



AGENDA

Ordinary Meeting of Council

22 July 2025

Statement of Ethical Obligations

The Mayor and Councillors are reminded that they remain bound by the Oath/Affirmation of Office made at the start of the council term to undertake their civic duties in the best interests of the people of Eurobodalla Shire Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act, to the best of their skill and judgement. The Mayor and Councillors are also reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda or which are considered at this meeting in accordance with the Code of Conduct and Code of Meeting Practice.

**ORDINARY MEETING OF COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, MORUYA**

ON TUESDAY 22 JULY 2025

COMMENCING AT 12:30 PM

AGENDA

(Proceedings of this meeting will be recorded as per Eurobodalla Shire Council's Code of Meeting Practice)

1. WELCOME

2. ACKNOWLEDGEMENT OF COUNTRY

3. APOLOGIES

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Ordinary Meeting held on 24 June 2025

5. DECLARATIONS OF INTEREST OF MATTERS ON THE AGENDA

(Declarations also to be made prior to discussions on each item)

6. PUBLIC FORUM

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7. MAYORAL REPORTS

MR25/003 Selection of consultant to undertake the General Manager's
recruitment4

8. NOTICES OF MOTION

Nil

9. QUESTIONS ON NOTICE FROM COUNCILLORS

Nil

10. PETITIONS

Nil

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MARK FERGUSON
GENERAL MANAGER

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MR25/003 SELECTION OF CONSULTANT TO UNDERTAKE THE GENERAL MANAGER'S
RECRUITMENT

File Ref: S012-T00025

Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to appoint a consultant to facilitate Council's recruitment and selection of a new general manager.

In August 2022, The Office of Local Government released a new standard contract of employment for general managers and executive officers and updated [guidelines for the appointment and oversight of general managers](#). The process for the selection of a new general manager will be in accordance with these guidelines. The guidelines state that Council should engage an external recruitment consultant to assist them with the recruitment process and that person should have a role in verifying that proper processes and procedures are followed in the appointment of the general manager.

RECOMMENDATION

THAT Council:

1. Appoint one consultant from the four who expressed interest to facilitate the recruitment and selection of Council's new general manager.
2. Council's method of voting will be by confidential show of hands.
3. Note that the mayor is responsible for liaising with the preferred consultant.
4. Receive a further report regarding the recruitment process and selection panel composition.

BACKGROUND

Council will follow the Office of Local Government 'Guidelines for the Appointment and Oversight of General Managers' for the recruitment of its general manager.

The Council's governing body is responsible for recruiting the general manager.

One of the prescribed functions of the governing body of a council is to determine the process for the appointment of the general manager (section 223).

When recruiting a new general manager, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position (section 348).

As with the appointment of all council staff, councils must ensure that the appointment of the general manager is made using merit selection principles (section 349). Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the role is appointed. Equal employment opportunity principles also apply to the recruitment of general managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. Failure to maintain appropriate confidentiality may constitute a breach of the Act, the Council's Code of Conduct and the Privacy and Personal Information Protection Act 1998.

**MR25/003 SELECTION OF CONSULTANT TO UNDERTAKE THE GENERAL
MANAGER'S RECRUITMENT**

S012-T00025

CONSIDERATIONS

Council invited expressions of interest (EOI) from the following independent recruitment consultants:

- SBC - Stephen Blackadder Consulting
- LGNSW Management Solutions
- McArthur Recruitment
- Local Government Appointments NSW

The EOI requested the following information:

- **Service Description:** A breakdown of the recruitment services you will provide, including specific strategies and tools you will use including a plan that outlines the process for recruitment;
- **Fee Structure:** A clear and itemised fee structure of services, including any associated costs;
- **Timeline:** The ability to match the proposed timeline or suggest a modified timeline that is comparable; and
- **Experience:** Information about your agency's experience in conducting similar executive-level recruitments including recent experience and nominated staff who will lead.

EOIs were due by 28 April 2025. A response was received from each of the four consultants.

Councillors have reviewed the EOIs and received a short presentation from each consultant.



Following engagement of the consultant, a further report will be presented to Council outlining the recruitment process and endorsement of the selection panel.

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**GMR25/010 COMMUNITY GRANTS AND DONATIONS POLICY – POST-
EXHIBITION REPORT**

S014-T00019

Responsible Officer: Mark Ferguson - General Manager

Attachments: 1. Confidential - Community Grants and Donations Policy - Public Submissions
2. Eurobodalla Community Grants and Donations Policy - July 2025 - for adoption  

Community Goal: 5 We are an engaged community progressive leadership.

Community Strategy: 5.2 Proactive, responsive and strategic leadership

Delivery Program Link: 5.2.1 Be proactive leaders and an effective governance body with a focus on better outcomes for our community

Operational Plan Link: 5.2.1.2 Seek grants funds to support identified priority works and services in line with the Grants Strategy

EXECUTIVE SUMMARY

This report presents the draft Community Grants and Donations Policy and seeks Council resolution to adopt the revised policy. The policy was placed on public exhibition for a period of 28 days from 1 May to 30 May 2025 for community feedback, with nine submissions received.

The policy provides a clear framework for the distribution of financial and in-kind support to eligible individuals, community groups, not-for-profit organisations, and local businesses. It ensures that all financial assistance is allocated fairly and transparently, with a focus on delivering meaningful community outcomes.

The revised policy supports Council's commitment to improving community well-being, encouraging civic participation, and contributing to the Shire's social, cultural, environmental, and economic development.

Under Section 356 of the Local Government Act 1993, Council is authorised to provide financial assistance where it supports its functions. The policy outlines a structured approach for:

- Community grants – funding for local projects that address identified needs
- Donations – unconditional financial or in-kind support for causes of broad community benefit.

The policy was placed on public exhibition for a period of 28 days for community feedback, with nine submissions received.

RECOMMENDATION

THAT Council adopt the draft Community Grants and Donations Policy.

BACKGROUND

The draft Eurobodalla Community Grants and Donations Policy follows best practice and ensures financial assistance is strategically aligned with the Eurobodalla Community Strategic Plan 2042, Delivery Program and Operational Plan.

Funding is distributed through defined streams and categories that reflect Council's objectives

**GMR25/010 COMMUNITY GRANTS AND DONATIONS POLICY – POST-
EXHIBITION REPORT**

S014-T00019

and community priorities. Grant funding is designed to be responsive to emerging issues and trends, with priorities informed by current data, community insights, and Council's strategic direction.

Grant streams, objectives, and themes are regularly reviewed to ensure funding remains relevant and impactful. The policy is structured to align with the five themes of the Eurobodalla Community Strategic Plan 2042, with all grant and donation funding streams fitting within these themes:

- Our community
- Our economy
- Our environment
- Our infrastructure
- Our civic leadership.

CONSIDERATIONS

The Policy aligns financial assistance with Council's strategic objectives and Community Strategic Plan, supporting a shared vision for a strong, engaged, and inclusive Eurobodalla community.

The policy establishes clear roles for Council and the community, ensures robust governance and accountability, and promotes accessibility and fairness in the funding process, while optimising the impact of public funds.

The objectives of the policy are to:

- Support initiatives that encourage active participation in community life
- Encourage innovative solutions to identified community needs
- Assist community groups and local not-for-profit organisations to build capacity
- Promote good governance and long-term sustainability for community organisations
- Enable partnerships and collaboration between local organisations, businesses, and key community stakeholders.

Policy

The Community Grants Policy was last reviewed and adopted by Council on 22 November 2022 (GMR22/111 – Minute number 22/313).

The policy applies to all community grants and donations offered by Eurobodalla Shire Council for eligible individuals, organisations, businesses, or community groups applying for a grant or donation.

The policy applies to all Council officials, as defined in Council's Code of Conduct, and provides a structured framework for the distribution of funds under Section 356 of the *Local Government Act 1993* which states:

**GMR25/010 COMMUNITY GRANTS AND DONATIONS POLICY – POST-
EXHIBITION REPORT**

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(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Section 610E of the *Local Government Act 1993* allows the General Manager, through delegation of the Council, to waive payment of or reduce a fee in a particular case, if it is satisfied that the case falls within a category of hardship or any other category that Council has determined it may consider in waiving payment, or reducing a fee.

Financial

The Community Grants and Donations program budget allocations are included in the annual Operational Plan and budget each financial year.

The 2025-26 Operational Plan includes a budget of \$223,475 for the Community Grants and Donations program. Advise Council of financial or resource implications if the options or recommendations are adopted. Highlight impact on operating budget, ongoing budgetary costs (i.e. maintenance), impact on capital budget and funding sources.

Community and Stakeholder Engagement

Council sought community feedback on the draft Community Grants and Donations Policy for a period of 28 days. Copies of the draft Policy were available for review via Council's website during the month of May 2025. An email was sent to 756 individuals, businesses and local community organisations that had previously applied for community grant funding to advise that Council was seeking community feedback on the revised policy.

Nine public submissions were received during the exhibition period, these have been provided to Councillors for consideration. Submitters have received a letter of acknowledgment and will receive a response to their submission following the outcomes of this report.

The table below provides a summary of the issues raised in the submissions.

Item No.	Items raised	Response
1	<p>Inclusion and equality (referenced across nine submissions)</p> <p>1.1 Responses highlighted the need to include unregistered or grassroots groups who lack the capacity to navigate complex application processes.</p> <p>1.2 Feedback suggested that funding should actively support older residents as well as youth, with some submissions noting older volunteers are crucial to community</p>	<ul style="list-style-type: none">• Non-incorporated, unregistered or grassroots groups are eligible to apply for grant funding and donations through the Community Grants and Donations Program.• There is no age cap or bracket for individuals or groups seeking grant funding or donations through the Community Grants and Donations Program.

**GMR25/010 COMMUNITY GRANTS AND DONATIONS POLICY – POST-
EXHIBITION REPORT**

S014-T00019

Item No.	Items raised	Response
	<p>sustainability.</p> <p>1.3 Frustration with past application processes and urged Council to ensure that implementation aligns with stated values of inclusivity and transparency.</p>	<ul style="list-style-type: none"> • Council will establish a register of successful grant and donation recipients on its website to improve governance and transparency.
2	<p>Policy structure and funding scope (referenced across nine submissions)</p> <p>2.1 Suggestions included creating grant streams for ongoing programs, larger infrastructure needs, and volunteer support, not just events or small wellbeing projects.</p> <p>2.2 Multiple submissions requested raising the \$2,000 cap on Community Wellbeing and Events grants to \$5,000 or more, noting the time required to apply and report often outweighs the benefit at current levels.</p> <p>2.3 Widespread appreciation for the Rates Assistance program, with several calling for a return to 4-year automatic renewals instead of annual applications.</p>	<ul style="list-style-type: none"> • The Community Grants and Donations Program is limited by the amount of ongoing funding linked to the annual operating budget adopted with the Operational Plan. • If the Community Wellbeing or Community Events grants were raised to \$5,000, this would decrease the number of successful applicants each year (due to the annual budget allocated for each funding stream). • The revised Policy includes reference to the Rates Assistance Donation being allocated for up to four years.
3	<p>Administration and communication (referenced across eight submissions)</p> <p>3.1 Smaller groups or volunteer-led organisations asked for easier, less technical grant processes.</p> <p>3.2 Suggestions to implement automatic reminders or notifications for returning applicants to prevent missed</p>	<ul style="list-style-type: none"> • Council's grants team will be undertaking a full rebuild of Council's SmartyGrants portal to ensure the application process is less technical and more concise. • Council will be undertaking a community notification process in August each year to advise that grants and donations will be opening

**GMR25/010 COMMUNITY GRANTS AND DONATIONS POLICY – POST-
EXHIBITION REPORT**

S014-T00019

Item No.	Items raised	Response
	opportunities. 3.3 Proposals for a public register of past grant recipients to increase trust and transparency. 3.4 Requests that Council simplify acquittal processes and offer impact measurement support, especially for low-dollar grants.	soon. This will include an email to previous grant or donation recipients. <ul style="list-style-type: none">• Council will establish a register of successful grant and donation recipients on its website to improve governance and transparency.• Through the SmartyGrants portal rebuild, the grant acquittal process will also be reviewed and improved.

CONCLUSION

The draft Eurobodalla Community Grants and Donations Policy is an overarching document that enables Council to provide financial assistance for the purpose of exercising its functions under section 356 of the Local Government Act 1993 (Act).

The draft Eurobodalla Community Grants and Donations Policy is being presented to Council for adoption.

Eurobodalla Community Grants and Donations Policy

July 2025

Eurobodalla Community Grants and Donations Policy

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Policy administration

Policy title	Community Grants and Donations Policy
Goal	5. Our engaged community with progressive leadership
Strategy	5.2 Proactive, responsive, and strategic leadership
Delivery Program Activity	5.2.1 Be proactive leaders and an effective governance body with a focus on better outcomes for our community.
Operational Plan Action	5.2.1.3 Administer community grants and donations
Responsible manager(s)	Chief Operating Officer Grants and Events Manager
Contact officer(s)	Grants and Events Manager
Directorate	General Manager
Exhibition period	Thursday 1 May 2025 to Friday 30 May 2025
Approval date	
Approved by	
Document ID #	
Version #	5
Related policies and legislation	Procurement Policy Waste Minimisation Policy Public Land Use by Community Organisations Policy Pricing Policy Local Government Act 1993 – Section 356

Introduction

Eurobodalla Shire Council recognises the important role that community groups, not-for-profit organisations, and local businesses play in creating a connected, inclusive, and thriving community. Council is committed to supporting initiatives that improve community well-being, encourage civic participation, and contribute to the social, cultural, environmental, and economic development of the region.

Under Section 356 of the Local Government Act 1993, Council is authorised to provide financial assistance to individuals, organisations, and businesses for projects and services that align with Council's strategic objectives. This Community Grants and Donations Policy establishes a clear framework for the allocation of Council's financial assistance, ensuring that funding is distributed fairly, transparently, and effectively.

This policy reflects Council's commitment to:

- Supporting community-led initiatives that address identified needs.
- Strengthening partnerships between Council, community groups, and businesses.
- Ensuring accountability and transparency in the management of public funds.
- Aligning financial assistance with the objectives of Council's Community Strategic Plan.

This policy applies to all outgoing grants and donations, including financial and in-kind support, provided by Council. It sets out a clear framework to ensure funding is allocated responsibly and delivers measurable community benefits.

Council may, by resolution, approve grants and donations outside this policy in accordance with relevant legislation. The Community Grants and Donations Policy ensures that public funds are used effectively to enhance community well-being, promote economic and cultural development, and support our diverse community.

Further details on specific funding categories, eligibility requirements, and application procedures can be found within the relevant Grant and Donation Program Guidelines for each funding stream.

Policy objectives

This Community Grants and Donations Policy aligns financial assistance with Council's strategic objectives and Community Strategic Plan, supporting a shared vision for a strong, engaged, and inclusive Eurobodalla community.

The policy provides a structured and transparent approach to allocating, managing, and evaluating grants and donations. It establishes clear roles for Council and the community,

ensures robust governance and accountability, and promotes accessibility and fairness in the funding process, while optimising the impact of public funds.

The objectives of Council's Community Grants and Donations Policy are to:

- Support initiatives that encourage active participation in community life.
- Encourage innovative solutions to identified community needs.
- Assist community groups and local not-for-profit organisations to build capacity.
- Promote good governance and long-term sustainability for community organisations.
- Enable partnerships and collaboration between local organisations, businesses, and key community stakeholders.

Program framework

The Community Grants and Donations Policy follows best practice and ensures financial assistance is strategically aligned with the Eurobodalla Community Strategic Plan 2042, Delivery Program and Operational Plan.

Funding is distributed through defined streams and categories that reflect Council's objectives and community priorities. Grant funding is designed to be responsive to emerging issues and trends, with priorities informed by current data, community insights, and Council's strategic direction.

Grant streams, objectives, and themes are regularly reviewed to ensure funding remains relevant and impactful. Any updates will be clearly communicated through the grant guidelines.

This policy is structured to align with the five themes of the Eurobodalla Community Strategic Plan 2042, with all grant funding streams fitting within these themes:

- 1 Our community
- 2 Our economy
- 3 Our environment
- 4 Our infrastructure
- 5 Our civic leadership.

What is a community grant?

Section 356 of the Local Government Act 1993 enables Councils to *contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions*. Under this provision, Council provides grants and donations to support community needs and priorities. Grants fund specific projects, while donations offer unconditional support. Sponsorships create commercial opportunities for mutually beneficial partnerships between Council and event or project organisers.

Benefits to the community

Council's grants and donations play a crucial role in:

- Building a connected and inclusive community – supporting local groups, organisations, and initiatives that bring people together, promote inclusivity, and encourage civic participation.
- Improving community facilities and services – providing funding for infrastructure upgrades, service expansion, and innovative projects that address social, environmental, and economic challenges.
- Boosting the local economy and tourism – supporting events and initiatives that increase visitation, strengthen local businesses, and enhance economic opportunities.
- Providing relief and support – assisting organisations in responding to emergencies, disasters, or unforeseen community needs, ensuring resilience and long-term sustainability.

By investing in grants and donations, Council empowers eligible community groups, volunteers, and businesses to deliver valuable projects and services that contribute to a thriving, connected, and sustainable Eurobodalla.

Definitions

- Community Grants: financial assistance to support specific projects, events, or initiatives that benefit the community. Recipients are required to publicly acknowledge the funding, report on the use of funds and the outcomes achieved.
- Donations: unconditional financial, or in-kind, support given by Council to an organisation or cause without an expectation of direct benefits or returns, except for being required to publicly acknowledge the funding.
- Sponsorship: a mutually beneficial commercial arrangement where Council enters into a contract with a third party to support to an event, activity, or organisation in exchange for promotional opportunities or other benefits that align with Council's objectives, and advise of the outcomes achieved.

Comparison Table

Aspect	Community Grant	Donation	Sponsorship
Purpose	Supports specific projects, events, or initiatives with defined objectives that benefit the community.	Financial or in-kind support to causes or organisations for goodwill, without the expectation of a direct returns.	A financial agreement between Council and a third party in exchange for promotional opportunities or other benefits that align with Council's strategic goals.
Council's expectation	Requires recipients to use funds for the agreed purpose, publicly acknowledge the funding and report on outcomes.	No obligations or returns expected from the recipient, except for being required to publicly acknowledge the funding.	Expects agreed-upon benefits such as advertising, branding, or other promotional considerations.
Assessment	All Community Grants must be assessed in accordance with the Grant Program Guidelines for each funding stream.	Financial and in-kind donations that are not included within this Policy will be treated on a case-by-case basis, in accordance with the Local Government Act.	All sponsorship agreements will be in accordance with Council's Procurement Policy and be treated as a commercial agreement.
28 Days Public Notice Required?	No. All Community Grants will be included within the Operational Plan each financial year and therefore do not require 28 days public notification as per Section 356. Final approval of grant funding will be through a resolution of Council.	No. All Donations will be included within the Operational Plan each financial year and therefore do not require 28 days public notification as per Section 356. Final approval of donations will be through a resolution of Council.	No. Sponsorships are considered commercial arrangements and will follow Council's Procurement Policy, rather than section 356 of the Local Government Act.
Typical Recipients	Not-for-profit organisations, community groups, sporting clubs, or individuals undertaking projects that benefit the community.	Charities, disaster relief funds, or community causes needing support, such as donations to a local charity or disaster recovery fund.	Event organisers, marketing opportunities or sporting events that offer promotional benefits to Council or attract visitors to the region.

Policy scope

This Policy applies to all community grants and donations offered by Eurobodalla Shire Council for any individuals, organisations, businesses, or community groups applying for a grant or donation. Sponsorships are a commercial arrangement and are managed separately under Council's Procurement Policy.

This Policy applies to all Council officials, as defined in Council's Code of Conduct, and provides a structured framework for the distribution of funds under Section 356 of the *Local Government Act 1993* which states:

Section 356 - Can a Council financially assist others?

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if—
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft Operational Plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

Why is a resolution of Council still required?

A Council resolution is required to approve grants or donations under Section 356 of the *Local Government Act 1993*, even if the financial assistance falls within an exempt category that does not require a 28-day public notification period.

- Section 356(1) requires a Council resolution
 - Section 356(1) explicitly states that a council may contribute money or grant financial assistance “in accordance with a resolution of the council.”
 - This means that, regardless of whether the 28-day public notification period applies, the grant or donation must still be formally approved by Council through a resolution.
- Public notification exemptions do not remove the resolution requirement
 - Section 356(3) outlines when public notice is not required, such as if the financial assistance is part of a pre-approved grant or donation program in the Operational Plan.
 - However, these exemptions only remove the public notice requirement—they do not remove the need for a Council resolution.

Community Grants

Council offers a wide range of community grants that improve community well-being, encourage civic participation, and contribute to the social, cultural, environmental, and economic development of the region. These grant programs align with the five themes of the Eurobodalla Community Strategic Plan (CSP) 2042.

Each funding stream has a Grant Program Guideline that will be updated on an annual basis before the funding round is opened to the public to ensure the funding streams are responsive to emerging themes, issues and trends within the community.

Promotion of Council's annual Community Grants and Donations Program will be advertised through Council's communications channels, including website, newsletters, social media plus direct correspondence to local community groups and event organisers.

Community Wellbeing Grant

Grant name	Community Wellbeing Grant
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone. 1.2 - Celebrate and support people of all ages.
Objectives	<ul style="list-style-type: none"> • Enhance community health and wellbeing – support projects that promote physical, mental, and social wellbeing for residents of all ages. • Support youth development and engagement – fund initiatives that create opportunities for young people to learn, grow, and participate in their community. • Strengthen community safety and resilience – assist emergency and volunteer organisations in maintaining essential services that protect and support the community. • Encourage environmental and sustainability stewardship – provide assistance for environmental and sustainability projects that benefit the Eurobodalla region.
Target recipients	<ul style="list-style-type: none"> • Not-for-profit and community organisations – groups delivering programs that improve health, wellbeing, and social inclusion to residents of Eurobodalla. • Youth-focused organisations – groups supporting young people through skills development, and engagement initiatives.

	<ul style="list-style-type: none"> Emergency and volunteer services – organisations such as Surf Life Saving Clubs, Volunteer Coastal Patrol, and Rescue Squads that contribute to community safety. Individuals and teams representing Eurobodalla – athletes, artists, and community members selected to compete or perform at state, national, or international levels.
Max. grant amount	<p>\$2,000 per application.</p> <p>Co-contributions strongly encouraged.</p> <p>Total funding available confirmed annually within the Operational Plan.</p>
Timeframe	<p>Grant is advertised, assessed, approved and awarded on an annual basis between September and December.</p> <p>Funding must be expended between 1 January and 31 December in the year following approval.</p> <p>Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.</p>
Assessment	Three-person panel (two Council staff with relevant experience + one non-staff external member)
Approval	An adopted resolution of Council.

Local Heritage Grant

Grant name	Local Heritage Grant
CSP theme	<p>Our environment</p> <p>We sustain our shire by balancing growth and protecting our natural environment.</p> <p>3.3 - Balance development between the needs of people, place and productivity.</p>
Objectives	<ul style="list-style-type: none"> Assist property owners in restoration efforts – provide financial support to eligible owners undertaking approved heritage conservation works. Encourage heritage conservation – support the restoration, preservation, and maintenance of heritage-listed properties to protect Eurobodalla’s cultural and historical identity.

	<ul style="list-style-type: none"> Promote community awareness and appreciation of local heritage – encourage responsible heritage management and foster a deeper understanding of the value of historical places.
Target recipients	<ul style="list-style-type: none"> Owners of eligible heritage listed items who will ensure restoration works are maintained to enhance the original character and structural integrity of the heritage listed item. Eligible projects are those related to preservation work on a heritage property that is listed as a heritage item in the <i>Eurobodalla Local Environmental Plan 2012</i>.
Max. grant amount	<p>Total available grant funding is determined on an annual basis and includes grant funding from Heritage NSW – Division of Department of Climate Change, Energy, Environment and Water.</p> <p>The level of funding that can be made available for each project is capped at a maximum amount as advertised each year.</p> <p>The applicant will be required to contribute a minimum of \$1 for every \$1 offered from the grant fund.</p> <p>Total funding available confirmed annually within the Operational Plan.</p>
Timeframe	<p>Grant is advertised, assessed, approved and awarded on an annual basis in accordance with Heritage NSW timelines.</p> <p>All works must be completed and a report submitted to Council by the grant recipient at the end of April within the same financial year as the funds are approved.</p> <p>Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.</p>
Assessment	Council's Heritage Advisor.
Approval	Eurobodalla Heritage Advisory Committee, followed by an adopted resolution of Council.

Community Events Grant

Grant name	Community Events Grant
CSP theme	<p>Our economy</p> <p>We have a strong economy with learning, employment and business opportunities.</p> <p>2.2 - Promote vibrant events and tourism to become a top destination.</p>
Objectives	<ul style="list-style-type: none"> • Support local organisations and event organisers in planning and delivering successful community events. • Develop a positive community spirit through involvement, participation, relationship-building, and collaboration. • Encourage events that align with the Events Strategy and benefit the majority of residents. • Enhance community identity and celebrate the cultural and social life of Eurobodalla.
Target recipients	<ul style="list-style-type: none"> • Not-for-profit community organisations – local sports clubs, Arts and Culture groups, and charities hosting events that create social, cultural, and recreational engagement. • Local event organisers – individuals or groups planning inclusive community events that encourage participation and strengthen local connections. • Grassroots community initiatives – small-scale gatherings, celebrations, and activities that activate public spaces and bring people together. • Events on Council owned or managed land – activities held in parks, reserves, sportsgrounds, and other community spaces that contribute to local vibrancy.
Max. grant amount	<p>\$2,000 per application</p> <p>Co-contributions strongly encouraged.</p> <p>Total funding available confirmed annually within the Operational Plan.</p>
Timeframe	Grant is advertised, assessed, approved and awarded on an annual basis between September and December.

	<p>Funding must be expended on events held between 1 January and 31 December in the year following approval.</p> <p>Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.</p>
Assessment	Three-person panel (two Council staff with relevant experience + one non-staff external member)
Approval	An adopted resolution of Council.

Major Events Grant

Grant name	Major Events Grant
CSP theme	<p>Our economy</p> <p>We have a strong economy with learning, employment and business opportunities.</p> <p>2.2 - Promote vibrant events and tourism to become a top destination.</p>
Objectives	<ul style="list-style-type: none"> • Support event organisers in planning and delivering destination events that drive economic growth in Eurobodalla. • Attract intrastate and interstate visitors, increasing overnight stays and local spending. • Encourage off-peak tourism by supporting events held outside the peak visitor season or mid-week. • Strengthen Eurobodalla's brand identity, generating local pride and showcasing the region's unique attractions.
Target recipients	<ul style="list-style-type: none"> • Not-for-profit community groups – local organisations hosting events that contribute to economic and tourism development. • Commercial event operators – businesses delivering significant cultural or destination events that attract external visitation. • Sporting organisations – Local sporting groups hosting regional, state or national level sporting competitions that activate local infrastructure and boost tourism.

	<ul style="list-style-type: none"> Events on Council owned or managed land – large scale events held in parks, reserves, sportsgrounds, and other community spaces that contribute to local vibrancy.
Max. grant amount	<p>Up to \$20,000 per application.</p> <p>Co-contributions strongly encouraged.</p> <p>Total funding available confirmed annually within the Operational Plan.</p>
Timeframe	<p>Grant is advertised, assessed, approved and awarded in accordance within approved timelines as per the Events Strategy.</p> <p>Funding must be expended on events held between 1 January and 31 December in the two years following approval.</p> <p>Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.</p>
Assessment	Four-person independent assessment panel (including one Councillor)
Approval	An adopted resolution of Council.

Iconic Events Grant

Grant name	Iconic Events Grant
CSP theme	<p>Our economy</p> <p>We have a strong economy with learning, employment and business opportunities.</p> <p>2.2 - Promote vibrant events and tourism to become a top destination.</p>
Objectives	<ul style="list-style-type: none"> Support flagship events that attract regional or national attention and deliver significant economic and community benefits. Strengthen the local events industry by supporting large-scale events that enhance community connection and cultural identity. Stimulate economic activity by increasing visitation, boosting local businesses, and creating flow-on benefits for

	<p>hospitality, accommodation, transport, and infrastructure services.</p> <ul style="list-style-type: none"> • Position Eurobodalla as a premier event destination by supporting high-profile events that enhance the region's reputation, attract return visitation, and create lasting economic and social benefits.
Target recipients	<ul style="list-style-type: none"> • Local event organisers – organisations delivering large-scale events with significant economic and community benefits. • Tourism and cultural organisations – groups planning events that drive visitation and enhance the region's cultural vibrancy. • Sporting bodies and major competition organisers – sporting organisations hosting regional, state, or national sporting events that attract inter-state competitors, teams, and spectators. • Nature-based, wellness, and industry-aligned event organisers – groups creating events that showcase Eurobodalla's natural landscapes, outdoor recreation, wellness experiences, and local industries, attracting eco-tourists and niche markets.
Max. grant amount	<p>Each application up to a total of \$75,000 over three years.</p> <p>Co-contributions strongly encouraged.</p> <p>Total funding available confirmed annually within the Operational Plan.</p>
Timeframe	<p>Grant is advertised, assessed, approved and awarded in accordance within approved timelines as per the Events Strategy.</p> <p>Funding must be expended on events held between 1 January and 31 December in the three years following approval.</p> <p>Details will be confirmed within the Grant Program Guideline and funding agreements for successful applicants.</p>
Assessment	<p>Four-person independent assessment panel (including one Councillor)</p>
Approval	<p>An approved resolution of Council.</p>

Donations

This Policy enables Council to manage donations in a transparent and ethical manner, ensuring they align with Council's values and legislative responsibilities under the *Local Government Act 1993*. Donations may be either incoming (received by Council) or outgoing (provided by Council) and must demonstrate a clear community benefit.

Incoming donations

Council is not obligated to accept donations and may decline offers where the donor's activities or intentions are inconsistent with Council's core values or could negatively impact the community. Donations will not be sought from or accepted from political parties.

All incoming donations must be provided with philanthropic intent, and donors must be able to demonstrate their motivation for contributing to Council and the community. Council will conduct a risk assessment on all potential donation arrangements to identify any real or perceived conflicts of interest. Where a donor's involvement, including that of parent companies or subsidiaries, could compromise or be seen to compromise Council's integrity, the donation may be declined.

Donations may be allocated to a specific event, project, or activity at Council's discretion, taking into account the donor's intended purpose while ensuring alignment with Council priorities. Incoming donations under this policy are not considered development contributions under the *Environmental Planning & Assessment Act 1979* and will not influence Council's planning or development decisions.

Donations of public infrastructure, art, materials or other physical assets will be assessed against Council's Community Strategic Plan and other associated adopted Strategies and Masterplans, ensuring the donation provides clear community benefits before acceptance. All organisations providing donations to Council will be disclosed on Council's website for transparency.

Council will only accept incoming donations where the time and resources required to process and manage them are proportionate to the value of the contribution.

Outgoing donations

Council provides outgoing donations to support not-for-profit community organisations, charities, and initiatives that contribute to the well-being, resilience, and social fabric of Eurobodalla. These donations may be in the form of financial assistance or in-kind support, such as venue hire, equipment use, fee waivers or reductions.

All financial donations must comply with Section 356 of the *Local Government Act 1993*, which allows Council to grant financial assistance to individuals, groups, or organisations for purposes aligned with its functions. In-kind support, including fee waivers or reductions, is

enabled through Section 610E of the *Local Government Act 1993*, which permits the General Manager through delegation of the Council to waive or reduce adopted fees where appropriate.

Outgoing donations will be assessed based on the following principles:

- Alignment with Council’s strategic priorities – support is provided to initiatives that enhance community well-being, strengthen local services, or contribute to cultural, social, and environmental outcomes.
- Demonstrated community benefit – recipients must demonstrate how the donation will positively impact the Eurobodalla community.
- Equity and accessibility – donations will be distributed fairly, ensuring they reach a diverse range of community groups and causes.
- Accountability and governance – all financial and in-kind support must be managed responsibly, with appropriate documentation and reporting where required.

Fee waivers and in-kind support

Section 610E of the *Local Government Act 1993* allows the General Manager, through delegation of the Council, to waive payment of or reduce a fee in a particular case, if it is satisfied that the case falls within a category of hardship or any other category that Council has determined it may consider in waiving payment, or reducing a fee.

Council has determined the following categories:

- Hardship – where there is evidence that the payment of the fee or charge will impose unreasonable financial hardship on the applicant(s), given their individual circumstances.
- Charity – where the applicant is a registered charity and the fee is for a service that will enable the provision of charitable services to the Eurobodalla community.
- Not-for-profit – where the following conditions all apply:
 - the applicant is an organisation that holds “not-for-profit” status; and
 - the fee is for a service that will enable the achievement of the applicant’s objectives and betterment for the Eurobodalla community; and
 - the payment of standard fees or charges would cause financial difficulties for the applicant.
- Commercial – where Council, or its contractor, operates a service and reduction of the fee is required to compete in the market.

- Non-provision of service – where Council is unable to provide a service or venue that has been previously agreed upon and an appropriate discount, fee waiver, refund or substitution is required as compensation.
- Filming related activities – when a production is completed within the Eurobodalla local government area, if undertaken by an educational institution for a non-commercial purpose, or by a registered charity or not-for-profit organisation and where the primary purpose is for the benefit to the Eurobodalla community, or where the production's primary purpose is to highlight Eurobodalla as a tourist destination.

The following principles will be considered when applying any reduction or waiver of a fee or charge:

- compliance with statutory requirements
- fairness and consistency
- integrity
- equity and transparency
- commercial imperatives.

Some fees or services are prescribed by legislation or are regulatory in nature, and a fee waiver or reduction is not available in connection with those fees.

Council will directly, or through delegated authority, assess and make determinations on requests for reduction or waiver of fees in accordance with these principles.

Council reserves the right to set funding limits for outgoing donations and in-kind support to ensure sustainability and equitable distribution of resources. Donations may be one-off contributions or part of an annual allocation, subject to budget availability.

By integrating Sections 356 and 610E of the *Local Government Act 1993*, this policy ensures that outgoing financial assistance and in-kind support are managed responsibly, equitably, and in alignment with community needs and strategic objectives.

Exclusions

Council will not provide outgoing donations or in-kind support:

- to political parties or organisations involved in lobbying for political purposes.
- where the funds primarily benefit individuals rather than the broader community.
- where the request is for retrospective funding (i.e., for projects or events that have already taken place).
- to organisations that have not acquitted previous funding from Council.

All outgoing donations and in-kind support are subject to Council approval, and recipients may be required to acknowledge Council's contribution in any promotional materials or public communications related to the funded initiative.

Annual donations

Council provides annual donations to support not-for profit organisations, registered charities, and initiatives that strengthen community wellbeing, enhance local services, and contribute to a more connected Eurobodalla. Donations are guided by the Eurobodalla Community Strategic Plan (CSP) 2042, ensuring that financial assistance is directed toward areas of the greatest benefit. Council will regularly review its donations framework to ensure funding remains fair, effective, and adaptable to evolving community needs.

Rates Assistance Donation

Donation name	Rates Assistance Donation
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone. 1.2 - Celebrate and support people of all ages.
Objectives	<ul style="list-style-type: none"> • Support registered charities and not-for-profit organisations by partially subsidising annual rates and charges. • Assist community groups providing social, cultural, and recreational benefits to the community. • Reduce financial burdens on eligible organisations, allowing them to focus on delivering community services.
Target recipients	<ul style="list-style-type: none"> • Registered charities – eligible charity organisations providing direct community services and support. • Not-for-profit organisations – eligible Not-for-profit organisations providing direct community services and support. • Community groups leasing or renting premises – eligible organisations responsible for paying rates on their premises. • Rates Assistance Donations will not be available to organisations that have licensed premises, organisations with significant commercial or surplus income, organisations funded by another level of government, churches or other religious groups, or political parties.

Max. donation amount	50% of the total annual rates account (excluding Waste Charges) Total funding available confirmed annually within the Operational Plan.
Timeframe	Donations are advertised via an Expression of Interest, assessed, approved and processed on an annual basis. Recipients will be eligible to seek the donation amount for each year of the Council term, to a maximum of four years. Final timeframe and eligibility details will be confirmed within the Donation Program Guideline and donation agreements for successful applicants.
Assessment	Three-person panel of Council staff with relevant experience.
Approval	An adopted resolution of Council.

Schools and Education Donation

Donation name	Schools and Education Donation
CSP theme	Our community Eurobodalla welcomes, celebrates and supports everyone.
Objectives	<ul style="list-style-type: none"> Recognise and support student achievement – contribute to annual awards and ceremonies that celebrate academic, sporting, and community excellence in local schools. Strengthen Council’s connection with the education sector – support local schools through an annual donation, reinforcing Council’s commitment to youth development.
Target recipients	<ul style="list-style-type: none"> Public primary and high schools located in the Eurobodalla. Private primary and high schools located in the Eurobodalla.
Max. donation amount	\$200 per school Total funding available confirmed annually within the Operational Plan.
Timeframe	Donations are advertised via an Expression of Interest, assessed, approved and processed on an annual basis.

	<p>Recipients will be eligible to seek the donation amount for each year of the Council term, to a maximum of four years.</p> <p>Timeframe and eligibility details will be confirmed within the Donation Program Guideline and donation agreements for successful applicants.</p>
Assessment	Three-person panel of Council staff with relevant experience.
Approval	An adopted resolution of Council.

Policy Statement

1 Application of the Policy

1.1 This policy applies to all financial assistance provided by Eurobodalla Shire Council to the community, including grants and donations. It governs the administration, assessment, and oversight of funding to ensure a fair, transparent, and accountable process.

1.2 This policy applies to:

- 1.2.1 Councillors and Council employees involved in the promotion, assessment, and management of all grants and donations offered by Council.
- 1.2.2 The allocation and oversight of Council funding, including establishing and managing relationships with funding recipients.
- 1.2.3 The promotion of funding opportunities to eligible individuals, organisations, and businesses.
- 1.2.4 Supporting applicants through the submission process.
- 1.2.5 Assessing applications against eligibility criteria and program objectives.
- 1.2.6 Monitoring grant outcomes and ensuring recipients meet reporting and acquittal requirements.

1.3 This policy ensures that all financial assistance is distributed responsibly, aligns with Council's strategic priorities, and delivers measurable benefits to the Eurobodalla community.

2 Legislation

2.1 Council can financially assist others under section 356 of the Local Government Act 1993 (Act), for the purpose of exercising its functions.

2.2 Financial assistance granted by Council will comply with section 356 of the Act to exercise Council's service functions defined by the Act.

2.3 Under section 377(1) of the Act, Council may delegate its functions relating to the granting of financial assistance if section 356 of the Act is adhered to:

- 2.3.1 (a) the financial assistance is part of a specified program, and
- 2.3.2 (b) the program is included in Council's draft Operational Plan for the year in which the financial assistance is proposed to be given, and
- 2.3.3 (c) the program's proposed budget for that year does not exceed 5 per cent of Council's proposed income from the ordinary rates levied for that year, and

- 2.3.4 (d) the program applies uniformly to all persons within Council's area or to a significant proportion of all the persons within Council's area.

2.4 Under section 610E of the Act;

- 2.4.1 (1) A council may waive payment of, or reduce, a fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the council has determined payment should be so waived or reduced.
- 2.4.2 (2) However, a council must not determine a category of cases under this section until it has given public notice of the proposed category in the same way as it is required to give public notice of the amount of a proposed fee under section 610F(2) or (3).

3 General Conditions

- 3.1 The following conditions apply to all applications for financial assistance, donations or in-kind support from Council;
- 3.2 Disclosure of financial assistance within the Operational Plan will be on a program basis, and may not necessarily disclose specific recipients, although decisions as to particular recipients will be publicly available.
- 3.3 Grant applications and expressions of interest for donations will be accepted only during the advertised application period for the relevant funding category or stream.
- 3.4 If applications for other financial assistance for matters of merit arise outside a specific grant or donation program category or application window, Council may resolve at a public meeting to approve the application, subject to any required public notice and availability of funds.
- 3.5 Grant and donation approval will be limited to the defined funding period. Approved applications will not automatically continue on to subsequent years. Grant and donation recipients will be required to re-apply at the commencement of the next approval period.
- 3.6 Applications in competitive categories will be assessed on a selection criteria, merit and available funding. Council may employ appropriate ranking criteria including weighted attributes to assist with assessment of applications in competitive categories.
- 3.7 Council reserves the right for grant and donation recipients names and funding amounts to be published in Council reports, website, social media and other forms of communication to the community.
- 3.8 All funding recipients are required to adhere to the requirements of relevant Grant or Donation Funding Program Guidelines and funding agreement, including any requirements to publicly recognise Council's financial contribution.

4 Eligibility and exclusions

- 4.1 To be eligible for funding through the community grants or donations program, applicants must;
- 4.1.1 apply via the appropriate online application form
 - 4.1.2 demonstrate how funds will be used for the purpose of exercising Council's functions
 - 4.1.3 meet all specific eligibility requirements and criteria in this policy and the grants procedures and guidelines
 - 4.1.4 have no outstanding debts to Eurobodalla Shire Council,
 - 4.1.5 sign and comply with the funding agreement accepting the conditions of funding, and
 - 4.1.6 provide any required acquittals to Council for the funding received.
- 4.2 Applications will not be accepted from the following recipients:
- 4.2.1 Political parties
 - 4.2.2 Government departments (with the exclusion of the Schools and Education Donation).
- 4.3 Applications will not be accepted for the following purposes:
- 4.3.1 General fundraising activities
 - 4.3.2 Completed or retrospective activities/ projects
 - 4.3.3 Duplication of existing services.
- 4.4 This policy will be supported by grant and donation guidelines for applicants.
- 4.5 Grant applications and donations will be administered by the relevant Council division responsible for the respective grant or donation offered.
- 4.6 Applicants should refer to the guidelines for applicants for information about eligibility, how to apply and the approval process.

5 Implementation

- 5.1 All applications will be made and managed through an online application process.
- 5.2 Where grant guidelines stipulate that acquittals are required, these must be provided by the successful applicants as advised in the guidelines.
- 5.3 Grant and donation program budget allocations will be included in the annual Operational Plan and budget each financial year.

- 5.4 Cost centers will reflect the grant and donation categories to enable accurate and transparent reporting of financial assistance granted to the community.
- 5.5 Under supervision, applicable Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area.
- 5.6 Concerns received by Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy.
- 5.7 Substantive changes to this policy will be placed on public exhibition for 28 days for community comment and submissions.
- 5.8 This policy will be reviewed as necessary if:
 - 5.8.1 legislation requires it; or
 - 5.8.2 when Council's related policies, functions, structure or activities change; or
 - 5.8.3 when technological advances or new systems change the way that Council manages financial assistance granted under section 356 of the Local Government Act 1993.

Definition of Terms

Term	Meaning
Acquittal	A report detailing how grant or donation funds were spent and the outcomes achieved, ensuring transparency and accountability.
Assessment panel	A group of Council staff or external representatives responsible for evaluating grant and donation applications.
Auspice	A formal arrangement where a legally incorporated organisation manages a grant or donation on behalf of an unincorporated group.
Budget allocation	The amount of funding allocated by Council within the Operational Plan each financial year for grants and donations.
Capital works	Infrastructure or building projects that involve construction, upgrades, or maintenance of facilities.
Community	Residents, groups, and organisations within Eurobodalla Shire.
Community organisation	A not-for-profit entity that provides services, activities, or advocacy to benefit residents of Eurobodalla.
Conflict of interest	A situation where personal, financial, or other interests may improperly influence a decision or action related to Council funding.
Corporate sponsorship	A financial agreement between Council and a third party in exchange for promotional opportunities or other benefits that align with Council's strategic goals.
Council official	Includes Councillors, Executive staff, employees, volunteers, and any person acting on behalf of the Council in an official capacity.
Donation	Financial or in-kind support provided by Council without expectation of direct benefits or returns.
Economic benefit	The positive financial impact an event, project, program or initiative has on local businesses, tourism, and employment.
Event	A planned gathering or activity, open to the public or a specific group, held in a public or private space for entertainment, recreation, education, or cultural purposes.

Fee waiver	A reduction or removal of Council-adopted fees for venue hire, permits, or services, granted under Section 610E of the <i>Local Government Act 1993</i> .
Funding guidelines	The eligibility criteria, objectives, and conditions set by Council to govern the allocation of grants and donations.
Government department	A state or federal agency responsible for administering public policy, funding, or services within a particular sector or area of governance.
Grant	Financial assistance provided by Council to support specific projects, events, or initiatives with defined outcomes and reporting requirements.
In-kind support	Non-financial assistance, such as venue hire, equipment use, or waived fees, provided by Council to support eligible recipients.
Local Government Act 1993	The legislation that governs the powers, functions, and responsibilities of councils in New South Wales, including financial assistance provisions.
Not-for-profit	A registered organisation that does not operate for personal gain and reinvests surplus funds into its objectives rather than distributing them to members.
Operational Plan	A Council document that outlines annual projects, services, and budget allocations, including funding for grants and donations.
Outgoing donation	Financial or in-kind assistance provided by Council to an individual, group, or organisation to support community benefit.
Political party	An organisation registered to contest elections, promote political candidates, or influence government policy and decision-making.
Public benefit	The positive social, cultural, environmental, or economic outcomes that justify the allocation of public funds.
Recipient	An individual, group, or organisation that receives financial or in-kind support from Council through a grant or donation.
Registered charity	A not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission (ACNC) that operates for charitable purposes.

Unincorporated community group	A voluntary association of individuals working towards a common goal without formal legal status, often requiring an auspicing organisation to receive funding.
Volunteer organisation	A group primarily run by unpaid members who contribute their time and skills to community services or activities.

Change history



Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E06.0380 E09.3418	Policy commenced, replacing all related policies and codes.
2	10 Sep 2013	Council	13/272	E06.0380 E13.7095	Reviewed and updated.
3	1 Jul 2017	Council	17/185	E06.0380 E16.0297	Renamed 'Community Grants' policy. Completely revised and updated following review of grants program to encompass financial assistance granted by Council. Report FBD17/037.
4	22 Nov 2022	Council	22/313	E06.0380	Reviewed and updated at new Council term. Report GMR22/111
5		Council		S014-T00019	Reviewed and updated at new Council term. Report:

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GMR25/011 EVENTS STRATEGY 2025-29 – POST-EXHIBITION REPORT

S026-T00001

Responsible Officer: Mark Ferguson - General Manager

Attachments: 1. Confidential - Confidential Attachment - draft Eurobodalla Events Strategy 2025-29 - Public Submissions
2. Eurobodalla Events Strategy 2025-29 - for Council Adoption - July 2025  

Community Goal: 5 We are an engaged community progressive leadership.

Community Strategy: 5.1 Our community is informed and participates in decision making

Delivery Program Link: 5.1.2 Provide a range of opportunities for the community to be consulted and engaged, guided by the Community Engagement Strategy

Operational Plan Link: 5.1.2.1 Invite community members to participate in decision-making by providing a broad range of engagement opportunities in line with the Community Engagement Strategy

EXECUTIVE SUMMARY

The purpose of this report is to seek Council resolution to adopt the draft Eurobodalla Events Strategy 2025-29. The draft Strategy was on public exhibition from 1 May to 30 May 2025 and five submissions were received.

The strategy reflects the need to assist the community and event organisers in delivering safe and successful events in Eurobodalla. The strategy incorporates stakeholder feedback from event organisers, tourism providers, infrastructure suppliers, service contractors, and event attendees.

The strategy focuses on three key areas: streamlining event approvals, investing in Council venues, and promoting Eurobodalla as a premier event destination. These initiatives will enhance the event organiser experience, improve attendee satisfaction, and strengthen Eurobodalla's economic and cultural landscape.

RECOMMENDATION

THAT Council adopt the draft Eurobodalla Events Strategy 2025-29.

BACKGROUND

The Eurobodalla Destination Action Plan 2024-28 highlights the essential role of events in driving sustainable economic and community development. Events stimulate the visitor economy, support local businesses, and position Eurobodalla as a dynamic and engaging destination.

The draft Eurobodalla Events Strategy 2025-29 provides a structured approach for Council to support and expand the events sector. It focuses on enhancing event quality and increasing event frequency by streamlining approval processes, improving event venues, and developing targeted promotional strategies and strategic partnerships.

The strategy improves Council's grant funding model for events, providing increased flexibility at a time when the events industry needs it most. These initiatives intend to attract high-quality events, strengthen local industries, and enhance the overall event experience for organisers and attendees. Inform Council about relevant matters that have led to the current situation

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and provide detail of the relevant issues and background. Reference to any relevant earlier Council reports and decisions should be included, and should advise of Council's decision at the time.

CONSIDERATIONS

Policy

The Eurobodalla Destination Action Plan 2024-28 recognises the need for a dedicated Event Strategy to support the region's growth in tourism and events. The draft Eurobodalla Events Strategy 2025-2029 builds upon the success of the 2019-2023 Strategy and aligns with local, regional, and state policies to strengthen Eurobodalla's position as a premier event destination.

Environmental

The Eurobodalla Destination Action Plan 2024-28 identifies that one of the region's key competitive advantages is its pristine natural environment. Protecting and enhancing this asset is essential for long-term sustainability and the continued appeal of Eurobodalla as a premier destination for visitors and event organisers.

The draft Eurobodalla Events Strategy 2025-29 incorporates environmental initiatives aimed at fostering cleaner, greener, and more sustainable events. The strategy extends Council's environmental commitments to event organisers hosting events on Council owned and managed land.

Social Impact

The draft Strategy will align with the goals of the Eurobodalla Community Strategic Plan 2042

1. Our community
2. Our economy
3. Our environment
4. Our infrastructure
5. Our civic leadership

Economic Development Employment Potential

Events generate significant employment opportunities across multiple industries, including hospitality, tourism, logistics, and event management. A single event can require staffing for roles such as security, catering, production, and transport, creating both direct and indirect job demand. By increasing the number and scale of events in Eurobodalla, there will be a measurable rise in employment opportunities and economic activity across these sectors. Volunteer participation also plays an important role in event delivery, particularly in community-based events.

Financial

Funding programs for events featured in the draft Eurobodalla Events Strategy 2025-29 form part of the Eurobodalla Community Grants and Donations program, with annual budget allocations included in Council's annual Operational Plan and budget each financial year.

The 2025-26 Operational Plan includes a budget of \$223,475 for the Community Grants and

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Donations program. Advise Council of financial or resource implications if the options or recommendations are adopted. Highlight impact on operating budget, ongoing budgetary costs (i.e. maintenance), impact on capital budget and funding sources.

Community and Stakeholder Engagement

A post-event survey was introduced in 2023 to gather insights from event organisers and assess the challenges and opportunities within Eurobodalla's events sector.

The survey was distributed to organisers who have hosted events attracting more than 300 patrons on Council owned or managed land since the start of the 2021 financial year.

Following the initial broadcast, event organisers have been asked to complete the survey after each event. This ensures a continuous flow of feedback, which has informed the development of this strategy.

In January 2025, Council's Events Team conducted a pulse check with major event organisers and previous Hallmark Grant Funding recipients. Additionally, relevant Council staff were consulted throughout the strategy's development, including a roundtable pulse check in early February 2025.

A survey was provided to internal staff and event organisers in late January to confirm the identified priorities and challenges. The feedback has been consistently positive, confirming that the Strategy's focus areas align with the needs of the events sector and the broader community.

Council sought community feedback on the draft Eurobodalla Events Strategy 2025-29 for a period of 28 days during May 2025. Council advised more than 100 event organisers via email, and copies of the draft strategy were available for review via Council's website. Five public submissions were received during the exhibition period, these have been provided to Councillors for consideration.

Submitters have received a letter of acknowledgment and will receive a response to their submission following the outcomes of this report. The table below provides a summary of the issues raised in the submissions.

Item No.	Items raised	Response
1	<p>Strategic alignment and funding gaps (referenced across five submissions)</p> <p>1.1 Need for stronger alignment with visitor economy goals. Highlighted a lack of strategic alignment with Destination NSW (DNSW) and other funding bodies focused on tourism and economic development.</p> <p>1.2 Concerns were raised about funding</p>	<ul style="list-style-type: none"> The draft Events Strategy is directly aligned with the adopted Eurobodalla Destination Action Plan (EDAP), which addresses this feedback. Known major events that were to be potentially impacted due to the timeframe required to develop and

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Item No.	Items raised	Response
	<p>delays and gaps during the transition to the new strategy.</p> <p>1.3 Submissions called for reduced reliance on ratepayer money, suggesting instead a stronger emphasis on leveraging external grant funding and achieving measurable economic benefits.</p>	<p>adopt the new Events Strategy were supported by Council during this time.</p> <ul style="list-style-type: none"> Council staff believe the right balance has been found between supporting major events to generate economic activity for a return on investment and small community events that support community wellbeing and generate civic pride.
2	<p>Event management process and infrastructure (referenced across four submissions)</p> <p>2.1 Feedback included suggestions to streamline event approval processes, reduce duplication, and adjust thresholds for smaller event permits.</p> <p>2.2 A submission included the absence of a large, multi-use, all-weather venue in Batemans Bay, which limits the ability to attract major touring shows, exhibitions, and indoor activities — particularly during wet weather or off-peak seasons.</p>	<ul style="list-style-type: none"> This feedback is addressed through stage 1 of the Events Strategy, which calls for streamlining Council’s event permit process. This feedback is addressed through stage 2 of the Events Strategy, which calls for the auditing and any subsequent investment into Council’s event venues and open spaces.
3	<p>Support for community and niche events (referenced across five submissions)</p> <p>3.1 Many contributors stressed the importance of flexible, non-cash support for grassroots and volunteer-led events, including venue fee waivers and in-kind assistance. These events are often under-resourced but crucial to community identity and engagement.</p> <p>3.2 Feedback noted the lack of acknowledgment in the strategy of the need for event organisers to work with</p>	<ul style="list-style-type: none"> This feedback is addressed through stage 2 of the Events Strategy, which calls for further development of Council’s Events Support Package. Council’s Events team is required to engage with emergency services agencies throughout the event permit approval process. This will continue as a matter of normal

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S026-T00001

Item No.	Items raised	Response
	<p>bodies like Police, Ambulance, and RFS — a reality that affects planning and costs.</p> <p>3.3 Recognition of niche opportunities and sustainable practices: cycling-specific tourism, eco-events, and regional sub-events were flagged as opportunities for growth that the strategy should more clearly support and promote.</p>	<p>operations.</p> <ul style="list-style-type: none">• The Events Strategy clearly outlines the importance of cycling-specific tourism, eco-events, and community events as important aspects of a thriving events calendar.

CONCLUSION

The draft Eurobodalla Events Strategy 2025-29 is an important strategic priority of the adopted Eurobodalla Destination Action Plan 2024-28.

The strategy prioritises opportunities and actions to deliver an achievable and realistic action plan and event assessment framework to guide Council's support for the growth and development of tourism and community events.

The draft Eurobodalla Events Strategy 2025-29 is being presented to Council for adoption following public exhibition.



Eurobodalla
Events Strategy
2025-29

Eurobodalla
Shire Council

Draft

Acknowledgment of Country

Eurobodalla Shire Council recognises Aboriginal people as the original inhabitants and custodians of all land and water in the Eurobodalla and respects their enduring cultural and spiritual connection to it. Eurobodalla Shire Council acknowledges the Traditional Owners of the land in which we live. Council pays respect to Elders past, present and aspiring. We are on Yuin Country.

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Eurobodalla Events Strategy 2025-29

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Walawaani

Eurobodalla Shire Council recognises Aboriginal people as the original inhabitants and custodians of all land and water in the Eurobodalla and respects their enduring cultural and spiritual connection to it.

Eurobodalla Shire Council acknowledges the Traditional Owners of the land in which we live. Council pays respect to Elders past, present and aspiring. We are on Yuin Country

Acknowledging our past, present and future

Eurobodalla has a long and diverse history. More recently shaped by gold and granite mining, logging, fishing and farming, the area has embraced more than 20,000 years of shaping by Aboriginal people. Country and culture are deeply integrated for the Yuin People of this region with some locations – like Gulaga (Mount Dromedary) and Barunguba (Montague Island) – holding special importance.

A Venue Welcome Kit is a key outcome of this Events Strategy, assisting event organisers with detailed site maps and underground assets, information about the Country on which they are hosting their event, and protocols that acknowledge Indigenous values of the site.

Message from the Mayor

Welcome to Eurobodalla Council's Events Strategy 2025-29. I'm excited to present this roadmap to a vibrant event landscape for the shire.

Events are not just gatherings; they create jobs, boost tourism, and enhance our quality of life... they're the lifeblood of our community.

Over the next four years, we can work together to shape a diverse and inclusive event calendar that truly reflects Eurobodalla's unique character.

This strategy will deliver a streamlined application process, will bring events into focus of public space design, and will create greater security for event organisers through a bolstered and more flexible grant funding model.

Thank you for being a part of this journey, and I look forward to exciting times ahead.



Mathew Hatcher
Mayor of Eurobodalla

Priorities, goals and objectives

Our priority	
To assist the community in delivering safe and successful events.	

Our goal	
To increase the quality and quantity of events being held in Eurobodalla.	

Our objectives	
Immediate	To streamline the event permit approval process and remove barriers to success.
Short term	To create a portfolio of breathtaking experiences and venues.
Long term	To position Eurobodalla as the ideal place to host and attend events.

Three key stages

1. Streamline internal processes

It is critical Council continues to streamline its event-related processes as effective time management essential. The current application process is cumbersome and time consuming for both event organisers and Council staff. Further streamlining these processes frees up staff to focus on more meaningful work and collaborate with other teams within the organisation required for events to be successfully run.

2. Investment and development

Investing and developing Council's event package is a top priority. This means utilising Council's existing assets (e.g. venues, equipment and staff) to support long-term benefits by attracting a larger number and variety of events to boost economic and cultural vitality in our region.

3. Promotion

Event hosting is only part of the equation; event marketing promotes our venues and the region as a premier event destination.

High-quality, venue prospectuses are crucial and will highlight the unique features, amenities and advantages of available venues. They demonstrate Eurobodalla is the ideal location for hosting and attending events.

Stage 1: Streamline internal processes

Even experienced event operators find Council’s event application process difficult to navigate (see Appendix 1: desktop audit of event permit application process). A September 2024 survey of people organising events on Council-managed land found their three most common problems to be:

1. Limited availability of upfront cash support.
2. Increasing costs of accredited staff and event infrastructure hire like temporary stage or marquee hire, or certified traffic controllers.
3. Venue limitations like the availability of adequate electricity supply or toilets.

Desktop audit of the Event Permit Application Process

See below table outlining the form, the number of pages on the form, the number of questions in the form, and yes or no if the form has repeating questions, for example, contact information or name of event.

Form	Pages	Questions	Repeat Questions
Event Permit Application Form	5	56	N/A
Amusement Device Application Form	2	19	Yes
Emergency Response Plan	2	8	No
Risk Management Plan	7+	8+	Yes
Temporary Camping Application Form	2	37	Yes
Temporary Food Premises List	1+	14+	No
Traffic Management Plan	5	33	Yes
Waste Management Plan	1	18	Yes
Total (no less than)	25	193	

Stage 2: Investment and development

"Life is not measured by the number of breaths we take, but by the moments that take our breath away" – Maya Angelou

From the Clyde Mountain to Gulaga, Eurobodalla boasts breathtaking settings and outlooks. Yet so many major event sites are shielded from the spectacular water views nearby. It's not only the intricate internal design of the Sydney Opera House that captures the imagination – rather the world's focus is how it sits in the surrounding location.

Investing in venues for long-term benefits

Medium to large-scale and major events are essential for community connection and economic development, but rising costs for critical components such as accredited traffic control, temporary staging, and marquee hire have made them increasingly expensive to organise. As a result, event organisers are seeking greater government support and funding to ensure their success.

Event organisers are seeking more government support and relying heavily on existing grant funded programs. To address these financial pressures, Council has an opportunity to invest in our existing venues and infrastructure.

By focusing investment on venues and providing infrastructure support, Council can reduce operating expenditure for event organisers and therefore improve the viability of safe and successful events. While Council's ability to invest in venue upgrades in the short term may be limited, a significant amount of work can be done in assessing venues and infrastructure upgrades required.

This approach not only supports event organisers but also enhances the overall community experience, attracting more events to the region, a building a shire-wide sense of identity. Like the Sydney Opera House, iconic venues can become as much a part of the attraction as the event program itself.



Orry Kelly Stage – Hindmarsh Park, Kiama



Concert Stage – Four Winds, Bega

Council's events package

Councils are in a unique position to create, support and facilitate major events, with access to land, equipment and the skilled and certified crews essential to successful event delivery.

Many major and community events rely heavily on local volunteers. Council has skilled staff (traffic controllers, heavy machinery operators, media experts, waste management facilitators, landscape and maintenance crews) that can act as a surge workforce to complement event volunteers and help them upskill.

Council plays a key role in supporting events across the Eurobodalla region, primarily through grant funding initiatives, in-kind provision of goods and equipment—such as traffic control infrastructure—and professional advice throughout the event application process. There is room to expand and diversify the support we provide.

Councils Events team has been exploring non-cash options to assist event organisers. This approach is personified in the Council events package, a flexible support model that targets specific areas where event organisers may face challenges. By offering practical assistance, Council can help events succeed while easing the resource and administrative burdens on organisers.

The success of Council's events package is already evident. For the 2024 Narooma Oyster Festival, skilled Council staff stepped in to fill critical roles. The Events Coordinator provided management of volunteers, the Media Officer delivered high-quality images and real-time social media coverage, the Grants and Events Manager assisted as a support person, and the Events Officer oversaw merchandise sales and volunteer coordination. Sustainability and Waste Services jumped on board to divert 800kgs of oyster shells were from landfill.

Similarly, for the 2024 River of Art Festival, Council responded to a specific logistical challenge. Organisers needed to transport the 'Pink Cube' shipping container art space but faced prohibitive costs. By integrating the task into existing schedules, Council provided transport using its flatbed truck. This allowed funds to be reallocated to promoting the event and boosting its overall success.

These examples highlight how Council's events package delivers targeted, practical support, enabling events to overcome hurdles and thrive. By providing expertise, skilled resources, and logistical assistance, Council ensures events are not only delivered successfully but also continue to bring significant benefits to our community and the broader region.

A key ongoing priority for Council's Events team is to continually enhance and expand the Council events package. By refining this flexible support initiative, Council can better address the evolving needs of event organisers, filling critical gaps where resources, expertise, or capacity may be limited.

Stage 3: Promotion

"The best advertising you can have is a loyal customer spreading the word about how incredible your business is." — Shep Hyken

Neatly nestled between Melbourne, Sydney and Canberra and abundant in pristine beaches and bushland, Eurobodalla's stunning natural backdrop sets it apart from other locations as a premier visitor destination.

As the Eurobodalla Destination Action Plan 2024-28 highlights, word-of-mouth the best advertising, and events can effectively generate this kind of organic promotion. An area where Council can most easily influence when it comes to word-of-mouth is the visitor experience. The more positive the visitor experience, the more likely visitors will share a positive word of mouth through their network.

By encouraging and supporting memorable events in beautiful settings, Council can assist event organisers to have attendees share their experience and spread the word on Eurobodalla's unique attractions.

How it fits together

Combining scenic and user-friendly venues, a simple event application process and a supportive events package makes Eurobodalla more attractive to event organisers. In return, our region benefits from user-generated content; in effect, event attendees become ambassadors who promote Eurobodalla through social media and word of mouth.

Council developed support collateral – venue welcome kits, for example – can become the basis for a comprehensive destination prospectus in the future. This will be a flexible document that can be tailored to specific event types and formats that will promote and secure events for the shire while continuing to expand the Council events package.

Legacy constraints

Hallmark event funding

In the Eurobodalla Event Strategy 2019-24, Council provided annual grant funding of \$20,000 for two separate events through the Hallmark Event Funding – the River of Art Festival and the Narooma Oyster Festival. These grants ran for three-year periods. Hallmark Event funding had several restrictions that hindered the flexibility of event organisers to allocate resources effectively.

The Events Strategy 2025-29 will directly address the current funding constraints impacting event organisers. One key area of improvement is the removal of well-intended but impractical conditions, such as the requirement for funds to be spent solely on engaging a full-time event coordinator—a condition that is arguably more of a burden given the funding would generally not cover the full cost of a coordinator's wage.

By eliminating these restrictive barriers, this Strategy will introduce much-needed flexibility and certainty for successful grant applicants. This flexibility will allow event organisers to allocate resources where they are most needed, ensuring funds can be used effectively to address specific challenges and deliver successful outcomes.

Ultimately, these changes will enable Council to provide more meaningful and practical support to event organisers.

Travel time

The Eurobodalla Local Government Area is a narrow strip that runs 143km along the coast. It can take one and a half hours, or more, to drive from one end to the other. This considerable travel time can work as a deterrent for both residents and visitors attending events in different parts of the shire.

This highlights the need for strategically located events and improved transport solutions to increase participation in all regional activities.

Unique town identities

Eurobodalla's towns and villages each have their own distinct character, shaped by the unique communities that call them home. While this local pride is invaluable, it sometimes differs from the broader identity of the shire. By creating a strong regional identity alongside the individuality of each town and village, Eurobodalla can enhance its overall appeal and recognition.

The Eurobodalla Destination Action Plan 2023-28 highlights the need for a clear, cohesive, and contemporary brand identity—one that reflects the natural beauty of the region while uniting its diverse offerings. This identity should celebrate everything from Eurobodalla's rich culinary and cultural experiences to its transformative outdoor adventures.

Most importantly, every town and village play a crucial role in shaping Eurobodalla's story. Each contributes its own signature experiences, weaving together a shared identity that showcases the depth and diversity of the region.

Council's event marketing enhancements will complement and align with the upcoming Eurobodalla tourism rebrand.

Economic and cultural development

The Eurobodalla Destination Action Plan 2023-28 provides a strategic framework to position Eurobodalla as a premier visitor destination. By identifying key target markets, the plan ensures a focused approach to attracting the right audiences, aligning tourism efforts with the region's unique strengths.

A priority market identified in the Eurobodalla Destination Action Plan is wellness travellers, a high-value market drawn to destinations that offer rejuvenation, relaxation, and immersive nature-based experiences. Eurobodalla's greatest competitive advantage lies in its pristine natural environment, making it an ideal destination for those seeking outdoor adventure, sustainability-focused experiences, and cultural enrichment.

The Eurobodalla Events Strategy is directly informed by the Destination Action Plan, aligning event development and investment with the five key tourism pillars outlined in the EDAP:

1. Culinary and agritourism
2. Arts and culture
3. Sustainable tourism
4. Nature and outdoor recreation
5. Transformative experiences.

By focusing on these areas, the Events Strategy will complement broader tourism goals, reinforcing Eurobodalla's identity as a must-visit destination while supporting local businesses, community engagement, and economic growth. This will not only encourage more events, but more crucially encourage the right type events.

Events for wellness travellers

The Eurobodalla Destination Action Plan identifies wellness tourism as a key growth opportunity. In 2018, the Global Wellness Institute (GWI) valued the global wellness tourism economy at \$436 billion annually—a figure that has likely grown significantly post-COVID.

Notably, 87% of wellness tourism expenditure comes from secondary wellness travellers, such as business travellers incorporating wellness activities or individuals indulging in self-care experiences during leisure trips. These travellers also drive the majority of growth, accounting for 89% of trips and 86% of expenditures (GWI, 2018).

Wellness travellers tend to be more affluent, spending 178% more per trip than typical domestic tourists (GWI, 2018). They also stay longer, with at least four nights considered essential for a wellness retreat. Their spending habits favour premium food, drink, and local produce, alongside nature-based and cultural experiences. Interestingly, 67% of wellness travellers are women.

By leveraging its strengths in culinary and agritourism, arts and culture, sustainable tourism, outdoor recreation, and transformative experiences, Eurobodalla can position itself as a premier wellness destination. The development of new resources such as the Events Prospectus, will play a crucial role in marketing the region to event organisers and attendees in this high-value market.

Back to zero

Eurobodalla's pristine environment is valued by residents and visitors alike. Disposable plastic items and packaging are no longer acceptable in any sustainable event program. It is necessary to quickly transition to event delivery that avoids unnecessary waste. Council is excited to make this happen in accordance with the [Eurobodalla Climate Action Plan 2022-2032](#) and the draft [Waste and Resource Recovery Strategy 2025-2035](#).

Recent successes include the Narooma Oyster Festival, Festival of Sustainable Ideas and the Broulee Art on the Path events.

By actively promoting and supporting environmentally friendly events, we strengthen our competitive edge by expanding key markets such as sustainable tourism, nature-based outdoor recreation, and transformative experiences. This approach not only enhances the visibility and appeal of our events and region but also contributes positively to environmental efforts, ensuring lasting benefits for our community and the planet.

Live music destination

With the right support, Eurobodalla's emerging live-music scene has potential to thrive by enticing touring musicians and promoters who prioritise inland venues to take the coastal road instead.

The EDAP highlights the importance of the VFR market—visiting friends and relatives—particularly as live music thrives in social settings. By providing quality entertainment, Council can attract top-tier performers while increasing the visibility and resources of local venues through improved infrastructure and targeted promotional efforts. Leveraging established music campaigns, such as Oz Music Month and Aussie Band Shirt Day, allows Council to align with nationally recognised initiatives that already draw widespread attention.

Additionally, building stronger relationships with venue owners and event organisers enables Council to tailor support to their specific needs. This approach can improve scheduling, boost the promotion of events, and support a vibrant local music ecosystem, ensuring that live music remains a thriving part of the community.

Adventure sports and an ageing population

Australia's population continues to age, Eurobodalla reflects this trend. According to the 2024 census, 42.4% of Eurobodalla's population is aged 60 and over. With aged care as a key industry, there is a strong opportunity to attract a younger generation to the region, ensuring workforce sustainability and long-term community vitality.

Younger residents are essential not only to fill important roles in health care but also to sustain vibrant town centres and active communities, ensuring Eurobodalla continues to thrive. Adventure and competition sports hold immense potential to attract younger demographics while also enhancing the community's appeal.

Eurobodalla's open spaces and natural landscapes make it an ideal location for activities such as mountain biking, fun runs, triathlons, orienteering, and other competitive events. Recent investment in outdoor infrastructure, such as the Narooma Mountain Bike Trails, Mogo Trails, and the Munjip Trail coastal walk provide a strong foundation for hosting new adventure and competition events.

These developments create opportunities for Council to attract high-quality sporting and outdoor adventure events that make use of these facilities, bringing both economic and social benefits to the community.

Beyond the competition itself, these events generate significant economic and social benefits. They drive increases in overnight stays and boost patronage from the wider community, including friends and family who travel to support participants.

By building on this momentum, Eurobodalla can position itself as a hub for dynamic, high-energy events that not only revitalise our local economy but also attract a vibrant and diverse population.

Recognising the value of community events

It's important that our towns and villages reflect a strong sense of identity. While tourism plays a valuable role in our region, the everyday character of the Eurobodalla is shaped by those who live here, and it's vital that we maintain a sense of community that remains once the visitors have gone. Community events are central to this identity.

From small-scale fundraisers and local sports presentations to larger festive celebrations like, these events reflect the values and connections that define us.

The Strategy recognises the importance of these gatherings and seeks to improve their delivery via the Council Events Package, streamlined application process and improved availability of event infrastructure. This will help organisers access the tools and guidance they need, making it easier to host safe, well-run, and enjoyable events that reflect the best of our communities.

Event funding framework

Events play a pivotal role in community connection, enhancing cultural vibrancy, and driving local economic activity. Beyond serving as a source of entertainment, the events industry has a profound impact on associated sectors, including accommodation, catering, hospitality, transport, and infrastructure services. Each successful event generates a ripple effect, boosting local businesses, attracting tourism, and instilling a sense of pride within the community.

However, the events industry faces mounting challenges. Global disruptions such as the COVID-19 pandemic, coupled with increasing infrastructure and insurance costs, have significantly strained the ability of organisers to deliver high-quality events within constrained budgets. Feedback from event organisers has further underscored the need for a more adaptable and supportive funding framework.

A review of the previous event funding model identified structural barriers that limited organisers' flexibility to allocate resources effectively. To address these challenges, a revised funding model has been developed to empower event organisers and improve event quality and diversity.

Key features of the new event funding framework include:

1. Funding: a total of \$390,000 will be allocated to event organisers across the 2025–26, 2026–27, and 2027–28 financial years.
2. Independent assessment panel: a new panel, composed of independent experts will assess grant funding applications. This measure enhances transparency, fairness, and accountability, ensuring funding decisions provide the greatest return on investment.

The total amount of event funding available will be distributed across three distinct programs to cater to events of varying scales and significance:

- Iconic Events (50% of total funds): \$195,000
Designed to support flagship events that attract significant regional or national attention and deliver broad economic and community benefits.
- Major Events (35% of total funds): \$135,000
Targeting large-scale events that contribute to regional growth and showcase the community's unique offerings.
- Community Events (15% of total funds): \$60,000
Aimed at developing grassroots engagement and supporting smaller, locally focused initiatives that strengthen community ties.

This revamped funding model reflects Council's commitment to nurturing a vibrant and sustainable events industry. By addressing existing barriers and creating a more equitable and

adaptable framework, the new approach ensures organisers are well-supported to deliver events that enrich the community and stimulate local economic growth.

The funding model will further align Council's events support package with the strategic framework identified in the Eurobodalla Destination Action Plan as well as initiatives set out by NSW Governments vibrancy reforms.

Funding program	% of total funds	2025-26	2026-27	2027-28
Iconic Events	50% \$195,000	<ul style="list-style-type: none"> 1 x grant offering in September 2025 for events in 2026, 2027 and 2028 \$195,000 available in the round Each application up to a total of \$75,000 over 3 years Grant assessed by independent panel. 		
Major Events	35% \$135,000	<ul style="list-style-type: none"> 1 x grant offering in September 2025 for events in 2026 and 2027 \$67,500 available in the round Each application up to a total of \$20,000 over 2 years Grant assessed by independent panel. 	<ul style="list-style-type: none"> 1 x grant offering in September 2026 for events in 2027 and 2028 \$67,500 available in the round Each application up to a total of \$20,000 over 2 years Grant assessed by independent panel. 	
Community Events	15% \$60,000	<ul style="list-style-type: none"> 1 x grant offering in September 2025 \$20,000 available in the round Events in 2026 Each application up to a total of \$2,000 for 1 year Grant assessed by independent panel. 	<ul style="list-style-type: none"> 1 x grant offering in September 2026 \$20,000 available in the round Events in 2027 Each application up to a total of \$2,000 for 1 year Grant assessed by independent panel. 	<ul style="list-style-type: none"> 1 x grant offering in September 2027 \$20,000 available in the round Events in 2028 Each application up to a total of \$2,000 for 1 year Grant assessed by Events team.

Actions

Achievable within existing budget (AWEB)

Line items noted as achievable in existing budget are typically a change in process, a new policy, or an existing council service that is considered part of general operations and can be completed using existing resources.

Aspirational (ASP)

Line items noted as aspirational are anticipated to incur some form of future expense that is not currently budgeted for. These items need to be investigated further with a cost benefit analysis undertaken.

Stage 1 – Streamline internal process

Immediate: 1-2 years

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
1.1	Develop a centralised events database and workspace	Create a digital system to manage events efficiently and effectively	Improved event data management and organisation	Database implemented and operational	AWEB
1.2	Audit the Event Permit Approval Process and simplify event application forms	Review and streamline permit processes to improve efficiency	Reduce delays and improve event approval efficiency	Approval process reviewed and updates implemented	AWEB
1.3	Establish an Event Facilitation and Support Budget	Realigning fees and charges, and centralising current expenditure	Revenue from event organisers hiring Council land is centralised	Budget established	AWEB
1.4	Review event grant funding framework	Refocusing grant funding guidelines to prioritise strategically aligned events.	Support events that target priority audience identified in the Eurobodalla Destination Action Plan	Grant funding guidelines updated	AWEB
1.5	Automate event stakeholder notifications, recurring organiser touch points and post-event reporting requirements	Automate emails and processes for improved communication	Improved accuracy, timely notifications for organisers and stakeholders	Automated notifications in use	AWEB

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
1.6	Update and standardise the Eurobodalla Events Policy, Guidelines, and Planning Templates	Review and redesign supporting materials and planning tools for event organisers	Ease organiser workload and improve feedback collection	Simplified templates and improved user guides delivered	AWEB
1.7	Develop a plan to help event organisers comply with Council policies	Ensuring organisers are supported and informed of new requirements	Educate organisers and reduce financial burdens associated with change management	Number of policies applied and adhered	AWEB / ASP
1.8	Align internal policies with external venue hire processes (e.g. zero-waste events)	Applying best practice policies to Council owned properties	Consistency and clarity in event planning processes, improved quality of external events	Updated templates and guidelines published	AWEB / ASP
1.9	Investigate potential amendments to the Eurobodalla Local Environmental Plan to remove duplicate permit requirements	Applications for events on Council owned and managed land	Save time and money, increase number of potential event venues across Eurobodalla	Updated Event Approval process	AWEB
1.10	Create framework for venue hire fee support and fee waiver programs	Creating a standard for requests for in kind support	Improved governance	Framework created and implemented	AWEB
1.11	Develop event in-kind support package agreements to reflect Council contributions	Formalising agreements and processes	Clearer communication and support for event organisers, increased awareness and acknowledgement of Council support	Number of events Council provides in kind support to and dollar value	AWEB

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
1.12	Continue to build event support culture within Council	Develop culture and instil pride across the organisation	Council staff understand the importance of events to the community and economy	Improved internal engagement and support	AWEB
1.13	Establish regular contact with Event Organisers.	Distributing a quarterly information guide to organisers	Keeping event organisers updated and informed about policies and opportunities	Information pack distributed with accompanying feedback circle	AWEB
1.14	Develop sustainable waste management program for event organisers	Creating partnerships between Council waste and sustainability teams and external agencies	Help organisers reduce event waste efficiently	Number of zero-waste events implemented	AWEB / ASP
1.15	Review and develop Accessibility Inclusion Plan for events	Seek to improve accessibility at events	Improve inclusivity and access for diverse attendees	Accessibility checklist applied to events, increased number of truly accessible events	AWEB / ASP
1.16	Procure accurate crowd attendance measurements and study venue analytics	Track event attendance and crowd dispersion using accurate tools	Improved accuracy in attendance and reporting	Attendance and behaviour analytics data reports	AWEB
1.17	Extend approval processes to cover multiple years for recurring low risk events with identical attributes	Enable multi-year permits for low risk / low impact recurring events	Provide stability for recurring events and organisers	Multi-year permits issued for events	AWEB

Stage 2 – Investment and development

Short term: 2-3 years

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
2.1	Event venue assessment	Reviewing and identifying event related infrastructure of hireable spaces Council owns or maintains	Identify the quality of venues and allow for prioritisation of upgrades	Venue map and rating system established	AWEB
2.2	Develop a template for the optimum use of parks and open spaces in relation to events	Working with internal teams and the community to ensure venue design for event spaces is front of mind	Fast track venue readiness by creating a blueprint for venue design and layout	Blueprints and plans created alongside venue masterplans	ASP
2.3	Prepare dedicated event venues to create festival-friendly towns and spaces	Ensuring Town Planners are aware of what makes a festival-friendly town	Towns attract more events and visitors	Festival-friendly guidelines developed and increase in event applications	AWEB
2.4	Improve access for event participants at existing venues through capital upgrades	Investigate and develop opportunities for improving accessibility at event venues	More accessible venues for participants	Completed upgrades to venue infrastructure	ASP

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
2.5	Develop risk support packs with tools and equipment	Purchase loanable equipment to mitigate risk such as track matting and anemometers	Minimise weather disruptions and protect assets	Risk packs developed, reduction in reparation fees	ASP
2.6	Develop an event specific First Nations guide for event organisers	Working with community to educate event organisers of cultural protocols and expectations	Support cultural heritage and protocols in events	Guide developed and published	AWEB
2.7	Identify and develop First Nations venues in collaboration with local stakeholders (e.g. Local Aboriginal Land Councils, National Parks, Marine Parks, Forestry and Crown Lands)	Creating culturally significant venues	Build places for education and meeting	Venues developed, promoted and booked	AWEB / ASP
2.8	Develop digital event advertising portfolio	Improving quality and reach of Council's digital event promotion assets (e.g. What's On Newsletter and website)	Improved online awareness of events	Increased subscription numbers, views and increase in average daily traffic	ASP
2.9	Develop and install community event advertising signage.	Procuring and installing signs at key locations to promote events	Improved awareness of events	Increased attendance	ASP

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
2.10	Update and enhance Council's Events webpage and website to better support organisers	Redesigning and updating Councils Events website and supporting material pages	Clearer communication and support for event organisers	Updated webpage	AWEB
2.11	Purchase event infrastructure to assist with event delivery	Purchasing equipment to bolster the Council event package	Reduce operating expenses for event organisers	Stocktake of equipment purchased	ASP

Stage 3 – Promotion

Long term: 3-5 years

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
3.1	Develop a framework for Council surge workforce deployment to assist with event delivery	Deploy staff as surge workforce for event support	Staff can fill critical gaps in event delivery	Reduction in volunteer burnout	AWEB
3.2	Develop high-quality event prospectuses targeting key markets as identified in the Eurobodalla Destination Action Plan	Design venue kits and advertising materials	Increase bookings for high-yield event types	Number of event-specific prospectuses developed	AWEB
3.3	Create and distribute branding packs for Council event partners to enhance awareness of Council's event support	Develop promotional kits for Council partners	Streamline branding for stronger partnerships	Quantity of partnerships engage	AWEB
3.4	Coordinate regional promotional network with neighbouring Councils, Canberra Regional Joint Organisation and similar organisations	Coordinate regional event promotion with local councils	Boost event visibility and attendance regionally	Number of regional promotional campaigns	AWEB
3.5	Promote events externally through banner sites, road signs and regional advertising networks	Improving the availability and approval process for streetside advertising	Improved awareness and promotion of local events	Sites established and utilised	ASP

#	Action	What are we doing?	Consequence (what is it going to achieve)	Deliverable / measurable	\$ Budget
3.6	Develop targeted promotional campaigns for events aligned with the Eurobodalla Destination Action Plan	Preparing marketing campaigns to promote events in Eurobodalla	Improved focus on event promotion	Increased number of event promotional campaigns	ASP
3.7	Build strategic partnerships to advertise Eurobodalla as an event-ready destination, focusing on major capital city networks (e.g., Sydney, Canberra, Melbourne)	Coordinate regional event promotion with local councils	Boost event visibility and attendance regionally	Increased event attendance and an increase in number of event applications	AWEB
3.8	Showcase sustainable and zero-waste events to attract eco-conscious organisers and attendees	Shining a spotlight on zero waste events and supporting event organisers to be environmentally conscious	Reduce landfill and promote the goals of the Eurobodalla Destination Action Plan	Increased number of ecofriendly / zero waste events	AWEB
3.9	Highlight Council's role, supporting materials and the Council Package to position Eurobodalla as an ideal host destination	Showcasing our successes and promoting the ease of doing business	Encourage event organisers to hold their events in Eurobodalla	Increased quantity and quality of events	AWEB

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**PER25/014 DRAFT WASTE AND RESOURCE RECOVERY STRATEGY 2025-2035 S031-T00002
FOR PUBLIC EXHIBITION**

Responsible Officer: Gary Bruce - Director of Planning and Environment

Attachments: 1. Under Separate Cover - Draft Waste and Resource Recovery Strategy 2025-2035 

Community Goal: 1 Our sustainable shire celebrates our natural environment and outdoor lifestyles

Community Strategy: 1.1 Move together for a sustainable future

Delivery Program Link: 1.1.3 Facilitate waste management services guided by the strategy and asset management plan

Operational Plan Link: 1.1.3.3 Consult on the Eurobodalla Waste Strategy and Resource Management Strategy and finalise

EXECUTIVE SUMMARY

The review of the *Eurobodalla Waste Strategy 2011-2018* commenced in 2019 however this was not completed due to the 2019/2020 bushfire disaster.

In May 2024, the Council engaged waste specialists Anne Prince Consulting (APC) to assist the Council in developing a new 10-year waste strategy. The draft *Waste and Resource Recovery Strategy 2025- 2035* (the Strategy) provides a framework to guide the delivery of planned actions while supporting efforts to achieve federal and state waste targets.

The purpose of this report is to seek the Council's endorsement to publicly exhibit the *Waste and Resource Strategy 2025-2035* for a period of 28 days.

RECOMMENDATION

THAT:

1. Council publicly exhibits the draft Waste and Resource Recovery Strategy 2025- 2035 for a period of 28 days.
2. A further report regarding the draft Waste and Resource Recovery Strategy 2025- 2035 be provided to Council following the public exhibition period.

BACKGROUND

The NSW Government released the NSW Waste and Sustainable Materials Strategy 2041: Stage 1 – 2021-2027 (WaSM 2041) as the first stage in a 20-year plan that focuses on the environmental benefits and economic opportunities to reduce waste, improve waste management and increase material recycling. The WaSM 2041 commits to adopting a set of waste targets for NSW, which include,

- reduce total waste generated by 10% per person by 2030
- have an 80% average recovery rate from all waste streams by 2030
- significantly increase the use of recycled content by governments and industry
- phase out problematic and unnecessary plastics by 2025
- halve the amount of organic waste sent to landfill by 2030
- reduce litter by 60% by 2030 and plastics litter by 30% by 2025

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- triple the plastics recycling rate by 2030

The draft Strategy aims to achieve the following objectives:

1. Meet NSW state waste targets and align with federal frameworks.
2. Support the community to use less, recover and recycle more.
3. Support the circular economy.
4. Continue to improve how we operate and deliver high quality services.
5. Plan and adapt for future needs and building resilience to deal with natural disasters.

To achieve this the draft strategy is built around five key themes to enhance waste management and community involvement. Finding local solutions, supporting circular economy, encouraging community ownership, planning for the future, and Council waste leadership.

Each theme has an outcome supported by actions with timeframes. Collectively, these work together to achieve the NSW's Governments key targets by reducing waste, prompting reuse, recovering resources and encouraging investment in our communities and businesses.

The draft Strategy addresses the following actions in Council's *Climate Action Plan 2022-2032* (adopted at Council's ordinary meeting on 26 July 2022 (PSR22/021)),

- 4.1 Investigate opportunities for further methane capture and flaring at landfills.
- 4.2 Review the Eurobodalla Waste Strategy (with consideration of climate change and the targets in the NSW Waste and Sustainable Materials Strategy 2041), and
- 4.3 Continue to advocate to NSW and Australian Governments for the integration of climate change and GHG issues into regional waste strategies.

The 2024/2025 Operational Plan includes an action, 1.1.3.3 Consult on the Eurobodalla Waste and Resource Management Strategy and finalise. Public exhibition provides further opportunity for community feedback prior to completion of the draft Strategy

Policy

The Strategy will assist Council in progressing towards the NSW's Governments waste mandates and key targets by reducing waste, prompting reuse, recovering resources, and implementing sustainable waste management.

Environmental

The Waste and Resource Recovery Strategy 2025- 2035 will help to improve environmental outcomes through the avoidance and reduction of waste, better recycling practices, and more sustainable waste management.

Asset

Preparing for the future management of waste is a critical component of this Strategy. The Strategy focuses on maintaining adequate services, maximising the capacity of our landfills, and planning infrastructure upgrades to meet population growth while adapting for future needs.

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Social Impact

The project will improve the management of waste services by providing accessible fit for purpose waste solutions that meet the current and long-term needs of the community.

Economic Development Employment Potential

The strategy is based on five strategic themes that provide economic opportunities to reduce waste, improve waste management and increase material recycling, encourage investment in our communities and businesses, and retaining jobs within the local area.

Financial

Council engaged a waste specialist to assist with the development of the Strategy, which was financed from Council's waste fund reserves.

Community and Stakeholder Engagement

Development of the Strategy has been guided by community and business feedback. The draft Strategy will be placed on public exhibition for twenty-eight (28) days. The draft Strategy will be made available on the Council's website, at the Batemans Bay, Moruya and Narooma libraries and Moruya customer service centre. Three pop-up stalls will be held at Batemans Bay, Moruya, and Narooma during the public exhibition period.

CONCLUSION

Council's role is to provide fit for purpose, reliable, accessible and safe waste services while facilitating better environmental and social outcomes. Listening to and involving our community is a vital part of the process. We are dedicated to supporting the community in reducing, recovering and reusing waste through education, and providing accessible recycling and waste diversion opportunities.

The draft Strategy provides a framework for Council to deliver future waste initiatives for Eurobodalla and guide waste management services.

Following the public exhibition period, and consideration of community feedback, a further report will be presented to Council seeking endorsement of the draft *Waste and Resource Strategy 2025-2035*.

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PER25/015 EXHIBITION OF LOCAL ORDERS POLICY - KEEPING OF ANIMALS.

S004-T00060

Responsible Officer: Gary Bruce - Director of Planning and Environment

Attachments: 1. Draft Local Orders Policy - Keeping of Animals [↓](#) 

Community Goal: 1 Eurobodalla welcomes, celebrates and supports everyone.

Community Strategy: 1.3 Foster a safe community

Delivery Program Link: 1.3.3 Deliver legislated health protection and regulatory programs to protect public health and wellbeing

Operational Plan Link: 1.3.3.4 Monitor, inspect and respond to issues in relation to public safety

EXECUTIVE SUMMARY

Council's policies are reviewed within the first 12 months of a new Council term for the reasons set out under the following sections of the *Local Government Act 1993 (LGA)*.

- Section 223 (1)(e) Role of governing body – 'to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council'.
- Section 232 (1)(f) The role of a councillor – 'to uphold and represent accurately the policies and decisions of the governing body'.

Council has reviewed the Local Orders Policy and has not suggested any significant changes. This reports seeks Council's endorsement to publicly exhibit the draft policy and to prepare a further report for Council following the public exhibition.

RECOMMENDATION

THAT:

1. Council publicly exhibits the endorses the laces the Local Orders Policy – Keeping of Animals for a period of 28 days:
2. Following the expiration of this period, the draft policy and any public submissions be presented back to Council for consideration.

BACKGROUND

The purpose of the Local Orders Policy (LOP) – Keeping of Animals is to supplement provisions of Chapter 7, Part 3 of the *Local Government Act 1993* (the Act) and Clause 99 of the *Local Government (General) Regulation 2021* (the Regulation) by specifying Council's policy in regard to certain Orders under Section 124 of the Act.

1. To provide guidelines for residents on what is usually considered an appropriate number and kind of animals which may be kept.
2. To ensure the keeping of animals does not result in unhealthy or unsafe conditions or cause a nuisance to others.
3. To outline criteria Council will take into consideration when determining whether to issue an order in relation to the keeping of animals.

PER25/015 EXHIBITION OF LOCAL ORDERS POLICY - KEEPING OF ANIMALS. S004-T00060

The policy provides guidance on the number of animals and the general standards that they are to be kept on rural and urban properties, should an amenity issue be identified.

CONSIDERATIONS

The policy has been reviewed, and no substantive changes are recommended at this time, apart from minor reference updates.

Community and Stakeholder Engagement

Council will place the draft policy on public exhibition for a period of not less than 28 days. Copies will be available for viewing on Council's website, at the Batemans Bay, Moruya and Narooma Libraries and Moruya Customer Service Centre.

CONCLUSION

The draft policy should be publicly exhibited for 28 days. At the end of the public exhibition period, the draft policy will be presented to Council for consideration to adopt, along with a report to consider any submissions received during the exhibition period.



Policy

Policy title	Local Orders Policy – Keeping of Animals
Responsible manager(s)	Director, Planning and Environment
Contact officer(s)	Divisional Manager, Development and Compliance
Directorate	Planning and Environment
Approval date	
Outcome area	1 Eurobodalla welcomes, celebrates and supports everyone.
Strategy	1.3 Foster a safe community
Delivery Program	1.3.3 Deliver legislated health protection and regulatory programs to protect public health and wellbeing
Operational Plan	1.3.3.4 Monitor, inspect and respond to issues in relation to public safety

Purpose

The purpose of the Local Orders Policy (LOP) – Keeping of Animals is to supplement provisions of Chapter 7, Part 3 of the *Local Government Act 1993* (the Act) and Clause 99 of the *Local Government (General) Regulation 2021* (the Regulation) by specifying Council's policy in regard to certain Orders under Section 124 of the Act.

1. To provide guidelines for residents on what is usually considered an appropriate number and kind of animals which may be kept.
2. To ensure the keeping of animals does not result in unhealthy or unsafe conditions or cause a nuisance to others.
3. To outline criteria Council will take into consideration when determining whether to issue an order in relation to the keeping of animals.

Policy aims

- Promote an integrated framework for dealing with Order 18 – Keeping of Animals.
- Ensure consistency and fairness in the way Council deals with Order 18.
- To do or refrain from doing such things as are specified in Order 21 to ensure that land is, or premises are, placed or kept in a safe or healthy condition.
- Assist Council to fully pursue its charter under Section 8 of the Act.
- Make Council's policies and requirements for the keeping of animals readily accessible and understandable to the public.

Policy details

1	Application This policy applies to all land within the Eurobodalla local government area (LGA).
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with the <i>Local Government Act 1993</i> (the Act) and the <i>Local Government (General) Regulation 2021</i> (the Regulation).



Policy

	Additional information is contained in the Regulation, Schedule 2 - Standards Enforceable by Orders, Part 5 - Standards for Keeping Birds or Animals.
3	Procedures for issuing of Orders <p>Council Officers will ensure that the procedures for the issuing of Orders set out in Chapter 7, Part 2 Division 2 of the Act and Clause 99 of the Regulation are adhered to. Clear reasons will be given as to why the Order is being issued.</p> <p>Orders served in an emergency situation need not be preceded with a notice of intention.</p>
4	Criteria for consideration <p>There are no restrictions on the number of birds and animals that can be kept on premises in the Eurobodalla Shire in normal circumstances.</p> <p>The standards in this Orders Schedule apply only where a legitimate problem has been identified relating to the numbers and/or types of birds or animals kept upon and where an order under the provisions of Section 124 of the Local Government Act is required to rectify the problem.</p> <p>Specific animal criteria are outlined in Appendix 1.</p> <p>The giving of an order is not mandatory and is at the discretion of the Council Authorised Officer whether or not the circumstances meet the applicable criteria for the Order.</p>
4.1	Taking of action <p>The issuing of an Order will be considered when birds or animals kept on the premises are:</p> <ul style="list-style-type: none"> • of an inappropriate kind or number or are kept inappropriately, or • in the case of premises— birds or animals (being birds or animals that are suffering from a disease which is communicable to man or to other birds or animals) or pigs.

Implementation

Requirements		Responsibility
1	Order 18 Schedule <p>This policy will be implemented by following the Orders Schedule (see Appendix 1) which specifies in detail the matters to be considered in determining whether to issue an Order. Council's Compliance Policy and Compliance Code of Practice specifies in detail the matters for consideration and procedures to be followed.</p>	Council Officers
2	Fees and charges <p>Current fees and charges associated with Orders are available on Council's website at www.esc.nsw.gov.au</p>	Council
3	Staff <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers
4	Concerns <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance</p>	Council officers



Policy

	with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	
5	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As required

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner.

Note: Automatic revocation of this policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2024.

This policy may also be reviewed and updated as necessary when:

- legislation requires it or
- Council's functions, structure or activities change or
- when technological advances or new systems change the way that Council manages the keeping of animals.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Number of enforcement actions warranted	Council records
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Internal or external review	Audit

Definitions

Word/ Acronym/ Phrase	Definition
Orders	A council may order a person to do or to refrain from doing a thing

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Companion Animals Management Plan	https://www.esc.nsw.gov.au/residents/pets/barking-dogs



Policy

Compliance Policy	https://www.esc.nsw.gov.au/council/governance/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/#/view/act/1993/30
Local Government (General) Regulation 2021	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460
Companion Animals Act 1998	www.legislation.nsw.gov.au/#/view/act/1998/87
Protection of the Environment Operations Act 1997	www.legislation.nsw.gov.au/#/view/act/1997/156
State Environmental Planning Policy (Exempt and Complying Development Codes) 2008	www.legislation.nsw.gov.au/#/view/EPI/2008/572

Related external references

Name	Link
The Office of Local Government	www.olg.nsw.gov.au/
NSW Department of Primary Industries	www.dpi.nsw.gov.au/
NSW Environment Protection Authority	www.epa.nsw.gov.au/
Office of Environment and Heritage	www.environment.nsw.gov.au/

Supporting documents

Name	Link
NSW DPI – ‘Honeybees’ web page	https://www.dpi.nsw.gov.au/animals-and-livestock/bees

Change history

Version	Approval date	Approved by	Minute	File	Change
1	Oct 2006	Council		E06.0381	Policy commenced
2	22 Sep 2009	Council	09/291	E06.0381 E09.3418.B	Policy reviewed and retained
3	10 Sep 2013	Council	13/272	E06.0381 E13.7095	Reviewed and updated (start of new Council term)
4	28 Feb 2017	Council	17/34	E06.0381 E16.0297	Reviewed (start of new Council term). Policy refined to focus on circumstances where an Order may be issued under s.124 of the Act for keeping of animals. This includes the number and conditions of animals permitted to be kept at a premises. See report PSR17/005.



Policy

4	24 May 2022	Council		E06.0381	Review of policy (and updated (start of new Council term)
5	22 July 2025	Council		E06.0381	Review of policy

Internal use

Responsible officer		Director, Planning and Environment		Approved by	Council
Minute no.	TBC	Report no.	TBC	Effective date	28 Feb 2017
File	S004-T00060	Review date	July 2025	Pages	9



Policy

Appendix 1. Specific animal criteria

Orders Schedule SPECIFIC MATTERS FOR CONSIDERATION SECTION 124	
Order 18	Not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order.
1. Poultry, Domestic and Guinea Fowl <ul style="list-style-type: none"> a. Fowl <ul style="list-style-type: none"> i. Roosters are not permitted to be kept where crowing may cause offensive noise. ii. The maximum number of fowl shall be limited to ten (10) per premises. iii. Must not be kept within 4.5 metres of a dwelling, public hall, school or premises used for the manufacture, storage, preparation, or sale of food. b. Poultry other than fowls including ducks, geese and turkeys: <ul style="list-style-type: none"> i. must not be kept within 30 metres of a dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food ii. the maximum number of poultry other than fowls shall be limited to 5 per premises. <p><i>Please note:</i> <i>Clause 2.42 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 provides development standards for fowl and poultry houses.</i> <i>Some houses may require development approval.</i> <i>Please check first with Council.</i></p>	
2. Swine, Goats, Sheep <ul style="list-style-type: none"> a. Swine, goats or sheep must not be kept (and animal waste products must not be deposited) within 60 metres of a dwelling, shop, office, factory, church, or other place of public worship, school or public place. b. The maximum number of swine, goats or sheep to be kept in urban areas shall be limited to two (2). 	
3. Birds other than Pigeons, Poultry and Domestic and Guinea Fowls <ul style="list-style-type: none"> a. Aviaries must not be located within 4.5 metres of a dwelling, public hall, school, or premises used for the manufacture, preparation, sale or storage of food. b. Aviaries must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health. c. Aviaries must at all times be kept clean and free from offensive odours. d. The maximum number of birds allowed to be kept in urban areas shall be as appropriate for the species, enclosure size, proximity to neighbours etc. 	
4. Pigeons	



Policy

- a. Pigeons must not be kept within 15 metres from a dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food.
- b. Nuisance due to noise and also free flight of pigeons is to be minimised. Lofts must be constructed to Council approval on hard paving of a smooth surface, or with a suspended floor elevated 0.8 metres above the ground.
- c. Lofts are to be kept clean at all times. Manure is to be cleaned up daily and disposed of correctly. To minimise odours owners must design and manage lofts to prevent manure becoming wet due to rain or cleaning.
- d. Pigeons must be fed within lofts after exercise. All feed must be kept in vermin-proof containers.
- e. Racing pigeon's lofts should have adequate visible landing platforms.
- f. Exercising of birds should not occur between 8.00 am and 3.30 pm.
- g. Birds shall not be allowed to roost on neighbouring buildings. 'Open' lofts are not permitted.

Please note:

Pigeon structures may require development approval. Please check first with Council.

5. Horses and Cattle

- a. Only two (2) horses may be kept on any premises on urban land.
- b. Horses and cattle must be kept no closer than 9 metres from a dwelling, school, shop, office, factory, workshop, church or other place of public worship, public hall or premises used for the manufacture, preparation or storage of food.
- c. The floors of any stables must be paved with concrete or mineral asphalt or equally impervious material and must be properly graded to drain.
- d. Horse yards and cattle yards must be enclosed to prevent the escape of horses and cattle.
- e. Yards must not be kept under such condition as to create a nuisance or to be dangerous or injurious to health.
- f. Yards must at all times be kept clean and free from offensive odours.

6. Dogs

- a. The maximum number of dogs shall be limited to two (2) adults and one (1) litter of pups up to six (6) months old per premise in urban areas.
- b. The maximum number of dogs other than greyhounds shall be limited to four (4) adults and one (1) litter of pups up to six (6) months old per premise in rural areas.
- c. The maximum number of greyhounds shall be limited to four (4) adults and one (1) litter of pups up to thirteen (13) months old in rural areas.
- d. A premises used for the keeping of a dog or dogs must not be kept under such conditions so as to create a nuisance or to be dangerous or injurious to health.
- e. A premises used for the keeping of dog/s must at all times be kept clean and free from offensive odours.
- f. A premises used for the keeping of dog/s should be appropriately fenced to secure the dog/s within the premises in accordance with the requirements of the Companion Animal Act 1998



Policy

Please note:

Some dog kennel structures may require development approval. Please check first with Council.

Declared dangerous or restricted dog enclosures require development approval.

Commercial dog breeding and/or boarding kennels are subject to Council approval.

Owners of dogs are encouraged to de-sex their dog and registration fees are cheaper for desexed animals.

Also refer to tenancy tribunal or rental property agreements for villas and townhouses in relation to the conditions about keeping dogs.

7. Cats

- a. The maximum number of cats shall be limited to four (4) per premise.
- b. A premises used for the keeping of a cat or cats must not be kept under such conditions so as to create a nuisance or to be dangerous or injurious to health.
- c. A premises used for the keeping of a cat or cats must at all times be kept clean and free from offensive odours.

Please note:

Owners of cats are encouraged to desex their cat; registration fees are cheaper for desexed animals.

Also refer to tenancy tribunal or rental property agreements for villas and townhouses in relation to the conditions about keeping cats.

8. Rabbits

- a. The maximum number of rabbits shall be limited to one (1) per premise.
- b. A premises used for the keeping of a rabbit must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health.
- c. A premises used for the keeping of a rabbit must at all times be kept clean and free from offensive odours.

Please note:

Rabbits should be desexed before 5 months of age.



Policy

<p>9. Bees</p> <ul style="list-style-type: none"> a. To keep one or more beehives in NSW, you are required to register as a beekeeper with the Department of Primary Industries. b. Under the <i>Biosecurity Act 2015</i>, you must be registered to keep bees, you must mark all hives with a hive identification number and may include the number of hives on the property. c. An adequate supply of water is to be provided within the premises where the bees are kept. d. Hives are to be located so that flight paths do not interfere with surrounding residents. e. All hives must be registered with the NSW Department of Primary Industries. f. Beehives must not be kept under such conditions as to create a nuisance or to be dangerous or injurious to health. g. Beekeepers should familiarise themselves with The Australian Honey Bee Industry Biosecurity Code of Practice.
<p>10. Ferrets</p> <ul style="list-style-type: none"> a. The maximum number of ferrets shall be limited to two (2) per premise. b. Ferrets must not be kept within 4.5 metres of a dwelling, public hall, school or premises used for the manufacture, storage, preparation, or sale of food. c. A premises used for the keeping of a ferret must at all times be kept clean and free from offensive odours. <p><i>Please note:</i> <i>Owners of ferrets are encouraged to have them desexed.</i> <i>Do not release ferrets into the environment.</i></p>
<p>11. Miscellaneous</p> <ul style="list-style-type: none"> a. The maximum number of bird(s) or animal(s) permitted to be kept, where the type of bird or animal, or the maximum number has not been specifically noted above, is at the discretion of the investigating Officer, taking into consideration the number and type of bird(s) or animal(s) being kept, the conditions under which they are kept and the impact they are causing. b. Such animals would be required to be kept under such conditions as to prevent the creation of a nuisance or not to be dangerous or injurious to health. c. The area proposed for the keeping of such animals must, at all times, be kept clean and free from offensive odours. d. Where the keeping of birds or animals on premise is capable of being regulated by the NSW Environment Protection Authority, Council is excluded from making an Order No. 18.
<p>11. Criteria and/or matters that will not be considered:</p> <ul style="list-style-type: none"> a. damage caused by wild or native birds or animals b. the trapping of any wild or native birds or animals c. the control of or treatment of termites on private or public land d. the control of or treatment of rabbits, foxes or other feral pests on private or public land.

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**FCS25/040 POLICY REVIEW - COUNCILLOR EXPENSES, PROFESSIONAL
DEVELOPMENT AND FACILITIES**

S004-T00014

Responsible Officer: Stephanie Speedy - Director Finance and Corporate Services

Attachments: 1. Councillor Expenses, PD and Facilities Policy [↓](#) 

Community Goal: 5 We are an engaged community progressive leadership.

Community Strategy: 5.2 Proactive, responsive and strategic leadership

Delivery Program Link: 5.2.2 Implement effective governance and long-term planning

Operational Plan Link: 5.2.2.2 Implement effective governance processes including strategic approach for policy review

EXECUTIVE SUMMARY

The *Local Government Act 1993*, section 252 requires that within the first 12 months of each term of Council, the Council must adopt a policy covering the payment of expenses incurred or to be incurred by, and the provision of facilities to the mayor and councillors in relation to discharging the functions of civic office.

The Councillor Expenses, Professional Development and Facilities policy was last adopted by Council on 14 June 2022. The draft updated policy has been developed with reference to the Office of Local Government's [suggested template on Councillor Expenses and Facilities](#), and has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation).

Section 253 of the Act requires the updated policy be placed on public exhibition for at least 28 days to allow for submissions.

RECOMMENDATION

THAT:

1. Council endorse the public exhibition of the draft updated Councillor Expenses, Professional Development and Facilities Policy for 28 days from 23 July to 19 August 2025.
2. Following public exhibition, a further report will be presented to the Ordinary Meeting of Council on 23 September 2025 for the consideration of submissions and adoption of the Councillor Expenses, Professional Development and Facilities Policy.

BACKGROUND

The purpose of this policy is:

- To enable the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

- To demonstrate Eurobodalla Shire Council's (Council) commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development that will assist them to develop and maintain the skills and knowledge required to

**FCS25/040 POLICY REVIEW - COUNCILLOR EXPENSES, PROFESSIONAL
DEVELOPMENT AND FACILITIES**

S004-T00014

effectively perform their civic role and responsibilities under the *Local Government Act 1993*.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

This policy applies to the mayor and councillors of Council and to Council staff involved in the provision of councillors expenses and facilities.

CONSIDERATIONS

The policy is designed to ensure:

- Accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors.
- That the facilities provided to assist councillors carry out their civic duties are reasonable.
- Compliance with, and awareness of, legislative requirements under the *Local Government Act 1993* in respect to councillors' expenses and facilities.
- Consistency and fairness in the manner in which Council deals with councillors' expenses and facilities.
- That Council's policies and requirements are readily accessible and understandable to the public.

The three tables that underpin this policy are as follows:

Table 1.0 Councillor Expense Limits

Councillor expense	Summary of details
Conferences and Seminars *	\$3,750 per councillor, \$4,000 for the mayor, annually. This excludes the cost of travel, accommodation and food.
Professional Development *	\$2,500 per councillor, annually. This excludes the costs of travel, accommodation and food. Excludes Company Directors Course per below. Excludes in-house group training sessions.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the first 18 months as councillor.
Childcare	Council will meet the cost of childcare expenses, supplied by a registered childcare provider, whilst councillors attend Council or committee meetings to a maximum of \$500 per annum.
Mobile phone and internet	Unlimited phone calls, text messages and data on devices provided by or approved by Council.
Fuel reimbursement for travel on Council business	Based on Australian Taxation Office guidelines, currently \$0.88 per kilometre.

**FCS25/040 POLICY REVIEW - COUNCILLOR EXPENSES, PROFESSIONAL
DEVELOPMENT AND FACILITIES**

S004-T00014

Councillor expense	Summary of details
Accommodation for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines for Sydney region, subject to general manager's discretion. Currently up to \$198 per night maximum.
Food for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines, subject to general manager's discretion. Currently: Breakfast up to \$33.90 Lunch up to \$38.10 Dinner up to \$64.95

*Note that the general manager has discretion to approve offsets between conference and professional development budgets, subject to combined limit.

Table 1.1 Councillor Facilities Provided

Below is a summary table of facilities provided to the mayor and councillors.

Councillor facility	Summary of details
Councillor common room	Provided to all councillors at main administration building in Moruya.
Administrative support staff	Council's Executive Services office are available for administration and secretarial duties for the mayor and councillors in relation to their civic duties only.
IT equipment	Mobile phone and iPad or laptop provided to all councillors. Councillors are also provided with a security fob for access to the Council building.
Stationery	Councillors are provided with business cards, yearly diaries and items such as pens/paper/notebooks as required.
Mail	Councillors are permitted to post mail relating to their civic duties via the Executive Services office.
Uniform and protective clothing	Councillors are provided with a name tag on commencement. Upon request, councillors can be issued with two shirts from the corporate uniform collection. Councillors will be provided with protective clothing, such as vests or headwear, when required for site visits and the like.
Council vehicle	Provided to the mayor only (leaseback arrangement)
Reserved parking space at main administration building	Provided to the mayor only.

**FCS25/040 POLICY REVIEW - COUNCILLOR EXPENSES, PROFESSIONAL
DEVELOPMENT AND FACILITIES**

S004-T00014

<i>Councillor facility</i>	<i>Summary of details</i>
in Moruya	
Furnished office	Provided to the mayor only.
Credit card	Provided to the mayor only.

Table 1.2 Professional Development Provided

<i>Professional Development</i>	<i>Summary of details</i>
Induction/Orientation	A comprehensive and compulsory induction/orientation program will be provided to all councillors at the beginning of the new Council term.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the term as councillor.
Ongoing professional development	Included within the annual limits shown in Table 1.0

CHANGES TO PREVIOUS VERSION OF THE POLICY

- Councillor Professional Development (and associated travel, meals) budget increases from \$2,000 to \$2,500.
- Councillor expenses for seminars and conferences increased from \$3,500 to \$3,750 while the mayoral allowance increases to \$4,000.
- General manager has discretion to approve offsets between conference and professional development budgets, subject to combined limit.
- Removal of 3GB data limit on mobile phone and internet devices.
- Updates to meal, accommodation and fuel limits per latest ATO guidelines.
- Update to Mayor contribution for private use of Council supplied vehicle from \$4,000 to \$4,400 for 2025/26, \$4,800 for 2026/27, \$5,200 for 2027/28 and indexed with CPI annually thereafter.
- Removal of duplicated and unnecessary clauses.
- Simplified layout based on OLG model suggested template.

Policy

Section 253 of the Act requires the updated policy be placed on public exhibition for at least 28 days to allow for submissions.

**FCS25/040 POLICY REVIEW - COUNCILLOR EXPENSES, PROFESSIONAL
DEVELOPMENT AND FACILITIES**

S004-T00014

Community and Stakeholder Engagement

Council will place the draft Councillor Expenses, Professional Development and Facilities Policy on public exhibition for a period of 28 days from 23 July to 19 August 2025. Informing the community about the public exhibition and inviting the community to provide feedback on the policy will be achieved using Council's own platforms. Details on making a submission can be found on Council's ['Have your say'](#) webpage.

CONCLUSION

Recommendation is that Council endorse the draft updated Councillor Expenses, Professional Development and Facilities Policy for public exhibition for 28 days from 23 July to 19 August 2025. Following the exhibition period the draft policy and any submissions will be presented for Council's consideration at the Ordinary Meeting of Council on 23 September 2025.



Policy

Policy/Procedure title	Councillor Expenses, Professional Development and Facilities Policy
Responsible manager(s)	Corporate Manager Governance and Risk
Contact officer(s)	Corporate Manager Governance and Risk
Directorate	Finance and Corporate Services
Approval date	
Outcome area	5. Our engaged community with progressive leadership
Strategy	5.2 Proactive, responsive and strategic leadership
Delivery Program	5.2.2 Implement effective governance and long-term planning
Operational Plan	5.2.2.2 Implement effective governance processes including strategic approach for policy review

Purpose

The purpose of this policy is:

- To enable the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.
It ensures accountability and transparency and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and Local Government (General) Regulation 2021 (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to mayors and councillors in NSW. The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- To demonstrate Eurobodalla Shire Council's (Council) commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development that will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993*.

Policy aims

The policy is designed to ensure:

- Accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors.
- That the facilities provided to assist councillors carry out their civic duties are reasonable.
- Compliance with, and awareness of, legislative requirements under the *Local Government Act 1993* in respect to councillors' expenses and facilities.
- Consistency and fairness in the manner in which the Council deals with councillors' expenses and facilities.
- That Council's policies and requirements are readily accessible and understandable to the public.



Policy

Policy application

This policy applies to the mayor and councillors of Council and to Council staff involved in the provision of councillors expenses and facilities.

The Local Government Remuneration Tribunal has adopted the principle that expenses reasonably incurred by councillors are outside provisions made under the annual fee determination. Councillor fees are not covered within this policy and must be separately adopted by Council subject to the maximum amounts allowed by determination of the remuneration tribunal.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Table 1.0 Councillor Expense Limits

Councillor expense	Summary of details
Conferences and Seminars *	\$3,750 per councillor, \$4,000 for the mayor, annually. This excludes the cost of travel, accommodation and food.
Professional Development *	\$2,500 per councillor, annually. This excludes the costs of travel, accommodation and food. Excludes Company Directors Course per below. Excludes in-house group training sessions.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the first 18 months as councillor
Childcare	Council will meet the cost of childcare expenses, supplied by a registered childcare provider, whilst councillors attend Council or committee meetings to a maximum of \$500 per annum.
Mobile phone and internet	Unlimited phone calls, text messages and data on devices provided by or approved by Council.
Fuel reimbursement for travel on Council business	Based on Australian Taxation Office guidelines, currently \$0.88 per kilometre.
Accommodation for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines for Sydney region, subject to general manager's discretion. Currently up to \$198 per night maximum.
Food for conferences, seminars, meetings and professional development	Based on Australian Taxation Office guidelines, subject to general manager's discretion. Currently: Breakfast up to \$33.90 Lunch up to \$38.10 Dinner up to \$64.95

*Note that the general manager has discretion to approve offsets between conference and professional development budgets, subject to combined limit.



Policy

Table 1.1 Councillor Facilities Provided

Below is a summary table of facilities provided to the mayor and councillors.

Councillor facility	Summary of details
Councillor common room	Provided to all councillors at main administration building in Moruya.
Administrative support staff	Council's Executive Services office are available for administration and secretarial duties for the mayor and councillors in relation to their civic duties only.
IT equipment	Mobile phone and iPad or laptop provided to all councillors. Councillors are also provided with a security fob for access to the Council building.
Stationery	Councillors are provided with business cards, yearly diaries and items such as pens/paper/notebooks as required.
Mail	Councillors are permitted to post mail relating to their civic duties via the Executive Services office.
Uniform and protective clothing	Councillors are provided with a name tag on commencement. Upon request, councillors can be issued with two shirts from the corporate uniform collection. Councillors will be provided with protective clothing, such as vests or headwear, when required for site visits and the like.
Council vehicle	Provided to the mayor only (leaseback arrangement)
Reserved parking space at main administration building in Moruya	Provided to the mayor only.
Furnished office	Provided to the mayor only.
Credit card	Provided to the mayor only.

Table 1.2 Professional Development Provided

Professional Development	Summary of details
Induction/Orientation	A comprehensive and compulsory induction/orientation program will be provided to all councillors at the beginning of the new Council term.
Company Directors Course	If a councillor has not already completed the course through the Australian Institute of Company Directors, Council will cover the costs of this course during the term as councillor.
Ongoing professional development	Included within the annual limits shown in Table 1.0 In-house group training sessions provided do not form part of councillors' budget allocations.



Policy

Relevant legislation and guidance

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.
- Council Code of Conduct policy

Policy Details

	Part A – Introduction
1.	Introduction <ul style="list-style-type: none"> • The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Council. • The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided. • The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties. • Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy – subject to discretion of the general manager. • Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.
2.	Policy Objectives The objectives of this policy are to: <ul style="list-style-type: none"> • Enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties. • Enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties. • Ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors. • Ensure facilities and expenses provided to councillors meet community expectations. • Support a diversity of representation. • Fulfil the council's statutory responsibilities.
3.	Principles <ul style="list-style-type: none"> • Council commits to the following principles: • Proper conduct: councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions



Policy

	<ul style="list-style-type: none"> Reasonable expenses: providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor. Participation and access: enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a councillor. Equity: there must be equitable access to expenses and facilities for all councillors. Appropriate use of resources: providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations. Accountability and transparency: clearly stating and reporting on the expenses and facilities provided to councillors.
4.	<p>Private or political benefit</p> <ul style="list-style-type: none"> Councillors must not obtain private or political benefit from any expense or facility provided under this policy. Private use of Council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected. Such incidental private use does not require a compensatory payment back to Council. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, councillors must reimburse Council. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign: <ul style="list-style-type: none"> production of election material use of Council resources and equipment for campaigning use of official council letterhead, publications, websites or services for political benefit fundraising activities of political parties or individuals, including political fundraising events.
	Part B – Expenses
5.	<p>General Expenses</p> <p>All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.</p>
6.	Specific Expenses
6.1	<p>Conferences and seminars</p> <p>All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.</p> <p>Each councillor may be reimbursed up to a total of \$3,750 per year, and the mayor may be reimbursed up to a total of \$4,000 per year, for expenses incurred attending conferences and seminars, excluding the cost of travel, accommodation and food.</p>



Policy

	<p>Allowances for the use of a private vehicle will be reimbursed by kilometre, in line with the Australian Taxation Office guidelines. Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and purpose of travel being claimed. Copies of the relevant logbook contents must be provided with the claim.</p> <p>Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:</p> <ul style="list-style-type: none"> • relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties • cost of the conference or seminar in relation to the total remaining budget. <p>Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager, as outlined in table 1.0 of this policy. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to table 1.0 of this Policy.</p>
6.2	<p>Travel outside the Local Government Area (LGA) including interstate and overseas travel</p> <p>In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Council should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.</p> <p>Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to and obtain the approval of the general manager prior to travel.</p> <p>Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.</p> <p>The case should include:</p> <ul style="list-style-type: none"> • Objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties who is to take part in the travel. • Duration and itinerary of travel. • A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s. • For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class. • For interstate journeys by air of more than three hours, the class of air travel may be premium economy. • For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.



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	<ul style="list-style-type: none"> Bookings for approved air travel are to be made through the general manager's office. For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.
6.3	Travel expenses not paid by Council Council will not pay any traffic or parking fines or administrative charges for road toll accounts.
6.4	Accommodation and meals In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside of the Eurobodalla Shire. The daily limits for accommodation and meal expenses within Australia are based on the Australian Taxation guidelines for reasonable travel and meal allowances. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager. Councillors will not be reimbursed for alcoholic beverages.
6.5	Refreshments for council related meetings Appropriate refreshments will be available for Council meetings, Council committee meetings, councillor briefings, approved meetings and engagements, and official Council functions as approved by the general manager.
6.6	Professional development Council will set aside \$2,500 per councillor annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies. Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW. As such, a structured ongoing professional development program for councillors will be developed by staff in line with the <i>Councillor Induction and Professional Development Guidelines</i> issued under section 23A of the <i>Local Government Act 1993</i> . In-house group training sessions arranged by staff will be provided in addition to this budget. In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the



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	<p>Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.</p> <p>Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.</p> <p>Approval for professional development activities is subject to a prior written request to the general manager outlining the:</p> <ul style="list-style-type: none"> • details of the proposed professional development • relevance to Council priorities and business • relevance to the exercise of the councillor's civic duties.
6.7	<p>Information and communications technology (ICT) expenses</p> <p>Both the mobile phone and the iPad/tablet provided to councillors will have an unlimited data allowance and will be connected to Council's telecommunication account.</p> <p>Councillors must declare any private benefits that are more substantial than merely 'incidental' and these will be charged back to the councillor.</p> <p>Additional costs may be permitted in extenuating circumstances, subject to the general manager's approval.</p>
6.8	<p>Care and Other Related Expenses</p> <p>Council encourages wide participation and interest in civic office.</p> <p>Council will meet the cost of childcare expenses, supplied by a registered childcare provider, whilst councillors attend Council or committee meetings to a maximum of \$500 per annum.</p> <p>Consideration will be given to any other extenuating carer circumstances that might warrant reimbursement subject to the resolution of Council.</p> <p>Consideration will be given to any special requirements of councillors such as disability and access needs based on particular merits subject to discretion of the General Manager.</p>
6.9	<p>Insurance Expenses</p> <p>Council will provide, at its cost, insurance to protect the interest and welfare of all councillors in carrying out the duties of civic office (and acting in good faith). Council currently provides the following (protection is limited to the terms and exclusions of the relevant policies):</p> <ul style="list-style-type: none"> • Councillors and Officer Liability. Provides indemnity to any person who was, is presently, or in the future becomes an elected Member of Council, or a Committee Member of a legally constituted committee under the



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	<p><i>Local Government Act 1993</i>, in the event of personal litigation being instigated against them for any action arising whilst that person was exercising their duty.</p> <ul style="list-style-type: none"> • Public Liability Insurance. Provides cover for a councillors legal liability to pay compensation for personal injury to another person, damage to property owned or controlled by someone else which is caused by an occurrence in connection with their civic duties as a councillor. • Professional Indemnity. Provides indemnity to an individual against litigation resulting from the exercise of their official professional duties. • Statutory Liability. Provides indemnity for fines and penalties arising out of the conduct of the business of Council. • Personal Accident. Provides for the payment of non-medical expenses and compensation towards the loss of wages resulting from an accident whilst on official business for Council and a capital payment if the accident resulted in death. This cover extends to councillors and their partners whilst on official business of Council.
6.10	<p>Legal Assistance</p> <p>Council may, if requested, indemnify or reimburse the reasonable legal expenses of:</p> <ul style="list-style-type: none"> • a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor • a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor • a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor. <p>Council will not meet the legal costs:</p> <ul style="list-style-type: none"> • of legal proceedings initiated by a councillor under any circumstances • of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation • for legal proceedings that do not involve a councillor performing their role as a councillor. <p>Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred</p>
	Part C - Facilities
7.0	<p>Councillor facilities</p> <p>Facilities, equipment and services appropriate to support the mayor and councillors in undertaking their role as elected members of Council will be</p>



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	<p>provided. Incidental private usage of facilities and equipment is not subject to a compensatory payment by the councillor. Where more substantial private use has occurred, compensation is required, unless otherwise stated, this is to be based on the assessed degree of private usage applied to the actual cost. Councillors are required to declare any private benefits that are more substantial than minor and/or incidental. The provision of facilities will be of a standard deemed appropriate for the purpose by the general manager.</p> <p>Table 1.1 lists the facilities provided by Council to the mayor and councillors.</p>
7.1	<p>Private use of equipment and facilities</p> <p>Councillors must use Council resources ethically, effectively, efficiently and carefully in the course of their official duties. Councillors must not use them for private purposes unless this use is lawfully authorised and proper payment is made where appropriate. Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.</p>
7.2	<p>Councillors' room</p> <p>A furnished room will be made available for councillors to conduct Council related business. The room will be equipped with a secured compartment for each councillor, communal desks, general stationery and access to the internet. Access to the councillors' room will be available during office hours.</p> <p>Whilst a hard copy of current consultancy reports, studies, industry management journals, publications and selected readings will be provided, councillors will be encouraged to use the internet for access to documents.</p> <p>In addition to the councillors' room, councillors are also permitted to book available meeting rooms for Council-related business, at Council's Moruya administration building at no cost.</p>
7.3	<p>Administrative support staff</p> <p>Upon request, administrative support will be provided by the Executive Services officer, or by another member of Council's administrative staff as arranged by the general manager or their delegate.</p> <p>Council staff will provide administrative support to councillors to assist them with their civic duties only. Staff are not permitted to assist with matters of personal or political interest, including campaigning.</p>
7.4	<p>IT equipment</p> <p>Council will supply each councillor with a mobile phone, iPad or laptop and any other equipment/technology that the general manager deems suitable at the time. The mobile phone and iPad or laptop will have both 4G and WiFi connectivity. The devices will be connected to Council's telecommunication account.</p> <p>Councillors are provided with a security fob for access to the executive services area and garage of the Moruya administration building.</p>



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7.5	Stationery At the beginning of each Council term, councillors are provided with 500 business cards to use as part of their civic duties. Councillors are also provided with a diary each year and pens/paper/envelopes/notebooks as required.
7.6	Mail All mail addressed to councillors that is received by Council will be placed in the respective secure compartment in the Councillors' room. Councillors are permitted to post mail relating to their civic duties via the executive services office. No stamp is required. Councillor mail will be included as part of Council's daily mail collection by Council's postal provider.
7.7	Uniform and protective clothing Councillors are provided with a name tag on commencement which may be worn at official functions, indicating the wearing holds the office of Mayor or Councillor. Upon request, councillors can be issued with two shirts from the corporate uniform collection during their term. Councillors will be provided with appropriate personal protective equipment, such as fluorescent vests and hard hats, for site visits or inspections when required.
7.8	Provision of additional equipment and facilities for the Mayor <ul style="list-style-type: none"> Council vehicle The mayor will be provided with a motor vehicle (under luxury car tax threshold) to discharge the function of civic office and the performance of Council business. In accordance with the Division of Local Government Guidelines, incidental private usage is permitted. The vehicle will be made available to the mayor for private usage, if required, subject to an annual contribution payment. For 2025/26 this will be \$4,400, for 2026/27 this will increase to \$4,800 and for 2027/28 \$5,200. Thereafter the contribution will be indexed with the CPI annually. There is a reserved car parking space in the garage at the Moruya administration building for the mayor's Council vehicle. Mayoral office The mayor is to be provided with appropriate, separate and fully furnished office facilities and administrative support for undertaking civic duties only. Credit card Council will supply the mayor with a credit card to be used in accordance with the provisions of this policy. The provision of a card is also subject to the mayor agreeing to, signing and adhering to the current code of conduct and code of practice for the use of credit cards.
7.9	Acquisition and returning of facilities and equipment by Councillors Councillors will be provided with an opportunity to purchase any equipment or other facilities provided to them for use in relation to their councillor duties after completion of their term in office, or at cessation of their duties. The general manager may sell such items to councillors at written down/book value or fair/market value. Any items not purchased must be returned within one week.



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	Part D – Professional Development
8.1	<p>Councillors will be provided with a comprehensive face-to-face orientation and induction to Council. This will include:</p> <ul style="list-style-type: none"> • Induction and orientation program • Delivery Program and Operational Plan planning day <p>It is compulsory for councillors to attend all of these sessions. The general manager can grant an exemption if there are extenuating circumstances prohibiting a councillors attendance.</p>
8.2	<p>Induction</p> <p>This includes an induction to Council where councillors are provided with the following:</p> <ul style="list-style-type: none"> • Mobile devices • Contact details of key staff • Building access information • Facilities provided to councillors <p>This session will be run by Council staff and is the first time that councillors will attend the Council building. The session aims to provide councillors with the tools required to undertake their duties effectively.</p> <p>Councillors will be provided with documentation on this day that is required to be completed and returned to Council within one week. Corporate photographs will also be taken on this day.</p>
8.3	<p>Orientation</p> <p>This session will be an opportunity for councillors to gain an understanding of Council services, policies, procedures and corporate documents. This session will be facilitated by an external facilitator and supported by the Executive Leadership Team, Divisional/Corporate Managers and other key Council staff. Councillors will be provided copies of key Council documents such as the Delivery Program and Operational Plan, Community Strategic Plan, Annual Report and strategic documents.</p>
8.4	<p>Delivery Program Operational Plan planning day</p> <p>The Delivery Program and Operational Plan planning day is an opportunity for councillors to have an in-depth look into the program and plan and make suggestions on what should be included for future years. This session will be conducted by an external facilitator.</p>
8.5	<p>Company Directors Course</p> <p>If a councillor has not already completed the Australian Institute of Company Directors Course, Council will cover the costs to complete this course. This may be either face-to-face or online, depending on course availability and councillor preference.</p> <p>There is an expectation that councillors will complete the course once registered, including the final assessment and exam. The cost of this course will not contribute to the \$2,500 Councillor Professional Development budget. If a councillor commences the course but does not complete the course (including the exam and assessments), the councillor will be required to pay 50% of the course fees back to Council.</p>



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	This course should be completed within the first 18 months of a councillor being elected.
8.6	Ongoing Professional Development Ongoing professional development will be provided to councillors to the value of \$2,500 per year as per table 1.0 . This excludes the costs of travel, accommodation, and food. Professional development must be approved by the general manager.
	Part E – Approvals and Processes
9.1	General Expenses should only be incurred by councillors in accordance with the provisions of this policy.
9.2	Allowances and Expenditure Where any costs are already covered from any other source whatsoever, they should not be claimed again from the Council
9.3	Reimbursement and Reconciliation of Expenses All reimbursements are to be based on actual and reasonable costs. Therefore, requests for reimbursement must provide adequate supporting documentation including suppliers' tax invoices and receipts etc. Councillors must ensure that costs are reasonable.
9.4	Payment in Advance Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home. However, councillors must fully reconcile all expenses against the cost of the advance when they return within 30 days of the event and any amounts not properly supported, eg. by receipts/ tax invoices, will be required to be refunded to Council. All requests for advanced payments must be provided on the Councillor's Expense Claim Form as attached to this policy (Appendix 1).
9.5	Submitting Claims All requests for reimbursement of travel expenses should be provided to the Executive Services team using the form shown in this policy, within 30 days of the event and expenses are reported quarterly in Council's Quarterly Budget Review Statement. A tax invoice must accompany the expense claim or payment will not be made.
9.6	Reimbursement to Council If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy: <ul style="list-style-type: none"> • Council will invoice the councillor for the expense. • The councillor will reimburse Council for that expense within 14 days of the invoice date.



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	If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.
9.7	Timeframe for reimbursement Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.
9.8	Disputes If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager. If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.
9.9	Return or retention of facilities All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties. Should a councillor desire to keep any equipment allocated by Council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment. The prices for all equipment purchased by councillors under this clause will be recorded in Council's annual report.
9.10	Reporting Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations. Information on the provision of expenses and facilities to councillors will be publicly reported in Council's Quarterly Budget Review Statements and published in full on Council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.
9.11	Breaches Suspected breaches of this policy are to be reported to the general manager. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.



Policy

Appendix 1 – Councillor expense claim form

(Please attach relevant supporting documentation as per Clause 9.3)

Councillor Name:	
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Date	Council Meeting/Briefing or Committee Meeting	KMs travelled	Internal only		
			Project	Activity	Natural Account
Mileage Total					
Total					

Date	Training/Conference costs	Amount	Internal only		
			Project	Activity	Natural Account
Total					

Date	Other Expenses	Amount	Internal only		
			Project	Activity	Natural Account
Total					

Grand Total				
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Please note that travel is calculated at km rate determined by the Australian Taxation Office, currently \$0.88/km.

I certify that the above is true and accurate claim in accordance with the Councillor's Professional Development, Expenses and Facilities Policy and Section 29A (a), (b), (c) of the *Local Government Act 1993*.

Signature of councillor: _____ Date: _____

Authorised: _____ Date: _____



Policy

Review

This policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW Local Government election, unless Council revokes it sooner.

Note: Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993.

This policy may also be reviewed and updated as necessary when legislation required it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages councillor expenses, facilities, professional development or inductions.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source
Complaints	Council records
Budget is not exceeded	Financial data
Internal audit/legal requirements are met	Audit

Definitions

Word/Term	Definition
ICAC	Independent Commission Against Corruption
LGA	Local Government Area represented by the Council, in this case, Eurobodalla Shire.
OLG	Office of Local Government
Substantial amendment	Substantial amendments could include large changes to monetary limits and/or major changes to the standard of provision of professional development, equipment and facilities, any category of expenses, facilities and equipment to be included in the policy.

Governance

This policy and appendices should be read in conjunction with any related legislation, codes of practice, relevant internal policies and guidelines.

Related legislation and policies

Name	Link
Related policies or code of conduct	https://www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	https://www.legislation.nsw.gov.au/view/html/inforce/current/act-1993-030
Local Government Regulation (General) 2005	https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2005-0487



Policy

Related external references

Name	Link
Office of Local Government (OLG)	www.olg.nsw.gov.au
Independent Commission Against Corruption (ICAC)	www.icac.nsw.gov.au

Change History

Version	Approval Date	Approved by	Min no	File No	Change
1	7 Jan 2011	Council	11/172	E08.2108	Policy commenced
2	27 Sep 2012	Council	12/219	E08.2108	Updated to new template, updated review date
3	28 Feb 2017	Council	17/31	E08.2108	Reviewed at start of Council term with minor updates made for currency.
4	13 July 2021	Council	21/114	E08.2108	Policy updated
5	14 June 2022	Council	22/138	E08.2108	Reviewed at start of Council term. Report GMR22/063
6	TBA	Council			

Internal use

Responsible officer	General Manager		Approved by	Council	
Minute	22/138	Report	GMR22/063	Effective date	14 June 2022
File	E08.2108	Review date	Mar 2022	Pages	25

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FCS25/041 NEW POLICY - COUNCILLOR AND STAFF INTERACTION

S004-T00014

Responsible Officer: Stephanie Speedy - Director Finance and Corporate Services

Attachments: 1. Draft - Councillor and Staff Interaction Policy [↓](#) 

Community Goal: 5 We are an engaged community progressive leadership.

Community Strategy: 5.2 Proactive, responsive and strategic leadership

Delivery Program Link: 5.2.2 Implement effective governance and long-term planning

Operational Plan Link: 5.2.2.2 Implement effective governance processes including strategic approach for policy review

EXECUTIVE SUMMARY

The purpose of the Councillor and Staff Interaction Policy for Eurobodalla Shire Council (Council) is to establish clear guidelines for interactions between councillors and staff, ensuring effective communication, transparency and accountability. This policy aims to support good governance practices, promote mutual respect and delineate roles and responsibilities to avoid conflicts of interest and maintain the integrity of Council operations.

This policy is based on the [Model Councillor and Staff Interaction Policy 2022](#) that was published by the [Office of Local Government](#) (OLG).

RECOMMENDATION

THAT Council adopt the draft Councillor and Staff Interaction Policy as attached to this report.

(Note that there is no requirement under the *Local Government Act 1993* to place this policy on public exhibition.)

CONSIDERATIONS

The aims of the policy are as follows:

- **Foster Positive Working Relationships:** Cultivate and maintain a positive working relationship between councillors and staff, recognising it as a key asset for Council.
- **Ensure Access to Information:** Provide councillors with access to the necessary information to effectively perform their civic duties, reinforcing the importance of transparent communication.
- **Clarify Roles and Capacities:** Ensure there is a clear understanding of the distinction between official and private capacities in interactions between councillors and staff.
- **Establish Interaction Framework:** Create a structured framework that guides councillors on how to access information needed for their roles.
- **Promote Respectful Interactions:** Encourage and uphold positive and respectful interactions between councillors and staff.
- **Address Concerns:** Provide clear guidelines on how to address and resolve concerns if there is a breakdown in the relationship between councillors and staff.

The table in Schedule 1 of the draft Policy lists the authorised staff contacts for councillors, shown below for reference.

FCS25/041 NEW POLICY - COUNCILLOR AND STAFF INTERACTION

S004-T00014

Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The general manager may amend this list at any time and will advise councillors promptly of any changes.

Schedule 1

Position	Acceptable Reasons for Contact
General Manager	<ul style="list-style-type: none"> - When confidentiality must be maintained (the request should state why the request is confidential). - For complaints against Council staff [or Elected Representatives]. - For complaints against Council services or reputational risk. - In relation to an emergency. - Possible Code of Conduct breach. - Request to attend conference or seminar. - Request for professional development. - Strategic matter/new idea. - Request for advice or general information on Council matters.
Executive Services Officer	<ul style="list-style-type: none"> - Arranging a meeting with the general manager. - Emergency items for the general manager. - For any administration matters relating to the role of a councillor and may include arranging meetings. - Expense claims. - Arrange a meeting with the mayor - Responding to invitations to Council functions
Corporate Manager Governance and Risk	<ul style="list-style-type: none"> - Relating to procedures for Council and committee meetings. - Advice on Notices of Motion, Motions and Amendments. - Matters relating to the mayoral or councillor Fees. - To discuss any Governance policy enquiries. - Matters relating to Ordinary Council Meetings. - Matters relating to sub-committee meetings. - Designated Persons Disclosure of Interest. - Related Parties Disclosures.
Directors, Chief Operating Officer, Divisional and Corporate Managers	<ul style="list-style-type: none"> - Enquiries regarding a specific Council agenda item or an upcoming Council agenda item. - When forwarding or providing a director with information they might find useful i.e. a news article.

FCS25/041 NEW POLICY - COUNCILLOR AND STAFF INTERACTION

S004-T00014

Position	Acceptable Reasons for Contact
	<ul style="list-style-type: none">- Request for advice or general information on Council matters- Provide updates on operational issues that will support councillors in their civic duties i.e. service closures, progress updates etc.
Director Executive Assistants	<ul style="list-style-type: none">- Relating to meeting request/invitations for director.- Relating to meetings for a councillor portfolio or steering group meeting where the director is involved.- copied on any director email that falls within the protocol.

CONCLUSION

The proposed draft policy provides clear guidelines for interactions between councillors and staff. Adopting the Councillor and Staff Interaction Policy will enhance Council operations, promote transparency and ensure effective governance.



Policy

Policy title	Councillor and Staff Interaction Policy
Responsible manager(s)	Corporate Manager, Governance and Risk
Contact officer(s)	Corporate Manager, Governance and Risk
Directorate	Finance and Corporate Services
Approval date	
Outcome area	
Strategy	5.2 Proactive, responsive and strategic leadership
Delivery Program	5.2.2 Implement effective governance and long-term planning
Operational Plan	5.2.2.2 Implement effective governance processes including strategic approach for policy review

Purpose

The purpose of the Councillor and Staff Interaction Policy for Eurobodalla Shire Council is to establish clear guidelines for interactions between councillors and staff, ensuring effective communication, transparency and accountability. This policy aims to support good governance practices, promote mutual respect, and delineate roles and responsibilities to avoid conflicts of interest and maintain the integrity of Council operations.

This policy is based on the *Model Councillor and Staff Interaction Policy 2022* which was published by the Office of Local Government (OLG).

Policy Aims:

- **Foster Positive Working Relationships:** Cultivate and maintain a positive working relationship between councillors and staff, recognising it as a key asset for the Council.
- **Ensure Access to Information:** Provide councillors with access to the necessary information to effectively perform their civic duties, reinforcing the importance of transparent communication.
- **Clarify Roles and Capacities:** Ensure there is a clear understanding of the distinction between official and private capacities in interactions between councillors and staff.
- **Establish Interaction Framework:** Create a structured framework that guides councillors on how to access information needed for their roles.
- **Promote Respectful Interactions:** Encourage and uphold positive and respectful interactions between councillors and staff.
- **Address Concerns:** Provide clear guidelines on how to address and resolve concerns if there is a breakdown in the relationship between councillors and staff.

Policy details

1	Introduction 1.1 The Councillor and Staff Interaction Policy (the Policy) provides a framework for councillors when exercising their civic functions by specifically addressing their ability to interact with and receive advice from authorised staff.
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Policy

	<p>1.2 The Policy complements and should be read in conjunction with Eurobodalla Shire Council's Code of Conduct (the Code of Conduct).</p> <p>1.3 The aim of the Policy is to facilitate a positive working relationship between councillors, as the community's elected representatives and staff, who are employed to administer the operations of the Council. The Policy provides direction on interactions between councillors and staff to assist both parties in carrying out their day-to-day duties professionally, ethically and respectfully.</p> <p>1.4 It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.</p>
2	<p>Application</p> <p>2.1 This Policy applies to all councillors and Council staff.</p> <p>2.2 This Policy applies to all interactions between councillors and staff, whether face-to-face, online (including social media and virtual meeting platforms), by phone, text message or in writing.</p> <p>2.3 This Policy applies whenever interactions between councillors and staff occur, including inside or outside of work hours and at both Council and non-Council venues and events.</p> <p>2.4 This Policy does not confer any delegated authority upon any person. All delegations to staff are made by the general manager.</p> <p>2.5 The Code of Conduct provides that Council officials must not conduct themselves in a manner that is contrary to the Council's policies. A breach of this Policy will be a breach of the Code of Conduct.</p>
3	<p>Policy Objectives</p> <p>3.1 The objectives of the Policy are to:</p> <ul style="list-style-type: none"> a) Establish positive, effective and professional working relationships between councillors and staff defined by mutual respect and courtesy b) Enable councillors and staff to work together appropriately and effectively to support each other in their respective roles. c) Ensure that councillors receive advice in an orderly, courteous and appropriate manner to assist them in the performance of their civic duties. d) Ensure councillors have adequate access to information to exercise their statutory roles. e) Provide direction on, and guide councillor interactions with, staff for both obtaining information and in general situations. f) Maintain transparent decision making and good governance arrangements.



Policy

	<ul style="list-style-type: none"> g) Ensure the reputation of Council is enhanced by councillors and staff interacting consistently, professionally and positively in their day-to-day duties. h) Provide a clear and consistent framework through which breaches of the Policy will be managed in accordance with the Code of Conduct.
4	<p>Principles, roles and responsibilities</p> <p>4.1 Several factors contribute to a good relationship between councillors and staff. These include goodwill, understanding of roles, communication, protocols, and a good understanding of legislative requirements.</p> <p>4.2 The Council's governing body and its administration (being staff within the organisation) must have a clear and sophisticated understanding of their different roles, and the fact that these operate within a hierarchy. The administration is accountable to the general manager, who in turn, is accountable to the Council's governing body.</p> <p>4.3 Section 232 of the <i>Local Government Act 1993</i> (the LGA) states that the role of a councillor is as follows:</p> <ul style="list-style-type: none"> a) To be an active and contributing member of the governing body. b) To make considered and well-informed decisions as a member of the governing body. c) To participate in the development of the integrated planning and reporting framework. d) To represent the collective interests of residents, ratepayers and the local community. e) To facilitate communication between the local community and the governing body. f) To uphold and represent accurately the policies and decisions of the governing body. to make all reasonable efforts to acquire and maintain the skills g) Necessary to perform the role of a councillor. <p>4.4 The administration's role is to advise the governing body, implement Council's decisions and to oversee service delivery.</p> <p>4.5 It is beneficial if the administration recognises the complex political environments in which elected members operate and acknowledge that they work within a system that is based on democratic governance. Councillors similarly need to understand that it is a highly complex task to prepare information and provide quality advice on the very wide range of issues that Council operations cover.</p>



Policy

4.6 Council commits to the following principles to guide interactions between councillors and staff:	
Principle	Achieved by
Equitable and consistent	Ensuring appropriate, consistent and equitable access to information for all councillors within established service levels.
Considerate and respectful	Councillors and staff working supportively together in the interests of the whole community, based on mutual respect and consideration of their respective positions.
Ethical open and transparent	Ensuring that interactions between councillors and staff are ethical, open, transparent, honest and display the highest standards of professional conduct.
Fit for purpose	Ensuring that the provision of equipment and information to councillors is done in a way that is suitable, practical and of an appropriate size, scale and cost for a client group of 15 people.
Accountable and measurable	Providing support to councillors in the performance of their role in a way that can be measured, reviewed and improved based on qualitative and quantitative data
4.7 Councillors are members of the Council's governing body, that is responsible for directing and controlling the affairs of the Council in accordance with the LGA. Councillors need to accept that:	
a) Responses to requests for information from councillors may take time and consultation to prepare and be approved prior to responding. b) Staff are not accountable to them individually. c) They must not direct staff except by giving appropriate direction to the general manager by way of a council or committee resolution, or by the mayor exercising their functions under section 226 of the LGA. d) They must not, in any public or private forum, direct or influence, or attempt to direct or influence, a member of staff in the exercise of their functions. e) They must not contact a member of staff on council-related business unless in accordance with this Policy. f) They must not use their position to attempt to receive favourable treatment for themselves or others.	
4.8 The general manager is responsible for the efficient and effective day-to-day operation of the Council and for ensuring that the lawful decisions of the Council are implemented without undue delay. Council staff need to understand:	



Policy

	<ul style="list-style-type: none"> a) They are not accountable to individual councillors and do not take direction from them. They are accountable to the general manager, who is in turn accountable to the Council's governing body. b) They should not provide advice to councillors unless it has been approved by the general manager or a staff member with a delegation to approve advice to councillors. c) They must carry out reasonable and lawful directions given by any person having the authority to give such directions in an efficient and effective manner. d) They must ensure that participation in political activities outside the service of the Council does not interfere with the performance of their official duties. e) They must provide full and timely information to councillors sufficient to enable them to exercise their civic functions in accordance with this Policy.
5	<p>The Councillor Request System</p> <p>5.1 Councillors have a right to request information provided it is relevant to councillor's exercise of their civic functions. This right does not extend to matters about which a councillor is merely curious.</p> <p>5.2 Councillors do not have a right to request information about matters that they are prevented from participating in decision-making on because of a conflict of interest, unless the information is otherwise publicly available.</p> <p>5.3 Council's Executive Services Officers are responsible for the management of councillor requests.</p> <p>5.4 Councillors can use the councillor requests system to:</p> <ul style="list-style-type: none"> a) Request information or ask questions that relate to the strategic position, performance or operation of the Council. b) Bring concerns that have been raised by members of the public to the attention of staff. c) Request Integrated Technology Services (ITS) or other support from the Council administration. d) Request that a staff member be present at a meeting (other than a meeting of the Council) for the purpose of providing technical advice to the meeting. <p>5.5 Councillors must, to the best of their knowledge, be specific about what information they are requesting, and make their requests respectfully. Where a councillor's request lacks specificity, the general manager or staff member authorised to manage the matter is entitled to ask the councillor to clarify their request and the reason(s) why they are seeking the information.</p>



Policy

	<p>5.6 Staff must make every reasonable effort to assist councillors with their requests and do so in a respectful manner.</p> <p>5.7 The general manager or the staff member authorised to manage a councillor request will provide a response within 10 working days. Where a response cannot be provided within that timeframe, the councillor will be advised and the information will be provided as soon as practicable.</p> <p>5.8 Requests under clause 5.4 (d) must be made one week prior to the meeting. The general manager, or members of staff that are listed at Schedule 1 of this Policy, are responsible for determining:</p> <ul style="list-style-type: none"> a) Whether a staff member can attend the meeting; and b) which staff member will attend the meeting. <p>Staff members who attend such meetings must be appropriately senior and be subject matter experts on the issues to be discussed at the meeting.</p> <p>5.9 Councillors are required to treat all information provided by staff appropriately and to observe any confidentiality requirements.</p> <p>5.10 Staff will inform councillors of any confidentiality requirements for information they provide so councillors can handle the information appropriately.</p> <p>5.11 Where a councillor is unsure of confidentiality requirements, they should contact the general manager, or the staff member authorised to manage their request.</p> <p>5.12 The general manager may refuse access to information requested by a councillor if:</p> <ul style="list-style-type: none"> a) The information is not necessary for the performance of the councillor's civic functions, or b) if responding to the request would, in the general manager's opinion, result in an unreasonable diversion of staff time and resources, or c) the councillor has previously declared a conflict of interest in the matter and removed themselves from decision-making on it, or d) the general manager is prevented by law from disclosing the information. <p>5.13 Where the general manager refuses to provide information requested by a councillor, they must act reasonably. The general manager must advise a councillor in writing of their reasons for refusing access to the information requested.</p> <p>5.14 Where a councillor's request for information is refused by the general manager on the grounds referred to under clause 5.12 (a) or (b), the councillor may instead request the information through a resolution of the council by way of a notice of motion. This clause does not apply where the general manager refuses a councillor's request for information under clause 5.12 (c) or (d).</p>
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Policy

	<p>5.15 Nothing in clauses 5.12, 5.13, and 5.14 prevents a councillor from requesting the information in accordance with the <i>Government Information (Public Access) Act 2009</i>.</p> <p>5.16 Where a councillor persistently makes requests for information which, in the general manager's opinion, result in a significant and unreasonable diversion of staff time and resources the Council may, on the advice of the general manager, resolve to limit the number of requests the councillor may make.</p> <p>5.17 Councillor requests are state records and must be managed in accordance with the <i>State Records Act 1998</i>.</p>
6	<p>Access to council staff</p> <p>6.1 Councillors may directly contact members of staff that are listed in Schedule 1 of this Policy. The general manager may amend this list at any time and will advise councillors promptly of any changes.</p> <p>6.2 Councillors can contact staff listed in Schedule 1 about matters that relate to the staff member's area of responsibility.</p> <p>6.3 Councillors should as far as practicable, only contact staff during normal business hours.</p> <p>6.4 The general manager or a member of the Council's executive leadership team may direct any staff member to contact councillors to provide specific information or clarification relating to a specific matter.</p> <p>6.5 A councillor or member of staff must not take advantage of their official position to improperly influence other councillors or members of staff in the performance of their civic or professional duties for the purposes of securing a private benefit for themselves or for another person. Such conduct should be immediately reported to the general manager or mayor in the first instance, or alternatively to the Office of Local Government, NSW Ombudsman, or the NSW Independent Commission Against Corruption.</p> <p>6.6 Staff are required to make a file-note for any direct contact with councillors.</p>
7	<p>Councillor access to council buildings</p> <p>7.1 Councillors are entitled to have access to the Council chamber, committee room, mayor's office (subject to availability), councillors rooms and public areas of Council's buildings during normal business hours for meetings. Councillors needing access to these facilities at other times must obtain approval from the general manager.</p> <p>7.2 Councillors must not enter staff-only areas of Council buildings.</p>
8	<p>Appropriate and inappropriate interactions</p> <p>8.1 Examples of appropriate interactions between councillors and staff include, but are not limited to, the following:</p>



Policy

	<ul style="list-style-type: none"> a) Councillors and council staff are courteous and display a positive and professional attitude towards one another. b) Council staff ensure that information necessary for councillors to exercise their civic functions is made equally available to all councillors, in accordance with this Policy and any other relevant Council policies. c) Council staff record the advice they give to councillors in the same way they would if it was provided to members of the public. d) Council staff, including Council's executive team members, document councillor requests via the councillor requests system. e) Council meetings and councillor briefings are used to establish positive working relationships and help councillors to gain an understanding of the complex issues related to their civic duties. f) Councillors and council staff feel supported when seeking and providing clarification about council related business. g) Councillors forward requests through the councillor requests system and staff respond in accordance with the timeframes stipulated in this Policy. <p>8.2 Examples of inappropriate interactions between councillors and staff include, but are not limited to the following:</p> <ul style="list-style-type: none"> a) Councillors and Council staff conducting themselves in a manner that: <ul style="list-style-type: none"> i) Is contrary to their duties under the <i>Work Health and Safety Act 2011</i> and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety. ii) Constitutes harassment and/or bullying within the meaning of the Code of Conduct or is unlawfully discriminatory. b) Councillors approaching staff to discuss individual or operational staff matters, grievances, workplace investigations and disciplinary matters. c) Staff approaching councillors to discuss individual or operational staff matters, grievances, workplace investigations and disciplinary matters. d) Subject to clause 5.12, staff refusing to give information that is available to other councillors to a particular councillor. e) Councillors who have lodged an application with the Council, discussing the matter with staff in staff-only areas of the Council. f) Councillors being overbearing or threatening to staff. g) Staff being overbearing or threatening to councillors.
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Policy

	<p>h) Councillors making personal attacks on staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of the Code of Conduct in public forums including social media.</p> <p>i) Councillors directing or pressuring staff in the performance of their work, or recommendations they should make.</p> <p>j) Staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.</p> <p>8.3 Where a councillor engages in conduct that, in the opinion of the general manager, puts the health, safety or welfare of staff at risk, the general manager may restrict the councillor's access to staff.</p> <p>8.4 Any concerns relating to the conduct of staff under this Policy should be raised with the general manager.</p>
9	<p>Complaints</p> <p>9.1 Complaints about a breach of this policy should be made to the general manager (if the complaint is about a councillor or member of council staff), or the mayor (if the complaint is about the general manager).</p> <p>9.2 Clause 9.1 does not operate to prevent matters being reported to OLG, the NSW Ombudsman, the NSW Independent Commission Against Corruption or any other external agency.</p>

Implementation

Requirements		Responsibility
1	Training will be provided to councillors as part of their induction process post-election. Refresher training will be provided from time to time.	General manager
2	Training will be provided to staff on a regular basis and in conjunction with training provided regarding the Code of Conduct.	Director Finance and Corporate Services
3	This Policy will be updated regularly and in response to changes made to the Model Policy by the NSW Office of Local Government.	Corporate Manager Governance and Risk

Review

Council has a program of regular policy review over the term of Council. This policy will be reviewed during the Council term 2024-28. Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Concerns or complaints registered	Council records
Councillor and staff feedback, survey responses	Surveys
Internal or external review	Review report



Policy

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies and guidelines.

Related legislation and policies

Name	Link
Local Government Act 1993	LOCAL GOVERNMENT ACT 1993 - As at 20 May 2024 - Act 30 of 1993 (austlii.edu.au)
Government Information (Public Access) Act 2009.	Government Information (Public Access) Act 2009 (nsw.gov.au)
State Records Act 1998	About the State Records Act 1998 State Records NSW
Work Health and Safety Act 2011	Work Health and Safety Act 2011 No 10 - NSW Legislation

Supporting documents

Name	Link
Council Code of Conduct	Model Code of Conduct and Procedures 2020 Eurobodalla Council (nsw.gov.au)
Office of Local Government Model Councillor and Staff Interaction Policy	https://www.olg.nsw.gov.au/wp-content/uploads/2022/05/Model-Staff.docx

Change history

Version	Approval date	Approved by	Min No	File No	Change

Internal use

Responsible officer		Approved by	
Minute		Report	
File		Review date	
		Effective date	
		Pages	



Policy

Schedule 1 – Authorised staff contacts for councillors

1. Clause 6.1 of this Policy provides that councillors may directly contact members of staff that are listed below. The general manager may amend this list at any time.
2. Councillors can contact staff listed below about matters that relate to the staff member's area of responsibility.
3. Councillors should as far as practicable, only contact staff during normal business hours.
4. If councillors would like to contact a member of staff not listed below, they must receive permission from the general manager or their delegate.
5. If a councillor is unsure which authorised staff member can help with their enquiry, they can contact the general manager or executive services administrative staff who will provide advice about which authorised staff member to contact. This is best done by emailing councillor.requests@esc.nsw.gov.au.
6. In some instances, the general manager or a member of the Council's executive leadership team may direct a Council staff member to contact councillors to provide specific information or clarification relating to a specific matter.

Position	Acceptable Reasons for Contact
General Manager	<ul style="list-style-type: none"> - When confidentiality must be maintained (the request should state why the request is confidential). - For complaints against Council staff [or Elected Representatives]. - For complaints against Council services or reputational risk. - In relation to an emergency. - Possible Code of Conduct breach. - Request to attend conference or seminar. - Request for professional development. - Strategic matter/new idea. - Request for advice or general information on Council matters.
Executive Services Officer	<ul style="list-style-type: none"> - Arranging a meeting with the general manager. - Emergency items for the general manager. - For any administration matters relating to the role of a councillor and may include arranging meetings. - Expense claims. - Arrange a meeting with the mayor - Responding to invitations to Council functions



Policy

Corporate Manager Governance and Risk	<ul style="list-style-type: none">- Relating to procedures for Council and committee meetings.- Advice on Notices of Motion, Motions and Amendments.- Matters relating to the mayoral or councillor Fees.- To discuss any Governance policy enquiries.- Matters relating to Ordinary Council Meetings.- Matters relating to sub-committee meetings.- Designated Persons Disclosure of Interest.- Related Parties Disclosures.
Directors, Chief Operating Officer, Divisional and Corporate Managers	<ul style="list-style-type: none">- Enquiries regarding a specific Council agenda item or an upcoming Council agenda item.- When forwarding or providing a director with information they might find useful i.e. a news article.- Request for advice or general information on Council matters- Provide updates on operational issues that will support councillors in their civic duties i.e. service closures, progress updates etc.
Director Executive Assistants	<ul style="list-style-type: none">- Relating to meeting request/invitations for director.- Relating to meetings for a councillor portfolio or steering group meeting where the director is involved.- copied on any director email that falls within the protocol.

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FCS25/042 INVESTMENTS MADE AS AT 30 JUNE 2025

**S011-T00006,
S012-T00025**

Responsible Officer: Stephanie Speedy - Director Finance and Corporate Services
Attachments: Nil
Community Goal: 5 We are an engaged community progressive leadership.
Community Strategy: 5.3. Well managed and governed resources systems and processes
Delivery Program Link: 5.3.1 Demonstrate future focussed corporate and financial management that is ethical, sustainable, transparent and accountable
Operational Plan Link: 5.3.1.1 Provide strategic financial management and services guided by the Finance Strategy

EXECUTIVE SUMMARY

The purpose of this report is to:

- certify that Council's investments in financial instruments have been made in accordance with legislation and policy requirements
- provide information and details of investments
- raise other matters relevant to investing.

RECOMMENDATION

THAT the certification of investments as of 30 June 2025, made in accordance with the *Local Government Act 1993*, Council's Investment Policy and the provision of Clause 1 (Reg. 212) of the *Local Government (General) Regulation 2021*, be received.

CONSIDERATIONS

Policy

Council's investment policy is divided into two categories of risk, credit risk (risk of not being able to redeem funds) and liquidity risk (risk of loss due to the need to redeem funds earlier than the investment term). Council's portfolio is 100% invested in bank deposits, maintaining a low liquidity risk across all credit risk categories.

As at 30 June 2025, the portfolio is compliant with Council's Investment Policy adopted by Council on 9 August 2022 (Minute 22/190). A summary of holdings by risk category is summarised below in Table 1.

FCS25/042 INVESTMENTS MADE AS AT 30 JUNE 2025

**S011-T00006,
S012-T00025**

Table 1 – Policy Risk Categories

S&P Long Term Category	S&P Short Term Category	Policy Risk Category	Current Holdings	Maximum Holdings
AAA (Government Guaranteed Deposits)	A-1+	Remote Risk	1.06%	100%
AAA to AA	A-1+	Near Risk Free	45.10%	100%
A	A-1 to A-2	Near Risk Free	*53.84%	40%
BBB+	A-2	Some Limited Risk	0.00%	30%

*30% of the portfolio is held with Bendigo Bank and Bank of Queensland. In April 2024, these two institutions were upgraded from an S&P Global long-term rating of BBB+ to A- and therefore now reported in the 'A' category of the policy. The current investment policy has been reviewed and is currently on exhibition.

Financial

Investment holdings summary

Table 2 provides a summary of cash and investment balances as at 30 June 2025. Fossil fuel free refers to institutions that have no exposure or no longer directly finance projects in the fossil fuel industry but still have some exposure from historical funding.

Table 2 – Investment holdings by category

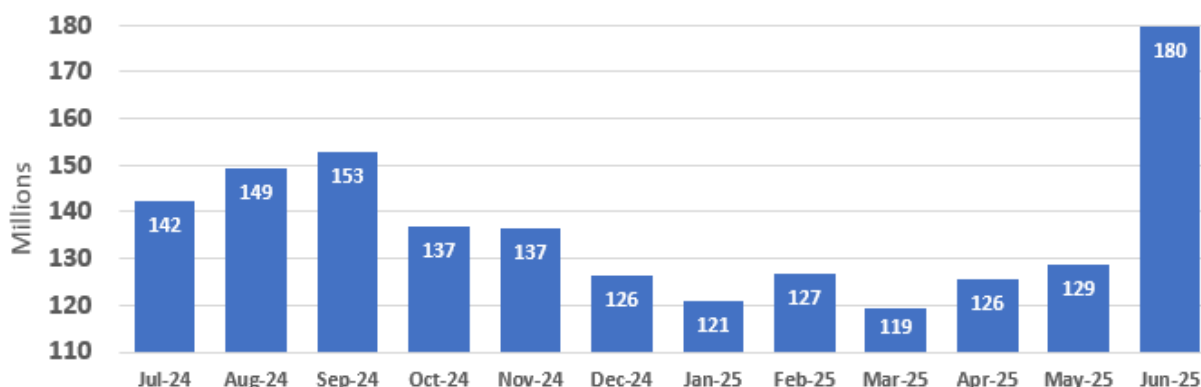
Category	(\$)	% of Portfolio
At Call Deposit	9,670,963	5.87%
Term Deposits – Government Guaranteed	1,750,000	1.06%
Term Deposits – Fossil Fuel Free Institutions	80,000,000	48.58%
Term Deposits	73,280,000	44.49%
Total Investments	167,700,963	
Cash at Bank (Operating Account)	14,849,175	
Total Cash and Investments	179,550,138	

FCS25/042 INVESTMENTS MADE AS AT 30 JUNE 2025

**S011-T00006,
S012-T00025**

Cash and investments increased by \$51m in June 2025, primarily due to the \$40m loan drawdown and \$7.68m grant milestone received for the Southern Water Supply Storage Project. Council also received \$4.75m being an estimated 50% of its 2025/26 Financial Assistance Grant allocation.

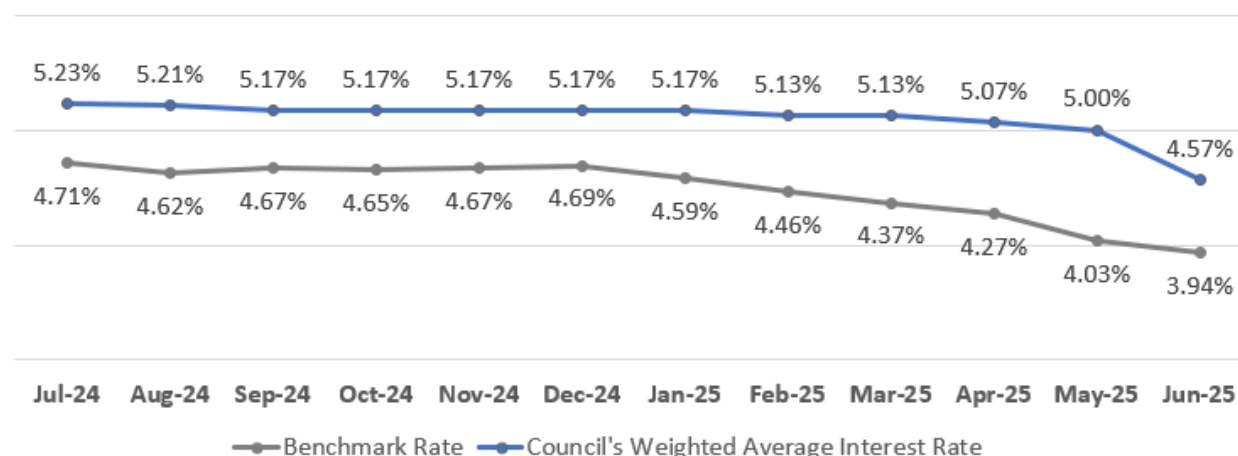
Graph 1 – Total Cash and Investment Balances (12 months)



Performance

The weighted average monthly return on Council's investments for June 2025 is 4.57%, surpassing the Council policy benchmark of 3.94%, calculated using the bank bill swap rate (BBSW) 3-month average plus 0.25%. Graph 2 compares Council's weighted average return to the benchmark rate over a 12-month period.

Graph 2 – Investment performance over 12 months




CONCLUSION

Pursuant to provision of Clause 1 (Reg. 212) of the *Local Government (General) Regulation 2021*, I hereby certify that these investments have been made in accordance with the *Local Government Act 1993* and related regulations.

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**IR25/012 DRAFT EUROBODALLA ROAD SAFETY PLAN 2025-28 FOR PUBLIC
EXHIBITION**

S004-T00023

Responsible Officer:	Graham Attenborough - Director Infrastructure Services
Attachments:	1. Under Separate Cover - Draft Eurobodalla Road Safety Plan 2025-28 
Community Goal:	4. Our community has reliable and safe infrastructure networks and community facilities.
Community Strategy:	4.1 Provide integrated active transport networks to enable a connected and accessible Eurobodalla.
Delivery Program Link:	4.1.1 Advocate for and provide improved, accessible and resilient transport services and infrastructure
Operational Plan Link:	4.1.1.1 Partner with peak bodies to advocate for improved local transport services, including public transport and infrastructure

EXECUTIVE SUMMARY

The purpose of this report is to present the draft Eurobodalla Road Safety Plan 2025-28 (draft Plan) for public exhibition.

The Road Safety Plan aims to provide a strategic framework for reducing road trauma and improving safety across the entire road network and supporting infrastructure, ensuring safer travel for all users. It builds on previous road safety initiatives, aligns with Council's broader strategic plans and priorities, and reflects Council's commitment to improving safety on both local and regional roads. The Plan also supports Council's reporting obligations under the *Local Government Act 1993* and aligns state-level strategies led by Transport for NSW (TfNSW), such as the NSW Government's Future Transport 2056 Strategy.

The draft Plan has been informed by local crash data, community feedback, and stakeholder engagement, and identifies priority actions including infrastructure improvements, education campaigns, and advocacy for safer road environments.

Council acknowledges its reliance on external funding sources, including state and federal grants, to deliver and enhance road safety initiatives across the entire road network. The updated Plan strengthens Council's position when applying for future funding by clearly articulating priorities, demonstrating community support, and aligning with broader state and national road safety goals.

Funding for the implementation of the Plan will be sourced through a combination of:

- Council's operational and capital works budgets
- Co-funding opportunities through the Local Government Road Safety Program (Transport for NSW)
- External grants such as the NSW Safer Roads Program and Black Spot Program
- Strategic alignment with Council's Grants Strategy and Resourcing Strategy.

The draft Plan is proposed to be placed on public exhibition for 28 days from Wednesday 23 July 2025 to Tuesday 19 August 2025. Submissions will be invited during this period.

IR25/012 DRAFT EUROBODALLA ROAD SAFETY PLAN 2025-28 FOR PUBLIC EXHIBITION

S004-T00023

Following the exhibition period, a further report will be submitted to Council for consideration of submissions from the community and for endorsement of the Plan.

RECOMMENDATION

THAT:

1. Council places the draft Eurobodalla Road Safety Plan 2025-28 on public exhibition for 28 days to receive feedback from the community.
2. Following the exhibition period, Council will consider any submissions from the community prior to adoption of the Plan.

BACKGROUND

Council first adopted the Eurobodalla Road Safety Plan 2019-2022. The Plan is reviewed annually to ensure it remains responsive to emerging issues, crash trends, community input, and shifts in local and state priorities. A comprehensive review and update is scheduled for 2028.

The Road Safety Plan 2025–2028 outlines key priorities from crash data analysis, community input, and alignment with Transport for NSW’s strategic direction. It is a key tool in shaping a safer, more efficient road network that meets the needs of the local community. It guides the planning, maintenance, and improvement of road infrastructure to reduce crash risks and enhance accessibility for all users. By aligning with community feedback and local travel patterns, the Plan ensures that upgrades, such as safer intersections, pedestrian crossings, and shared pathways, are targeted where they’re needed most. This proactive approach not only improves safety outcomes but also supports the long-term sustainability and resilience of the local transport network.

The current Plan has been reviewed to update its objectives, focus areas, and actions to ensure it remains relevant and responsive to the evolving needs of the community and our road network.

The updated draft Plan builds on this foundation and incorporates:

- Feedback from the 2023 community road safety survey
- Analysis of local crash data (between 2018–2023)
- Alignment with Transport for NSW’s latest road safety strategies and funding programs
- Identification of priority projects and initiatives for implementation and advocacy
- A strengthened Council position when applying for external funding through programs such as Get NSW Active, the Safer Roads Program, and the Black Spot Program.

The community has expressed strong support for proactive road safety measures through Council’s 2023 survey. The draft Plan reflects this feedback and aims to create safer travel for all road users. Council works in partnership with Transport for NSW through the Local Government Road Safety Program. This collaboration enables Council’s Road Safety Officer to deliver targeted education campaigns and access funding for local safety initiatives. The Road Safety Plan aligns with state-level strategies and supports Council’s advocacy for additional resources to implement key projects.

IR25/012 DRAFT EUROBODALLA ROAD SAFETY PLAN 2025-28 FOR PUBLIC EXHIBITION

S004-T00023

It outlines Council's approach to identifying and addressing local safety risks through targeted infrastructure improvements, education and awareness campaigns, and collaboration with state agencies.

The Plan adopts a Safe System Approach, focusing on

- Safe Roads
- Safe Speeds
- Safe People
- Safe Vehicles.

Road safety remains a key concern for both Eurobodalla residents and visitors. The region experiences a significant increase in traffic volumes and pedestrian activity during holiday periods, particularly around popular destinations such as coastal towns, caravan parks, and popular tourist destinations. This seasonal surge places added pressure on the local road network and increases the risk of crashes involving vehicles and pedestrians.

Adding to these risks is the limited availability of public transportation, which leads to a high reliance on private vehicles for everyday travel. Demographic factors also play a role in shaping road safety challenges. Eurobodalla has a high proportion of younger drivers, who may be less experienced, and older residents aged 65 and over, who may face age-related mobility and reaction-time limitations. These groups are statistically more vulnerable to road trauma, and their presence in the community highlights the need for inclusive and targeted safety measures. Council continues to advocate to TfNSW for funding to implement road safety upgrades in areas identified as high-risk for crashes, including sections of the local road network with a history of fatal or serious injury crashes.

The Road Safety Plan is closely aligned with Transport for NSW's Local Government Road Safety Program (LGRSP) and broader state strategies, such as the NSW Government's Future Transport 2056 Strategy. Council works in partnership with TfNSW to deliver education campaigns, access funding, and implement safety improvements. The Plan also supports Council's participation in programs such as Get NSW Active, the Safer Roads Program, and the Black Spot Program, ensuring strategic alignment and maximising funding opportunities.

CONSIDERATIONS

The Road Safety Plan is tailored to address the unique challenges and opportunities of a coastal, semi-rural community. Key connections include:

- **Tourism and Seasonal Traffic:** With high visitor numbers, especially during holidays, the Plan addresses increased road use and the need for safe, adaptable infrastructure.
- **Aging Population:** Eurobodalla's demographic profile includes a considerable number of older residents, influencing the design of safer pedestrian crossings, signage, and speed zones.
- **Rural and Coastal Roads:** Many local roads are narrow, winding, or unsealed. The Plan prioritises upgrades to maintain road quality, improve visibility, surfacing, and roadside safety.

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- Active Transport: The Plan supports walking and cycling infrastructure to promote healthy, low-impact travel options and reduce vehicle dependency.
- Community: Local consultation ensures the Plan reflects the values and needs of Eurobodalla residents.

The Eurobodalla Road Safety Plan is shaped by a combination of priorities, local needs, funding and national road safety strategies. The following factors are central to its development:

Local Crash Data

- Analysis of crash statistics within Eurobodalla Shire
- Identification of high-risk locations and recurring crash hot spots
- Community reports and feedback on dangerous road conditions

Infrastructure Condition and Risk Assessment

- Evaluation of the existing road network, including intersections, pedestrian facilities, signage, and lighting, helping to identify areas needing upgrades or redesign
- Assessment of road signage, lighting, and surface conditions
- Prioritisation of upgrades based on risk and usage

Community and Stakeholder Engagement

- Input from residents, schools, businesses, and transport users
- Collaboration with NSW Police, Transport for NSW, and emergency services
- Feedback from the local community and external stakeholders

Funding Availability

- Council's annual budget allocations
- Access to State and Federal funding programs such as:
 - Roads to Recovery
 - Black Spot Program
 - Safer Local Roads and Infrastructure Program

Alignment with State and National Strategies

- NSW Road Safety Action Plan
- NSW Future Transport 2056 Strategy
- National Road Safety Strategy 2021–30
- Towards Zero vision for zero deaths and serious injuries on roads

Road User Behaviour and Education

- Local campaigns targeting speeding, drink/drug driving, and distraction
- Learner driver road safety education

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- Promotion of safe driving practices through community events

Technological and Vehicle Safety

- Encouraging the use of vehicles with advanced safety features
- Monitoring emerging technologies like electric vehicles and smart infrastructure

Environmental Considerations

- Planning for flood-prone or bushfire-affected routes
- Ensuring road resilience in extreme weather condition.

The development of the draft Eurobodalla Road Safety Plan 2025–2028 has been informed by a range of contributing factors, including:

- **Crash Data Analysis:** Review of local crash statistics from 2018–2023 to identify high-risk locations, hot spots, and trends
- **Community Feedback:** Input from residents, businesses, and stakeholders gathered through surveys, correspondence, and safety education events
- **Strategic Alignment:** Integration with Council’s Community Strategic Plan, Delivery Program, and Resourcing Strategy, as well as alignment with Transport for NSW’s road safety priorities
- **Infrastructure Needs:** Ongoing review and assessment of the road network with consideration of increased vehicle and pedestrian activity during holiday periods and peak tourism seasons
- **Funding Opportunities:** Identification of potential funding sources, including Council budgets, Transport for NSW programs, and external grants such as the Safer Roads and Black Spot Programs
- **Partnerships:** Collaboration with Transport for NSW through the Local Government Road Safety Program and other initiatives.

The draft Plan will be placed on public exhibition to provide the community with an opportunity to review and comment on its content. This process ensures transparency and allows Council to incorporate community perspectives into the final version of the Plan. Feedback received during the exhibition period will be considered before the Plan is formally adopted by Council.

Legal

Council has a legal responsibility under the *Roads Act 1993* and *Civil Liabilities Act 2002* to appropriately manage risk within available resources.

Road safety initiatives are expected to be embedded within these plans, especially under transport and infrastructure goals.

Transport for NSW – Local Government Road Safety Program (LGRSP): councils participating in the LGRSP are expected to:

- Employ a Road Safety Officer (RSO), with TfNSW funding support
- Develop an annual Road Safety Action Plan based on crash data, community feedback,

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and local priorities

- Align with the Safe System Approach, focusing on safe roads, speeds, vehicles, and people
- Submit project plans and funding applications in accordance with TfNSW guidelines.

Financial

Council remains committed to the proactive maintenance of local and regional roads and pathway networks, ensuring they are managed within the financial constraints set by Council and in accordance with the Local & Regional Roads Risk Management Policy. This approach prioritises safety, accessibility, and sustainability across our transport infrastructure.

To support this commitment, Council continues to allocate annual funding to the transport network. However, it is widely acknowledged that Council alone does not have the financial capacity to meet all infrastructure needs and addressing road trauma and improving road safety is a shared responsibility. We actively pursue program-specific grant funding from both State and Federal Governments to enhance the safety and quality of our road networks, including:

- Regional and Local Roads Repair Programs
- Fixing Country Bridges Program
- Towards Zero Safer Roads Program
- Local Government Road Safety Program
- Australian Government's Roads to Recovery Program
- Black Spot Program
- Safer Local Roads and Infrastructure Program
- Federal Assistance Grants (roads component) provided by the Australian Government.

These programs play a vital role in enabling Council to deliver safer, more reliable transport infrastructure for our communities.

Community and Stakeholder Engagement

The draft Eurobodalla Road Safety Plan 2025–2028 was informed by a comprehensive review of local crash data, community feedback, stakeholder consultation, seasonal traffic patterns, infrastructure assessments, and strategic alignment with both Council's Integrated Planning and Reporting Framework and Transport for NSW's road safety priorities.

If endorsed for public exhibition, Council will advise and engage the community by:

- Informing the community about the public exhibition and inviting the community to provide feedback on the draft Plan. This will be achieved using Council's own platforms and through local media. Details on making a submission can be found on Council's ['Have your say'](#) webpage.
- Making the draft Plan available for the community to read on Council's website. Requests for hard copies can be made by contacting Council on 4474 1000, and

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reference copies will be available at the Batemans Bay, Moruya and Narooma libraries.

- All community submissions will be provided to councillors for consideration prior to endorsement of the draft Plan.

CONCLUSION



This report proposes the draft Eurobodalla Road Safety Plan 2025-28 be publicly exhibited for 28 days, from Wednesday 23 July 2025 to Tuesday 19 August 2025 with submissions to be received during this period. Following the exhibition period, a further report will be submitted to Council for consideration of submissions from the community and for endorsement of the Plan.

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**IR25/013 NOMINATION OF ALTERNATIVE COUNCIL REPRESENTATIVE FOR
EUROBODALLA LOCAL TRAFFIC COMMITTEE**

S012-T00025

Responsible Officer: Graham Attenborough - Director Infrastructure Services

Attachments: 1. Terms of Reference - Eurobodalla Local Traffic Committee 
2. Under Separate Cover - TfNSW Guidelines on Delegations to the Local Traffic Committee 

Outcome: 5 We are an engaged community progressive leadership.

Focus Area: 5.2 Proactive, responsive and strategic leadership

Delivery Program Link: 5.2.1 Be proactive leaders and an effective governance body with a focus on better outcomes for our community

Operational Plan Link: 5.2.1.1 Provide opportunities for Councillors to be more accessible to the community

EXECUTIVE SUMMARY

The Local Traffic Committee is primarily a technical review committee which advises Council on traffic control matters that relate to prescribed traffic control devices or traffic control facilities for which Council has delegated authority.

Council is represented on this Committee by Councillor Laurence Babington (Chair) by a motion passed at the Ordinary Meeting of Council held 17 December 2024.

This report is for Council to consider the appointment of a secondary representative to the Eurobodalla Local Traffic Committee to act as Chair in the absence of the current nominated representative.

RECOMMENDATION

THAT Council appoints a second delegate to the Eurobodalla Local Traffic Committee to act as an alternative Council representative.

BACKGROUND

Council representatives participate in several external committees, including the Eurobodalla Local Traffic Committee. Councillor membership on external committees fosters relationships with stakeholders and enhances consultation and engagement with the community.

Transport for NSW (TfNSW) and councils share responsibility for the regulation and control of traffic in New South Wales. TfNSW authorises councils' use of prescribed traffic control devices under the [Road Transport Act 2013](#) and delegates some additional traffic regulation powers to councils under the [Roads Act 1993](#).

TfNSW's authorisation concerns prescribed traffic control devices, which are the kinds of signs and markings that are included in the [Road Rules 2014](#). Councils install these when undertaking traffic control works under s87(3) of the *Roads Act 1993*. Councils can regulate traffic to do this work, but TfNSW's delegation provides councils with further powers to regulate traffic 'for any purpose' – such as for events or markets.

**IR25/013 NOMINATION OF ALTERNATIVE COUNCIL REPRESENTATIVE FOR
EUROBODALLA LOCAL TRAFFIC COMMITTEE**

S012-T00025

The Local Traffic Committee is primarily a technical review committee that is required to advise Council on traffic related matters referred to it by Council.

The Terms of Reference – Eurobodalla Local Traffic Committee and delegation documentation from TfNSW (formerly RMS/RTA) are attached to this report for reference.

It was resolved at the Ordinary Meeting of Council held 17 December 2024 (Motion 24/188) that Council appoint Councillor Laurence Babington as its singular Councillor representative on the Local Traffic Committee.

In line with the Terms of Reference for the Local Traffic Committee, Council may appoint more than one representative to the Committee, but is still only provided one vote in total as a member.

The appointment of a second delegate to the Local Traffic Committee would allow for an alternative Councillor representative to act as Chair in the absence of the current nominated representative.

CONSIDERATIONS

Council's adopted Terms of Reference for the Eurobodalla Local Traffic Committee enables Council to nominate a secondary Council representative to act as Chair in the absence of the current nominated Council representative.

CONCLUSION

This report recommends that Council appoint a second delegate to the Eurobodalla Local Traffic Committee to act as an alternative Council representative.

**Eurobodalla Shire Council
 Terms of Reference
 Committee**

Period January 2025 to December 2027

Name of committee:	Eurobodalla Local Traffic Committee (LTC)	
File Number:	S030-T00018	
Hierarchical standing of committee:	External Committee	
Membership:	4 formal (voting) members consisting of 1 representative from each of the following organisations: Transport for NSW (TfNSW), NSW Police, Council, State Member of Parliament. Other (non-voting) members as described in the Terms of Reference	
Chairperson:	Councillor	How: Prescribed in delegation of a road authority from TfNSW
Quorum:	3 voting members but advice must be received from TfNSW and NSW Police prior to reporting to Council.	
Frequency of meetings:	Monthly / as required – min. 8 meetings per year	
Committee Administration Officer:	Infrastructure Support Officer	

Objective:

Meet the regulatory requirements for Council to provide the technical advisory function of the Local Traffic Committee.

Terms of Reference:

To provide technical advice on traffic and road safety issues for those matters covered under the delegations for the regulation of traffic to the Local Traffic Committee (LTC).

Delegations of committee:

External Committee with powers as outlined under 'A Guide to the Delegation to Councils for the Regulation of Traffic'.

TfNSW remain responsible for all review and decisions on speed zoning on both local and State roads, and all road safety matters on the State highways. These matters are outside of the Terms of Reference of the LTC.

Reporting hierarchy:

The minutes of the Local Traffic Committee are reported to an Ordinary Council Meeting for review and resolution where applicable.

Meeting rules/practice:

Details follow

Rules for filling casual vacancies:

N/A

Representatives' obligations to report:

Council is responsible for providing administrative support and resources for this committee.

Sunset (define the duration of operation):

N/A

TERMS OF REFERENCE OF THE EUROBODALLA LOCAL TRAFFIC COMMITTEE

Introduction and Background

In March 2009, the Roads and Traffic Authority (now the TfNSW) issued a report (attached); *A Guide to the Delegation to Councils for the Regulation of Traffic: (including the operation of Traffic Committees)*; (the GDCRT). This TOR broadly summarizes the purpose of the LTC, including the below points.

The LTC is primarily a technical review committee. It advises Council on traffic control matters that relate to prescribed traffic control devices or traffic control facilities for which Council has delegated authority. The LTC considers the technical merits of proposals and ensures that they meet current technical guidelines. See *General Meetings* for details.

According to the GDCRT, the Council's representative may be any Councilor or Council officer, and the Council representative may be a sub-delegate if Council has formally approved this. Note that for Eurobodalla Council, in the current Terms of Reference of the LTC (2022), the representative of Council is to be a Councilor unless the nominated Councilor or Mayor is unable to attend. In this case the Chair will become the General Manager or appropriate delegated officer for that meeting.

In the GDCRT, it is stated that there is no need for a specific quorum to allow an LTC meeting to proceed, however it must be remembered that any advice can only be returned to the elected Council by the LTC if the views of TfNSW and NSW Police have been obtained. However, in the current Terms of Reference of the Eurobodalla LTC (2022), a quorum of 3 voting members has been adopted.

The minutes of the Eurobodalla Local Traffic Committee meetings are reported to Council for review, with recommendations where relevant. Copies of the LTC minutes are forwarded to all LTC members for their concurrence prior to the recommendations being presented to the elected Council.

Council's Responsibilities and Focus Areas

Responsible Officer: Director Infrastructure Services

Attachments:

- A. RMS Delegation to Councils: Regulation of Traffic (Oct 2011)
- B. RTA (TfNSW) Guide to the Delegation to Councils for the Regulation of Traffic (Mar 2009)

Focus Area: Connected and Accessible Places

Delivery Program Link:

- 7. 1 Work in partnership to provide an integrated transport network

Operational Plan Link:

- 7.1.2.4 Coordinate the Local Traffic Committee

Delegation

Roads and Maritime Services (TFNSW) is legislated as the organisation responsible for the control of traffic on all roads in NSW (as the Roads Authority). TfNSW has delegated certain functions relating to traffic management on local roads for which Council as a road authority.

The delegations to Councils are fully outlined in the RTA document, *Delegation to Councils - Regulation of Traffic* (attached A). This includes such items as installation of regulatory signage and line marking, special event approvals, public transport matters, road infrastructure installation, and other road safety matters.

The Delegation requires Council to seek the advice of NSW Police and TfNSW prior to exercising their delegated functions. This is usually done via the Local Traffic Committee (LTC).

All matters that are addressed by the Local Traffic Committee are considered under delegation where appropriate. Some items are only received and noted, however most are considered under a report format with subsequent recommendations made by the LTC. Recommendations for Roads and Traffic matters that require the permanent installation of regulatory signs and associated line marking shall be presented to the next available Ordinary Meeting of Council for review and resolution.

Composition

The LTC is to be made up of four voting members as follows:

1. one representative of Council (Chairperson)
2. one representative of the NSW Police
3. one representative of the TFNSW
4. the local State Member of Parliament (MP) or their nominee.

Any of the above organisations may choose to send more than one representative, however they are still limited to one vote only.

Details for Council's representatives, delegated officer and clerical assistance:

- The voting representative of Council shall be nominated by Council at an Ordinary Meeting.
- The delegated officer and other clerical support of the LTC shall support the LTC. The delegated officer shall be as delegated by the General Manager.

Tenure

- The tenure of the LTC is 2 years.
- Representatives must be willing to abide by the terms of reference for the committee.

General Meetings

- The format for Eurobodalla LTC meetings is monthly face-to-face meeting held in the offices of the Council, or as scheduled.
- A minimum of 8 meetings should be held in any financial year.
- The meeting is to be convened by Council's Traffic Coordinator, or if unavailable an officer with the appropriate delegation from the General Manager.
- Clerical support shall be provided by Council and include a minute taker.
- Other Council staff may attend the meetings at the discretion of the Chairperson. The Road Safety Officer normally attends the meeting
- Replacement of members between terms will be nominated by the representing organisation/group.
- Other interested individuals may be invited to attend meetings as observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.
- The LTC may have additional informal (non-voting) advisors to the LTC who can provide input into the process, by consent of the Chairperson.
- If the Chairperson is unavailable for a meeting, Council's Mayor shall be invited to chair. If they are also unavailable, the delegated officer of Council shall chair the meeting.

Voting at General Meetings

Items for consideration and subsequent recommendation are put to the committee by the Chairperson with a verbal for or against vote

Review of Council Development Applications (DA's)

From time to time Council's Development Services Division refer DA's to the LTC for a technical review and comment. Primarily this is where a major impact on Council's road network is expected.

This task shall not be undertaken by the whole Committee or voted on but only be undertaken by members with technical knowledge in their fields of traffic. Nor shall outcomes of the review be presented to an Ordinary Meeting of Council.

The name of this LTC technical review sub-committee is Development Sub-committee (DSC)

The composition of the Development Sub-committee is to be made up of:

1. one representative of Council nominated by Council's Director of Infrastructure Services, usually the Traffic Coordinator
2. one LTC member representative of the NSW Police
3. one LTC member representative of the TFNSW

Others can be invited to participate by the Development Sub-committee including a planner nominated by Council's Development Services Manager.

A written report of any DSC, DA review shall be sent to Council under the DA referral system.

It should be noted that the normal Council exhibition period of 14 days is unlikely to be adhered to by DSC as the LTC generally only meets monthly.

Council's Action on the LTC Recommendations

- a) If Council is in agreement with the LTC unanimous support then the proposal may be approved. In these cases there is no conflict between Council and the advice of the LTC, consequently there is no need for Council to inform the TfNSW or the NSW Police representatives of the decision.
- b) If Council is in agreement with the LTC unanimous support, but no longer wants to proceed, the proposal may still be rejected.
- c) If Council is in agreement with the LTC unanimous decline then the proposal may be rejected. Again, there is no conflict between Council and the advice of the LTC. Consequently there is no need for Council to inform the TfNSW or the NSW Police representatives of the decision.
- d) If Council decides to proceed with a proposal where the advice of the LTC is not unanimous support, then the Council must first advise the TfNSW and the NSW Police representatives in writing of their intention to approve the proposal. The TfNSW or the NSW Police may then lodge an appeal to the Regional Traffic Committee (RTC). Refer to appeals process in the GDCRT.
- e) If Council decides to proceed with a proposal where the advice of the LTC is a unanimous decline, then the Council must first advise the TfNSW and NSW Police representatives in writing of their intention to approve the proposal. The TfNSW or the NSW Police may then lodge an appeal to the Regional Traffic Committee. Refer to appeals process in the GDCRT.

For matters within Council's delegation relating to the regulation of traffic on local roads, Council must refer such matters to the LTC. Council may make decisions contrary to the advice of the LTC but the NSW Police and the TfNSW have a right of appeal to the RTC.

Distribution of Information

- Minutes and recommendations of the committee are to be reported to the next available Ordinary Meeting of Council for review and resolution and subsequently distributed to the committee members via email.
- An agenda and report for the monthly meetings are to be prepared and distributed to the committee members via email. These documents should be sent no later than 5 working days before the meeting.
- Minutes of the LTC meeting are prepared and distributed to the committee via email for their information. The committee members are asked to provide any feedback by no more than 5 working days from the date of distribution. The minutes will then be input into the electronic ECM system for eventual signing off by Council's General Manager and minutes will then be available to the general public at least 5 working days before consideration by Council at an Ordinary meeting.
- Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.
- The Chairperson is the spokesperson for the Committee.
- Individual committee members may not issue a media release on behalf of the Committee.

Variation to the Terms of Reference

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee, provided the TOR remain in accord with the guidelines issued by TfNSW.

APPENDIX 1 - WEBSITES

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

RMS Delegation to Councils – Regulation of Traffic

<http://www.rms.nsw.gov.au/trafficinformation/downloads/trafficdelegation2011.pdf>

RMS LTC Guide

http://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/ltcguidev13_i.pdf

TfNSW – Traffic Committee

https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/lgr/downloads/information/committees/traffic_committees.html

RMS Traffic and Transport for Special Events

<https://www.rms.nsw.gov.au/documents/business-industry/event-management-guidelines/guide-traffic-transport-management-special-events.pdf>

Other Acts http://www.austlii.edu.au/au/legis/nsw/consol_act/rta2013187/

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IR25/014 LOCAL TRAFFIC COMMITTEE NO.8 FOR 2024-25

S030-T00018

Responsible Officer: Graham Attenborough - Director Infrastructure Services

Attachments: 1. Under Separate Cover - LTC No. 8 for 2024-25 - Minutes and attachments 

Community Goal: 4. Our community has reliable and safe infrastructure networks and community facilities.

Community Strategy: 4.1 Provide integrated active transport networks to enable a connected and accessible Eurobodalla.

Delivery Program Link: 4.1.1 Advocate for and provide improved, accessible and resilient transport services and infrastructure

Operational Plan Link: 4.1.1.2 Coordinate the Local Traffic Committee

EXECUTIVE SUMMARY

The Local Traffic Committee is primarily a technical review committee. It advises Council on traffic control matters that relate to prescribed traffic control devices or traffic control facilities for which Council has delegated authority.

Recommendations arising from the Local Traffic Committee Meeting No. 8 held 12 June 2025 are as follows:

RECOMMENDATION

THAT Council approves the following acts for determination from Local Traffic Committee No. 8:

- **2025.RT.026 - Banyandah Street, South Durras – No Stopping Signs**

That Council Plan 5490-X-01 to install signage at Banyandah Street and Boat Ramp Road, South Durras, be approved.

- **2025.RT.027 - Narooma Library Carpark, Narooma – No Parking Signs**

That Council Plan 5490-Y-01 to install signage for Narooma Library, Narooma be approved.

- **2025.RT.028 - George Bass Drive Roundabout, Malua Bay – Signage and Line Marking**

That Council Plan 4738-D-18 to install signage and line marking at George Bass Drive – Sylvan Street – Kuppa Avenue roundabout, Malua Bay, be approved.

- **2025.RT.029 – Sunpatch Parade, Tomakin – Shared Pathway Signage**

That Council Plan 5029-B-1 to install signage and line marking at Sunpatch Parade, Tomakin, be approved.

BACKGROUND

The Eurobodalla Local Traffic Committee Meeting No 8 for 2024-25 was held on 12 June 2025.

The meeting was attended by Daniel Weekes (Traffic Coordinator - Chair), James Thompson (ESC Transport and Stormwater Engineer), Chief Inspector John Sheehan (NSW Police), Senior Sgt Angus Duncombe (NSW Police), Donna Binns (Transport for NSW), Kelly-Ann Marshall (ESC

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Surveillance Officer) Katherine Buttsworth (ESC Road Safety Officer), Sarah Sage (Member for Bega Representative) Sheree Ward (Infrastructure Support Officer).

APOLOGIES

Councillor Laurence Babington, Thomas Franzen (ESC Division Manager, Technical Services), Geoff Armstrong (ESC Design Coordinator), Scott McNairn (ESC Events Coordinator), Brad Ross (Transport for NSW).

MOTION: Under the Terms of Reference of the Committee, Daniel Weekes was approved to chair the meeting.


CONCLUSION

The minutes of the Eurobodalla Local Traffic Committee Meeting No. 8 for 2024-25 are attached to this report and provide further background for the recommendations.

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**CAR25/009 POST-EXHIBITION AND FINALISATION REPORT ON THE S004-T00048
PROPOSAL FOR A PRIMITIVE CAMPGROUND TO BE ESTABLISHED
AT MORUYA SHOWGROUND.**

Responsible Officer: Kathy Arthur - Director Community, Arts and Recreation Services

Attachments: 1. Submissions to Proposal for Primitive Camping at Moruya Showground [↓](#) 

Community Goal: 4. Our community has reliable and safe infrastructure networks and community facilities.

Community Strategy: 4.4 Ensure community facilities and public spaces are clean, safe and have great amenity

Delivery Program Link: 4.4.2 Plan for, and deliver safe and accessible recreation opportunities, guided by the Recreation and Open Space Strategy and Asset Management Plan

Operational Plan Link: 4.4.2.1 Commence a review and update of the Recreation and Open Space Strategy

EXECUTIVE SUMMARY

At its previous meeting held on 17 December 2024, Council resolved (CAR24/011):

THAT Council:

1. *Provide 'in principle' support for the establishment of a primitive camping ground at Moruya Showground for self-contained caravans and motor homes only, consisting of 2 designated camping areas catering for a maximum of 18 camp sites and an associated budget for the refurbishment of the amenities required by legislation, by endorsing staff to:*
 - a. *Put the proposal on public exhibition for 42 days, commencing on 19 December 2024.*
 - b. *Consult with key community and industry stakeholders.*
 - c. *Consider any comments received as part of the consultation.*
 - d. *Provide a further report back to Council.*

In accordance with this Council resolution, a proposal to establish a primitive camping ground at Moruya Showground for self-contained caravans and motor homes was publicly exhibited for an extended 42-day period from Thursday 19 December – Thursday 30 January 2025.

A total of 34 submissions were received during the exhibition period. Of these 34 submissions, 31 submissions were supportive of the proposal.

The resolution required a further report following the conclusion of the public exhibition period outlining the relevant findings and recommendations.

RECOMMENDATION

THAT Council:

**CAR25/009 POST-EXHIBITION AND FINALISATION REPORT ON THE
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1. Adopt the proposal to establish a primitive camping ground at Moruya Showground for self-contained caravans and motor homes only, consisting of 2 designated camping areas catering for a maximum of 18 camp sites, and an associated budget for the installation of infrastructure required by legislation, by endorsing:
 - a. preparation and lodgement of a development application to permit part of the Moruya Showground to be used as a primitive camping ground.
 - b. allocation of a budget of \$86K for enabling infrastructure works in 2025/26, with funding from Councils asset replacement reserve.
 - c. Endorse the public exhibition of the proposed fees and charges for a period of 28 days.
 - d. advising those who made a submission of Councils decision and thanking them for their contribution.

BACKGROUND

Following consideration of a report on the 19 December 2023, Council resolved (MIN23/196) to:

1. *Investigate options and issues in relation to camping at the Moruya Showground; and*
2. *Receive a further report outlining the relevant findings and recommendations of the investigation.*

Council received a further report on 17 December 2024, which responded to the above resolution and presented staff findings from investigations into camping at the Moruya Showground. Based on this report, Council resolved:

THAT Council:

1. *Provide 'in principle' support for the establishment of a primitive camping ground at Moruya Showground for self-contained caravans and motor homes only, consisting of 2 designated camping areas catering for a maximum of 18 camp sites and an associated budget for the refurbishment of the amenities required by legislation, by endorsing staff to:*
 - a. *Put the proposal on public exhibition for 42 days, commencing on 19 December 2024.*
 - b. *Consult with key community and industry stakeholders.*
 - c. *Consider any comments received as part of the consultation.*
 - d. *Provide a further report back to Council.*

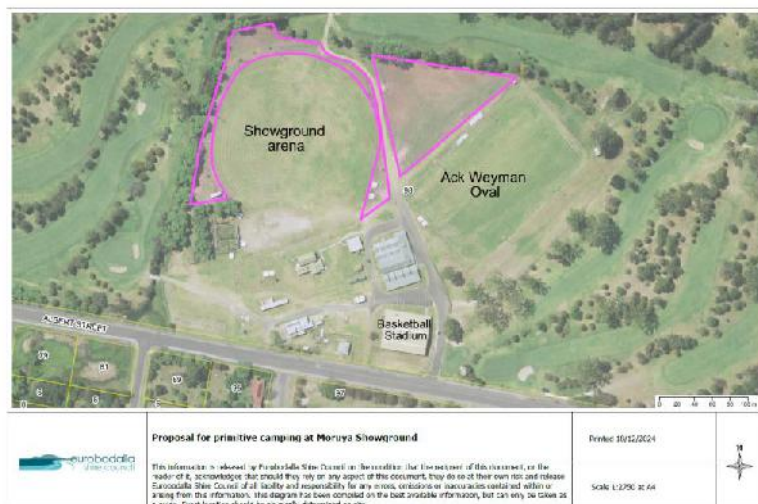
In accordance with the above Council resolution, a proposal was publicly exhibited for an extended 42-day period from Thursday 19 December – Thursday 30 January 2025.

The proposal outlined that Council was considering:

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- establishing a primitive camping ground at Moruya Showground for self-contained caravans and motor homes only, catering for a maximum of 18 camp sites for up to 7 nights duration, and identified 2 proposed designated camping areas.
- refurbishing the amenities as required by legislation.



The public exhibition material was available on Council's public exhibition website, at Council's administration building and Eurobodalla libraries.

The public exhibition was promoted through:

- Council's December Newsletter - sent to 3,602 residents.
- On-site posters.
- Notification letters, which were sent to key stakeholders, including site users and caravan park industry representatives across the Shire.

A reminder email containing the notification letter was sent to all industry representatives during the last week of the exhibition period to ensure awareness.

The exhibition page was viewed 101 times, with 61 unique email accounts clicking the link to view the exhibition webpage.

A total of **34 submissions** were received during the exhibition period. A summary copy of the submissions is provided at **Attachment 1**. Submissions in full have been provided to Councillors via the Hub. Key points are outlined below:

- Thirty-one (31) submissions were received in support of the proposal. A number of these submissions outlined that establishment of a primitive camping ground at the Showground:
 - would increase tourism and generate economic activity within the township and the broader Shire.
 - was an appropriate location due to its proximity to the town and shops.
 - should include the appointment of a caretaker.

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- would provide affordable camping accommodation and amenities.
- should not restrict regular user groups and events.
- One (1) submission from a user group supporting the proposal requested that:
 - the amenities be upgraded prior to the camping ground becoming operational.
 - camping not impact existing site users or events or encroach on roads, entrances or parking areas.
 - a caretaker be appointed to manage the grounds, verify bookings, enforce rules, clean amenities, and identify general repairs etc.
 - an enclosed off-leash dog area and additional bins be provided at the site, so visitors have a safe and contained off-leash area for their dogs, ensuring the Showground remains clean, tidy and free of dog excrement.
- One (1) individual submission was not supportive of the proposal, outlining that there was not sufficient information to comment on the proposal.
- One (1) submission from a development industry professional located outside Moruya did not support the proposal. The submission outlined that offering camping at the Showground was a disservice to the existing caravan parks in Moruya and surrounds and would result in a loss of business.
- One (1) submission from a development industry professional located outside Moruya objected to the proposal, outlining that:
 - the local government area (LGA) currently has more than 30 caravan parks and camping grounds.
 - these generate significant revenue for the Shire through leasing fees and tourism dollars, while providing year-round employment for residents and contributing to the local economy and community.
 - clarification was sought on the rationale for the 18 proposed sites, if proposed refurbishments were necessary, and how Council would enforce site occupancy limits under the legislation.
 - Council funds would be better allocated toward enhancing existing infrastructure to support businesses that operate year-round and contribute significantly to the local economy.
 - recommending that Showground users fund the initiative rather than relying on ratepayer contributions.

No submissions were received from industry representatives in Moruya.

CONSIDERATIONS

Legislative Requirements

The following legislation is relevant to the proposal:

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- *Environmental Planning and Assessment (EP&A) Act 1979.*
- *Crown Land Management (CLM) Act 2016.*
- *Local Government (LG) Act 1993.*
- *Local Government (Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021.*
- *Eurobodalla Local Environmental Plan (LEP) 2012.*

The Moruya Golf Course and Showground Reserves Plan of Management (POM) applies to the site and is required under the CLM Act and LG Act. The Management Action Plan within the POM recommends seeking development consent to enable the Showground to be used as a primitive camping ground.

If adopted, the proposal intends to:

- seek development consent for a *primitive camping ground* at Moruya Showground (for self-contained caravans and motor homes only), containing two designated camping areas.
- provide access to the existing power/water infrastructure currently available for event camping.
- provide a refuse disposal facility (dump point), as per legislative requirements.
- allow access to the existing toilet and shower amenities at the rear of the existing Grandstand.
- Undertake minor upgrades to these amenities to comply with relevant standards and legislative requirements.

Any future development application (DA) for approval of a primitive camping ground at the Showground must be consistent with the relevant provisions of the *Local Government (Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* (the Regulations), and *Eurobodalla Local Environmental Plan (LEP) 2012*.

Under the *Eurobodalla LEP 2012*, the Showground is zoned *RE2 Private Recreation*. Camping grounds and primitive camping grounds are permitted subject to development consent within the RE2 zone.

The Regulations set out specific requirements for the minimum standard of infrastructure required at *primitive camping grounds*, these include:

- a water supply,
- toilets, and
- dump point facilities.

Additional requirements set out by the Regulations and that would apply include:

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- a caravan, annexe or campervan must not be permitted to be installed within 6 metres of another caravan, annexe, campervan or tent,
- no more than 12 persons may be permitted to stay overnight at any single campsite at the same time.
- limit visitors to stay no more than 50 days in a 12-month period, (unless reasonably satisfied that they have been displaced due to natural disaster or a pandemic)
- a register is kept in accordance with section 121.
- fire-fighting facilities required by the approval must be provided at the primitive camping ground.
- unoccupied caravans, campervans and tents are not permitted to remain in the camping ground for more than 24 hours.

The proposal is considered generally consistent with relevant legislative requirements. All enabling infrastructure is currently in place apart from the connection of a dump point and the refurbishment of existing amenities to ensure the building complies with Safe Work Australia, Work Health and Safety Regulations and Council's hazardous materials management plan.

Subdivisions 1–8 of the Regulations does not apply to *primitive camping grounds*; however, section 107 contains provisions relating to the type/number of facilities required per site for camping grounds. As any future development application for a primitive camping ground would need to specify the number of toilets provided, the provisions outlined in section 107 are considered relevant. Based on these, a facility with 1-25 sites would require 6 toilets (3 female/3 male).

Amenities are currently located at the rear of the existing Grandstand and include:

- 2 male toilets and 2 urinals
- 4 female toilets
- 3 male showers
- 3 female showers
- 1 accessible toilet and shower

The number of amenities provided is satisfactory in terms of sections 1-8 of the Regulations; however, Council's Hazardous Materials Policy applies to the site. To ensure that the facility complies with this policy, some refurbishments would be required – these requirements are outlined within the Policy and Financial sections of this report.

Any future development application for the proposed use would provide an additional layer of assessment of the proposal and include greater details. The development application would be placed on public notification, enabling additional public consultation.

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Policy

The proposal is consistent with and responds to actions identified in the adopted POM and the Moruya Showground LSMP applying to the site.

As required by the Regulations, a policy and terms and conditions are required to be developed prior to the operation of the site as a primitive camping ground. A register is also required to be kept in accordance with Section 121 of the Regulation. Any legislative requirements would likely be conditioned as part of any future development consent. As Council manages an existing primitive camping ground, the relevant requirements identified above have been developed and could be applied to the Showground site.

The existing amenities located at the rear of the grandstand contain hazardous materials. To comply with Safe Work Australia, Work Health and Safety Regulations and Council's hazardous materials management plan, hazardous materials must be managed appropriately.

Governance & Management

An appropriate governance and management model will need to be developed for primitive camping at the Showground. This would include management of camping operations, development of and adherence to policies and procedures, fees and bookings, length of stay and occupancy rates. Details of a proposed model are set out below:

Booking sites and fee collection:

Council currently provides a centralised Booking Office and online booking platform (Bookable), which manages the bookings of all Council facilities and hireable spaces, including field allocation during the relevant sports seasons. Given this existing service, it is proposed that the Booking Office and Bookable be utilised for online bookings and online payments. Bookable can also be used to restrict short-term camping from occurring during annual event periods, such as the Annual Moruya Show.

Caretaker:

Several submissions identified that a Caretaker should be appointed to manage camping at the Showground. A Caretaker could be recruited via one of the relevant online recruitment platforms. A Caretaker's role would include but not be limited to:

- overseeing the day-to-day management of the facility.
- verifying booking and payment details.
- ensuring the site is kept clean and tidy, and that campers are adhering to relevant policies and procedures.

As part of this role, the caretaker would receive free on-site accommodation in their own motor home/ van for sleeping purposes and have access to the kitchen and bathroom facilities within the existing caretaker's cottage.

Day-to-day management:

The Moruya Showground Management Committee (the Committee) is a Section 355 committee endorsed under the LG Act. The Committee currently has delegated responsibility for day-to-

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day management and maintenance of the Showground Precinct, has been consulted with on numerous occasions in relation to proposed camping at the Showground and is generally supportive. The Committee provide on-site assistance to the appointed Caretaker.

Development of policies:

Council manages an existing primitive camping ground, therefore relevant and required policies have previously been developed and could be applied to the Showground site.

Where existing policies are required to be amended or new policies developed, staff will liaise with Council's Development Service section to develop new and amend existing policies in accordance with legislative requirements.

Fees and Charges:

As part of Council's previous investigations, research considered camping at several other Showgrounds around the State. Those considered generally had site fees ranging between \$25-\$35 per night (2 ppl max) with a charge of \$5 for each additional person.

The proposed fees, if endorsed for exhibition, are:

- Standard rate - \$30.00 per night (max. 2 people)
- Family rate - \$35.00 per night

Bookings would be for self contained caravans and motor homes only, and for a maximum of 7 nights per stay.

As site fees at Council's existing primitive camping ground are considered comparable to other Showgrounds around the State, it is proposed to adopt the above fee structure.

This report seeks endorsement of the public exhibition of the above proposed fees for a period of 28 days. A subsequent report will bring the draft fees and charges back to Council, following the exhibition period, for consideration and adoption.

Financial

All enabling infrastructure is currently in place with the exception of:

- the installation and connection of a dump point, and
- the refurbishment of existing amenities to comply with Safe Work Australia, Work Health and Safety Regulations and Council's hazardous materials management plan.

Required works and approximate costings are outlined below:

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Item	Scope	Cost Estimate
Dump point installation & connection	Installation and connection of a refuse disposal unit to the existing sewer mains.	\$3,000
2 x Male toilets	<ul style="list-style-type: none"> Remove all existing skirting tiles. Update internal wall finishings. Apply either: <ul style="list-style-type: none"> epoxy mortar to level existing floor tiles, or epoxy flooring product over existing floor tiles. 	\$20,000
3 x Female toilets		
Accessible Toilet and Shower		
3 x Male Showers		
3 x Female Showers		
Ceilings	Enclose all ceiling cavities.	\$23,000
Roofing	Replace polycarbonate roof sheeting.	
Replacement power boards to existing event camping sites.	Replace 10 existing power boards/ stations to existing event camping sites due to asbestos.	\$40,000
<i>Project Management</i>	<i>Project management of required works.</i>	<i>\$14,000</i> <i>(non cash)</i>
TOTAL		\$86,000

In addition to direct capital costs and improvements, there will be additional costs to enable the proposal, if approved. This includes preparation and submission of a DA, and supporting documentation (eg flood certificate) and the establishment of a governance model and policies and procedures. These costs will be covered using existing staffing and recreational budget resources, supported by the Moruya Showground S355 Management Committee.

Utilising Council's profile id. an economic impact assessment model has been prepared regarding the camping proposal at Moruya Showground. The report assumes a \$100K capital investment, based on the estimated \$86K schedule of required works. There is also a \$90K revenue expectation, based on 18 sites @ \$30 p/night, calculated at 50% occupancy. While this represents indicative revenue, it is a fairly realistic estimate, based on anecdotal and booking information provided by several other coastal showgrounds offering primitive camping. The profile id. report outlines both direct and indirect economic benefits during the construction and operational phases of the project and indicates an overall positive impact.

Environmental

The Showground is located within the flood planning area of *Eurobodalla Local Environmental Plan 2012*. As a result, any future development application will be subject to consideration of:

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- the NSW Government's Considering Flooding in Land Use Planning Guidelines 2021; and
- clauses 5.21 and 5.22 of Eurobodalla LEP 2012.

These clauses aim to minimise the flood risk to life and property associated with the use of land within a flood planning area (FPA).

Clause 5.22 Special Flood Considerations defines and applies to sensitive and hazardous development in areas between the FPA and the Probable Maximum Flood (PMF) and to land that may cause a particular risk to life and other safety considerations that require additional controls.

Under Eurobodalla LEP 2012, *camping grounds* and *primitive camping grounds* are a form of *tourist and visitor accommodation*. While Council did not adopt model clause 5.22 within Eurobodalla LEP when it was introduced, which included *tourist and visitor accommodation* as a sensitive use, short-term tourist and visitor related land uses are often considered sensitive land uses within the context of natural hazards, as it is considered that tourists are not as familiar with their surrounds, evacuation routes and evacuation centres.

As the Showground is located within Council's FPA, it is likely that clause 5.22 will need to be considered as part of any future development application (DA). As such, the Statement of Environmental Effect (SEE) will need to address how camping would be managed in a flood event and will need to be supported by a flood planning certificate.

As the Showground currently operates as the Disaster Evacuation Centre for residents of the district, in a flood event, visitors could be evacuated to the grassed area located between the caretaker's residence and the amenities building and shelter in Council's Basketball Stadium. In instances where there is advanced warning of a flood event, consideration would be given to tourists leaving early and non-operation of the camping ground during these periods.

Existing Tourist Providers

It is acknowledged that establishing a primitive camping ground at Moruya Showground may have an impact on existing tourism operators who provide similar accommodation services within the Shire. The proposal aims to mitigate this, as well as provide a manageable, positive outcome, by:

- limiting the nature of operations in terms of the maximum number of campsites,
- restricting camping operations during large annual events,
- specifying self-contained caravans and campervans so to cater to a small niche market, such as grey nomads rather than families.

Social Impact

Establishing a primitive camping ground at the Showground is expected to create positive social outcomes that will benefit the community and stimulate economic growth. Limiting camping to a maximum of 7 nights for self-contained caravans and campervans, within two designated camping areas, is for the purpose of:

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- restricting camping to the designated areas so the Showground is maintained for events and other site users and surfaces are not damaged.
- limiting the nights stayed and camping to self-contained caravans and campervans ensures that accommodation is catering for a small niche market, such as grey nomads.
- limiting the impact of camping on other operators.

Economic Development Employment Potential

Establishing a primitive camping ground at the Showground is expected to create positive economic outcomes for Moruya and surrounding areas, a result of economic multiplier effects directly associated with tourist spending – this includes money spent on accommodation, transportation, dining, shopping and various services.

The collection of fees associated with camping is intended to be reinvested back into the Showground facility.

Asset

The Showground is legally known as Lot 1 DP1141031. A Crown Reserve (Reserve No. 580020), Eurobodalla Shire Council was dedicated the appointed Council Crown Land Manager and therefore has care, control and management of the site. The site is managed in accordance with relevant legislation, the adopted POM, as well as relevant council policies.

Community and Stakeholder Engagement

Key stakeholders, including site users and industry representatives were directly notified in writing of the exhibition arrangements and encouraged to provide a submission.

External Consultation

The proposal was publicly exhibited for an extended 42-day period from Thursday 19 December – Thursday 30 January 2025. In addition to directly contacting key stakeholders, the exhibition material was promoted through a media release, site posters, Council's website and available at:

- Council's administration building,
- Eurobodalla libraries, and
- Moruya Showground.

Internal Consultation

Recreation Service staff liaised with Council's Development Services section prior to the proposal being publicly exhibited.

CONCLUSION

It is recommended that Council adopt the proposal to establish a primitive camping ground at Moruya Showground for self-contained caravans and motor homes only, consisting of 2 designated camping areas catering for a maximum of 18 camp sites, and an associated budget

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for the installation of a refuse disposal unit and the refurbishment of the relevant amenities as required by legislation.

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ATTACHMENT 1 SUBMISSIONS TO PROPOSAL FOR PRIMITIVE CAMPING AT MORUYA SHOWGROUND

Attachment 1**Submissions - Proposal for Primitive Camping at Moruya Showground****Public Exhibition: Thursday 19 December – Thursday 30 January 2025.**

Submission No.	Doc I.D.	Submitter	Submission	Supportive Yes/No	Staff Comment
1.	5613747	Industry	Hi, As a manager at Tuross Beach Cabins & Campsites, I am grateful we are in Tuross Head and not Moruya. I believe offering camping sites at the Moruya Showground will be a major disservice to the existing caravan parks in Moruya, Moruya Heads and to a lesser extent Tuross Head. This proposal is ensuring the existing parks in the area will lose business and I am against the proposal.	No	Noted. The proposal responds to actions identified in Council's adopted Moruya Golf Course and Showground Reserves POM and the Moruya Showground Landscape Master Plan (LSMP). The proposal is limited to a small, specific target market so to limit its impact on existing accommodation providers.
2.	5614044	Individual	Well about time you got in step with the rest of the country. This should have been done years ago. We travel around Australia and where ever we go we first check to see if there is camping allowed in the show ground of the town we want to visit. If there isn't either free camping or show grounds, with reasonable fees, we go onto the next town who has and spend our money in there town We have spoken to fellow travellers and they are of the same opinion. It is good for all the businesses in the town, especially when or if the by pass ever goes ahead. Going on our experience we highly suggest you: - Need to police it. - Move on those who are not fully self-contained. (We have witnessed campers in none self-contained campers using the hand basins as sinks and not cleaning them after use) - If you don't police it then don't make it fully self-contained	Yes	Noted. Governance & management model will be considered, including: - appointing a caretaker. - bookings and fees, which will likely be managed through Council's Booking Office and its online booking system.

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			- Have someone to collect the fees daily We have found honesty boxes do not work.		
3.	5617246	Individual	<p>I am writing in support of approving a primitive campground at the Moruya Showground. My reasons include:</p> <ul style="list-style-type: none"> • More and more people are holidaying in their own vans and motorhomes and cannot always find availability in caravan parks. • Many of these vans and motorhomes are now fully self-contained and only require fresh water and grey and black waste disposal. Many have solar systems so do not even need the use of power. • Many caravanners are older people who do not require jumping castles and other facilities provided by caravan parks and actually prefer to be away from noisy children. • Many are also retirees who may be doing the trip of a lifetime and look for budget options in places to stay. • We personally do a lot of travelling and prefer to spend our savings on a meal out somewhere as do a lot of others and the showground is only a short walk into town. <p>Being adjacent to the golf course it would attract people wanting to play golf as opposed to people who want to stay at the beach to fish and swim.</p> <p>The showground provides a very scenic amenity with the adjacent golf course and enables campers to have a little more space around them, not available in caravan parks. I cannot think of any negatives to this proposal - it would be a win win for both campers and the local businesses.</p>	Yes	Noted.
4.	5618577	Individual	<p>I wish to make a submission in relation to the above, but the information at https://www.esc.nsw.gov.au/council/have-your-say/public-exhibition/on-exhibition/proposal-for-a-primitive-camping-ground-at-moruya-showground is inadequate.</p> <p>For example, I presume campers would be allowed to site their vans and caravans anywhere within the areas defined by the pink lines on the maps. Where are the electrical service poles and other facilities in these areas? Is a more detailed document about to be released, or</p>	No	<p>Noted.</p> <p>Two designated camping areas are proposed in accordance with the Local Government (Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021. The Regulations set out specific requirements for operating a primitive camping ground, this includes</p>

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			do you expect respondents to access the Council agenda paper for the relevant meeting? How do people know they have been invited to make submissions, when there does not appear to be a media release?		<p>site distance, required infrastructure, occupancy limits and governance.</p> <p>The proposed designated camping areas provide access to the existing water/power infrastructure currently available for event camping.</p> <p>Further detail will form part of a future DA, which will be publicly notified.</p> <p>The proposal was promoted through Council's website, the December Council newsletter sent to 3,602 residents, and on-site posters. Notification letters were also sent to key site users and industry representatives across the shire.</p>
5.	5617856	Individual	What a great place to stay at. Fantastic camp grounds. Would be so good to come down and stay at any time.... Short walk into town to buy food or go out to dinner and support the town	Yes	Noted.
6.	5619674	Individual	I use many Showgrounds in my travels and would love to see another Showground with all amenities. Looking forward with anticipation of a fantastic venue & your clubs & hotels & cafes will be well patronised.	Yes	Noted.
7.	5618854	Individual	<p>This email is to provide my views on the proposal to allow primitive camping at Moruya Showground. In my view, the concept is a positive one that will attract additional tourism to the area. I support the idea, subject to:</p> <ul style="list-style-type: none"> the recruitment of a caretaker for the broader collection of reasons outlined in Council's documents. ongoing maintenance and operational costs that are directly associated with the facilitation of camping, must be fully offset by camping fees and/or demonstrable economic benefits to the Eurobodalla. that camping does not negatively impact the attraction of events to the showgrounds (as in, event needs should be prioritised more highly, and camping may need to be 	Yes	<p>Noted.</p> <p>Fees will be reinvested into facility for maintenance and improvements.</p> <p>Governance & management model will consider a caretaker, and site bookings and fees.</p> <p>Bookings and fees will likely be managed through Council's Booking Office and its online booking system. Bookings will be restricted during event periods.</p>

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			restricted or ceased for defined periods to enable the running of some events).		
8.	5619680	Individual	I agree with the proposal for a primitive camping ground at Moruya Showground. As a member of CMCA our chapter 87 covering south of Sydney often have our meetings at showgrounds, and we would love to support Moruya with our spending locally at clubs and hotels etc. Also, as motor homeowners we could camp here more often.	Yes	Noted.
9.	5621173	Individual	Primitive camping should be allowed at Moruya Showgrounds. It's good for the local business people where campers put money into the town by buying groceries food etc Also encouraging them to stay longer for the local tourism available. All other shires who allow this have great exults for their towns.	Yes	Noted.
10.	5621172	Individual	Primitive camping should be allowed at Moruya Showgrounds.	Yes	Noted.
11.	5620478	Individual	I am in favour of this development. As a regular user of Showgrounds camping all around Australia in the past 20 years. I would personally like to see this being available in Moruya. Also, as a member of a campervan & motorhome group who meet each month south of Sydney, we would welcome this venture. With eat out venues providing courtesy buses, the markets & the many shops to enjoy, I look forward to the approval of this proposal.	Yes	Noted.
12.	5621157	Individual	Allowing visitors to camp at the Showground would benefit the town community, instead of them driving through our town to the next campsite.	Yes	Noted.
13.	5620487	Individual	As a very regular camper I love to come to Moruya. It has so many attractions and is such a friendly place. I belong to a motorhome club and share my opinion with at least 300 people. Moruya showground is a perfect camp.	Yes	Noted.
14.	5622325	Individual	I whole heartedly agree with this proposal. It is well overdue as the shire is missing out on these visitors. People who stay at show grounds do not stay at van parks. So, it's a good idea. My family will use this opportunity to stay at the show ground.	Yes	Noted.
15.	5622233	Individual	I would like to accept the motion to allow camping at moruya show ground.	Yes	Noted.

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16.	5622340	Individual	I agree with this proposal. It is a fantastic opportunity for the shire, the showground and the people. Let's get this motion passed.	Yes	Noted.
17.	5622258562 2346	Individual	I agree with it. Will be good for the town and bring people to Moruya	Yes	Noted.
18.	5622369 5622925	Individual	I would like to support that the proposal of the 18 campsites goes ahead at Moruya Showgrounds.	Yes	Noted.
19.	5622268562 2710	Individual	I vote yes in full support of the show ground being opened for primitive camping.	Yes	Noted.
20.	5622378	Individual	I support the notion of Primitive Camping at Moruya Showground which will provide an income that can be re-invested in the upkeep and development of the Showground to support all community events held there.	Yes	Noted. Fees will be reinvested into facility for maintenance and improvements.
21.	5622244	Individual	I support the camping at the show ground to go ahead. It will support our town	Yes	Noted.
22.	5624298	Individual	I am a single pensioner, and I value the ability to be able to travel and holiday at an affordable rate. I usually stay at Showgrounds and Rec reserves because they offer amenities that I need for a realistic amount. I do not go to caravan parks because they are too expensive. I do not use the pool or children's entertainment, and no pensioner discount is offered. All of this makes caravan parks unattractive to me. Moruya is a lovely place to visit and there are lots of places to eat and to visit.	Yes	Noted.
23.	5625457	Individual	As a ratepayer I fully support this plan. Other rural towns with showgrounds around Australia are already taking advantage of this initiative, with numerous travellers utilising various showground campsites. Having these facilities at Moruya will bring more visitors and money to the town. When the improvement works are complete ensure that the location is added to travel aps like Wiki camps, where most travellers find campsites to stay at.	Yes	Noted.
24.	5626031	Individual	As a long-time member of the caravanning community, I can only state that the positives of this proposal far outweigh the negatives. We always travel to towns looking for showgrounds or country hotels that allow camping, letting us use our \$ in restaurants, clubs etc. We don't need the bells & whistles of van parks, just a little security for parking over a few days. Limit the number of sites, even to 10, is great.	Yes	Noted. Governance & management model will consider a caretaker, and site bookings and fees. Likely managed through Council's booking office and

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			Updating of the facilities, awesome, blackout periods due to Rodeo, annual show, even for big sporting events. All this is achievable & brings more tourists to our town, their money into our establishments and money to use for the future upgrading of the Showgrounds & surrounds. As to who would monitor this, bring in a caretaker into the house that is currently vacant. They could stay free of charge, keep the amenities clean, collect the fees, win-win. Please let this proposal gain momentum, let it be a positive experience for our town & the visitors that it brings.		online booking system. Bookings will be restricted during event periods.
25.	5626786	Individual	<p>Congratulations to Council for the positive report to Council on this proposal. The use of the Showground for self-contained RV's has been stonewalled for many, many years. Long time locals have long suspected that something 'fishy' was on as no clear answer was ever forthcoming.</p> <p>Once Moruya had two caravan parks but one was eliminated for creation of Riverside Park. It is indeed encouraging to see this proposal finally coming to fruition. As a caravanner of many years I've always used showgrounds as my first priority for short term and overnight stays. My preference for showgrounds is due to;</p> <ul style="list-style-type: none"> • ease of access and parking • no unhitching necessary • quick departure when travelling longer distances • clean basic amenities • no unnecessary 'bells & whistles' • often within walking distance to shops, clubs & pubs. • the security of overnighing amongst fellow RV'ers (particularly for solo travellers) rather than highway rest areas. <p>When staying for extended periods (a week or more) I will stay in a caravan park. Eurobodalla and particularly Moruya has lost too much RV'ers spending who bypass in favour of showgrounds at Bega, Milton, Nowra, Braidwood, Bungendore. Council has recently taken a big step backwards by banning self-contained RV's from the Bowling Club carpark - a location which is just metres away from a sewage dump point for RV's provided by Council. Where's the logic & forward thinking in this? The traveller grapevine will be buzzing with this shortsighted action. Let there be no further delay in getting on with this much needed showground</p>	Yes	

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			facility in the network of short term and overnight stops for RV travellers. In the meanwhile, Council should be doing everything to lift Eurobodalla's profile amongst the RV community.		
26.	5626792	Individual	I am all for making the Moruya Showgrounds a site for primitive camping My wife and I have a fifth wheeler caravan towed by a Dodge Ram Out set up is 17 metres long and when we travel in different places in Australia we find it nearly impossible to negotiate into Caravan Park spaces Hence we always look for Showground or Pub Camping as they are much easier to negotiate with our large rig Further more when we pull up for the night in small towns we always have a meal at the local hotel or club or visit the supermarket for supplies Then before leaving in the morning we find a coffee shop and most times refuel I believe that Showground camping is very beneficial to local towns and economies Please feel free to contact me by phone if you would like more information or to discuss this further.	Yes	Noted.
27.	5629433	Individual	As owners of a caravan, we have stayed at many showgrounds in both NSW, Queensland and Victoria. We therefore support the opening of the Moruya Showground for Camping. Many towns have benefited opening up their showground as this has helped bring tourism dollars to the town.	Yes	Noted.
28.	5630242	Site User	<p>Given that the Eurobodalla Canine Club is a stake holder at the Showgrounds, we support the idea of having people camp on the grounds, once the toilet and showers have been upgraded. It will be good for the town, bringing in more tourist dollars, and it should lessen the incidence of graffiti and damage to the buildings/grounds. Installing a caretaker from a Registered Motor Home Group, or a Caravan Club, on a rotational basis, should definitely be considered. A caretaker at the grounds could have their accommodation cost offset by collecting fees, cleaning of the toilets and showers and depositing the funds into a nominated Bank Account on a weekly basis and reporting any repairs required to buildings/grounds, in a timely manner to Council Camping fees should be attractive enough to encourage people to stay at the Moruya Showgrounds. Four to five days should be a sufficient time for anyone staying to explore the area. Our Club has some concerns about the proposed camp areas:</p> <p>1. Camping sites should always be available for the needs of existing</p>	Yes	<p>Noted.</p> <p>Governance & management model will consider a caretaker, site bookings and fees. This will most likely be managed through Council's booking office and online booking system. Bookings will be restricted during event periods & regular site use.</p> <p>Amenities upgrades are being investigated and a budget sought.</p> <p>Other identified items, including enclosed dog area and bins, may be explored as part of future improvements and during investigations into the future DA, but would be subject to a budget.</p>

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			<p>showground users, eg dog Club trials and equestrian events, thus sites need to be booked well in advance.</p> <p>2. Campers should not be allowed to encroach on roads, entrances and the parking areas used by showground stakeholder in times of use. This has happened in the past and is dangerous for users.</p> <p>3. The Club also feels an enclosed off-leash dog area, to keep campers' dogs off the playing fields, is an excellent idea and bins and dog bags should be provided to keep grounds faeces free.</p> <p>We look forward to a positive outcome for this new proposal.</p>		
29.	5621049	Individual	<p>I think it would be wonderful if this was available as a campground. Lots of Showgrounds are available around the country.</p> <p>Many thanks for reading my request</p>	Yes	Noted.
30.	5621082	Individual	Please open showground up for camping.	Yes	Noted.
31.	5632524	Individual	<p>I wish to support the above submission to allow self-contained camping at Moruya Showground. This will bring further tourism and spending within the community and allow a cheaper option for travellers passing through. I'd support the submission going further to allow use of the Showground facilities also. But keeping in mind the need for Rodeo participants requiring the whole area during that time. They should maintain priority access.</p>	Yes	Noted.
32.	5632663	Individual	<p>I support the proposal for primitive camping, self-contained caravans and motorhomes. This type of short term has been sadly lacking in Eurobodalla. The site is close enough to town and the walking path for people to ride a bike or walk. A much better place to stop than in front of the swimming pool as some do taking up parking spaces.</p>	Yes	Noted.
33.	5633357	Individual	<p>As owners of a caravan, we fully support the proposal to open up Moruya Showground for camping.</p>	Yes	Noted.
34.	5635299	Industry	<p>Dear Mr Winn,</p> <p>We are writing in response to Council's proposal to establish a primitive campground at Moruya Showground, as outlined in the Moruya Golf Course and Showground Plan of Management.</p> <p>Eurobodalla Council currently oversees more than thirty caravan parks and camping grounds within the Shire, including three caravan parks in close proximity to the Moruya Showground precinct and an</p>	No	<p>Noted.</p> <p>The proposal responds to actions identified in Council's adopted Moruya Golf Course and Showground Reserves POM and the Moruya Showground Landscape Master Plan (LSMP).</p>

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			<p>existing primitive campground at North Head. These established caravan parks generate significant revenue for the Shire through leasing fees and tourism dollars while also providing year-round employment for local residents, who in turn contribute to the local economy and community.</p> <p>As one of the largest ratepayers within Eurobodalla Shire, we strongly object to the proposed development of a primitive campground at Moruya Showground. While we support efforts to enhance the Showground's appeal for visitors, we do not believe that this initiative represents an appropriate use of Council funds, as it would primarily benefit a limited subset of visitors. Many ratepayers would likely oppose the allocation of their rates toward this proposal when these funds could be more effectively used to support existing businesses and infrastructure that contribute to the Shire throughout the entire year.</p> <p>Industry research indicates that free or low-cost camping sites do little to stimulate the local economy, as guests staying in such campgrounds tend to limit their expenditures to essential purchases, often avoiding local attractions and businesses. Furthermore, limited supervised campgrounds frequently suffer from vandalism and misuse, leading to increased costs for maintenance and repairs.</p> <p>The current proposal outlines the development of 18 primitive camping sites. This allocation does not align with the existing demand for camping at the Showground during special events. We seek clarification on how Council intends to regulate and enforce the occupation limits of these sites under the legislation.</p> <p>Additionally, we request clarification on the already existing facilities, including recently refurbished amenities, and what further remediation is deemed necessary to support the proposed 18 primitive camping sites to comply with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds, and Moveable Dwellings) Regulation 2021 (and amendments). Outside of these special event periods, this initiative will serve no</p>		<p>The proposal is limited to a small, specific target market so to limit its impact on existing accommodation providers.</p>
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			<p>meaningful purpose other than diverting business away from the already established operators who hold permits to operate. These businesses that also contribute consistently and support the local economy and community year-round.</p> <p>We strongly recommend that Council redirect its resources toward identifying and addressing any gaps within the current caravan park and camping infrastructure, rather than investing in an additional primitive campground that will provide minimal benefit.</p> <p>If Council considers the proposed campground essential to its strategic vision, we suggest that the primary Showground users, such as The Moruya Agricultural and Pastoral Society, Rodeo Association of Moruya and other organisers, be responsible for funding its development.</p> <p>To summarise:</p> <ol style="list-style-type: none"> 1. We object to the establishment of a primitive campground at Moruya Showground. 2. We seek clarification on the rationale for the proposed 18 sites, what remediation is necessary, and how Council will enforce site occupancy limits under the legislation. 3. We believe that Council funds would be better allocated toward enhancing existing infrastructure to support businesses that operate year-round and contribute significantly to the local economy. 4. Should Council proceed with the proposal, we recommend that Showground users fund the initiative rather than relying on ratepayer 		
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			contributions. We appreciate Council's consideration of our concerns and look forward to a response addressing the points raised above.		
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CAR25/010 DRAFT MEMORIAL SEAT POLICY

S020-T00021

Responsible Officer: Kathy Arthur - Director Community, Arts and Recreation Services

Attachments: 1. Memorial Seat Policy [!\[\]\(96cc62f861fdd6e50510c0224a756dff_img.jpg\)](#) 
2. Memorial Seat Fees and Charges [!\[\]\(3084640146b035081ec26f77c4b2b71c_img.jpg\)](#) 
3. Memorial Seat Application Form [!\[\]\(04f4a58c1c693fb7fd2075f84313c02c_img.jpg\)](#) 

Community Goal: 4. Our community has reliable and safe infrastructure networks and community facilities.

Community Strategy: 4.4 Ensure community facilities and public spaces are clean, safe and have great amenity

Delivery Program Link: 4.4.1 Provide and manage quality, community facilities and public spaces to meet the needs of the current and future communities

Operational Plan Link: 4.4.1.3 Service, maintain, and renew outdoor public recreation assets including Council's public BBQs, picnic sets, picnic shelters, and public seats

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of the development of the draft Memorial Seat Policy and seek endorsement for the draft policy, and proposed associated fees and charges, to be placed on public exhibition for a period of 28 days.

Council currently has no adopted policy in relation to memorial seat requests. However, Council regularly receives requests for memorial seats across the shire.

The draft Memorial Seat Policy, and associated application process, aims to provide a clear, consistent approach. The policy includes a range of options and price points to enable choice and affordability to meet the needs of a broad range of community members.

RECOMMENDATION

THAT Council:

1. Endorse the public exhibition of the draft Memorial Seat Policy for a period of 28 days.
2. Endorse the public exhibition of the draft Memorial Seat fees and charges for a period of 28 days.
3. Bring the draft policy and draft fees and charges back to Council, following the exhibition period, for consideration and adoption.

BACKGROUND

Council currently has no adopted Policy to outline the guidelines and procedures for requests for memorial seats in public spaces within Eurobodalla Shire.

Council receives a number of requests each year. Historically these have been managed on an ad hoc basis, as request numbers were small. However, the number of requests has steadily increased, requiring a more formalised approach to ensure consistency and balance between community requests and the effective management of our public spaces.

In anticipation of the development of a policy, a number of requests have been received but not actioned, in some cases for more than twelve months. The exhibition and adoption of a

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policy will assist staff to address all of these outstanding requests, as well as manage and process future requests from the community.

CONSIDERATIONS

Memorial seating criteria

To assist Council to manage requests and put some reasonable parameters around the process, consideration has been given to assessing applications, in terms of the individuals put forward to be commemorated and the choice and consideration of site/s when assessing requests. The aim of this is to manage both the request and our shire's public spaces.

As such, the policy proposes that memorial seats may be installed to commemorate people who have passed away. They may have been residents or people with a significant link to the Eurobodalla Shire.

Council will consider locations for memorial seats in public spaces owned by Council, such as parks, gardens, or other areas with appropriate amenities and foot traffic based on the following:

- a) accessibility, visibility, and the overall suitability of the location for a memorial seat
- b) current and future zoning, land classification and categorisation that may apply
- c) the provisions of any existing Plan of Management, site plans or adopted strategies, including existing support for the proposal or any restrictions
- d) existing uses of the site and individuals or groups affected by the proposal
- e) alternative uses of the land, including short- and long-term revenue earning potential
- f) necessary assessments/approvals, such as environmental, cultural, Native Title.

To maintain a proportional ratio of memorial seats to overall seating capacity, the recommendation is that no more than one memorial seat will be installed for every two seats in the park or public space. This may vary depending on the location in question.

Proposed options and fees

The proposed policy and associated fees and charges provides a range of options and price points to enable choice and affordability to meet the needs of a broad range of community members. The fees represent full cost recovery only. Table 1 outlines the proposed fee structure for 2025-2026.

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Table 1

Fee Options	Inclusions
Option 1 \$1,000	<ul style="list-style-type: none">• Plaque only• Plaque installed on existing seat• Seat located within a requested precinct, not specific site
Option 2 \$5,000	<ul style="list-style-type: none">• Plaque• Refurbishment of an existing seat to aluminium• Seat located within a requested precinct, not specific site
Option 3 \$10,000	<ul style="list-style-type: none">• Plaque• Specific, new site requested (not an existing or planned Council site)• Purchase and installation of a new aluminium seat• Installation of concrete slab• 10 years maintenance (as additional asset)

Seating technical requirements

The following Australian Standards apply:

AS 4676 – Design and Installation of Street Furniture

- This standard provides guidelines on the design, construction, and installation of street furniture to ensure that it is fit for purpose and safe in public spaces.
- It focuses on durability, weather resistance, safety, and ease of maintenance, and ensures that furniture can withstand environmental factors such as wind, rain, and vandalism.
- Key considerations:
 - Materials: Furniture should be made of materials that are durable and suitable for the local climate and environment.
 - Structural integrity: Furniture must be robust enough to withstand heavy usage and potential impacts from external factors (e.g., vandalism or accidental damage).
 - Safety features: Rounded edges, secure attachments, and anti-slip surfaces to reduce the risk of injury.

AS 1428 – Design for Access and Mobility

- AS 1428 series is crucial for ensuring that street furniture is accessible to people with disabilities, including those using wheelchairs, walkers, or other mobility aids.

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- The AS 1428.1 standard specifically deals with general design requirements for access and mobility in buildings and public spaces, ensuring that furniture is placed in a way that is accessible and usable by all members of the community, including those with mobility or vision impairments.
- Key considerations:
 - Height and spacing of seats to accommodate people with disabilities.
 - Clear paths of travel around furniture for easy access.
 - Contrasting colours for visibility, especially for people with visual impairments.
- Disability Discrimination Act 1992 DDA refers to the 'Disability Discrimination Act 1992' which covers all aspects of disabled access in public places so that handicapped persons are not disadvantaged in using street furniture.

AS 3901 – Outdoor Furniture

While not as widely known, AS 3901 addresses the durability, materials, and safety of outdoor furniture in public spaces. It covers elements such as seating, tables, and waste bins typically found in urban environments.

All aspects of siting, installing and maintaining the seat would be undertaken by Council staff.

Policy

Once adopted this Policy will be made available on Council's website.

Environmental

Compliance with Environmental Regulations: As part of the installation and maintenance of memorial seats, Council will ensure compliance with all relevant environmental regulations, including waste management, pollution control, and biodiversity preservation laws.

Asset

Newly installed seats will become the property of Council and Council will be responsible for the ongoing maintenance and repair of the seat and surrounds. Maintenance requirements of the seat will be determined by Council and subject to the same level of maintenance as similar Council assets in the same location/s.

Plaques will remain in place for 10 years. If possible, applicants will be notified at the end of the 10 year period. If they choose to renew, the fee will be based on the adopted fees and charges at that time, and the option chosen by the applicant.

When renewal does not proceed the seat will be placed back on the Council's asset register and the original requestor notified, if possible. The plaque will be removed and held at the Moruya Depot for a period of 6 months for collection. In the event of it not being collected at completion of the 6 month period, the plaque may be disposed of.

Social Impact

The policy provides a formal avenue for recognizing and honouring residents, who have passed away, or people with a significant link to Eurobodalla. This can be particularly meaningful for families and community members who want to remember someone's legacy.

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The installation of memorial seats in well-chosen locations enhances the public space aesthetically and functionally. This may contribute to the beautification of parks, gardens, and other public areas, making them more inviting and comfortable for everyone.

Financial

The draft fees and charges have been developed with consideration of whole of life costs, including depreciation, maintenance and administrative costs only. This is particularly relevant where the requested option is for a new seat at a totally new and specific location, where no seat is planned by Council. The \$10,000 fee represents full whole of life costs for a 10 year period.

By comparison, a request for a plaque, to be installed on an existing seat within a precinct (eg a Narooma park) will incur a fee of \$1,000, representing the cost of the plaque, installation and maintenance.

Community and Stakeholder Engagement

If endorsed for exhibition, Council will place the draft policy on public exhibition for a period of not less than 28 days commencing on 24 July 2025 until 21 August 2025. Copies will be available for viewing on Council's website, at the Batemans Bay, Moruya and Narooma libraries and Moruya customer service centre.

Public submissions regarding this policy will be considered during the policy exhibition period. Any other consultation deemed necessary may occur when and if required with key stakeholders and may include legislative bodies, other relevant legislation, and industry guidelines.

CONCLUSION

The draft Memorial Seat Policy has been prepared to provide a clear, consistent approach to community requests for memorials on seating around the shire. A range of options and price points have been developed to assist community members and ensure the service is affordable to a broad range of people and organisations.

If endorsed, at the end of the public exhibition period the draft policy and associated draft fees and charges will be presented to Council for consideration to adopt, along with a report to consider any submissions received during the exhibition period.



POLICY

Policy name	Memorial Seat Policy
Responsible manager(s)	Director Community, Arts and Recreation
Contact officer(s)	Divisional Manager Recreation Services
Directorate	Community, Arts and Recreation
Approval date	
Outcome area	4. Our Infrastructure
Strategy	4.4 Ensure community facilities and public spaces are clean, safe and have great amenity
Delivery Program	4.4.1 Provide and manage quality community facilities and public spaces to meet the needs of current and future communities
Operational Plan	4.4.1.3 Service, maintain and renew public recreation assets including Council's public BBQs, picnic sets, picnic shelters and public seats.

Purpose

This policy outlines the guidelines and procedures for memorial seat requests in public spaces within Eurobodalla Shire. Memorial seats may be installed to commemorate the memory of individuals who lived in the Eurobodalla Shire or had a significant association with the shire and have now passed away.

The policy aims to:

- Define conditions under which Council will accept requests for a memorial seat
- Ensure the fair and respectful allocation of memorial seats while considering the long-term management and maintenance of public spaces under the jurisdiction of Eurobodalla Shire Council
- Make Council's policy and requirements for a memorial seat request readily accessible and understandable for the public.

Policy criteria

1	Application This policy applies to individuals, community groups and organisations who wish to donate a memorial seat and/or plaque in recognition of a person who has passed away.
2	Legislation Council will comply with the <i>Local Government Act 1993</i> and the <i>Crown Land Management Act 2016</i> and any regulations made thereunder.
3	Approval process Requests must be made to Council via the <i>Memorial Seat Application Form</i> available on Council's website at: https://www.esc.nsw.gov.au/council/forms . Hard copies will also be made available upon request.



	<p>Requests will be considered according to the eligibility criteria (<i>refer to Clause 4</i>) by a Council panel made up of relevant Council officers.</p> <p>Council retains the right to refuse any application which it considers inappropriate or does not meet the criteria set out in this Policy. The decision of the panel is final.</p>
4	Eligibility criteria
4.1	<p>Individual criteria</p> <p>Memorial seats may be installed to commemorate the memory of individuals who lived in the Eurobodalla shire or had a significant association with the Shire and have now passed away.</p>
4.2	<p>Location</p> <p>Council will consider locations in public spaces owned by Council, such as parks, gardens, or other areas with appropriate amenities and foot traffic based on the following:</p> <ul style="list-style-type: none"> a) accessibility, visibility, and the overall suitability of the location for a memorial seat b) current and future zoning, land classification and categorisation that may apply c) provisions of any existing Plan of Management, site plans or adopted strategies, including existing support for the proposal or any restrictions d) existing uses of the site and individuals or groups affected by the proposal e) alternative uses of the land, including short and long-term revenue earning potential f) necessary assessments/approvals, such as environmental, cultural, Native Title. <p>To maintain a proportional ratio of memorial seats to overall seating capacity, no more than one memorial seat will be installed for every two seats in the park or public space. Possible alternative sites or asset replacement options may be identified and evaluated for suitability if the preferred location is not suitable.</p>
5	<p>Seat design and inscriptions</p> <ul style="list-style-type: none"> a) Selection of design of the seat and plaque will be at the discretion of Council. It will be consistent with other park furniture in the locality and suitable to the chosen location. b) Inscriptions on the plaque should be concise and respectful. c) Council may provide recommendations regarding the design and content of inscriptions to ensure consistency and appropriateness.
6	<p>Cost and installation</p> <p>The applicant is required to meet all costs associated with the approved memorial seat option, as per the adopted fees and charges. For more information refer to the <i>Memorial Seat Application Form</i> here: https://www.esc.nsw.gov.au/council/forms</p> <p>Council will co-ordinate the purchase and installation of the plaque/memorial seat once the following has been finalised:</p> <ul style="list-style-type: none"> a) Council has approved the application; b) Council has approved the type and placement of the plaque/seat; and c) Council has received full payment.



	<p>All works are to be carried out by Council employees and/or it's nominated contractors as resources are available.</p> <p>Pricing is applied per current market conditions and is subject to annual review.</p> <p>Renewal Option</p> <p>Where the original applicant would like to renew for an additional 10 years, notification of intent to renew must be received by Council 6 months prior to the original expiration date. Once full payment is received the seat will be placed on the works scheduled.</p> <p>Council reserves the right to refuse renewal on the grounds set out in section 4.1 and 4.2. The cost of renewal will depend on the option selected by the applicant at time of renewal.</p> <p>When renewal does not proceed the seat will be placed back on Council's asset register and the original applicant advised, if possible. The plaque will be removed and held with the Parks Coordinator for a period of 6 months for collection. In the event of it not being collected at completion of the 6 month period the plaque may be disposed of.</p>
7	<p>Ownership and maintenance</p> <p>Newly installed seats and plaques are deemed Council property. Council will be responsible for the ongoing maintenance and repair of the seat and surrounds. Maintenance requirements of the seat will be determined by Council and subject to the same level of maintenance as similar Council assets in the same location.</p> <p>Council cannot guarantee against vandalism, the long-term safety or security of the memorial seat however Council will address any vandalism in line with normal maintenance practices.</p>
8	<p>Removal and relocation</p> <p>Memorial seats will be maintained for a period of 10 years, following which the plaque will be removed, and the seat will be repurposed as a public park bench. This 10-year period is calculated from the date of installation.</p> <p>Council reserves the right to remove or relocate the seat in a timeframe of less than 10 years if the memorial seat is:</p> <ul style="list-style-type: none"> a) damaged beyond repair or poses safety concerns b) located in an area undergoing significant redevelopment c) subject to changes to any Australian standards, legislative or regulatory rules and/or Council policies d) located on a site that is subject to changes in Land Assessment (<i>refer to clause 4.2 of the Policy criteria</i>). <p>In these circumstances, Council will attempt to communicate to the applicant the decision-making process concerning the removal or relocation of a memorial seat.</p>



Implementation

Requirements		Responsibility
1	Memorial seat procedures This policy will be implemented by following Council's Memorial Seat Procedures and Memorial Seat Application Form, which specify in detail the procedures and matters to be considered, and pricing.	Council Officers
2	Staff Under supervision and following appropriate training, relevant Council officers will be responsible for ensuring that this policy is implemented appropriately.	Council Officers
3	Concerns Public concerns communicated to Council in relation to this policy will be documented on Council's records system and handled in line with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of any reported public concerns.	Council Officers
4	Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in line with Council's Complaints Policy.	Public Officer
5	Consultation Public submissions regarding this policy will be considered during the policy exhibition period. Any other consultation deemed necessary may occur when and if required with key stakeholders and may include legislative bodies, other relevant legislation, and industry guidelines.	As applicable

Review

This policy will be reviewed and updated as necessary when legislation requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages the use of public land under this policy.

Supporting documents

Name	Link
Memorial seat application form	https://www.esc.nsw.gov.au/council/forms

Definitions

Word/Term	Definition
Memorial seat	A commemorative seat accompanied by a plaque that is installed in a public area as a way to remember and honour an individual who lived in Eurobodalla and has now passed away.



Change history

Version	Approval date	Approved by	Min No-	File No	Change
1	TBA	Council	TBA	TBA	Policy commenced
2					
3					

Internal use

Responsible officer		Director Community, Arts and Recreation Services		Approved by		Council	
Min no	TBA	Report no		TBA		Effective date	TBA
File No		Review date		TBA		Pages	5

Proposed options and fees

The proposed policy and associated fees and charges provides a range of options and price points to enable choice and affordability to meet the needs of a broad range of community members. Table 1 outlines the proposed fee structure for 2025-2026.

Table 1

Fee Options	Option Inclusions
Option 1 \$1,000	<ul style="list-style-type: none">• Plaque only• Plaque installed on existing seat• Seat located within a requested precinct, not specific site
Option 2 \$5,000	<ul style="list-style-type: none">• Plaque• Refurbishment of an existing seat to aluminium• Seat located within a requested precinct, not specific site
Option 3 \$10,000	<ul style="list-style-type: none">• Plaque• Specific, new site requested (not an existing or planned Council site)• Purchase and installation of a new aluminium seat• Installation of concrete slab• 10 years maintenance (as additional asset)

Applying for a memorial seat

Memorial seats serve as a meaningful way to honor individuals who have passed away, specifically people who once resided in Eurobodalla or had a significant association with the shire. These seats are thoughtfully placed on public land and incorporate a plaque bearing a personalised inscription.

To donate a memorial seat in the Eurobodalla, please review the following key details regarding the process, cost, installation, location, and maintenance.

Application process

Please complete and submit the [Memorial seat application form](#) and include any documentation in support of the application. Council will assess all applications based on the criteria outlined in Council's *Memorial Seat Policy* available via:

<https://www.esc.nsw.gov.au/>

- Council may request additional documentation and/or information in support of the application or to assist in processing
- Once approved, Council will contact the applicant to discuss the next steps
- Applications that do not meet the criteria outlined in the Policy will be declined.

Options

Council offers a variety of options ranging from a commemorative plaque placed on an existing seat, through to the purchase of a new seat placed in a specific location.

- Once the applicant has selected the option that best suit their requirements, Council will provide a quote which will remain valid for 28 days from the date of issue.

Installation

- Memorial seats will only be ordered and installed once full payment has been received
- Memorial seat installations consist of a custom inscribed plaque on an aluminum, timber-look seat. Unfortunately, Council is unable consider variations in materials and design
- Installations will be carried out by Council Officers or one of our nominated contractors

- Council is unable to allow applicants or their contractors to install memorial seats on Council's behalf
- Council retains ownership of the seats and infrastructure during the through life and on completion of the 10 year period.

Location

- Council will assess each proposed seat location to determine suitability in accordance with the Policy and the option requested. The final determination will be made on site by a Council Officer in collaboration with the applicant
- Memorial seats can only be installed on Council-owned land
- Council is unable to consider remote locations that may prove difficult to provide adequate maintenance.

Maintenance

- Council will address incidents of vandalism, however will not be responsible for the replacement of seats and/or plaques which have been stolen
- In the event of Council being required to remove the seat due to unforeseen circumstances, we will attempt to contact the applicant prior to doing so.



Memorial seat application form

Use this form to apply for a memorial seat to be installed within the Eurobodalla Shire.

Applicant details

Your name

Phone number

Postal address

Email address

Alternative contact

Phone number

Memorial seat details

Name of the person/s to be commemorated

Towns or localities where they lived in Eurobodalla, or the nature of their association with the shire

Preferred locality for the seat

Inscription for the memorial plaque (maximum of 20 words)

Memorial seat application form

Pricing Schedule - Options

	Cost	Option Inclusions
<input type="checkbox"/>	\$1,000	<ul style="list-style-type: none">• Plaque only• Plaque installed on existing seat• Seat located within a requested precinct, not specific site
<input type="checkbox"/>	\$5,000	<ul style="list-style-type: none">• Plaque• Refurbishment of an existing seat to aluminium• Seat located within a requested precinct, not specific site
<input type="checkbox"/>	\$10,000	<ul style="list-style-type: none">• Plaque• Specific, new site requested (not an existing or planned Council site)• Purchase and installation of a new aluminium seat• Installation of concrete slab• 10 years maintenance (as additional asset)

Please note:

**Additional fees may be charged where site conditions require additional installation and/or maintenance. This would be discussed and agreed with the applicant prior to proceeding with any work.*

**Applicants wishing to renew a memorial seat after 10 years may do so.*

The cost will depend on the adopted fees and charges and option chosen at the time of renewal, with a minimum charge of \$1,000.

Applicant's declaration

I declare that the information I have provided is true to the best of my knowledge.

Signed

Date

Submit your application

- Eurobodalla Shire Council, PO Box 99, Moruya NSW 2537, or
- council@esc.nsw.gov.au

17. DEALING WITH MATTERS IN CLOSED SESSION

In accordance with Section 10A(2) of the *Local Government Act 1993*, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- (a) personnel matters concerning particular individuals; or
- (b) the personal hardship of any resident or ratepayer; or
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- (d) commercial information of a confidential nature that would, if disclosed;
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law; or
- (f) matters affecting the security of the council, councillors, council staff or council property; or
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- (h) an item of Aboriginal significance on community land.

and Council considers that discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the *Local Government Act 1993*, a council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

EUROBODALLA SHIRE COUNCIL

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the *Local Government Act* and Department of Local Government; and Non-Pecuniary – regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1st** Do I have private interests affected by a matter I am officially involved in?
- 2nd** Is my official role one of influence or perceived influence over the matter?
- 3rd** Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

CONTACT	PHONE	EMAIL	WEBSITE
Eurobodalla Shire Council Public Officer	4474-1000	council@esc.nsw.gov.au	www.esc.nsw.gov.au
ICAC	8281 5999	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
The Office of Local Government	4428 4100	olg@olg.nsw.gov.au	www.olg.nsw.gov.au
NSW Ombudsman	1800 451 524	info@ombo.nsw.gov.au	www.ombo.nsw.gov.au

Reports to Committee are presented generally by 'exception' - that is, only those items that do not comply with legislation or policy, or are the subject of objection, are discussed in a report.

Reports address areas of business risk to assist decision making. Those areas include legal, policy, environment, asset, economic, strategic and financial.

Reports may also include key planning or assessment phrases such as:

<i>Setback</i>	Council's planning controls establish preferred standards of setback (eg 7.5m front; 1m side and rear);
<i>Envelope</i>	taking into account the slope of a lot, defines the width and height of a building with preferred standard of 8.5m high;
<i>Footprint</i>	the percentage of a lot taken up by a building on a site plan.