



AGENDA

Ordinary Meeting of Council

10 October 2017

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

ON TUESDAY 10 OCTOBER 2017

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 September 2017

5. DECLARATIONS OF INTEREST OF MATTERS ON THE AGENDA

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

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6. MAYORAL REPORTS

7. NOTICES OF MOTION

Nil

8. QUESTIONS ON NOTICE FROM COUNCILLORS

Nil

9. PETITIONS

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DR CATHERINE DALE
GENERAL MANAGER

**PET17/001 BUSHFIRE RISK - LOADER PARADE, COSTIN STREET AND WILLIS BOULEVARD,
NAROOMA**

E17.1042; E06.0429

Responsible Officer: Phil Constable - Clr

Attachments: 1. Under Separate Cover - Confidential - Petition

Councillor Phil Constable has given notice that at the Ordinary Meeting of Council on 10 October 2017, he will submit a petition provided to him by Kim Aitchison on behalf of the residents of Loader Parade, Costin Street and Willis Boulevard, Narooma.

MOTION

THAT Council organise a meeting with Rural Fire Service and other interested and responsible parties to discuss concerns relating to bushfire maintenance in the areas of Loader Parade, Costin Street and Willis Boulevard, Narooma.

BACKGROUND

Petition specifically states:

'As residents of Loader Parade, Costin Street and Wilis Boulevard we are mounting this petition to effect change in the management and maintenance of the bush land on the south side of the above-mentioned streets. We would like to have a meeting organised with Eurobodalla Shire Council, the RFSA and other interested and responsible parties to discuss our concerns as the lack of maintenance is impacting on the residents of these streets in a number of ways the least of which is the fire zoning.'

GENERAL MANAGER'S RESPONSE

The bush land area adjoining Loader Parade, Costing Street, Willis Boulevard and Wilcocks Avenue, Narooma is owned by parties other than Council. Council would be happy to help the residents by arranging a review of the bushfire risk associated with this bush land area.

Council will write to the head petitioner with the outcome of this resolution.

PET17/002 FENCED OFF-LEASH DOG PARK, CORRIGANS BEACH RESERVE

E17.1042; E06.0429

Responsible Officer: Dr Catherine Dale - General Manager

Attachments: 1. Under Separate Cover - Confidential - Petition

Mayor Liz Innes has given notice that at the Ordinary Meeting of Council on 10 October 2017, she will submit a petition provided to her by Coral Anderson.

MOTION

THAT Council consider this petition in the review of the Companion Animal Management Plan 2017-18.

BACKGROUND

Petition specifically states:

'We, the undersigned, business proprietors/managers fully support the establishment of a fenced off-leash dog park to be established at the far western end of Corrigans Beach Reserve, Batehaven. This area is currently not used by anyone and does not encroach the area currently used by the Circus, Carnival or any other community organisation/event.'

'We believe the dog park at this location would increase tourism, greatly benefit the businesses in the heavily populated Batehaven area, attract more tourists to Batemans Bay, enhance the lives of those with disabilities and the elderly, and complement the new all ability playground and the 'pet friendly' Council owned caravan park.'

GENERAL MANAGER'S RESPONSE

The dog recreation areas will be considered in the review of the Companion Animal Management Plan which is to commence in 2017-18.

Council will write to the head petitioner with the outcome of this resolution.

GMR17/038 DISCLOSURE OF INTEREST RETURNS

**E15.9060,
E15.9036**

Responsible Officer: Dr Catherine Dale - General Manager

Attachments: Nil

Focus Area: Collaborative Communities

Delivery Program Link: C1.2 Manage the organisation to effectively and efficiently meet our statutory obligations

Operational Plan Link: C1.2.1 Respond to legislative and policy requirements set by the Department of Local Government

EXECUTIVE SUMMARY

In accordance with the provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Directions from the Division of Local Government, the General Manager is required to formally table all disclosure of interest returns after 30 September in each year.

Accordingly, disclosure of interest returns for Councillors, senior staff and designated staff for 2016-17 are so tabled.

RECOMMENDATION

THAT the report on the Disclosure of Interest Returns be received and noted.

PSR17/058 RISK-BASED FOOD INSPECTION PROGRAM

E80.1313

Responsible Officer: Lindsay Usher - Director, Planning and Sustainability Services
Attachments: 1. Under Separate Cover - draft Food Inspection Policy
Focus Area: Liveable Communities
Delivery Program Link: L4.1 Conduct regulatory compliance and enforcement activities
Operational Plan Link: L4.1.1 Monitor, inspect, enforce and investigate complaints in relation to public safety

EXECUTIVE SUMMARY

This report presents a new draft Food Inspection Policy as a way to implement a complying risk-based inspection program of retail food businesses and also provides the associated draft policy for the food inspection program.

As the required enforcement agency to carry out routine inspections of retail food businesses since 2009, Council ensures that food for sale is safe and suitable for human consumption. The Food Regulation Partnership between the NSW Food Authority and local governments, establishes the guidelines for the implementation of the *Food Act 2003* ([Food Act 2003](#)).

Council's responsibilities include:

- regular inspections and enforcement for the retail and food services
- investigating food complaints
- responding to urgent food safety issues including urgent food recalls
- reporting on key food regulation activities to the NSW Food Authority

In 2015, a Council service level review of the food program identified the potential to reduce the frequency of inspections for high performing businesses. An independent survey conducted in 2017, identified that food businesses were interested in information on how to reduce the frequency of inspections.

RECOMMENDATION

THAT:

1. Council endorse the draft Food Inspection Policy being placed on public exhibition for a period of 28 days.
2. Following the public exhibition period of the draft Food Inspection Policy, a report will be prepared for Council considering the submissions received and recommending approval of the Food Inspection Policy.

BACKGROUND

The Food Inspection Program is undertaken by Council under the Food Regulation Partnership with the NSW Food Authority. Inspections are conducted in accordance with the *NSW Food Act 2003*, *NSW Food Regulations 2015* ([NSW Food Regulations 2015](#)) and the *Food Standards Code 2016* ([Food Standards Code 2016](#)).

PSR17/058 RISK-BASED FOOD INSPECTION PROGRAM

E80.1313

Council has undertaken inspections of food retailers since 2009 and at that time NSW Food Authority guidelines recommended that premises be inspected twice per year.

The NSW Food Authority Advisory Guidelines for Enforcement Agencies - Retail and Food Services Types and Their Inspection Frequencies, now require food businesses to be inspected at least annually using a risk-based approach. The guidelines continue to require low risk premises (bottle shops, newsagents) to be inspected on complaint only.

Since 2009 when the food inspection program was first established, Eurobodalla food retailers have achieved an average of 93% compliance with the *Food Standards Code*. The compliance level was 95% in the 2016–2017 financial year when 400 inspections of 230 fixed food premises were conducted.

Council received the draft advisory guidelines for a risk-based inspection frequency from the Food Authority in July 2017. These have been considered in the development of the Food Inspection Policy.

In 2017, an independent survey of food businesses found that 68% of respondents were interested in information on how to reduce the frequency of inspections and reduce the cost to their business. It is proposed that Council implement a revised inspection regime that rewards businesses that demonstrate a high level of compliance to the *Food Standards Code 2016* with less frequent inspections and therefore the potential to reduce costs to the business.

Council would implement the NSW Food Authority, Scores-on-Doors program offering businesses a certificate indicating their rating for display.

CONSIDERATIONS

The food inspection program commenced in 2009 and during 2016–2017 inspections include:

- 230 fixed businesses (78% inspected twice)
- 49 temporary stalls (inspected at markets and festivals)
- 15 mobile food vendors (inspected once per year)

All fixed premises (shop fronts) and mobile food vendors are charged an annual administration fee as well as a fee for each inspection.

Schools are not subject to the annual administration fee.

Fees associated with temporary food stalls inspections are applied to market and festival organisers.

Charities are not subject to inspection or administration fees.

The following table provides the inspection numbers and percentage of compliance.

Table 1: Summary of Council's Food Inspection Program from 2010–2011 to 2016–2017

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	Average
Number of inspections (fixed premises)	434	424	405	419	387	398	400	410
Number of	11	14	25	27	40	37	9	23

PSR17/058 RISK-BASED FOOD INSPECTION PROGRAM**E80.1313**

re-inspections								
Compliance %	97	95	92	~90	90	92	95	93

The high level of compliance (average of 93%), is commendable and with those food businesses that are regularly scoring high levels of compliance, it is proposed that their inspection frequency be reduced. This aligns with the NSW Food Authority's risk-based approach.

The risk-based food inspection program is outlined in the Food Inspection Policy. The model is based on a two-step process where the risk classification of the business and previous inspection outcomes are considered. This will enable a medium risk business with the opportunity to reduce the inspection frequency where there is a high level of sustained compliance.

The draft policy has the following advantages for food businesses:

- encourages high level of compliance
- provides the opportunity for reduced inspection regime and associated costs
- provides a marketing advantage to high performing businesses (Scores-on-Doors Certificate)

Additional advantages include:

- allocation of Council resources to food businesses of the highest risk
- Council resources can be redeployed to improving food education for businesses, and high priority public and environment health matters
- a less subjective score based system.

Legal

The food inspection program complies with the *NSW Food Act 2003*, *NSW Food Regulations 2015* and the *Food Standards Code 2016*.

Social Impact

Compliance with the *Food Standards Code 2016* provides significant long term enjoyment and health benefits for the Eurobodalla community and visitors. In particular by reducing food borne illness to consumers.

The food inspection program continues to provide community confidence in retail food in the Eurobodalla Shire.

Economic Development Employment Potential

The retail food sector is an important source of income and employment in the Eurobodalla and a high level of compliance to food safety is essential to the continued success of this sector especially given the high dependence of our local economy on tourism.

Financial

The food inspection program is based on full cost recovery. The draft Food Inspection Policy rewards those businesses that demonstrate a consistently high level of compliance which has the potential to reduce the frequency of inspections. Conversely poor performing businesses

PSR17/058 RISK-BASED FOOD INSPECTION PROGRAM

E80.1313

may be subject to two inspections per year and serious breaches will incur re-inspections and potentially other enforcement measures dependent on the breach.

The risk-based food inspection program will see a potential reduction in inspections per annum. It is estimated that between 50 and maximum of 90 food premises could have one inspection per annum compared to the current two per annum where they achieve the 5-star rating at the time of their first inspection and in accordance with the conditions outlined above.

The reduced food premises inspections equates to a \$9,200 - \$16,560 savings for food premises across Eurobodalla which translates to approximately 8% to 14% reduction in revenue for the Food Inspection Program. Any identified operational savings will be redirected to other public health activities within the unit.

Full financial analysis should be undertaken in 2018-2019 if the draft Food Inspection Policy is adopted by Council.

Community and Stakeholder Engagement

Council will consult with the community and seek their feedback during the public exhibition phase by exhibiting the draft Food Inspection Policy on Council's website, at libraries and at the Customer Service Centre in Moruya, for a period of 28 days.

The food businesses will also be advised of the draft Policy via the Council's Food Newsletter which is distributed to all food businesses, along with verbal advice provided by Council officers during food shop inspections.

CONCLUSION

It is recommended that the draft Food Inspection Policy be publicly exhibited for a period of 28 days. At the end of the public consultation period, a report will be presented to Council which will contain the submissions received and detailing how these were considered. This report will recommend adoption of the draft Food Inspection Policy.

**IR17/059 FUNDING OFFER - SAFER LOCAL GOVERNMENT ROADS PROGRAM
2017-18**

E90.0713

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: Nil

Focus Area: Productive Communities

Delivery Program Link: P3.2 Develop, renew and maintain the road network

Operational Plan Link: P3.2.1 Deliver capital and renewal works program

EXECUTIVE SUMMARY

Council submitted a grant application under the Roads and Maritime Services (RMS) Safer Local Government Roads Program in July 2016. RMS wrote to Council in August 2017 offering a total of \$231,000 in funding to widen Tomakin Road, Mogo, 700 metres northwest of the Dunns Creek Road intersection.

This report seeks Council's endorsement of the actions taken to accept the grant.

The Safer Local Government Roads Program is a key initiative of the NSW Road Safety Strategy, which aims to make state roads safer and reduce crashes on the road network. This program provides treatments where there are clusters of casualty crashes on local and regional roads. This is achieved by implementing low cost engineering treatments and countermeasures.

Four casualty crashes occurred on the identified section of Tomakin Road between 2010 and 2015.

The funding application submitted to RMS sought \$231,000 in funding to reduce the number and severity of crashes by widening the road with sealed shoulders, providing wider clear zones and installing curve alignment markers, associated speed advisory signs and linemarking.

The Safer Local Government Roads Program provides 100% funding and does not require Council to match any funds. The project will be completed by the end of the 2017-18 financial year.

RECOMMENDATION

THAT Council endorse the actions taken to accept the funding offer of \$231,000 under the Roads and Maritime Services' Safer Local Government Roads Program 2017-18 to widen Tomakin Road, Mogo, 700 metres northwest of the Dunns Creek Road intersection.

BACKGROUND

Council actively applies for grants from various government programs to assist with the development, renewal and maintenance of the road network for the benefit of all road users.

A funding application was submitted to RMS under the Safer Local Government Roads Program for road safety improvements to Tomakin Road, Mogo, in July 2016.

The Safer Local Government Roads Program is a key initiative of the NSW Road Safety Strategy, which aims to make state roads safer and reduce crashes on the road network. This program

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2017-18**

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provides treatments where there are clusters of casualty crashes on local and regional roads. This is achieved by implementing low cost engineering treatments and countermeasures.

In August 2017, RMS formally advised that the application for \$231,000 in funding was successful and actions have been taken to formally accept the grant offer.

The project will increase safety on a 230 metre section of Tomakin Road, starting from 700 metres north west of the Dunns Creek Road intersection. The project will see the road widened with sealed shoulders, provide wider cleared zones and install curve alignment markers and curve advisory speed signs. The project will be completed by the end of the 2017-18 financial year.

Funding under the Safer Local Government Roads Program does not require matching Council funds.

CONSIDERATIONS

The Safer Local Government Roads Program uses a system that calculates a Benefit Cost Ratio (BCR) for proposed treatments. 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 line with individual BCRs. Four casualty crashes occurred on the identified section of Tomakin Road between 2010 and 2015.

The funding application submitted to RMS sought \$231,000 in funding to reduce the number and severity of crashes by widening the road with sealed shoulders, providing wider clear zones and installing curve alignment markers, associated speed advisory signs and linemarking.

Asset

Grant funding provides the up-front capital costs of these projects.

The ongoing whole of life costs will be borne by Council.

Council's long term financial plan and future budgets will include sufficient funding to maintain and depreciate any new assets.

Social Impact

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

The Safer Local Government Roads Program 2017-18 funding is specifically aimed at making roads safer and reducing crashes on the road network. 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 are realized through a reduction in road trauma.

Financial

This grant is 100% funded and does not require allocation of Council funds. The project will commence and be completed within the 2017-18 financial year.

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2017-18**

E90.0713

Community and Stakeholder Engagement

We will inform the community about these projects by providing information on Council's website, writing to affected residents and stakeholders, advertising on Council's noticeboard page in two local newspapers and distributing a media release at the commencement of works.

CONCLUSION

Council has been successful in gaining \$231,000 in funding under the RMS' Safer Local Government Roads Program to widen 230 metres of Tomakin Road, Mogo, 700 metres northwest of the Dunns Creek Road intersection.

The grant provides 100% funding and has been formally accepted. The project will be completed by the end of the 2017-18 financial year. This report seeks Council's endorsement of the actions taken to accept the grant.

**IR17/060 FUNDING OFFER - ROAD SAFETY INFRASTRUCTURE FOR NSW
ABORIGINAL COMMUNITIES 2018-19**

E90.0713

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: Nil

Focus Area: Productive Communities

Delivery Program Link: P3.2 Develop, renew and maintain the road network

Operational Plan Link: P3.2.1 Deliver capital and renewal works program

EXECUTIVE SUMMARY

Roads and Maritime Services (RMS) advised Council that funding was available under the Road Safety Infrastructure for NSW Aboriginal Communities 2018-19 program in November 2016.

A funding application was lodged to widen Bermagui Road at the intersection of Umbarra Road, Wallaga Lake. In August 2017, RMS formally advised that the application for \$188,000 in funding was successful.

This report seeks Council's endorsement of the actions taken to accept the grant.

The funding was instigated when the Centre for Road Safety, on behalf of Aboriginal Affairs NSW, undertook road safety infrastructure assessments of 66 Aboriginal communities across the state in 2010. The assessments were undertaken in collaboration with nominated representatives from Aboriginal communities and key stakeholders including the NSW Aboriginal Land Council, Local Aboriginal Land Councils, the Division of Local Government and the Local Government and Shires Association. Council staff were invited to attend the assessments at Bodalla and Wallaga Lake.

The offer of funding will allow Council to meet one of its objectives in the Delivery Program and Operational Plan to build, renew and maintain the road network.

The intersection of Bermagui and Umbarra Roads, Wallaga Lake would benefit from widening the right-hand turn into Umbarra Road, and installation of appropriate linemarking and signage to make it safer for all road users.

The Road Safety Infrastructure for NSW Aboriginal Communities program provides 100% funding and does not require Council to match any funds. The funding will be forthcoming within the 2018-19 financial year.

RECOMMENDATION

THAT Council endorse the actions taken to accept the funding offer of \$188,000 under the Roads and Maritime Services Road Safety Infrastructure for NSW Aboriginal Communities 2018-19 program to upgrade Bermagui Road, Wallaga Lake at the intersection of Umbarra Road.

BACKGROUND

In November 2016, RMS advised Council that funding was available under the Road Safety Infrastructure for NSW Aboriginal Communities 2018-19 program.

**IR17/060 FUNDING OFFER - ROAD SAFETY INFRASTRUCTURE FOR NSW
ABORIGINAL COMMUNITIES 2018-19**

E90.0713

The funding was instigated when the Centre for Road Safety, on behalf of Aboriginal Affairs NSW, undertook road safety infrastructure assessments of 66 Aboriginal communities across the state in 2010. The assessments were undertaken in collaboration with nominated representatives from Aboriginal communities and key stakeholders including the NSW Aboriginal Land Council, Local Aboriginal Land Councils, the Division of Local Government and the Local Government and Shires Association. Council staff were invited to attend the assessments at Bodalla and Wallaga Lake.

This work identified communities and the works required to improve safety outcomes which include:

- installing road safety, speed zone and community identity signage
- upgrading footpaths, pedestrian facilities and street lighting
- installing traffic calming treatments and infrastructure
- installing bus shelters
- upgrading and maintaining school zone signage and road patches.

In December 2016, a funding application was lodged to widen Bermagui Road at the intersection of Umbarra Road, Wallaga Lake to allow through traffic to safely pass vehicles turning right into Umbarra Road.

In August 2017, RMS formally advised that the application for \$188,000 in funding was successful and actions have been taken to formally accept the grant offer.

The grant is 100% funded and does not require to Council to match funding. The funding will be forthcoming within the 2018-19 financial year.

CONSIDERATIONS

The offer of funding will allow Council to meet one of its objectives identified in the Delivery Program and Operational Plan to *'build, renew and maintain the road network'*.

The intersection of Bermagui and Umbarra Roads, Wallaga Lake would benefit from widening the right-hand turn into Umbarra Road, and installation of appropriate linemarking and signage to make it safer for all road users.

Asset

Grant funding provides the up-front capital costs of the project.

The ongoing whole of life cycle costs will be borne by Council.

Council's long term financial plan and future budgets will include sufficient funding to maintain and depreciate any new asset.

Social Impact

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

The Road Safety Infrastructure for NSW Aboriginal Communities 2018-19 program is specifically aimed at making roads safer and reducing crashes on the road network. With every crash,

**IR17/060 FUNDING OFFER - ROAD SAFETY INFRASTRUCTURE FOR NSW
ABORIGINAL COMMUNITIES 2018-19**

E90.0713

those involved, families and the wider community are all impacted in some way. Through improvements to our local road network, positive effects are realized through a reduction in road trauma.

Financial

This grant is 100% funded and does not require allocation of Council funds. Funding will be forthcoming within the 2018-19 financial year.

Community and Stakeholder Engagement

We will inform the community about the project by providing information on Council's website; writing to affected residents and stakeholders; advertising on Council's noticeboard page in two local newspapers; and distributing a media release at the commencement of works.

We will also inform the Local Aboriginal Land Council, and the Aboriginal Advisory Committee of this positive outcome.

CONCLUSION

Council has been successful in gaining \$188,000 in funding under the RMS' Road Safety Infrastructure for NSW Aboriginal Communities Program to widen Bermagui Road, Wallaga Lake at the intersection with Umbarra Road.

The grant provides 100% funding and has been formally accepted. The funding will be forthcoming within the 2018-19 financial year. This report seeks Council's endorsement of the actions taken to accept the grant.

IR17/061 LOCAL TRAFFIC COMMITTEE NO 2 FOR 2017-18

E16.0002

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: 1. Parking Survey Business
2. Parking Survey Community
3. Parking proposed - map
4. Parking existing - map

Focus Area: Productive Communities

Delivery Program Link: P3.1 Undertake advocacy activities to further the development of transport infrastructure and support future growth

Operational Plan Link: P3.1.2 Coordinate the Local Traffic & Development Committees

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.

The minutes of the Eurobodalla Local Traffic Committee meeting are included in this report for the Councillors' review. The main issues covered at the Eurobodalla Local Traffic Committee meeting of 15 September 2017 were as follows:

- Signage and Linemarking – One Way Carpark at the Bus Zone on Princes Highway, Bodalla
- Signage and Linemarking – Batemans Bay CBD, modification to timed parking duration
- Signage and Linemarking – Glenella Road, Catalina.

RECOMMENDATION

THAT:

1. Council Plan No 5156 Set E Sheet 03 detailing a one way carpark within the bus zone on Princes Highway, Bodalla be approved.
2. a) Council Plan No 5156 Set BK Sheet 01 detailing the timed parking in the Batemans Bay CBD be approved.
b) Council write to all business owners and operators in the Batemans Bay CBD informing them of the changes in timed parking, with the plan to be included in the correspondence.
3. Council Plans No 4600 Set C Sheets 26 to 28 and Set E Sheet 18 detailing the proposed regulatory signage and linemarking on Glenella Road, including the roundabout at the intersection with George Bass Drive, Catalina be approved.

BACKGROUND

The Eurobodalla Local Traffic Committee Meeting No 2 for 2017-18 was held on 15 September 2017 in Council's Committee Room. The meeting was attended by Councillor Anthony Mayne (Chairperson), Jesse Fogg (Roads and Maritime Services), Senior Constable Scott Britt (NSW

IR17/061 LOCAL TRAFFIC COMMITTEE NO 2 FOR 2017-18

E16.0002

Police), Dave Hunter (Traffic Officer), Suketu Bhatt (Division Manager Technical Services), Kate McDougall (Road Safety Officer) and Matt Cormick (Minute Taker).

APOLOGIES

An apology was received from Danielle Brice, the representative for the Hon Andrew Constance MP.

DEPUTATIONS

Nil

MINUTES OF PREVIOUS MEETING

The minutes of the Eurobodalla Local Traffic Committee Meeting No 1 for 2016-17 held on Monday 20 July 2017 were confirmed and accepted.

OUTSTANDING ITEMS FROM PREVIOUS MEETING

The action sheet outlining all outstanding items was distributed to members.

ROAD TRANSPORT (SAFETY AND TRAFFIC MANAGEMENT) ACT FOR DETERMINATION

2018.RT.004 Signage and Line-marking – One Way Carpark at the Bus Zone on Princes Highway, Bodalla

The north bound bus stop and associated bus zone on the Princes Highway, Bodalla was installed in 2014 using Transport for NSW, Country Passenger Transport Infrastructure Grant (CPTIG) funds. The bus stop is located south of Eurobodalla Road, adjoining the Rural Fire Service (RFS) premises.

This bus stop acts as an interchange for school buses, with up to six buses stopping morning and afternoon to transfer students from areas between Broulee and Tilba. Two local bus companies, Marshalls and Symons, operate the routes.

In April 2017 a No Stopping section was installed within the bus zone to improve sight lines between vehicles and pedestrians.

The Committee visited the site on Monday 22 May 2017 at around 4.00pm and again at around 8.00am on Thursday 22 July 2017 to observe how the school bus interchange was operating.

It was agreed at the Committee meeting following the 22 May 2017 site visit that regulating the side road / unsealed carpark at the northern section of the bus zone to create a single lane (southbound configuration) would reduce the risk to both pedestrians and motorists. The Committee subsequently recommended "that a plan to regulate the side road on the Princes Highway, Bodalla as one way southbound be prepared and used for public consultation".

Consultation was then undertaken with the proposal being sent to Marshalls and Symons bus companies, the Rural Fire Service and the Bodalla volunteer driver revive unit. All are in agreement with the proposal.

The Committee reviewed Council Plan No. 5156 Set E Sheet 03 detailing a one way carpark within the bus zone.

IR17/061 LOCAL TRAFFIC COMMITTEE NO 2 FOR 2017-18

E16.0002

The Committee discussed the following:

- Written feedback from an executive member representing both Driver Reviver and the Rural Fire Service providing in principle agreement, but in favour of one way south to north. The Traffic Officer then explained to the representative that the first bus significantly reduces the sight line at the northern end, hence the need to have the one way from north to south. This was accepted.
- The Chair asked the representative for RMS if consideration has been given to reducing the speed zones to 50km/h at the bus zone and was informed that a recent review has determined that the current speed zone is appropriate.
- The NSW Police representative also stated that police may monitor and issue a warning in the first instance as required.
- Council will liaise with the bus companies and school to make users aware of the changed traffic conditions.

Recommendation:

That Council Plan No. 5156 Set E Sheet 03 detailing a one way carpark within the bus zone on Princes Highway, Bodalla be approved.

2018.RT.005 Signage and Line-marking – Batemans Bay CBD, modification to timed parking duration

Council undertook a parking study in 2011 covering the Batemans Bay Central Business District (CBD) and has since provided additional parking in the Camp Street off-street car park, in Orient Street south, and by securing extra overflow parking at the Mackay Park precinct.

The Batemans Bay Streetscaping Sunset Advisory Committee was more recently formed to oversight the Batemans Bay CBD streetscape project including community engagement. As part of the overall streetscaping project, it was agreed to review the on-street parking times in consultation with the community, including loading zones.

At the Ordinary Council Meeting held on 10 May 2016, as part of Motion 16/133 for the adoption of the Batemans Bay CBD Streetscaping concept plan, in relation to loading zones, it was recommended that *“the Local Traffic Committee be requested to investigate parallel parking being provided in front of No 13 Orient Street, with timing restrictions to enable a dedicated loading zone at non-peak times in same location, including undertaking appropriate consultation with businesses on this specific proposal”*.

Following a Mayoral report to the meeting of 13 December 2017, pay parking was removed from Perry Street and Clyde Street off-street car parks before Christmas 2016. Council resolved in part:

THAT:

1. Pay parking be removed from the Clyde Street and Perry Street off-road parking areas in Batemans Bay by 23 December 2016.
2. Subject to the concurrence of the Local Traffic Committee, a three (3) hour parking limit be put in place over the Clyde Street and Perry Street off-road parking areas in

IR17/061 LOCAL TRAFFIC COMMITTEE NO 2 FOR 2017-18

E16.0002

Batemans Bay from 23 December 2016.

Following removal of pay parking, views were expressed by businesses near the Perry Street off-street car park that the 3 hour limit was excessive for businesses requiring a higher turnover.

It was therefore agreed to review the off-street parking times together with the on-street parking times for the whole of Batemans Bay CBD in consultation with the community.

Two separate surveys were prepared with input from Councillors, and then used to gather feedback. One survey was for business operators and the second for community members. Surveys were also forwarded to property owners and transport and emergency services. The survey was made available online and in hardcopy (paper). The period for feedback was from 1 to 23 June 2017.

A copy of these survey forms is attached.

Summary of the business community survey:

- *Surveys were hand delivered to 264 businesses within the survey area. Responses were received from 64 businesses.*
- *Retail constituted 40% of replies, with hospitality and medical both at 10%*
- *40% of businesses open Mon to Sun and 30% Mon to Fri*
- *80% do not provide on-site customer, staff or disabled parking*
- *50% are satisfied with nearby timed parking*
- *Of the other 50%, over half want a change to 1 hour parking and a further third a change to 2 hours*
- *Looking at individual business locations, most demand is for an increase to 1 hour in the Orient Street north section (13 requests). Three from Clyde Street want an increase (only one other replied indicating 75% prefer 1 hour)*
- *Five businesses that adjoin the 3 hour off-street carpark in Perry Street replied to the question about timed on-street parking in Perry Street, asking that it should be 1 hour. All of these businesses are at the northern end of Perry Street and it appears they were asking that the 3 hour off-street section be changed to 1 hour*
- *70% are satisfied with both deliveries and Council's 3 hour off-street parking*
- *80% do not want Saturday parking extended from 12.30pm to 6.00pm*
- *60% support the changes to the bus and loading zones in Orient Street (note there have since been changes to the loading zone which the Committee has agreed to trial, subject to a separate report)*
- *75% are unaware of any difficulties faced by customers with impaired mobility to park.*

Summary of the community members' survey:

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E16.0002

- *Surveys were available online via Survey Monkey and also delivered to business and /or property owners. Responses were received from 93 people.*
- *45% of people were in the 40-65 year age bracket*
- *41% visited 2 to 4 times a week, with 80% for shopping purposes*
- *80% do not want Saturday parking extended from 12.30pm to 6.00pm*
- *Most indicated current time limits are appropriate except in 2 areas: Clyde Street on-street and Orient Street (north of Beach Road), both of which are currently half hour. Over 80% want greater than current time with about 50% specifying 1 hour.*
- *The highest attended parking section was Orient Street, north of Beach Road, and 66% of respondents parked for less than half an hour, however 83% want it changed to 1 hour or longer (55% specified 1 hour)*
- *Of the 93 participants, 13 hold a Mobility Parking Scheme Permit (MPSP) and two others have been rejected in the past*
- *27 people / 70% of people using a MPSP are satisfied with available parking (assume some are drivers for MPSP holders). Seven MPSP users or 18% are not satisfied with available parking, four MPSP users or 11% are sometimes not satisfied with available parking.*

It is evident from the surveys that most business and community members are generally satisfied with the current parking arrangements, with the exception of the on-street Clyde Street and north Orient Street half hour zones and part of the off-street Perry Street 3 hour zone.

Many businesses want more all day parking for their staff closer to their properties. Most are satisfied with the proposed loading zone changes. Note that the finetuning of the location and times of the loading zones within the Orient Street streetscaping project is ongoing and will be reported to the Local Traffic Committee at a later date.

The survey questions on mobility parking indicate that most people are satisfied with the current arrangements for exclusive parking for Mobility Parking Scheme Permit (MPSP) holders. A separate report about mobility parking will be prepared and the information from the survey will be included.

Several comments were received implying there has been a reduction in the number of parking spaces in Orient Street as a result of the streetscape works. In fact with the reconfiguration of parking spaces, including reducing the size for tree spaces, there will be an additional eight (8) spaces provided in Orient Street, two of these being parking for people with disabilities that hold a MPS permit. This represents an increase in Orient Street and North Street combined of six (6) spaces, noting the loss of two (2) spaces in North Street to create an outdoor eating area.

Based on the findings of the parking survey, it is proposed to:

- *Change the on-street Clyde Street and north Orient Street half hour zones and part of the off-street Perry Street 3 hour zone to be 1 hour parking.*
- *Retain time period for this parking, which is 8.30am to 6.00pm Monday to Friday and*

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8.30am to 12.30pm Saturday.

In addition to the survey, other issues have come to light as an outcome of the parking review, with the following changes proposed:

- There is a No Stopping section where Orient Street changes to Old Princes Highway which was in place due to the proximity to the intersection. This section adjoining Katungal Aboriginal Corporation can now be changed to 1 hour parking as the intersection has been upgraded and the street widened.
- The 3 hour on-street parking in Museum Place be changed to 1 hour for consistency.
- A section of the off-street parking at the Visitors Centre be changed to 1 hour for consistency.

The Committee reviewed Council Plan No. 5156 Set BK Sheet 01 detailing the timed parking in the Batemans Bay CBD.

The Committee discussed the following:

- The Chair asked about the Parking Mobility Scheme and its impact on the changed timed parking. The Traffic Officer advised members that this was a separate matter and will be brought to the Committee at a later date. It was agreed that having 1 hour as the general minimum should allow sufficient time for most people with temporary mobility problems to get to and from parking spaces to chosen locations.
- The Chair asked if there was more detail available on how many business respondents who immediately adjoin Clyde Street or Orient Street north were either in favour of keeping the current half hour or wanted an increase in the timed parking. The Traffic Officer agreed to analyse this information and provide it to the Committee.

Note the following results of this additional analysis:

Of the 64 business respondents, 38 have premises that adjoin either Clyde Street or Orient Street north (including various arcades).

21 business respondents who adjoin Clyde Street or Orient Street north prefer the timed parking adjoining their premises to increase to 1 hour or greater.

17 business respondents who adjoin Clyde Street or Orient Street north indicated the timed parking adjoining their premises is adequate.

Recommendation:

1. That Council Plan No.5156 Set BK Sheet 01 detailing the timed parking in the Batemans Bay CBD be approved.
2. That Council write to all business owners and operators in the Batemans Bay CBD informing them of the changes in timed parking, with the plan to be included in the correspondence.

IR17/061 LOCAL TRAFFIC COMMITTEE NO 2 FOR 2017-18

E16.0002

2018.RT.006 Signage and Linemarking – Glenella Road, Catalina

The section of Glenella Road between George Bass Drive and Heron Road is complete with the exception of a bitumen seal and installation of signs and linemarking. The sealing work will be undertaken in the coming weeks. This road will eventually distribute traffic including from the Princes Highway and Batemans Bay CBD (via the Princes Highway) through to the southern suburbs and rural area of Batemans Bay.

Construction of a roundabout at the intersection of George Bass Drive and Glenella Road has commenced and is planned to be completed this financial year.

It is also planned to establish a Local Area Traffic Management (LATM) precinct, primarily on Heron Road. This includes roundabouts, kerb blisters and midblock island slow points. This was reported to the Committee at the meeting on 22 May 2017. Consultation has commenced and it is planned to have the LATM devices also installed this financial year. The signage and linemarking of this area will be submitted separately to the Committee.

It is planned to open Glenella Road, from George Bass Drive through to Heron Road, before Christmas, subject to an uninterrupted work schedule.

The final link from Glenella Road through to the Princes Highway, including installation of an appropriate intersection treatment on the highway, is a matter for the NSW Government and remains unfunded. The section of Glenella Road, from Heron Road through to The Ridge Road, will remain gated and closed to prevent access to the Princes Highway until the link and intersection upgrade is undertaken by the NSW Government.

The Committee reviewed Council Plans No.4600 Set C Sheets 26 to 28 and Set E Sheet 18 detailing the proposed regulatory signage and linemarking on Glenella Road, including the roundabout at the intersection with George Bass Drive. These plans are to the prescribed standards, and correct installation of the signage and linemarking will reduce the risk to road users.

The RMS representative suggested that the location of the overtaking left merge lane on Glenella Road be reviewed because of its proximity to the turn-off into Heron Road.

Note: Modifications to the plan have been implemented with the distance between the merge taper and the Heron Road right turn lane increased.

Recommendation:

That Council Plans No 4600 Set C Sheets 26 to 28 and Set E Sheet 18 detailing the proposed regulatory signage and linemarking on Glenella Road, including the roundabout at the intersection with George Bass Drive, Catalina be approved.

INFORMAL ITEMS FOR DISCUSSION

2018.IN.001 New School Bus Route - Grandfathers Gully Road, Lilli Pilli

Priors Bus Service has lodged a request for a new school bus route along Grandfathers Gully Road, Lilli Pilli. This route is an extension of the existing route along George Bass Drive.

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Priors has undertaken a risk assessment and it is evident that the route will significantly reduce the risk to students, particularly as they will no longer have to walk across George Bass drive.

The Committee supported the new route.

Recommendation:

That the new school bus route along Grandfathers Gully Road, Lilli Pilli proposed by Priors Bus Service be received and noted.

GENERAL BUSINESS

The NSW Police representative asked if the linemarking at the intersection of North and Perry Streets in Batemans Bay could be reviewed. He indicated that turning vehicles do not keep within the designated lane and are likely to cut across the opposite lane conflicting with oncoming - turning traffic.

Note: Further investigation has revealed that additional linemarking would not be consistent with RMS guidelines.

NEXT MEETING

THE NEXT MEETING OF THE EUROBODALLA LOCAL TRAFFIC COMMITTEE IS TO BE HELD AT 9.30AM ON 13 OCTOBER 2017 IN COUNCIL'S COMMITTEE ROOM.



PARKING REVIEW - BATEMANS BAY CBD SURVEY for BUSINESS OPERATORS

The aim of time limiting parking in high use areas is to ensure vehicle turnover so that more people can access shops and services.

We are seeking your views on:

- how long people should be able to park in public parking areas in Batemans Bay CBD and how it affects your business, and
- mobility parking in the CBD.

This survey does not include private car parks such as Village Centre, Bridge Plaza, Bay Link, etc.

Please complete the survey by Friday 23 June 2017. Return completed surveys in the replied paid envelope provided OR complete it online at www.esc.nsw.gov.au/exhibition

We encourage your staff to complete the survey for *community members* also available online at www.esc.nsw.gov.au/exhibition

Q1. What is your business' name?:

Q2. What is your business' address?:

Q3. What type of industry is your business?

- ☐ Retail
- ☐ Hospitality
- ☐ Financial and insurance services
- ☐ Professional office
- ☐ Medical, health care
- ☐ Government
- ☐ Other (please specify):

Q4. What days of the week does your business operate?

- ☐ Monday to Friday
- ☐ Monday to Saturday
- ☐ Monday to Sunday (every day)
- ☐ Other (please specify):

Q5. What are your hours of operation Monday to Friday?

Q6. What are your hours of operation on a Saturday?

Q7. What are your hours of operation on a Sunday?

Q8. Does your business provide on-site parking for customers?

- ☐ No
- ☐ Yes, number of spaces:

Q9. Does your business provide on-site disability parking?

- ☐ No
- ☐ Yes, number of spaces:

Q10. Does your business provide on-site parking for staff?

- ☐ No
If no, where do they usually park?
- ☐ Yes
If yes, number of spaces:

Q11. Which street that provides timed on-street parking is **closest** to your business?

- ☐ Clyde Street between Princes Highway and North Street
- ☐ North Street
- ☐ Perry Street
- ☐ Orient Street between North Street and Beach Road
- ☐ Orient Street between Beach Road and Museum Place
- ☐ Beach Road
- ☐ Flora Crescent
- ☐ Museum Place
- ☐ Other, please specify.....

Q12. Is the current timed on-street parking **closest** to your business adequate for your range of customers' needs?

- ☐ Yes
- ☐ No
If no, what would be the preferred time limit?
 - ☐ 15 minutes
 - ☐ Half an hour
 - ☐ 1 hour
 - ☐ 2 hours
 - ☐ 3 hours

Q13. Is the current timed on-street parking **closest** to your business adequate for the delivery of goods?

- ☐ Yes
- ☐ No
If no, please explain why not?

Q14. Council owned off-street car parks generally have 3 hour parking time limits. Is this time restriction appropriate for your customers' needs?

- ☐ Unsure
- ☐ Yes
- ☐ No
If no, what time limit do you suggest?

Q15. The parking time limits in the CBD are Monday to Friday 8.30am to 6.00pm and Saturday 8.30am to 12.30pm. Do you think the Saturday time limit should be extended to 6.00pm, the same as weekdays?

- ☐ Yes
☐ No

Q16. Bus stops are given priority within the CBD to allow greater use of public transport. As part of the new streetscaping works, Council has a new plan of the bus and loading zone parking arrangements (plan is attached). Do you support this arrangement?

- ☐ Yes
☐ No

Please explain why?

Q17. Are you aware of the parking concessions available to holders of a Mobility Parking Scheme permits?

- ☐ Yes
☐ No

You may view the concessions via this link:

<http://www.rms.nsw.gov.au/roads/using-roads/mobility-parking/parking-concessions.html>

Q18. If you have customers with mobility impairments, are you aware of any parking difficulties they experience?

- ☐ No
☐ Yes

If yes, please explain the difficulties

Q19. Are there any issues you would like Council to be aware of when reviewing the time limits for parking in Batemans Bay CBD?

.....
.....
.....
.....

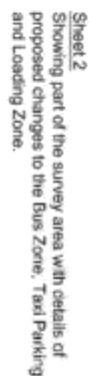
**Thank you for taking the time to complete this survey.
Please return completed surveys in the enclosed replied paid envelope
by Friday 23 June 2017**

or

email: council@esc.nsw.gov.au

or

post: PO Box 99, Moruya NSW 2537





PARKING REVIEW - BATEMANS BAY CBD SURVEY for COMMUNITY MEMBERS

The aim of time limiting parking in high use areas is to ensure vehicle turnover so that more people can access shops and services.



We are seeking your views on:

- how long people should be able to park in the public parking areas in Batemans Bay CBD, and
- mobility parking in the CBD.

This survey does not include private car parks such as Village Centre, Bridge Plaza, Bay Link, etc.

Please complete the survey by Friday 23 June 2017. Return completed surveys in the replied paid envelope provided OR complete it online at

www.esc.nsw.gov.au/exhibition

If you own or manage a business in the CBD, please complete the survey for *business operators*.

Q1. What street do you live in?

Q2. What suburb/town do you live in?

Q3. What is your age group?

- ☐ Under 17 years
- ☐ 17-39 years
- ☐ 40-65 years
- ☐ 66-85 years
- ☐ 86+ years
- ☐ Prefer not to say

Q4. In a typical week, how often do you drive into Batemans Bay CBD and park your vehicle?

- ☐ Daily (Monday to Friday)
- ☐ Every day (Monday to Sunday)
- ☐ Weekends only
- ☐ Once a week
- ☐ 2 to 4 times a week
- ☐ I don't visit the CBD every week

Q5. In a typical week, what is your purpose for parking in the CBD? (you may select more than one option)

- ☐ Shopping
- ☐ Entertainment/leisure/sightseeing
- ☐ Eating/dining/takeaway
- ☐ I work in the CBD
- ☐ Attend medical or health appointments
- ☐ Attend appointments other than medical and health
- ☐ I park in the CBD and commute elsewhere
- ☐ Other, please specify

Q6. The parking time limits in the CBD are Monday to Friday 8.30am to 6.00pm and Saturday 8.30am to 12.30pm. Do you think the Saturday time limit should be extended to 6.00pm, the same as weekdays?

- ☐ Yes
- ☐ No

Q7. In a typical week, where do you usually park your vehicle and for how long? (You may select more than one option)

Clyde Street off-street car park (currently 3 hours)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Clyde Street on-street parking (currently ½ hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
North Street on-street parking (currently 1 hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same

Perry Street off-street car park (currently 3 hours)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Perry Street on-street parking (currently 1 hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Orient Street (from Clyde St to Beach Rd) on-street parking (currently ½ hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same

Orient Street (from Beach Rd to Camp St) on-street parking (currently 1 hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Commercial Lane off-street car park (currently unlimited)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Flora Crescent on-street parking (currently 1 hour)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same

Community Centre (Museum Place) off-street car park (currently unlimited)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Museum Place on-street parking (currently 3 hours)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Off-street car park between Flora Crescent and Museum Place (currently 3 hours and unlimited)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same

Camp Street off-street car park (currently unlimited)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same
Mackay Park precinct (currently unlimited and 3 hours)		
a) How long do you park in this area?	b) Is the parking time limit in this area appropriate?	What is your preferred time limit for this area?
<input type="radio"/> less than half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> half a day <input type="radio"/> all day <input type="radio"/> night time only	<input type="radio"/> yes <input type="radio"/> no <input type="radio"/> unsure	<input type="radio"/> 15 mins <input type="radio"/> half an hour <input type="radio"/> one hour <input type="radio"/> two hours <input type="radio"/> three hours <input type="radio"/> stay the same

Q8. Are you aware of the timed parking concessions available to holders of a Mobility Parking Scheme permit for permanent or temporary periods?

- ☐ Yes
☐ No

You may view the concessions via this link: <http://www.rms.nsw.gov.au/roads/using-roads/mobility-parking/parking-concessions.html>

Q9. Do you hold a Mobility Parking Scheme permit or drive for someone with a permit?

- ☐ Yes
☐ No

Q10. Have you ever applied for a Mobility Parking Scheme permit and your application was rejected?

- ☐ Yes
☐ Never applied
If you answered 'never applied', you have completed this survey.

Q11. When using the Mobility Parking Scheme permit, do you have problems finding a park in the CBD?

- ☐ Yes
☐ No
☐ Sometimes

Q12. Do you believe you need a local short term mobility parking permit because you cannot obtain the usual Mobility Parking Scheme permit?

- ☐ No
☐ Yes
☐ If yes, please explain why?

.....

Thank you for taking the time to complete this survey.

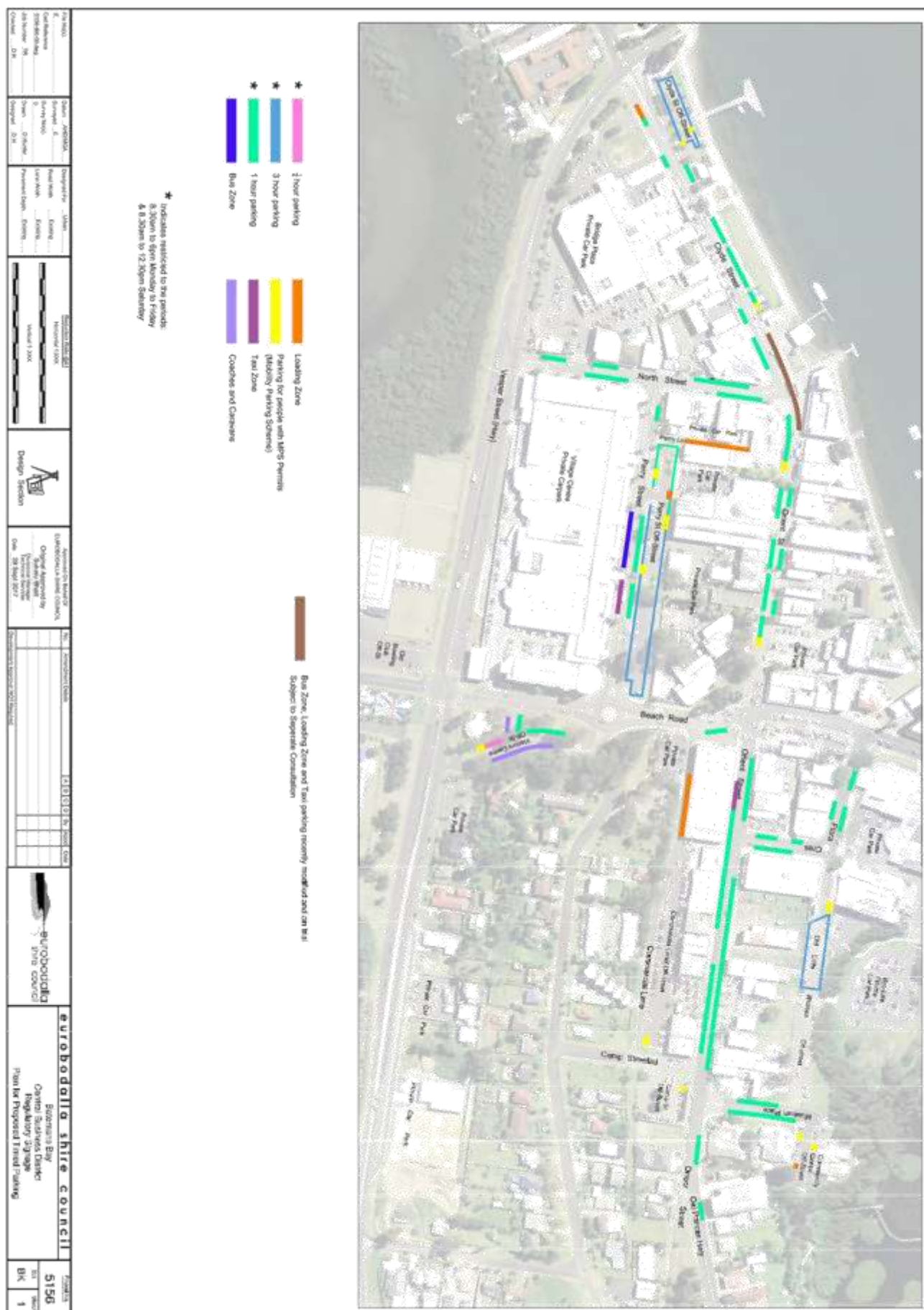
Please return completed surveys in the enclosed replied paid envelope
by Friday 23 June 2017

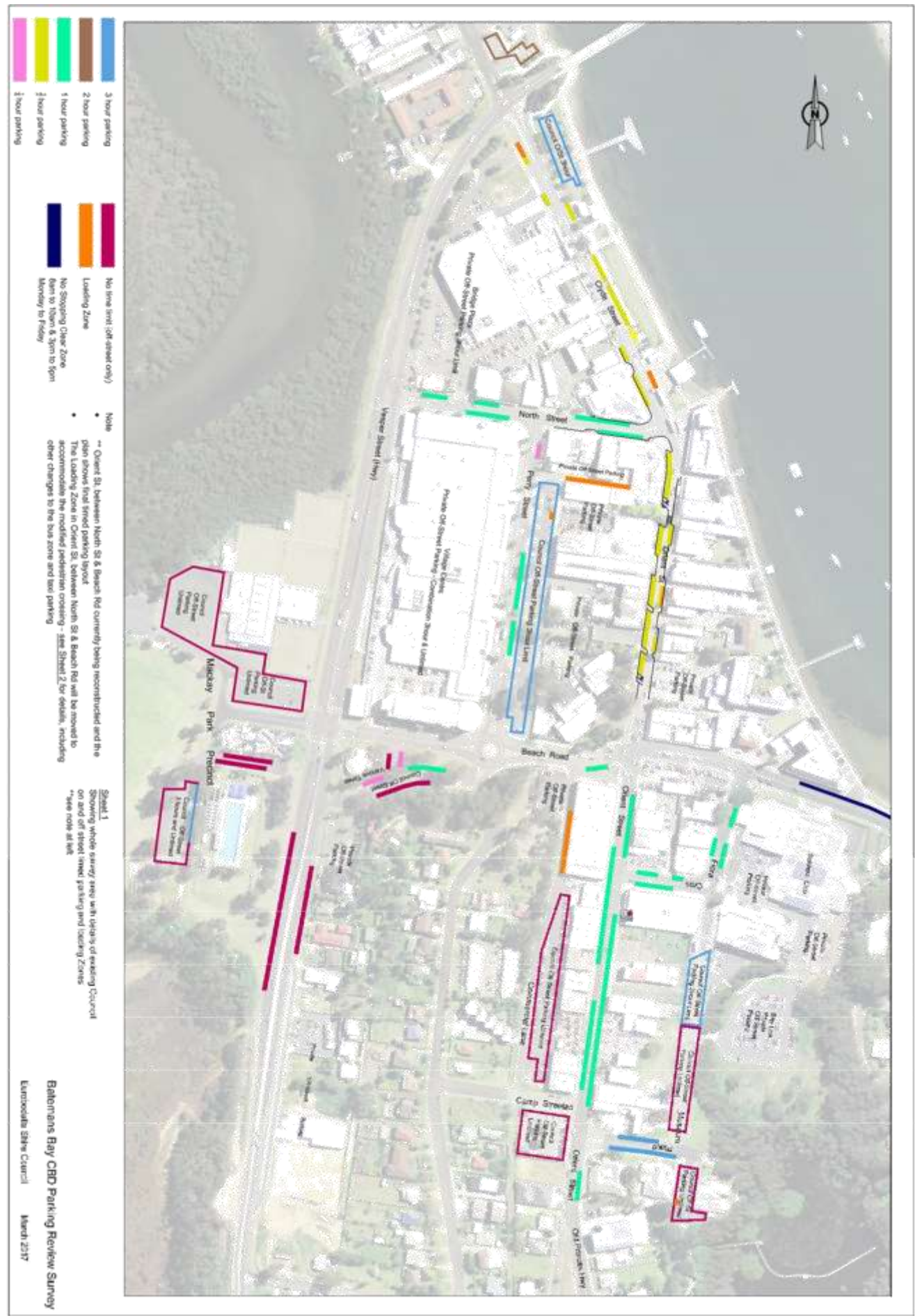
or

email: council@esc.nsw.gov.au

or

post: PO Box 99 Moruya NSW 2537





CCS17/078 TENDER EVALUATION - LEGAL SERVICES PANEL

E10.4196

Responsible Officer: Anthony O'Reilly - Director Corporate and Commercial Services
Attachments: 1. Confidential - Legal Services Panel
Focus Area: Support Services
Delivery Program Link: SS1.2 Maintain a sound governance framework within which Council operates
Operational Plan Link: SS1.2.2 Ensure transparency in council dealings

EXECUTIVE SUMMARY

Council participated in a collaborative tendering process, coordinated by the Canberra Region Joint Organisation (CBRJO) to develop local legal services panels. This report outlines the associated evaluation of tenders conducted specifically for the Eurobodalla Shire.

CBRJO administered the tendering process, developing both the required documentation and evaluation tools. Individual councils were required to undertake their own evaluation of offers submitted for their local area.

Request for Tender (RFT) No. 3/17 for the provision of a Legal Services Panel closed on 12 July 2017.

RECOMMENDATION

THAT Council endorses the panel arrangements for provision of Legal Services Request for Tender No. 3/17 as provided in the Confidential Attachments to this report.

BACKGROUND

Council has established a legal services panel to ensure compliance with the tendering requirement of Section 5 of the *Local Government Act 1993*. The panel also ensures economy of scale and provides a pre-negotiated set of prices and terms for which Council staff can seek legal services, without the need for individual, costly quotation processes. The legal expertise covered under the panel proposed in this report include:

- a) *Local Government Act 1993* and related legislation
- b) Contract and commercial law
- c) Prosecution of offences
- d) Environmental Planning and assessment
- e) Industrial and Employment relations
- f) Property acquisition.

The proposed panel will be for a period of three (3) years with an option to extend the contract for a further two (2) x one (1) year.

CCS17/078 TENDER EVALUATION - LEGAL SERVICES PANEL

E10.4196

RFT No. 3/17 was advertised in the Sydney Morning Herald, Canberra Times, local newspapers and on the www.tenderlink.com/cbrjo closing date for tenders was 12 July 2017.

A summary of the evaluation including each tenderer's scoring is provided in the confidential attachment to this report.

CONSIDERATIONS

A list of tenderers is below.

BAL Lawyers (Canberra, ACT)	Marsdens (Campbelltown, NSW)
Clarke Law (Narooma, NSW)	Meyer Vandenberg (Canberra, ACT)
Elrington (Queanbeyan, NSW)	Minter Ellison (Barton, ACT)
Hall and Wilcox (Melbourne CBD, VIC)	Pikes and Verekers (Sydney CBD, NSW)
Herring & Associates (Queanbeyan, NSW)	RGS Law (Sydney CBD, NSW)
Kell Moore Lawyers (Albury NSW)	Sparke Helmore (Sydney CBD, NSW)
Lindsay Taylor Lawyers (Sydney CBD, NSW)	SWAAB Attorneys (Sydney CBD, NSW)
Maddocks (Sydney CBD, NSW)	Wilshire Webb Staunton Beattie (Sydney CBD, NSW)
Kells the Lawyers (Shellharbour, NSW)	

Legal

RFT No. 3/17 was advertised in accordance with *Local Government (General) regulation 2005* Reg. 167 and section 55 of the *Local Government Act 1993* and was placed on Council's noticeboard page in the local newspapers, in the Sydney Morning Herald, Canberra Times and at CBRJO's Tenderlink web portal www.tenderlink.com/cbrjo.

Prior to the RFT closing date of 12 July 2017, the Tender Evaluation Plan (TEP) was distributed amongst the Tender Evaluation Board (TEB). Tenders were screened for compliance with mandatory criteria and a set of rankings based on the evaluation criteria.

Policy

The procurement activity for which this report applies has been conducted in accordance with Council's Procurement Policy, Code of Practice – Procurement, Code of Practice – Tendering, the Local Government Procurement Guidelines, *Local Government (General) Regulation 2005* and the *Local Government Act 1993*.

Financial

The outcome of the tendering process will result in Deeds of Standing Offer being established with the proposed panelists. Funding for any contracts raised pursuant to the deeds will be

CCS17/078 TENDER EVALUATION - LEGAL SERVICES PANEL

E10.4196

made available from within the relevant project budget or other authorised activity funding source.

Community and Stakeholder Engagement

Consultation with CBRJO member councils was undertaken in the development of the RFT.

The RFT was placed in the Sydney Morning Herald, Canberra Times, local newspapers and on www.tenderlink.com/cbrjo . The closing date for tenders was 12 July 2017.

The community will be informed of the tender outcome(s) via Council's contract register found at www.esc.nsw.gov.au/inside-council/council/public-access-to-information/contracts .

CONCLUSION

The tender process for the establishment of the Legal Services Panel has been conducted in accordance with mandatory Council and Local Government requirements and the proposed panel has been developed through an extensive evaluation and is consistent with the principles of ethics, fair dealing, efficiency and value for money.

CCS17/079 RATES SUBSIDY GRANTS

E15.915

Responsible Officer: Anthony O'Reilly - Director Corporate and Commercial Services

Attachments: 1. Confidential - Rates Subsidy Grant allocations

Focus Area: Support Services

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

Operational Plan Link: SS1.2.2 Ensure transparency in council dealings

EXECUTIVE SUMMARY

Council adopted the new Community Grants Policy at the Council meeting on 13 June 2017. One of the grants that falls under this policy is the Rates Subsidy Grant that offers a partial subsidy of Council rates to registered charities, not for profit sporting and social and cultural organisations providing services or benefits to the community. This grant was released to the public on the 3 August 2017 and closed on 6 September 2017 with 12 applications received. The amount of funds requested fall within the budget parameters.

RECOMMENDATION

THAT Council approve the allocation of funds to the Rates Subsidy Grants recipients as noted in the confidential attachment to this report.

BACKGROUND

The Rates Subsidy Grant is part of the four year grants program. This is a competitive category with applications opened every four years. The four yearly funding period provides the financial certainty needed to improve an organisation's capacity to plan and deliver community services.

The grant is structured as follows.

- Council will approve a budget allocation in the Operational Plan for each financial year during the four year period.
- Public notice of the amount of rates grants will be given in the Operational plan for the year in which the fee is to be subsidised, to satisfy section 610E of the *Local Government Act 1993*.
- Rates subsidy grants can be applied to rented or leased premises where the applicant is responsible for the rates payment.
- Rates subsidy grants will not be available to organisations that have licensed premises, commercial or surplus income, churches or other religious groups.
- The rate subsidy is capped at 50% of the annual rates and charges shown on the rates assessment notice.

CCS17/079 RATES SUBSIDY GRANTS

E15.915

Council received 12 applications that are listed below.

Narooma School of Arts & Soldiers War Memorial	Country Women's Association – Batemans Bay
Country Women's Association – Narooma	Country Women's Association – Moruya
Eurobodalla Access Radio Inc	Central Tilba School of Arts – 3 Bate Street
Arts Council of Eurobodalla	Central Tilba School of Arts – 3a Bate Street
Batemans Bay Theatre Players Inc	Narooma District Woodcraft Association
Moruya & District Historical Society	Thelmore Range

CONSIDERATIONS

The Rates Subsidy Grant offers a partial subsidy of Council rates to registered charities, not for profit sporting and social and cultural organisations providing services or benefits to the community.

Legal

Section 356 of the *Local Government Act 1993* allows Council to grant financial assistance for the purpose of exercising its functions.

Policy

The Rates Subsidy Grant is part of the four year grants program under Council's Community Grants Policy. This is a competitive category with applications opened every four years. The four yearly funding period provides the financial certainty needed to improve an organisation's capacity to plan and deliver community services.

Financial

The budget for this grant is \$20,120.30 and the total amount requested by all applicants comes within the budget parameters.

Community and Stakeholder Engagement

The previous recipients of the rates subsidy were advised by letter in March and July 2017 of the pending application process changes.

This grant was released to the public through the Smarty Grants program on 3 August 2017 and closed on 6 September 2017. The available grants were advertised through a Council media release and on Council's website.

CONCLUSION

Council provides grant funds to a range of organisations for the purpose of providing a community service or undertaking a project of benefit to the community. The budget allows for all applicants to receive a 50% rate subsidy on their annual rates and charges as shown on the rates assessment notice.

CCS17/080 LICENCE FOR STORAGE CONTAINER, MORUYA

83.8343.D

Responsible Officer: Anthony O'Reilly - Director Corporate and Commercial Services

Attachments: 1. Confidential - Confidential - Storage licence

Focus Area: 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

A three-year licence to Woolworths Limited (Woolworths) to occupy an area within the Council owned carpark at the rear of its supermarket in Moruya to locate a storage container over the summer period expired on 31 January 2017. Woolworths has requested a further three-year licence be granted.

Council has granted a licence to Woolworths to locate a storage container within the carpark to supplement its in-store storage facility over the summer period since 2009. Occupying two car spaces has not caused a major issue in past years and it is considered reasonable and appropriate that a further licence be granted to store the container during the period December through to mid-February each year for a term of three years.

RECOMMENDATION

THAT a licence be granted to Woolworths Limited to store a container within Lot 2 DP 1116130 Moruya during the period December through to February each year commencing on 1 December 2017 and expiring on 29 February 2020 with terms and conditions including:

1. Provision of evidence of public liability insurance cover in the amount of at least \$20 million; and
2. Conditions generally in line with the previous licence.

BACKGROUND

Due to the increased demand over the summer period, Woolworths does not have the capacity within its own property in Moruya to store sufficient stock for its supermarket.

At its meeting on 11 November 2014 Council resolved to grant a licence to Woolworths to store a container within Lot 2 DP 1116130 from mid-December to mid-February each year for three years. That licence has expired and Woolworths has requested a new licence be granted.

CONSIDERATIONS

Development consent has been granted for the temporary storage of a container within Lot 2 DP 1116130 for the period December through to mid-February up until mid-February 2020.

The location of the licence area is shown in the diagram below:

CCS17/080 LICENCE FOR STORAGE CONTAINER, MORUYA

83.8343.D



Legal

The carpark is located on Lot 2 DP 1116130 Moruya which is Council owned land classified as operational land and therefore there is no legal impediment to granting a licence.

Environmental

The licensee is to keep the licensed area in a clean, tidy and hygienic condition.

Asset

The storage of a container within the carpark will result in the loss of two car spaces. This has not presented a major issue in past years and is unlikely to create a problem within the next lease period.

Social Impact

The maintenance of a consistent food supply for local residents and tourists alike is important over this period.

Economic Development Employment Potential

Increased storage will allow Woolworths to fulfill consumer demand from visitors.

Financial

Given the commercial nature of the licence, the commercially based fee set out in the Confidential Attachment is considered appropriate.

Community and Stakeholder Engagement

Council's Community Engagement Framework and relevant legislation has been considered to guide the best approach to engagement on this matter. There is no legal requirement to advise the community through public notice, or to or seek feedback through public exhibition for land

CCS17/080 LICENCE FOR STORAGE CONTAINER, MORUYA

83.8343.D

dealings within operational land. Given this is the renewal of an existing licence, and no complaints have been received, the community will be informed via this public report.

CONCLUSION

The licence to Woolworths to locate a storage container within the Council owned carpark expired on 31 January 2017. The location of the storage container within the carpark overcomes Woolworths' issue with lack of storage over the peak holiday period without unduly affecting the parking situation. It is considered reasonable that a further licence be granted to store the container during the period December through to February each year for a term of three years under the same terms and conditions as the previous licence and with a licence fee set out in the Confidential 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.