



AGENDA

Ordinary Meeting of Council

9 June 2015

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

ON TUESDAY 9 JUNE 2015

COMMENCING AT 10.00AM

AGENDA

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

- 1. WELCOME, ACKNOWLEDGEMENT OF COUNTRY & EVACUATION MESSAGE**
- 2. APOLOGIES**
Nil
- 3. PUBLIC FORUM (AGENDA ITEMS ONLY)**
- 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
4.1 Ordinary Meeting held on 26 May 2015
- 5. DECLARATIONS OF INTEREST OF MATTERS ON THE AGENDA**
(Declarations also to be made prior to discussions on each item)
- 6. MAYORAL REPORTS**
- 7. NOTICES OF MOTION**
Nil
- 8. QUESTIONS ON NOTICE FROM COUNCILLORS**
Nil
- 9. PETITIONS**
Nil
- 10. GENERAL MANAGER'S REPORTS**
Nil

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**DR CATHERINE DALE
GENERAL MANAGER**

PSR15/018 NAROOMA COASTAL INLETS FLOOD STUDY

E11.5377

Responsible Officer: Lindsay Usher - Director Planning and Sustainability Services

Attachments: Nil

Strategic Objective: Sustainable

Delivery Program Link: S8.2 Plan for the impact of climate change on settlement including coastal hazard, flood impacts, bushfire

Operational Plan Link: S8.2.4 Narooma Coastal Inlets Flood Studies

EXECUTIVE SUMMARY

The draft Narooma Coastal Inlets Flood Study provides a comprehensive assessment of flood behaviour and flood risk to the community. The study will assist Council and the community to determine provisional flood planning levels and flood emergency response planning.

Council received funding from the Office of Environment and Heritage (OEH) through the NSW Flood Management Program to deliver the Narooma Coastal Inlets Flood Study. The study area includes Dalmeny, Kianga and Narooma Flat. Sydney based consulting firm WMA Water was endorsed to prepare the study in accordance with the guidelines outlined in the NSW Floodplain Development Manual 2005.

Flooding can present a significant risk to the community and result in major property damage and financial losses. Councils are responsible for the management of flood prone land in NSW with technical assistance provided by the OEH. Completing a flood study in accordance to the NSW Floodplain Development Manual 2005 meets the conditions for exemption from liability under Section 733 of the *Local Government Act*.

The study to date has included consultation with local communities within the study area with additional consultation scheduled during the proposed exhibition period.

This report presents Council with the draft Narooma Coastal Inlets Flood Study and recommends it be endorsed for public exhibition.

RECOMMENDATION

THAT Council

1. Place the draft Narooma Coastal Inlets Flood Study on public exhibition for a period of 42 days commencing Friday 12 June 2015.
2. Hold two community information sessions during the exhibition period of the Narooma Coastal Inlets Flood Study.
3. Receive a report following the exhibition period summarising any issues raised.

PSR15/018 NAROOMA COASTAL INLETS FLOOD STUDY

E11.5377

BACKGROUND

Council received funding from the 2012 NSW Flood Management Program to deliver the Wagonga Inlet Flood Study and Dalmeny and Kianga Flood Study. To save time and resources, both grants were run concurrently and managed as the Narooma Coastal Inlets Flood Study.

At the Ordinary Meeting of Council on 24 April 2012 (012/80), the Sydney based consulting firm WMA Water was endorsed to prepare the study. Progress was made on that project prior to it being placed on hold, following withdrawal of advice regarding application of appropriate sea level rise projections for planning purposes by the NSW Government in September 2012.

The project was immediately recommenced following adoption of the South Coast Regional Sea Level Rise Policy and Planning Framework on 25 November 2014 (PSR14/062). Additional model runs were required to recognise the flexible range of planning periods now applied.

The draft Flood Study provides a comprehensive assessment of flood behavior and flood risk to the community. This is achieved through the development of a suite of hydrologic and hydraulic models that can also be used as the basis for a future Floodplain Risk Management Study and Plan for the study area, and to assist Council when undertaking flood-related planning decisions for existing and future developments.

The primary objectives of the study are:

- to determine the flood behaviour including design flood levels and velocities over a range of flooding events, from storm runoff in the catchment and from tidal influences
- to determine provisional residential flood planning areas and flood planning levels
- to undertake the provisional flood emergency response planning classification of communities
- to provide a model that can establish the effects of flood behaviour of future development and
- to assess the sensitivity of flood behaviour to potential climate change effects such as increases in rainfall intensities and sea level rise.

CONSIDERATIONS

Legal

Councils are responsible for the management of flood prone land in NSW and are supported by the NSW Office of Environment and Heritage which provides specialist technical knowledge.

Council is exempt from liability under Section 733 (Exemption from liability—flood liable land and land in coastal zone) of the *NSW Local Government Act* for decisions made relating to development of coastal and flood liable lands.

Completing a flood study in accordance to the NSW Floodplain Development (current at the time), meets the conditions for exemption from liability under Section 733 of the *Local Government Act* for any decisions relating to floodplain development that have been made in good faith.

PSR15/018 NAROOMA COASTAL INLETS FLOOD STUDY

E11.5377

Social Impact

The NSW Floodplain Development Manual 2005 (the manual) describes social losses from flooding as intangible damages such as emotional, physical and health costs. Flooding can also present a direct risk to human life and is one of the most costly natural disasters in this respect.

Other social impacts from flooding can include closure of services such as community facilities and temporary loss of essential infrastructure such as roads, water, sewer and power.

Economic Development Employment Potential

Flooding can result in tangible damages such as structural property damage, loss of goods and property contents, damage to property such as cars and economic losses from lost business and wages. There are also significant losses resulting from post-flood clean up and repairs.

Sound planning for flooding can assist with mitigating and avoiding the impacts from flooding thereby reducing social and economic impacts.

Communication / Consultation

Two community information sessions are scheduled for Narooma where the consultants will be available to discuss the Flood Study. Information in regard to these information sessions will be provided to the community via Council's website; Online News; Council's Facebook page; distributing a printed brochure/fact sheet at the three libraries and some local businesses; writing to affected residents; advertising on Council's Noticeboard page in two local newspapers and distributing a media release.

Council will undertake public exhibition of the draft Narooma Coastal Inlets Flood Study for a period of 42 days, whereby community feedback will be sought. The Study will be available for review on Council's website, at the three libraries (including an additional loan copy) and Moruya Customer Service Centre.

The community have been involved in the development of the draft Narooma Coastal Inlets Flood Study through previous consultation events and surveys including:

- a community information session
- distribution of community survey online and in hard copy available at local library and businesses, for example, Dalmeny IGA
- media
- Council's website
- mail out and
- direct distribution of survey information to business owners on the Narooma flat.

Advice and feedback has also been sought from Roads and Maritime Services and the local State Emergency Service. The draft Study will be presented to the Local Emergency Management Committee on 18 June 2015.

All submissions received will be provided to Councillors for consideration.

PSR15/018 NAROOMA COASTAL INLETS FLOOD STUDY

E11.5377

Financial

The project was supported through a grant provided by the NSW Flood Management Program administered by the NSW Office of Environment and Heritage. Council makes a one third contribution to the overall project costs.

CONCLUSION

The draft Narooma Coastal Inlets Flood Study is ready for public exhibition. Public comments will be sought during the exhibition period and will be considered, and where appropriate, amended by the consultant prior to the preparation of a final draft document.

A further report summarising the community comments, the issues raised and where appropriate, any recommended changes, will be provided to Council.

PSR15/019 INFRASTRUCTURE DESIGN STANDARD

E13.7268

Responsible Officer: Lindsay Usher - Director Planning and Sustainability Services

Attachments: 1. Under Separate Cover - Infrastructure Design Standard
2. IDS Policy

Strategic Objective: Productive

Delivery Program Link: P3.1 Provide development assessment services

Operational Plan Link: P3.1.6 Develop engineering design standards for new subdivision works

EXECUTIVE SUMMARY

Eurobodalla Shire Council manages \$1 billion worth of public assets including infrastructure constructed by developers when undertaking certain private developments within Eurobodalla. This infrastructure needs to be constructed in such a way that it is safe, effective and maintainable.

The Infrastructure Design Standard (IDS) reflects current design and construction practices. It sets out the quality of the infrastructure expected of the development community for the delivery of new infrastructure undertaken within Eurobodalla Shire. This ensures that the quality of the assets received by the public meet an acceptable design standard and applies to all works carried out on Council, Crown or private land.

The draft IDS has been prepared in consultation with other councils and our Infrastructure Services Directorate, to simplify the relevant design standards and provide greater consistency, clarity and efficiency.

This report seeks Council approval to place the Infrastructure Design Standard (IDS) on public exhibition and to amend the Engineering Design Standards Policy.

Consideration of public submissions and the review will ensure that all stakeholders and interested parties have the opportunity to comment on the document and ensure that it meets the end users' needs in terms of informing Council's position on design standards.

RECOMMENDATION

THAT

1. The draft Infrastructure Design Standard and amended Engineering Design Standards Policy be placed on public exhibition for a period of 42 days.
2. A further report be provided to Council following the exhibition period.

BACKGROUND

Council has developed and upgraded its development construction specifications since 1998 using various independent industry standards to benchmark the quality of infrastructure accepted into public ownership.

The current standards have undergone a number of updates in 2000, 2002 and again in 2010 to align those editions with the Aus-Spec generic standards and including Council amendments.

PSR15/019 INFRASTRUCTURE DESIGN STANDARD

E13.7268

The new Standard will result in greater clarity and consistency for the development community, provide a clearer and more streamlined process, and allow certainty in planning and costing new developments.

CONSIDERATIONS

The exhibition of the document is an important step prior to adoption as it gives the development and broader community an opportunity to comment and provide feedback on whether the document is user friendly.

The IDS will be an important document that will provide more efficient approvals for new infrastructure within Eurobodalla Shire.

Policy

The Engineering Design Standards Policy sets out what Standards and Specifications Council relies upon to design and construct infrastructure. The Policy will need to be amended so that it references the IDS. The policy can be placed on exhibition with the IDS.

Asset

The IDS when completed and adopted, will ensure that assets intended to come under the control and maintenance of Council, will be designed to an appropriate standard, ensuring their functionality and minimising ongoing maintenance costs, thus impacting positively on Council's asset management requirements and costs.

Economic Development Employment Potential

Design standards, which are well structured, provide consistency and clarity as to Council's requirements, will improve the efficiency of the design and approval process, reducing costs and delays.

Community Engagement

Consultation will be promoted via an advertisement in the newspaper, information on Council's website and a copy provided to developers, consultants and other interested parties.

It is recommended that the exhibition occur over a period of 42 days to provide the community with enough time to consider and respond to the information provided.

It is also intended to host an industry forum with developers, builders and consultants to introduce the IDS. Following on from the forum, it is proposed to form a working group of interested industry representatives and Council staff to collaborate in the review of the document, consider issues raised in the submissions and make recommendations to Council.

A copy of all submissions received will be provided to Council.

CONCLUSION

The draft Infrastructure Design Standard is ready for public exhibition. Public comments will be sought over the exhibition period and considered by Council staff prior to the preparation of a final draft document for Council's review.

Policy name	Engineering Design Standards
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Design Coordinator
Directorate	Infrastructure Services
Approval date	23 July 2013
Strategic focus area	Productive
Delivery program link	P3.1 Provide development assessment services
Operational plan link	P3.1.6 Develop engineering design standards for new subdivision works

Purpose

This Engineering Design Standards Policy aims to ensure appropriate infrastructure is designed and constructed for subdivisions and other forms of development.

It is in both the developer's and community's interest that appropriate infrastructure is provided to service all new subdivisions and other forms of development. This infrastructure needs to be designed and constructed to industry standards to ensure consistency in service provision, public safety, reasonable development costs and affordable on-going costs to the community, acceptable environmental impacts and minimising potential public risk and liability from poor designs and/or construction.

Under Council's Charter (Section 8 of the *Local Government Act 1993*) Council must:

- Bear in mind that it is custodian and trustee of public assets and effectively plan for assets for which it is responsible and
- Have regard to the long term and cumulative effects of its decisions.

It is therefore important that constructed infrastructure is of a high standard and the ongoing costs are affordable taking a long term view.

The policy aims to:

- Promote an integrated framework for dealing with Subdivisions and other forms of development.
- Ensure consistency and fairness in the manner in which the Council deals with Developers.
- Ensure compliance with legislative requirements under the *Local Government Act 1993*.
- Promote awareness of the requirements of the Act with respect to intergenerational equity.
- Take such steps as are appropriate to ensure that the community gets the required assets as part of any development.
- Make the Council's policies and requirements for Engineering Design Standards readily accessible and understandable to the public.

Policy statement

1	<p>Application All engineering infrastructure in the Eurobodalla local government area (including but not limited to roads, stormwater, water and sewer systems) is to be designed in accordance with the Policy implementation requirements.</p>
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2	Legislation Eurobodalla Shire Council will comply with Local Government Act 1993 and Aus-Spec .
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Implementation

Requirements	Responsibility
1 All engineering infrastructure (including but not limited to roads, stormwater, water and sewer systems) are to be designed in accordance with: <ol style="list-style-type: none"> a) Infrastructure Design Standard (IDS); b) Australian Rainfall and Runoff; c) Roads and Maritime Road Design Guidelines; d) Austroads <ul style="list-style-type: none"> • Guide to Traffic Management • Guide to Road Design • Guide to Road Safety e) Water and Sewerage Design and Construction Specification; f) Soils and Construction – Volume 1 4th Edition March 2004. 	Developer and Council
2 Where situations exist to make Requirement 1 impractical, the Director Infrastructure Services be delegated authority to amend the design requirements to achieve a practicable solution while preserving the principle of intergenerational equity.	Director Infrastructure Services
3 Staff Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.	
4 Concerns Concerns received regarding this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service Policy. They will be used to analyse the history of concerns and to help determine follow up actions.	Council Officers
5 Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with Council's Complaints Policy.	Public Officer
6 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.	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 the 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 2016.

This policy may also be reviewed and updated as necessary if legislation requires it; or when council's functions, structure or activities change; or when technological advances or new systems change the way that council manages Engineering Design Standards.

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

Performance indicator	Data source(s)
Complying Developments	Approvals
Complaints	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit

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	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
Aus-Spec Specifications	www.natspec.com.au/page.asp?wptitle=AUS-SPEC

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au/
Guide to Traffic Management	www.austroads.com.au/traffic-management
Guide to Road Design	www.austroads.com.au/road-design
Guide to Road Safety	www.austroads.com.au/safety
RMS Road Design Guidelines	www.rta.nsw.gov.au/doingbusinesswithus/designdocuments/index.html

Change history

Version	Approval date	Approved by	Minute No	File No	Change
1	19 Oct 2011	Council	11/259	E09.3418	Policy adopted O11/213
2	23 Jul 2013	Council	13/172	E13.7095	Updated Template, review date, references and links – report O13/112

Internal use

Responsible officer	Director, Infrastructure Services			Approved by	Council
Min no:	13/172	Report no:	O13/112	Effective date:	23 July 2013
File No:	E06.0375	Review date:	Sept 2016	Pages:	42

IR15/026 FUNDING OFFER - AUSTRALIAN GOVERNMENT'S BLACK SPOT PROGRAM 2015-16

E90.0713

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: Nil

Strategic Objective: 5: We help our local economy grow

Delivery Program Link: Transport

Operational Plan Link: Advocate for higher levels of funding for local and regional road infrastructure

EXECUTIVE SUMMARY

Council continuously improves safety by pursuing funding initiatives from both Federal and State Governments.

Council has been offered \$117,000 in funding from the Roads and Maritime Services (RMS) as part of the Australian Government's Black Spot Program 2015-16. This funding will improve driver and pedestrian safety in six separate locations in Moruya. In particular near Moruya Primary School which will improve safety for school children.

This report seeks endorsement for the actions taken to secure these grants.

RECOMMENDATION

THAT Council endorse the actions taken to accept the following offers of funding under the Australian Government's Black Spot Program 2015-16:

1. Moruya – Murray Street - install median islands and additional 'Give Way' signage at intersection with Evans, Thomas, Hawdon and Luck Streets - \$81,000.
2. Moruya – Thomas Street - install median islands and 'Give Way' signage at intersections with Shore and Campbell Streets - \$36,000.

BACKGROUND

The Australian Government's Black Spot Program has been set up specifically to allocate funds towards locations that have a high crash history or those sites which have the potential for accidents to occur in the future. The program has been specifically set up to reduce motor vehicle crashes.

Advice has been received from Roads and Maritime Services that Council has been successful in gaining funding to improve six black spots locations in Moruya. The projects and their funding allocation are as follows:

Location	Description of Works	Funding Offer
Moruya – Murray Street at intersections of Evans, Thomas, Hawdon and Luck Streets	Install a median island and additional 'Give Way' signage at each intersection	\$81,000

**IR15/026 FUNDING OFFER - AUSTRALIAN GOVERNMENT'S BLACK SPOT
PROGRAM 2015-16**

E90.0713

Moruya – Thomas Street at intersections of Campbell and Shore Streets	Install a median island and 'Give Way' signage at both intersections	\$36,000
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The above funding has been provided under the Australian Government's Black Spot Program and does not require the addition of any matching Council funds.

CONSIDERATIONS

The RMS has written to Council seeking acceptance of this funding. This grant has been formally accepted by staff. This report seeks endorsement of the action taken to accept the grant. As this funding is offered by the Australian Government's Black Spot Program it does not require matching Council funds.

The Australian Government's Black Spot Program uses a system that calculates a Benefit Cost Ratio (BCR) for any proposed treatment. This is essentially a comparison of the costs associated with motor vehicle crashes compared with the cost of the proposed corrective action. Projects throughout the state are ranked in accordance with their individual BCR.

Asset

The grant funding provides the up-front capital costs of the project and does not provide for any ongoing maintenance costs. Given the nature of the assets (concrete islands) maintenance costs will be minimal over the life of the asset and any required maintenance can be absorbed by existing maintenance budgets. The works will be new assets accounted for within our financial system and given the useful life of 75 years annual depreciation amounts will add a further \$1,560 per year to depreciation expenses.

Social Impact

Improving our local road network with a positive effect on community safety.

Black Spot funding is specifically aimed at reducing crashes and the trauma associated with crashes. With every crash, those involved, families and the wider community are all impacted in some way. Through improvements to our local road network positive effects through a reduction in trauma will be realised.

Financial

These projects have been funded through the Australian Government's Black Spot Program 2015/16. This program provides 100% funding towards these projects. No allocation of Council funds is required.

CONCLUSION

Council has been successful in gaining a total of \$117,000 of funding through the Australian Government's Black Spot Program 2015-16 for safety improvements in six locations in Moruya.

Works include improvements to six intersections to install median islands and additional 'Give Way' signage. These works will improve road safety in our shire.

FBD15/044 MORUYA AIRPORT BUSINESS CASE

E13.7122

Responsible Officer: Anthony O'Reilly - Director Finance and Business Development

Attachments: 1. Under Separate Cover - Confidential - Moruya Airport Draft Business Case

Strategic Objective: Productive

Delivery Program Link: P1.1 Facilitate growth and development of our business community

Operational Plan Link: P1.1.4 Promote Eurobodalla as the place to invest and do business

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of:

- the Moruya Airport Business Case which has been developed to examine the financial and economic viability of implementing the Moruya Airport Master Plan.
- the proposed next steps in this project.

The Moruya Airport Business Case examines the rationale for implementing the Moruya Airport Master Plan including all the strategic, economic, social, operational, and financial drivers. This includes a review of the financial position of the current airport operation, the state of the airport assets and its core operational capacity, historical capacity utilisation and performance records, and future demand.

Since August 2014, Council has been progressing a project for the redevelopment of Moruya Airport. This draft business case is part of the feasibility analysis which followed the adoption of the Moruya Airport Master Plan on 26 May 2015. The master plan sets out a long term vision for Moruya Airport and lists employment generating development options for the future with indicative costings.

If all phases of the master plan were to be implemented, the business case has assessed that:

- The redevelopment will have a positive Net Present Value (NPV) to Council of \$9.3 million as compared to a negative NPV of \$3.0 million if the project does not proceed.
- An estimated 256 full time equivalent jobs would be created generating \$42 million to the regional economy. A conservative jobs estimate of 100 would still generate \$16.4 million to the regional economy.

Further market testing is proposed to confirm the market demand for the various development phases and to further inform any future Council decision on any capital investment that may be required.

This would include an immediate expression of interest (EOI) process for a small area of commercial hangar space next to the existing hangars on the eastern side of the runway.

RECOMMENDATION

THAT Council:

1. endorse the Moruya Airport Business Case

FBD15/044 MORUYA AIRPORT BUSINESS CASE

E13.7122

2. continue with the Moruya Airport Redevelopment Project
3. seek expressions of interest for additional commercial hangar space next to the existing hangars on the eastern side of the Moruya Airport runway.

BACKGROUND

In August 2014, Councillors were briefed on the Moruya Airport Redevelopment Project Plan which outlined a phased, strategic approach to moving the airport redevelopment forward. The project plan included a concept phase which was concluded by the adoption of the master plan on 26 May 2015, a feasibility stage of which this business case forms part and an implementation phase. The concept phase also included a Moruya Airport Operational Plan and a study of the currently profitability and future potential of the air passenger service to Sydney.

The master plan sets out a long term vision for Moruya Airport and lists employment generating development options for the future with indicative costings. The business case examines the rationale for implementing the master plan.

Further work on this project will involve engaging consultants and public discussions on the development phases to assist Council in determining if it wishes to proceed based on the evidence available at each key stage.

Key points from the business case are:

- If all phases of the master plan are implemented, the full redevelopment has a positive Net Present Value (NPV) to Council of \$9.3 million as compared to a negative NPV of \$3.0 million if the project does not proceed.
- If all phases of the master plan are implemented, an estimated 256 full time equivalent jobs would be created generating \$42 million to the regional economy.
- Assumptions made are considered by the consultant who developed the business plan to be very conservative. In particular, most expenses have been modelled at the beginning of the project with revenues placed later.
- It has also been assumed that the project will be 80% debt funded which is estimated would be paid back in 6.3 years.
- The business case has been developed using NSW Treasury guidelines which will assist with future grant applications.

The business case has been prepared to enable Council to make a decision to invest resources into taking this project forward. Further work will then be undertaken to:

- refine the business case
- implement more detailed risk analysis & market testing
- consider how the development is best implemented including the roles of Council and the private sector
- develop an implementation plan to provide detail on how this project will be delivered

FBD15/044 MORUYA AIRPORT BUSINESS CASE

E13.7122

Council will have a further opportunity to decide before significant capital investment in commencing the redevelopment is required.

Further market testing is proposed to confirm the market demand for the various development phases. In the first instance, this would include an immediate expression of interest (EOI) process for development of a small area of commercial hangar space next to the existing hangars on the eastern side of the runway.

There are works that Council will need to do to facilitate this small scale development. These works are part of an existing grant application. The EOI would note that Council's share of funding is dependent on the grant application. If Council is unsuccessful in the grant application, it would need to consider seeking other funding means for the development or not proceeding with the development.

CONSIDERATIONS

Financial

This business case indicates a strong case for proceeding with this project. The NSW Treasury has four measures in its business case guidelines against which this project performs strongly:

Key Indicators	'Do Nothing' scenario	Redevelopment Project
Net Present Value (NPV)	-\$3,016,704	\$9,257,308
NPV per \$ invested	-\$0.14	\$0.47
Internal Rate of Return (IRR)	0.00%	14.88%
Benefit Cost Ratio	0.00	1.82

A budget has been allocated to deliver this project plan and the costs to date include community consultation and external consultants to develop the master plan, passenger review and business case sections of the plan.

To proceed further with this project, Council will need to expend additional funds prior to any decision to proceed with the development or make significant capital investment. The project delivery costs have been budgeted for but capital investment to the redevelopment would require additional Council approval.

Council is making grant applications under the National Stronger Regions Fund Round 2 and Regional Tourism Infrastructure Fund to assist with development costs.

Economic Development Employment Potential

The financial return figures detailed in this report (e.g. for NPV) relate to the financial return to Council and but there is also the broader return to the economy of increased year round employment and a more efficient aviation transport sector.

That broader return can be summarised as:

- 256 full time equivalent jobs including 79 during construction
- \$20.5 million to household income per year (i.e. wages from these new jobs)

FBD15/044 MORUYA AIRPORT BUSINESS CASE

E13.7122

- \$42.0 million to the regional economy per year. (i.e. the total effect of these additional wages being spent in the local economy)

A conservative jobs estimate of 100 would still generate \$16.4 million to the regional economy.

Policy

In December 2014, Council adopted the Business Development Strategic Plan 2014-18. Priority action 11.3.1 specifically identifies the Moruya Airport redevelopment as an opportunity to generate additional employment in Eurobodalla.

The Moruya Airport Business Case fits Objective 5 of the Community Strategic Plan 'We help our local economy grow' and in particular s5.1 'Plan for and develop the right assets and infrastructure'.

Social Impact

Development at the Moruya Airport is important to many local residents. The Moruya Airport business case does not contain any proposals which impact the North Head Moruya primitive campground.

Risks

The risk profile within the business case will not be finalised until Council has considered how it wishes to approach the delivery of the project. That consideration is one of the next steps.

A primary risk which affects the business case would be that the level of demand estimated does not eventuate.

Further market testing to reduce this demand risk is proposed via a public EOI process, initially for the smaller area on the eastern side of the runway and then for the whole development.

Starting with the area adjacent to the existing hangars on the eastern side allows Council to proceed promptly on a small, lower cost basis and will allow an assessment of demand for the larger project.

Environmental

The development area on the western side of the airport contains vegetation which has been gazetted by the NSW Government as an Endangered Ecological Community. Council has undertaken a bio certification process under the NSW Threatened Species Conservation Act which certifies the clearing of the development area. This process overcomes the need for separate approval under the Threatened Species Conservation Act and Native Vegetation Act. This provides certainty for the proposed development and efficiencies in the development assessment process.

The final area available for development will be determined in conjunction with these considerations.

Community Engagement

Community consultation occurred during the development of the master plan including an extension of the public exhibition period from the usual length of 28 days to 42 days.

FBD15/044 MORUYA AIRPORT BUSINESS CASE

E13.7122

Key community groups were consulted directly e.g. Chambers of Commerce, the Business Advisory Committee and an open meeting with existing airport users. The Broulee and Mossy Point Community Association was also contacted directly.

A media release was issued which delivered print and radio coverage.

As the Master Plan progresses to implementation, communication with the community will continue and include use of Council's communication channels e.g. Council reports, the website, Online News and media releases.

There will also be an expression of interest process to give business the opportunity to demonstrate interest in the early development phases.

CONCLUSION

The Moruya Airport business case presents a strong plan for taking this airport project forward. If endorsed by Council, the next steps would be:

1. a public EOI process for land adjacent to existing hangars on the eastern side of the runway
2. National Stronger Regions Fund Round 2 and Regional Tourism Infrastructure Fund grant applications
3. Council decision around delivery options and management of the redevelopment and airport long term
4. a detailed risk analysis
5. additional market testing
6. commission the development of an Implementation Plan which will provide detail around how this project will be delivered.
7. a review of and amendments to business case based on the above considerations

It is recommended that Council endorse the Moruya Airport business case, the continuation of this project and the public EOI process on the eastern side of the runway.

FBD15/045 INVESTMENTS AND BORROWINGS AS AT 30 APRIL 2015

E99.3517

Responsible Officer: Anthony O'Reilly - Director Finance and Business Development

Attachments: Nil

Strategic Objective: Support Services

Delivery Plan Link: SS1.1 Manage Council's financial assets and obligations

Operational Plan Link: SS1.1.2 Undertake forward budgeting and financial reporting

EXECUTIVE SUMMARY

The purpose of this report is to:

- certify that Council's investments in financial instruments have been made in accordance with the legal and policy requirements
- provide information and details of investments
- raise other matters relevant to investing
- provide information on and details of the 2014-15 borrowing program.

RECOMMENDATION

THAT:

1. The certification that the investments as at 30 April 2015 have been made in accordance with the Act, the Regulations and Council's investment policies, in accordance with the provision of Clause 1 (Reg 212) of the Local Government (General) Regulation 2005, be received.
2. Loans be raised in accordance with Council's borrowing policy of \$5.74m as detailed in this report and Council's seal be affixed to the loan agreement documentation.

CONSIDERATIONS

Legal

Budgeted legal fees for 2014-2015 are \$0.03m with only minor net expenditure incurred this year to date. Credit crisis related legal costs for the financial years 2008-2014 are \$0.37m.

Policy

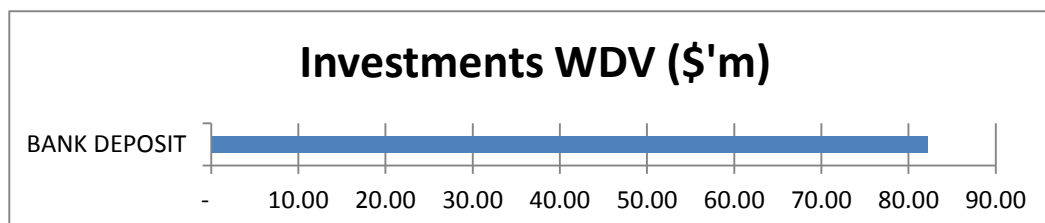
Investments comply with Council's Borrowing Management and Investment policies.

FBD15/045 INVESTMENTS AND BORROWINGS AS AT 30 APRIL 2015

E99.3517

Financial

Council Investing Overall



Type	Bank Deposits	Government Deposits	Grand Total
Investments WDV (\$'m)	82.23	0.00	82.23
WDV %	100.00	0.00	100.00

Council has 100% (\$82.23m) invested in bank deposits. Bank deposits are in banks rated A or greater or covered by the AAA rated Government Guarantee (except \$6.75m with IMB (Rated BBB+)). Investment in Government Guaranteed Deposits is \$2.00M and represents 2.43% of the portfolio.

The weighted average return for all investments for the month is 3.22% which is above the Council policy benchmark of Bank Bill Swap rate (BBSW) + 0.25% (2.49%).

Collateralised Debt Obligation (CDO)

A Proof of Claim has been lodged on behalf of Council in respect of the scheme of arrangement (Scheme) between Lehman Brothers Australia Limited (in liquidation) and its Scheme Creditors. This matter will now proceed to finalisation and the latest information suggests that it could be substantially finalised by the end of this financial year. Legal action against the Commonwealth Bank and Standard and Poors is proceeding and any developments will be advised when information is received.

Summary Investment Information

The following tables summarises investment categories and balances at month end.

CATEGORY	WDV (\$)
At Call Deposit Government Guaranteed	250,000
At Call Deposit	2,482,502
Term Deposits	77,750,000
Term Deposits Government Guaranteed	1,750,000
	\$82,232,502
<i>Weighted Average Interest %:</i>	3.22%
<i>Average 90 day BBSW + 25%:</i>	2.49%

FBD15/045 INVESTMENTS AND BORROWINGS AS AT 30 APRIL 2015

E99.3517

Policy and Liquidity Risk

The investment policy is divided into two risk categories of credit risk (risk of ultimately not being able to redeem funds) and liquidity risk (risk of loss due to the need to redeem funds earlier than the investment term). Our investments comply with the risk policy as shown in the following table.

Policy Risk	Low Liquidity Risk %	Medium Liquidity Risk %	High Liquidity Risk %	Total % WDV
Remote Risk	2.40	0.00	0.00	2.40
<i>Policy Limit</i>	<i>100.00</i>	<i>70.00</i>	<i>50.00</i>	
Near Risk Free	89.37	0.00	0.00	89.37
<i>Policy Limit</i>	<i>100.00</i>	<i>50.00</i>	<i>30.00</i>	
Some Limited Risk	8.23	0.00	0.00	8.23
<i>Policy Limit</i>	<i>30.00</i>	<i>20.00</i>	<i>10.00</i>	
At Risk	0.00	0.00	0.00	0.00
<i>Policy Limit</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	
Grand Total:	100.00	0.00	0.00	100.00

The unrestricted current ratio is the amount of unrestricted current assets compared to each dollar of current liability. The Office of Local Government suggests 1.5:1 and the audited unrestricted current ratio as at 30 June 2014 is 2.85:1. Council therefore has approximately \$2.85 of current assets for each \$1 of current liabilities.

The 2014-15 borrowing program will be completed in the final quarter. Council raises its borrowings through a competitive tendering process in accordance with the borrowing policy. The borrowing amount is based on the revised projected capital spend as at the March quarterly review and factors in any other known adjustments that will be required before the end of the financial year. These adjustments are based upon the current progress and status of the capital works program. Currently it is projected that Council will require \$5.74m to finance its capital expenditure for the 2014-15 financial year. The final borrowing amount is influenced by unrestricted cash balances in each of the separate funds, unexpended loan funds, interest rates and other financial considerations.

CONCLUSION

Certification

Pursuant to provision of Clause 1 (Reg 212) of the Local Government (General) Regulation 2005, I hereby certify that these investments have been made in accordance with the Act and related Regulations.

FBD15/046 STORMWATER DRAINAGE EASEMENTS - MORUYA

**95.9400.B;
88.0681.S**

Responsible Officer: Anthony O'Reilly - Director Finance and Business Development

Attachments: 1. Confidential - Easements for Stormwater Drainage - Moruya Conf Attach

Strategic Objective: Support Services

Delivery Program Link: SS3.3 Provide administrative, technical, professional and trade services

Operational Plan Link: SS3.3.4 Manage Council property to achieve best value to the community

EXECUTIVE SUMMARY

This report recommends acquisition of the required easements in accordance with Council's Land Acquisition and Disposal Policy.

Drainage improvements are required in Moruya necessitating the upgrade of an existing culvert for drainage within properties located in Murray Street, Moruya, being Lots 12, 13, 15 and 16 Sec 25 DP 758710 and Lots 7 and 8 DP 778743. As a result, easements to drain water will need to be created over these properties.

The easement over Lots 12, 13, 15 and 16 will be over the northern side of the upgraded culvert and an existing creek to allow stormwater flow to the culvert and to allow Council to maintain the easement.

The easement over Lots 7 and 8 will be over the southern side of the upgraded culvert.

RECOMMENDATION

THAT:

1. All actions necessary be taken for the acquisition of easements for drainage purposes within Lots 12, 13, 15 and 16 Section 25 DP 758710 and Lots 7 and 8 DP 778743 in accordance with Council's Land Acquisition and Disposal Policy.
2. All survey, valuation and legal costs including the registered proprietors' reasonable legal costs associated with the acquisition of the easements be borne by Council.
3. Consent be given to affix the Common Seal of Council to the Plan of Easements within Lots 12, 13, 15 and 16 Section 25 DP 758710 and Lots 7 and 8 DP 778743.

BACKGROUND

Improved stormwater drainage requires the reconstruction and enlargement of an existing culvert within Lots 12, 13, 15 and 16 Sec 25 DP 758710 and within Lots 7 and 8 DP 778743 in Murray Street, Moruya.

FBD15/046 STORMWATER DRAINAGE EASEMENTS - MORUYA

**95.9400.B;
88.0681.S**

CONSIDERATIONS

Easements covering the drainage culvert and alignment of the creek through Lots 12, 13, 15 and 16 Sec 25 DP 758710 and the drainage culvert within Lots 7 and 8 DP 778743 are required to allow Council to maintain the structures and the creek.

The land owners of Lots 12, 13, 15 and 16 Sec 25 DP 758710 and the land owners of Lots 7 and 8 DP 778743 have been consulted in relation to this matter and are agreeable to the easements for drainage and have signed Permits to Enter to enable works to commence.

A sketch showing the location of the required easements is set out below.



Legal

Easements are required to give Council legal right to maintain the drainage structures and the creek traversing through private property and to replace infrastructure if necessary.

Policy

The acquisition of easements for drainage purposes will proceed in accordance with Council's Land Acquisition and Disposal Policy.

Financial

Compensation will be determined by registered valuers in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991. Together with the compensation, Council will be responsible for all reasonable costs associated with the easements including survey and legal fees. Based on previous similar acquisitions of easements sufficient funds are available within allocated budgets.

FBD15/046 STORMWATER DRAINAGE EASEMENTS - MORUYA

**95.9400.B;
88.0681.S**

CONCLUSION

Improved stormwater drainage in Moruya requires the reconstruction and enlargement of drainage structures within private property necessitating the acquisition of easements for drainage purposes.

FBD15/037 WAREHOUSE TENDER FOR ARCHIVES FACILITY

E97.1574

Responsible Officer: Anthony O'Reilly - Director Finance and Business Development

Attachments: 1. Confidential - Warehouse Tender for Archives Facility

Strategic Objective: Support Services

Delivery Program Link: SS1.2 Maintain a sound governance framework within which Council operates

Operational Plan Link: SS1.2.3 Coordinate Council's governance projects and procedures

EXECUTIVE SUMMARY

Council is currently reviewing the future storage arrangements for its record management.

Good government recordkeeping, and its effective management, are essential to sound management of government business, to the delivery of quality services to our shire, and to public accountability.

Three options have been considered, and consolidating the records archives locally is the preferred option. Tenders for the lease of suitable premises have been received and a preferred tender selected.

RECOMMENDATION

THAT Council:

1. Consolidate all record archives locally in a leased warehouse.
2. Accept the preferred tender for warehousing Council's records archives (a 10 year lease with a 5 year option) as identified in the confidential attachment to this report.
3. Consent to affix the common seal of Council to the lease for record archives.

BACKGROUND

The majority of Council records are now scanned and stored electronically however, physical Building Application/Development Application (B/D) files continue to be created at a rate 8 lineal metres per year. In the future this rate should decrease as electronic stores software improves.

The State Records Act 1988 (NSW) places restrictions on Council in relation to the retention of records for specific periods of time which range from one year to never being destroyed.

Council is planning to lease out the previous tourist information centre in Moruya that currently holds 63m² of Council records which will need to be relocated.

FBD15/037 WAREHOUSE TENDER FOR ARCHIVES FACILITY

E97.1574

CURRENT STATUS

Council has three main areas for records storage totalling 300m².

- Central Records located in the main administration building 132m²

This area stores files created since 1980 that are active Building, Development, Subdivision and Property files including closed parts, this is nearing capacity. The closed parts need to be relocated to allow for the expansion of new Building Application/Development Application files in future years. Work Health & Safety (WHS) issues have been identified which include the weight of the compactus and storage of overhead boxes above permissible heights.

- Off-site Storage Units 105m²

This area stores pre 1980 files including inactive property development files, plans for large developments, Valuation Books 1945-1991, Transfers 1936-1999 (ongoing historical value and required to be retained as State Archives), temporary financial records-seven year retention. The storage units have no insulation. There is no electricity or facilities for a work-station to continue a records management program on-site.

- Another off-site Building 63m²

This area stores inactive and closed parts of Building, Development, Subdivision files, Legal Document files, historic Engineering files, closed general subject files to be back scanned, 1987 to 1990 Correspondence Registers and files required to be retained as State Archives.

There are also separate divisional storage areas in Rates, Community Services, Human Resources and Records-Legal Documents, within the main administration building.

STATE RECORDS STORAGE STANDARDS

State Records are required to be stored in a stable environment within the temperature range of 15° to 27° C and 30-60% humidity. They are required to be protected from mould, pest infestation, interference and disasters. The Central records storage area in the administration building complies with State Records Storage Standards.

FBD15/037 WAREHOUSE TENDER FOR ARCHIVES FACILITY

E97.1574

CONSIDERATIONS

Legal

Council is required to comply with the State Records Act 1998 (NSW).

Key records management provisions of the Act require public offices to:

- make and keep records that fully and accurately document their operations and administration
- establish and maintain a records management program in conformity with standards and codes of best practice approved by State Records
- ensure that records are stored in conditions appropriate to their format and preservation requirements
- ensure that records in all formats are accessible for as long as they are required.

Policy

Council's Record Management Policy aims to:

- promote an integrated framework for dealing with record management
- ensure consistency and fairness in the manner in which the Council deals with record management
- ensure compliance with legislative requirements under the Local Government Act 1993 (NSW) and the State Records Act 1998 (NSW)
- promote awareness of the requirements of the relevant Acts with respect to records management
- make Council's policies and requirements for records management readily accessible and understandable to the public.

Financial

The costs associated with each option have been included in the confidential attachment. The preferred option is fully allowed for in the current budget. The capital outlay required to construct a purpose built facility is not considered appropriate at this time.

CONCLUSION

Local Government records must be retained in accordance with the *State Records General Retention and Disposal Authority: Local Government Record GA39*. A central storage facility will alleviate congestion within the administration building, depots and other Council offices and allow Council's archives to be managed effectively and efficiently. Consolidating Record Archives locally allows Council to meet these needs now and into the future.

Council's IT Review will include a new records management system that will allow a more efficient process to electronically store records. Allowing for advancement in this technology it

FBD15/037 WAREHOUSE TENDER FOR ARCHIVES FACILITY

E97.1574

is the goal to have all records stored within Council's administration building in Moruya with minimal off-site storage required.

CAR15/006 NAIDOC WEEK GRANTS

E15.9174

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

Attachments: 1. Confidential - NAIDOC Week Grants

Strategic Objective: Liveable

Delivery Program Link: L1.3 Implement recreation and community development initiatives

Operational Plan Link: L1.3.4 Coordinate healthy Communities, Seniors Week and NAIDOC Week grants

EXECUTIVE SUMMARY

The Eurobodalla NAIDOC Week Grants aim to promote understanding of the history, culture and achievements of Aboriginal and Torres Strait Islander people by providing funds to celebrate NAIDOC and support participation in NAIDOC Week activities.

The criteria for Eurobodalla NAIDOC Week Grants reflect Council's social, cultural and management planning commitments to community development.

The total grant amount available in the 2014/15 NAIDOC Week grants is \$1500.00.

The confidential attachment lists applicants recommended for the 2014-15 funding round.

Historically applications received for this grant funding from the community far outweigh the total funds available. This year a total of 12 applications were received requesting \$5990. In 2013/2014 a total of seven were received requesting \$6340.00. Given this, the Eurobodalla Aboriginal Advisory Committee (EAAC) would like Council to consider increasing the NAIDOC grant funding allocation in the future.

RECOMMENDATION

THAT Council approve the recommendations detailed in the confidential attachment, awarding NAIDOC Week grants to three organisations nominated for the 2014/15 financial year.

BACKGROUND

EAAC has reviewed and recommend the nominated grant recipients as per attachment A.

Historically applications received for this grant funding from the community far outweigh the total funds available.

CAR15/006 NAIDOC WEEK GRANTS

E15.9174

CONSIDERATIONS

Selection criteria for the NAIDOC grant is determined by:

- Not for profit (incorporated or bona fide Eurobodalla based community group)
- Able to contribute to activity (in kind or financial)
- Adequate insurance cover
- Benefit to Community (positive event or activity, encourages participation, promotes understanding of NAIDOC, promotes partnerships with Aboriginal organisations)
- Demonstrates creativity and originality

There were a total of 12 applications received this year.

A sub committee of four people from the EAAC reviewed the applications. Recommendations were sent to all members of the EAAC who subsequently endorsed the preferred nominations.

A confidential summary sheet has been attached (Attachment A). Original applications are available for viewing from file E15.9174.

Social Impact

NAIDOC stands for the National Aboriginal and Islander Day Observance Committee. Its origins can be traced to the emergence of Aboriginal groups in the 1920s which sought to increase awareness in the wider community of the status and treatment of Indigenous Australians.

NAIDOC Week provides a special opportunity each year for Aboriginal people to promote their history and culture, as well as an opportunity for non-indigenous Australians to learn about, reflect upon and acknowledge the unique contribution of Australia's Aboriginal and Torres Strait Islander peoples.

Each year a different theme is celebrated and our grants aim to support and promote understanding of the history, culture and achievements of Aboriginal and Torres Strait Islander people through activities that celebrate NAIDOC Week.

Successful applicants must give appropriate acknowledgment of Council's support for the project on all publicity material, reports and awards.

Communication / Consultation

the community of the NAIDOC grants, providing information on Council's website; Online News; distributing information and applications directly via email mailing lists and media releases.

We have consulted with the Eurobodalla Aboriginal Advisory Committee meeting on Wednesday 13 May 2015 and received confirmation of nominations via email sent out on 22 May 2015. .

CAR15/006 NAIDOC WEEK GRANTS

E15.9174

Financial

In 2014-15, Council had a budget of \$1,500 for grants to support the activities of community groups, schools and/or non-profit organisations in celebrating NAIDOC Week. The combined total of applications recommended by EAAC for funding is \$1500.00.

CONCLUSION

In line with the directions of social, cultural and management planning processes, it has been identified that working in collaboration with local not-for-profit groups to promote and initiate community focused activities during NAIDOC Week has valuable outcomes.

This report outlines the selection criteria for Eurobodalla NAIDOC Week Grants and recommends fully funding 3 of the 12 projects as per the attachment.

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 the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

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@eurocoast.nsw.gov.au	www.esc.nsw.gov.au
ICAC	8281 5999	icac@icac.nsw.gov.au	www.icac.nsw.gov.au
Local Government Department	4428 4100	dlg@dlg.nsw.gov.au	www.dlg.nsw.gov.au
NSW Ombudsman	8286 1000 Toll Free 1800 451 524	nswombo@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:

Setback Council's planning controls establish preferred standards of setback (eg 7.5m front; 1m side and rear);

Envelope taking into account the slope of a lot, defines the width and height of a building with preferred standard of 8.5m high;

Footprint the percentage of a lot taken up by a building on a site plan.

Acronym	Meaning	Description
ACR	Australian Capital Region	The political and strategic grouping of the ACT government and 17 adjacent councils.
AEP	Annual Exceedance Probability	For floods expressed as a % eg 1% = 1:100 year event. The NSW Flood Guidelines nominate types of development and controls.
AHD	Australian Height Datum	Floor levels for buildings set to remain at or above flood level (expressed as 'freeboard').
APZ	Asset Protection Zone	Area to be cleared and maintained around habitable buildings in bushfire prone areas.
AS	Australian Standard	Standards set by national body as minimum construction, service, system, planning or design requirements.

Acronym	Meaning	Description
BCA	Building Code of Australia	Prescribes minimum standards or performance base for building construction.
CAMP	Companion Animal Management Plan	Required by state law, plan nominating management of dogs and cats and areas for access for the exercise of dogs (eg beaches and reserves).
CC	Construction Certificate	Floor plans approved by council or private certifier in compliance with development conditions and BCA.
COPW	Condition of Public Works Report	Required by state law to define the condition of infrastructure assets, the cost to upgrade to defined standards, the current costs of maintenance and desired levels of maintenance.
CP	Cultural Plan	A cultural plan enables identification of cultural assets, identity and needs as well as providing a framework to develop cultural initiatives to increase opportunities for residents.
CSR	Complaint and Service Request	Requests received from public by phone, letter, email or Councillor to attend to certain works (eg pothole) or complain of certain service or offence (eg dogs barking).
DA	Development Application	Required by state law to assess suitability and impacts of a proposed development.
DAP	Disability Action Plan	Council plan outlining proposed works and services to upgrade facilities to progressively meet Disability Discrimination Act.
DCP	Development Control Plan	Local planning policy defining the characteristics sought in residential, commercial land.
DECCW	Department of Environment, Climate Change and Water (formerly EPA, NPWS, DEC)	State agencies (former Environment Protection and National Parks), DNR managing state lands and natural resources and regulating council activity or advising on development applications.
DWE	Department of Water and Energy	State agency managing funding and approvals for town and country water and sewer services and State energy requirements.
DoP	Department of Planning	State agency managing state lands and regulating council activity or advising on development applications or strategic planning.
DLG	Department of Local Government	State agency responsible for regulating local government.
DoL	Department of Lands	State agency managing state lands and advising on development applications or crown land management.
DoC	Department of Commerce	State agency (formerly Public Works) managing state public water, sewer and buildings infrastructure and advising/supervising on council infrastructure construction.

Acronym	Meaning	Description
DoH	Department of Health	State agency responsible for oversight of health care (community and hospital) programs. Also responsible for public warning of reportable health risks.
DOTAR	Department of Infrastructure, Transport and Regional Development and Local Government	Federal agency incorporating infrastructure, transport system, and assisting regions and local government.
EBP	Eurobodalla Bike Plan	Strategic Plan identifying priorities and localities for cycleways in the Shire.
EIS	Environmental Impact Statement	Required for designated and state developments researching and recommending solutions to social, economic and environmental impacts.
EMP	Estuary Management Plan	Community based plan, following scientific research of hydrology and hydraulics, recommending actions to preserve or enhance social, economic and environmental attributes of estuary
EMS	Environmental Management System	Plans prepared by council (such as waste management and strategic planning) around AS14000.
EOI	Expressions of Interest	Often called in advance of selecting tenders to ascertain capacity and cost of private sector performing tasks or projects on behalf of council.
EP&A	Environment Planning & Assessment Act	State law defining types of development on private and public lands, the assessment criteria and consent authorities.
ESC	Eurobodalla Shire Council	
ESD	Ecologically Sustainable Development	Global initiative recommending balance of social, economic and environmental values in accord with 7 ESD principles.
ESS	Eurobodalla Settlement Strategy	Council strategy prepared with assistance of government to identify best uses and re-uses of urban lands, the appropriate siting of private and public investment (eg institutions, employment areas or high density residential) based on current and planned infrastructure and land capacity.
ET	Equivalent Tenement	Basis of calculation of demand or impact of a single dwelling on water and sewer system.
FAG	Financial Assistance Grant	Federal general purpose grant direct to local government based on population and other 'disability' factors.

Acronym	Meaning	Description
FSR	Floor Space Ratio	A measure of bulk and scale, it is a calculation of the extent a building floor area takes up of an allotment.
GIS	Geographic Information System	Computer generated spatial mapping of land and attributes such as infrastructure, slope, zoning.
IPART	Independent Pricing & Regulatory Tribunal	State body that reviews statutory or government business regulatory frameworks and pricing levels.
IPWEA	Institute Public Works Engineers Australia	Professional association.
IWCMS	Integrated Water Cycle Management Strategy (or Plan)	Council plan identifying risk and social, economic and environmental benefit of proposed augmentation to water, sewer and stormwater systems.
IWMS	Integrated Waste Management (Minimisation) Strategy	Council plan identifying risk and social, economic and environmental benefit of proposed augmentation of waste (solids, effluent, contaminated, liquid trade waste).
LEP	Local Environment Plan	The statutory planning instrument defining the zones and objectives of urban and rural areas.
LGAct	Local Government Act	State law defining the role of Mayor, Councillors, staff, financing, approvals etc.
LGMA	Local Government Managers Australia	Professional association.
LGNSW	Local Government NSW	Representative advisory and advocacy group for councils in NSW.
MOU	Memorandum of Understanding	Agreement in principle between parties (eg council and agency) to achieve defined outcomes.
NPWS	National Parks & Wildlife Service	Now merged into DECCW.
NRM	Natural Resource Management	
NVC	Native Vegetation Act 2003	State law defining means of protection of threatened legislation and approval processes to clear land.
OC	Occupation Certificate	Issued by council or private certifier that building is safe to occupy and in compliance with development conditions and BCA.
OSMS	On site sewage management system	Includes septic tanks, aerated systems, biocycles etc.
PCA	Principal Certifying Authority	The person or organisation appointed by applicant to inspect and certify structures.

Acronym	Meaning	Description
PIA	Planning Institute of Australia	Professional association.
POEO	Protection of the Environment Operations Act	State law outlining standards for emissions and discharges and penalties for pollution.
PoM	Plan of Management (usually for community land)	Council plan nominating type of uses for community land and range of facilities progressively to be provided on land.
PPP	Public Private Partnerships	
PTS	Public Transport Strategy	Council strategy to initiate mechanisms to promote and facilitate public transport (bus, taxi, community transport, cycles) in design of subdivisions, developments and council works.
REF	Review of Environmental Factors	Council examination of risk and social, economic and environmental benefit of proposed works, assessed against state planning, environment and safety laws.
REP	Regional Environment Planning Policy	Outlines compulsory state planning objectives to be observed in development assessment and strategic planning.
RFS	Rural Fire Service	State agency responsible for providing equipment and training for volunteer firefighter brigades, and the assessment and approval of developments in bushfire prone lands.
RLF	Regional Leaders Forum	The group of mayors and general managers representing the councils in the ACR.
RMS	Roads & Maritime Service	State agency responsible for funding, construction and maintenance of state roads, the approval of council works on arterial roads and development applications.
S64	S64 Contributions Plan	Developer contributions plan to enable, with council and state funds, the augmentation of water, sewer and stormwater infrastructure.
S94 S94A	S94 Contributions Plan S94A Contributions Plan Levy Plan	Developer contributions to enable construction of public infrastructure and facilities such as roads, reserves, carparks, amenities etc.
SCG	Southern Councils Group	Political and strategic grouping of councils along the NSW south coast from Wollongong to the border, lobbying government for assistance (eg highways) and resourcing sharing initiatives.
SCRS	South Coast Regional Strategy	Regional Strategy prepared by DoP for ESC, BVSC and part SCC to guide new LEPs.

Acronym	Meaning	Description
SEA	Strategic Environment Assessment	Spatial assessment of environmental constraints of land considered in design and assessment of subdivision and infrastructure. Scientific research behind assessment of capacity of land and waterways in rural residential and urban expansion lands to sustain human settlement.
SEPP	State Environmental Planning Policy	Outlines compulsory state planning objectives.
SNSWLHD	Southern NSW Local Health Districts	State board commissioned with oversight of health care in Highlands, Monaro and Far South Coast.
SoER	State of the Environment Report	Required by state law, the comprehensive assessment (every four years) of the condition and the pressures on the social, economic and environmental features of the Shire and appropriate responses to address or preserve those issues.
SP	Social Plan	Required by state law, the comprehensive assessment (every four years) of the condition and the pressures on the social framework of the community, their services and facilities and economic interactions.
.....SP	Structure Plan	Plan promoting landuses and siting of infrastructure and facilities in towns (eg, BBSP – Batemans Bay Structure Plan).
SRCMA	Southern Rivers Catchment Management Authority	State agency commissioned with assessment and monitoring of health and qualities of catchments from Wollongong to the border, and determine directions and priorities for public and private investment or assistance with grants.
STP	Sewer Treatment Plant	Primary, secondary and part tertiary treatment of sewage collected from sewers before discharge into EPA approved water ways or irrigation onto land.
TAMS	Total Asset Management System	Computer aided system recording condition and maintenance profiles of infrastructure and building assets.
TBL	Triple Bottom Line	Commercial term coined to encourage business to consider and disclose social and environmental risk, benefit and costs in the conduct of business to guide investors as to the long term sustainability and ethics of a business. Taken up by Council to record the basis of prioritisation, the review of condition, the monitor of progress and the financial disclosure of preventative or maintenance investment in council based social and environmental activities.
ToR	Terms of Reference	
TSC	Threatened Species Conservation Act 1995	State law governing the protection of nominated species and relevant assessment and development controls.

Acronym	Meaning	Description
WCF	Water Cycle Fund	Combination of water, sewer and stormwater activities and their financing arrangements.
WSUD	Water Sensitive Urban Design	Principle behind the IWCMS and council development codes requiring new developments to reduce demand and waste on water resources through contemporary subdivision and building design.