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1. Acknowledgement to Country

Shellharbour City Council acknowledges the Traditional Custodians of the Dharawal Country and recognise their continued connection to the land we meet on today. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this city and this region and extend our recognition to their descendants who continue to live on country.

Webcasting 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 8 June 2021

That the Minutes of the Ordinary Council Meeting held on 8 June 2021 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 Chief Executive Officer

10.1.1 Draft Integrated Planning and Reporting Documents (11685995)

To the Mayor and Councillors

Directorate: **Chief Executive Officer**
Group: **Organisational Performance**

Manager: Sharne Colefax – Group Manager Organisational Performance
Katie Buckman – Chief Financial Officer
Adam De Clouett – Acting Group Manager Asset Strategy

Author: Terri Downton – Organisational Performance Coordinator
Paul Henderson – Manager Financial Services
Shaun Robinson – Asset Planning Manager

Summary

The purpose of this report is to seek Council's adoption of the Delivery Program 2018-2022 including the Draft Operational Plan 2021-2022 **(Attachment 1)**, the Draft Long Term Financial Plan 2021-2031 **(Attachment 2)**, the Draft Asset Management Plan 2021-2031 **(Attachment 3)** and the Draft Rates Policy **(Attachment 4)**. These documents were placed on public exhibition from 28 April 2021 to 26 May 2021.

Three submissions were received during the exhibition period, and a summary of the submissions and subsequent changes are included in **Attachment 5**.

Other changes have been made post exhibition. These are outlined in the following attachments:

- **Attachment 6** – Post Exhibition Changes to Council's Operating and Capital Budgets
- **Attachment 7** – Carry Over Projects from 2020-21

Background

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

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

At its Ordinary Council meeting on 27 April 2021, Council resolved to:

1. *Endorse for the purpose of exhibition for a period of 28 days the Draft Operational Plan 2021-2022 (including Draft Revenue Policy and Draft Fees and Charges), the Draft Long Term Financial Plan 2021-2031, the Draft Asset Management Plan and the Draft Rates Policy.*

2. *Invite financial institutions to provide loan borrowing quotations for an amount of $6,677,000, representing the first drawdown of borrowings for capital expenditure associated with the Shell Cove Marina for the current 2020/21 year.*

3. *Delegation be granted to the Chief Executive Officer to accept the most advantageous interest rate once received and authorise the Mayor and Chief Executive Officer, or their nominated delegate, to execute any loan documents under Council Seal.*

Submissions

Four submissions were received from the community during the exhibition period. **Table 1** below includes a brief summary of the submissions and an overview of Council's response. The full submissions and Council responses are included in **Attachment 5**.

Table 1. Summary of Submissions Received (Brief Summary)

Submission		**Council Response**
1	Support of the Albion Oval amenities upgrade.	No Change required as the renewal of the Albion Oval sportsfield amenities currently features within the exhibited 2021/22 Operational Plan.
2	Reduction of fees for McDonald Park.	No fee reduction is proposed at this time, as McDonald Park is not the only facility with grass courts. There are currently two grass facilities within the local government area (Croome Road and McDonald Park). There are also other alternate locations with hard surface netball courts available throughout the 2021 winter season that could be utilised by the club. Upgrades have been identified within the McDonald Park Masterplan. The Masterplan contains the upgrade of two grass netball courts to hardcourt surfaces, and looks to further activate the fields through the installation of lighting and connecting pathways. The delivery of these items is currently contingent on the receipt of grant funding and Council officers are pursuing grant opportunities as they become available. A Shellharbour Active Recreation Working Party has been created and a future initiative will be a review of fees and charges across all of Council's sporting fields.

Submission		Council Response
3	Support for the Myimbarr sportsfield and lighting expansion.	The provision of sportsfield lighting is included within the current project scope. The lighting will be designed in accordance with Australian Standards and so will be operable at both 50 Lux and 100 Lux.
	Consideration of two sportsfields in the Bensons sportfield design including at least one synthetic pitch.	As part of the design phase programmed for 2021/22, Council officers will investigate the potential of the inclusion of a second field within the facility. It is recognised however, that given the constraints of the existing detention basin and the project scope already including an amenities building and carpark, that the remaining space will be very limited. It is accepted that synthetic soccer pitch would be a great asset for our City, however the Benson Basin facility is not a suitable location. The field will be located within a detention basin and so will be regularly inundated with stormwater flows. This regular inundation will cause temporary closures and early deterioration of the field – both of which are untenable when considering the significant investment that a synthetic soccer pitch is.
	Consideration of not including the proposed cricket pitch as part of the design at Benson Basin.	The original concept design of the Benson Basin sportsfield was for the field to cater for both football/soccer and AFL/cricket. This has been revised in the subsequent years for the field to cater for solely football/soccer and so a cricket pitch will not be included.
4	Request for concrete footpath from Wallaroo Road to the street corner of Wattle Road	The proposed path location is in close proximity to the town centre, school, and aged care facility. The opportunity to extend the footpath from Wallaroo Road to Wattle Road is considered a key link and as such has been incorporated into the 2021/22 capital works program.

Delivery Program 2018-2022 and Operational Plan 2021-2022 Post Exhibition Changes

Since the public exhibition of the Delivery Program and Operational Plan, some changes have been made to the Operational Plan **(Attachment 1)** which includes the addition of the following three Actions:

1. Action 2.1.2.2 - Deliver programs aimed to reduce the impact of priority weeds across the City (page 37). This Action was inadvertently omitted, it captures the work undertaken to reduce the impact of priority weeds across the City.

2. Action 1.1.5.3 - Work with Create NSW to establish a South Coast Regional Arts Development Organisation (page 30). This Action has been added to capture the establishment of a Regional Arts Development Organisation, in partnership with Create NSW for the South Coast (covering the Shellharbour, Kiama and Shoalhaven) to provide arts, screen and cultural development services within the region.

3. Action 3.2.1.6 - Activate the Waterfront Shell Cove precinct as a regionally significant centrepiece promoting lifestyle, boating and recreational opportunities (page 51). This Action has been added to capture the activation elements of the Shell Cove Project.

Loan Borrowings

The 2021/22 Operational Plan identifies the following loan borrowing amounts for next year:

- Shell Cove Marina $8.70M
- Warilla Seawall $3.40M
- Oak Flats Works Depot Upgrade $1.06M

The Warilla Seawall and Oak Flats Works Depot Upgrade borrowing amounts have been previously considered and approved at 30 March 2021 and 27 April 2021 Council meetings respectively.

The 2021/31 Long Term Financial Plan includes borrowings for the Shell Cove Marina capital program totalling $30M over the period 2021/22 to 2023/24. It is proposed that Council seek loan funding options up to the $30M amount with flexibility around drawdown timeframes and amounts. This will enable Council to have access to loan funding in line with the capital program expenditure timing but also the ability to consider the organisation's cash flow positions at the time of the proposed loan drawdowns.

The recommendation of this report seeks Council approval to obtain funding quotations up to $30M for the Shell Cove Marina capital program.

Shell Cove

As Council's interest in the Shell Cove project has been assessed as a Joint Operation, Council is required to reflect its share of the Shell Cove Project's assets, liabilities, revenue and expenses within Council's consolidated Financial Reports. The reporting implications result in significant accrual profits, for example $18.2M in 2021/22. As all cash surpluses are reinvested within the Shell Cove Project, cash surpluses will not be accessible by Council until dividends are received from the Shell Cove Project, several years into the future.

This report and the attachments incorporate Council's share of the Shell Cove project.

Financial / Resources Implications

Since the public exhibition of the Delivery Program and Operational Plan (Attachment 1), some changes have been made to the Operational Plan as detailed in Table 2. It should be noted that these changes will also flow through to parts of the Long Term Financial Plan (Attachment 2). This includes the 10-Year Income Statement, Balance Sheet and Statement of Cashflow along with Council's seven Performance Measures.

The projected operating result (before capital) for 2021-2022, based on the proposed changes, is anticipated to vary from a surplus of $16.6M to a surplus of $13.7M. This includes Council's share of the Shell Cove project's profit forecast for 2021/22 of $18.2M. With all profits from the project being currently reinvested back into project, if that profit is excluded Council is proposing to commence the year with a deficit before capital of $4.5M. This deficit has been impacted by an anticipated increase in depreciation of $2M, an anticipated reduction in interest income due to a low interest rate environment of $0.5M, and an anticipated reduction in revenue of $1.5M due to timing delays of land settlements related to the Shell Cove project.

A late adjustment that Council has been notified of is the announcement that half of the 2021- 22 Financial Assistance Grant would be paid in advance in 2020-21. This initiative has been occurring for a number of years now. Despite this, Council has forecast only receiving half of the usual income entitlement in 2021-22. This has a negative impact for next year of $2.7M. Although not included with the Operational Plan 2021-22, it would not be unlikely that a similar prepayment of the 2022-23 Financial Assistance Grant will occur, which will result in an improved budget position of approximately $2.7M.

The "Changes Since Exhibition" column in Table 2 below summarises the financial impact of all proposed changes (excluding carry overs) to Council's 2021-22 Operational Budget, from what was originally considered by Council for exhibition purposes in April 2021.

Table 2. Operational Program Changes 2021-22

Post Exhibition Changes to Council's Operating Result	Exhibited Draft Budget 2021-2022 $'000	Changes Since Exhibition $'000	Carry Overs from 2020-2021 $'000	Notes*	Revised Draft Budget 2021-2022 $'000
INCOME					
Rates & Annual Charges	68,995	245	-	1	69,240
User Charges & Fees	19,296	-	-		19,296
Interest & Investment Revenues	1,555	49	-	2	1,604
Other Revenues	41,806	-	-		41,806
Operating Grants & Contributions	7,692	(2,191)	-	3, 4, 5, 6, 7	5,501
Capital Grants & Contributions	119,171	7,561	-	8, 9, 10, 11, 12, 13, 14	126,732
Total Income	**258,515**	**5,664**	**-**		**264,179**

EXPENSES					
Employee Benefits & On Costs	(42,106)	-	(55)		(42,161)
Borrowing Costs	(1,083)	-	-		(1,083)
Materials & Contracts	(20,706)	(119)	(430)	16, 17, 18	(21,255)
Depreciation & Amortisation	(20,559)	-	-		(20,559)
Other Expenses	(38,252)	-	(44)		(38,296)
Net loss from Disposal of Assets	-	(400)	-	15	(400)
Total Expenses	**(122,706)**	**(519)**	**(529)**		**(123,754)**
Net Operating Result for the year – surplus/(deficit)	135,808	5,145	(529)		140,424
Net Operating Result for the year before capital grants and contributions – surplus/(deficit)*	**16,637**	**(2,416)**	**(529)**		**13,692**
Less: Shell Cove Joint Operation	(18,172)	-	-		(18,172)
Net Operating Result excl. Shell Cove Joint Operation - Surplus/(Deficit)	(1,535)	(2,416)	(529)		(4,480)
Adjustment for fair value and asset write offs	(100)	400	-		300
Operating Performance excl. Shell Cove Joint Operation	(1,635)	(2,016)	(529)		(4,180)

*see attachment 6 for the detail associated with the changes since exhibition.

The post exhibition adjustments from an operating perspective have been broken down into four categories being the timing change of the Financial Assistance Grant payment, carryovers, post exhibition changes and asset write offs. See **Table 3** for the breakdown:

Table 3. Post Exhibition Movements by Category

		Amount $'000
Operating Result Surplus – exhibition		**$16,637**
	Financial Assistance Grant	($2,715)
	Carry overs	($529)
	Post exhibition budget adjustments	$699
	Asset write offs	($400)
Operating Result Surplus – post exhibition		**$13,692**

See **Attachment 6** for Post Exhibition Changes to Council's Operating and Capital Budgets and **Attachment 7** for Carry Over notations.

Operating Performance Ratio

The changes outlined above will have the following impact on the key performance measure - Operating Performance Ratio. This is outlined in **Table 4** below.

Table 4. Operating Performance Ratios (shown without Shell Cove Joint Operation and adjusting for Financial Assistance Grant)

Operating Performance Ratios	Exhibition Draft Budget 2021-2022	Changes since exhibition	Revised Draft Budget 2021-2022
Operating performance ($'000)	$16,537	($2,547)	$13,992
Operating performance (%)	11.88%	(1.69%)	10.19%
*Operating performance – Normalised ($'000)	($1,635)	$169	($1,466)
*Operating performance – Normalised (%)	(1.61%)	0.18%	(1.43%)

*Assumes Financial Assistance Grant prepayment continued in 2021-2022 and excludes Shell Cove Joint Operation

Capital Works Program

The capital works program has increased by $6,327k since exhibition. This increase is made up of $1,480k of changes since exhibition which are due to a combination of adjustments coming from the 2020-21 March Quarter Budget Review or changes in timing of capital spend since the budget documents were exhibited. In addition to this, there is $4,847k of budget requests to be carried over from 2020-21 to 2021-22 due to funds not expecting to be spent in the current financial year. These changes are outlined in **Table 5** below. More details on the material changes since exhibition are outlined in **Attachment 6** while the carry overs are outlined in **Attachment 7**.

Table 5. Capital Program Changes 2021-22

Post Exhibition Changes to Council's Capital Program	Exhibited Draft Budget 2021-2022 $'000	Changes Since Exhibition $'000	Carry Overs from 2020-2021 $'000	Notes*	Revised Draft Budget 2021-2022 $'000
RENEWAL PROJECTS					
Buildings	3,721	58	435	1	4,214
Transport	6,002	669	205	2, 3	6,876
Stormwater Drainage	865	(35)	-	4	830
Open Space / Recreational Assets	4,418	(939)	4	5, 6	3,483
Business Units	1,039	175	584	7	1,798
Plant, Equipment & Other Assets	2,677	-	622		3,299
Waste Management	400	-	-		400
TOTAL RENEWAL PROJECTS	**19,123**	**(72)**	**1,850**		**20,901**
NEW PROJECTS					
Buildings	7,694	(1,337)	665	8	7.022
Land	-	800	-	10	800
Transport	1,246	270	1,028	11	2,544
Stormwater Drainage	-	50	79	12	129
Open Space / Recreational Assets	685	1,338	163	9	2,186
Business Units	10,069	325	1,062	7	11,456
Plant. Equipment & Other Assets	-	-	-		-
Waste Management	1,668	106	-	13	1,774
TOTAL NEW PROJECTS	**21,362**	**1,552**	**2,997**		**25,911**
TOTAL PROJECTS	**40,485**	**1,480**	**4,847**		**46,812**

*see attachment 6 for the detail associated with the changes since exhibition.

Fees & Charges Changes Post Public Exhibition

There have been some changes to the Fees and Charges document since exhibition:

1. Cats and Dogs Registration Fees
   The statutory fees relating to the registration of cats and dogs have been revised in line with the NSW Government Pet Registry pricing. For most individual fees this has resulted in small increases with the exception of registration fees for undesexed cats. This fee is going from $200 to $51, which is the same fee as desexed cats.

2. Rates
   Since the finalisation of the draft Integrated Planning and Reporting documents for exhibition purposes, there have been additional properties added to Council's rate base. This has resulted in some changes in the ad valorem rate in the dollars, base rate amount and estimated rate yields as part of the Rates and Charges section of the Fees and Charges document.

3. Degassing of fridges, freezers and air conditioning units
   The fee associated with the cost recovery of degassing refrigerant from fridges, freezers and air conditioning units has been removed from the fees and charges.

Carry Overs

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

Table 2 Operational Program Changes 2021-22 and **Table 5** Capital Program Changes 2021-22 identify the various carry overs for both programs. Further detail on these carry overs is outlined in **Attachment 7** to this report. It should be noted these are estimates only with a number of weeks still remaining in the current financial year at the time of preparing these amounts. Any material variances between the estimate and final year end position will be adjusted as part of a quarterly budget review process in 2021-22.

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

Legal and Policy implications

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

Public / Social Impact

The adoption of these draft documents provides numerous public and social benefits. It has facilitated the community to provide input into what Shellharbour City will look like in the future.

The documents provide a clear direction about the desired future of Shellharbour City. It outlines work that Council will undertake and ensures that Council is accountable on implementing these actions.

Link to Community Strategic Plan

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

Strategies of the Community Strategic Plan:

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

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

Strategy: 4.2.3 Ensure Council is financially sustainable and continues to be transparent and accountable

Consultations

Internal

A Councillor Briefing was held on 15 June 2021 post public exhibition.

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

External

The Delivery Program 2018 - 2022 including the Draft Operational Plan 2021-2022, the Draft Long Term Financial Plan 2021-2031 and the Draft Asset Management Plan 2021 – 2031 and Draft Rates Policy were placed on public exhibition from 28 April 2021 to 26 May 2021.

Political Donations Disclosure

Not applicable

Recommendation

That Council:

1. **Incorporate the changes recommended throughout the report and adopt the Delivery Program 2018-2022, Draft Operational Plan 2021-2022, the Draft Long Term Financial Plan 2021-2031 and the Draft Asset Management Plan 2021-2031**

2. **Adopt an ordinary rate, consisting of an Ad-Valorem Rate of zero point two four three eight seven cents in the dollar (0.24387) and a Base Amount of seven hundred and thirty two dollars and twelve cents ($732.12) per assessment in accordance with section 537 of the Local Government Act 1993 on all rateable land in the City of Shellharbour categorised as 'RESIDENTIAL, in accordance with Section 516 of the Local Government Act 1993, be now made for the period 1 July 2021 to 30 June 2022 and in accordance with section 543(1) of the Local Government Act 1993, this rate be named 'RESIDENTIAL'. Further that the percentage of the base amount, pursuant to Section 500 of the Local Government Act 1993 is forty-five per cent (45%) of the total amount payable by the levying of the rate.**

3. **Adopt an ordinary rate, consisting of an Ad-Valorem Rate of zero point two three three eight nine cents in the dollar (0.23389) per assessment on all rateable land in the City of Shellharbour categorised as 'FARMLAND' in accordance with Section 515 of the Local Government Act 1993 be now made for the period 1 July 2021 to 30 June 2022 and in accordance with section 543(1) of the Local Government Act, this rate be named 'FARMLAND'.**

4. **Adopt an ordinary rate, consisting of an Ad-Valorem Rate of zero point eight eight six six five cents in the dollar (0.88665) per assessment on all rateable land in the City of Shellharbour used or zoned for professional/commercial trade or industrial purposes and determined to be a centre of activity and categorised as 'BUSINESS' in accordance with Section 518 of the Local Government Act 1993 be now made for the period 1 July 2021 to 30 June 2022 and in accordance with section 543(1) of the Local Government Act 1993, this rate be named 'BUSINESS'.**

5. **Adopt a Domestic Waste Service Charge of:**

a) **$570.00 per annum per 240 litre bin service (comprises fortnightly service of 240 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre Food Organics Garden Organics**
b) **$435.00 per annum per 140 litre bin service (comprises fortnightly collection of 140 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre Food Organics Garden Organics bin)**

c) $415.00 per annum per 80 litre bin service (comprises fortnightly collection of 80 litre garbage bin, 240 litre recycling bin and weekly collection of 240 litre food Organics Garden Organics bin)
d) $430.00 per annum per ALL 140 litre bin service (comprises fortnightly collection of 140 litre garbage bin, 140 litre recycling bin and weekly collection of 140 litre Food Organics Garden Organics bin)
e) $705.00 per annum charge for a weekly service for special needs households
f) $338.00 per annum off-kerbside service
g) $338.00 per annum wheel in, wheel out service
h) $92.00 availability fee be now made for the period 1 July 2021 to 30 June 2022 in accordance with Section 496 of the Local Government Act 1993.

6. Adopt a Business Waste Service Charge of:

a) $627.00 per annum per fortnightly service (garbage, recycling & organic waste);
b) $443.00 per annum per fortnightly service (garbage only)
c) $143.00 per annum per fortnightly service (recycling only)
d) $173.00 per annum per fortnightly service (organic waste only)
e) $460.00 per annum per fortnightly service (garbage and recycling only)
f) $205.00 per annum per fortnightly service (two recycling bins only) be now made for the period 1 July 2021 to 30 June 2022 in accordance with Section 501 of the Local Government Act 1993.

7. Adopt a Stormwater Management Service Charge of:

a) $25 per residential assessment per annum
b) $12.50 per residential strata unit per annum
c) $25 per 350m2 (or part thereof) per business assessment per annum capped at a maximum charge of $150
d) Business Strata Lots – pro rata per unit entitlement of business calculation per annum ($5 minimum) be now made for the period 1 July 2021 to 30 June 2022 in accordance with section 496A of the Local Government Act 1993.

8. Adopt the interest rate of six per cent per annum (6.00% p.a) for the period 1 July 2021 to 30 June 2022, accruing daily on rates and charges that remain unpaid after they become due and payable, be now set in accordance with Section 566 of the Local Government Act 1993.

9. Mayoral and Councillor fees be increased by 2.0 per cent from 1 July 2021, in line with the determination by the Local Government Remuneration Tribunal.

10. Invite financial institutions to provide quotations for a loan borrowing facility up to an amount of $30,000,000, representing drawdowns of borrowings for capital expenditure associated with the Shell Cove Marina for the expected period between the 2021/22 and 2023/24 financial years.

11. Grant delegation to the Chief Executive Officer to accept the most advantageous interest rate once received and authorise the Mayor and Chief Executive Officer, or their nominated delegate, to execute any loan documents under Council Seal

12. Authorise the Chief Executive Officer to make minor amendments to the adopted documents as required.

13. Acknowledge and thank community members and organisations for their participation and feedback during the process of developing the Integrated Planning and Reporting documents.

Approved for Council's consideration:	Sharne Colefax Group Manager Organisational Performance
Date of Meeting:	29 June 2021

Attachments

1. Delivery Program 2018-2022 including the Draft Operational Plan 2021-2022 – *under separate cover*
2. Draft Long Term Financial Plan 2021-2031 – *under separate cover*
3. Draft Asset Management Plan – *under separate cover*
4. Draft Rates Policy – *Page 19*
5. Submissions Received – *Page 26*
6. Post Exhibition Changes to Councils Operating and Capital Budgets – *Page 35*
7. Carry Over Projects from 2020-2021 – *Page 37*

Attachment 4 – Draft Rates Policy

Shellharbour CITY COUNCIL

Policy

Rates Policy

Policy Owner: Chief Financial Officer	
Date Last Adopted/Amended: 12 June 2018	Review Date: Annually

1. Policy Statement/Objective(s)

Shellharbour City Council is committed to providing a consistent, fair and legally compliant approach to all rating functions. We are required by the Local Government Act, 1993 (Section 494), to make and levy Ordinary rates each year.

The objectives of the policy are to:

- Provide the guiding principles for the Rating function including the recovery of rate debts.

2. Scope

This policy applies to the levying and collection of Council Rates and Charges. It includes recovery procedures for overdue rates, pensioner rebates and other general matters associated with rating.

3. References

Local Government Act 1993

Local Government (General) Regulation 2005

4. External/Internal Consultations

Nil

5. Definitions

Material	Refers to printed items such as small brochures and flyers.
Organisation	Includes Local Government organisations, charitable organisations, commercial organisations and organisations affiliated with Council
Pensioner	Means an eligible pensioner for the purposes of determining pensioner concessions, as defined in clause 134 of the Local Government (General) regulation 2005.

Section 575 rebate	A mandatory pensioner rebate granted under Section 575 of the Local Government Act 1993, which is applied to the properties of all eligible pensioners, regardless of any arrears that may be owed.
Voluntary rebate	A rebate on rates provided by this Council, only to eligible pensioners who were registered with Council prior to 1 July 2009 and who have not fallen into arrears with their rates payments. This rebate where applicable, is provided under Section 582 of the Local Government Act. It is a voluntary rebate, not provided by most Councils but reviewed by this Council on an annual basis.
Rates and Charges as levied	The amount of rates and charges owed by a pensioner, taking into account the mandatory (Section 575) rebate.

6. Variation and Review

Council reserves the right to review, vary or revoke this policy.

Review History

Date Policy first adopted – version 1	22/09/1998
Date amendment adopted – version 2	12/10/2010
Date amendment adopted - version 3	9/11/2010
Date amendment adopted - version 4	26/06/2012
Date amendment adopted - version 5	12/06/2013
Date amendment adopted - version 6	10/06/2014
Date amendment adopted - version 7	23/06/2015
Date amendment adopted – version 8	28/06/2016
Date amendment adopted – version 9	13/06/2017
Date amendment adopted – version 10	12/06/2018
Date reviewed but no changes made	April 2019
Date reviewed but no changes made	April 2020
Date amendment adopted – version 11	TBA

7. Policy

7.1. INSERTIONS INTO ENVELOPES, WITH RATE NOTICES

Council will consider allowing organisations to include material in the mail out of Council rates notices. Commercial organisations will only be considered when there is a direct benefit to Council, from the distributed material.

Material will only be distributed if the organisation agrees to pay all costs associated with the inclusion of the material with Council's rates notices.

Material will not be included if it is in contravention with any Council policy, any legislation, any regulation or any of Council's objectives.

The Chief Executive Officer has delegation to consider such requests but reserves the right to refuse any and all such requests.

Requests should be made in writing and where possible have an example of the material, which the organisation wishes to include with Council's rates notice.

7.2 COUNCIL REBATE OF RATES AND CHARGES

1. Voluntary Rebate

Council's voluntary rebate will apply only to eligible pensioners registered with Council and who were entitled to receive the mandatory rebate under Section 575 of the Local Government Act 1993 and the Council rebate under Section 582 of the Local Government Act 1993, prior to 1 July 2009.

Eligible pensioners will only qualify for Council's voluntary rebate if they pay all rates and charges levied in the current financial year by 31 May of that year. These pensioners will also qualify for the voluntary rebate in the next financial year.

If an eligible pensioner's rates and charges are not paid in full by 31 May of a particular financial year, the pensioner will no longer qualify for future voluntary rebates until all outstanding payments have been paid. The pensioner will then commence receiving the rebate again in the first rating year after the year in which the outstanding balances have been paid.

The voluntary rebate may be applied proportionally, if the eligible pensioner sells one property and purchases another property. The voluntary rebate will apply to the new property.

Reminder notices will be issued to all eligible voluntary rebate recipients after 1 May, if they have a balance due of over $5.00, reminding them that the rates and charges must be **paid in full by 31 May of that year.**

The voluntary rebate amount will be reviewed by Council, annually.

7.3 GRANTING OF PENSIONER CONCESSIONS

Council will only grant pensioner concessions pertaining to the current year and previous year upon receipt of an application along with appropriate supporting documentation. Adjustments beyond the current year and previous year may be made to correct any administrative irregularities and/or administrative errors, where required.

7.4 WAIVING OF INTEREST CHARGED TO PENSIONERS

Provided pensioners pay their rates and charges in full, on or before 31 May each year, Council will waive the current year's interest charges.

This waiver only applies to interest charged against the current year's rates. Interest charged on arrears from a previous financial year will not be waived.

7.5 DEBT RECOVERY

1. Recovery of Pensioner Rate Debts

Where a pensioner has an outstanding rate debt on a property currently subject to a pension rebate, Council will refrain from taking legal action against that person, for recovery of that debt.

The exception to this will be where a pensioner has rates outstanding, for a term approaching 20 years. In this circumstance, Council must serve a Statement of Liquidated Claim on the pensioner debtor and then enter Judgment to ensure that the debt remains secured as a charge against the property.

Council may seek to make payment arrangements with a pensioner who has an outstanding rate debt, in an effort to reduce the quantum of the debt.

2. *Recovery of All Other Rate Debts*

a. *Arrangements for the Payment of Overdue Rates*

Where a ratepayer has overdue rates and charges and they cannot pay their rates by reason of financial hardship, a reasonable arrangement to pay the overdue amount may be made.

The arrangement must be acceptable to Council and reasonable in all the circumstances of the case. Prior to accepting any arrangement, Council will take into account the history of the ratepayer and the conduct of any previous arrangements with Council.

In the first instance, determination of a reasonable arrangement will be made by the Senior Rates Officer; however this determination can be subject to review by the Manager Financial Services at the request of the ratepayer. Any such review will be conducted having regard to all of the circumstances of the case.

It is Council's requirement that all rates and charges, where possible, are paid in full by 31 May of the rating year. If this is not possible, an agreement for payment of the outstanding rates and charges over a period not exceeding 2 years, may be made. This excludes future rates and charges which must be paid on or before their due dates. Where there are exceptional circumstances, a longer period may be considered for approval by the Manager Financial Services.

Whilst an agreed arrangement for payments is in place and is being adhered to by the ratepayer, no further action will be taken by Council on the amount overdue which is the subject of the arrangement.

Where a ratepayer defaults on an agreed arrangement, Council will take any action that is appropriate in the circumstances. This may include overdue arrangement letters or legal action, depending on the circumstances of the default and the history of the ratepayer. New arrangements will not be entered into.

b. *Overdue Rates*

This section does not apply whilst an arrangement is in place and is being adhered to by the ratepayer as per 2a above.

Where 7 days after the due date of a rate instalment, a ratepayer has one instalment overdue, a reminder notice will be sent requesting immediate payment.

Where a ratepayer has an amount overdue, which is more than one instalment overdue, a notice of intended legal action (final notice) will be sent.

If the overdue amount has not been paid in full, or a suitable arrangement has not been made as a consequence of the final notice, then legal action may be commenced. The costs of any legal action are added to the debt to be recovered from the ratepayer.

The legal process conducted through Council's external debt collection agency, will allow for the issue of one or more of the following:

- Statement of Liquidated Claim;
- Garnishee;
- Writ of Execution;
- Examination Summons,
- Rent for Rates Notice (Sec 569),
- Instalment Order,
- Winding Up,
- Bankruptcy,
- Sale of Land.

The Senior Rates Officer will usually approve the recommendation of the external debt collection agency. A decision not to proceed with legal action may be made at the discretion of the Senior Rates Officer, where the overdue amount is less than $500. For overdue amounts over $500, the Manager Financial Services has the discretion to stop the legal action, where further pursuit of the debt would be uneconomical.

3. Write off Rates and Charges

Where it is necessary to write off rates and charges as unable to be collected (eg. land becoming non-rateable, lapsed Crown leases etc.), the Chief Executive Officer is authorised to approve the writing off of amounts up to $20,000.

7.6 RATING OF SUB-DIVIDED LAND

Following the sub-division of a parcel of land, rates cannot be levied on new lots until supplementary valuations have been provided to the Council by the Valuer-General and Council has categorised each of the new parcels. Once this has happened, Council can levy rates on a pro-rata basis from the date the plan was registered.

Upon notification from NSW Land Registry Services, rates and charges are cancelled on the parent properties from the date of the registration of the plan to reflect that rates and charges are only payable on that parcel up until the date of subdivision.

7.7 DELIVERY OF RATES NOTICES

1. Service by mail

Council will deliver annual and quarterly rates notices to the postal address as per the advice of the title deeds or solicitor at the time of purchasing a property, or to the last known place of residence, business or post office box.

If a rates notice is not returned to Council by way of "Return to Sender", it is deemed to be served.

An owner must advise Council in writing of a change of postal address. It is the owner's responsibility to inform Council of this change.

If a property is managed by a real estate, then the owner is giving the above responsibility to the real estate, who must inform Council in writing of their commencement of managing the property. When a real estate ceases managing a property, the responsibility to inform Council rests with the owner.

2. Service by email

Council offers ratepayers the option to have rates notices delivered by email, in lieu of the normal mailing option. Registering, de-registering and updating email information is the responsibility of the owner. If the rates notice fails to be delivered by email, Council will revert to posting the rates notice by mail.

Rates notices may be delivered by email to managing agents if they have previously informed Council of the commencement of managing the property on behalf of the owner. Email addresses that are unrecognisable as being specifically related to the owner may not be approved for this method of service.

7.8 CHANGES TO RATING CATEGORIES

1. Ratepayer requests review

A ratepayer may request a review of their rating category in accordance with Section 525 of the Local Government Act. Where the application is approved, any adjustments to the Ratepayer's assessment will be effective from the date of application. A new rates notice will be forwarded to the ratepayer.

2. Council conducts a review

Where Council reviews a category in accordance with Section 523 of the Local Government Act and as a result of the review a category change occurs, any adjustment of rates and charges will be effective from the date of transfer or date of the inspection. A new rates notice and letter will be forwarded to the ratepayer.

3. Exemption from rates

Ratepayers may apply for exemption from rates and/or charges in accordance with Sections 554-559 of the Local Government Act by completing an 'Application for Rate Exemption' form. All applications must have a completed form, state which Section of the Local Government Act the appeal is being made, and must be supported by sufficient evidence to allow a decision to be made.

If the application is approved, adjustment will be made accordingly to the rate account from the date of application. A letter will be sent to the Ratepayer advising them of Council's decision.

Council will review all properties exempt from rates at least every three years, where a ratepayer may be required to reapply for a rating exemption providing evidence that the use of land supports their claim of the exemption.

A separate application must be made for each individual property as evidence supporting use of land for each assessment is required.

8. Related Forms/Documents

- Nil

9. Attachments

- Nil

Policy Authorised by:

Name: TBA

Date: TBA

Attachment 5 – Submissions Received

Submission 1	**Albion Park Touch Football Club**
Issue / Matter	Albion Park Touch Association (APTA) has been providing organised touch football competitions since 1978 and had 499 participants in its Men's, Mixed and Junior competitions in the 2020/21 summer season. Albion Oval is the home of touch for APTA. APTA is a strong supporter of the Albion Oval amenities upgrade included in the 2021/22 Draft Operational Plan (page 69) and urges Council to adopt the upgrade as part of the 2021/22 approved budget. APTA also requests that Council make the Albion Oval amenities upgrade a very high priority compared to other capital expenditure items included in the adopted 2021/22 Operational Plan. The Sportfield Amenities located at Albion Oval currently comprise of four small singular buildings. The buildings are all considered to be in poor/intolerable condition and outdated. The buildings are located away from the main playing surface with two of the four buildings located at the opposite side of the carpark to sports playing surface. The locations of the facilities make running organised sport hard to manage and at sometimes dangerous with the continuous back and forth through the carpark of participants and spectators. The lack of surveillance of the buildings when the competitions are in progress or when undertaking maintenance at the fields is also not preferable. The existing facilities also do not comply with current standards. There are no provisions for persons with a disability, continual paths of travel or shade for players and spectators and as such do not meet the needs of the users. The proposed new Sportfield Amenities will improve the standard of existing sporting facilities by: • Providing a facility that is not disjointed, by merging the facilities into one new building allowing all existing users and potential future users to run organised sport efficiently. • Relocating the facilities to one centralised location that considers the safety of sporting participants and spectators by reduce the risks associated with players and spectators continually crossing the carpark. • With the increased number of female participants, the new change rooms of the building will be constructed in a way that would provide singular shower and change cubicles providing additional privacy to what is currently being offered (open showers with no privacy cubicles/screens in change room).

Submission 1	**Albion Park Touch Football Club**
	• The new amenities provided a facility that is more attractive and suitable to run events such as sports Gala Days increasing use and encouraging participation in sport. • The new amenities will include a First Aid Room to allow an early response to incidence. APTA have acquired a defibrillator to further equip the facility with appropriate first aid equipment • Current facilities offer no specific storage and as such APTA is storing items in the Change Rooms and when require bringing equipment back and forth from the homes of their volunteers. Storage for items such as goal post pads, mower, line marker, line marking paint, whipper snipper, blower vac, gazebos, balls, cones, table & chairs, minor tools, loudspeaker/horn and top dressing spoil bags will help APTA to maintain the facility and run sports safely Further to its use as Sportfield amenities, the toilet bock at Albion Oval doubles to provide public amenity to the community and its visitors. The public toilets are frequently used due to its proximity to the Princess Highway and Tongarra Road as these roads are main routes for people traveling North/South along the coast and East/West. Further, Albion Oval contains community facilities such as a community centre and skate park and provides a conveniently placed public toilets for nearby supermarket, café and is within path of travel for locals walking to and from school.
Council Response	The renewal of the amenities buildings that support Albion Oval currently features within the exhibited 2021/22 Operational Plan. The project will serve to renew the existing deteriorated single team change room, canteen and public toilet buildings through consolidating them in the construction of a new sportsfield amenities. The sportsfield amenities building will be of Council's standard design, which has been designed to consider current sport usage patterns and accommodate future sports and usage. The amenities building will feature a canteen, first aid room, referee room, two change rooms with supporting showers, washbasin and toilets, public toilets and storage rooms. Similar amenities were recently constructed at Geoff Shaw Oval and Howards Fowles Oval to great effect. It is envisaged that the new Albion Oval sportsfield amenities will be of similar success also.

Submission 1	**Albion Park Touch Football Club**
Change to Document	No change required – Already Included

Submission 2	**Albion Park Netball Club**
Issue / Matter	Council chargers are the same for Croom Road and McDonald Park. Can they look into reducing fees for McDonald Park as we have grass and the other complexes have hard surface courts? We have a lot of closures due to the courts being grass and unlevel.
Council Response	No fee reduction is proposed at this time, as McDonald Park is not the only facility with grass courts. There are currently two grass facilities within the local government area (Croome Road and McDonald Park). There are also other alternate locations with hard surface netball courts available throughout the 2021 winter season that could be utilised by the club. Upgrades have been identified within the McDonald Park Masterplan. The Masterplan contains the upgrade of two grass netball courts to hardcourt surfaces, and looks to further activate the fields through the installation of lighting and connecting pathways. The delivery of these items is currently contingent on the receipt of grant funding and Council officers are pursuing grant opportunities as they become available. A Shellharbour Active Recreation Working Party has been created and a future initiative will be a review of fees and charges across all of Council's sporting fields.
Change to Document	No change required

Submission 3	**Football South Coast**
Issue / Matter	Thank you for the opportunity to provide feedback in relation to the 2021/22 Draft Shellharbour City Council Operational Plan ('Operational Plan'). On behalf of Football South Coast and our football community we would like to commend council on the initiatives to expand the number of sporting fields at Myimbarr and at Bensons Basin.

Submission 3	Football South Coast
	Football South Coast is the association that runs competitions and programs across the region with our member clubs participating from Helensburgh to Gerringong and includes teams and clubs from Picton, Moss Vale and the Southern Highlands. In the year to June 2019, 1,853,600 people played football in Australia comprising 1,084,200 adults and 769,400 children. This was an 18.2% growth in the number of children aged 14 years or under playing the game. This data from Sport Australia demonstrates the popularity of football for people of all ages from the under 5s to the over 75s. In addition, the NSW Office of Sport indicated that Football (soccer) has grown in the last 10 years. This is supported in that almost 20% of children in NSW play football each year. Locally within the Shellharbour LGA, clubs have experienced the following: • Growth has been driven by junior membership; • Membership in these clubs is expected to grow by 56% in the next 10 years; • Three clubs currently operate with a waiting list; and • Half of clubs run out of season activities, such as trials, training clinics, summer football, with one club not able to run out of season activities due to the current facilities and concerns with seating, sheltering, lighting and drainage. In addition, across the football landscape in the Illawarra: • There has been a big push by the Football Australia and Football NSW to increase female participation rates (such as development programs) and it is expected that future growth is likely to be predominantly driven by female participation. The success of the W-League and Matildas is a significant catalyst for this; • Adult participants are also playing at older ages, with some participants over 45 years of age. There remain concerns about ongoing growth and the capacity of available facilities to accommodate this; and • Right across the country and locally there is a demand for football beyond the traditional outdoor 11-a-side winter season. Across the country there are now programs of Walking Football for the over 50s, Multicultural programs for new arrivals and CALD communities, female-only programs and the increasingly popular small-sided summer football. The inclusiveness of the game and its growth means that the social benefits of football are far reaching. In

Submission 3	Football South Coast
	addition, registration numbers do not capture the hundreds of volunteers, coaches and family members that are connected by the largest code in the region. In fact, the reach of football is estimated to be over 200,000 members of the community. The social benefits of this are magnified as a result and provides: • a positive impact on mental and physical wellbeing; • reduces health issues and contributes to a better quality of life; and • social connection and networking to improve community cohesion. Another key point is that many parents are finding organised sports are beneficial to eliminate the overuse of devices and other technology. This allows better planning for 'time poor' families who are able to set a weekly schedule to ensure their children participate in sport and exercise for all its social benefits. As the biggest participation sport in the region, with close to 15,000 registered players across all competitions and programs (and this number excludes school competitions and other football competitions) there are some significant key challenges involving infrastructure. <u>Myimbarr Sports Fields – Sports Field and Lighting Expansion</u> Myimbarr Community Park fields are a great community asset. This facility is currently used by Shellharbour Junior Football Club which currently has approximately 800 registered players and the largest club in the Shellharbour LGA. Of this number 760 are junior players and 25% of the total players are female. In addition, there are other clubs and teams that utilise the facility regularly. The club not only runs teams for the winter competition, but also runs a 10 week summer football competition. The club has access to 3 full size fields. This means that one field is catering for 258 players per field which is well above and nearly double the currently known national average of 140 players per field. **Therefore, we are extremely supportive of Councils initiative to add an additional field to the facility. Lighting is also a key requirement to increase the utilisation of the field.** Myimbarr Sports fields are shared by other codes including cricket and AFL. A key issue for football is that the

Submission 3	Football South Coast
	cricket season ends in March each year, however football activity commences in early January with pre-season training and pre-season events. Code sharing also prevents the Shellharbour Junior Football Club from conducting field maintenance to prepare them for the year ahead given significant traffic on their fields. **Given the large population of players involved with Shellharbour Junior Football Club, it is commendable that Council has recognised the importance of expanding sportsfields at the facility. It is also strongly supported that lighting is also installed as part of this**. <u>Bensons Basin – Sportsfield Design</u> **Any opportunity for additional sports fields is strongly encouraged and support by Football South Coast**. This is mainly due to: - the current capacity issues at a number of facilities across the region; - In the last 3 years players in the Shellharbour LGA have grown by 6%. This trend is expected to continue especially with the growth of women's football; and - FSC will be looking to provide additional representative opportunities to female players throughout the Illawarra. This will require suitable playing and training facilities to play teams from across the State. - There is an increasing rate of women's participation in sports. This requires additional facilities and appropriate amenities. **In relation to Bensons Basin, it is also strongly recommended that further consideration be given to facilitating the possibility of two sportsfields and the implementation of at least one synthetic pitch at this site.**

Submission 3	Football South Coast
	If space permits, two full sized football fields should be considered as part of the design. This will ensure: - Tournaments and events could be hosted at the facility (multiple sportsfields are preferred); - In the event the facility will be used across all levels of football, it is an infrastructure requirement that warm up pitches are provided; and - Opportunities for additional sportsfields are not a regular event, and any economies of scale that could be achieved as part of the facility development will result in longer term benefits to address capacity issues given the size of football and the growth levels predicted across the Shellharbour LGA. **An extract of the Operational Plan also indicates a cricket pitch in the middle of the sportsfield. Football South Coast would strongly recommend this is not part of the design and will impact on the ability of the sportsfield to host events and tournaments.** This is because the playing surface may be compromised and historical evidence has suggested players are more susceptible to injuries caused by the unevenness of the ground. The benefits of a synthetic pitch have been clearly identified with the regions first pitch at Ian McLennan Park in Kembla Grange. Since its completion in March 2019, the field has been used significantly to ease the mounting pressures of clubs during the season especially during periods of wet weather. The synthetic pitch has also been used by clubs where their own home grounds are being used by other codes in pre-season or where the clubs is undertaking maintenance work to get prepared for the new season on the grass fields. In addition, a facility with a synthetic pitch will enable the Shellharbour LGA to host regional events and Football NSW tournaments such as State Cup, State Titles and Champion of Champions. With the guarantee of all-weather playability, any facility with a synthetic pitch would be favoured. Population forecasts suggest that while there will be a growth in all age groups, the fastest growing population in Shellharbour will be retirees, seniors and the elderly (aged 60 or over). A facility at Bensons Basin would support growing sports for senior members of the community. This includes Walking Football and a synthetic facility could support this growing part of football.

Submission 3	**Football South Coast**
	Once again, we commend Shellharbour City Council on investing resources into sportsfields. Sports is an important part of our community. It's what brings people together and keeps people connected, fit and healthy. It brings not only social but economic benefits to the region.
Council Response	Myimbarr Sportsfield The provision of sportsfield lighting is included within the current project scope. The lighting will be designed in accordance with Australian Standards and so will be operable at both 50 Lux and 100 Lux. Benson Basin Sportsfield As part of the design phase programmed for 2021/22, Council officers will investigate the potential of the inclusion of a second field within the facility. It is recognised however, that given the constraints of the existing detention basin and the project scope already including an amenities building and carpark, that the remaining space will be very limited. The original concept design of the Benson Basin sportsfield was for the field to cater for both football/soccer and AFL/cricket. This has been revised in the subsequent years for the field to cater for solely football/soccer and so a cricket pitch will not be included. It is accepted that synthetic soccer pitch would be a great asset for our City, however the Benson Basin facility is not a suitable location. The field will be located within a detention basin and so will be regularly inundated with stormwater flows. This regular inundation will cause temporary closures and early deterioration of the field – both of which are untenable when considering the significant investment that a synthetic soccer pitch is.
Change to Document	No change required

Submission 4	**Resident**
Issue / Matter	We live in the Uniting Care over: 55 independent living complex with 132 residents. I contact you of behalf of our residents. We are all at different levels of fitness, most us walk every day and in some cases our residents use some form of walking aid. Our walking is mainly along the street in Wallaroo Drive, unfortunately a large section of our street from our Building 19 to the end of our street corner of Wattle Road does NOT have a concrete footpath. We find this a Safety issue with at least 100 of our residents and urge you to consider the construction of a footpath from the end of building 19 to the corner of Wattle Road.
Council Response	The proposed path location is in close proximity to the town centre, school, and aged care facility. The opportunity to extend the footpath from Wallaroo Road to Wattle Road is considered a key link and as such has been incorporated into the 2021/22 capital works program.
Change to Document	The footpath extension has been incorporated into the capital works program.

Attachment 6 - Post Exhibition Changes to Council's Operating and Capital Budgets

Operating Changes:

Variation Number	Description	Amount $
1	An increase in expected Rates income because of additional properties added to Council's rate base since the preparation of the exhibition report.	244,708
2	Impact of additional interest revenue earned on the revised developer contributions forecast.	48,400
3	Two quarters of the 2021/22 Financial Assistance Grant was prepaid in the 2020/21 financial year.	(2,714,655)
4	Timing adjustment of expected receipt of the 2nd instalment to the Local Roads & Community Infrastructure (LRCI) Phase 1 grant.	283,500
5	Increase to the operating component of developer contributions due to the revised level of developer contributions.	157,832
6	Timing adjustments to expected receipt of grant funding relating to Horsley Creek Detention Basins concept design, Macquarie Rivulet floodplain risk management study and plan, Elliot Lake floodplain risk management study and plan.	66,185
7	Budget adjustment to reflect the Coastal and Estuaries Grant Funding for Bass Point Littoral rainforest regeneration.	16,900
8	Budget adjustment reflecting capital grant income for the acquisition of flood prone land via the voluntary purchase scheme if utilised.	533,000
9	Budget adjustment to recognise the LRCI phase 2 income in accordance with Australian Accounting Standards.	(665,800)
10	Recognition of grant income from the Fixing Local Roads Program which was awarded subsequent to the draft budget being endorsed for public exhibition.	1,300,040
11	Budget adjustment to the expected Restart NSW funding following the rephasing of the Airport upgrade project.	2,100,000
12	Budget adjustment to reflect the income recognition of the Public Places Legacy program in accordance with Australian Accounting Standards.	650,000
13	Budget adjustment to correct the capital grant amount expected next year relating to the Warilla Sea Wall project.	(1,365,000)
14	Expected level of developer contributions have been revised upwards to reflect current trends.	5,008,533
15	Budget adjustment to reflect an estimated write down of land acquired via the flood prone land voluntary purchase schemes if it was to be utilised.	(400,000)
16	Budget adjustment to reflect updating expenditure phasing of the Macquarie Rivulet floodplain risk management study and	(66,064)

Variation Number	Description	Amount $
	plan and the Elliot Lake floodplain risk management study and plan.	
17	Budget adjustment to reflect expenditure associated with the Coastal and Estuaries grant funding for Bass Point Littoral Rainforest regeneration.	(33,800)
18	Budget adjustment to recognise updating timing of the completion of Harrison Park and Con O'Keefe masterplans.	(20,500)

Capital Changes:

Variation Number	Description	Amount $
1	Delays to the Boonerah Point Reserve Amenities Renewal project timeline as a result of the due diligence process taking longer than anticipated.	57,825
2	Bass Point Tourist Rd Renewal & Upgrade revised following designs. Project is to be funded from the Fixing Local Roads Program.	634,240
3	Updated timeframes to Yellow Rock Road to Illawarra Highway footpath connection will move the expected expenditure from 2020/21 to 2021/22.	30,000
4	Budget adjustment due to Kimbeth Crescent roadworks between Princes to Robyn shown as a stormwater project in the draft budget.	(35,000)
5	Reddall Reserve Promenade renewal partially rephased from 2021/22 to 2022/23.	(784,500)
6	Budget adjustment to reflect updated estimates for the Reddall Reserve Play Equipment renewal and upgrade.	(135,000)
7	Budget adjustment to reflect the latest schedule for the completion of the Airport redevelopment project. An additional $1,600,000 has been identified in the carry overs.	500,000
8	The Shell Cove Sportsfields budget was incorrectly shown in Buildings rather than Open Spaces.	(1,337,828)
9	The Shell Cove Sportsfields budget was moved from Buildings to Open Spaces.	1,337,828
10	Budget allowance for the acquisition of flood prone land via the voluntary purchase scheme.	800,000
11	Footpath link Princes Highway to Airport Terminal which is being funded from the LRCI phase 1 grant has been added to the budget.	240,000
12	The design costs of Pioneer Drive stormwater upgrade between New Lake Entrance to College Ave have been added to the budget.	50,000
13	Budget increase required for landfill capping.	105,900

Attachment 7 – Carry Over Requests from 2020/21

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year **First year in which project was budgeted*	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
OPERATIONAL CARRY OVERS								
Asset Strategy	Lake & Coastal Foreshore Management	149,000	$68,160 Asset Improvement Program $40,896 Crown	2020/21	Environment factors being externally developed due to sensitivity of area	Finalisation of the project	First quarter	Minimal impact expected

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Asset Strategy	Compostable Bags Project	260,000	Better Waste & Recycling Grant	2020/21	The tender process was unusually long, due to unforeseen factors. Firstly some tenderers did not provide sufficient information, requiring further clarification. Christmas/New Year period caused some delay. Finally, an abrupt global change to the main raw ingredient occurred in early 2021, resulting in withdrawal of selected tenderer from the contract. All offers then needed to be reconfirmed and reassessed. Additionally, there is a 4 month lead-time to get bags manufactured	Distribution of compostable bags to the community	Second Quarter	Minimal impact expected

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Built & Natural Environment	Horsley Creek Detention Basins Concept Design	7,355	NSW Department of Planning, Industry and Environment	2018/19	Delays in completion due to revised scope of works	Finalisation of the project	Second Quarter	Minimal impact as works have mostly been completed
Built & Natural Environment	Solar My School (SmS)	12,545	Donation	2020/21	This Grant is $10,000 per year, however was increased in FY2021 due to unused funding being carried over due to COVID-19. Milestones 1 & 2 have been completed but not yet invoiced	To complete Milestones 3 to 7 of the program	First and second quarter	Minimal impact expected
Community Connections	Event Sponsorship - unallocated	6,269	General Revenue - Council Resolution	2020/21	Resolution of Council to carry over remaining funds for allocation in new financial year	Sponsorship of events in the City	First quarter	Minimal impact as factored into work plans

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Community Connections	Event Sponsorship - allocated	19,800	General Revenue - Council Resolution	2020/21	Reflects sponsorship awarded by Councillors at May meeting of the Financial Assistance Working Party for events taking place in next FY. Sponsor agreements and invoices will be issued in FY20/21, but events take place between July and November 2021	Sponsorship of events in the City	First and second quarter	Minimal impact as factored into work plans
Community Connections	Youth Opportunities Grant	3,000	NSW Youth Opportunities Grant	2020/21	One of the young people delivering the final event has been delayed due to personal reasons	The delivery the LGBTQI markets in July	First quarter	Minimal impact as factored into work plans
Community Connections	NAIDOC Reconciliation Celebrations	13,787	General Revenue	2020/21	Due to COVID-19 the event was rescheduled from July 2020 to July 2021	2021 Regional NAIDOC Awards event	First quarter	Minimal impact expected
Community Connections	Donations program	1,529	General Revenue - Council Resolution	2020/21	Resolution of Council to carry over remaining funds for allocation in new financial year	Miscellaneous donations	First quarter	Minimal impact expected

Group	**Project Description**	**Proposed Carry Over $ from 2020/21**	**Funding**	**Original Funding Year** **First year in which project was budgeted*	**Comments including why work was not completed in 2020/21**	**What the carried over funds will be spent on**	**Expected cashflow timing of this expenditure**	**Impact on 2021/22 Work Program**
Human Resources	Long Service Recognition Dinner	15,460	General Revenue	2019/20	Delays in coordinating the Long Service Recognition dinner due to timing of handover to Human Resources and COVID-19 have meant we have two years' worth of dinners that have been missed. In addition the third year (2021) is now also due and all three are proposed to be made up at the end of this calendar year with a combined event	Three years' worth of Long Service Recognition dinner	Second quarter	Minimal impact expected
Human Resources	Leadership Framework	30,000	General Revenue	2019/20	Delays in timing of the rollout of the all components of the program have meant that some key Year 1 modules have had to be scheduled for July 2021. Therefore the cost will fall into the new FY and impact Year 2 delivery on the Leadership Development Program	Finalisation of the Year 1 Leadership Development Program	First quarter	Minimal impact expected

Group	**Project Description**	**Proposed Carry Over $ from 2020/21**	**Funding**	**Original Funding Year** **First year in which project was budgeted*	**Comments including why work was not completed in 2020/21**	**What the carried over funds will be spent on**	**Expected cashflow timing of this expenditure**	**Impact on 2021/22 Work Program**
Human Resources	Corporate Training - Licenses and Qualifications	10,000	General Revenue	2019/20	Due to the impact of COVID-19 technical training courses have had limited numbers for delivery, or have been difficult to source and provide. As current restrictions continue to lift, it is believed that technical training courses that were unable to be delivered in this financial year will become additional training courses we will need to provide in 2021/22	Technical training courses that were unable to be run in 2019/20	Up to third quarter	Minimal impact expected
TOTAL OPERATIONAL CARRYOVERS		**528,745**						

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
CAPITAL CARRY OVERS								
Built & Natural Environment	Install PV Solar Systems	200,000	General Revenue	2020/21	Delays in getting quotes/awarding contract	Finalisation of the project	First quarter	Minimal as works will be underway (1-2 month expected timeline)
Asset Strategy	Deakin Reserve Sailing Club Refurbishment	435,000	Special Rates Variation	2020/21	Clarifications and redesigns required around Building Code Australia compliance due to refurbishment works	Finalisation of the project	First and second quarter	Minimal impact expected
Asset Strategy	Airport Project - Part B	1,600,000	Restart NSW Funding Grant	2020/21	Business Park construction held up by development application clarifications. $500k was rephased at quarter 3 (after original budget was submitted) $1.6M additional to that to be carried over into 21/22	Finalisation of the project	First, second and third quarter	Minimal impact expected

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Asset Strategy	The Esplanade/ Timbs Rd Oak Flats Stormwater Upgrade	78,916	Special Rates Variation	2020/21	Design delays, Fisheries NSW approvals required. Pipes have been ordered	Construction of works	First quarter	Minimal impact expected
Asset Strategy	Carpark Renewal: Deakin Reserve Oak Flats	160,000	$100k Special Rates Variation $60k Boating Now Grant	2020/21	Area required aboriginal heritage due diligence which impacted design timeframes	Finalisation of the project	First quarter	Minimal impact expected
Asset Strategy	Bus Shelter Renewals	45,000	Special Rates Variation	2020/21	Lead time on ordering of bus shelters following project handover	Delivery and installation of bus shelters	First Quarter	Impact to internal crew program as job now pushed into next financial year.
Asset Strategy	Oak Flats Pool Shelter Renewal	20,000	Special Rates Variation	2020/21	Programming of works coordinated with Aquatics coordinator and programmed for install of shelter in July. Concrete footings and purchase of shelter already complete	Finalisation of the project	First Quarter	Minimal. To be delivered by building crew in new year at a suitable time.

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Services	Fleet Vehicle Major Plant Changeover - Fleet Projects	446,000	Council General Revenue & Shark Observation Grant	2020/21	Delays in delivery of fleet items due to supplier issues including finalisation of resource report, COVID impact and grant approvals for: - 2 civil trucks - lifeguard tower (grant) - backhoe (due in country 23 June 2021)	Purchase of the identified plant.	First Quarter	Minimal impact trade items have already been considered in 21/22 budget. Minimal impact as works have mostly been completed
Business & Investment	Tripoli Way Project - Land Acquisitions	1,028,372	Section 7.11 Contributions & sale of roads restriction	2019/20	Engineering works not yet complete to identify exact land amounts to be acquired.	Property acquisitions	Second half of 2021/22	Minimal impact expected
Business & Investment	Outstanding acquisitions of land	465,000	General Revenue	2020/21	Finalisation of registrations and subdivision.	Property acquisitions	Quarter 1 2021/22	Minimal impact expected
Business & Investment	Tourist Park - new concrete slabs for sites	24,000	Crown Reserve	2020/21	Concrete slabs funded through different source	Cabin decking - addressing safety hazards	Quarter 1 2021/22	Minimal impact expected

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Business & Investment	Replacement perimeter fencing Shellharbour Beachside Holiday Park	22,000	Crown Reserve	2020/21	Perimeter fencing no longer required due to enhanced security measures	Surveillance system	Quarter 1 2021/22	Minimal impact expected
Business Technology & Customer Services	2019/20 CIAnywhere Transition	45,000	General Revenue	2019/20	CRM CIA Transition project stopped due to resourcing reallocated to the DXP Meetings project	CRM CIA transition	Quarter 2 & 3	Minimal impact as BIS roadmap has factored this into schedule of works
Business Technology & Customer Services	2020/21 CIAnywhere Transition	75,000	General Revenue	2020/21	Allocation of projects exceeded BIS resources resulting in project being delayed to the following financial year	On-going transition of CIAnywhere, Human Resources Performance Management, DXP Meetings	Quarter 1 & 2	Minimal impact as BIS roadmap has factored this into schedule of works
Business Technology & Customer Services	2020/21 - Security & Multi Factor Authentication (MFA)	56,000	General Revenue	2020/21	Project has commenced. Funds are likely to be committed before the EOFY but will not be spent	The ongoing implementation of MFA	Quarter 1 & 2	Minimal impact as ICT roadmap has factored this into schedule of works

Group	Project Description	Proposed Carry Over $ from 2020/21	Funding	Original Funding Year *First year in which project was budgeted	Comments including why work was not completed in 2020/21	What the carried over funds will be spent on	Expected cashflow timing of this expenditure	Impact on 2021/22 Work Program
Community Connections	McDonald Park - adult exercise equipment	63,470	Section 7.11 Contributions	2020/21	Delays due to McDonald Park Project already underway so needed to wait until timing was appropriate to start work on outdoor exercise equipment	Construction and installation of exercise equipment	Quarter 1 to Quarter 4	Minimal impact as works are scheduled
Community Connections	Commission of major public artwork for Lake Illawarra Art Trail	46,211	Section 7.11 Contributions	2020/21	Project delayed due to potential midden site finding in the Reddall Reserve Area	Finalisation of the project	Second Quarter	Minimal as project factored into work planning
Community Connections	Aboriginal Interpretive Signage Walk	37,277	General Revenue	2018/19	Project delayed due to vacant Aboriginal Community Liaison Officer position. Project has recommenced and is progressing steadily	Signage design, manufacture & installation, as well as online content	Across the first three quarters (up to January 2022)	Minimal impact as factored into work plans
TOTAL CAPITAL CARRY OVERS		**4,847,246**						
TOTAL CARRY OVERS		**5,375,991**						

10.2 Council Sustainability Directorate

10.2.1 Monthly Investment Report – May 2021 (11683822)

To the Chief Executive Officer

Directorate: Council Sustainability
Group: Finance

Manager: Katie Buckman – Chief Financial Officer
Author: Lisa McCabe – Senior Accountant

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, as well as to seek a resolution to receive and note the report. The report for the month of May 2021 details investment performance against applicable benchmarks, and reviews the compliance of Council's investments with policy and legislative requirements.

As at the end of May 2021, $1.653M of interest revenue has been accrued.

Council is $14K ahead of the revised annual budget forecast of $1.639M (forecast = $1.788M divided by 12 months and multiplied by 11 months = $1.639M).

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 1993*, 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, as well as ensuring that Council's liquidity requirements are also being met. To assist with this process, Council consults with its independent investment advisor (Imperium Markets Pty Ltd) prior to any investment being made. Close attention is paid to Council's Investment Policy document.

This report provides details on the performance for the month of May 2021 **(Attachments 1 & 2).**

The return on investments for the month of May 2021 was 0.13%, or approximately 1.56% when annualised. This compares very favourably with the AusBond Bank Bill Index which was 0.00% for the month of May 2021.

Financial / Resources Implications

Council is ahead of the revised annual budget forecast by $14K at the end of May 2021. There are additional fair value assessments of Floating Rate Notes, however these amounts are excluded from the Operational Performance Ratio.

Council remains one of the better performing Councils in the state of NSW where term deposits are concerned, earning on average, approximately $660K in additional interest income compared to other Councils (based on January 2021 rankings). This rankings analysis carried out on 90 NSW Local Government Council term deposit portfolios is conducted by Council's independent investment advisors, Imperium Markets Pty Ltd. This analysis has currently ranked Shellharbour City Council's portfolio as number 4 (based on January 2021 rankings) when analysing the returns generated over the last 12 months.

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 put to facilities, operations and outcomes for the community.

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 Investment Portfolio report as at 31 May 2021.

Approved for Council's consideration: Katie Buckman
Chief Financial Officer

Date of Meeting: 29 June 2021

Attachments
1. Council's Investment Portfolio as at 31 May 2021 – *Page 51*
2. Council's Investment Portfolio Graphs as at 31 May 2021 – *Page 52*

Attachment 1 – Council's Investment Portfolio as at 31 May 2021

Shellharbour City Council Investment Report by Investment Strategy as at 31 May 2021

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

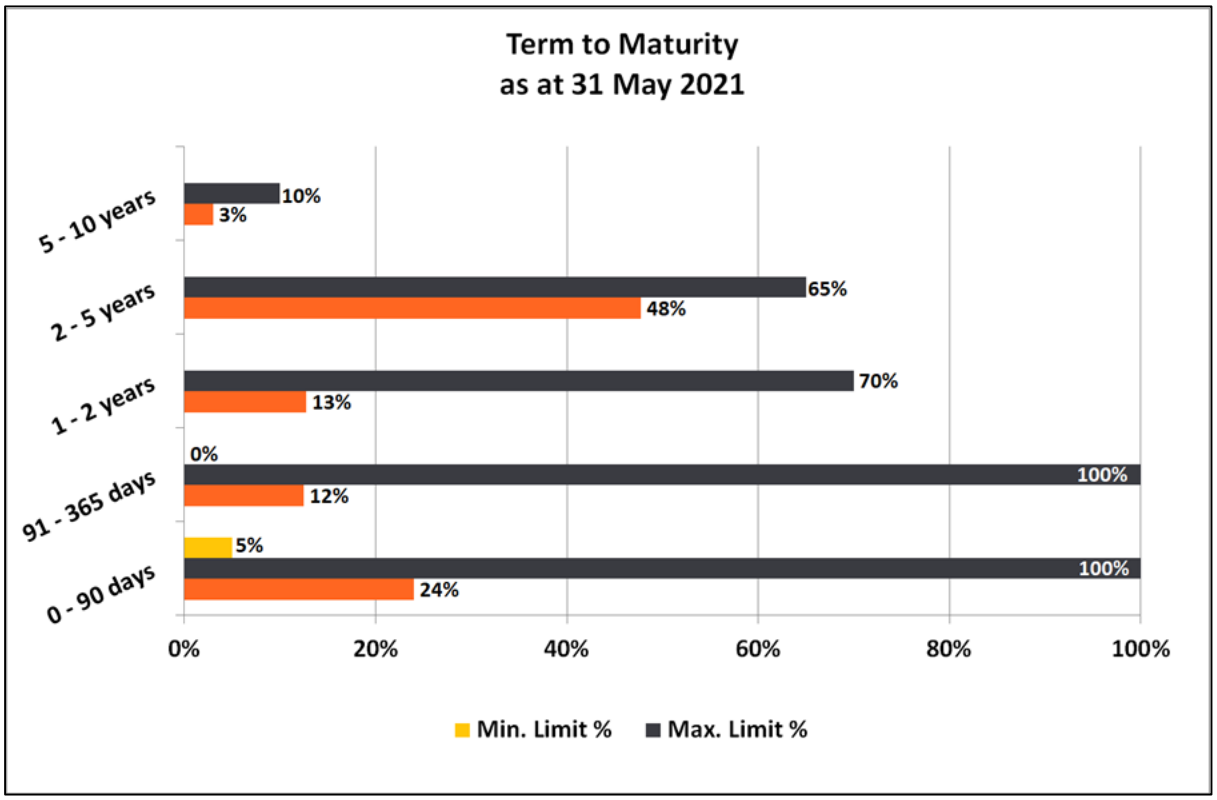
Issuer	Rating	Rate	Opening Balance 30/04/2021	Closing Balance 31/05/2021	Monthly Movement	Maturity
Cash Funds						
NSWTC IM CF	AAA	0.06	315,030	-	(315,030)	T + 3
Commonwealth Bank	AA-	0.20	4,371,494	10,872,320	6,500,826	T
Senior Bonds						
Newcastle Permanent	BBB	1.44	1,775,179	1,774,742	(438)	06/02/2023
Westpac	AA-	0.92	2,547,665	2,547,508	(158)	16/08/2024
ANZ Bank	AA-	0.81	1,523,556	1,523,514	(42)	29/08/2024
HSBC	AA-	0.86	3,028,845	3,037,266	8,421	27/09/2024
Northern Territory Treasury Corporation	AA-	1.20	1,000,000	1,000,000	-	15/12/2025
Northern Territory Treasury Corporation	AA-	1.20	1,000,000	1,000,000	-	15/12/2025
Northern Territory Treasury Corporation	AA-	1.00	4,000,000	4,000,000	-	15/12/2025
Northern Territory Treasury Corporation	AA-	1.30	2,000,000	2,000,000	-	15/06/2026
Northern Territory Treasury Corporation	AA-	1.30	-	1,500,000	1,500,000	15/06/2026
Senior Bond Performance (Excluding sale/maturity of investments)					**7,784** *	
Term Deposits						
AMP Bank	BBB+	1.60	1,500,000	-	(1,500,000)	25/05/2021
Auswide Bank	BBB	2.22	3,000,000	3,000,000	-	18/06/2021
Westpac	AA-	2.22	3,000,000	3,000,000	-	21/06/2021
Bananacoast Community CU	BBB	2.35	2,000,000	2,000,000	-	28/06/2021
St George Bank	AA-	2.30	5,000,000	5,000,000	-	28/06/2021
Westpac	AA-	1.70	1,000,000	1,000,000	-	16/09/2021
Australian Military Bank	BBB+	1.78	2,000,000	2,000,000	-	29/11/2021
Rabobank Australia Branch	A+	3.00	2,000,000	2,000,000	-	13/12/2021
Newcastle Permanent	BBB	3.05	1,500,000	1,500,000	-	24/01/2022
Police Credit Union SA	Unrated	2.99	1,000,000	1,000,000	-	25/02/2022
Police Credit Union SA	Unrated	2.99	1,000,000	1,000,000	-	25/02/2022
AMP Bank	BBB+	2.75	2,500,000	2,500,000	-	11/03/2022
Newcastle Permanent	BBB	2.90	3,500,000	3,500,000	-	14/03/2022
St George Bank	AA-	2.30	2,000,000	2,000,000	-	04/07/2022
Westpac	AA-	1.14	3,000,000	3,000,000	-	05/09/2022
Police Credit Union SA	Unrated	1.64	2,000,000	2,000,000	-	02/03/2023
BOQ	BBB+	2.30	2,000,000	2,000,000	-	19/06/2023
Rabobank Australia Branch	A+	3.40	1,000,000	1,000,000	-	04/09/2023
Westpac	AA-	0.82	2,000,000	2,000,000	-	04/09/2023
Westpac	AA-	0.84	3,000,000	3,000,000	-	07/09/2023
BOQ	BBB+	1.15	2,500,000	2,500,000	-	20/08/2024
NAB	AA-	0.94	5,000,000	5,000,000	-	09/09/2024
BOQ	BBB+	1.85	2,000,000	2,000,000	-	13/03/2025
BOQ	BBB+	1.25	1,000,000	1,000,000	-	04/09/2025
NAB	AA-	1.08	7,000,000	7,000,000	-	08/09/2025
NAB	AA-	1.05	4,000,000	4,000,000	-	18/09/2025
Westpac	AA-	0.76	2,000,000	2,000,000	-	18/12/2024
NAB	AA-	0.85	3,000,000	3,000,000	-	18/12/2024
NAB	AA-	1.00	6,000,000	6,000,000	-	18/09/2025
AMP Bank	BBB	0.75	1,000,000	1,000,000	-	30/08/2022
ING Direct	A	0.55	2,000,000	2,000,000	-	01/03/2023
Westpac	AA-	1.12	2,000,000	2,000,000	-	03/03/2026
NAB	AA-	1.25	1,000,000	1,000,000	-	03/03/2026
P&N Bank	BBB	1.20	6,000,000	6,000,000	-	03/03/2026
Total Shellharbour City Council Portfolio			**110,061,769**	**116,255,349**	**6,193,580**	

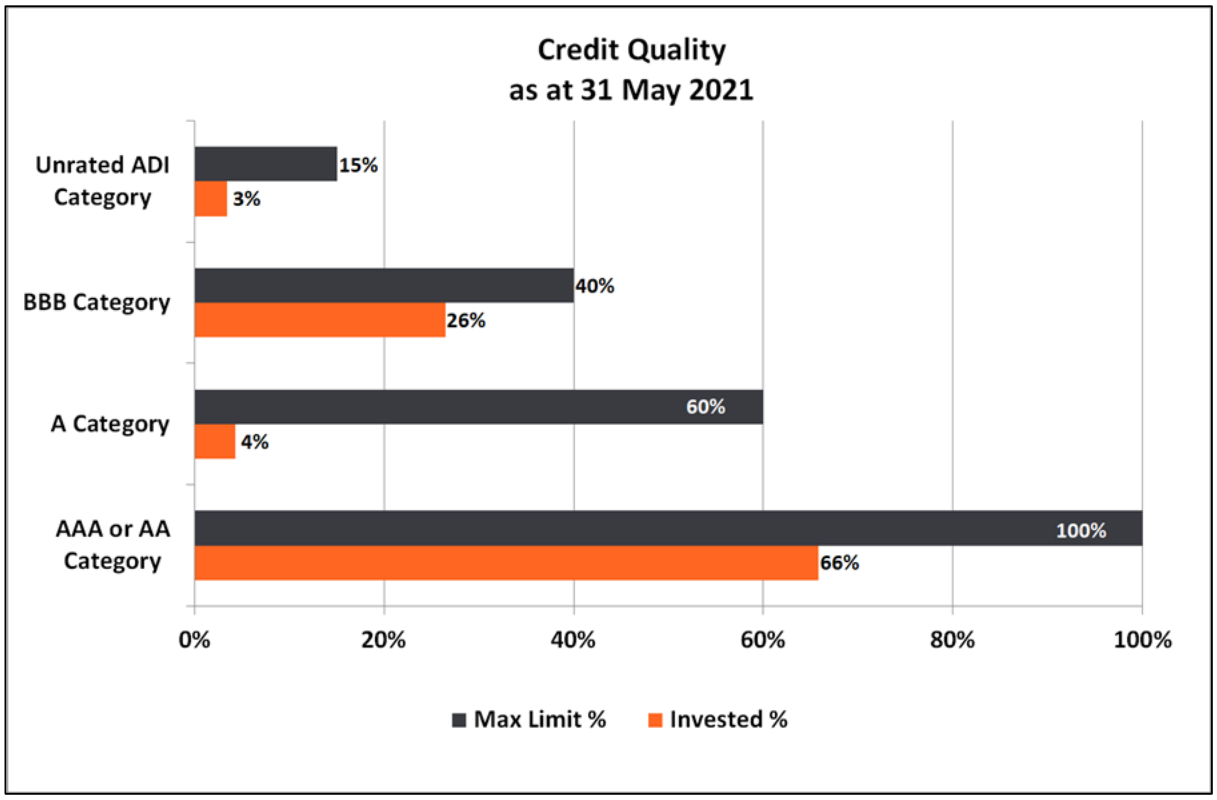
* Returns are calculated using a daily time weighted methodology. The performance figures are net of all fees.

* Council's unrestricted cash balance position as at 30 June 2020 was $22.388M.
This will be earmarked for the ongoing budget as part of Council's financial management strategy.

Attachment 2 – Council's Investment Portfolio Graphs as at 31 May 2021

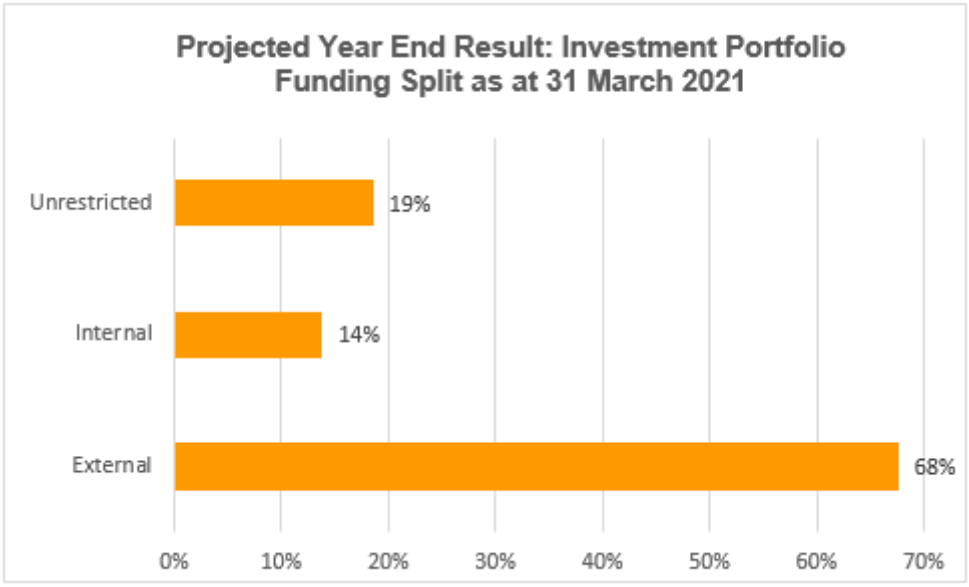
Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.01%	0.03%	0.05%	0.14%	0.16%	0.45%	0.80%
AusBond Bank Bill Index	0.00%	0.01%	0.01%	0.06%	0.06%	0.52%	1.01%
Council's T/D Portfolio	0.13%	0.40%	0.87%	1.82%	2.04%	2.41%	2.72%
Council's FRN Portfolio	0.08%	0.48%	1.06%	1.81%	1.92%	1.98%	2.39%
Council's Bond Portfolio	0.10%	0.28%	0.55%	-	-	-	-
Council's Portfolio^	**0.13%**	**0.40%**	**0.87%**	**1.77%**	**1.97%**	**2.30%**	**2.66%**
Outperformance	**0.12%**	**0.39%**	**0.86%**	**1.72%**	**1.90%**	**1.79%**	**1.65%**





Counterparty

Compliant	Issuer	Rating	Invested (%)	Max. Limit (%)
✓	ANZ	AA-	1.31%	25.00%
✓	CBA	AA-	9.35%	25.00%
✓	HSBC	AA-	2.61%	25.00%
✓	NAB	AA-	22.36%	25.00%
✓	Northern Territory	AA-	8.17%	25.00%
✓	Westpac (SGB)	AA-	21.98%	25.00%
✓	Rabobank Aus.	A+	2.58%	15.00%
✓	ING Bank Aus.	A	1.72%	15.00%
✓	Aus. Military Bank	BBB+	1.72%	12.50%
✓	BoQ	BBB+	6.45%	12.50%
✓	AMP	BBB	3.01%	12.50%
✓	Auswide Bank	BBB	2.58%	12.50%
✓	Newcastle PBS	BBB	5.83%	12.50%
✓	P&N Bank	BBB	6.88%	12.50%
✓	Police CU SA	Unrated	3.44%	10.00%
			100.00%	



Breakdown by Asset Type

10.2.2 Shell Cove Progress Report to 6 June 2021 (11683804)

To the Chief Executive Officer

Directorate: **Council Sustainability**
Group: **Shell Cove**

Manager: Wayde Peterson – Shell Cove Executive Manager
Author: Kevin James – Manager Shell Cove

Summary

The purpose of this report is to provide Council with the recent progress of the Shell Cove Project from 29 February 2021 to 6 June 2021.

Residential subdivision, harbour construction and associated major works and services continued during the period in accordance with the various construction programs. Currently, based on the progress of the programs, the first boats are expected to be able to moor in the Shellharbour Marina by Spring-2021. Strong sales demand for residential land and housing sales continued.

Background

Residential Development

There were 2 sales releases during the period from 29 February 2021 to 6 June 2021:

- 15 houses 'pre-construction' in Precinct A – Stage 64 – on 15 April 2021,
- 4 lots in Precinct A – on 3 May 2021.

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

Table 1 - Sales Summary Comparison

SALES SUMMARY	6 JUNE 2021	28 FEBRUARY 2021
Total Settled	2,300	2,282
Total Exchanged	232	215
Total Deposit	3	21
TOTAL "SOLD"	2,535	2,518
For Sale	1	3
To be released/not for sale	67	2
TOTAL LOTS	2,603	2,523

There were 16 net sales for the period which is lower than the results experienced in previous periods because of the unavailability of stock to sell. Significantly, there continues to be a strong demand for property that is believed to be a result of low interest rates and the unique residential and community opportunity provided by The Waterfront at Shell Cove. This is demonstrated by the significant number of people registered for the Ancora Apartments ballot.

Boat Harbour & Marina

Council announced the appointment of Marine Holdings Australia Pty Ltd (MHA) as the operator of the Shellharbour Marina. MHA is currently developing and operating a number of successful marinas, including Koolewong Marina (Gosford) that recently was awarded 'Best Commercial Marina – Under 140 Boats' at the international 2021 Club Marine Marina of the Year Awards held in Sydney.

Favourable weather during the period allowed the remaining minor construction works in the harbour to continue, including the installation of the concrete edge capping and the decking of the jetty and the boardwalks.

A significant milestone for the Project was the commencement of the removal of the sand plug across the entrance channel on 12 March 2021 that allowed the harbour to have direct tidal effects. Full removal of the sand plug is expected to be completed this month. Boat entry will continue to be prevented until the Shellharbour Marina is operational.

Other works progressed during the reporting period, including the Harbour foreshore promenades and landscaping.

The installation of the first stage of the pontoons for the main jetty and 145 marina berths, along with the associated gangways and related services, continued and are expected to be finished next month.

Matrix Group Company took possession of the Marina Services Centre site and commenced its construction.

A public opening of the Shell Cove Harbour and the Shellharbour Marina is expected by Spring-2021.

The recent aerial photographs in **Attachment 1** were taken on 19 May 2021 and show the status of the works as at the time of the photograph.

Town Centre

The steel portal frame of the Tavern was erected upon the concrete cantilevered platform at the edge of the harbour and foreshore. Roofing and external wall cladding are nearing completion, and the extensive internal fit-out has commenced, with trading expected to commence at the Tavern in late-Spring 2021.

Works continued to finish the Aqua Apartments and the ground floor Waterfront Dining Precinct. The new residents have started to move into the apartments, while restaurant trading for some premises is expected to commence soon.

The public foreshore, including timber boardwalk, promenades and landscaping, is currently being finalised along with the first stage of the main public carpark, located adjacent to the Tavern.

Development consent was granted for the Hotel and the Project is currently awaiting news about a construction start date.

The recent aerial photographs in **Attachment 1** were taken on 19 May 2021 and show the status of the works as at the time of the photograph.

Financial Status

The summary for the 2020/21 Financial Year to date is in **Table 2**:

Table 2 – 2020/21 Financial Year to date

	@ 30 April 2021
Total Income	$87,015,697
Total Development Costs	($73,486,026)
Surplus/(Deficit)	$13,529,671

Note: all figures subject to minor changes and audit outcomes

The summary for the Project to date, compared to the previous report, is provided in **Table 3**:

Table 3 – Project to date

	@ 30 April 2021	**@ 31 January 2021**
Total Income	$793,308,497	$781,347,582
Total Development Costs	($786,701,100)	($765,421,309)
Surplus/(Deficit)	$6,607,397	$15,926,273

Note: all figures subject to minor changes and audit outcomes

Income during the report period came from settlements of the Precinct A lots and Precinct E houses. Costs mostly involved Boat Harbour and Foreshore civil works, Precincts B2/C2 and F subdivision works, Wetland 6 construction, Stage house building, landscaping and the marketing and selling of the lots.

The Project is currently cash positive due to the ongoing settlements on land and housing.

Implications, Impacts, Links and Conclusion

Financial / Resources Implications

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

Legal and Policy implications

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

Public / Social Impact

The Shell Cove development is a significant undertaking for Council. The review of this update by Council helps to provide Councillors and the Community with satisfaction that the project is being completed in a sustainable manner.

Additionally, the project has significantly contributed to local employment outcomes. **Table 4** shows the summary for the statistics provided by Australand for the 3 months ending 30 April 2021:

Table 4 – Local Labour

Percentage		Equivalent Person Days	
Local	72.5%	Local	11,245
Other	27.5%	Other	4,262
Total	100%	Total	15,507

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

The cumulative statistic for the Shell Cove Project is 85.4%. Importantly, the Shell Cove Project has significantly exceeded local labour content commitments for all combined Project works.

Link to Community Strategic Plan

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

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

Strategy: 3.2.1 Activate the Shell Cove Harbour Precinct as a lifestyle and boating destination providing development, tourism and community opportunities

Conclusion

This report summarises the main tasks, achievements, activities and results of the Shell Cove Project from 29 February 2021 to 6 June 2021. During this period, construction included significant progress on the harbour and marina infrastructure, as well as the residential subdivisions. Also, the sales result is lower than previous periods due to lower stock volumes but the continued strong demand can be attributed to the progress achieved by the Shell Cove Project and the realisation of this significant development for Shellharbour City.

Consultations

Internal

Nil

External

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

Political Donations Disclosure

Not applicable

Recommendation

That the progress report for the period from 29 February 2021 to 6 June 2021 for the Shell Cove Project be received and noted.

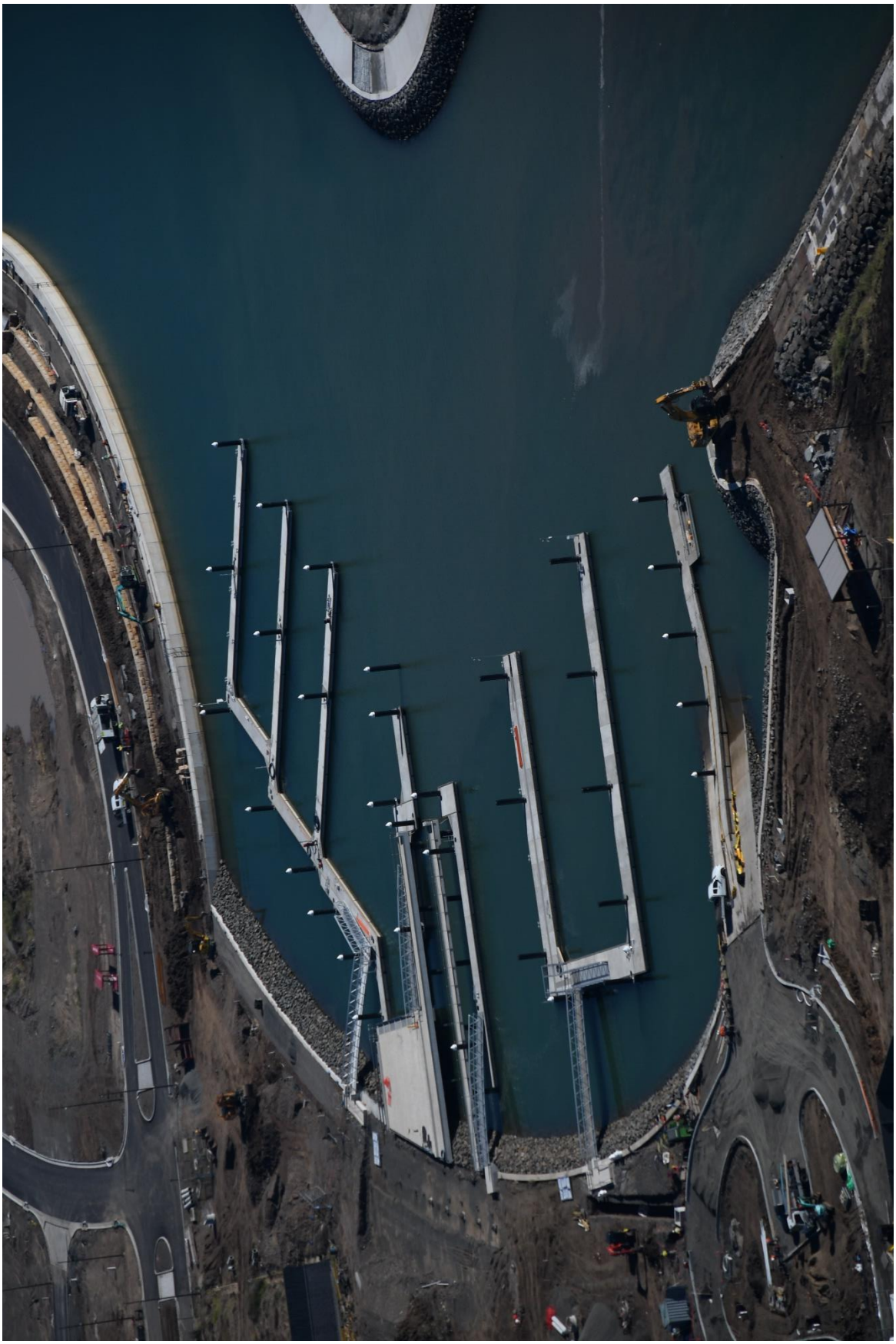
Approved for Council's consideration:	Wayde Peterson Shell Cove Executive Manager

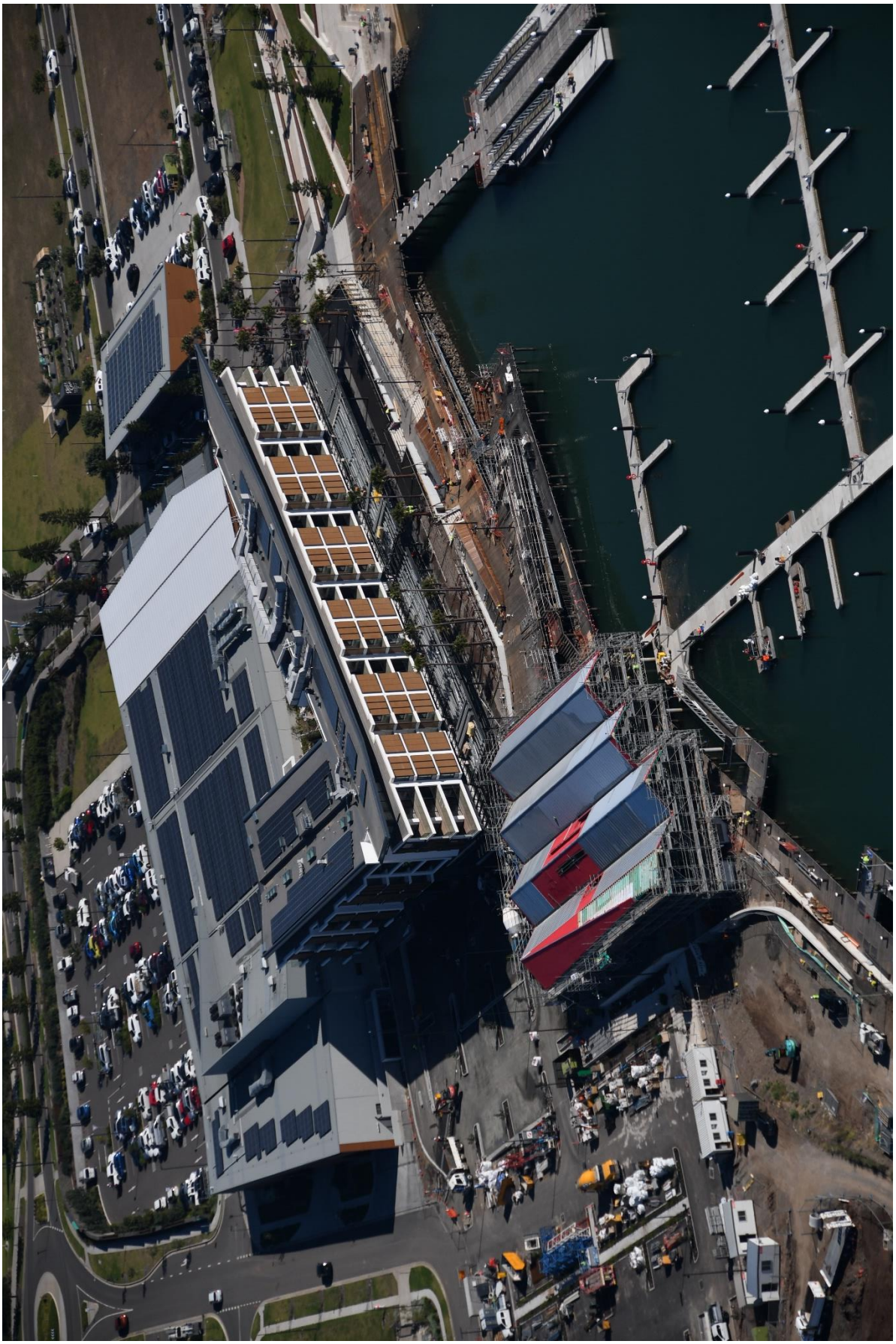
Date of Meeting: 29 June 2021

Attachments

1. Aerial Photos showing the Harbour & The Waterfront Works – *Page 60*

Attachment 1 – Aerial Photos showing the Harbour & The Waterfront Works





10.2.3 Proposed Easement to drain water over Council Land – Lot 28 DP 218456 Shellharbour Road Lake Illawarra – Howard Fowles Sports Oval (11670342)

To the Chief Executive Officer

Directorate: **Council Sustainability**
Group: **Business and Investment**

Manager: Trevor James – Manager Business and Investment
Author: Amy Celima – Property Officer

Summary

The purpose of this report is to seek Council approval to publicly exhibit a proposal to grant an easement to drain water 1.5 metres wide over Council owned Community land - Lot 28 in DP 21456 Shellharbour Road, Lake Illawarra, known as Howard Fowles Sports Oval, Lake Illawarra.

Background

Council is the owner of the land known as Howard Fowles Sports Oval situated at Shellharbour Road, Lake Illawarra (Lot 28 in Deposited Plan 218456) which is classified as Community land.

Located within the Council land is a stormwater pit which connects to Council's stormwater network.

The owner of 16 Anthony Street, Lake Illawarra (Lot 38 in Deposited Plan 218456) which adjoins the Council land has requested that Council consider granting an easement to drain water 1.5 metres wide (the Easement) in order to comply with a condition of development consent for the construction of four townhouses. The Easement is required to enable their development to connect into Council's stormwater pit.

The location of the stormwater pit and proposed Easement are identified in **Attachment 1**.

For the Easement to be considered, there must be no practical alternative for draining the stormwater. After consultation with Council's Subdivision and Development Engineer, it is concluded that there is no practical alternative to drain stormwater for the proposed development.

Section 46(1)(a1) of the *Local Government Act 1993* stipulates that a lease, licence or estate (easement) in respect of community land:

> *may be granted for the purpose of providing pipes, conduits or other connections under the surface of the ground for the connection of premises adjoining the community land to a facility of the council or other public utility provider.*

By granting the Easement, Council will receive compensation, be able to identify the exact location of the drainage infrastructure and will formalise maintenance obligations to ensure that Council is not responsible for future maintenance of the drainage infrastructure.

The grant of the Easement will have minimal impact on the use of the Council land.

Financial / Resources Implications

Council obtained a valuation report from a registered valuer for the amount of compensation that would be payable by the landowner to Council for the grant of the Easement. The amount of compensation has been assessed at $5,000 excluding GST which has been agreed to by the landowner.

All costs related to the creation of the proposed Easement are to be paid by the adjoining landowner.

Legal and Policy implications

The Council land is classified as Community land pursuant to Section 26 of the *Local Government Act 1993* (the Act). Section 47 of the Act requires Council to give public notice and to exhibit the proposal for a minimum period of 28 days. If there are any written objections received in respect of the proposal, Council must seek the consent of the Minister for Local Government.

The Council land is also provided for in the Plan of Management for Community Land adopted by Council on 22 June 2010.

Public / Social Impact

The granting of the Easement will have minimal impact of the existing use of the Council land.
As the Council land is classified as Community land, it will be necessary for Council to give public notice of its intention to grant an easement to drain water over its property. The public notice will provide an opportunity to the public to submit any objections to the proposal.

This report supports the following strategic priorities and actions of the Property Strategy:

Priority: Maximise the service potential of assets

Action: Improve the flexibility of the asset base

Link to Community Strategic Plan

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

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

Strategy: 2.3.6 Deliver sustainable whole of life asset management for the community

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

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

Consultations

Internal

Manager Floodplain and Transport
Manager Asset Planning
Property Management Coordinator
Property Coordinator
Subdivision & Development Engineer
Recreation Planner

External

Landowner – Lot 38 DP 2148456, 16 Anthony Street, Lake Illawarra
Consultants for the landowners
Council's Legal advisors

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council endorse the proposed 1.5 metre wide easement over part Council land being Lot 28 in Deposited Plan 218456, Lake Illawarra (Howard Fowles Sports Oval) in favour of Lot 38 in Deposited Plan 218456, 16 Anthony Street, Lake Illawarra, to be placed on public exhibition (Illawarra pursuant to section 47 of the *Local Government Act 1993*) for a period of 28 days calling for submissions.**

2. **Provided there are no opposing submissions received during the public exhibition period, Council grant an easement to drain water 1.5 metres wide over part Council land being Lot 28 in Deposited Plan 218456, Lake Illawarra (Howard Fowles Sports Oval) in favour of Lot 38 in Deposited Plan 218456, 16 Anthony Street, Lake Illawarra.**

3. **Council accept payment in the amount of $5,000 (excluding GST) from the owner of Lot 38 in Deposited Plan 218456, 16 Anthony Street, Lake Illawarra as compensation for the grant of the easement to drain water 1.5 metres wide over part Lot 28 in Deposited Plan 218456 in favour of Lot 38 in Deposited Plan 218456.**

4. **If any opposing submissions are received as a result of the public exhibition process, a further report be provided to Council for consideration.**

5. **The owner of Lot 38 in Deposited Plan 218456, 16 Anthony Street, Lake Illawarra, be responsible for all costs associated with the creation of the easement, including advertising and compensation, over part Council land being Lot 28 in Deposited Plan 218456.**

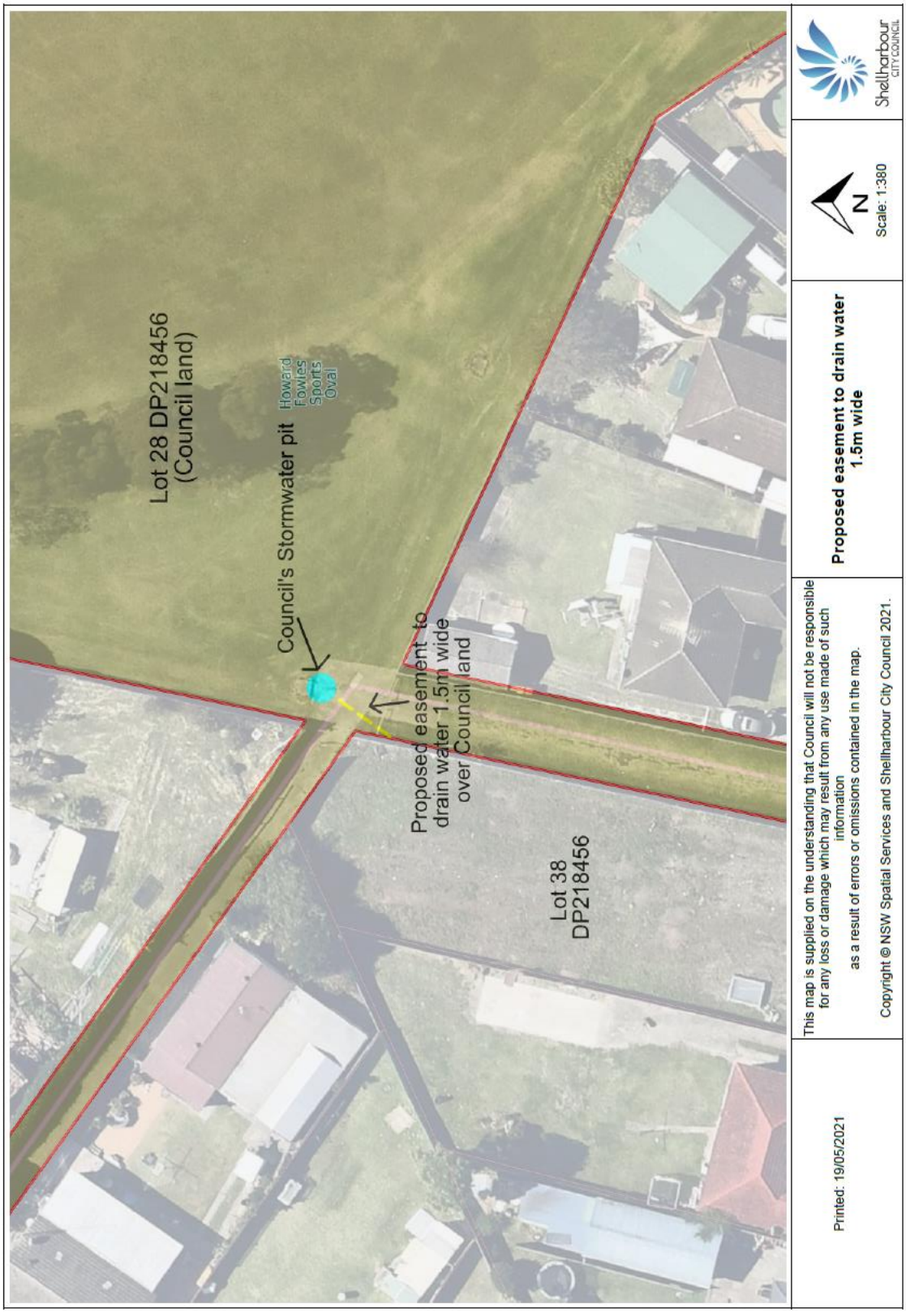
6. The Mayor and Chief Executive Officer, or his nominated delegate be authorised to sign all documentation, including affixing of the Council Seal associated with granting the easement to drain water 1.5 metres wide over part Lot 28 in Deposited Plan 218456, Lake Illawarra in favour of Lot 38 in Deposited Plan 218456.

Approved for Council's consideration:	Trevor James Manager Business and Investment
Date of Meeting:	29 June 2021

Attachments

1. Aerial Map – Lot 28 in Deposited Plan 218456 Howard Fowles Oval – Stormwater pit location – *Page 68*

Attachment 1 – Aerial Map – Lot 28 in Deposited Plan 218456 Howard Fowles Oval – Stormwater pit location



10.2.4 Signing and Sealing of Confidentiality Deed Poll - Negotiations for a new Shellharbour Hospital Site (11683698)

To the Chief Executive Officer

Directorate: **Council Sustainability**
Group: **Business and Investment**

Manager: Scott Bridgement – Director Council Sustainability
Author: Trevor James – Manager Business and Investment

Summary

The purpose of this report is to seek Council's authorisation to sign under Council Seal a Confidentiality Deed Poll relating to negotiations with the NSW Government regarding the possible use of Council land for the site of a proposed new Shellharbour Hospital.

Background

In August 2019 the Mayor and Chief Executive Officer met with the Health Minister to discuss possible sites for a new Shellharbour Public Hospital including the now preferred site. In December 2020 Council submitted a response to a Site Identification process conducted by the NSW Government regarding the possible site of a proposed new Shellharbour Hospital.

The site proposed by Council was Lot 1 DP 302910 Dunmore Road, Dunmore (the Land) **(Attachment 1)**.

Council has now been advised that the Land has been identified as a preferred site and has been requested to engage with the Health Administration Corporation (HAC) on a confidential basis to progress the matter.

Council has been requested to sign and apply its Common Seal to a Confidentiality Deed Poll as part of this engagement.

The application of Council's Common Seal requires a Council resolution.

Further update reports will be provided to Council should it proceed with the Confidentiality Deed Poll.

Financial / Resources Implications

There are no financial or resource implications regarding the signing of a Confidentiality Deed Poll.

Legal and Policy implications

The land identified as Lot 1 DP 302910 Dunmore Road, Dunmore is owned by Council in Fee Simple and is classified as Operational Land in accordance with Sections 25 and 26 of the *Local Government Act 1993.*

A Council resolution is required in order to affix the Common Seal of the Council.

A further Council resolution is required to sell the land should that be proposed.

Public / Social Impact

Council land has been identified by the NSW Government as a preferred site for a proposed new Shellharbour Hospital. A new hospital in Shellharbour City would bring significant benefits to the community and have a positive social impact. Council can facilitate the construction of a new hospital by engaging with the Government to identify an appropriate site.

This report supports the following strategic priorities and actions of the property strategy:

Priority: Continue to make property available for service delivery

Action: Ensure assets are appropriately used and maintained

Priority: Contribute to economic growth and community well-being

Action: Meet service delivery demands by providing fit for purpose assets in optimal locations

Priority: Use Council property to influence cultural vitality

Action: Use existing owned and/or controlled land to deliver specific social, cultural or environmental outcomes

Link to Community Strategic Plan

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

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

Strategy: 2.3.4 Facilitate the development of the built environment to meet community needs

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

Executive Manager
Property Management Coordinator
Property Officer

External

NSW Government Health Administration Corporation

Political Donations Disclosure

Not Applicable

Recommendation

That the Mayor and Chief Executive Officer, or his nominated delegate, be authorised to sign all documentation, including the affixing of the Council Seal, associated with a Confidentiality Deed Poll relating to negotiations with the NSW Government regarding the possible use of Council land for the site of a proposed new Shellharbour Hospital, being Lot 1 DP 302910 Dunmore Road, Dunmore.

Approved for Council's consideration: Scott Bridgement
Director Council Sustainability

Date of Meeting: 29 June 2021

Attachments

1. Aerial Map – Lot 1 Deposited Plan 302910 Dunmore Road, Dunmore – *Page 72*

Attachment 1 - Aerial Map – Lot 1 Deposited Plan 302910 Dunmore Road, Dunmore

10.2.5 Proposed Lease – Part Lot 2 DP 1240742 – Historical Aircraft Restoration Society Inc (11657394)

To the Chief Executive Officer

Directorate: **Council Sustainability**
Group: **Business and Investment**

Manager: Trevor James – Manager Business and Investment
Author: Lonell Wicks – Property Management Coordinator

Summary

The purpose of this report is to seek Council approval to enter into a lease for 26 years with the Historical Aircraft Restoration Society (HARS) for the land identified as Part Lot 2 DP 1240742, Airport Road, Albion Park Rail located at Shellharbour Airport.

Background

HARS currently operates from Lot 201 DP 1111193, 54 Airport Road, Albion Park Rail under a 40 year lease, expiring in 2047. HARS wishes to align the timeframe of the proposed lease with the existing lease. The proposed lease will therefore have a termination date of 31 December 2047.

HARS has indicated its intention to construct a hangar on the land subject to the proposed lease in order to store aircraft. This will be subject to a further development application (DA) and assessed under the *Environmental, Planning and Assessment Act, 1979.* HARS will be responsible for all costs associated with the DA, construction certificate and construction of the proposed hangar.

The area proposed for lease is approximately 5336.9m², subject to survey - identified in **Attachment 1.**

Financial / Resources Implications

An independent valuation has been undertaken by a registered land valuer on Council's pre-approved panel. HARS has agreed to the amount contained in that valuation.

Details of the proposed lease:

Area: Approximately 5336.9 m^2 subject to survey - Part Lot 2 DP 1240742.

Terms Lease to expire 31 December 2047.

Rent: $18,679.15 per annum excluding GST, subject to CPI annually and rent review every five years. This amount is consistent with an independent valuation that was undertaken for the land.

Outgoings: 100%

Use: Light aircraft and helicopter storage.

HARS will be responsible for all costs associated with the preparation of lease agreement in accordance with Councils Fees and Charges.

HARS will be responsible for all costs associated with any survey, subdivision, DA and construction of the proposed hangar.

Legal and Policy implications

The land identified as airport land is owned by Council in fee simple and is classified as operational land in accordance with Sections 25 and 26 of the *Local Government Act 1993.*

A Council resolution is required in order to affix Council's Common Seal.

Public / Social Impact

HARS is committed to remaining at Shellharbour Airport long term and it contributes to tourism and economic development of the airport. The security of tenure on the site will allow for continued growth of the HARS operation which provides interest for the public and visitors to the area.

This report supports the following strategic priorities and actions of the property strategy:

Priority: Assign responsibility and accountability

Action: Determine and communicate accountability and report responsibilities throughout each step of the integrated approach to asset management and planning

Priority: Contribute to economic growth and community well-being

Action: Meet service delivery demands by providing fit for purpose assets in optimal locations

Link to Community Strategic Plan

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

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

Strategy: 2.3.6 Deliver sustainable whole of life asset management for the community

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

Governance Manager
Acting Manager Airport
Property Coordinator
Property Officer

External

Walsh and Monaghan (Valuer)
HARS President and Chief Pilot

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **Council enter into a lease of 26 years with the Historical Aircraft Restoration Society Inc (HARS) for part Lot 2 DP 1240742, Airport Road, Albion Park Rail for light aircraft and helicopter storage, on the basis of annual rent of $18,679.15 excluding GST per annum, subject to CPI annually and rent review every five years.**

2. **Historical Aircraft Restoration Society Inc (HARS) be responsible for the preparation, lodgement and associated costs including legal costs for the Development Application and any future development of a proposed hangar on the site.**

3. **The Mayor and Chief Executive Officer, or his nominated delegate, be authorised to sign all documentation, including the affixing of the Council Seal associated with the lease to Historical Aircraft Society Inc (HARS) for part Lot 2 DP 1240742, Airport Road, Albion Park Rail.**

Approved for Council's consideration: Trevor James
Manager Business and Investment

Date of Meeting: 29 June 2021

Attachments

1. Proposed Lease Area – Part Lot 1 DP 1240742 – *Page 76*

Attachment 1 – Proposed Lease Area – Lot 2 DP 1240742

PRINCES HWY
HARGRAVES AV
BOOMERANG AV
AIRPORT RD

10.2.6 Tender T2024 - Provision of Construction Materials (11683838)

To the Chief Executive Officer

Directorate: **Council Sustainability**
Group: **Finance**

Manager: Katie Buckman – Chief Financial Officer
Author: Shane Black – Procurement Officer

Summary

The purpose of this report is to inform Council of the tender process for T2024 – Provision of Construction Materials and seek a resolution to accept recommended tenders for the establishment of a panel of suppliers for the categories of:

- Road base; and
- Aggregates;

and to reject all tenders in the categories of:

- Sand,
- Soil,
- Mulch, and
- Granite.

In accordance with Section 10A (2)(d)(i) of the *Local Government Act 1993*, some information will remain confidential as it would, if disclosed, prejudice the commercial position of the person who supplied it. This information will be considered in a separate confidential attachment (**Attachment 1**).

Background

This Provision of Construction Materials Panel is a renewal of an existing panel arrangement established from 2016. The current panel expires on 30 June 2021.

The panel provides construction materials to support Council in the delivery of construction activities and maintenance works. The intention of the panel is to provide Council staff with the materials required to assist in the delivery of day to day tasks. The panel will be established for a period of three years with two options of one year each, with such extensions exercisable at Council's discretion.

The tender was a joint panel made up of the four local Councils (Shellharbour, Kiama, Shoalhaven and Wollongong) with Wollongong taking the lead role in coordinating the tender. Each Council will consider separately the recommended suppliers the panel has recommended and if the recommendations are accepted, each Council will enter separate contracts with the suppliers.

Tenders were invited for this project by the open tender method with a close of tenders at 10.00am on Thursday, 28 January 2021.

Seven responses were received from the tenderers detailed in **Table 1**.

Table 1: Tender submissions received (in alphabetical order – no ranking is implied)

Received Tenders
Benedict Pty Ltd
Boral Resources (NSW) Pty Ltd
Bulk Materials Australia Pty Ltd t/a SCE Recycling
Buttai Gravel Pty Ltd t/a Daracon Quarries
Cleary Bros (Bombo) Pty Ltd
Dunmore Resources and Recycling Pty Ltd
Soilco Pty Ltd

The tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures.

The Tender Assessment Panel evaluated submissions against the following criteria:

1. Cost to Council – 60%
2. Demonstrated experience and satisfactory performance – 10%
3. Demonstrated Quality Management System or Plan – 5%
4. Demonstrated WH&S Management System or Plan – 5%
5. Demonstrated Environmental Management System or Plan – 5%
6. Demonstrated strengthening of local economic capacity – 10%
7. Demonstrated Social Value and/or Social Procurement Initiatives – 5%

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 10 in relation to the level of compliance offered by the tenderers to each of the assessment criteria as specified in the tender documentation. The method then considers pre-determined weightings for each of the assessment criteria which provides for a total score out of 100 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council.

Detail on the assessment and recommendations of the tender assessment panel are contained in **Attachment 1.**

Financial / Resources Implications

The provision of a construction materials panel establishes an approved schedule of rates for the ongoing purchase of materials, ensuring that materials are procured at appropriate prices which have been preapproved by Council.

It is proposed that the cost of the materials purchased through this tender will be funded from the individual project allocations within the approved operational or capital budget of the specific works.

Legal and Policy implications

The tender process has been conducted in accordance with the *Local Government Act 1993, Local Government (General) Regulation 2005* and Council's Procurement Policy and Procedure.

If the recommendations of this report are endorsed, the name of the successful tenderers will be included in the Contract Register which is available on Council's website.

Public / Social Impact

Public confidence in Council is enhanced when Council implements appropriate internal controls through the implementation of consistent and transparent policies and procedures. The proposed tenderers have been selected in part for their capacity to include local businesses and persons into the delivery of these works.

Link to Community Strategic Plan

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

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

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

Strategy: 4.2.3 Ensure Council is financially sustainable and continues to be transparent and accountable

Consultations

Internal

Construction and Maintenance Manager
Works and Contracts Engineer

External

Wollongong City Council's Legal, City Works, Governance and Supply Divisions
Wollongong City Council's Technical Laboratories
Kiama Municipality Council's Supply and Engineering Divisions
Shoalhaven City Council's Supply Division
Nominated Referees

Political Donations Disclosure

Not Applicable

Recommendation

That:

1. **In accordance with *Clause 178 of the Local Government (General) Regulation 2005*, for Contract T2024 – Provision of Construction Materials in the category of Road Base, Council accepts the tender offers from "Tenderer A", "Tenderer B", "Tenderer C", "Tenderer D" and "Tenderer E".**

2. **In accordance with *Clause 178 of the Local Government (General) Regulation 2005*, for Contract T2024 – Provision of Construction Materials in the category of Aggregates, Council accepts the tender offers from "Tenderer B", "Tenderer C" and "Tenderer D".**

3. **In accordance with *Clause 178(3)(e) of the Local Government (General) Regulation 2005,* for Contract T2024 – Provision of Construction Materials in the categories of Sand, Soil, Mulch, and Granite, Council declines to accept any tenders.**

4. **Council not invite fresh tenders for the Provision of Construction Materials in the categories of Sand, Soil, Mulch, and Granite, as doing so would not attract additional suitable suppliers over those which have submitted a tender.**

5. **Council enter into negotiations with any person, including those who tendered and other known suppliers, with a view to entering into contracts for the Provision of Construction Materials in the categories of Sand, Soil, Mulch, and Granite.**

6. **Council authorise the Chief Executive Officer or his nominated delegate to finalise and execute the contracts and any other documentation required to give effect to these resolutions.**

7. **In accordance with the Government Information (Public Access) Act 2009 that the name of the successful suppliers and estimated spend under the panel contract be added to the contracts register.**

Approved for Council's consideration:	Katie Buckman Chief Financial Officer
Date of Meeting:	29 June 2021

Attachments
1. Memo – Confidential – T2024 Provision of Construction Materials

10.3 Community and Customers Directorate

10.3.1 Calendar of Events 2021/2022 – 1 July 2021 to 30 June 2022 (11684597)

To the Chief Executive Officer

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

Manager: Jamie Dawson – Manager Community Engagement and Activation
Author: Jessica Smith – Event and Activation Officer

Summary

The purpose of this report is to seek council endorsement of the calendar of events for the 2021/22 financial year. This calendar will cover events from 1 July 2021 to 30 June 2022, a period of 12 months (**Attachment 1**)

Due to COVID-19, the content of the calendar may be required to change. This report is correct at the time of writing, but is subject to changing Government recommendations regarding public gatherings which will be analysed prior to each proposed event.

Background

Council provides its residents with opportunities to celebrate and commemorate events of significance in the Shellharbour City area.

Council hosts a number of events throughout the year including civic community events such as Australia Day and Carols by Candlelight, through to major destination events such as The Hidden Forest and the Live n Local program.

The 2021/2022 financial year will see the ongoing development of new key destination events that have been created under the framework of the Events Strategy 2018-2021.

Several Council teams, including Libraries and Museum, Sustainability Education and Road Safety, present regular programs for the community as part of their education remit to community. These programs are listed within **Attachment 1** as 'Workshops and Community Education Program'. This includes single, small focussed learning based activities such as author talks, or DIY workshops.

It is important to recognise the contribution these activities make to the community cultural program, but they are distinct from events which require significant planning and resources, and are larger in terms of attendance, venue and the number of Council teams involved. Events, as listed in the Calendar, include multiple activities within a focused theme or celebration and are produced by the Community Engagement and Activation Team.
The calendar also includes key activations under the banner of the Civic Centre Activation program. These represent the development of new programs presented by the Civic Centre Activation team.

Sponsored events will include all events that have been successful in being awarded in-kind or cash contributions to support their activities through the Event Sponsorship program.

Financial / Resources Implications

It is recommended that Council endorse the Calendar of events attached for the period 1 July 2021 to 30 June 2022 and that Council notes that any additional proposals for non-budgeted events; excepting those that are categorised as a civic function, workshop or community program; will be reported to Council individually for consideration.

It is recommended that Council notes that any additional sponsored events supported and adopted by Council through the Financial Assistance Working Party, will be automatically added to the Calendar of Events.

Events presented within the Calendar are budgeted within existing programs across Council. Any additional or proposed non-budgeted events that are not categorised as a civic function, workshop or program in the Calendar will need to be reported to Council individually for consideration. A report including the event details and proposed funding will be required by the way of Mayoral Minute, Councillor Report or a report by a Council officer.

Legal and Policy implications

Nil

Public / Social Impact

Council events offer residents the opportunity to connect and make contact with Council in a positive way.

Link to Community Strategic Plan

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

Objective: 1.1 Our City is vibrant, safe, creative and inclusive

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

Consultations

Internal

Museum Curator
Team Leader Library Programs & Partnerships
Environment Officer
Group Manager Asset Strategy
Road Safety Officer
Civic Centre Activation Manager
Manager Community Life
Team Leader Youth Services
Executive Manager, Council Services

External

Nil

Political Donations Disclosure

Not Applicable

Recommendation

That Council:

1. **Endorse the Calendar of Events attached for the period 1 July 2021 to 30 June 2022.**

2. **Notes that any additional proposals for non-budgeted events; excepting those that are categorised as a civic function; will be reported to Council individually for consideration.**

3. **Notes that any additional sponsored events supported and adopted by Council through the Financial Assistance Working Party, will be automatically added to the Calendar of Events.**

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

Date of Meeting: 29 June 2021

Attachments

1. Calendar of Events: 1 July 2021 to 30 June 2022 – *Page 85*

Attachment 1 - Calendar of Events: 1 July 2021 to 30 June 2022

Calendar of Events 2021/2022

JULY 2021	
EVENTS PROGRAM	
NAIDOC Community Day Shellharbour Civic Centre Monday 5 July 11am to 2pm	Council will host the annual NAIDOC Community Day at the Civic Centre featuring a smoking ceremony, welcome dance performances, welcome to country, official flag raising as well as elders' lunch, community information stalls and a community BBQ. Live music and performance will round out the day.
Illawarra NAIDOC Regional Awards Shellharbour Civic Centre Saturday 24 July 6pm to 10pm	The annual awards ceremony will be hosted by Shellharbour Council in 2021, with support from Wollongong, Shoalhaven and Kiama Councils. This prestigious event recognises the achievement of Aboriginal community members across each of the participating LGAs.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
Libraries: Winter School Holiday Activities Theme: Fairy Tales 28 June – 9 July	Shellharbour City Libraries presents a range of craft and fun activities for young people hosted across the library branches.
Libraries: HSC Help	A series of subject-specific talks presented by expert teachers with tips to support HSC students
Libraries: Nature Talk in the Library 15 July 6:00pm	Shellharbour City Libraries in collaboration with the Environment team offer a monthly

	Nature Talk in the Library in the Shellharbour Civic Centre. Designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
SPONSORED EVENTS	
Roo Theatre Company: Shellharbour's Got Talent Harbour Theatre, Shellharbour Village 3 and 4 July	
Lake Illawarra Police: Think You Know Cyber Forum Date TBC Shellharbour Civic Centre	
AUGUST 2021	
EVENTS PROGRAM	
Local Government Week 11 August Event to be determined	
Live n Local in The Village Shellharbour Village (various venues) Saturday 14 August 10am to 6pm	Featuring an enormous array of local musical talent, the annual Live n Local festival returns as a single day event across multiple venues, shops, street corners and locations in Shellharbour Village.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Libraries: Dying to Know Day	The Dying to Know Day program is about changing the conversation around death and dying in Australia, promoting knowledge of end-of-life issues and recognising death as a part of life.
Libraries: National Science Week Hosted by Shellharbour City Libraries 14-22 August	Shellharbour City Libraries will be presenting a suite of activities aligned with National Science Week, including special story times, STEAM Programs & movie viewing.
Nature Talk in the Library Sharks 19 August (TBC)	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. They are held from 6pm – 7:30pm on a selected evening,

	and are designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
Children's Book Week 'Old worlds, new worlds, other worlds' 21-27 August	A variety of special programs across Council's Libraries promoting books and reading for young people and celebrating the winners of the Children's Book Council of Australia award-winning children's books.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
SPONSORED EVENTS	
Department of Education: Southern Stars WIN Entertainment Centre, Wollongong 20 and 21 August	
SEPTEMBER 2021	
EVENTS PROGRAM	
The Hidden Forest Blackbutt Forest Reserve Saturday 25 September 3pm to 10pm	One of the highlights of Shellharbour's event calendar, The Hidden Forest music festival is a full day of delicious food, craft beer and wine, hand-made markets, relaxation and, of course, great music. Tucked away in the magical woodland setting of Blackbutt Forrest, The Hidden Forest brings together a carefully crafted medley of local and nationally recognised artists that will have you dancing from day to night.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM:	
National Threatened Species Day 7 September	Council will undertake awareness raising of national threatened species day and promote the importance of protecting, conserving and improving biodiversity
Library Spring School Holiday Program Theme: Space	Celebrate the school holidays and **World Space Week** with Shellharbour City

20 September – 1 October	Libraries as they present activities for children and youth including fun activities, craft and film screenings.
Library Services Australia Reads 16 September	Shellharbour City Libraries will champion the importance of reading for all ages as part of the Australian Library & Information Association nation-wide event.
Nature Talk in the Library Astronomy 23 September	Shellharbour City Libraries in collaboration with the Environment team offers a monthly Nature Talk in the Library. The September event will feature astronomy expert David Finlay.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
OCTOBER 2021	
CIVIC CENTRE ACTIVATION PROGRAM	
Civic Centre Market and Connecting over Fair Food event 15 October	In recognition of the United Nations World Food Day, Council will collaborate with Food Fairness Illawarra and a range of external organisations to hold a fair food themed Civic Centre Market from 4:30pm – 7:30pm. This will be followed by a Connecting over Fair Food presentation from 7:30pm – 9pm about regenerative agriculture with keynote speaker Charles Massy.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Launch of the Celebration of Ability Calendar of Events	International Day of People with Disability (IDPwD) (3 December) is a United Nations sanctioned day that aims to promote an understanding of people with disability and encourage support for their dignity, rights and well-being. The day also seeks to increase awareness of the benefits of the integration of people with disability in every aspect of political, social, economic and cultural life. Events are held on or around 3 December.

	Activities organised in recognition of IDPwD will be promoted in a Celebration of Ability Calendar of Events. The calendar will be launched late October.
Libraries: Jackie French Extravaganza 7-8 October	Jackie French presents an Author Talk for all ages on the evening of the 7 October and story time events for pre-schoolers and school students. Jackie will also be unveiling of a new Story Trail in the Civic Square.
Nature Talk in the Library October	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre.
Aussie Backyard Bird Count 18 – 24 October	Council's Environment team partners with BirdLife Australia to celebrate National Bird Week and support the annual Aussie Backyard Bird Count. Local residents are encouraged to participate and the count birds they see in the Shellharbour area.
Graffiti Removal Day Date and event to be confirmed	The aim of Graffiti Removal Day is to highlight the problem of graffiti and encourage people to volunteer their time to remove and prevent graffiti. Council will participate in this event in partnership with the NSW Police and Rotary Club of Shellharbour City.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
NOVEMBER 2021	
CIVIC CENTRE ACTIVATION PROGRAM	
Live on the Lawn Shellharbour Civic Centre	Shellharbour Civic Centre is hosting a selection of local artists each Friday throughout November from 11.30am - 1.30pm. Enjoy live music, sit on the lawn, soak up the sun and grab a bite to eat from the Civic Square cafe.

	For more information visit www.shellharbourciviccentre.com.au
Shellharbour Youth Summit Shellharbour Civic Centre 12 November	The annual Shellharbour Youth Summit will take place on Friday 12 November 2021. The aim of the Summit is to give a voice to local young people and hear their thoughts on priorities of the Youth Plan. This year's event place from 9am – 2pmat the Shellharbour Civic Centre. Young people from Shellharbour high schools and local youth organisations such as SYFS and SACYA will have the chance to present their ideas and opinions to local leaders such as Councillors, Ministers and community representatives.
Civic Centre Market Supporting Shellharbour's Young Creatives Shellharbour Civic Centre 20 November	The Civic Centre market is being held on Saturday 20 November from 10am – 1pm at Shellharbour Civic Centre The Civic Centre Market will be a fun filled day with a range of things happening including live music, entertainment, workshops, activities and awesome stuff to buy. We encourage people of all ages to come along and enjoy what's on offer to support the youth of Shellharbour. For more information on how you can get involved, visit www.shellharbourciviccentre.com.au.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
National Recycling Week Monday 9 to Sunday 15 November Dates to be confirmed	During the week Council will be providing sessions to educate and stimulate behaviour change, by promoting kerbside and community recycling initiatives, and giving people the tools to minimise waste and manage material resources responsibly at home, work and school.
Nature Talk in the Library: Frogs November	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. November's theme will be frogs.

BioBlitz November 2021	A BioBlitz is a citizen science event, where scientists, naturalists and the community work together to explore an area with the aim of recording as many species as possible over a short time. Council's Environment team will facilitate a BioBlitz at a local reserve, in collaboration with community members and a range of external organisations.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
SPONSORED EVENTS	
Bright Events: Wings over Illawarra Shellharbour Airport 12-14 November	
DECEMBER 2021	
EVENTS PROGRAM	
Carols by Candlelight Reddall Reserve Friday 10 December 6pm to 9pm	For over 20 years council has been hosting the annual Carols by Candlelight event. This event has become one of largest Carols in the Illawarra. The night includes local community performers, some guests and, of course, Santa.
CIVIC CENTRE ACTIVATION PROGRAM	
Live on the Lawn Shellharbour Civic Centre	Shellharbour Civic Centre is hosting a selection of local artists each Friday throughout December (excluding public holidays) from 11.30am - 1.30pm. Enjoy live music, sit on the lawn, soak up the sun and grab a bite to eat from the Civic Square cafe. For more information visit www.shellharbourciviccentre.com.au
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM:	
Celebration of Ability Events Dates to be confirmed	International Day of People with Disability (IDPwD) (3 December) is a United Nations sanctioned day that aims to promote an understanding of people with disability and

	encourage support for their dignity, rights and well-being. The day also seeks to increase awareness of the benefits of the integration of people with disability in every aspect of political, social, economic and cultural life. A Celebration of Ability Calendar promotes the events held across the Illawarra to celebrate and acknowledge the day. Copies of the calendar will be available from Council's website.
Libraries: Christmas Story time and crafts	Join in on the festive fun with a special Christmas-themed program of story readings, crafts and activities, hosted across all Council's libraries.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
JANUARY 2022	
EVENTS PROGRAM	
Shellharbour City Community Awards Ceremony Shellharbour Civic Centre Monday 24 January 6pm to 9.30pm	Incorporating both the Australia Day citizen of the year awards and the Illawarra Sport Awards, this is a prestigious new ceremony for the City. Hosted at the Shellharbour Civic Centre as a theatre style awards ceremony, the event will feature music and entertainment.
Australia Day Breakfast by the Lake Reddall Reserve Wednesday 26 January 7am to 10am	Annual event to mark the date of Australia Day. Incorporates a community breakfast, citizenship ceremony and the announcement of the Australia Day award recipients.
CIVIC CENTRE ACTIVATION PROGRAM	
Live on the Lawn Shellharbour Civic Centre	Shellharbour Civic Centre is hosting a selection of local artists each Friday throughout January from 11.30am - 1.30pm. Enjoy live music, sit on the lawn, soak up the sun and grab a bite to eat from the Civic Square cafe.

	For more information visit www.shellharbourciviccentre.com.au
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Libraries Summer School Holiday Program Theme: Candy Land	Shellharbour City Libraries presents fun activities for young people across all Council's libraries
FEBRUARY 2022	
CIVIC CENTRE ACTIVATION PROGRAM	
Live on the Lawn Shellharbour Civic Centre	Shellharbour Civic Centre is hosting a selection of local artists each Friday throughout February from 11.30am - 1.30pm. Enjoy live music, sit on the lawn, soak up the sun and grab a bite to eat from the Civic Square cafe. For more information visit www.shellharbourciviccentre.com.au
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Library Lovers Day 14 February	Shellharbour City Libraries host literacy and craft programs to celebrate what library patrons love about their libraries and why.
Nature Talk in the Library February	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. This is an evening event designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
Learn Safe Workshop Monday, 22 February	A FREE 2-hour parent's workshop to help with practical advice about supervising learner drivers; completing the Learner Driver Log Book; and, providing on-road driving practice. Workshop starts at 6.00pm on Monday, 22 February. Bookings are essential please call Jenny Davies on 4221 6124 or book online at www.shellharbour.nsw.gov.au/youngdrivers
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities

	aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
MARCH 2022	
EVENTS PROGRAM	
International Women's Day Breakfast Shellharbour Civic Centre Tuesday 8 March 8am to 10:30am	International Women's Day is celebrated across the world on 8 March each year. The purpose of the day is to recognise women and their achievements regardless of nationality, ethnicity or cultural, political or economic background.
Seniors Festival Month and dates to be confirmed.	The NSW Seniors Festival recognises and celebrates the contribution that seniors make to our community.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
OMG Outrageous Mini Games Sunday 7 March	Part of the Shellharbour City Festival of Sport The event will feature fun sports games showcasing stadium sports and activities
Cultural Treasures Multicultural Festival Harmony Week: 21 – 25 March	Cultural Treasures is a festival presented by Council, to value and celebrate Shellharbour's cultural diversity. Celebrations take place in various forms of activities, workshops or events. Harmony Week includes 21 March, which coincides with the United Nations International Day for the Elimination of Racial Discrimination. Cultural Treasures is held to promote belonging, celebrate Shellharbour's cultural diversity and to promote cultural respect for everyone who calls Australia their home.
The Ultimate Learner Log Book Run Experience Sunday 21 March	An opportunity for learners and their supervisors to experience a series of practical and powerful demonstrations whilst gaining log book hours on a planned route. Includes: a planned route through a variety of driving conditions, RBT / RDT, Driver Reviver, Fire Rescue, road safety personal experience, SES, Crash

	Investigation Unit, safer vehicles; road safety research and reverse parking tuition. Learners must have at least 40 logbook hours to be eligible to participate. Bookings are essential please call Jenny Davies on 4221 6124 or book online at www.shellharbour.nsw.gov.au/youngdrivers
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
Nature Talk in the Library March	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. This is an evening event designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
BioBlitz March	A BioBlitz is a citizen science event, where scientists, naturalists and the community work together to explore an area with the aim of recording as many species as possible over a short time. Council's Environment team will facilitate a BioBlitz at a local reserve, in collaboration with community members and a range of external organisations.
Earth Hour March	Council's Environment team encourages residents to switch off for Earth Hour, and become empowered to be part of climate solutions.
APRIL 2022	
EVENTS PROGRAM	
ANZAC Day Service Shellharbour City Memorial Monday 25 April 7:30am to 9am	A combined service hosted alternately by Warilla & Albion Park RSL sub branches at Shellharbour City Memorial.

Youth Week Month and dates to be confirmed.	Youth Week is an opportunity for young people to express their ideas and views, act on issues that affect their lives, and create and enjoy activities and events. As part of Youth Week celebrations Shellharbour City Council holds Youth Festival which is a month long calendar of events, activities, and workshops recommended by the Youth Council.
CIVIC CENTRE ACTIVATION PROGRAM	
Civic Centre Market Supporting Shellharbour's Young Creatives Shellharbour Civic Centre	The Civic Centre market is being held from 10am – 1pm at Shellharbour Civic Centre The Civic Centre Market will be a fun filled day with a range of things happening including live music, entertainment, workshops, activities and awesome stuff to buy. We encourage people of all ages to come along and enjoy what's on offer to support the youth of Shellharbour. For more information on how you can get involved, visit www.shellharbourciviccentre.com.au.
Live on the Lawn – Youth Edition Shellharbour Civic Centre	The Shellharbour City Youth Festival is proud to host Live on the Lawn Youth Edition! From 11.30am to 1.30pm, Monday to Friday during Youth Week enjoy live tunes from some of Shellharbour's most up and coming musicians on the front lawn of the Shellharbour Civic Centre.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
Nature Talk in the Library April	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. This is an early evening event designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.

Libraries: Autumn School Holidays 11-22 April 2022	Shellharbour City Libraries present a range of fun activities, craft and movie screenings for young people.
Learner Log Book Run NIGHT DRIVE Tuesday 20 April	An opportunity for learner drivers and supervisors to experience a range of driving conditions including RBT, a driver fatigue stop and a speed check. Learners must have at least 40 logbook hours to be eligible to participate. Bookings are essential please call Jenny Davies on 4221 6124 or book online at www.shellharbour.nsw.gov.au/youngdrivers
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
MAY 2022	
EVENTS PROGRAM	
Good Neighbour Awards Thursday 27 May 5:30pm – 7pm 20th Anniversary	Neighbour Day is an annual national celebration of community, encouraging people to connect with those who live in their neighbourhood. To celebrate this event locally, Shellharbour City Council hosts the annual Good Neighbour Awards and invites residents to nominate and celebrate their 'good neighbours'
Cities Service Boston Sunday 15 May 10am to 2pm Bass Point	A memorial service to honour the soldiers of the six Machine Gun Battalion who lost their lives, trying to save the crew of the Cities Service Boston, who became shipwrecked off Bass Point on 16 May 1943.
Volunteers Appreciation movie night Wednesday 20 May 5:30pm to 9:30pm Shellharbour Cinemas	In honour of National Volunteer Week, Council invites five representatives from each volunteer group in the Shellharbour area to come, put their feet up, and enjoy a movie on us.
Reconciliation School Flag Walk Monday 30 May	National Reconciliation Week is celebrated across Australia every year between 27 May and 3 June to promote and celebrate the

	shared journeys of the Aboriginal and Torres Strait Islander communities and the non-Indigenous communities of Australia. To mark this annual celebration, Shellharbour City Council proudly hosts the annual Reconciliation School Flag Walk, which involves all schools across the City and the local Aboriginal and non-Aboriginal communities.
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
National Simultaneous Story time Wednesday 18 May – 11:00am Shellharbour City Libraries	Every year a picture book, written and illustrated by an Australian author and illustrator is read simultaneously in libraries across Australia. Join us for this national celebration of children's books and reading.
Learn Safe ZOOM Workshop Monday 24 May	A FREE 2-hour parent's workshop to help with practical advice about supervising learner drivers; completing the Learner Driver Log Book; and, providing on-road driving practice. Workshop is conducted on line via ZOOM and starts at 6.00pm on Monday, 24 May. Bookings are essential please call Jenny Davies on 4221 6124 or book on line at www.shellharbour.nsw.gov.au/youngdrivers
Wild About Shellharbour Nature Photography Competition May	Residents are invited to submit photos taken in the Shellharbour region that showcase local native wildlife, landscapes and native plants, and beaches and waterways. This event is organised by the Environment team as part of the Sustainable Shellharbour environmental education program.
Nature Talk in the Library May	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. This is an early evening event designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities

	aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.
JUNE 2022	
EVENTS PROGRAM	
The Enchanted Forest Blackbutt Forest Reserve Wednesday 8 to Sunday 12 June 5:30pm to 10pm nightly	Experience Blackbutt Forest as you've never seen it before with the magical experience of The Enchanted Forest. Part light walk, part game and part show – expect to be delighted and inspired by magical light displays, captivating sound design, surprise performances and the completely unexpected
WORKSHOPS AND COMMUNITY EDUCATION PROGRAM	
World Environment Day 5 June	Council's Environment team supports the acknowledgement of World Environment Day, and encourages participation in Council's Wild about Shellharbour Nature Photography Competition.
Learner Log Book Run Sunday 13 June	An opportunity for learner drivers and supervisors to experience a range of driving conditions including RBT, a driver fatigue stop and a speed check. Learners must have at least 40 logbook hours to be eligible to participate. Bookings are essential please call Jenny Davies on 4221 6124 or book on line at www.shellharbour.nsw.gov.au/youngdrivers
Nature Talk in the Library June	Shellharbour City Libraries in collaboration with the Environment team offer a monthly Nature Talk in the Library presentation in the Shellharbour Civic Centre. This is an early evening event designed for adults and older children (8 years+) to hear firsthand from people working in biodiversity conservation and research, nature photography and wildlife care.
Refugee Week 19 to 25 June	Shellharbour City is a Refugee Welcome Zone and supports and encourages refugee settlement in our City. To celebrate Refugee Week, we hold an annual activity, inviting

	the community to celebrate and reflect on social cohesion, acceptance of diversity and the privilege of being a safe Refugee Welcome Zone city.
Age Well Calendar	The Age Well Calendar promotes a series of information sessions and other activities aimed at promoting the health and wellbeing of people over the age of 50. These sessions are conducted in partnership with Shellharbour City Library, other Council departments and external organisations.

10.3.2 Proposed Changes to Flood Risk Planning Controls (11684598)

To the Chief Executive Officer

Directorate: Community & Customers
Group: City Planning

Manager: Geoff Hoynes – Group Manager City Planning
Author: Ian Rankine – Senior Strategic Planner
Tyson Perry **-** Engineering Technical Officer

Summary

The purpose of this report is to outline the NSW State Government's Department of Planning, Industry & Environment (DPIE) changes to flood prone land planning controls and to recommend that Council 'opt-in' to the introduction of an optional new flood planning control, that has been provided to all councils, in Shellharbour Local Environmental Plan 2013 (SLEP 2013).

Background

On 26 May 2021, DPIE released a Flood Prone Land Package that contains new and updated guidance to councils and our communities when considering flooding and flood risk in land use planning. Whilst some of this package has been released, it is not for distribution until 14 July 2021. The Standard Instrument and Environmental Planning & Assessment Amendment (Flood Planning) Regulation changes are publicly available, as they have been published on the NSW Legislation website. The not for distribution package of information has been provided to councils to fully understand the changes and enable administrative actions and tasks to be undertaken prior to the commencement date. The package includes:

- A revised local planning direction on flooding – 4.3 Flood Prone Land
- A new planning circular on flooding
- A new guideline: Considering Flooding in Land Use Planning
- Standard Instrument (Local Environmental Plans) Amendment (Flood Planning) Order 2021 which outlines changes to flood controls in Standard Instrument LEPs
- *Environmental Planning & Assessment Amendment (Flood Planning) Regulation 2021* which amends question 7A on Planning Certificates
- State Environmental Planning Policy Amendment (Flood Planning) 2021 which repeals the existing flood control clauses in Standard Instrument LEPs.

The changes will come into effect on 14 July 2021 and further details will be released publically at that time.

The changes include:

1. Amending the *Environmental Planning & Assessment Regulation* - Schedule 4 which relates to Planning Certificates. The amendment is mandatory and will change the wording of Question 7A – Flood related development controls.

2. The repeal of clause 6.3 Flood planning controls in SLEP 2013 (**Attachment 1**). This is a mandatory change.

3. The introduction of a new clause (5.21) Flood planning controls in SLEP 2013 (**Attachment 2**). This is a mandatory change.

4. The introduction of a new optional clause (5.22) Special flood considerations in SLEP 2013 (**Attachment 3**). Whilst the use of this clause is optional, the wording of the clause is mandated. However, councils may remove development types listed in the standard clause (but not add to the list).

As the mandatory changes outlined in items 2 and 3 above are being introduced into the Standard Instrument LEP, the State Government will automatically update Council's SLEP 2013 by repealing clause 6.3 and introducing clause 5.21 on 14 July 2021.

The optional special flood considerations clause will apply to land that is above the Flood Planning Area but below the Probable Maximum Flood, as well as other land that, if developed, may cause a particular risk to life and require the evacuation of people or other safety considerations. Land to which this optional clause applies would be identified through the preparation or review of a Floodplain Risk Management Plan.

The special flood considerations have been proposed to address particular flood risk considerations that a consent authority must be satisfied with before granting consent to certain types of development that have a higher risk to life, warranting the consideration of the impacts of rare flood events. These types of developments require special flood considerations relating to the management of risk to life and the risk of hazardous industry/hazardous storage establishments to the community and the environment in the event of a flood.

This optional clause will apply to the Sensitive and Hazardous development categories as defined in **Attachment 3.**

This optional clause also applies to land that, in the event of a flood, may cause a particular risk to life that requires the evacuation of people or other safety considerations. This may include areas:

- With evacuation limitations
- Where increases in dwelling densities would have a significant impact on the ability of the existing community to evacuate using existing evacuation routes within the available warning time
- Where vertical evacuation for short duration flooding is required such as where the rate of rise of floodwater prohibits safe evacuation from the land
- Behind flood levees which may have warning and/or evacuation limitations
- Impacted by high hazard flood conditions in the Probable Maximum Flood where it is unsafe to evacuate
- Indirectly affected by flooding where development may have, for example, outages of utility services
- Isolated by floodwaters and/or terrain (such as high flood island or trapped perimeter).

Where this optional clause applies, Council as the determining authority will be required to satisfy itself that, in the event of a flood, the proposed development will not affect the safe occupation and efficient evacuation of people, will incorporate appropriate measures to manage risk to life and will not adversely affect the environment.

DPIE suggests that if councils choose to adopt the optional clause in their LEPs, they should also include the relevant controls in their DCP. Therefore, a future review of the SDCP will include provisions that will ensure consistency with the new LEP clauses.

With regard to the proposed clause 5.22 special flood considerations (item 4 above), a review of the flood planning provisions in the existing Shellharbour Development Control Plan (SDCP) indicate that the land uses described in this proposed clause are generally consistent with the SDCP. Also, it is considered that the proposed Special flood consideration clause will enable Council to:

- better manage flood risk beyond the 1% annual exceedance probability;
- adopt best management practices in managing and mitigating severe to extreme floods;
- build greater resilience in communities and reduce potential property damage and loss of life; and
- ensure better planning outcomes for development types that are sensitive to flood risk and that may be more vulnerable to impacts of flooding.

Therefore, it is recommended that Council not remove any of the land uses that are on the list proposed by DPIE and submit its interest to DPIE to opt-in to the Special flood considerations clause 5.22 as outlined in **Attachment 3**.

DPIE have advised that councils have until 30 June 2021 to advise them if they wish to opt-in. This process will be undertaken through a State Environmental Planning Policy Amendment.

If Council chooses to not opt-in at this time, but chooses to at a later date, Council will need to undertake a Planning Proposal and follow the relevant guidelines and legislation at that time.

Financial / Resources Implications

Nil

Legal and Policy implications

The changes to the *Environmental Planning & Assessment Regulation* Schedule 4 Question 7A and changes to the Standard Instrument LEP clause 5.21 and repeal of clause 6.3 of SLEP 2013 are mandatory changes being undertaken by the Department of Planning, Industry and Environment and council has no role in its implementation.

Clause 5.22 of the Standard Instrument LEP is an optional clause that Council can opt-in to have included as part of a State Environmental Planning Policy Amendment. Alternatively, Council can resolve to not opt-in and undertake a Planning Proposal to consider including the clause at a later date. However, the proposed clause 5.22 aligns with Council's existing SDCP and by including this clause in SLEP 2013 will strengthen this position.

Public / Social Impact

Changes to SLEP 2013 as described in this report will enable Council to provide improved flood planning outcomes for the community and will assist in improving flood emergency management in the long term.

Link to Community Strategic Plan

This report 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

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

Group Manager Built & Natural Environment
Senior Land and Information Services Technical Officer
Acting Manager Floodplain & Transport
Acting Group Manager Asset Strategy

External

Transport and Stormwater Services Manager, Wollongong City Council

Political Donations Disclosure

Not Applicable

Recommendation

That Council submit its interest to the NSW Department of Planning, Industry and Environment to opt-in to the State Environment Planning Policy amendment to have clause 5.22 Special flood considerations, as shown in Attachment 3, included in Shellharbour Local Environmental Plan 2013.

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

Date of Meeting: 29 June 2021

Attachments

1. Existing and to be repealed Flood planning Clause 6.3 SLEP 2013 [repealed] – *Page 106*
2. Clause 5.21 Flood planning [compulsory] – *Page 107*
3. Clause 5.22 Special flood considerations [optional] – *Page 108*

Attachment 1 – Existing and to be repealed Flood planning Clause 6.3 [repealed]

6.3 Flood planning

(1) The objectives of this clause are as follows—
   (a) to minimise the flood risk to life and property associated with the use of land,
   (b) to allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change,
   (c) to avoid significant adverse impacts on flood behaviour and the environment.

(2) This clause applies to land at or below the flood planning level.

(3) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development—
   (a) is compatible with the flood hazard of the land, and
   (b) will not significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties, and
   (c) incorporates appropriate measures to manage risk to life from flood, and
   (d) will not significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses, and
   (e) is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.

(4) A word or expression used in this clause has the same meaning as it has in the *Floodplain Development Manual* (ISBN 0 7347 5476 0) published by the NSW Government in April 2005, unless it is otherwise defined in this clause.

(5) In this clause—
flood planning level means the level of a 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard.

Attachment 2 – Clause 5.21 Flood planning [compulsory]

(1) The objectives of this clause are as follows-
   (a) to minimise the flood risk to life and property associated with the use of land,
   (b) to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,
   (c) to avoid adverse or cumulative impacts on flood behaviour and the environment,
   (d) to enable the safe occupation and efficient evacuation of people in the event of flood.

(2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development-
   (a) is compatible with the flood function and behaviour on the land, and
   (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and
   (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and
   (d) incorporates appropriate measures to manage risk to life in the event of a flood, and
   (e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.

(3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters-
   (a) the impact of the development on projected changes to flood behaviour as a result of climate change,
   (b) the intended design and scale of buildings resulting from the development,
   (c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,
   (d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.

(4) A word or expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.

(5) In this clause-
Considering Flooding in Land Use Planning Guideline means the *Considering Flooding in Land Use Planning Guideline* published on the Department's website on 14 July 2021.
flood planning area has the same meaning as it has in the Floodplain Development Manual.

Floodplain Development Manual means the *Floodplain Development Manual* (ISBN 0 7347 5476 0) published by the NSW Government in April 2005.

Attachment 3 – Clause 5.22 Special flood considerations [optional]

(1) The objectives of this clause are as follows-
   (a) to enable the safe occupation and evacuation of people subject to flooding,
   (b) to ensure development on land is compatible with the land's flood behaviour in the event of a flood,
   (c) to avoid adverse or cumulative impacts on flood behaviour,
   (d) to protect the operation capacity of emergency response facilities and critical infrastructure during flood events,
   (e) to avoid adverse effects of hazardous development on the environment during flood events.

(2) This clause applies to-
   (a) for sensitive and hazardous development – land between the flood planning area and the probable maximum flood, and
   (b) for development that is not sensitive and hazardous development – land the consent authority considers to be land that, in the event of a flood, may:
      (i) cause a particular risk to life, and
      (ii) require the evacuation of people or other safety considerations.

(3) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development-
   (a) will not affect the safe occupation and efficient evacuation of people in the event of a flood, and
   (b) incorporates appropriate measures to manage risk to life in the event of a flood, and
   (c) will not adversely affect the environment in the event of a flood.

(4) A word of expression used in this clause has the same meaning as it has in the Considering Flooding in Land Use Planning Guideline unless it is otherwise defined in this clause.

(5) In this clause-
Considering Flooding in Land Use Planning Guideline – see clause 5.21(5)
flood planning area – see clause 5.21(5).
Floodplain Development Manual – see clause 5.21(5).
probable maximum flood has the same meaning as it has in the Floodplain Development Manual.
sensitive and hazardous development means development for the following purposes:-

   (a) boarding houses,
   (b) caravan parks,
   (c) correctional centres,
   (d) early education and care facilities,
   (e) eco-tourist facilities,
   (f) educational establishments,
   (g) emergency services facilities,
   (h) group homes,
   (i) hazardous industries,
   (j) hazardous storage establishments,
   (k) hospitals,

(l) hostels,
(m) information and education facilities,
(n) respite day care centres,
(o) seniors housing,
(p) sewerage systems,
(q) tourist and visitor accommodation,
(r) water supply systems.

10.3.3 2020 Youth Summit Evaluation Report (11684801)

To the Chief Executive Officer

Directorate: Community and Customers
Group: Community Connections

Manager: Kathryn Baget-Juleff – Group Manager Community Connections
Author: Maiquilla Brown – Team Leader Children and Youth Services

Summary

The purpose of this report is to provide an evaluation from the 2020 Shellharbour Youth Summit- *Resilience in Young People* (Youth Summit).

It is recommended that this report be received and noted.

Background

Council at the meeting of 24 November 2020 was provided with an overview of the Youth Summit including background and evaluation summary. Council resolved to:

1. *Receive and note the report, and*
2. *Receive a further evaluation report at a later date.*

The Youth Summit was delivered on 5 November 2020. Amidst ever changing COVID regulations, an online Summit was held for young people living, learning and working in Shellharbour.

The aim of the Youth Summit was to provide local young people with the opportunity to develop leadership skills and share their priorities for the City by interacting with their peers, elected members and Civic Leaders.

A total of 57 young people attended the Youth Summit from across 5 schools and 1 local community organisation with Civic and Community Leaders.

Youth Summit Evaluation

All participants involved in the Youth Summit including young people, teaching/support staff, and civic leaders were emailed a copy of the evaluation survey after the event. The survey covered topics including:

- Satisfaction with the Summit
- Awareness of young people's voice
- Leadership skills
- Suggestion for future Youth Summits

The questions for the young people and for the teachers/support staff and civic leaders were slightly different. A summary of the survey questions and results are provided in **Attachment 1.**

The results of the evaluation were overwhelmingly positive with more than 92% of young participants very satisfied with the Youth Summit and over 75% indicating that the Summit greatly improves young people's leadership skills.

Key themes that emerged from the feedback was:

1. The event should be longer and have more time allocated to complete additional tasks and activities
2. Young people wanted more opportunities to network with other participants and civic leaders to improve team work and support brainstorming
3. The young people had a lot of fun and wanted more leadership opportunities like this
4. The time of year that the Youth Summit was held worked well for the schools

Participant feedback spoke highly of the innovative online nature of the event, however given the choice both young people and civic leaders identified their preference for an in-person event in the future. The reason for this is that it allows for better access to networking, and young people want further opportunities to meet like-minded people from other schools.

Outcomes and Actions

Council is collaborating with Corpus Christi Catholic High School and St Joseph's Catholic High School to support their student teams to develop and implement a pilot project based on the proposals made to the Youth Summit. These pilot activities will be focused on a peer driven year 7 transition to school program using the 'great race' approach. Once delivered, a further evaluation will take place and if successful, the model can be replicated across other schools.

Future of the Youth Summit

Council anticipates that the event will return to a face-to-face model for 2021, but with consideration of including online activities that can invite broader participation from the schools and community organisations.

The Youth Summit is currently planned to take place on the 12 November 2021 at Shellharbour Civic Centre. A save the date has been sent to all the local high schools, Southern Youth Family Services (SYFS) and Shellharbour Aboriginal Children and Youth Association (SACYA).

Financial / Resources Implications

Nil

Legal and Policy implications

Nil

Public / Social Impact

The Youth Summit has provided a positive public / social impact. The social justice principles of access, equity, participation and rights have been achieved by ensuring local young people have a voice and are involved in decision making.

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: 1.1.6 Provide responsive community services and programs across the City

Objective: 4.1 Led through collaboration

Strategy: 4.1.2 Actively engage, consult and inform the community

Consultations

Internal

Nil

External

Young people from the 2020 Youth Summit
Civic Leaders from the 2020 Youth Summit
Teachers / support staff from the 2020 Youth Summit

Political Donations Disclosure

Nil

Recommendation

That Council receive and note the evaluation report for the 2020 Youth Summit.

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

Date of Meeting: 29 June 2021

Attachments
1. Young Shellharbour – 2020 Youth Summit Edition – *Page 113*

Attachment 1 - Young Shellharbour – 2020 Youth Summit Edition

ACKNOWLEDGEMENTS

Shellharbour City Council acknowledges the Traditional Custodians of the Dharawal and Yuin Nations, and recognises their continued connection to the land where the 2020 Shellharbour Youth Summit took place. We extend this respect to Elders past, present and emerging, and thank them for the ongoing contributions they make to the life of this city and this region. Thank you to all of the Aboriginal and Torres Strait Islander people who attended the 2020 Youth Summit and advocated on behalf of their local community.

A huge thank you to all the young people who attended the online 2020 Shellharbour Youth Summit and contributed their ideas, opinions, and project proposals. Young people from across Shellharbour actively participated in contributing their creativity and innovation.

Thank you to all of the senior leaders from Council and the wider community, who supported helped to amplify young voices and ensure young people felt heard during the 2020 Shellharbour Youth Summit.

Thank you to the guest speakers who shared their experiences in wellbeing and resilience and encouraged young people to strive towards their full potential.

Lastly, we would like to acknowledge all the teaching, education, and support staff who facilitated young people's participation in the 2020 Shellharbour Youth Summit. We are grateful to all the local schools and services who helped young people access this opportunity.

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PART 1:
2020 SHELLHARBOUR YOUTH SUMMIT OVERVIEW AND STRUCTURE

PART 2:
OUTCOMES FROM THE 2020 SHELLHARBOUR YOUTH SUMMIT

PART 3:
EVALUATIONS AND WHERE TO FROM HERE?

PART 1:
2020 SHELLHARBOUR YOUTH SUMMIT OVERVIEW AND STRUCTURE

What is the Shellharbour Youth Summit?

The Shellharbour Youth Summit is an annual event which aims to provide local young people with the opportunity to develop leadership skills and share their priorities for the city by interacting with their peers, elected members, and civic leaders.

YOUTH PLAN GOALS
GOAL 2 - HEALTH AND PERSONAL WELLBEING, GOAL 8 - VOICE, GOAL 10 - EVENTS & ACTIVITIES

Who was there?
The 2020 Shellharbour Youth Summit – *Resilience in Young People* was held on Thursday 5 November with five high schools and one community organisation from across Shellharbour local government area participating on the day. A total of 57 young people attended with civic and community leaders.
The five schools that participated on the day were:
• Albion Park High School
• Corpus Christi Catholic High School
• Lake Illawarra High School
• Oak Flats High School
• St Joseph's Catholic High School
An invitation was also extended to local community organisations – Shellharbour Youth and Family Services (SYFS), and Shellharbour Aboriginal Community Youth Association (SACYA), to ensure young people outside of the traditional education system were provided access to the 2020 Shellharbour Youth Summit. During the event two young people represented their peers residing at SYFS's Warilla accommodation.
Civic and community leaders, including councillors, state and federal members were invited to participate in the 2020 Shellharbour Youth Summit, with a total of 10 leaders participating on the day, representing a range of organisations and issues.
They were:
• Mayor Marianne Saliba, Shellharbour City Council
• Deputy Mayor John Murray, Shellharbour City Council
• Councillor Robert Petreski, Shellharbour City Council
• Carey McIntyre, Chief Executive Officer, Shellharbour City Council
• Melissa Boxall, Director Community and Customers, Shellharbour City Council
• Kathryn Baget-Juleff, Group Manager Community Connections, Shellharbour City Council
• Sharne Colefax, Acting Group Manager Organisational Performance, Shellharbour City Council
• Kate Munro, Chief Executive Officer, Youth Action NSW
• Amanda Cooper, Community Engagement Officer, Headspace Wollongong
• Patrick Peardon, Co-Director, Pop-up Parties
Young Shellharbour | 2020 Youth Summit Edition 5

What did we focus on?

The theme of the 2020 Shellharbour Youth Summit was '*Resilience in Young People*' *and* sought to recognize and reinforce the strength of our local young people. Through this theme Council acknowledged that 2020 was an especially difficult period for everyone and highlighted the resilience of young people in having to constantly overcome new, and unending challenges such as bushfires, floods, and a global pandemic. All of these experiences emphasized the need to nurture wellbeing and bought mental health to the forefront for our community.

The focus of the online event was informed by the Shellharbour Youth Plan, identifying goals such as improving health and personal wellbeing, and improving access to social inclusion through events. Participants in the 2020 Shellharbour Youth Summit were encouraged to develop youth-driven solutions for bringing to life the Shellharbour Youth Plan.

THE OVERALL AIM OF THE SUMMIT IS TO GIVE A VOICE TO LOCAL YOUNG PEOPLE AND HEAR THEIR THOUGHTS ON WELLBEING, EVENTS AND ACTIVITIES IN SHELLHARBOUR

YOUTH PLAN GOALS
GOAL 2 - HEALTH AND PERSONAL WELLBEING, GOAL 8 - VOICE, GOAL 10 - EVENTS & ACTIVITIES

What did we do?

Young people were given realistic, scenario-based challenges, with the intention of developing practical and transferrable skills such as problem solving, teamwork, and adaptability.

Participants were given a series of challenges as a means of indirect consultation and engagement methods. Young people were asked to formulate ideas and outcomes which could be translated into achievable and tangible outcomes. While the 2019 Shellharbour Youth Summit sought to create discussions and amplify the voices of local young people, the aim of the 2020 Shellharbour Youth Summit was to translate those discussions and priorities into actionable outcomes.

At the conclusion of the 2020 Shellharbour Youth Summit a panel of Civic Leaders were brought together to analyse the final ideas presented by participants. This panel was then tasked with picking a focus and vision for Shellharbour Youth Services for 2021, thus creating youth-driven, actionable outcomes that Council staff could commence working towards in 2021.

How did we do it?

TASK 1: PROJECT PLAN DEVELOPMENT

The first workshop centred on participants filling in a grant application to provide funding for a program, activity or event that promoted and supported resilience in young people in Shellharbour.

The grant application delved into project development skills including detailing key tasks, expected outcomes and budgeting considerations. Participants were tasked with collaborating in small teams and were provided with direct links to the Shellharbour Youth Plan to inform and develop their project plans.

TASK 2: PROJECT PLAN MODIFICATIONS

Participants were then asked to modify their project plan to incorporate an upcoming natural disaster. This challenge encouraged participants to be innovative, adaptable, and sustainable in their project development.

TASK 3: PRESENTATIONS AND LEADERS PANEL

The final challenge required participants to prepare a pitch as the final part of their grant application. This challenge encouraged participants to develop their leadership and communication skills. Teams were given the platform to present their ideas to a panel of civic leaders. Young people were given the flexibility to create a presentation of their own choosing, and a variety of presentations were given – verbal, power points and pitches supported by white board-drawn notes and pictures.

How was it COVID-safe?

The 2020 Shellharbour Youth Summit trialled an online platform, as NSW Health COVID regulations, and further safety guidelines put in place by the NSW Department of Education prevented a face-to-face event. By using an online platform young people from across the region could come together virtually to attend the event. The online event allowed more young people to attend, and each school could register up to twelve young people to participate, which doubled the limit of participants in 2019.

YOUNG PEOPLE PITCHES AND PRIORITIES

During the 2020 Shellharbour Youth Summit young people were given the opportunity to pitch their priorities for supporting and enhancing the wellbeing of their peers. Sixteen groups participated during the 2020 Shellharbour Youth Summit and twelve pitches were delivered for consideration. Participants pitched a diverse range of program proposals including peer support groups, year 6 transition programs, community fun days, and an online app for anonymous support. There was a common theme amongst the pitches which highlighted the importance of peer-lead support groups, and the creation of support systems that are developed by young people for young people.

PITCH ONE

ALBION PARK HIGH SCHOOL GROUP 1 – CLUBS FUN DAY

Jessica, Amy, Jordan, and Daniel proposed a big Clubs Fun Day, with the intention of bringing together a collection of clubs and interest groups that students could visit, try out and then register for. The aim of this project was to encourage students to make new friendships with people with similar interests and try out new passions and hobbies. This event would be designed to deliver fun for everyone involved, and could also bring in community members, job providers and other study institutions like Tafe and university so that young people get exposure to as many different experiences as possible.

PITCH TWO

ALBION PARK HIGH SCHOOL GROUP 2 – PEER SUPPORT GROUPS

Kyra, Riley, and Baxter proposed the creation of peer support groups, as a way of helping students to feel supported and allowing them to be themselves when they are at school. This project would specifically highlight mental health support, and target minority groups such as the LGBQTI+ community and people from culturally diverse backgrounds. Students would be paired with people from the same community as them, who could support them, teach them resilience, and help them work through issues such as bullying and feeling disconnected. This project would not only help young people to build their resilience but would also help them to strengthen their resilience and give them something to hold onto and keep strong during the challenging times.

PITCH THREE

CORPUS CHRISTI CATHOLIC SCHOOL – RESILIENCE RACE

Carissa and Kaitlyn proposed the idea of a "Resilience Race," an amazing-race style game for students, with scenario-based learning activities around the school. The purpose of the game was to "promote voice, seek support and find your purpose," and would pair up groups of year 6 and 7 students together with senior students in year 11 and 12.

This game would encourage building people skills and resilience and is important for younger students when they are entering high school, because many people are lacking sufficient communication skills, and self-reflection, and this causes issues with making friends. The resilience gained from this activity would help students both academically and in social situations.

PITCH FOUR

LAKE ILLAWARRA HIGH SCHOOL – SHELLHARBOUR WELLBEING CLUB

Shane and Tori proposed the creation of the Shellharbour Wellbeing Club, a social space for young people to create resilience through team building and to help relieve stress and anxiety. The club would meet regularly with the connection of social activities centred around mindfulness such as camping, bushwalks and beach visits. The aim of this project is to bring together like-minded young people who want to learn more about wellbeing and mindfulness, and to support them in building resilience though trial and error. The club would allow young people to build strong support networks through friends, teachers, youth workers and other community members.

PITCH FIVE

OAK FLATS HIGH SCHOOL GROUP 1 – OUTREACH MENTORING FOR SICK YOUNG PEOPLE

Maya, Samantha, Amber and Cheyenne proposed the concept of an outreach mentoring model that could create connections between 12 – 15 year old students in local high schools, and patients of the same age staying at the Shellharbour Hospital Children's Ward. It would improve young people's life skills as they are exposed to real world experiences, and it would also be a support group, where young people can see and feel the support of other people during their challenging times.

PITCH SIX

OAK FLATS HIGH SCHOOL GROUP 2– MIXED SPORTS CARNIVAL

Beau, Colin, and Seth proposed a mixed sports carnival spanning over three consecutive weekends. The competition would be quite social, and any young person could sign up to play, with a focus on different sporting codes each weekend – soccer, cricket and footy. The event would invite local sporting legends to get involved, both socialising and playing sport with young people, and sharing their own personal journeys of resilience. Young people would be encouraged to participate through incentive of prizes, gift vouchers and trophies for the winners of each sporting event.

PITCH SEVEN

OAK FLATS HIGH SCHOOL GROUP 3 – SHELLHARBOUR YOUTH FUN FAIR

Cooper, Carlise and Ava proposed a large-scale event as a youth fun fair with a mixture of mini games, activities and competitions which would help young people build resilience by playing games together. The event would offer food stalls and allow people to bring their own food. The event would be over a weekend in January, and ideally would accommodate somewhere between 500 -1000 young people. The event would be a family friendly event and open to children, young people and their families, and the prices should be accessible and affordable so everyone can attend.

PITCH EIGHT
OAK FLATS HIGH SCHOOL GROUP 4 – RUN FOR FUN

Libby, Aesha and Bonnie proposed a fun run activity for people 16 years and younger. The project would encourage people to participate get moving and raise money for charities. The event would get young people involved by promoting it on social media and having vouchers for participation.

PITCH NINE
ST JOSEPH'S CATHOLIC HIGH SCHOOL GROUP 1 - CULTURE IN THE COMMUNITY DAY

Lana and Matt proposed a community event titled "Culture in the Community Day", with the aim of bringing together people from diverse cultures to participate in various aspects of culture such as food, dancing, art stories, music cooking and creating things. The event would allow all schools to come together in the one space, to learn about other cultures and find resilience in others experiences. The event would be best on Harmony Day in March as an annual event. The day would invite people in the community to volunteer and to share their culture with young people, including traditional cooking, dancing, and storytelling.

PITCH TEN
ST JOSEPH'S CATHOLIC HIGH SCHOOL GROUP 2 - MISSION ESCAPE

Daniella, Tara, Alex and Nelith proposed "Mission Escape," a scavenger hunt, or amazing-race style challenge around Killalea, where groups of young people are required to find locations around the park using clues, a map and compass, and taking part in challenges that rely upon teamwork and communication. The aim of the project is to get young people in the school community involved in a collaborative and fun event that encourages community, teamwork, and resilience. The overall outcomes of this project would improve communication skills, make new friends, and build resilience in young people as they pass numerous challenges together. This project would be beneficial to young people as it is encouraging them to step outside of their comfort zone.

PITCH ELEVEN
ST JOSEPH'S CATHOLIC HIGH SCHOOL GROUP 3 - EDU HELP APP

Ben, Izaac, Sarah, Jasmin proposed the development of an online app which focuses on building resilience in high school by offering them numerous forms of online assistance including mental health and education support. The app would be a central online location where young people could access:

- online tutoring sessions,
- anonymous forums where young people can connect with others for support with school or mental health, and
- anonymous counselling for young people in need (with appropriate safety measures in place in case there are welfare risks).

By developing an app for these services young people would have 24-hour, free online support right in their pocket for any student who needs it. The app would emphasise the idea that it is ok to not be ok and would make getting help accessible.

PITCH TWELVE

SHELLHARBOUR YOUTH AND FAMILY SERVICES – FREE SPEECH CAMP

Lincoln and Natesha proposed a youth camp for young people to be trained in peer-to-peer mentoring. The purpose of the youth camp is to offer a support network for young people to engage with mental health support in the Illawarra region. The camp would offer training to young people to help them cover difficult topics with their peers who are doing it tough. The camp would invite local community members, businesspeople and councillors to mentor a group of youth leaders, to train them up and help them create a youth support network for local teens. The adult mentors could also help the youth leaders to build on their leadership skills, find guest presenters and even provide recorded videos as resources for young people. The project would seek to build community resilience and confidence in young people, to help them speak up and speak out. The project could utilise an online network where young people have access to a safe and inclusive space that provides them the opportunity to connect.

WINNING PITCH

Civic leaders were impressed with the calibre of ideas and presentations performed by participants and were unable to select one singular idea.

The panel made the overall decision that the ideas put forward by Pitch Three from Corpus Christi Catholic School, and Pitch Ten by St Joseph's Catholic High School, would be combined to create the vision and focus for an event lead by Shellharbour Youth Services.

This event would focus on the concept of creating fun and engaging opportunities for year 6 and 7 students to interact with more senior students and to assist in their transition into high school.

The civic leaders liked the idea of the 'amazing race' style approach to encourage peer-to-peer interactions.

QUOTE FROM YOUTH COUNCIL MEMBER:

"The 2020 Shellharbour Youth Summit was a highly memorable event. Throughout the day there was multiple activities that benefited us in leadership areas. We were able to learn how to communicate our ideas with a strong voice, how to incorporate other ideas and help others gain a voice, and most importantly we were able to have lots of fun over the course of the day."

Kyra – Albion Park High School

PART 2:
OUTCOMES FROM THE 2020 SHELLHARBOUR YOUTH SUMMIT

What did we learn from the 2020 Shellharbour Youth Summit?

All of the ideas, opinions and priorities raised by young people during the 2020 Shellharbour Youth Summit were collected and categorised under the three themes from the *Shellharbour Youth Plan – Live, Grow and Play*.

The information contained in the pitches and program proposals were tabled as a form of indirect consultation and engagement to provide youth-lead solutions for improving wellbeing and social inclusion for young people in Shellharbour.

Below is a summary of Youth-Driven Recommendations:
LIVE
• Young people strongly recommended the need for more peer-to-peer support programs and activities for young people.
• Young people are missing social connections, and various suggestions were made for creating and influencing social inclusion such as transition programs, multi-cultural sharing programs, and wellbeing programs.
• Young people need more localised mental health support, and youth-driven wellbeing activities such as bushwalking, meditation and mindfulness.
• Online technology, such as an app, could be harnessed to support young people to access help and support, online and anonymously.
GROW
• Young people would like more access to training and development in the way of peer-to-peer programs. There is a need to provide training for young people to be able to run programs and activities for other young people.
• Local young people are keen to be presented with more volunteering opportunities and helping to raise money for local charities.
PLAY
• Young people would like more opportunities to play sports with their friends, wider community and local sporting legends including soccer and cricket carnivals, fun runs and scavenger hunts.
• Young people are interested in Fun Fairs, or Fun Days, aimed at providing activities and events specifically for young people to access and enjoy.
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What has happened since the 2020 Shellharbour Youth Summit?

Shellharbour City Council is focused on supporting achievable outcomes and actions from the 2020 Youth Summit. This has included allocating each school that participated in the Youth Summit a $300 subsidy to support their students to deliver an in-school event of their choosing that focused on student wellbeing outcomes.

Although lingering COVID regulations have continued to impact on students running large scale events and activities for their peers, local schools have reported that students are at varying stages of delivery for their in-school events.

Some local schools have also seen a renewed student focus on wellbeing and mental health over the past 6 months. For example Lake Illawarra High School students successfully fundraised over $800 to support the PCYC fundraiser to help youth mental health.

Shellharbour City Council is committed to seeing tangible results from the 2020 Shellharbour Youth Summit and is collaborating with Corpus Christi Catholic High School and St Joseph's Catholic High School to support their student teams to develop and implement a pilot project based on the proposals made to the 2020 Shellharbour Youth Summit. These pilot activities will be focused on a peer driven year 7 transition to school program using the 'great race' approach. Once delivered, a further evaluation will take place and if successful, the model can be replicated across other schools.

Council is working with students from Corpus Christi Catholic School to develop their concept of a 'great race' style year 7 transition program for students transitioning into the school. The project timeline will be student driven, and it is anticipated a pilot program will happen in Term 4 2021. The Shellharbour Youth Council will be invited to help develop and deliver these pilot activities and support the students in their local schools.

Additionally, the Shellharbour Youth Council will be invited to help develop and deliver these pilot activities and support the students in their local schools.

The ideas listed in the above "Youth-Driven Recommendations" table have also been used to guide the Shellharbour Youth Council and Shellharbour Youth Services in their planning of events and activities. Youth Councillors who attended the 2020 Shellharbour Youth Summit and heard recommendations made by their peers were able to actualise those concepts into outcomes with a scavenger hunt, open mic night, and various other youth events during Youth Week.

PART 3:
EVALUATIONS AND WHERE TO FROM HERE?

What did we learn about the 2020 Shellharbour Youth Summit?

At the completion of the event an online survey was sent to all participants including young people, teaching and support staff and civic leaders. The results of the evaluation were overwhelmingly positive and made the following key points:

- **The event should be longer and have more time to complete additional tasks and activities.**
- **Young people wanted more opportunities to network with other participants and civic leaders to improve teamwork and support brainstorming.**
- **The young people had a lot of fun and wanted more leadership opportunities like this.**

Participant feedback spoke highly of the innovative online nature of the event, however given the choice both young people and civic leaders identified their preference for an in-person event in the future, as it allows for better access to networking, and young people want further opportunities to meet like-minded people from other schools.

With this in mind, we aim to move back to a face-to-face model for 2021, but with the possibility of adding online activities that can invite broader participation from the schools and community organisations.

EVALUATION RESULTS
A summary of the evaluation results from youth participants at the 2020 Youth Summit:
How much did you enjoy the Youth Summit?
92%
Very satisfied
0% - satisfied
8% - unsatisfied
Did the Youth Summit help you to feel heard and valued within Council?
92%
Very satisfied
8% - satisfied
0% - unsatisfied
Did the Youth Summit help increase your awareness of other young people's ideas and opinions?
92%
Very satisfied
0% - satisfied
8% - unsatisfied
Do you have any suggestions for future Youth Summits?
"I believe that if we are put in groups with people from other schools we improve our team work"
"More planning time, however; I do understand how hard it is during COVID, as we cannot leave the school grounds"
"More activities"
"I think that perhaps more time would be nice to fully flesh out ideas properly"
"I feel like if they were to be done on zoom, that there should be 2 bigger breaks instead of multiple little breaks"
"Perhaps next year, more time for each workshop activity. It got very stressful at times"
"Not an excessive amount of talking to us about things like resilience, as it was hard to keep up"
"Maybe choose more than one idea or fund them all"
Did the Youth Summit help increase your leadership skills?
75%
Very satisfied
17% - satisfied
8% - unsatisfied
Do you feel there will be positive outcomes from the Youth Summit?
92%
Very satisfied
0% - satisfied
8% - unsatisfied
Do you have any further comments?
Have talks to spark ideas instead of explaining their problems.
It was a lot of fun. Thank you :)
It was a lot of fun being able to be involved in an event like this. Thanks!
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EVALUATION RESULTS
A summary of the evaluation results from **adult participants (Civic Leaders and teachers)** at the 2020 Youth Summit:
Did the Youth Summit provide an opportunity for you to listen to local young people?
100%
Very satisfied
0% - satisfied
0% - unsatisfied
Did the Youth Summit provide an opportunity for young people to develop leadership skills?
100%
Very satisfied
0% - satisfied
0% - unsatisfied
Did the Youth Summit help increase your awareness of young people's ideas and opinions?
100%
Very satisfied
0% - satisfied
0% - unsatisfied
Do you feel there will be positive outcomes from the Youth Summit?
100%
Very satisfied
0% - satisfied
0% - unsatisfied
Do you have any further comments?
The youth summit was well organised and run under COVID-19 restrictions. It was a great way to interact with young people in a way that they feel comfortable.
Great place for the kids to innovate and share ideas
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Save the Date
2021
YOUTH SUMMIT
12.11.2021
Shellharbour Civic Centre
To find out more about upcoming youth events, programs and activities contact:
Maiquilla Brown
Team Leader – Children and Youth
Call 4221 6007
Mobile 0436928555
Email Maiquilla.brown@shellharbour.nsw.gov.au
Shellharbour CITY COUNCIL
www.shellharbour.nsw.gov.au

10.4 Amenity and Assets Directorate

10.4.1 Proposed Extension of the 2013/22 Kerbside Collection Services Contract (11683993)

To the Chief Executive Officer

Directorate: **Amenity and Assets**
Group: **Asset Strategy**

Manager: Adam De Clouett – Acting Group Manager Asset Strategy
Author: Ryan Stirling – Waste Contract Manager

Summary

The purpose of this report is to provide information to Council regarding the Contract 2013/22 Waste Collection Services, which has been in place since 1 July 2014, and to seek approval from Council to implement a one-year contract extension following the end of the current contract term on 30 June 2022. Additionally, this report requests that Council delegates the Chief Executive Officer or his delegate to execute a contract extension from 1 July 2023 to 30 June 2024. It is also recommended that Council pursue a joint tender process with Wollongong City Council for the future Waste Collection Services contract.

Background

The 2013/22 Waste Collection Services Contract (Contract) began on 1 July 2014, with a current contract term that will expire on 30 June 2022. The Contract allows for a maximum of three years extension through implementing a one-year contract extension, at the sole discretion of Shellharbour City Council. Council is required to provide Remondis with a notice of intention with respect to a contract extension at least one year from the contract expiration date.

Under the Contract, Remondis provides various waste collection services relating to domestic, commercial, and public places, including:

- Kerbside collection of Food Organics and Garden Organics (FOGO) green lid bins, recycling yellow lid bins, and garbage red lid bins;
- On-call bulky waste collection; and
- Public place bin collection.

Since the start of the Contract, Remondis has undertaken approximately 12.2 million kerbside bin services, 5,425 bulky waste collections, 297,000 public place bin collections, and 27,500 bins have been supplied, repaired or replaced. In addition, the Remondis customer service call centre has received over 61,000 phone calls.

Contractual Performance Measurement

The Contract contains performance management provisions that allow Council to gauge the level of service compliance and departures from the Contract specification.

The performance benchmarks include missed services, delivery of new bins, repair of bins, clean-up of spilt material, contamination levels of waste streams, incident responses, reporting, availability of vehicles, customer service call resolution, and complaint rectification. Remondis have consistently achieved a high-performance level since commencement of the Contract.

Community Satisfaction with Kerbside Waste Services

The 2019 community satisfaction survey conducted by IRIS Research identified high satisfaction levels for the kerbside waste collection service which is provided through Remondis. Compared to the previous survey conducted in 2017, the kerbside waste collection service also achieved a slight improvement in community satisfaction level (increased approximately 3%).

Remondis and the Community

In addition to the performance of services specifically required by the Contract, Remondis has provided a variety of additional services and contributions to the Shellharbour area and the greater Illawarra region. Examples of contributions include the provision of donations to local charities, events and community groups, including Rotary, PCYC, i98 Illawarra Convoy, Shellharbour City Sharks, Vinnies CEO Sleepout, Shellharbour Council Sports Assistance Fund, Leukaemia Foundation – Angels at Work, and Relay for Life. Remondis have also provided some services at no charge for valued community events, including the provision of waste services to Shellharbour Carols by Candlelight and Australia Day.

Contract Extension 1 July 2022 to 30 June 2023

At the Ordinary Council Meeting of 7 April 2020, Council resolved to extend the Contract from 1 July 2021 to 30 June 2022. The subject of this report is the optional extension term from 1 July 2022 to 30 June 2023, which Council is required to provide written notice to Remondis by 30 June 2021.

Recommended Option – Provide Remondis with a One-Year Contract Extension

Council may elect to provide Remondis with a one-year contract extension, for the period of 1 July 2022 to 30 June 2023.

Advantages:

- Maintenance of existing service level, which is positively regarded by the community.
- Confidence in financial and other resource requirements for the financial year 2022/2023.
- Would align with intent of the Contract performance measurement clauses, i.e. consistent performance is rewarded appropriately.
- Would delay the requirement of dedicated operational resources and costs in establishing a new and significant tender process.
- Would continue with the year 2014 market leading rate and service offer.

Disadvantages:

- Would not test the current state of the waste collection services market.

Alternative Option – Allow the Contract to Expire on 30 June 2022

Council could elect not to provide an extension and allow the Contract to expire on 30 June 2022. This would require immediate commencement of a tender process for collection services such that a new contract would begin on 1 July 2022.

Advantages:

- Would test the current state of the waste collection services market.

Disadvantages:

- Would require significant internal and external resources for one of the longest and most costly tender processes conducted by a council, due to various factors such as the magnitude of expenditure on the service, and the typical duration of such a contract.
- No assurance that the new contract would provide superior value to the current contractual arrangement.

The current state of the waste collection services market is not considered more competitive to when the 2013/22 tender was carried out. Accordingly, it is not expected that a new tender process would result in a better financial or performance outcome for the community at this time. Given the relatively high performance of Remondis throughout the contract term thus far, and the community's satisfaction with the service provision, it is recommended that Council proceed with the recommended option above and Remondis are provided with an extension of one year, beginning on 1 July 2022.

Further Contract Extension 1 July 2023 to 30 June 2024

Due to the extensive tendering timeline and the need to award of the future Waste Collection Services Contract approximately one year before the current Contract expires, this report is also recommending that Council authorise the Chief Executive Officer under to execute under delegation a contract extension from 1 July 2023 to 30 June 2024, if performance management benchmarks continue to be met in 2021/22. This final one-year contract extension will allow sufficient time for Council to procure the contract and allow the future contractor sufficient time to prepare itself to fulfil the requirements of the contract. Council is aiming to award the new Waste Collection Services Contract no later than 30 June 2023. This final one-year contract extension is allowed for within the conditions of Contract 2013/22.

Future Tender for the Next Collection Services Contract

Discussions are currently being held between Council and Wollongong City Council (WCC) Waste teams regarding the potential joint tendering for the next Collection Services Contract. Joint tendering will also require Australian Competition and Consumer Commission (ACCC) approval. A joint tender, like the 2013/22 Contract tender, will increase purchasing power for both councils, and assist in achieving the most advantageous offers from the market for their respective communities.

Should both councils endorse the joint tender option, the tender process will begin in early 2022 to ensure that all milestones can be met for what may likely be Council's largest tender. The tender process is required to begin approximately two years prior to contract commencement due to:

- The requirement to award the tender up to 12 months prior to contract commencement, i.e. by approximately 1 July 2023, due to the extensive lead-time for sourcing new waste collection vehicles. This process may also be extended due to COVID-19-related supply chain impacts.
- The requirement to seek and secure ACCC approval, which includes a public exhibition period of the proposal.
- The requirement to report to, and seek approval from, two separate councils.
- The expected re-issuing of the *Model Waste and Recycling Collection Contracts* from the NSW Environment Protection Authority in early 2022, which serves as a template for Council's Collection Services Contract.

Financial / Resources Implications

Extension of the Contract would see a continuation of the current contract expenditure, notwithstanding normal quarterly adjustments in accordance with the Contract, and would continue to be funded from the Domestic Waste Management Charge. Additionally, not undertaking a tender process for a new collection services contract will avoid the consumption of significant costs associated with development of a new tender offering.

Legal and Policy implications

Council has the legal ability to extend the Contract duration by up to three individual single year increments. The subject extension is the second available extension period. The ability of Council to extend the contract was established during the tender process to enable continuity of service if the services levels provided were considered suitable.

If Council chooses to extend the current contract to 30 June 2023, the final one-year contract extension would also need to be executed by the Chief Executive Officer, and it is envisaged that the extension would be provided near to the time that the future Collection Services Contract tender would be awarded due to the requirement to provide waste collection companies with nine-to-twelve months' notice prior to contract commencement to allow them sufficient time to procure waste collection vehicles.

Public / Social Impact

Extension of the Contract would provide an additional one-year term for Remondis to continue a service that the community has identified as of high value and high importance.

Link to Community Strategic Plan

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

Objective: 2.2 Practices sustainable living.

Strategy: 2.2.2 Provide effective and sustainable waste operations and services for the City.

Consultations

Internal

Procurement

External

Wollongong City Council

Political Donations Disclosure

Not applicable

Recommendation

That Council:

1. **authorise the Chief Executive Officer or his delegate to execute a contract extension for 2022/23.**

2. **authorise a further contract extension from 1 July 2023 to 30 June 2024, if performance management benchmarks continue to be met in 2021/22.**

3. **support the joint-tender option with Wollongong City Council for the next Collection Services Contract that will be effective from 1 July 2024.**

Approved for Council's consideration: Adam De Clouett
Acting Group Manager Asset Strategy

Date of Meeting: 29 June 2021

Attachments

Nil

10.4.2 Tender 2021/013 Leachate Treatment System Operation and Maintenance Services (11684020)

To the Chief Executive Officer

Directorate: **Amenity and Assets**
Group: **Asset Strategy**

Manager: Adam De Clouett – Acting Group Manager Asset Strategy
Author: Ryan Stirling – Waste Contract Manager

Summary

The purpose of this report is to inform Council of the tender process for contract 2021/013 Leachate Treatment System Operation and Maintenance Services and to seek a resolution to award contract 2021/013 to Tenderer 'A'. Additionally, this report requests that Council authorises the Chief Executive Officer or his delegate to sign the Letter of Award and execute the contract and associated documents.

In accordance with Section 10A (2)(d)(i) of the Local Government Act 1993, some information will remain confidential as it would, if disclosed, prejudice the commercial position of the person who supplied it. This information will be considered in a separate confidential attachment **(Attachment 1)**.

Background

Shellharbour City Council owns and operates the Dunmore Recycling and Waste Disposal Depot (DRWDD) at Buckleys Road, Dunmore which includes a putrescible waste landfill. Leachate (contaminated water) is a bi-product of landfilling, created by rainwater infiltrating through the waste. To ensure compliance with the DRWDD Environment Protection Licence 5984, leachate is captured within the waterproof landfill cells and collected for suitable disposal. Contaminates within the leachate require a degree of treatment prior to discharging to sewer.

In late 2020 Council advertised for open tenders for 2020/48 Dunmore Waste Depot Leachate Treatment Plant to design and construct a leachate treatment plant for the DRWDD. The Leachate Treatment Plant will receive and treat leachate from the landfill, producing an output to be discharged to sewer. The Leachate Treatment Plant is expected to be commissioned in July.

The subject contract 2021/013 is for the ongoing services-based operation and maintenance of the Leachate Treatment System, which is comprised of the new Leachate Treatment Plant, and associated equipment. A contractor with specialist skills and knowledge is required to undertake these services due to the unique types of equipment, instruments, control systems, and water treatment processes that occur within the system.

The tender was advertised on 4 May 2021 via open tender. The request for open tenders closed at 10am on 25 May 2021.

Two tender submissions were received and reviewed by the Tender Assessment Panel (TAP) in accordance with Council's Procurement Policies and Procedures. The two submissions were received from the companies outlined in **Table 1**.

Table 1: Tender submissions received (in alphabetical order)

Received Tenders
Innaco Pty Ltd
JPG Pty Ltd

Confidential information relating to the assessment of the supplied tenders including information on Tenderer 'A' is contained within **Attachment 1**. The tenders were evaluated against non-price and price criteria, covering company experience, key people experience and qualifications, service delivery proposal, and cost.

The TAP reviewed the submitted tenders and determined the preferred contractor, Tenderer 'A', was the highest ranked overall and was considered the most advantageous to Council, as outlined in **Attachment 1**.

The preferred contractor, Tenderer 'A' has satisfied the TAP that it is capable of undertaking the services. It is recommended that Council accept the tender and award contract 2021/013 to Tenderer 'A'. The contractor name and the contract sum will be made public through the contract register, if Council resolves to accept the preferred Tenderer 'A'.

Alternatively, under Clause 178(3) of the Local Government (General) Regulations 2005, Council can decide not to accept any of the supplied tenders and therefore must, by resolution do one of the following:

a. Postpone or cancel the proposal for the contract.
b. Invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details.
c. Invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,
d. Invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,
e. Enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,
f. Carry out the requirements of the proposed contract itself.

If Council resolves to enter into negotiations, the resolution must state:

a. The Council's reasons for declining to invite fresh tenders.
b. The Council's reasons for determining to enter into negotiations.

Financial / Resources Implications

The operation and maintenance of the leachate treatment system is funded from user fees at the Dunmore site. Budget for leachate management has been included in the draft 2021/22 operation plan to be adopted by Council at the ordinary meeting of the 29 June 2021. For the 2021/2022 financial year, an overall budget for leachate management of $500,000 has been proposed, which has been estimated to fund the operation and maintenance services for the leachate treatment system, and volume-based Sydney Water sewer discharge fees.

A detailed breakdown of the tender prices and available budget has been included in the written confidential memo **Attachment 1**.

Legal and Policy implications

The tender process has been undertaken in accordance with the Local Government Act, Local Government (General) Regulation 2005 (NSW), Part 7 Tendering and Council's Procurement Policy.

The proposed contract contains no confidential conditions that prohibit release of information relating to the contract to Council. In accordance with the Government Information (Public Access) Act 2009 the name of the successful contractor and the amount payable under the contract will be added to the contracts register, when the contract is awarded.

Public / Social Impact

The effective management of leachate is an essential activity of landfilling. Landfill operations are currently an essential part in managing the City's waste.

Link to Community Strategic Plan

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

Objective: 2.2 Practices Sustainable Living

Strategy: 2.2.2 Provide effective and sustainable waste operations and services for the City

Consultations

Internal

Procurement Officer
Corporate Accountant

External

Nil

Political Donations Disclosure

Not Applicable

Recommendation

That Council:

1. **in accordance with Clause 178 of the Local Government (General) Regulation 2005 (NSW), accept the tender offer for contract 2021/013 from Tenderer 'A' for Leachate Treatment System Operation and Maintenance Services.**

2. **authorise the Chief Executive Officer or his nominated delegate to execute the contract 2021/013, authorise variations and associated documents on behalf of Council.**

3. **in accordance with the Government Information (Public Access) Act 2009 that the name of the successful contractor and amount payable under the contract be added to the contracts register.**

Approved for Council's consideration:	Adam De Clouett Acting Group Manager Asset Strategy
Date of Meeting:	29 June 2021

Attachments

1. Confidential Memo – 10.4.2 Summary of Tender Assessment 2021/013 Leachate Treatment System Operation and Maintenance Services - *under separate cover.*

10.4.3 Tender 2021/023 – Construction Contractor for the New Oak Flats Depot Building (11684018)

To the Chief Executive Officer

Directorate: **Amenity and Assets**
Group: **Asset Strategy**

Manager: Adam De Clouett – Acting Group Manager Asset Strategy
Author: Anne Peden – Project Delivery Officer

Summary

The purpose of this report is to inform Council of the tender process for Contract 2021/023 for the construction contractor for the new Oak Flats Depot Building and to seek a resolution to award contract 2021/023 to Tenderer 'A'. Additionally, this report requests that Council authorises the Chief Executive Officer or his delegate to sign the Letter of Award and execute the contract and associated documents.

In accordance with Section 10A (2)(d)(i) of the Local Government Act 1993, some information will remain confidential as it would, if disclosed, prejudice the commercial position of the person who supplied it. This information will be considered in a separate confidential attachment **(Attachment 1)**

Tenders were called to construct the new Oak Flats Depot Building and associated works. Council now intends to engage a contractor and commence construction works as part of the 2021/22 Capital Works Program.

Background

At its meeting of 27 April 2021 Council resolved to endorse the funding model to proceed with the facility construction of the new Oak Flats Depot building within the 2021/22 Operational Plan.

Tender Evaluation

The tender was advertised on Friday 7 May 2020 via open tender. The request for open tenders closed on Monday 7 June 2020 at 10am. Eight tender submissions were received and reviewed by the Tender Assessment Panel (TAP) in accordance with Council's Procurement Policies and Procedures. The eight submissions were received from the companies outlined in **Table 1** – *Page 141*

Table 1: Tender submissions received (in alphabetical order)

Received Tenders
Adaptive Pty Ltd trading as Dezign Interiors
Advanced Constructions Pty Ltd
Joss Group Pty Ltd
Lloyd Group Pty Ltd
Momentum Built Pty Ltd
Patterson Building Group Pty Ltd
Peloton Constructions Pty Ltd
Project Coordination Aust Pty Ltd

Confidential information relating to the assessment of the supplied tenders including information on Tenderer 'A' is contained within **Attachment 1**. The tenders were evaluated against non-price and price criteria covering company experience, key people experience, sub-contractor experience, proposed construction methodology, program and cost.

The TAP reviewed the submitted tenders and determined the preferred contractor, Tenderer 'A', was the highest ranked overall and was considered value for money, as outlined in **Attachment 1**.

The preferred contractor, Tenderer 'A' has satisfied the TAP that it can undertake the works. It is recommended that Council accept the tender and award contract 2021/023 to Tenderer 'A'. The contractor's name and the contract sum will be made public through the contract register, if Council resolves to accept the preferred Tenderer 'A'.

Alternatively, under Clause 178(3) of the Local Government (General) Regulations 2005, Council can decide not to accept any of the supplied tenders and therefore must, by resolution do one of the following:

a. Postpone or cancel the proposal for the contract.
b. Invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details.
c. Invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,
d. Invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,
e. Enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,
f. Carry out the requirements of the proposed contract itself.

If Council resolves to enter into negotiations, the resolution must state:

a. The Council's reasons for declining to invite fresh tenders.
b. The Council's reasons for determining to enter into negotiations.

Financial / Resources Implications

The project budget is funded from the Capital Works Renewal Funding 2021/22, Asset Improvement Program (AIP), Special Rate Variation (SRV), General Revenue and loan borrowings. The budget is anticipated to be sufficient to deliver the project works.

A detailed breakdown of the tender prices and available budget has been included in the confidential memo **Attachment 1**.

Legal and Policy implications

The Tender process has been undertaken in accordance with the Local Government Act, Local Government (General) Regulation 2005 (NSW), Part 7 Tendering and Council's Procurement Policy.

The project's planning approval pathway, specifically the construction works are carried out "without consent" under the Infrastructure SEPP. Subject to clause 77 (1) (d) of ISEPP the building can be developed as a replacement for the existing building. Consequently, approval can be obtained under Part 5 of the EP&A Act informed by a Review of Environmental facts.

The contract proposed is based on the NSW Government's GC21 standard contract. The GC21 contract is designed for government agencies to manage construction contracts valued over $1 million. The GC21 contract template is accessible on the NSW Government website. The proposed contract conditions contain no confidential conditions that prohibit release of information relating to the contract with Council. In accordance with the Government Information (Public Access) Act 2009 the name of the successful contractor and the amount payable under the contract will be added to the contracts register, when the contract is awarded.

Public / Social Impact

The proposed new works to the Depot Administration area will create a more efficient working environment which meets building standards.

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: 3.1.2 Maintain the City's assets to meet community needs and the delivery of services.

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

Strategy: 4.2.2 Continually improve services to enhance the customer experience and meet customer expectations.

Consultations

Internal

Manager Construction and Maintenance
Procurement Manager

External

Illion Australia Pty Ltd (Financial Capacity Assessor)
Blue Stone Management (Quantity Surveyor)

Political Donations Disclosure

Not Applicable

Recommendation

That Council:

1. **In accordance with Clause 178 of the Local Government (General) Regulation 2005 (NSW), accept the tender offer for contract 2021/023 from Tenderer 'A' for Construction Contractor for the New Oak Flats Depot Building.**

2. **Authorise the Chief Executive Officer or his nominated delegate to execute the contract 2021/023, authorise variations and associated documents on behalf of Council.**

3. **In accordance with the Government Information (Public Access) Act 2009 that the name of the successful contractor and amount payable under the contract be made public through Council's contract register.**

Approved for Council's consideration:	Adam De Clouett Acting Group Manager Asset Strategy
Date of Meeting:	29 June 2021

Attachments

1. Confidential Memo – 10.4.3 Summary of Tender Assessment 2021/023 Construction Contractor for the new Oak Flats Depot Building – *under separate cover.*

11. Committee Recommendations

11.1 Recommendations from the Traffic Committee Meeting held 2 June 2021 recommended for adoption.

That the Recommendations from the Traffic Committee Meeting held 2 June 2021 be adopted.

11.2 Recommendations from the Disability Access and Inclusion Advisory Committee Meeting held 16 June 2021 recommended for adoption.

That the Recommendations from the Disability Access and Inclusion Advisory Committee Meeting held 16 June 2021 be adopted.

12. Items for Information

12.1 Item for Information - Response to Question taken on Notice (11683258)

12.1.1 Question on Notice

Council Meeting 8 June 2021 – Item 10.4.2 Investigation of Stormwater Drainage Capacity in the Albion Park CBD (11671633)

Councillor Marsh asked when the next meeting of the Flood Risk Management Committee will be held. The Chief Executive Officer took the Question on Notice.

Response

The Floodplain Risk Management Committee meets on an irregular basis as business arises and requires Committee input or feedback. The next Committee meeting will be scheduled for December 2021 to consider milestones in the Floodplain Risk Management Studies and Plans for the Macquarie Rivulet, Elliott Lake/Little Lake and Horsley Creek catchments.

Responsible Officer: Matthew Apolo
Group Manager Built and Natural Environment

Date of Meeting: 29 June 2021

12.1.2 Question on Notice

Council Meeting 23 February 2021 – Item 10.2.2 Shell Cove Boat Maintenance Facility Enabling Works (11608555)

Councillor Marsh asked if Council has an estimated number of employment opportunities that will be generated from the construction of the Shell Cove Maintenance Facility. The Chief Executive Officer took the Question on Notice.

Response

The Boat Maintenance Facility (BMF) once fully operational (currently programed for late 2024) is expected to directly employ approximately eight people. It is anticipated that once all stages are complete, that the Shellharbour Marina and BMF will directly employ over twenty people (including casual staff).

Responsible Officer: Wayde Peterson
Shell Cove Executive Manager

Date of Meeting: 29 June 2021

12.1.3 Question on Notice

Council Meeting 8 June 2021 – Item 10.2.3 Proposed Variation to Licence Agreement for the Wings Over Illawarra Aviation Event (11670958)

Councillor Moran referred to committee recommendations 1, 2 and 3 relating to Item 6.1 from the committee of the whole meeting on 30 April 2019 recommended to be declassified and asked, given it was considered in a confidential meeting, would the Chief Executive Officer have a view that a Council Officer has relied on their knowledge of confidential information to bring business before Council. The Chief Executive Officer took the Question on Notice.

Response

That would be the view. Only relevant Council Officers accessed confidential information in relation to this matter in order to inform the report and also to execute their duties in relation to the resolutions made by Council.

Responsible Officer: Carey McIntyre
Chief Executive Officer

Date of Meeting: 29 June 2021

12.2 Item for Information – Shellharbour City Entrance Signage (11684599)

At its meeting of 15 December 2020 Council resolved: in relation to the Inclusion of Aboriginal Place Names on Shellharbour City Entrance Signage.

That Council consult with the Aboriginal Advisory Committee on appropriate place names to be included on existing Shellharbour City Entrance signage and that these existing signs be altered to be consistent with the outcome of that consultation, with funding for that alteration to be achieved, if possible, through any budget savings in the current financial year.

Response

The matter of Shellharbour City entrance signage was presented to the Aboriginal Advisory Committee (AAC) meeting dated 2 March 2021 where it was deferred to a future meeting of the AAC.

It was presented again at the AAC meeting dated 4 May 2021 where it was recommended that '*the Aboriginal Advisory Committee provide advice on wording for inclusion of Aboriginal place names on City Entrance signage to use at the point of their replacement or refurbishment*'.

This recommendation was adopted by Council, through the AAC minutes, at the Ordinary Council meeting dated 18 May 2021. It is anticipated that place-specific names will be requested of the AAC at the time that each specific sign is being replaced.

Council has allocated $100K as part of the 2021/22 Capital Works Program for the renewal of suburb entry signage and locations will be determined in the new financial year. The AAC will also be consulted as part of this process.

Report prepared by: Bonnie Hittmann – Manager Community Life

Responsible Manager: Kathryn Baget-Juleff – Group Manager Community Connections

Date of Meeting: 29 June 2021

13. Notices of Rescission/Alteration Motions

Nil

14. Notices of Motion

NOTE:

The Chief Executive Officer reports that a proposed Notice of Motion lodged by Councillor Moran has been excluded from the agenda under clause 3.19 of the Council's Code of Meeting Practice.

14.1 Notice of Motion submitted by Cr Kellie Marsh: Traffic Queuing at Oak Flats Interchange (11690114)

Notice of Motion:

That Council officers meet with Transport for NSW (TfNSW) officials to discuss traffic queuing during the morning peak period on all legs of the Oak Flats interchange and in particular on the east-bound lanes of the East-West link, with a view to understand the solutions TfNSW will put in place to address major traffic delays being experienced.

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Cr Kellie Marsh

Date of Meeting: 29 June 2021

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

20.1 Consideration of Motion to Declassify Reports Considered in Closed Session: Tender 2017/116 Geoff Shaw and Howard Fowles Ovals (11014308) and Tender 2018/42 Construction Contract for the New Warilla Library (11127383)

To the Chief Executive Officer

Directorate: **Amenity and Assets**
Group: **Asset Strategy**

Manager: Adam De Clouett – Acting Group Manager Asset Strategy
Author: Daniel Brilsky – Manager Projects

Summary

The purpose of this report is to seek Council approval to declassify previously confidential reports. The report titles are shown in **Table 1**.

Table 1: Reports recommended for declassification

Report	Council Meeting Date	Item Number
Tender 2017/116 Construction of Two Amenities Buildings – Geoff Shaw and Howard Fowles Ovals (11014308)	20/03/2018	6.1
Tender 2018/42 Construction Contract for the New Warilla Library (11127383)	13/11/2018	6.1

Background

On 20 March 2018 a confidential report was considered by Council to award a tender for the construction of two amenities buildings – Geoff Shaw and Howard Fowles Ovals. On 13 November 2018 a confidential report was considered by Council to award a tender for the construction of the new Warilla Library building.

The reasons for confidentiality of these reports was stated as Section 10A(2)(d)(i) of the *Local Government Act 1993,* which permits the meeting to be closed to the public for business relating to the following:

(d) commercial information of a confidential nature that would if disclosed:
(i) prejudice the commercial position of the person who supplied it

The reports indicated that it was not in the public interest to disclose the information as it may impact the ability of Council to attract competitive tenders in the future.

The reports identified that the confidential report would be declassified at the completion of the projects. Both contracts have now concluded and all retention monies have been released.

Councillors have received a confidential memo that includes a copy of each of the classified reports that are the subject of this report.

Financial / Resources Implications

There are no financial implications in declassifying the two reports.

Legal and Policy implications

There is no need for the reports to remain confidential, as there could be no commercial advantage gained due settlement having occurred.

Council's Policy titled 'Code of Meeting Practice' states at item 12.6:

The Council may resolve to declassify a report considered in closed session after determination of the matter. Declassified material will be subject to privacy and commercial in confidence provisions.

Public / Social Impact

The declassification of the report is in accordance with the principles of the *Government Information (Public Access) Act 2009 (GIPA Act)* and provides an open and transparent process for giving the public access to information.

Link to Community Strategic Plan

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

Objective: 4.1 Led through collaboration

Strategy: 4.1.2 Actively engage, consult and inform the community

Consultations

Internal

Nil

External

Nil

Political Donations Disclosure

Not Applicable

Recommendation

That Council:

1. **declassify the report presented to the Council meeting on 20 March 2018 titled Tender 2017/112 Construction of Two Amenities Buildings – Geoff Shaw and Howard Fowles Ovals, and that the declassified report be added to the Minutes of the Ordinary Council meeting of 29 June 2021.**

2. **declassify the report presented to the Council meeting on 13 November 2018 titled Tender 2018/42 Construction Contract for the New Warilla Library, and that the declassified report be added to the Minutes of the Ordinary Council meeting of 29 June 2021.**

Approved for Council's consideration: Adam De Clouett
Acting Group Manager Asset Strategy

Date of Meeting: 29 June 2021

Attachments

1. Confidential Memo – 20.1 Declassification of reports Declassify Reports Considered in Closed Session: Tender 2017/116 Geoff Shaw and Howard Fowles Ovals and Tender 2018/42 Construction Contract for the New Warilla Library – *under separate cover.*

20.2 Consideration of Motion to Declassify Report Considered in Closed Session: 2018/06 Operation of the Revolve Centre & Resource Recovery Services – Tender Negotiation (11684016)

To the Chief Executive Officer

Directorate: **Amenity and Assets**
Group: **Asset Strategy**

Manager: Adam De Clouett – Acting Group Manager Asset Strategy
Author: Joel Coulton – Waste and Resource Recovery Manager

Summary

The purpose of this report is to consider a recommendation to declassify the report titled 'Tender 2018/06 Operation of the Revolve Centre & Resource Recovery Services – Tender Negotiation', which was presented to the Council meeting on 25 September 2018.

Background

On 25 September 2018, a confidential report was presented to Council seeking to enter into a contract for the operation of the Revolve Centre and Resource Recovery Services.

The reason for confidentiality included Section 10A(2) (d)(i) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

c) information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposed to conduct) business;

The report contained information that would have given others a commercial advantage if the preferred contractor did not sign the contract. The contract was executed on 8 January 2019 and the report can now be declassified, albeit with some redactions.

Councillors have received a confidential memo that includes a copy of the classified report, with proposed redactions, that is the subject of this report.

Financial / Resources Implications

There are no financial implications in declassifying this report.

Legal and Policy implications

There is no need for this report to remain confidential the contract has been signed and the information is no longer current.

Council's Policy titled 'Code of Meeting Practice' states 12.6 –

The Council may resolve to declassify a report considered in closed session after determination of the matter. Declassified material will be subject to privacy and commercial in confidence provisions.

Public / Social Impact

The declassification of the report is in accordance with the principles of the *Government Information (Public Access) Act 2009 (GIPA Act)* and provides an open and transparent process for giving the public access to information.

Link to Community Strategic Plan

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

Objective: 4.1 Led through collaboration

Strategy: 4.1.2 Actively engage, consult and inform the community

Consultations

Internal

Nil

External

Nil

Political Donations Disclosure

Not Applicable

Recommendation

That Council declassify the report presented to Council meeting on 25 September 2018 titled Tender 2018/06 Operation of the Revolve Centre & Resource Recovery Services – Tender Negotiation, including the redactions as indicated in the confidential memo to Councillors dated 29 June 2021, and that the declassified redacted report be added to the Minutes of the Ordinary Council meeting of 29 June 2021.

Approved for Council's consideration: Adam De Clouett
Acting Group Manager Asset Strategy

Date of Meeting: 29 June 2021

Attachments

1. Confidential Memo – Report Tender 2018/06 Operation of the Revolve Centre & Resource Recovery Services – Tender Negotiation – *under separate cover.*