



AGENDA

Ordinary Meeting of Council

9 February 2016

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

ON TUESDAY 9 FEBRUARY 2016

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 8 December 2015 | |
| 5. | DECLARATIONS OF INTEREST OF MATTERS ON THE AGENDA
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	<i>Item CON16/001 is confidential in accordance with s10(A)(2)(dii) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and (diii) of the Local Government Act because it contains and information that would, if disclosed, reveal a trade secret and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.</i>	

DR CATHERINE DALE
GENERAL MANAGER

NOM16/001 ARALUEN ROAD

E80.0612; E4.8769

Responsible Officer: Gabi Harding - Councillor

Attachments: 1. Geotechnical Report by Coffey Pty Ltd, dated June 2009.

Councillor Gabi Harding has given notice that at the Ordinary Meeting of Council on 9 February 2016, she will move the following motion.

MOTION

THAT in relation to the proposed log haulage on Araluen Road,

1. Council note:
 - a) The role of a councillor is to represent the interest of the residents and ratepayers and to provide leadership and guidance to the community (Local Government Act 1993.
 - b) That at the time of considering the question of the position of load limits on Araluen Road, on 12 October 2010, Councillors were not advised of the recommendation made to Council by Geo-technicians Coffey Pty Ltd, dated 9 June 2009, stating 'Council should consider imposing load restrictions [on sections of the road]'
 - c) Given the foreseeability created by an awareness of expert advice regarding load restrictions, the legal implications of personal injury or death should be considered by Council.
 - d) The benefits to the residents of Araluen Road and maintenance cost savings to the wider Eurobodalla community of managed load restrictions being imposed on Araluen Road.
2. A report be prepared for consideration by Council that provides:
 - a) A geo-technical assessment of those sections of Araluen Road that are proposed to be used by logging trucks, of the kind produced by Coffey Pty Ltd in its report to council dated 9 June 2009;
 - b) expert opinion on whether council ought to or should consider the imposition of load restriction on the relevant sections of the road; and
 - c) an explanation of why the recommendation by Coffey, dated 9 June 2009, concerning the imposition of load restrictions, was not referred to councillors at the time they were required to make a decision on that very matter.

BACKGROUND

Recently there has been advice by Forestry Corporation NSW that it will be logging in compartments located approximately 20 km from Moruya and that log haulage routes would include Araluen Road.

NOM16/001 ARALUEN ROAD

**E80.0612;
E4.8769**

Over many years, residents have expressed their strong objection to the use of the road by logging trucks – because of the significantly increased risks to road users’ safety and the damage caused to the road.

The question of whether to impose a load limit on Araluen Road was addressed by council five years ago, on 12 October 2010, but was voted against. This vote was taken in the absence of councillors’ knowledge of the recommendation in the Geotechnical Report by Coffey Pty Ltd (attachment) that “Council should consider imposing load restrictions [on sections of the road]”.

In February 2010, following a period of heavy rain, there was a major slip of a section of the road at about 20 km from Moruya. It was so significant that it was classified as a Natural Disaster and, fortunately, the repair works received external funding. The road was closed for many months and created enormous inconvenience for the affected residents as well as compromising several medical emergencies during this protracted period. The repair work cost well over \$1 million.

Along Araluen Road, the safety risk posed by heavy vehicles is starkly clear. There are sections of the road that are no more than a few metres wide. Unsuspecting road users would not anticipate or realise the consequences of confronting a large and heavy vehicle (such as a logging truck) on such a section. This could lead to accidents that can be avoided.

Given the costs of damage to Council’s already degrading infrastructure and the clear risks to the safety of residents, consideration of this matter is required.



9 June 2009

Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Attention: Rob Burke

Dear Sir

**RE: Araluen Road, Moruya, NSW
Geotechnical Advice**

1 INTRODUCTION

At the request of Mr Rob Burke of Eurobodalla Shire Council (ESC), Coffey Geotechnics Pty Ltd attended a site meeting on 9 April 2009 to discuss proposed remedial works within three areas of distress observed on the downslope side of Araluen Road, located between about 17km and 20km from the ESC Depot. The purpose of the site visit was to discuss potential remedial works along the three areas.

Coffey previously carried out an investigation at the three sites to aid in the assessment of the subsurface profile and provide preliminary advice on recommended remedial works (Ref: GF8725AB-01, dated 15/11/07) and also provided an additional report presenting geotechnical advice for the design of gabion basket walls at the three sites (Ref: GF8725AB-02, dated 18/2/08). The following Section 2 of this report provides a summary of the site surface and subsurface conditions observed during the original site visit. The approximate locations of the boreholes are presented in Figures 1 and 2 attached (Figures from previous report).

This report supersedes the previous report prepared by Coffey, dated 5 May 2009 (Ref: GEOTFYSH08725AC-01).

2 BACKGROUND FROM PREVIOUS COFFEY REPORTS

2.1 Surface Conditions

The three sites are located within a rural area about 20km to the west of the Moruya township on the South Coast of NSW. Araluen Road is a meandering gravel surface road that links the townships of Moruya and Braidwood. The section of road of concern within each site ranges in length from about 80m to 100m.

The road within the areas of distress is located on the northern side of the Moruya River in a steep sided valley, with the road assessed to have been constructed using cut/fill (i.e. the northern side of the road has been cut and the southern side constructed on fill materials from the cut). The natural slope of the valley above and below the areas of cut and fill are in the order of 40° to 50°, the cut face is between about 60° to 80° and the fill batter on the down slope side of the road is in the order of 40° to 60°.

The cut face of each site exposes moderately weathered siltstone of assessed medium to high strength. An observed geological feature of the exposed rock in the cut faces is that the rock contains near vertical bedding and jointing. At the time of the site visit areas of observed slabbing/toppling/sliding from previous falls were observed at the base of one cut. The height of the cut face within the three sites varies between about 5m to a maximum of about 15m along the lengths.

The fill batters, located on the down slope side of the road, are generally battered at an angle of about 60° and are highly vegetated with trees, bushes and grasses. The height of the road above the River is in the order of about 100m to 150m, if not greater.

The road surface, as discussed above, is gravel surfaced and generally in the order of 6m wide from the toe of the cut to the crest of the fill batter. A bituminous seal has been placed on the surface of the road within Site 1 between the time of the initial site visit and the field work. A shallow dish drain is generally located at the toe of the cut, which in some areas is observed to be full of debris and soil materials. A stormwater pipe was also assessed to pass below the road surface within Site 3 and exit out on the fill batter. The road is assessed to carry a low traffic volume, generally consisting of cars with some local school buses.

During the initial site visit and the field work the following areas of distress were observed:

- Longitudinal cracks along the crest of the fill batters of varying width (hairline and up to a width of about 10mm). The cracks meander along the lengths of the crest of the down slope batter, generally outside the guard rail (if present) or within 1m of the crest. A crack extends past the guard rail and into the pavement at Site 1, but is outside the area of the outer wheel path of the vehicles;
- Previous slips were scattered along the lengths of Sites 2 and 3. The slips have slid down the hill side below the pavement and exposed the fill materials immediately below the crest of the batter. The fill materials were observed to comprise various sized siltstone cobbles and boulders. One of the areas of slip within Site 3 exposes a stormwater pipe which crosses below the road surface, as noted above;
- At the time of the initial visit at Site 2 the area immediately underlying the guard rail and out to the crest of the fill batter was assessed to comprise saturated gravel materials as certain areas along the length of the site were wet enough that the sole of a shoe could, with weight applied, penetrate the surface.

2.2 Subsurface Conditions

The boreholes within Sites 1 and 2 were drilled in pairs, with one borehole drilled within close proximity to the crest of the fill batter and the second borehole towards the centre of the road. The purpose was to aid in the assessment of the rock profile across the road. The two boreholes drilled within Site 3 were drilled within close proximity of the crest of the fill batter.

The subsurface conditions encountered in the boreholes were similar at each site, and therefore may be summarised as follows:

**TABLE 1 – Generalised Subsurface Conditions for Boreholes Drilled Adjacent to Fill Batter
 (Boreholes BH2, BH4, BH5, BH11, BH13, BH15, BH20 and BH21)**

Range of Depths to Base of Unit (m)	Unit and Origin	Description	Distribution
0.15 to 0.3	Pavement Materials	Brown, sandy gravel, dry.	Encountered from the surface in all boreholes.
1.5 to 2.3	Fill	Brown, sandy gravel and gravelly sand, dry/moist to dry.	Encountered below the pavement materials in all boreholes. Borehole BH20 encountered auger refusal within the fill materials at a depth of about 0.4m, assessed likely cobbly fill.

Auger refusal was encountered on the assessed weathered rock in all the above mentioned boreholes except borehole BH20, which encountered auger refusal within the fill materials at a depth of about 0.4m.

**TABLE 2 – Generalised Subsurface Conditions for Boreholes Drilled Towards Centre of Road
 (Boreholes BH1, BH3, BH6, BH10, BH12, and BH14)**

Range of Depths to Base of Unit (m)	Unit and Origin	Description	Distribution
0.15 to 0.3	Pavement Materials	Brown, sandy gravel, dry.	Encountered from the surface in all boreholes.
0.4	Fill	Brown, sandy gravel, dry.	Encountered below the pavement materials in borehole BH3 (Site 1).
>0.2 to >0.8	Siltstone	Brown, highly weathered siltstone of assessed low strength	Encountered below the pavement materials in all boreholes except borehole BH3 where the weathered rock was encountered below the fill materials.

Auger refusal was encountered within the weathered rock in all the above mentioned boreholes.

Groundwater seepages were not observed in the boreholes at the time of the fieldwork over the depth of augering. It must be noted that fluctuations in groundwater levels and seepages may occur due to variations in rainfall, temperature and other factors.

2.3 Recommended Options for Treatment

The following treatment options for retention of the pavement and verge are provided as alternatives for consideration by Eurobodalla Shire Council to allow for suitability and approximate cost-benefit analyses to be run. The options are provided as recommendations and the Council may have alternative measures which they wish to investigate/use. Further advice will be required whether an option below is adopted or alternative methods are proposed to allow for geotechnical design and identify the requirements for further works. It is assumed that stabilisation of the whole of the slope below the pavement is not required independently of the pavement support.

2.3.1 Gabion Baskets

Gabion walls are assessed as a suitable remedial measure for the down slope side of the batters, to retain the pavement, due to the following:

- they do not require significant heavy equipment or concrete (other than for footings);
- easily transported to site;
- easily assembled;
- are free draining.

The founding option for the baskets should preferably be on or within the weathered rock, whilst the height and width of the wall/baskets would need to be further designed at a latter stage should the option be accepted as suitable. The source of the weathered rock (cobble) is not known to Coffey at this stage, but it is assessed that the existing on-site siltstone rock would be unsuitable due to the long term weathering and low strength.

Based on the observed slope of the natural hill side and the vertical nature of the bedding observed in the cut face it is likely that the foundation for the baskets would need to be keyed into the weathered rock, possibly anchored by rock anchors installed into the weathered rock.

2.3.2 Minimal Works and Monitoring

Should the road remedial measures be assessed to be impractical at the present time the following works would be recommended as a minimum:

- Grade the existing roads surface to the required levels such that water does not pond on or adjacent to the surface;
- Inspect stormwater pipes and culverts to ensure that are clean and in working order;
- Ensure the shoulders are compacted to a suitable level, to reduce the potential for soft or wet materials to form near the crest of the fill (as observed during the initial visit for Site 3);
- Seal the surface to reduce the potential for water to infiltrate the fill materials. Sealing is also likely to improve the permeability characteristics of the surface;
- Set up a regular monitoring program of the Sites that observes and monitors any areas of distress, such as crack width and lengths. Monitoring should be carried out at a minimum of fortnightly to monthly, but would include an inspection following periods of heavy rainfall;
- Avoid maintenance works that require the removal of tree roots or vegetation from the slopes.

The above recommended works are provided as a temporary measure and should only be regarded as such.

2.3.3 Cutting Back the Upslope Cut

An option for the treatment of the area may be to cut the road back into the upslope cut to widen the road and allow the traffic to be pushed back away from the crest of the fill. This option is assessed suitable but is likely to be impractical due to the large amount of earthworks that would be required.

Should this option be assessed as practical then the recommendations would be to move the cars away from the crest of the fill by placement of a guard rail a distance of at least 1m in from the existing edge.

2.3.4 Removal and Replacement of Fill

The option of removal and replacement of the fill materials was considered in the preparation of this report but is assessed not to be an unsuitable option. As discussed in one of the potential causes of the distress is the infiltration of the water saturates the fill materials to a level such that the self weight is assessed to be greater than the friction forces, reduced pore water pressures, that keep the fill in place so that the fill slides down the hill slope. Therefore the ability for the fill materials to remain in place is likely to be dependent on the cohesion properties of the materials.

The original placement/construction of the fill materials is likely to have involved the cutting of the upslope side, pushing of the excavated material across the down slope side and compaction using the on-site earthworks equipment. Should the materials be removed and replaced it is assessed, as discussed above, that the stability is relying on the cohesion of the materials. Therefore we do not assess this option to be a suitable long term solution.

3 DISCUSSION AND RECOMMENDATIONS

Following our recent site visit on 9 April 2009, discussions were held between Mr Rob Burke of ESC and Mr Scott Findlay of Coffey in relation to the three sites with the following points noted:

- The ESC had undertaken an analysis of the costs required to construct either a gabion basket wall or a blocked retaining wall. Based on their analysis the costs were assessed to be impractical for the road.
- Araluen Road is not a heavily trafficked road, traffic count of about 100AADT, based on supplied information and the only heavy vehicles that use the road are council vehicles occasional log trucks and a school bus. The road is generally used by the local residents and tourists travelling between the townships of Braidwood and Moruya.
- The site visit was undertaken to allow for further observations of the three sites and aid in the assessment of more practical and feasible remedial works for the sites based on the low traffic loading.

Following the site meeting ESC prepared a letter which outlined the proposed remedial works for the site on which Coffey was asked to provide comments. A copy of the ESC letter is attached to this report and a summary of the proposed works proposed by ESC is presented below:

3.1 Extract from ESC Letter

Site 1:

This section was sealed shortly after the report (Coffey report GF8725AB-01, 15/11/07) was received due to the evidence of longitudinal cracks along the fill side of the pavement. During the above site inspection of the site it was noted that there was little evidence of the cracks and no recent subsidence.

Council therefore proposes to reseal this section, install additional guideposts and improve the drainage performance below the cut by removing rock obstructions. These works aim to maintain an impervious surface keeping the fill shoulder dry and restricting wheel loadings near the shoulder.

Site 2:

Council proposes to reshape the road surface such that the road drains back to the cut drain and then seal the road surface. This should keep the pavement and fill shoulder dry therefore reducing the potential for slips to occur on the fill batter.

The existing guardrail in the area directs traffic away from the shoulder.

Additional culverts are not deemed warranted due to the short length of the area concerned.

Site 3:

Council proposes to reshape the road surface such that the road drains back to the cut drain and seal the road surface. This should keep the pavement and fill shoulder dry therefore reducing the potential for slips to occur on the fill batter.

This treatment would also require the installation of additional culverts to improve the effectiveness of the cut batter drain.

Guardrail and/or guideposts to be installed to keep traffic away from shoulder.

3.2 Coffey Comments

3.2.1 Site Observations

Coffey observed the following during the current site visit:

Site 1

The road surface was sealed and no additional cracking could be observed along the batter crest on the down slope side of the road. The dish drain on the cut side of the road was exposing rock at the base and the surface was uneven and a large amount of grass and debris was present. No obvious signs of landslide activity (slips, tension cracks, slumping and/or rutting of the outer wheel path) of the fill could be observed within the road surface. Guide posts are present along the batter crest.

Site 2

The road surface is gravel surfaced and no cracking could be observed along the batter crest on the downslope side of the road. No additional slips (i.e. slips since Coffey report GF8725AB-01, dated 15/11/07, was prepared) could be observed along the downslope batter and the areas of previous slippage have had regrowth (grass and small bushes) over the surface. The dish drain on the cut side of the road was exposing rock at the base and the surface was uneven with a large amount of grass and debris present. No obvious signs of landslide activity (tension cracks, slumping and/or rutting of the outer wheel path) of the fill could be observed within the road surface. A guard rail is present along the batter crest.

Site 3

The road surface is gravel surfaced and no cracking could be observed along the batter crest on the downslope side of the road. No additional slips (i.e. slips since Coffey report GF8725AB-01, dated 15/11/07, was prepared) could be observed along the down slope batter and the areas of previous slippage have had regrowth (grass and small bushes) over the surface. The dish drain on the cut side of the road was exposing rock at the base and the surface was uneven and a large amount of grass and debris was present. No obvious signs of landslide activity (tension cracks, slumping and/or rutting of the outer wheel path) of the fill could be observed within the road surface. Guide posts are present along the batter crest.

3.2.2 Remedial Works

Coffey assess that the remedial works outlined by ESC are a reasonable short term approach to reducing the risk of damage to the road, essentially based on drainage improvements, ongoing maintenance of drainage and some redirection of vehicles away from the steep fill batter using sign posting and guard rails. This approach is based on the following:

- Observations made during the current site visit that no obvious recent signs of movement could be observed;
- No additional distress has occurred between the initial site visit (Coffey report GF8725AB-01, dated 15/11/07) and the current site visit on the down slope side (fill side) of the road;
- The low traffic loading.

The ESC proposed remedial works are similar to the minimal works and monitoring recommendations outlined in the original Coffey report and summarised above in Section 2.3.2. If this approach is to be adopted, Coffey recommend that the following additional measures be included:

- The existing dish drains on the cut side of the road should be removed of all debris and vegetation and the grading of the base should allow for water to flow in the direction required (i.e. no ponding). Provision should be allowed for regular maintenance of the drains;
- Where the existing road surface is to be reshaped, careful attention should be given during construction to ensure the final pavement surface does not channel the water towards the crest of the batter outside the current areas of concern;
- The surfacing within each area of concern should comprise a minimum two coat seal to aid in the prevention of water infiltrating the subsurface materials below the pavement materials;
- Where pipe culverts collect water on the cut side of the road and divert the water to the down slope side (fill side) we recommend erosion protection be provided where water flows onto the batter. Protection measures may include the extension of the pipe to the base of the fill batter or placement of shotcrete or coarse angular rock (durable cobble to boulder size rock fragments) within the discharge area to dissipate energy of flows and provide some erosion protection of the fill. Provision may also be required for protection of the fill materials immediately below the pipe as experience has indicated that during low flows water can flow back along the underside of the pipe and saturate the fill materials resulting in erosion of the fill. Protection may include the placement of thin shotcrete over the fill to aid in erosion protection.
- Guard rails or guide posts should be installed along the crest of all batters to assist in keeping vehicles away from the crest of the fill batter.
- **Set up a regular monitoring program** of the sites that includes observations and monitoring any areas of distress, such as crack width and lengths. Monitoring should be carried out by Council personnel **at a minimum of monthly, but should also include inspections following or during periods of heavy rainfall.** Coffey should also visit the site at six monthly intervals for the first year, following significant rainfall events or when areas of concern have been identified by ESC.
- If significant rainfall events occur and signs of distress/damage to the road pavement or formation (including cut and fill batters) are evident then Council should close the road or impose restricted access until the extent of distress/damage can be assessed.
- **Council should consider imposing load restrictions** and warning signs to motorists on the approaches to these sections of the road indicating the possibility of slippage or damage to the road occurring during wet weather

4 LIMITATIONS

The recommendations in this report are based on site observations and the results of the borehole investigation undertaken and presented in the previous Coffey report (Ref: GF8625AB-01, dated 15/11/07). The boreholes drilled for the investigation were widely spaced along the proposed site and the typical cross-section sketch (see attached Figure 2) presented was interpolated from the site observations and results of the field work. Ground conditions can vary over relatively short distances and additional investigations may be required.

The proposed remedial works are recommended based on the limited traffic loading of Araluen Road and the understanding from ESC that remedial works requiring large expenditure cannot be adopted. The limited remedial works recommended above are provided to reduce the risk of failure of the road formation due to landslide activity, however Coffey cannot ensure that further slips will not occur within the current sites or elsewhere along the road. More permanent remedial works (eg. gabion walls or structure walls with tie-back rock anchors) should be considered if and when sufficient funding becomes available. We recommend ESC undertake regular monitoring programs of the batters and should distress be observed further advice should be sought.

The attached document entitled "Important Information About Your Coffey Report" presents additional information on the uses and limitations of this report.

For and on behalf of Coffey Geotechnics Pty Ltd



Scott Findlay

Senior Geotechnical Engineer

Attachments:

- Important Information About Your Coffey Report
- Figures 1 and 2 (previous Coffey report)

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

Responsible Officer: Dr Catherine Dale - General Manager

Attachments: Nil

The following question on notice was received from Councillor Milton Leslight:

Question

I am submitting my questions to Council following concerns recently raised in the Bay Post concerning the transparency of the ESC financial reporting. In submitting these questions I am in no way casting any aspersions on the propriety or otherwise of Council staff.

During December 2015 a letter was sent to the Editor of the Bay Post expressing concerns as to the Revised Budget ended 30 September 2015.

The response by ratepayers at the time was the greatest in number that the paper has experienced.

- *As at 11 January 2016 there were 273 responses.*
- *When the serial bloggers have been eliminated there were 178 responses. (65%)*

My questions are:

Question:

- I. Why was the Revised Budget submission presented in a format that was different to the approved budget and does not allow direct comparison with the September budget revision increase to \$108,099,201?*

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

Approved Budget		Revised Approved Budget	
Interest	3,936,756	Business & Development Costs	4,993,537
Depreciation	28,898,480	Communication	581,509
Employee Costs	36,004,816	Community Care	4,759,516
Other Costs (incl Materials & Contracts)	29,450,679	Community Spaces	10,108,633
		Development Services	3,425,237
		Executive Services	1,605,888
		Finance & Governance	6,226,347
		Integrated Planning	294,482
		Land Use & Natural Environment Planning	1,466,672
		Libraries Arts & Culture	1,883,689
		Organisation Development	1,549,753
		Organisation Support	(6,307,387)
		Public & Environmental Health & Safety	3,368,285
		Sewer Services	17,875,170
		Social Inclusion	3,166,539
		Sustainability	812,920
		Tourism	1,394,448
		Transport, Stormwater & Flood Management	15,727,902
		Waste Management	9,973,193
		Water Services	15,384,399
Total Expenses	98,290,731	Total Expenses	98,290,732

Response:

- R. The format used to present the Revised Budget is the same format that has been used for the term of this current Council, and since September 2011 when the [Department of Local Government Quarterly Budget Review Statement Guidelines \(Appendix F\)](#) took effect. Council has approved 12 revised budgets in this format in its current term.

Attachment 1(b) to the Council Report [FBD 15/080 Budget Review for the Period Ended 30 September 2015](#) of 24 November 2015, categorises expenditure per Council service area to align with the Delivery Program and Operational Plan. This is in a format approved by the Department of Local Government's [Code of Accounting Practice – Update 23](#), Council and Council's Audit Committee.

The approved budget by service area is contained within the Delivery Program and Operational Plan and comparisons can be made between the approved budget and the revised budget provided in the Attachment 1(b) to the Budget review report.

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

Question:

- II. *The Fit for the Future submission did not include the SRV. Yet the Operating Performance Ratio which includes the SRV has shown a continuing decline.*

	Target	Actual	Original Budget	Projected in the September revision
		2014- 15	2015-16	2015-16
Operating Performance Ratio	0.00%	4.69%	1.50%	-0.35%

The Operating Performance Ratio indicates the Council's capacity to meet ongoing expenditure requirements and is calculated on a rolling 3 year average. Does this suggest that the projected ratio would in fact be greater than the negative 0.35% and most be likely to be around a negative 0.725% for the period?

Response:

Q. *The Fit for the Future submission did not include the SRV.*

R. This is incorrect. Council's [Fit for the Future Improvement Proposal](#) as adopted by Council, includes the Special Rate Variation income and this is noted on pages 19 and 30 of the proposal.

Q. *The Operating Performance Ratio which includes the SRV has shown a continuing decline.*

R. The Operating performance ratios quoted are not the basis for Council's Fit for the Future assessment. These ratios are calculated on a consolidated basis including General, Water, Sewer, Environment and Waste Funds. The Fit for the Future ratios are calculated on the General, Environment and Waste budgets only as required by the NSW Government's prescribed methodology.

Council's operating performance ratio has decreased largely due to the impact of revotes. Revotes are when Council carries forward continuing or incomplete projects from one financial year to the next. It is standard practice that financial year-end revotes are incorporated in the budget of the following year as part of the September review process. As stated in report [FBD 15/080 Budget Review for the Period Ended 30 September 2015](#), of 24 November 2015, it is expected that revotes at the end of 2015-16 will offset this impact.

The revotes carried forward from 2014-15 to 2015-16 are explained in detail in report [FBD 15/067 End of Year Financial Review](#) adopted by Council at the Ordinary meeting of Council of 8 September 2015 and its [attachments](#).

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

Question:

III. The Total income as shown on Attachment 1(b) does not match the total income as shown on Attachment 1(a). Why is there is no explanation for the movements between the components of the Funds Statement and the Consolidated Income Statement and reference should be made to point 1?

Response:

Q. *The Total income as shown at Attachment 1(b) does not match the total income as shown in Attachment 1(a).*

R. This is incorrect. The total income on Attachment 1(b) matches the income on Attachment 1(a). Attachment 1(a) separates capital and operating income. If the capital revenue line is added to the operating income line, it equals total income as per attachment 1(b).

Q. *Why is there no explanation for the movements between the components of the Funds Statement and the Consolidated Income Statement?*

R. Movements or budget adjustments between the statements are explained in detail in the report *FBD 15/080 Budget Review for the Period Ended 30 September 2015*. Attachment 1(e) to this report itemises all significant budget variations in detail including explanations of the variations and indicates their effect on the financial statements. This report and its attachments are publically available on Council's website: www.esc.nsw.gov.au/inside-council/council/meetings/2015/september/ordinary-council-meeting-8-september-2015

Question:

IV. The Revised Budget shows a decrease in Unrestricted Funds of \$5,857,099. A letter to the Bay Post 16 December 2015 from Anthony O'Reilly stated that a decision was made to use \$3m of cash instead of borrowing money for Waste Services capital projects.

Why was this decision made and under what or whose authority?

Response:

R. The decision to use available cash instead of borrowing for Waste capital works projects was approved by Council at its [Ordinary meeting on 24 November 2015](#) when it adopted the proposed September Budget Review variations. The use of available cash to fund significant waste capital works was a strategy adopted by Council's [Fit for the Future Improvement Proposal](#) (page 79). This strategy provides for better financial outcomes and has a positive effect on Council's Fit for the Future indicators through the reduction of borrowing costs.

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

In summary my concerns are:

- I. *That such extensive changes to the budget position should occur only 3 months after the original budget was approved. How could this happen?*

Response:

- R. As outlined in Council Report [FBD 15/080 Budget Review for the Period Ended 30 September 2015](#), of 24 November 2015, the following information was provided regarding changes to budget position:

- *'The original budgeted operating result for the consolidated entity was a surplus of \$1.5 million, before allowing for capital grants and contributions. The revised budget incorporating the September review amendments and approved revotes from 2014-15 is deficit of \$(0.12) million.*
- *The original budget for 2015-16 predicted an income statement surplus of \$9.2 million after allowing for capital grants and contributions. The proposed 2015-16 budget incorporating the September review amendments and opening revotes is a surplus of \$8.3 million.'*

The detailed budget adjustments can be found in the [attachments](#) to the Council report.

- II. *Is the ESC showing a lack of transparency in the presentation of its financial records?*

Response:

- R. Council is transparent in the presentation of all of its financial reports. All quarterly budget review adjustments and reports are considered by Council's Independent Audit Committee, Councillors are briefed, and the reports are presented for adoption at Council meetings. Members of the public are welcome at Council meetings and are able to ask questions, as are Councillors.

Council reports are publically available on [Council's website](#) including all attachments to the reports. The Quarterly budget review reports generally outline the financial situation for the year and the effect the budget review variations have on the financial outlook. Attachments to the reports show a revised forecast at a high level and budget adjustments at a detailed level. Members of the public are encouraged to read the report in full, in conjunction with the attachments, to gain a complete and informed assessment of Council's finances and the effect of the adjustments recommended.

Council's Delivery Program and Operational Plan budget are placed on public exhibition every year. Members of the community are invited to make formal submissions as part of this process which are considered by Council prior to official adoption of the budget by Council.

Council's Fit for the Future Improvement Proposal, Delivery Program 2013-17 Operational Plan and Budget 2015-16 and independently audited Financial Statements are all publically available on Council's website. <http://www.esc.nsw.gov.au/inside-council/council/financial-information>

QON16/001 TRANSPARENCY OF COUNCIL FINANCIAL REPORTING

E16.0041

Staff are available to respond to questions from the community.

III. Has the ESC failed to meet the Operating Performance Ratio target only shortly after submitting its FFTF proposal? (The FFTF proposal had a negative 0.2% in 2016-17 and for 2017-18 a positive 0.1%. i.e. a better than breakeven 3 years before 2019-20. The current revised budget shows a continuing decline in meeting the target.) Refer page 78 of the Council Improvement Proposal (Fit for the Future Improvement Proposal June 2015).

Response: This analysis is incorrect. Please refer to the response to Question II above.

IV. Why was the decision made to use \$3m of cash instead of borrowing money for Waste Services capital projects and under what or whose authority?

Response: Please refer to the response to Question IV above.

V. Will the Mayor publicly explain these changes to its financial strategy to ratepayers in a way that can be readily understood?

Response:

R. There has been no change to Council's financial strategy. The financial strategies being implemented are as per that adopted by Council. The September Quarterly Budget Review 2015 saw the introduction to the budget of relevant Fit for the Future Action Plan items and Council continues to implement its Improvement Action Plan to ensure the continuation of its Fit for the Future status, in line with the adopted position of Council.

Ratepayers can contact Eurobodalla Mayor, Clr Lindsay Brown anytime to seek an explanation of Council decisions, including its financial strategy. Councillor Brown also makes himself available to answer questions in public through media and at community forums and information sessions. Most recently, Clr Brown instigated and attended three Community Meetings where residents were invited to ask questions: in Narooma on Tuesday 29 September 2015, Moruya on Thursday 8 October 2015 and Batemans Bay on Sunday 11 October 2015.

RECOMMENDATION

THAT the response to the question regarding transparency of Council financial reporting raised by Councillor Leslight be received and noted.

GMR16/001 ALGWA NSW CONFERENCE - GUNNEDAH, NSW - 10-12 MARCH 2016 E91.3255

Responsible Officer: Dr Catherine Dale - General Manager

Attachments: Nil

Focus Area: Collaborative Communities

Delivery Program Link: C1.1 Conduct the business of Council in an inclusive, responsive and transparent manner

Operational Plan Link: C1.1.1 Support the councillors in meeting their statutory obligations and roles as community representatives

EXECUTIVE SUMMARY

The Australian Local Government Women's Association (ALGWA) NSW Conference will be hosted by Gunnedah Shire Council from 10 to 12 March 2016.

RECOMMENDATION

THAT Council determine whether it wishes to be represented at the ALGWA NSW Conference 2016 to be held on 10 – 12 March 2016 in Gunnedah, NSW and if it so determines;

1. Council nominate a representative to attend the Conference;
2. Council representative be reimbursed out of pocket expenses in accordance with the Councillors' Expenses and Facilities Policy.

BACKGROUND

The conference theme 'Overcoming the Divide' encompasses topics that affect Women in Local Government including the ability to compromise but stand your ground, the ability to understand change and make it work for you, as well as how to work with a diverse range of people to achieve great things.

This is an opportunity for Women in Local Government to acquire a number of key tools that will help ensure success, sometimes in the face of controversy. There will be a focus on lifelong learning and education and experience gained through working, as well as knowledge being passed on from others.

CONSIDERATIONS

The program for the 2016 Conference is available on the ALGWA NSW website at:
<http://www.algwa.org.au/docs/2016gunnedahprog.pdf>

Policy

Council's Councillor's Expenses and Facilities Policy provides that attendance will normally be limited to two. The principle of having one councillor and an appropriate staff member attend

GMR16/001 ALGWA NSW CONFERENCE - GUNNEDAH, NSW - 10-12 MARCH 2016 E91.3255

will be considered as “best practice” for attending seminars and conferences. This may be varied from time to time by resolution of Council.

Councillors attending training, seminars and conferences are to provide a detailed report to Council on the outcome and issues. Councillors must provide a written delegate’s report to Council following each conference attended, to be eligible to attend any further conference.

Financial

The cost for Early Bird registration for the Conference is \$870 if paid by 10 February 2016.

Council will reimburse or pay registration fees, accommodation, meals, parking, telephone and travel expenses associated with attendance at the conference plus any other reasonable and directly related out of pocket expenses.

Accommodation is restricted to a maximum NRMA 4 ½ star rating and where possible at the conference venue to avoid other costs and inconvenience.

CONCLUSION

The 2016 ALGWA Conference aims to arm Women in Local Government with the tools to bridge divides and achieve personal growth.

GMR16/002 LOCAL GOVERNMENT NSW TOURISM CONFERENCE - 9-11 MARCH 2016 E91.3255

Responsible Officer: Dr Catherine Dale - General Manager

Attachments: Nil

Focus Area: Collaborative Communities

Delivery Program Link: C1.1 Conduct the business of Council in an inclusive, responsive and transparent manner

Operational Plan Link: C1.1.1 Support the councillors in meeting their statutory obligations and roles as community representatives

EXECUTIVE SUMMARY

This report presents details of the Local Government NSW Tourism Conference to be held in Byron Bay from 9-11 March 2016. The report also seeks nominations of delegates to attend the Conference and issues together with proposed solutions/motions to be considered at the Conference.

RECOMMENDATION

THAT Council determine whether it wishes to be represented at the Local Government NSW Tourism Conference 2016 to be held on 9-11 March 2016 in Byron Bay, NSW and if it so determines;

1. Council nominate a representative to attend the Conference;
2. Council representative be reimbursed out of pocket expenses in accordance with the Councillors' Expenses and Facilities Policy.

BACKGROUND

The Local Government NSW Tourism Conference gives councillors and council staff the opportunity to meet, listen to experts and peers, and find out how other councils are engaging and managing their tourism industry.

The 2016 conference is themed 'Embracing a changing tourism landscape' and is presented in conjunction with Destination NSW, industry partners and sponsors.

CONSIDERATIONS

A draft program for the 2016 Conference is available on the Local Government NSW website at: <http://www.lgsa.org.au/files/imce-uploads/166/draft%20program%20on%20going%2027.1.pdf>

Policy

Council's Councillor's Expenses and Facilities Policy provides that attendance will normally be limited to two. The principle of having one councillor and an appropriate staff member attend will be considered as "best practice" for attending seminars and conferences. This may be varied from time to time by resolution of Council.

GMR16/002 LOCAL GOVERNMENT NSW TOURISM CONFERENCE - 9-11 MARCH 2016 E91.3255

Councillors attending training, seminars and conferences are to provide a detailed report to Council on the outcome and issues. Councillors must provide a written delegate's report to Council following each conference attended, to be eligible to attend any further conference.

Financial

The registration cost for the Conference is \$870 if paid by 10 February 2016.

Council will reimburse or pay registration fees, accommodation, meals, parking, telephone and travel expenses associated with attendance at the conference plus any other reasonable and directly related out of pocket expenses.

Accommodation is restricted to a maximum NRMA 4 ½ star rating and where possible at the conference venue to avoid other costs and inconvenience.

CONCLUSION

The Local Government NSW Tourism Conference presents a platform for councillors and council staff to meet, listen to experts and peers, and find out how other councils are engaging and managing their tourism industry.

IR16/001 FUNDING - NATURAL DISASTER - 2014 FLOODS LOCAL ROADS E14.8444

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: Nil

Focus Area: Liveable Communities

Delivery Program Link: L4.5 Assist with planning for the coordination of emergency services

Operational Plan Link: L.4.5.1 Collaborate with agencies and volunteers to undertake local disaster planning

EXECUTIVE SUMMARY

The Eurobodalla was significantly impacted by storms and flooding from 6 to 7 December 2014.

The storm event was officially declared a natural disaster by the Ministry of Police and Emergency Services and Council was therefore entitled to seek financial assistance to restore local roads and bridges infrastructure to the equivalent of the pre-damaged standard. The funding assistance grant is administered by the NSW Roads and Maritime Services.

A financial assistance application was lodged in December 2014 for the amount of \$395,500 being the amount calculated to restore affected local roads and bridges. In October 2015, Council was offered \$366,500 in funding representing 75 percent of the assessed cost on the first \$116,000 and 100 percent thereafter as per the funding conditions. Council's contribution totals \$29,000.

Staff accepted the offer of \$366,500 in financial assistance in October 2015.

RECOMMENDATION

THAT Council endorse the actions of staff who have formally accepted an offer from the NSW Roads and Maritime Services for the amount of \$366,500 under the Natural Disaster funding assistance for the December 2014 floods.

BACKGROUND

The Eurobodalla was significantly impacted by storms and flooding from 6 to 7 December 2014. This storm event was declared a natural disaster by the Ministry of Police and Emergency Services. A 'declared' natural disaster allows councils to seek financial assistance grants from the State Government to restore local roads and bridges to the equivalent of the pre-damaged standard. The grants are administered by the NSW Roads and Maritime Services (RMS).

After the declared natural disaster of the 6-7 December 2014, staff submitted the necessary documentation seeking financial assistance. The total cost to restore local roads and bridges was calculated to be \$395,500.

In October 2015, RMS offered Council \$366,500 in funding assistance.

IR16/001 FUNDING - NATURAL DISASTER - 2014 FLOODS LOCAL ROADS

E14.8444

CONSIDERATIONS

Asset

The Schedule of Works that required immediate attention after the floods or will be undertaken by Council to restore local roads and bridges to pre-damaged standard is:

- Bumbo Bridge access – vegetation washed onto bridge and required removal
- Eurobodalla Road – remove vegetation, repair washouts, gabions and table drains
- Gulph Street – repair pavement and reseal
- Nerrigundah Mountain Road (first causeway) – reconstruct pavement, replace rock protection and reseal
- Nerrigundah Mountain Road (second causeway) – reconstruct pavement, replace rock protection and reseal
- Belowra Road – repair tension crack and pavement landslip
- Belimbla Bridge – reconstruct bridge approaches, replace rock in wing wall
- Comerang Forest Road – bridge approaches washed out, vegetation removal
- Cadgee Bridge – remove vegetation and debris from bridge
- Eurobodalla Road – gravel resheet, reconstruct table drains
- Murphys Bridge – remove gravel deposits, gravel resheet approaches and clear debris
- Larrys Mountain Road – repaired scoured table drain, replace rock protections and accumulated debris
- Sunnyside Road – gravel resheet in washout area, table drain cleanout and reconstruction
- Clouts Road – replace culvert pipes and headwall, replace washed out pavement and gravel resheet.

Financial

RMS's offer of \$366,500 represents 75 percent of the assessed cost of the first \$116,000 and 100 percent thereafter being in line with the funding assistance conditions. Council's contribution is \$29,000. This will be allocated in the December quarterly budget review.

The first instalment of \$100,000 was received late December 2015 with the balance payable once Council completes all of the restorations works in line with the Schedule of Works.

CONCLUSION

Financial assistance is available to meet certain costs of emergency work to restore essential services which are in excess of normal operations. The Eurobodalla was declared a natural disaster area following the significant storm event on 6-7 December 2014 and required the financial assistance to restore local roads and bridges to pre-damage standard for the benefit of the community and road users.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: Nil

Focus Area: Productive Communities

Delivery Program Link: P2.1 Undertake advocacy activities to further the development of transport infrastructure and support future growth

Operational Plan Link: P2.1.2 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 relates 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 Councillors' review. The main issues covered at the Eurobodalla Local Traffic Committee meeting of 10 December 2015 were as follows:

- Special Event Application - Colour Run, Batemans Bay
- Intersection Review – Princes Highway and Hector McWilliam Drive, Tuross Head
- Signage and Linemarking – Crown Street and Old Princes Highway, Batemans Bay
- Signage – Guy Street, Batemans Bay
- Signage - Old Bolaro Road, Nelligen
- Special Event Application – Challenge Batemans Bay Triathlon Festival
- Proposed Roundabout - Beach Road and Hanging Rock Place intersection, Batemans Bay
- Special Event Application – Rotary Youth Driver Awareness Program
- Local Traffic Committee Meeting Dates for 2016
- Special Event Application – Friday's on the Foreshore Markets – January 2016

RECOMMENDATION

THAT

1. The minutes of the Eurobodalla Local Traffic Committee Meeting No 6 of 2015-16 held on 10 December 2015 be received and noted.
2. Council Plan No 5156 Set AT Sheet 01, detailing the 'No Stopping' and 'pictorial truck restricted' signage associated with the new service station, located on Guy Street, Batemans Bay be approved.
3. Council Plan No 5156 Set AU Sheet 01, detailing signage on Old Bolaro Road, Nelligen to introduce two warning signs (No W6-3A) depicting 'a child and adult walking' be approved.
4. The following meeting dates be adopted for the Local Traffic Committee in 2016.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

Meeting No	Date
7-15/16	Thursday 11 February 2016
8-15/16	Thursday 10 March 2016
9-15/16	Thursday 14 April 2016
10-15/16	Thursday 12 May 2016
11-15/16	Thursday 9 June 2016
1-16/17	Thursday 14 July 2016
2-16/17	Thursday 11 August 2016
3-16/17	Thursday 8 September 2016
4-16/17	Thursday 13 October 2016
5-16/17	Thursday 10 November 2016
6-16/17	Thursday 8 December 2016

BACKGROUND

The Eurobodalla Local Traffic Committee Meeting No 6 for 2015-16 was held on 10 December 2015 in Council's Committee Room. It was attended by Councillor Neil Burnside (Chairperson), Mrs Danielle Brice (representative for the Hon Andrew Constance MP), Karl Brough (Roads and Maritime Services), Senior Constable David Smart (NSW Police Force), Warren Sharpe, (Director Infrastructure Services), Dave Hunter (Traffic Officer) and Annette Thomas (Minute Secretary).

Apologies were received from Councillor Milton Leslight, Senior Constable Scott Britt (NSW Police Force) and Heidi Hanes (Road Safety Officer).

MINUTES OF PREVIOUS MEETING

The Minutes of the Eurobodalla Local Traffic Committee Meeting No 5 for 2015-16 held on Thursday 6 November 2015 were confirmed and accepted.

OUTSTANDING ITEMS FROM PREVIOUS MEETING

The Action Sheet outlining all of the committee's outstanding items was distributed to members. The following outstanding items were discussed:

2016.SE.011 Special Event Application - Colour Run, Batemans Bay

At the committee meeting on 6 November 2015 it was recommended *'That the Batemans Bay Colour Me Fun Run to be held on Saturday 24 January 2016 along the shared path adjoining Beach Road in Batemans Bay be approved based on the submitted traffic management plan'*.

The applicant has proposed that the route for the event be modified. The approved Traffic Management Plan (TMP) had the participants walking from Corrigans Reserve, Batehaven through to the Batemans Bay CBD and return. The revised TMP proposes the turnaround to now be at the Hanging Rock sporting ovals. This will result in a lesser impact on the non-event community.

The committee noted the changes.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

2016.IN.006 Intersection Review - Princes Highway and Hector McWilliam Drive, Tuross Head

At the committee meeting on 10 October 2015 it was recorded *'The Committee received a request from a Tuross Head resident to review the intersection of the Princes Highway and Hector McWilliam Drive following a recent accident. It was noted that this was a matter for the Roads & Maritime Services to review and the Traffic Officer will write back to the resident'*.

It was noted that this was a matter for the RMS to deal with rather than the Local Traffic Committee as it related to the Princes Highway which was not a local road.

The committee noted that there had been a motor vehicle accident on Tuesday 8 December 2015 involving two vehicles.

Mrs Danielle Brice (representative for the Hon Andrew Constance MP) asked if the Roads & Maritime Services (RMS) had considered the request from the resident, particularly given the recent accident. The NSW Police Force representative said he was aware of the accident and that the cause of the accident was yet to be officially determined.

The RMS representative said that he has undertaken a review and that the standard of the intersection meets the requirements for the location. This review has taken into consideration factors including the speed zone, sight distances, signage and linemarking. The RMS is considering some minor changes to the signage which include installation of a larger 'Give Way' sign and moving the green intersection guide sign on the Princes Highway south bound lane. The RMS representative advised there was no justification for a lowering of the speed limit. Once the final plan for the minor changes are determined by the RMS, the RMS will write directly to the resident.

Mrs Danielle Brice (representative for the Hon Andrew Constance MP) asked what the protocol was for emails between Council staff and other members of the committee. The Director Infrastructure Services agreed to meet and discuss the protocols.

2015.RT.017 Signage & Linemarking – Crown Street and Old Princes Highway, Batemans Bay

A resident is concerned that drivers are ignoring the 'No Entry' signs and exiting out of Crown Street onto the Old Princes Highway. This traffic restriction has been in place since the recently completed upgrade to the road network in this area which also included parking and intersection work at the Orient Street and Old Princes Highway intersection.

A field inspection revealed that the 'No Entry' signs are in place, however the linemarking arrow has not yet been installed.

The committee agreed that the arrow should be installed and residents of the eastern end of Crown Street be written to, reminding them of the requirement not to exit onto Old Princes Highway. Once the letters have been sent, the NSW Police said that an enforcement campaign will be considered.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

ROAD TRANSPORT (SAFETY AND TRAFFIC MANAGEMENT) ACT ITEMS FOR DETERMINATION

2016.RT.015 Signage – Guy Street, Batemans Bay

A service station is currently under construction on the corner of Vesper and Guy Streets, Batemans Bay. This development proposal was considered by the committee at the meeting on 14 August 2014.

Fuel deliveries will be via the Guy Street entry and exit driveways. At the August 2014 committee meeting a plan detailing the manoeuvres of a 19 metre semi-trailer petrol tanker was viewed. It was agreed that heavy vehicles should not turn left out of the site towards the eastern end of Guy Street and that all access will be from the Vesper Street end.

If the fuel delivery vehicles and other heavy vehicles were allowed to turn left onto Guy Street this would compromise the capacity of the local road network. To protect the local road network it is proposed to install pictorial 'Truck Restricted' signs on Guy Street. This will restrict the access to vehicles over 4.5 tonne. A letter was sent to the owners and occupiers of Guy Street informing them of the proposal.

To allow the petrol tankers to exit the site back towards Vesper Street, it is also necessary to install a 'No Stopping' zone along Guy Street, from the edge of the exit driveway back to Vesper Street. This will result in the loss of one car parking space.

The committee reviewed Council Plan No 5156 Set AT Sheet 01, detailing the proposed signage. The committee supported the plan as presented.

Recommendation:

That Council Plan No 5156 Set AT Sheet 01, detailing the 'No Stopping' and pictorial truck restricted signage associated with the new service station, located on Guy Street, Batemans Bay be approved.

2016.RT.016 Signage - Old Bolaro Road, Nelligen

Correspondence has been received from a resident of Old Bolaro Road concerned about the safety of school students who walk along the road from various properties to the school bus stop on the Kings Highway.

The school bus stops at the intersection of the Kings Highway and Old Bolaro Road but does not travel any further along Old Bolaro Road. The road has five houses over a 500 metre section with the correspondent's house 800 metres along from the bus stop. The resident has requested that 'school children ahead' warning signage be installed. To improve road safety it is proposed to install warning signs depicting a child and adult walking.

The committee reviewed Council Plan No 5156 Set AU Sheet 01, detailing warning signage depicting 'a child and adult walking' on Old Bolaro Road, Nelligen. The committee supported the plan as presented.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

Recommendation:

That Council Plan No 5156 Set AU Sheet 01, detailing signage on Old Bolaro Road, Nelligen to introduce two warning signs (No W6-3A) depicting 'a child and adult walking' be approved.

INFORMAL ITEMS FOR DISCUSSION

2016.SE.013 Special Event Application – Challenge Batemans Bay Triathlon Festival

The 2016 Challenge Batemans Bay Triathlon Festival is proposed to be held as a two day event on Saturday 9 and Sunday 10 April 2016. The Traffic Management Plan and associated Traffic Control Plans include a detailed description of the event and the methods of addressing the safety risks to competitors and non-event people.

The Saturday events are not triathlon races. There is a fun run, kids' aquathon and 1km swim. Events start at 9.00am and finish at 3.30pm. There are two fun run categories with the route along the shared path, starting and finishing at Corrigans Beach Reserve with the furthest turnaround at Mundarra Way, Surfside.

On Saturday it is also proposed to organise a wheelchair race, however the route is still being negotiated with Council staff. It is expected this will be finalised before the committee's February meeting with a separate report and recommendation to be presented to that meeting.

Sunday will include all of the triathlon races. There are five categories in this swim/bike/run event starting at 7.00am and finishing at 3.30pm. All event legs start and finish at Corrigans Beach Reserve. The runners will travel north along the shared path to Batemans Bay CBD with the furthest turnaround at Mundarra Way, Surfside. All bikes will travel south along George Bass Drive to Tall Gums Way. The shorter (Enticer and Sprint) events will turn around near the Tall Gums Road intersection. All other riders will continue then along Dunns Creek Road with the longest (Challenge) event travelling through to Broulee and turnaround on North Head Road just short of the Princes Highway at Moruya. The Triathlon routes are the same as last year's event that was successfully held in March 2015.

The Traffic Management Plan and associated Traffic Control Plans were reviewed by the committee and two minor changes were suggested. The representative for the Hon Andrew Constance MP requested that the Rural Fire Service be added to the list of Emergency Services. The representative for the Police requested that an extra marshal be allocated near Calga Crescent to communicate upcoming cyclist traffic to the marshal at the intersection of Beach Road and George Bass Drive.

The committee agreed and supported the plans with these amendments.

Recommendation:

That the Challenge Batemans Bay Triathlon 2016 to be conducted on Saturday 9 and Sunday 10 April 2016 be approved based on the submitted Traffic Management Plan and associated Traffic Control Plans and that the wheelchair race to be held on Saturday 9 April will require a separate Traffic Control Plan to be submitted at a later date.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

2016.IN.011 Proposed Roundabout - Beach Road and Hanging Rock Place intersection, Batemans Bay

Council is proposing to construct a roundabout at the intersection of Beach Road and Hanging Rock Place, Batemans Bay, commencing in 2016.

This intersection accesses the Hanging Rock sports and education precinct. The local community has been aware of the proposal for several years and the roundabout was included in the Hanging Rock Feasibility Study and Masterplan adopted by Council in May 2013. The roundabout construction is also included in Council's Operation Plan and Budget, 2015-16 with the project to extend into 2016-17 financial year.

The committee reviewed Council Concept Plan No 5156 Set A Sheet 1, showing the roundabout layout, including major signage.

A Road Safety Audit (RSA) and SIDRA Intersection Analysis have been undertaken. The RSA report on the current intersection, under Road Safety Deficiencies, indicated a high risk of injury and or fatality, particularly when turning out of Hanging Rock Place across the multi-lane Beach Road.

SIDRA traffic analysis software was used to review the proposed roundabout, based on the projected 2036 traffic volumes on Beach Road and the land use projection for the Hanging Rock precinct, fully developed. It was determined that all legs of the roundabout will operate at an appropriate Level of Service (LOS of A) which is acceptable under the RMS Technical Direction. Essentially this means that the proposed roundabout will have sufficient capacity well into the future.

Council has applied for funding for construction under the Transport NSW Blackspot Program. There is little accident history at the intersection, particularly injury related. This lack of accident history meant that it did not comply with the requirement for most categories of funding, however with the consideration of the Road Safety Audit, \$300,000 in grant funds has been sought, which is the maximum amount available. Announcements on the funding are expected in March 2016 and if successful expenditure will be in the 2016-17 year.

Council was also successful in obtaining a \$15,000 Blackspot Grant in 2015-16 for a Pedestrian Access and Mobility Plan (PAMP) – Batemans Bay to Batehaven. The aim of this PAMP is to investigate and recommend safe, convenient and connected pedestrian routes along Beach Road. The pedestrian routes in the vicinity of the roundabout will be included, taking into account the existing shared path that crosses Hanging Rock Place and any opportunities to cross Beach Road.

In association with the roundabout construction, Beach Road pavement rehabilitation work will be undertaken commencing at the traffic signals at Country Club Drive through to the Birdland carpark. It is expected that the roundabout will be fully operational in 2017.

Recommendation:

That the committee supports the proposal to construct a roundabout at the intersection of Beach Road and Hanging Rock Place, Batemans Bay, based on the Road Safety Audit, the SIDRA analysis and the Concept Plan No 5156 Set AS Sheet 1.

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

2016.SE.014 Special Event Application – Rotary Youth Driver Awareness Program

A special event application has been received for the running of the Rotary Youth Driver Awareness (RYDA) Program on 4 and 5 April 2016 using Donnelly Drive, Moruya.

The Rotary Club of Batemans Bay is facilitating a two day event to be held within Moruya Racecourse grounds for the ninth consecutive year. RYDA is aimed at educating Year 11 students about various road safety issues and students from all five high schools in the Eurobodalla Shire will be participating.

One module requires a practical demonstration of motor vehicle stopping distances on an asphalt surface whilst travelling at three different speeds.

There will be six demonstrations per day each taking up to 30 minutes to complete. The demonstrations are conducted outside the Jockey Club on Donnelly Drive. All demonstrations are conducted by a certified driving instructor and students observe the demonstration from behind a cordoned off observation area. For added effect, Council provides its portable Speed Advisory Sign.

Donnelly Drive is a *No Through Road* with the only traffic being residents and visitors to a very small community connected to the racecourse. Closing the road for up to 30 minutes for each demonstration over a two day period will result in minimal disruption to the residents' life style and/or business activities.

This is assessed as a Class 2 Event.

A detailed Traffic Management Plan for this event was presented to the committee. The committee raised no objection to the submitted plans.

Recommendation:

That the 2016 Rotary Youth Driver Awareness Program to be conducted using Donnelly Drive, Moruya on 4 and 5 April 2016 be approved based upon the submitted Traffic Management Plan.

2016.IN.012 Local Traffic Committee Meeting Dates for 2016

Dates need to be determined for the monthly meetings of the Local Traffic Committee for 2016.

As has been the practice in the past, it is proposed to conduct the meetings of the Eurobodalla Local Traffic Committee on the second Thursday of each month.

It is not proposed to conduct a meeting in January 2016 due to staff availability and the regular Christmas/New Year break.

Recommendation:

That the following meeting dates be adopted for the Local Traffic Committee in 2016.

Meeting No	Date
7-15/16	Thursday 11 February 2016
8-15/16	Thursday 10 March 2016
9-15/16	Thursday 14 April 2016
10-15/16	Thursday 12 May 2016
11-15/16	Thursday 9 June 2016

IR16/002 LOCAL TRAFFIC COMMITTEE MEETING NO 6 FOR 2015-16

E16.0002

1-16/17	Thursday 14 July 2016
2-16/17	Thursday 11 August 2016
3-16/17	Thursday 8 September 2016
4-16/17	Thursday 13 October 2016
5-16/17	Thursday 10 November 2016
6-16/17	Thursday 8 December 2016

2016.SE.015 Special Event Application – Friday’s on the Foreshore Markets – January 2016

A special event application has been received for the running of markets on the foreshore in Clyde Street, Batemans Bay. These markets are organised by the Batemans Bay Chamber of Commerce & Industry. They will be held every Friday evening in January between 5pm and 9pm with up to 26 stall holders and live music. This will be the third year of the markets and previously about 300 people attended each evening. The first Friday market on 1 January 2016 is expected to have the greatest number of people attending.

In previous years the stall holders had problems gaining vehicular access to set up. An informal system of placing traffic cones at the adjoining parking spaces as they became available was successfully used. The period required for the setup is between 3pm to 5pm. To formalise this process the applicant has submitted a Traffic Management Plan. The parking bays are rear to kerb in a regulated half hour zone. It is proposed to cover the parking signs with yellow signs that temporarily change the half hour zone to be for ‘Stall Holder Parking Only’ for a two hour period between 3pm and 5pm. The altered signage will be across 17 parking spaces and traffic cones will also be used to reserve the parking spaces.

There will be minimal disruption to traffic and it is assessed as a class 3 event. The task of covering the signs and placing traffic cones can be done by responsible persons over the age of 18. The devices are not on the Clyde Street travel lane and a Traffic Control Plan is not necessary.

A Batemans Bay Chamber of Commerce & Industry representative consulted the adjoining businesses and there were no objections to the temporary altered parking arrangements. A business on the corner of Clyde and North Streets raised some concerns at the loss of parking for the general public, however there is other parking available adjoining that shop. A detailed Traffic Management Plan for this event was presented to the committee. The committee raised no objection to the submitted plans.

Recommendation:

That the Friday’s on the Foreshore Markets to be conducted over five evenings during January 2016 on Clyde Street, Batemans Bay be approved based upon the submitted Traffic Management Plan.

NEXT MEETING

The next meeting of the Eurobodalla Local Traffic Committee is to be held on Thursday 11 February 2016 in the Council’s Committee Room commencing at 9.30am.

FBD16/001 INVESTMENTS MADE AS AT 30 NOVEMBER 2015

E99.3517

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

Attachments: Nil

Focus Area: Support Services

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

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

EXECUTIVE SUMMARY

The purpose of this report is to:

- Certify that Council's investments in financial instruments have been made in accordance with legal and policy requirements
- Provide information and details of investments
- Raise other matters relevant to investing

RECOMMENDATION

THAT the certification that the investments as at 30 November 2015 made in accordance with the Act, Council's investment policy and the provision of Clause 1 (Reg 212) of the Local Government (General) Regulation 2005, be received.

CONSIDERATIONS

Legal

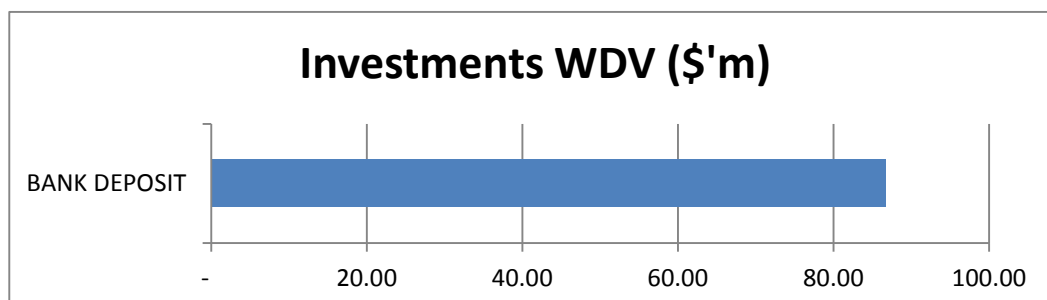
Budgeted legal fees for 2015-2016 are \$0.03m with minor expenditure incurred this year to date. Credit crisis related legal costs for the financial years 2008-2015 were \$0.37m.

Policy

Investments comply with Council's Investment policy.

Financial

Council Investing Overall



Council has 100% (\$86.78m) invested in bank deposits. The bank deposits are in banks rated A or greater or covered by the AAA rated Government Guarantee (except \$1.75m with IMB (Rated BBB+)). Investment in Government Guaranteed Deposits is \$2.00m and represents 2.32% of the portfolio.

FBD16/001 INVESTMENTS MADE AS AT 30 NOVEMBER 2015

E99.3517

The weighted average return for all investments for the month is 2.88% which is above the Council policy benchmark of Bank Bill Swap rate (BBSW) + 0.25% (2.47%).

Collateralised Debt Obligation (CDO)

A proof of Claim has been lodged on behalf of Council in respect of the scheme of arrangement (Scheme) between Lehman Brothers Australia Limited (in liquidation) and its Scheme Creditors. The first interim dividend has been received (\$257k) and a further instalment is expected to be announced prior to the end of the year with payment early in the New Year. Legal action against the Commonwealth Bank and Standard and Poors is proceeding and any developments will be advised when information is received.

Summary Investment Information

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

CATEGORY	WDV (\$)
At Call Deposit Government Guaranteed	250,000
At Call Deposit	3,033,856
Term Deposits	81,750,000
Term Deposits Government Guaranteed	1,750,000
	86,783,856
<i>Weighted Average Interest %:</i>	2.88%
<i>Average 90 day BBSW + 25%</i>	2.47%

FBD16/001 INVESTMENTS MADE AS AT 30 NOVEMBER 2015

E99.3517

Policy and Liquidity Risk

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

Policy Risk	Low Liquidity Risk %	Medium Liquidity Risk %	High Liquidity Risk %	Total % WDV
Remote Risk	2.32	0.00	0.00	2.32
Policy Limit	100.00	70.00	50.00	
Near Risk Free	95.67	0.00	0.00	95.67
Policy Limit	100.00	50.00	30.00	
Some Limited Risk	2.01	0.00	0.00	2.01
Policy Limit	30.00	20.00	10.00	
At Risk	0.00	0.00	0.00	0.00
Policy Limit	0.00	0.00	0.00	
Grand Total:	100.00	0.00	0.00	100.00

The unrestricted current ratio is the amount of unrestricted current assets compared to each dollar of current liability. The Office of Local Government suggests a minimum 1.5:1 and the audited unrestricted current ratio as at 30 June 2015 is 3.09:1. Council therefore has approximately \$3.09 of current assets for each \$1 of current liabilities.

CONCLUSION

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

FBD16/002 INVESTMENTS MADE AS AT 31 DECEMBER 2015

E99.3517

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

Attachments: Nil

Focus Area: Support Services

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

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

EXECUTIVE SUMMARY

The purpose of this report is to:

- Certify that Council's investments in financial instruments have been made in accordance with legal and policy requirements
- Provide information and details of investments
- Raise other matters relevant to investing

RECOMMENDATION

THAT the certification that the investments as at 31 December 2015 made in accordance with the Act, Council's investment policy and the provision of Clause 1 (Reg 212) of the Local Government (General) Regulation 2005, be received.

CONSIDERATIONS

Legal

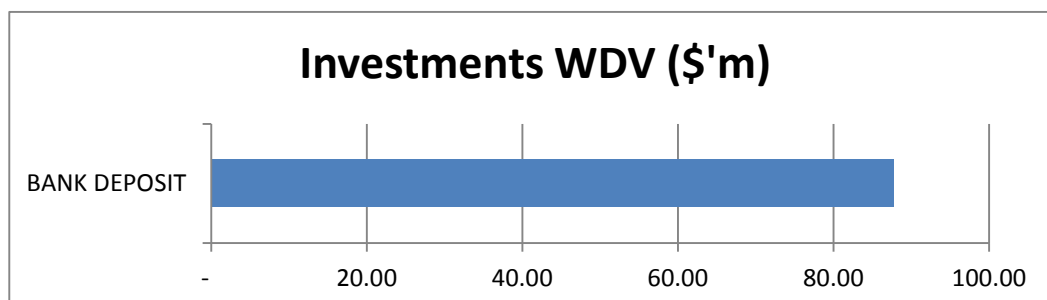
Budgeted legal fees for 2015-2016 are \$0.03m with minor expenditure incurred this year to date. Credit crisis related legal costs for the financial years 2008-2015 were \$0.37m.

Policy

Investments comply with Council's Investment policy.

Financial

Council Investing Overall



Council has 100% (\$87.79m) invested in bank deposits. The bank deposits are in banks rated A or greater or covered by the AAA rated Government Guarantee (except \$0.75m with IMB (Rated BBB+) and \$3.75m with ME Bank (Rated BBB+)). Investment in Government Guaranteed Deposits is \$2.00m and represents 2.28% of the portfolio.

FBD16/002 INVESTMENTS MADE AS AT 31 DECEMBER 2015

E99.3517

The weighted average return for all investments for the month is 2.92% which is above the Council policy benchmark of Bank Bill Swap rate (BBSW) + 0.25% (2.59%).

Collateralised Debt Obligation (CDO)

A proof of Claim has been lodged on behalf of Council in respect of the scheme of arrangement (Scheme) between Lehman Brothers Australia Limited (in liquidation) and its Scheme Creditors. The first interim dividend has been received (\$257k) and a further instalment is expected to be announced in February 2016. Legal action against the Commonwealth Bank and Standard and Poors is proceeding and any developments will be advised when information is received.

Summary Investment Information

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

CATEGORY	WDV (\$)
At Call Deposit Government Guaranteed	250,000
At Call Deposit	2,041,807
Term Deposits	83,750,000
Term Deposits Government Guaranteed	1,750,000
	87,791,807
<i>Weighted Average Interest %:</i>	2.92%
<i>Average 90 day BBSW + 25%</i>	2.59%

FBD16/002 INVESTMENTS MADE AS AT 31 DECEMBER 2015

E99.3517

Policy and Liquidity Risk

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

Policy Risk	Low Liquidity Risk %	Medium Liquidity Risk %	High Liquidity Risk %	Total % WDV
Remote Risk	2.24	0.00	0.00	2.24
Policy Limit	100.00	70.00	50.00	
Near Risk Free	92.64	0.00	0.00	92.64
Policy Limit	100.00	50.00	30.00	
Some Limited Risk	5.12	0.00	0.00	5.12
Policy Limit	30.00	20.00	10.00	
At Risk	0.00	0.00	0.00	0.00
Policy Limit	0.00	0.00	0.00	
Grand Total:	100.00	0.00	0.00	100.00

The unrestricted current ratio is the amount of unrestricted current assets compared to each dollar of current liability. The Office of Local Government suggests a minimum 1.5:1 and the audited unrestricted current ratio as at 30 June 2015 is 3.09:1. Council therefore has approximately \$3.09 of current assets for each \$1 of current liabilities.

CONCLUSION

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

FBD16/003 BUSINESS ADVISORY COMMITTEE

E14.8206

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

Attachments: 1. Business Advisory Committee Terms of Reference
2. Confidential - Business Advisory Committee recommendations
3. Confidential - Business Advisory Committee nominations

Focus Area: Productive Communities

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

Operational Plan Link: P1.1.1 Strengthen partnerships between council and the business community

EXECUTIVE SUMMARY

In November 2015, Councillors were briefed on the need to recruit for Council's Business Advisory Committee due to a resignation and the intention to include an additional member dedicated to the education/training sector.

Since that briefing there has been two additional resignations and because of the quality of candidates received during the recruitment process, another additional member is proposed. This means the committee will expand by two members with a total recruitment in this round of five.

The recommended candidates are highlighted in the confidential attachment to this report.

This report also seeks to extend the term of existing Business Advisory Committee members for an additional two years as per the Terms of Reference.

RECOMMENDATION

THAT

1. Council appoint the five recommended candidates in the confidential attachment to this report, to the Business Advisory Committee
2. Council amends the Business Advisory Committee Terms of Reference to increase membership by two including a representative of the education/training sector
3. Council extends the tenure of existing committee members for an additional two years.
4. Council write to the retiring committee members to thank them for their contribution.

BACKGROUND

Eurobodalla Shire Council adopted the Terms of Reference for its Business Advisory Committee (BAC) in November 2013 and sought nominations from industry.

The Terms of Reference included the make-up of the committee with 9 industry representatives, the Mayor as chair, Clr Pollock in an advisory capacity for 12 months, as is the General Manager and other senior staff.

FBD16/003 BUSINESS ADVISORY COMMITTEE

E14.8206

In November 2015, Councillors were briefed about the need to recruit a new committee member due to a resignation and also on the intention to expand the committee by one member with a position dedicated to the education/training sector.

Since then, there has been two additional resignations and because of the quality of applicants received, it is further recommended to recruit another additional member. This means the committee will expand by two members.

In addition, the BAC Terms of Reference note a term of two years for all members which can be extended for additional two years by Council. The initial two year term is now up, and this report seeks to authorise the extension.

CONSIDERATIONS

Seven applications were received from the public Expression of Interest (EOI) process which took place in November and December 2015.

Selection Criteria

Applications were assessed against the five selection criteria below:

1. The ability to represent and reflect the different segments of the industry (e.g. industrial, retail, hospitality etc.) and the economic, social, cultural and geographic diversity of the area.
2. The ability to contribute towards positive outcomes for the local economy, to advise Council on a broad range of economic related issues and to champion Council's position.
3. Knowledge of economic, social and environmental opportunities and challenges that face businesses in Eurobodalla.
4. Experience in all or any of the following areas:
 - business and economic development at a local and/or regional level
 - business networks
 - business, management or marketing
 - community initiatives that contribute to the local economy
 - committees or boards
5. Being of generally good character, with no notable history of criminal conviction, business impropriety or financial misconduct.

Social Impact

The BAC supports Council's commitment to ensure the wellbeing of its residents through the benefits that Eurobodalla's economy provides.

Economic Development Employment Potential

Eurobodalla's economy is worth an estimated \$1.3 billion per year and the BAC is an important mechanism for enhancing Council's interaction with the business community.

FBD16/003 BUSINESS ADVISORY COMMITTEE

E14.8206

Financial

The Business Advisory Committee operates within existing budget allocations.

Community Engagement

Council's advisory committees are an important part of its commitment to effective community engagement. They assist Council in maintaining long term relationships with stakeholders and provide a way of seeking feedback and information.

CONCLUSION

The appointment of the candidates recommended in the confidential attachment to this report, to the Business Advisory Committee is considered appropriate, as is amending the Terms of Reference to include two additional members including one dedicated to the education/training sector.

Eurobodalla Shire Council Business Advisory Committee

Terms of Reference

January 2016

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Introduction & Background

The Community Strategic Plan “One Community” identifies ‘Productive communities’ as a key objective with the aim that ‘we are successful and sustainable in growth and development.’

The 2013-2017 Delivery Program further identifies the need to ‘Provide promotion and support to develop the Shire as a destination of choice to live, work, visit and invest.’

The “Eurobodalla Shire Council - Economic Development Strategy – 2009” identifies the strategic intent to “Demonstrate leadership in promoting and supporting sustainable economic growth reflecting community expectations.”

Values & Vision

Business development activities aim to “Retain, Attract, Grow” by:

- facilitating business growth and development in the Eurobodalla Shire consistent with Council’s vision and strategic objectives.
- supporting the development of events to maximize economic benefit, attract key visitor markets, overcome seasonality and align with the destination brand and image.

We will do this by:

- Assisting businesses with requests for support e.g. where to get funding or advice, information on how to set up a new business, economic data etc.
- Assisting in the development of new industries, businesses or industry sectors
- Building the capacity of existing businesses through skills development
- Promotion of Eurobodalla as an attractive place to do business
- Strengthening partnerships between council and the community
- Event development and attraction

TERMS OF REFERENCE

Purpose of the Business Advisory Committee

- Represent businesses and advise and make recommendations to Council on matters relating to business, the development of the economy and the future of the businesses in Eurobodalla.
- Undertake actions in partnership with Council to develop business and the economy.

Title and Delegations

- The committee shall be referred to as the Eurobodalla Business Advisory Committee.
- The committee shall function as a non delegated advisory and working group.

Objectives

- Inform the development, implementation and review of Council's priorities from Council's corporate plans including Objective 6 of the Community Strategic Plan "We Help our Local Economy grow"
- Advise and support Council regarding business development issues and make recommendations to Council as appropriate.

Membership of the committee

A quorum of the committee shall be 5 voting members. The Chairperson has voting rights. (ESC Staff have no voting rights).

Tenure to the committee

- Representatives to participate on the Business Advisory Committee will be given formal notification by ESC in writing.
- Representatives will be selected on a skills basis by Council for 2 year tenure. Tenure can be renewed by Council for up to 4 years without re-advertising.
- Representatives not attending 3 consecutive meetings can be replaced at the discretion of Council.
- Representatives must be willing to abide by the terms of reference for the committee.

Composition

Industry

- 10 business representatives
- 1 representative of the education / training sector

Council

- Mayor (or his delegate) who will act as chairperson (voting)
- Divisional Manager, Business Development (non voting)
- Divisional Manager, Communications and Tourism (non voting)
- General Manager and CFO as a standing invitees to the meeting (non voting)

Selection criteria

Competencies of external representatives

- Ability to contribute towards positive outcomes for the local economy.
- Ability to gain commitment and support from industry for local initiatives.
- Ability to represent and reflect the different segments of industry (e.g. industrial, retail, hospitality etc.) and the economic, social, cultural and geographic diversity of the area.
- Ability to advise Council on a broad range of economic related issues and to champion Council's position.
- Understanding of economic, social and environmental opportunities and challenges facing business in Eurobodalla.
- Is of generally good character, with no notable history of criminal conviction, business impropriety or financial misconduct.

Desired expertise in one or more of the following areas

- Business Development at local and/or regional levels.
- Business, management or marketing.
- Business networks.
- Community initiatives that contribute to the local economy.

Expressions of Interest and Appointments

Council will advertise positions on the committee through media and corporate communication channels.

Appointments will be merit based on meeting the selection criteria, and made by Council.

Delegations of Committee

To advise Council

Reporting Hierarchy

Recommendations and Council response will be communicated through the General Manager.

Contact Officer

Contact officer for the committee is Divisional Manager, Business Development and Events.

Responsibilities of committee members

- To advise and make recommendations to Council on matters relating to business and the economy
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the committee
- To provide general advice to the Divisional Manager, Business Development
- Facilitate in a timely way any tasks allocated to and accepted by them
- Behave in a manner that respects the interests and viewpoints of other members
- Declare any potential or actual conflicts of interests on matters that are brought before the Committee
- All committee members will abide by the Council's Policy for Code of Meeting Practice and the Division of Local Government Model Code of Conduct for Local Councils in NSW.
- To provide representation for and advice from the broader industry and keep industry informed of Council's plans & actions

Responsibilities of the Chairperson

- To chair the meeting and exercise functions as determined by the committee.
- To be the spokesperson for the committee as directed by the committee.
- To advocate for the committee and represent its decisions.
- To sign off minutes endorsed by the committee.
- Extraordinary meetings can be called by the approval of the Chairperson.

The Chairperson of the Committee can exercise the power of expulsion of persons not recognised as being entitled to be present at a meeting of the Committee.

Responsibilities of Council

Council will provide secretarial support, including minute taking and professional officer support, as appropriate.

The ongoing role of the committee will be reviewed annually. Relevant matters will be referred to the committee for consideration. Committee recommendations will be referred to Council for action.

Council at its discretion may review the role or structure of the Committee.

General meetings

- The Committee is to meet a minimum four (4) times per annum at times and dates to be agreed at the first meeting
- Meeting will be held in accordance with Council's Code of Meeting Practice.
- Other interested individuals may be invited to attend meetings as observers and invited to present to the meeting, however they will only be recognised by consent of the Chairperson

Distribution of Information

Minutes are to be distributed to Councillors through the Councillors newsletter.

Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.

The Chairperson is the spokesperson for the Committee.

Individual committee members may not issue a media release on behalf of the Committee.

Variation to the Terms of Reference

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the Committee.

APPENDIX 1 - WEBSITES

Eurobodalla Shire Council:

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

Model Code of Conduct for Local Councils in NSW

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Strategies

<http://www.esc.nsw.gov.au/inside-council/community-and-future-planning/strategies>

Eurobodalla Shire Council's Code of Meeting Practice

<http://www.esc.nsw.gov.au/inside-council/council/council-policies/policies/Code-of-Meeting-Practice-policy.pdf>

CAR16/001 PCYC BOXING VENUE

E11.5368

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

Attachments: Nil

Focus Area: Liveable Communities

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

Operational Plan Link: L1.3.8 Support capacity building of community and recreation groups

EXECUTIVE SUMMARY

Council, in partnership with the Far South Coast Local Area Command and the Bega Valley Shire Council, attracted \$250,000 to establish a Far South Coast Police Citizens Youth Club (PCYC) in 2012. Council previously resolved in July 2012 to support the establishment of the club by offering to waive fees for use of Council facilities for the first year of operations. For a range of reasons the club has only recently gained traction with its program at the end of 2015 and has started implementing a coordinated range of activities across both shires. This report seeks Council's reconsideration of support for the establishment of boxing at Narooma Leisure Centre by donating venue hire fees for one year.

RECOMMENDATION

THAT Council donate the PCYC Narooma Leisure Centre hire fees for one year - specifically for use of the designated boxing space and equipment commencing from the date of Council's agreement. At the end of the year normal fees will apply as per Council's fees and charges.

BACKGROUND

Council fulfilled its obligations to implement the works in 2012 to enable the PCYC to establish office spaces in the Narooma Leisure Centre as a base for the PCYC Manager to coordinate activities, and the Youth Case Manager for Eurobodalla to engage with young clients.

At its ordinary meeting held on 22 July 2012 Council resolved (minute 12/209) to support the establishment of the PCYC via a number actions. One of those was that:

1. *Council donate the hire fee on Council owned sporting and recreational venues when specifically used by the PCYC for PCYC activities in the first year of operation and this arrangement will commence from the date of signing the MoU, Participation Agreement and Lease. At the end of the first year normal fees for venue hire would apply, as per Council's fees and charges.*

The PCYC was scheduled to start the process of establishing activities in 2013. A series of recruitment and staff turn-over issues have delayed concerted planning and implementation of activities until 2015. The NSW Police Youth Command Officers have provided some ad-hoc activities in the interim to ensure PCYC presence is continued between the two shires whilst staff were secured.

CAR16/001 PCYC BOXING VENUE

E11.5368

This prolonged process has created some issues over the past two years with community groups, potential volunteers, and locals regarding activity establishment, partnerships and engagement with the new outreach model.

PCYC has therefore not been able to benefit from Council's resolution and has not significantly used sport and recreational venues until November 2015, shortly after the current manager was appointed, paying the required hire fees for the new activities.

The new manager has now been able to work with the PCYC committee and others to implement a number of activities, in particular, boxing which was launched on 9 January 2016 at the Narooma Leisure Centre with the support on the day from Australian Institute of Sport boxing champions, local police and a large number of families and young people participating in boxing development activities.

CONSIDERATIONS

The boxing equipment and mini-ring has been located on the staged area within the Narooma Leisure Centre. This particular corner-stone activity of PCYC was very strongly supported by the community and local police who have been working in residential and open spaces to develop local young boxers.

The Narooma Sports and Services club provided seed funds to PCYC to purchase a mobile mini boxing ring and equipment to support boxing to develop under the banner and support of PCYC.

Council staff and the new PCYC Manager met on 21 December whereupon the manager requested if the Council may consider agreeing to waive the fee for venue hire for the establishment of the boxing activity, along the same lines as the abovementioned resolution for the 12 months.

The opportunity to take advantage of the offer that Council supported in 2012 was never realised for PCYC, with the request for support being for a key activity rather than all activities given the time that has lapsed since the original support was offered.

Social Impact

The request was presented as the sport is a niche activity with patterns of attendance and use yet to be determined. The boxing activity will also provide a referral and development pathway for a number of local young people that the Youth Case Managers are working with to divert from the criminal justice system.

The PCYC have developed a pathway program to start young people interested in boxing to participate via introductory boxing for fitness activities. Boxer development is then supported by a long-standing PCYC program of competitions and progressive opportunities across NSW for both males and females.

These structures will provide a sustainable and aspirational pathway for boxing as a local sport and provide a popular physical activity for both local youth and community volunteers to participate in.

CAR16/001 PCYC BOXING VENUE

E11.5368

Financial

Currently the PCYC pays \$15 per hour for 2 hours on a Friday night based on the charge for the court hire fee with the discount applied for not-for-profit groups as per Council's fees and charges.

The creation of this new 'space' within the centre will also require Council to establish a fee for its use as it has not been hired in isolation previously. The equipment has also been installed with multi-use of the centre in mind and may be removed, on occasion, to support performances or wet weather events that suit other hirer's requirements.

The boxing program is still in its infancy with times needing to be flexible to accommodate growth and patterns of preferred usage which may see the space being used more frequently. Use is dependent upon other bookings in the centre and the number of participants needing to be accommodated. It is anticipated that the boxing area may eventually be used for up to 10 hours per week.

Community Engagement

We will inform the community through providing information on Council's website and distributing a media release.

We have consulted with the community by seeking feedback via the FSC PCYC committee, PCYC volunteer groups and conversations with the manager and trainers.

CONCLUSION

The Far South Coast PCYC is already providing significant benefits to the Eurobodalla community, in terms of youth development (leadership, sport), volunteering opportunities, community development and improved crime prevention outcomes.

The development of the Far South Coast PCYC, in partnership with Bega Valley Shire and PCYC Ltd will provide a flexible response to barriers to participation experienced by young people in our community. Council's assistance will contribute to the development of the boxing program by allowing usage patterns to develop, removing cost barriers to participation and building its capacity into the future.

CAR16/002 TENDER FOR COMMUNITY BASED SUPPORT SERVICES

E07.1397

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

Attachments: 1. Confidential - Community Based Support Services Tender Conf Attach

Focus Area: Liveable Communities

Delivery Program Link: L2.2 Provide case management and accommodation support

Operational Plan Link: L2.2.1 Provide case management and coordination services

EXECUTIVE SUMMARY

Council's Community Care services has completed a tender for the supply of Community Based Support Services.

Community Care services receive funding from the Commonwealth Government via the Community Home Support Program (CHSP) for seniors and from the NSW Department of Family and Community Services to provide support for people with disability. Some of the direct care components are contracted to external providers, especially where there are high volumes of daily support required (for example clients being discharged from hospital, or clients who have a physical disability and require regular assistance with personal care).

Contractors are not guaranteed a particular amount of work, but are offered work subject to client needs and geographical area (to maximise service delivery), staff skills and availability.

This report outlines the evaluation of offers submitted in response to Request for Tender No. 2016/CAR073 for the Supply of Community Based Support Services and provides a recommendation for the preferred source of service provider.

RECOMMENDATION

THAT:

1. Council endorses the selection of the preferred tenderers, listed for Tender No. 2016/CAR073 for the Supply of Community Based Support Services within the confidential attachment; and
2. Accordingly approves the entering into of a contractual arrangement with the preferred tenderers to be listed on Community Care's Preferred Provider List for the provision of Community Based Support Services subject to the terms specified in the Request for Tender unless otherwise varied in accordance with this report.

CAR16/002 TENDER FOR COMMUNITY BASED SUPPORT SERVICES

E07.1397

BACKGROUND

A requirement exists for the provision of contracted community based support services. Community Care services have had a similar brokerage arrangement in place for more than 15 years, with the current brokerage tender expiring on 28 February 2016.

The benefits of contracting services for clients include the reduction in administrative and coordination time associated with rostering staff, paying wages, and human resource management roles. Brokered agencies also employ staff with specific nursing qualifications and skills sometimes required to support clients with higher or more complex needs.

The tender documents clearly identify that Eurobodalla Shire Council may enter into a number of contract arrangements as a result of this particular tender process and were clear in establishing that the contract would not be exclusive.

RFT No. 2016/CAR073 was advertised on 13 October 2015 with a closing date of 4 November 2015. Offers were received from the following tenderers and assessed in accordance with the Tender Evaluation Plan dated 8 September 2015:

- Anglicare NSW South, NSW West and ACT
- Australian Home Care Services Pty Ltd
- CatholicCare Canberra and Goulburn
- IRT Group
- Just Better Care
- Merimbula Home Nursing Service

A summary of the evaluation including each tenderer's scoring against the evaluation criteria is provided at the Confidential Attachment to this report.

CONSIDERATIONS

Legal

Request for Tender (RFT) 2016/CAR073 was advertised in accordance with Local Government (General) Regulation 2005 REG 167 and Local Government Act 1993.

The tender was advertised on Council's noticeboard page in two local newspapers, in the Sydney Morning Herald and at Council's Tenderlink web portal (www.tenderlink.com/eurobodalla)

Upon release of the RFT a Tender Evaluation plan (TEP) was distributed amongst the Tender Evaluation Board (TEB). Declarations of Confidentiality and Interest Forms were completed and signed by the TEB.

The offers submitted by the preferred tenderers have been assessed as satisfactory in respect of:

- Organisational and administrative capacity
- Skills, experience and performance
- Quality assurance, Risk and WHS

CAR16/002 TENDER FOR COMMUNITY BASED SUPPORT SERVICES

E07.1397

- Compliance with service Acts, standards and regulations
- Financial viability

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.

Social Impact

Services supplied under this arrangement support people with disability to live the lives they choose and older people to remain in their homes with increased independence for as long as possible. Older people are assisted to maintain and relearn skills and this support assists in the prevention of entry or re-entry to hospital or premature entry to residential accommodation.

Economic Development Employment Potential

As services grow in relation to the expansion of the Community Home Support Program for seniors and the roll out of the NDIS for people with disability, jobs will continue to be provided for the community through the employment opportunities provided by contractors.

When work is assigned, the choice between using a Council employee and/or either of the four contractors will be based primarily on client choice, cost effectiveness and worker skills and availability.

Financial

Funding for these services is obtained exclusively from federal and state grants for the provision of direct support. The value of this contract was approximately \$415,000 last financial year, spread across three contractors. However, with the expansion of programs within Community Care it is possible that this figure may increase over the next two years for the duration of current funding arrangements.

Community Engagement

The community will be informed on the tender outcome(s) via Council's contract register found in Council's 'Public Access to Information' web link.

CONCLUSION

The tender process has been conducted in accordance with mandatory Council and Local Government requirements and the preferred tenderer has been assessed through an extensive evaluation as representing best value for money.

The preferred tender, as identified in the Confidential Attachment, is therefore recommended for the awarding of a contract for the requirement and to be listed on Community Care's Preferred Provider List for the provision of Community Based Support Services.

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.

RECOMMENDATION

THAT pursuant to Section 10A of the Local Government Act, 1993 the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below:

CON16/001 Property Matter

Item CON16/001 is confidential in accordance with s10(A)(2)(dii) of the Local Government Act because it contains information that would, if disclosed, confer a commercial advantage on a competitor of the council and (diii) of the Local Government Act because it contains and information that would, if disclosed, reveal a trade secret and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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.