Directorate

10.4.1 Shellharbour City Flood Risk Management Committee Proposed Structure (11250175)

To the General Manager

Directorate: Amenity and Assets
Group: Design
Manager: Ben Stewart – Director Amenity and Assets
Author: Adam De Clouett – Acting Group Manager Design

Summary

The purpose of this report is to recommend to Council a new structure for its Floodplain Management Committees. The proposal is to consolidate Council’s various Floodplain Management Committees into one Flood Risk Management Committee for the entire Shellharbour Local Government Area and to seek Council’s endorsement to establish new Terms of Reference for this internal committee of Council.

The report recommends that following Council’s endorsement of the Terms of Reference, the Councillor Representative’s will be elected at the September extraordinary Council meeting and then a call for new nominations for community representatives will be undertaken.

Background

Shellharbour City Council has been proactive in undertaking flood studies and flood risk management studies and plans to manage flood risk throughout its local government area. Council has progressively implemented a prioritised program of flood studies for its catchments since the early 2000’s, and more recently updating and expanding our floodplains management program following devastating flooding in the city in March 2011 and the successful grant applications that were received following this event. The various studies took many years to implement, and historically catchment specific floodplain management committees were created to oversee individual catchment specific flood studies. The program culminated in five study areas being thoroughly investigated for their flood risk.

Council has previously established committees for individual catchments and they have provided advice to Council on the preparation and implementation of flood management studies. The focus of studies to this point had been on the flood study, defining the nature and extent of the problem, identifying local catchment flooding concerns and collecting information on historical flood behaviour. Throughout this early phase, the local knowledge of catchments was valuable to validate modelling.

The next stage includes more detailed technical assessment of flood mitigation options across the City.
The process of capital works prioritisation, benefits in collaboration and learning about other projects and implementing these works will improve through a City wide committee being formed.

The current catchment specific floodplain management committees were assembled at various points in time since the late 1990’s. The following table (Table 1 below) identifies the various study areas and the year of the formation of each of the floodplain management committees.

Table 1: Current Floodplain Management committees

<table>
<thead>
<tr>
<th>Catchment Specific Committee</th>
<th>Year of formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lake Illawarra Floodplain Management Committee</td>
<td>Late 1990’s</td>
</tr>
<tr>
<td>Elliot Lake – Little Lake Floodplain Management Committee</td>
<td>Early 2000’s</td>
</tr>
<tr>
<td>Horsley Creek Floodplain Management Committee</td>
<td>2004</td>
</tr>
<tr>
<td>Macquarie Rivulet Floodplain Management Committee</td>
<td>2007</td>
</tr>
<tr>
<td>Lake Illawarra, Mt Warrigal Oak Flats Floodplain Management Committee</td>
<td>2015</td>
</tr>
</tbody>
</table>

Council is currently required to run five floodplain management committees with each independently considering mitigation works, flood related policy and actions prioritised within catchments. The committees require a large commitment from committee members as each study can take several years to complete. There is a significant demand on resources for Council and state government agency representatives such as the NSW State Emergency Services (SES), Transport for NSW, and in particular the NSW Department of Planning Industry & Environment (DPI), which is Council's main financial and technical partner to implement the flood risk management program.

Historically Flood Risk Management Committees would only be active for the duration of the Flood Study or Flood Risk Management Study and Plan and would be disbanded at the completion of each phase. This was not conducive to community and state government agency members being involved and staying aware of the flood mitigation works actively being implemented by Council.

It is proposed in lieu of having a Floodplain Management Committee for each individual catchment or study area, Council creates a Shellharbour City Flood Risk Management Committee for the Shellharbour City Local Government Area. It is noted that the recent ward boundaries do not coincide with water catchments. It is proposed that the new Shellharbour City Flood Risk Management Committee would be active for the duration of a Council term. This would be more conducive to the committees being involved in the oversight of strategy implementation.
There are benefits in a new City wide committee including:

- Members form a better understanding of flood risk issues across the entire LGA,
- Consistent and valuable feedback on the approach to community consultation in each catchment,
- The ability for members to assist with prioritising actions and mitigation works across catchments,
- The ability for members in sharing ideas across catchments,
- Better forums to discuss citywide flooding issues, for example blockage policies and the review of Australian Rainfall and Runoff.

It is proposed to have up to five community representatives from the local community with knowledge of Council’s individual flood risk study areas. This local knowledge would be considered as a criteria when reviewing the expression of interest to be part of Shellharbour City Flood Risk Management Committee (subject to Councils endorsement).

The draft Terms of Reference (Attachment 1) have been prepared to clearly outline the intent and purpose of the Shellharbour City Flood Risk Management Committee, and provide terms of reference for its members. Membership will be periodically reviewed to align with each local government election. Community representatives will continue to be selected through an advertised Expression of Interest process. Community members will be selected so that the committee achieves a balance of representation from the various catchments and study areas across the city. The committee will provide advice to Council on the preparation and implementation of flood management plans for catchment within the Shellharbour City LGA.

This committee will be listed under ‘Working Parties and Internal Committees’, as the Terms of Reference identify it as an advisory committee. As such, this committee will only provide advice to Council officers and formal committee recommendations will not be adopted by the full Council. The Councillor and alternate Councillor Representative will be elected at the September extraordinary Council meeting. Following the identification of the Councillor Representatives, a call for up to five community representatives will be undertaken.

**Financial / Resources Implications**

Staff preparation and attendance time at separate committee meetings will be reduced. The proposed consolidation of the Floodplain Management Committees will not impact on the ability to secure grant funding from the state government for Council’s Flood Risk Management Program and the NSW DPI has been consulted regarding the recommendations in the report.
Legal and Policy implications

Council has a statutory responsibility for land use planning and management under the *Environmental Planning & Assessment Act* 1979. Council’s planning responsibilities include management of flood prone land in accordance with its flood susceptibility. Council’s policies are required to be consistent with state planning policy which in respect to flooding is outlined in the NSW Government’s *Floodplain Development Manual 2005*. Council is continuing to fulfil its roles and responsibilities as floodplain manager.

Public / Social Impact

The intent of the NSW Government’s Flood Prone Land Policy and Floodplain Risk Management Process as outlined in the Floodplain Development Manual 2005, is to reduce the impact of flooding and flood liability on individual owners and occupiers of flood prone land and to reduce private and public losses resulting from flooding.

It is important to note that the Floodplain Risk Management Committees are not the only means for community members to be involved and have their say in the flood risk management process. When undertaking each study, Council has engaged with the community by undertaking extensive data collection exercises at the beginning of studies and continues to consult with affected communities before and after publicly exhibiting new flood information.

Consolidating Councils various floodplain management committees is expected to have a positive benefit for the council and community, as improved flood advisory information and priorities will be endorsed through the Shellharbour City Flood Risk Management Committee. The Committee will provide an opportunity for the public to raise issues through the members.

The current Floodplain Management Committee representatives have been advised of the potential of a combined committee subject to Council’s endorsement.

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: 4.2.5 Minimise risk, ensure continuity of critical business functions and assist in the delivery of service for emergency events including flooding, coastal/oceanic, bushfire and other events.
Consultations

Internal
Council Services
Group Manager Asset Strategy

External
NSW Office of Environment and Heritage

Political Donations Disclosure
Not Applicable

Recommendation

That Council:

1. **Consolidate Council’s various Floodplain Management Committees into one Shellharbour City Flood Risk Management Committee.**

2. **Adopt the draft Shellharbour City Flood Risk Management Committee Terms of Reference.**

Approved for Council's consideration: Ben Stewart
Director Amenity and Assets

Date of Meeting: 13 August 2019

Attachments

1. Draft Shellharbour City Flood Risk Management Committee Terms of Reference – Page 65
Attachment 1 – Draft Shellharbour City Flood Risk Management Committee Terms of Reference
Introduction
The Shellharbour City Flood Risk Management Committee has been established as an advisory body to provide advice to Council on the preparation and implementation of flood risk management plans within the Shellharbour Local Government Area. Part of this management involves the preparation of Flood Studies and Flood Risk Management Study and Plans in accordance with the NSW Governments Floodplain Development Manual (2005).

The individual catchments currently under the responsibility of the committee are:

- Lake Illawarra
- Elliot Lake / Little Lake
- Horsley Creek
- Macquarie Rivulet
- Suburbs of Lake Illawarra, Mt Warrigal & Oak Flats.

The Committee will provide advice, feedback and support to Council in developing, implementing and monitoring flood studies.

Background
The catchments within Shellharbour LGA have experienced a history of frequent hazardous flooding events. Some particular areas experience flooding from floodwaters rising from Lake Illawarra, as well as intense rainfall causing hazardous stormwater overland flows. The most recent major flooding occurred in March 2011, when excessive rainfall resulted in major flooding which caused widespread damage across parts of the LGA. These areas also experienced further flood impacts during November 2013, March 2014, June 2016 and March 2017. The Committee comprises of people interested in the sustainable management of the floodplain within Shellharbour LGA.

Purpose
The responsibilities and functions of the Committee are to:

- Provide local knowledge relevant to the development of the flood study and provide links to the local community.
- Provide a forum for discussion and exchange of information relating to the floodplain management issues.
- Develop a better understanding of floodplains and identify issues which need to be addressed.
- Monitor and evaluate implementation of Flood Risk Management Plans.
- Assist Council to develop flood studies by providing advice and feedback on formulating objectives, strategies and outcomes sought from the flood risk management process.
- Coordinate with emergency management planning and other advisory bodies.
• The flood risk management committee acts as a forum for the discussion of technical, social, economic, environmental and cultural issues and for the distillation of possibly differing viewpoints on these issues into a Flood Study or Flood Risk Management Plan.

• The flood risk management committee does not have the power to bind the Council rather it has an advisory role. The principle objective of the committee is to assist the council in the development and implementation of a Flood Study and/or flood Risk Management Plan.

Membership

Membership of the Committee shall consist of:

- **Councillor Representatives**
  - Mayor (ex-officio and Chairperson)
  - Councillors (one Councillor plus an alternative)

- **Community Representatives**
  - A maximum of 5 but no less than 2 community representatives

- **State Government Authorities (officer representatives)**
  - NSW Department of Planning Industry & Environment (DPI)
  - Transport NSW
  - State Emergency Service (SES)
  - NSW Department of Primary Industries (Fisheries)
- Sydney Water
- Railcorp – Sydney Trains

**Staff in attendance (when required)**
- Manager Technical Services
- Director Amenity and Assets
- Group Manager – Design
- Group Manager City Development (or delegate)
- Group Manager City Planning (or delegate)
- Council Support Officer (or delegate)
- Corporate Meetings Officer

**Terms of Appointment**
- Councillor Delegates will be elected each year at the Extraordinary September Council Meeting.
- Community Representatives will be appointed for a two year term following an Expression of Interest process. All Community Representative positions will be vacated every two years.
- Membership will be periodically reviewed to align with Local Government Elections and the appointment of committee members to other committees of council.
- Representation will be recommended through a merits based assessment with a focus on gaining diversity of community viewpoints and local knowledge from across the city in order for the committee to receive advice from different perspectives that exist within the community.

Committee members will cease to be a member if they:
- Resign from the Committee
- Are unable, for any reason, to fulfill the role of a Committee member
- Are asked to leave by the Chairperson. This request would be made following a formal review process.
- If they are absent from three consecutive meetings without an apology.

**Casual Vacancies**
Casual vacancies may be filled by application with full endorsement of the Committee.

**Meets**
As required and deemed necessary by Council.

**Agenda**
The Agenda must be prepared no less than 7 days before the Committee meeting and distributed to members.
Extraordinary Meetings

Extraordinary meetings of Shellharbour City Flood Risk Management Committee may be held outside the normal meeting schedule when deemed necessary for the conduct of any business and as approved by the Chair of the committee.

Quorum

- Meetings will be chaired by the Mayor, or if the Mayor is absent will be chaired by the second nominated Councillor.
- The quorum will consist of five (5) of the committee members.
- Meetings can be held without a quorum. The recommendations from the meeting will be considered for formal endorsement at the next meeting.

Meeting Protocol

- Meetings will be held in the Shellharbour Civic Centre
- A minute taker will be present at every meeting
- Minutes will be distributed to members following every meeting
- Minutes of meetings are not required to record details of the debate that takes place on any item. Subject to the provisions of these Terms of Reference, it is sufficient for the minutes to record only the following:
  - the recommendations made by the Flood Risk Management Committee and;
  - the members’ level of support for each of the Flood Risk Management Committee recommendations, recording supportive and dissenting views.
- The Chairperson ultimately has the power to progress the meeting and make a determination on matters listed on the Agenda.

Advisory Recommendations

- The Committee has an advisory role to Council and will make recommendations by consensus.
- If a situation arises where consensus cannot be made advice from the Committee may be presented with supporting and dissenting views.

Public Address

The Shellharbour City Flood Risk Management Committee may allow residents or other interested stakeholders, to address the Committee on listed agenda items only. Residents or other non-members are not permitted to remain at the meeting while a proposal is being debated and a vote being taken. Any public address should be limited to no more than four minutes and must adhere to the ‘Rules when Addressing Council’ in Council’s Code of Meeting Practice.

Code of Conduct

Members of the Committee in performing their duties, shall:

- Comply with Council’s Code of Conduct – Committee members must read and sign a declaration on the Code of Conduct following induction.
- Work collaboratively as part of the Committee;
- Work in an open and honest fashion, and with respect for each other;
- Understand that at all times it will be necessary to listen to and negotiate different points of view and perspectives, and to make compromises accordingly;
- Respect each other’s opinions and consider the view of each member to be of equal importance;
- Refrain from any form of conduct that may cause a reasonable person unwarranted offence or embarrassment;
- Undertake to fairly present the discussion and information provided at the Committee to their local communities.

**Problem Solving**
- If a problem is unresolved or a member has a dispute or complaint, it should first be raised with the Chairperson who will seek to resolve the matter with the necessary parties. In the case that the complaint is against the Chairperson, the complaint should then be directed to the Director of Amenity of Assets.
- If the matter cannot be resolved through those channels then, if appropriate, the matter can be presented to the Committee for further consideration and action.
- If the matter is still unresolved, it can then be presented to Council for consideration and action. Council reserves the right to take whatever action it deems appropriate.
- If a formal complaint is made Councils Complaint Handling Policies will be followed.
10.4.2 Exhibition of the Draft Shellharbour Engineering Codes 2019 (11250719)

To the General Manager

Directorate: Amenity and Assets
Group: Design
Manager: Adam De Clouett – Acting Group Manager Design
Author: Bernard Howard – Subdivision and Development Engineer

Summary

The purpose of this report is to seek Council endorsement of the draft Shellharbour Engineering Codes (2019) for the purpose of public exhibition. The public exhibition period is proposed to be 28 days. 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, it is proposed that Council adopt the Shellharbour Engineering Codes (2019) as attached to this report.

Background

The existing Subdivision Design Code (2004), was adopted by Council on 3 November 2004. A review and revision of the existing code has been conducted by a specialist consultant to ensure it is in accordance with current Australian Standards and best industry practice. The new Shellharbour Engineering Codes will provide easy to follow guidelines for the design and construction of works on current or future public infrastructure within the Shellharbour Local Government Area (LGA).

The draft Shellharbour Engineering Codes comprises of three components; the Shellharbour Engineering Design Code (Attachment 1), The Drainage Design Handbook (Attachment 2) and the Shellharbour Engineering Construction Code (Attachment 3).

The Engineering Design Codes informs engineering design consultants and Council design staff of the requirements, methods, standards and parameters to adopt when designing public infrastructure. The Engineering Construction Code informs contractors, builders and Council staff of the methods, sequences, material specifications, and testing methods required for construction within Shellharbour.

The design and construction codes are based on AUS-SPEC, a national specification system for the design, construction, maintenance and operation of local government assets. AUS-SPEC has been created by NATSPEC, which is a national, not-for-profit organisation owned by government and industry. The documents are used as a base to provide consistencies across the industry while still allowing for adaption to meet the specific needs of the local area.
It is proposed to publically exhibit the draft Shellharbour Engineering Codes (2019) *(Attachment 1, 2 & 3)* for a period of 28 days. During the public exhibition period, the documents will be placed on Council website and feedback will be sought from key industry bodies in the region. It is also proposed to place an advertisement of the exhibition of the Engineering Codes in the local newspaper.

**Financial / Resources Implications**

Costs associated with the review of the existing Subdivision Code (2004) and preparation of the Shellharbour Engineering Codes (2019) were funded in the 2018/2019 financial year. The cost of the consultancy was $53,540.

**Legal and Policy implications**

The Shellharbour Engineering Codes (2019) will be a policy of Council, and Council Officers will reference these standards where applicable in development consent conditions and in contract documentation. Adoption of these documents will supersede the existing Subdivision Design Code 2004.

**Public / Social Impact**

The Shellharbour Engineering Codes (2019) will provide consistency in the delivery of public infrastructure and improve the sustainability outcomes for Council by improving the service life of infrastructure and the long term impact on the environment.

**Link to Community Strategic Plan**

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

**Objective:** 3.1 Plans, builds and manages infrastructure for the community

**Strategy:** 3.1.1 Provide the community with a range of infrastructure delivered in a sustainable manner

**Consultations**

**Internal**

Amenity and Assets Directorate  
City Development  
Finance  
Council Services  
The Communications Team

**External**

Complete Urban (Council’s consultant)
Political Donations Disclosure
Not Applicable

Recommendation

That:

1. Council endorse the draft Shellharbour Engineering Codes (2019) (Attachment 1, 2 & 3) to be placed on public exhibition for a period of 28 days calling for submissions.

2. 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.

3. 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 draft Shellharbour Engineering Codes as attached to this report under separate cover.

Approved for Council's consideration:  Acting Group Manager Design

Date of Meeting:  13 August 2019

Attachments
1. Shellharbour Engineering Design Code  (issued under separate cover)
2. Shellharbour Drainage Design Handbook  (issued under separate cover)
3. Shellharbour Engineering Construction Code  (issued under separate cover – full copy available on Council’s website)
11. Committee Recommendations

11.1 Recommendations from the Aboriginal Advisory Committee Meeting held 16 July 2019 recommended for adoption.

That the Recommendations from the Aboriginal Advisory Committee Meeting of 16 July 2019 be adopted.

12. Items for Information

12.1 2019/20 Operational Plan - Proposed Works to Albion Park Rail Community Centre (11250200)

At the Ordinary Council Meeting of 11 June 2019 Councillor Petreski asked for details of the nature of works proposed to the Albion Park Rail Community Centre. The question was taken on notice.

Response

The works proposed for the Albion Park Rail Community Centre are for the underpinning of the north-western perimeter concrete beams. There will also be subsequent patching and cosmetic repair of the damaged walls and tiles.

This work is in response to an investigation by Council Officers and expert structural engineers that identified the footings in the north-western perimeter are settling differentially relative to the footings of the remainder of the building. There is no immediate safety risk for the users but as the settlement of the building will continue these underpinning works will be undertaken to minimise damage.

Council Officers will continue to liaise with the current building users and coordinate the works this financial year.

Responsible Manager: Wayde Peterson – Group Manager Asset Strategy

Date of Meeting: 13 August 2019
13. Notices of Rescission/Alteration Motions

Nil

14. Notices of Motion

14.1 Notice of Motion submitted by Cr Kellie Marsh: Cockle collecting in Lake Illawarra (11245795)

Notice of Motion

That Council:

1. Write to the NSW Premier, the NSW Minister Energy and Environment and the NSW Minister for Planning and Public Spaces, calling on a ban on cockle collecting in Lake Illawarra for a 2 year trial period, to be followed by an assessment of the effectiveness of the ban.

2. Write to Wollongong City Councillors and request that as partners in the Lake Illawarra Estuary Management Committee, they also support the banning of cockle collecting in Lake Illawarra for a 2 year trial period.

Cr Kellie Marsh

Date of Meeting: 13 August 2019
15. Questions on Notice (must be submitted in writing)

16. Urgent Business

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

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