

CITY SERVICES & OPERATIONS GROUP

POSITION	CONTACT	TELEPHONE NUMBER
<i>Director</i>	<i>Bill Paterson</i>	<i>4429 3298</i>
<i>Project Delivery Manager</i>	<i>Cliff Harris</i>	<i>4429 3378</i>
<i>Works & Services Manager</i>	<i>Paul Collins</i>	<i>4429 3302</i>
Parks Operations Manager	Brett Carter	4429 3508
Asset Maintenance Manager	Mark Buckland	4429 3294
Northern Maintenance Engineer	(Temporarily - Mark Buckland)	4429 3820
Basin Maintenance Engineer	David Paisley-Topp	4429 3400
Southern Maintenance Engineer	Graham Clunas	4429 8901
Asset Construction Manager	Michael Dale	4429 3385
Chief Noxious Weeds Officer	Ian Borrowdale	4429 3833
<i>Waste Services Manager</i>	<i>David Hojem</i>	<i>4429 3406</i>
<i>Leisure Services Manager</i>	<i>Jane Lewis</i>	<i>4429 3296</i>
Aquatics Manager	Kevin Norwood	4429 3538
Arts & Events Manager	Rachael French	4422 6096
Community Facilities Officer	Donna Sullivan	4429 3463
Bereavement Services Manager	Pierre Duparte	4421 6355
<i>Library & Community Services Manager</i>	<i>Noela Lim</i>	<i>4429 3702</i>
Community Development Co-Ordinator	Alan Blackshaw	4429 3446
Shoalhaven Family Day Care Co-Ordinator	Helen Waterhouse	4429 3412

PROJECT DELIVERY

The Project Delivery Section is responsible for delivering large and small infrastructure designs and capital works projects that are generally contracted to providers/contractors (eg - SEC, Art Centre, Indoor Sports Centre, Forest Road Upgrade, Wondalga Sportsfield, Cattery).

It provides civil design, structural design, landscape design, project delivery management and survey functions (eg - White Sands Park, Voyager Park, Lemon Tree Creek Bridge, Greenwell Point Boat Ramp and Pontoon, Street Tree Planting, Village Signage.)

WORKS & SERVICES SECTION

Works & Services is responsible for the maintenance of existing facilities and the construction of new facilities using in-house professional and field resources combined with a wide range of local sub-contractors.

Works Depots and offices are located at:

- **McIntyre Way, Bomaderry - Northern Maintenance Office – 4429 3821**

Covers the area from the City's northern boundary to Currumbene Creek in the south, including towns of Kangaroo Valley, Berry, Shoalhaven Heads, Nowra, Bomaderry, Cambewarra, Greenwell Point, Callala Bay, Callala Beach, Culburra Beach and Currarong.

- **Erina Road, Woollamia - Woollamia Depot – 4429 3400**

Covers the area from Currumbene Creek in the north to Wandandian in the south including the towns in the Bay and Basin area, Wandandian, Tomerong and Sassafras.

- **Deering Street, Ulladulla - Ulladulla Depot – 4429 8902**

Covers the area from Sussex Inlet in the north to North Durras in the south including towns in the area of Sussex Inlet, Bendalong, Lake Conjola, Milton, Ulladulla, Lake Tabourie, Bawley Point and North Durras.

Asset Maintenance

Responsible for maintenance of:

- Roads
- Bridges
- maintenance of buildings (inc cleaning of amenities)
- fallen trees on Council roads
- footpaths / cycleways
- stormwater drains
- bus shelters
- public street garbage bins

- cleaning of boat ramps
- wharves & jetties
- flood mitigation system on the Shoalhaven River floodplain.

Asset Construction

Responsible for the construction of:

- Roads
- Roads upgrading/rehabilitation/new
- Kerb & guttering
- footpaths/cycleways
- drainage
- carparks
- streetscape/landscape work
- earthworks
- small bridges/culverts
- sportsfields
- boat ramps and jetties

Noxious Weeds

- Administration of the Noxious Weeds Act
- Control of noxious weeds on Council land
- Inspection of noxious weeds on private property
- Weed & vegetation control

Parks Operations

- Operational management of sporting facilities, parks, reserves, showgrounds and landscaped areas.
- Inspection and management of trees on Council land
- Mowing of parks and reserves, sportsfields and roadsides
- BBQ and park furniture cleaning and repairs
- Playground maintenance
- Skateparks, boardwalks – maintenance and repair
- Landscape maintenance
- Sports User groups liaison
- Park and sportsground bookings
- Bushcare and Parkcare Groups
- Natural Areas maintenance

WASTE MANAGEMENT

- Domestic waste and recycling kerbside bin collection service
- Domestic waste bin repairs, replacements, new deliveries, upgrades (note: Litter bins are Works & Services)
- Issuing Recycling Calendars on an annual basis
- Operation of Waste and Recycling Depots and landfills
- Acceptance of contaminated soil and asbestos for disposal
- Issuing/Cancelling/Suspending Waste Account Cards for Depots
- Chemical Collection Day
- Drum Muster program
- Compost/Worm Farm/No Dig Gardening Workshops
- Educating Community Groups/Schools in Shoalhaven regarding waste/recycling sustainability
- Bulky Waste and Green waste kerbside pick up service
- No charge tipping vouchers
- Recycling bins for events
- Auditing of domestic service bins
- Production of waste fees & charges booklets (annual)
- Website updates/management
- Waste depot charges complaints
- Domestic service charges questions
- Ongoing Community Education Projects
- Sharps disposal education
- Commercial Waste Inquiries - Waste Reduction & Recycling
- EPA - Section 88 landfill levy returns, landfill license conditions

LEISURE SERVICES

Aquatics

Leisure Centres, Aquatic Centres, Sea and Village Pools, Beach Patrol Contract (over summer school holidays only) and Contract Management for the Kangaroo Valley Pool.

Leisure and Aquatic Centres

Bay and Basin

Ulladulla

Bomaderry / Nowra

Sussex Inlet

Village and Sea Pools

Greenwell Point

Milton

Shoalhaven Heads

Kangaroo Valley

Berry

Huskisson Sea Pool

Ulladulla Sea Pool

Arts & Events

- Manages and fosters the development of Arts, Culture and Events
- Manages and cares for the Council's City Art collection and Arts Centre collection and assists with curatorial functions as required.
- Designs and develops arts directories, promotion and brochures. Publishes the twice yearly Arts & Events Dialogue Magazine.

Community Facilities

- Liaises with Community Management Committees
- Maintains community halls and makes bookings

Bereavement Services

- Cemeteries (including Heritage Items)
- Cremation
- Disposal of Ashes
- General Bereavement Advice
- Genealogy
- Family Research
- Public Health Regulations (Disposal of Bodies)
- Private Burials

LIBRARY & COMMUNITY SERVICES

Libraries

Some of the services offered by your local Library include - Children and Youth programs, local history, genealogy, outreach services, homework help.

Shoalhaven Libraries aim to educate, enrich, entertain, inform, involve and empower the community. They are committed to a quality service through their branches at:

- **10 Berry Street, Nowra - 4429 3705**
email: library@shoalhaven.nsw.gov.au
Hours: Monday – Friday – 9:30 am – 7:00 pm;
Saturday: 9:30 am – 3:00 pm
- **Mobile Service – 0412 915 406 or 4429 3705**
The Mobile stocks a small but broad range of items and travels to the outlying areas of the Shoalhaven City on a fortnightly schedule.
- **Paradise Beach Road, Sanctuary Point - 4443 3344**
email: library-spoin@shoalhaven.nsw.gov.au
Hours: Monday – Friday – 12:00 noon – 7:00 pm;
Saturday: 9:30 am – 12:00 noon

- **Old Town Hall, Princes Highway, Milton - 4429 8916**
email: library-milton@shoalhaven.nsw.gov.au
Hours: Wednesday & Friday – 10:30 am – 12:30 pm;
2:00 pm – 5:00 pm
- **Civic Centre Building, Princes Highway, Ulladulla - 4455 1269**
email: library-ulladulla@shoalhaven.nsw.gov.au
Hours: Monday – Friday – 10:00 am – 6:00 pm;
Saturday: 9:00 am – 2:00 pm

To access the **South Coast Cooperative online catalogue**, databases or to place a reservation go to <http://library.shoalhaven.nsw.gov.au/libero/WebOpac>

Community

- Seniors, including Seniors Week, Seniors Directory,
- People with Disabilities including Disability Directory,
- Access
- Various publications: HACC Services brochure, Disability Services Brochure, Physical Activities Brochure (in development in partnership with SESIAHS), Activities for Seniors Brochure
- Beautiful Soul program
- International Women's Day
- Harmony Day
- Purple Ribbon Month
- White Ribbon
- Reclaim The Night
- Children's Week
- Poverty Week
- Safety Week
- Aids Day
- Kites For Kids
- Children's Services Directories
- OOSH Network
- Families First
- Multicultural Services Directories
- Domestic Violence
- No Excuse For Abuse Project
- Illawarra Area assistance Scheme
- Youth aged 12 – 24
- Youth Advisory Committee
- Living Futures
- Youth week Co-ordination
- Assessing the needs of young people
- Youth Services Directories