



AGENDA

Ordinary Meeting of Council

28 July 2020

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

ON TUESDAY 28 JULY 2020

COMMENCING AT 11.00AM

AGENDA

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

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| 2. ACKNOWLEDGEMENT OF COUNTRY | |
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| 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING | |
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**DR CATHERINE DALE
GENERAL MANAGER**

NOM20/006 PROMOTING EUROBODALLA AS A PLACE TO LIVE

S012-T00026

Responsible Officer: Lindsay Brown - Councillor

Attachments: Nil

Councillor Lindsay Brown has given notice that at the Ordinary Meeting of Council on 28 July 2020, he will move the following motion.

MOTION

THAT Council allocate a budget of \$10,000, funded through staff salary savings arising from a vacancy within the business development section of Council, to undertake a digital marketing campaign aimed at encouraging people to relocate to the Eurobodalla.

BACKGROUND

At the Council meeting held on 14 July 2020 I placed on the agenda the following question on notice:

'The post COVID world has seen changes in work e.g. working from home. What can we do to promote the opportunity for people to move to Eurobodalla?'

In response to my question on notice the following response was provided:

'A number of trends have emerged through the Covid-19 pandemic isolation period:

- There has been a rapid and large-scale shift across many industries towards working remotely.*
- Organisations are investing in remote working technology and infrastructure; and*
- The popularity of virtual communication platforms has surged.*

Working remotely during the coronavirus crisis has quickly become the new norm, and one that won't dissipate quickly – rather, remote working (both part-time and full-time) will rise across all industries. This will include industries such as financial services and the public sector, which have typically been office-bound and challenged by remote working at scale.

Work will be regarded as a thing you do, rather than a place you go. Leaders will step-up and adopt a far more flexible approach to understand and work with the personal circumstances of their employees. The 5G rollout will boost internet speed and reliability across the country, further expanding the possibilities of a remote workforce.

One of the question leaders are now asking is what all this means and will this have an impact on the choice of where to live that gives workers the right balance of space and local service and amenities.

The Real Estate Institute of New South Wales is expecting regional areas to do well in the long-term as a result of the pandemic and planning academics are suggesting that governments would need to invest in regional areas to make the most of a post-pandemic migration. There is a suggestion that a new wave of tree and sea changers could boost regional economies, but more would need to be done to attract younger, working demographics.

The Eurobodalla has a strong strategic framework to support growth and provide places and spaces to attract new residents. Council needs to continue to pursue its strategic economic agenda as articulated in the Draft Local Strategic Planning Statements and Advancing

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Eurobodalla (Economic Development Strategy 2019-2028) to support growth and to foster great places for people to live and work. A key part of being able to attract newcomers to the shire will be ensuring the services, housing choice, attractiveness of our main towns, health, education and transport options are well developed and on a par with other regional centers that actively work to attract tree changers.

Acknowledging the importance of continuing to develop the shire, marketing and promotion can be used to encourage people to make the move to our region. Using digital media is one way to share engaging content.

There is an opportunity to investigate the development of a digitally based promotional campaign that focuses on the lifestyle on the south coast and the advantages of choosing to relocate to our shire. The basis of a promotional campaign exists with the already developed Invest Eurobodalla website. See here.

A digital campaign can be undertaken utilising Council's current social media framework (corporate website and Instagram) that links people back to the Invest Eurobodalla website.

Specifically, it is proposed that council could undertake a social media based campaign, running the ads with a clear statement about being able to work remotely in a growing community and showcasing what Eurobodalla has to offer in work life balance. A campaign would comprise the following elements.

Channels:

- *Corporate Instagram and Facebook*

Target Market:

- *Sydney, Canberra, Melbourne*
- *30-50 years old*

Media:

- *Images and preferably video (we currently don't have video for a prospectus type promotion). Showcasing why working from home in Eurobodalla is better than working from home anywhere else.*

Call to action:

- *Invest Eurobodalla website*

Ads would be pixelated. Meaning you place code on Invest Eurobodalla website from Facebook to be able to track anyone that clicks on the ad and goes to the website. After a month this would be considered our active audience and we can target them with more compelling information about living and working in Eurobodalla, whilst continuing to run the beginning ads into the same markets.

The hardest part about a campaign like this is the uncertainty around determining who would be willing to move from a capital city in our target market to Eurobodalla. So there would need to be some consideration given to an ongoing budget to support ongoing marketing in the longer term.

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However, as a short term proposition a budget of around \$7,000 to 10,000 would support creation of a video, updates to Invest Eurobodalla website, and delivery of advertisements.'

I believe that the response provided to my question represents a sound way to further promote the Eurobodalla and in particular as a place for people to relocate, where they now have the option to work from home. I therefore recommend to my fellow Councillors that Council allocate a budget of \$10,000 to undertake a digital campaign generally as described above.

GMR20/019 2020 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

S004-T00019

Responsible Officer: Dr Catherine Dale - General Manager
Attachments: Nil
Outcome: Innovative and Proactive Leadership
Focus Area: 9.1 Provide strong leadership and work in partnership to strategically plan for the future and progress towards the community vision
Delivery Program Link: 9.1.2 Implement effective governance
Operational Plan Link: 9.1.2.3 Assist the Councillors in meeting their statutory obligations and roles

EXECUTIVE SUMMARY

The Local Government NSW Annual Conference will be held in the Hunter Valley on 22-24 November 2020.

The theme of the conference is "Growing Community Resilience."

RECOMMENDATION

THAT Council determine whether it wishes to be represented at the Local Government NSW Annual Conference 2020 to be held in the Hunter Valley from 22-24 November 2020 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 (LGNSW) Annual Conference is the annual policy making event for general purpose councils, where councillors can come together to share ideas and debate relevant issues.

CONSIDERATIONS

The Conference will be held in the Hunter Valley on 22-24 November 2020.

A draft program and details of the 2020 Conference are available on the Local Government NSW website at: [https://www.lgnsw.org.au/files/imce-uploads/386/LGNSW Annual Conference 2020 Draft program 160720.pdf](https://www.lgnsw.org.au/files/imce-uploads/386/LGNSW%20Annual%20Conference%202020%20Draft%20program%20160720.pdf)

Council is a non-voting delegate of LGNSW.

Policy

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

GMR20/019 2020 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

S004-T00019

Councillors attending training, seminars and conferences are to provide a 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.

Section 232 (1) (g) of the Local Government Act 1993, states *'to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor'*.

Financial

Registration for Early Bird non-members is \$1680.

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

Councillors attend conferences throughout the year to enable them to be both knowledgeable and up to date on particular issues to ensure that they can perform the duties and represent the residents to the best of their ability.

PSR20/012 FOOD INSPECTION PROGRAM - STATUS REPORT 2019-20

S024-T00003

Responsible Officer: Lindsay Usher - Director, Planning and Sustainability Services

Attachments: Nil

Outcome: Strong Communities, Desirable Lifestyle

Focus Area: 1.1 Work in partnership to ensure safety at home and within the community

Delivery Program Link: 1.1.2 Deliver legislated health protection and regulatory programs

Operational Plan Link: 1.1.2.1 Undertake the food inspection program

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of Council's Food Inspection Program for the 2019-20 financial year.

Under the provisions of the NSW *Food Act 2003* Council has a statutory obligation to implement a program of food premises inspections. The aim of the program is to reduce the risk of unsafe or unsuitable food being sold, thereby maintaining public health and safety along with confidence in the retail food sector.

Food retail businesses are a significant contributor to the local economy. Many businesses have suffered financial impacts from the bushfires and COVID-19 pandemic. COVID restrictions forced many food businesses to modify their existing business practices such as takeaway, delivery and online services. Some closed temporarily or reopened with restrictions. The potential loss of food businesses as a result of the bushfires and COVID-19 is unknown.

Council's scheduled food inspection program was suspended due to the bushfires and the COVID pandemic and was not completed. Council ceased formal inspections in January 2020 due to the impacts of bushfire and focused primarily on providing food business with support on food safety and handling, hygiene practices and COVID-19 requirements throughout the remainder of the 2019-20 financial year.

The NSW Food Authority acknowledges the impacts that the bushfires and the COVID pandemic have had on Council's inspection program under the Food Regulation Partnership and that the program was not completed this financial year.

Currently there are 222 fixed-premises food retailers in Eurobodalla, as well as 20 market stalls and 22 mobile food vendors. During the 2019-2020 financial year, 103 of the 222 fixed food retailers were formally inspected under the program.

Ninety nine percent of those businesses inspected achieved ratings of excellent or very good.

PSR20/012 FOOD INSPECTION PROGRAM - STATUS REPORT 2019-20

S024-T00003

RECOMMENDATION

THAT the Food Inspection Program - Status Report 2019-20 be received and noted.

BACKGROUND

Council has undertaken a food inspection program in partnership with the NSW Food Authority since January 2009 in accordance with the NSW *Food Act 2003*. The Food Regulation Partnership requires Council to undertake inspections, enforcement and investigations into food complaints.

This report summarises the programs activities for 2019-20, which was the second year of the risk-based food inspection program adopted by Council on 17 February 2018 (PSR 18/002) which commenced on 1 July 2018. Under the program businesses that maintain a high level of compliance can reduce their inspection frequency from two inspections per year to one per year resulting in financial saving to the business. Certificates are issued displaying the business inspection result (Scores on Doors).

The data for this year shows a significant difference to previous years including a reduced number of inspections and enforcement actions due to bushfires and COVID pandemic. The NSW Food Authority administer the South East Regional Food Group conducting technical and legislation training sessions three times per year. During COVID restrictions these sessions have continued through web-based meetings providing the opportunity for officers to keep up to date on legislation, changes to Food Authority guidelines, including COVID requirements, and monitoring food inspection programs across the region.

Bushfire and COVID-19 impacts

Interruptions to the food inspection program have occurred from December 2019 to June 2020. On 10 March 2020 (GMR20/004) Council resolved to allocate \$80 000 from the NSW Government funding for Community and Economic Resilience to support food businesses by waive of food inspections fees. Council wrote to all food businesses on the 12 March 2020 to inform them of such and that the primary inspections of food premises will not incur a fee in 2020/21. If secondary or compliance inspections are required these will be charged. Between March and June this year, Council has focussed on providing education and advice to businesses relating to NSW Health COVID-19 requirements and compliance with the Public Health Act Orders.

NSW Health and the Food Authority have requested Councils to assist food businesses to ensure compliance with the Public Health Act Orders. These Orders stipulate physical distancing, record keeping, along with COVID business plans for food premises. Guidance material is currently being developed by the NSW agencies to assist Councils' in undertaking this role. This may impact on Council's inspection program for the 2020/21 period.

CONSIDERATIONS

At the end of the 2019-20 financial year there were 222 fixed food businesses (13 high risk and 209 medium risk) registered in Eurobodalla requiring inspection as well as a further 41 low risk premises (such as hardware shops selling packaged snacks) which are only inspected if there is a complaint. In addition, there were 20 registered temporary stalls.

PSR20/012 FOOD INSPECTION PROGRAM - STATUS REPORT 2019-20

S024-T00003

Temporary stalls are inspected at the various markets, festivals and events held in Eurobodalla. There were 22 mobile food vendors registered with Council at the time of this report and these are inspected annually when they apply for their approval to operate in Eurobodalla.

Table 1 : DATA BY PREMISES

| Fixed Premises Risk Rating | Number of businesses |
|--|---------------------------------------|
| High Risk (e.g. Child care centres and aged care facilities) | 13 |
| Medium Risk (e.g. restaurants, cafes, etc...) | 209 |
| Total premises routinely inspected | 222 |
| Low Risk (e.g service stations, cinemas etc... Complaint only inspections) | 41 |
| Non-fixed Businesses | Number of non-fixed businesses |
| Stalls | 20 |
| Mobile | 22 |
| Star Rating at last inspection | Number of premises inspected |
| 5 Star: 0 -3 Points | 90 |
| 4 Star: 4 -8 Points | 11 |
| 3 Star: 9 – 15 Points | 2 |
| No grade >15 Points | 0 |
| Total premises inspected | 103 |

Table 1 shows the data by premises where there are 222 fixed food premises registered with Council at the time of this report. Due to the disruption caused by the bushfires and the COVID 103 of these businesses were inspected.

Table 2 shows that for those businesses receiving a star rating, 122 inspections were conducted including, 17 second inspections of premises that did not receive a 5 Star rating at the first inspection, and 2 re-inspections where specific improvements were required.

Table 2: DATA BY INSPECTION

| Star Rating | Number of inspections |
|------------------------------------|------------------------------|
| 5 Star: 0 -3 Points | 100 |
| 4 Star: 4 -8 Points | 17 |
| 3 Star: 9 – 15 Points | 4 |
| No grade >15 Points | 1 |
| Total number of inspections | 122 |
| Inspection Type | Number of inspections |

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| | |
|--|------------|
| Scheduled Fixed | 120 |
| Re-inspection fixed | 2 |
| <i>Complaint</i> Hygiene – 3 Foreign – 0 Labelling – 0 Illness – 0 | 3 |
| Mobile inspections | 5 |
| Temporary stall inspections at markets | 20 |
| Total number of inspections | 150 |

Council has submitted the annual report to the NSW Food Authority, providing data on the Food Inspection Program for the financial year.

Legal

Under the provisions of the NSW *Food Act 2003* Council has a statutory obligation to implement a program of food business inspections.

The NSW Food Authority's Compliance and Enforcement Policy sets out the criteria for deciding appropriate enforcement action. Council utilises a graduated compliance response with a strong focus on collaboration and education, resulting in a high level of compliance with the Food Standards Code.

Enforcement Action

Where collaboration and education do not achieve safe food handling practices enforcement action may be taken. Enforcement action can include (in order of escalation):

- Warning Letter (3 issued)
- Improvement Notice (1 issued)
- Penalty Infringement Notices (2 issued)
- Prohibition Order (1 issued)
- Seizure of food items (0 seizures)

Warning letters: are used in conjunction with re-inspections where there is a public health risk or persistent failure to comply which provides advice on the actions required to improve compliance. Also may be issued if a food business receives a 3-Star rating at inspection. Three warning letters were issued during the reporting period.

Penalty Infringement Notices: may be issued where non-compliance is considered an immediate threat to public health or where a premise has repeated non-compliance. Two were issued during the reporting period, where the matters had been ongoing and previous enforcement action had not been effective.

Improvement Notices: are issued where food premises score greater than 15 points and do not achieve a star rating. They are used when urgent action is required, or unsatisfactory and/or

PSR20/012 FOOD INSPECTION PROGRAM - STATUS REPORT 2019-20

S024-T00003

structural defects have been identified. One Improvement Notice was issued in the reporting period.

Prohibition Order: are issued where an Improvement Notice has not been complied with and/or it is necessary to prevent or mitigate a danger to public health. One Prohibition Order was issued during the reporting period, as the risk of causing illness to consumers was high. The action in this case was successful with the owner taking all required action in the designated timeframe and demonstrated that the conditions were maintained.

Policy

Council developed a Risk-Based Food Inspection Policy designed to comply with the Scores-on-Doors program and reward food businesses that continually achieve high compliance by reducing the frequency of inspections, thereby saving on inspection costs.

This program was adopted at the Ordinary Meeting of Council on 17 February 2018 (PSR 18/002) and commenced on 1 July 2018.

Social Impact

Compliance with the Food Standards Code provides significant long-term health benefits for our community and visitors by reducing the risk of food borne illness for consumers. This is particularly significant during the COVID pandemic period.

Economic Development Employment Potential

The retail food sector is an important source of income and employment in Eurobodalla. A high level of compliance to food safety is essential for the continued success of this sector.

Financial

Fees are charged for administration and inspections in accordance with the Food Act provisions and Council's Fees and Charges. The inspection fee was \$193, and the administration fee was \$197.

A statutory fee of \$330 is associated with Improvement Notices.

The Food Inspection program aims to operate at a full cost recovery to Council and in accordance with the legislation. The bushfire disaster and the COVID-19 pandemic have had a negative impact on the budget.

Total income for 2019-20 was \$41,055 a reduction from previous years, associated with a reduction of formal food shop inspections. The total cost of the program was \$113,294 whereby the provision of services to food premises was ongoing post bushfires and during the COVID pandemic via assistance to transitioning to takeaways, deliveries and online, support on food safety and handling, education on hygiene practices and the COVID-19 requirements aligned with the NSW Government requirements. These services were undertaken with no charges to food premises.

Community and Stakeholder Engagement

Council provides education and technical information to food premises. An inspection is evenly divided between observing practices and providing practical advice on safe food handling. This means that in most cases any unsafe practices are rectified at the time of inspection.

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Food premises are alerted to changes in NSW Food Authority guidelines and provided with information on how to keep up-to date between inspections. Guidelines for high risk products are regularly researched and updated and can be quite detailed and complex.

Council provides up-dates on changes to the program or legislative requirements through the media and by letters directly from the General Manager to food businesses. Information and advice are also available on Council's website such as 'I'M ALERT' an Environmental Health Australia food safety training.

Council provides up-dates on changes to the program or legislative requirements through the media, by letters and on Council website. Council will continue its engagement with food businesses to work through the impacts of the bushfires and COVID pandemic.

CONCLUSION

The Food Inspection Program has been implemented successfully over the past eleven years with a high level of compliance by the operators of food premises. This work and the efforts of the local food industry has meant that even through this difficult period our community, and visitors to Eurobodalla, can be confident that safe food is being provided by food retailers. Council will work towards resuming the food inspection program with consideration of the significant impacts that the local food retailers have suffered during recent events.

PSR20/013 ON SITE SEWAGE MANAGEMENT SYSTEM STATUS REPORT 2019-20

**S029-
T00012**

Responsible Officer: Lindsay Usher - Director, Planning and Sustainability Services
Attachments: Nil
Outcome: Protected and Valued Natural Environment
Focus Area: 3.3 Maintain clean healthy waterways and catchments
Delivery Program Link: 3.3.2 Monitor and manage impacts on our waterways
Operational Plan Link: 3.3.2.3 Deliver the Onsite Sewage Management System inspection program

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the On-Site Sewage Management (OSSM) system approvals and inspection program for the 2019-20 financial year.

Under NSW Government legislation, Council is required to approve and inspect OSSM systems to ensure that they operate effectively and to reduce incidents impacting on public and environmental health and safety. Types of systems inspected include: septic tanks; Aerated Wastewater Treatment Systems (AWTS); wet and dry composting systems; effluent pump-out systems; pit toilets and greywater treatment systems.

A total of 110 OSSM approvals and 196 development application referrals were received and processed by the Public and Environmental Health team in 2019-20.

Council conducted 845 inspections and an overall compliance rate of 90% was observed through the OSSM inspection program, which is slightly lower compared with the previous financial year.

Council's scheduled inspection program was impacted due to the bushfires and the COVID pandemic and was not completed this financial year. The 'normal' inspection program has primarily been suspended from January to June 2020 and focus has been on providing support to bushfire impacted property owners throughout this period.

Bushfire recovery support has included:

- Assisted the NSW Government agencies undertake building impact assessments
- OSSM systems were checked where possible during assessments, particularly those properties that were still occupied, to enable emergency restorations to be undertaken in the most cost effective and efficient manner
- Follow up inspections undertaken to provide support to fire affected residents and property owners.
- Development approval referral process for fire affected properties
- Inspections of existing OSSM systems to determine their suitability for future development.
- Inspections of OSSM systems were carried out to determine if and how existing systems could be connected to temporary dwellings (e.g. Mindaroo pods)
- General advice provided on Council's website and property owners were encouraged to contact Council for information and advice.

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Note that there have been no fees or charges associated with inspections or activities for the above bushfire recovery support.

RECOMMENDATION

THAT the Onsite Sewage Management Status Report 2019-20 be received and noted.

BACKGROUND

The OSSM inspection program has been operating since 1999 following changes to the *Local Government Act 1993*, which gave councils greater responsibility in monitoring and ensuring compliance of these systems. There are currently 5187 approved systems in the Eurobodalla.

Council's scheduled OSSM inspection program was significantly interrupted during the 2019-20 financial year due to the bushfires and the COVID-19 pandemic.

Table 1: A comparison of OSSM program activities undertaken over the previous three years.

| | 2017-18 | 2018-19 | 2019-20 |
|-------------------------------|---------|---------|---------|
| Approvals | 123 | 66 | 110 |
| Referrals | 178 | 115 | 196 |
| Inspections | 1384 | 1336 | 845 |
| Compliance (%) | 92 | 93 | 90 |
| Downgrades | 19 | 6 | 7 |
| Re-inspections | 3 | 4 | 18 |
| Show cause letters | - | - | 30 |
| Notices/Orders | 5 | 2 | 3 |
| Penalty Infringement Notices | 1 | 2 | 0 |
| Bushfire recovery OSSM checks | - | - | 180 |

Approvals and referrals

110 OSSM approvals were received for new systems in 2019-20.

A total of 196 development assessment referrals were received. Referrals involve providing advice to planners on OSSM associated with development applications. A higher number of referrals have been received compared with the previous year and approximately a quarter of all referrals are associated with fire impacted premises.

Inspections

Table 1 and 2 illustrate the inspection regime for 2019-20 with 845 OSSM systems inspected compared to 1336 in 2018-19 with compliance rate of 90% achieved. Due to the bushfires and the COVID-19, the scheduled inspection program was not completed with 727 inspections outstanding.

Despite the interruption to Council's normal inspection program, where possible, OSSM systems have been monitored using other methods such as the review of records submitted to

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Council as part of ongoing management requirements of OSSM systems (e.g. effluent pump-out records and AWTS service records).

A total of 88% and 87% of systems in the ‘high’ and ‘medium’ risk category respectively were observed to be compliant. An increased number of non-compliant medium risk system was observed compared with the previous financial year. A high level of compliance of 94% was observed during inspections of systems with a ‘low’ risk rating.

Table 2: Comparison of the 2018-19 with the 2019-20 inspection regime

| Risk* | TOTAL | | Satisfactory | | Unsatisfactory | | % Complying | |
|--------------|-------------|------------|--------------|------------|----------------|-----------|-------------|------------|
| | 2018-19 | 2019-20 | 2018-19 | 2019-20 | 2018-19 | 2019-20 | 2018-19 | 2019-20 |
| High ** | 161 | 66 | 139 | 58 | 22 | 8 | 86 | 88% |
| Medium *** | 684 | 442 | 645 | 386 | 39 | 56 | 94 | 87% |
| Low | 491 | 337 | 466 | 317 | 25 | 20 | 95 | 94% |
| TOTAL | 1383 | 845 | 1278 | 761 | 86 | 84 | 93 | 90% |

*High – inspected every year; Medium – inspected every two years; Low – inspected every five years.

**High may be downgraded to medium inspection regime when requested and if satisfactory compliance is demonstrated.

***Medium may be downgraded to low inspection regime when requested and if satisfactory compliance is demonstrated.

Risk rating downgrades

A total of seven applications to downgrade OSSM risk ratings were received and approved in 2019/20. Owners of systems with ‘high’ or ‘medium’ risk ratings can apply to downgrade the risk rating of their OSSM where consistent compliance can be demonstrated. Downgrades reward owners who are managing their systems well by reducing the frequency of required inspections and hence, reducing the cost.

Compliance action

Eighteen properties were re-inspected as part of the OSSM inspection program for non-compliance and charged an additional fee, with all proceeding towards resolution.

30 show cause letters were issued with the majority related to properties with a history of non-compliance of pump out systems. Table 3 provides the details of the non-complaint systems.

Table 3. Compliance action for non-compliant OSSM systems

| Show Cause Letter (30) | System type | Description of non-compliance |
|------------------------|--------------------------|--|
| 5 | AWTS | Failure to have AWTS serviced |
| 22 | Effluent pump-out system | Failure to have effluent collections wells pumped-out prior to becoming full |
| 2 | Unapproved | Installation and operation of an unapproved system |
| 1 | Composting toilet | Failure to operate OSSM system in a healthy and safe manner |

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Twenty-six of these matters were resolved and the outstanding compliance matters are not considered to pose an environmental, health or safety risk and will be followed up should any future non-compliance be observed.

Bushfire recovery OSSM system checks

Due to the recent bushfires, many OSSM systems have been damaged or destroyed. It is estimated around 350 systems were impacted due to the bushfires. Approximately 180 systems have been checked post fires, and many of those systems have been able to be repaired or reinstated for future use.

Post bushfire recovery OSSM system checks have been undertaken through several processes:

1. Initial building impact assessments.

Immediately after the bushfires, Council assisted NSW Rural Fire Service and Public Works Advisory with building impact assessments. OSSM systems were checked as far as practical during these assessments and information and advice provided to affected residents and property owners.

2. Bushfire recovery OSSM checks.

OSSM systems within fire affected areas are being checked with efforts focused on damaged properties which were occupied and in accordance to COVID restrictions. All property owners within bushfire affected areas were invited to request an inspection and many OSSM systems on destroyed properties have also been checked. There have been no fees associated with these checks.

3. Development Applications (DAs)

DAs for all residential use within the fire affected areas were referred to the Public and Environmental Health Team for assessment. Many property owners nominated to reuse their existing OSSM systems. A site inspection is undertaken and the system is checked to determine its suitability for the proposed development or the need for any restoration works.

Overall community feedback regarding the above actions has been positive and there has been and continues to be a focus on supporting bushfire impacted properties within the program during this period.

CONSIDERATIONS

During the 2019-20 financial year, various measures have been undertaken for the continual improvement of the OSSM program, including:

- Improvement in administration due to the implementation of a new IT system in 2019.
- Ability to lodge OSSM applications and issue approvals electronically.
- Recording and monitoring of effluent pump-out records to ensure high-risk systems are being managed properly and routinely pumped out.

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- Recording and monitoring of AWTs servicing records to ensure these systems are being serviced in accordance with NSW Health requirements and manufacturer's specifications.
- Updating of information on Council's website.

Legal

Council is required to process approvals and undertake inspections of OSSM in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Policy

Eurobodalla Shire Council's Onsite Sewage Management Code of Practice was initially adopted by Council on 27 July 1999, with reviews in 2003, 2008, 2013 and 2018.

The OSSM Inspection Program has been conducted for 20 years and as such a review was conducted in 2009 (10years) and Council will endeavour to evaluate the program to compare it against the original 1998 Local Government Circular 98/28.

Environmental

Due to the sensitive environmental nature of much of Eurobodalla Shire, particularly in relation to waterways, including oysters, fisheries and recreational use, continual monitoring of OSSM is important to ensure that such areas are protected from potential contamination.

The Local Government Compliance and Enforcement Regulation Review (IPART 2014) recognised Council's OSSM Inspection Program as a 'best practice' regulatory program, due to the experience gained from dealing with high risk onsite systems.

Undertaking the OSSM program demonstrates Council's commitment to protecting the environment and the local industries who depend upon it.

Social Impact

There are potential health risks for users and those in the vicinity of OSSM. Council is obligated to demonstrate that it has met its duty of care in mitigating health concerns associated with the operation of OSSM.

Financial

The OSSM program aims to operate at a full cost recovery to Council and in accordance with the legislation. During 2019-20, the primary inspection fee was \$126 and re-inspection incurred a cost of \$165 as identified in Council's fees and charges.

The bushfire disaster and the COVID-19 pandemic have had a negative impact on the budget. Total income for 2019-20 was \$131,056 and total expenses were \$206,824. The reduction in income is associated with the decrease in fee paying inspections. Significant assistance to bushfire recovery support has been undertaken inclusive of items such as: conduct of building impact assessments with NSW Government agencies; 180 inspections of bushfire impacted OSSM; and assistance to affected property owners. These services were undertaken with no charges to OSSM property owners.

PSR20/013 ON SITE SEWAGE MANAGEMENT SYSTEM STATUS REPORT 2019-20

**S029-
T00012**

CONCLUSION

The overall level of compliance of 90% demonstrates that the majority of OSSM systems are operating effectively and there are minimal public and environmental health impacts. While the inspection program indicates 'low' risk systems are being managed really well (94% compliant), 'high' and 'medium' risk systems are not being managed as well (88% and 87% compliant respectively). Inspections and monitoring of 'high' and 'medium' risk systems should be prioritised over 'low' risk.

Council aims to continually improve processes to ensure OSSM systems are operating in a healthy and safe manner. Council has ensured that the program is consistent with NSW Government requirements and the program is generally well received by property owners with OSSM systems.

Council will resume the scheduled inspection program in July 2020, with inspections of high and medium risk OSSM systems prioritised to ensure any public and environmental health risks are minimised.

The community recovery from the bushfire disaster and COVID-19 will be a long process and Council will continue to assist residents and property owners wherever possible in relation to OSSM related matters.

PSR20/014 REGULATORY ACTION STATUS REPORT 2019-20

S018-T00016

Responsible Officer: Lindsay Usher - Director, Planning and Sustainability Services
Attachments: Nil
Outcome: Strong Communities, Desirable Lifestyle
Focus Area: 1.1 Work in partnership to ensure safety at home and within the community
Delivery Program Link: 1.1.2 Deliver legislated health protection and regulatory programs
Operational Plan Link: 1.1.2.4 Monitor, inspect and respond to issues in relation to public safety

EXECUTIVE SUMMARY

The purpose of this report is to details the activities of the Public and Environmental Health and Compliance Team (the team) for the 2019-20 financial year.

The team dealt with approximately 11,297 telephone calls during the 2019-20 financial year compared with 11,565 during 2018-19. An estimated 25% of calls generated a Customer Service Request (CSR), with the remaining 75% of calls resolved at the time of the call. Correspondence (309) received also generates a significant number of CSRs.

This financial year was comparable to the previous reporting period with the team responding to 2,894 CSRs and increase from the 2018-19 financial year (2,718 CSRs).

Compliance and enforcement actions are undertaken in accordance with NSW Government legislation and Council policy to ensure the health and safety of the public and the environment.

Updates on the Food Inspection and Onsite Sewage Management System programs are provided in separate reports to Council.

RECOMMENDATION

THAT the Regulatory Action Status Report 2019-20 be received and noted.

BACKGROUND

Public, environmental health and compliance is a broad area of operations and necessitates implementation of NSW Government legislative requirements and Council policies, fairly and consistently.

The team is responsible for routine monitoring and the provision of advice and education for areas such as: swimming pool; water quality; beach watch; estuary health program; sediment and erosion controls; pollution; animal control; waste and illegal dumping; and stormwater matters. In addition, support services are provided to Waste, Water and Sewer Services to meet Environmental Protection Licence requirements.

The following data provides a summary of CSRs and compliance activity during the 2019-20 financial year. Officers also attend to additional matters during the course of their normal duties and patrols, such as dealing with residents and visitors in the field, ad hoc animal related issues and addressing emergency situations.

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Bushfire and COVID-19 impacts

The regulatory operations shifted significantly during the bushfire period from December 2019 to March and thereafter with COVID-19 impacts to June 2020.

During the bushfire emergency activities undertaken included but were not limited to:

- Supported the Emergency Operation Centre and Evacuation Centres
- Distributed hard copies of media releases and information to areas with no telecommunications
- Checked on staff and residents
- Undertook roving patrols across accessible areas
- Supported Rural Fires Service and Public Works Advisory
- Assessed water quality following fires and floods

The major impacts over the past six months have been:

- Increase in requests for pets from the pound during COVID
- Increase illegal tree and vegetation clearing
- Increase in illegal dumping
- Increase in poor water quality results post bushfire for estuaries and beaches
- Reduced parking patrols undertaken and decrease in parking infringements issued
- Reduced swimming pool inspections
- Reduced compliance activity: infringements, orders and notices issued.

Customer Service Requests (requests)

The breakdown of CSRs can be seen in Figure 1 and the comparison over five years in Table 1. Of the 2,894 CSRs received, 48% relate to animal control, with general regulatory (vehicles, parking, signs, illegal dumping/littering, sediment and erosion control, prohibited activities on public lands, environmental concerns) accounting for 23%, pollution 5%, development and land clearing 8%, health 10% and trees 6%.

CSRs remain comparable to the previous financial year with a 6% increase in this reporting period. CSRs have increased by 36% over the previous four years. The trends are overall comparable with previous years and even with the disruptions during 2020 the customer requests have been consistent throughout the period.

PSR20/014 REGULATORY ACTION STATUS REPORT 2019-20

S018-T00016

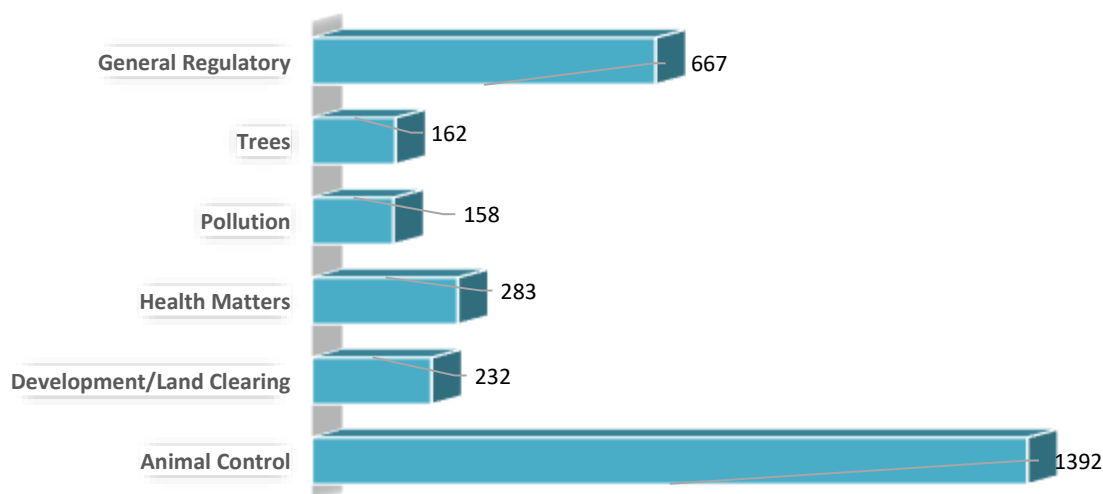


Figure 1: Customer Service Requests 2019-20

| | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| Animal Control | 1041 | 1282 | 1430 | 1372 | 1392 |
| DevelopmentLand Clearing | 139 | 196 | 260 | 269 | 232 |
| Health Matters | 212 | 194 | 223 | 241 | 283 |
| Pollution | 139 | 167 | 193 | 161 | 158 |
| Trees | 34 | 50 | 79 | 67 | 162 |
| General Regulatory | 557 | 451 | 591 | 608 | 667 |
| TOTAL | 2122 | 2340 | 2776 | 2718 | 2894 |

Table 1: Customer Service Requests 2015-16 to 2019-20 financial years

Compliance activity

A number of matters are dealt with via Penalty Infringement Notices (PINs) and Orders, in line with relevant NSW Government regulations and legislation. Most infringements relate to traffic offences (86%) for which notices/orders are not issued. A combined total of 885 infringements, Orders and notices were issued during the reporting period compared with 1,434 in 2018-19. Figure 2 shows the total number of compliance activity issued under each category and Table 2 provides detail on the activity.

PSR20/014 REGULATORY ACTION STATUS REPORT 2019-20

S018-T00016

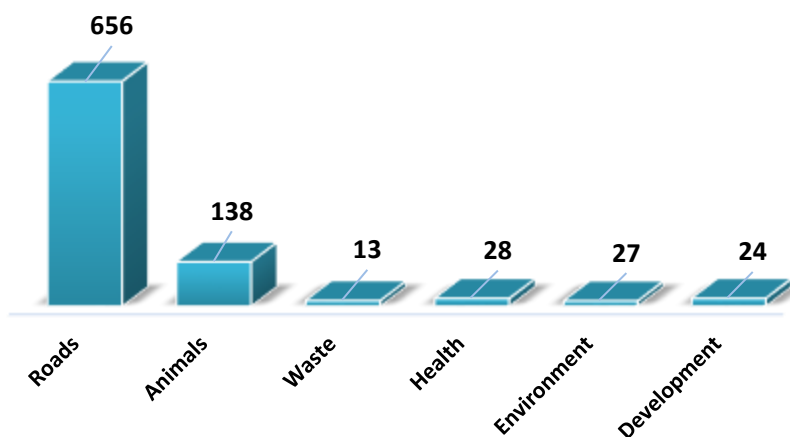


Figure 2: Compliance activity 2019-20

| Sector | Activity | Infringements | Orders and Notices | Total Action |
|--------------|-------------------|---------------|--------------------|--------------|
| Roads | Parking | 656 | - | 656 |
| Animals | Companion animals | 62 | 76 | 138 |
| Waste | Illegal dumping | 8 | 5 | 13 |
| Health | Premises | 2 | 26 | 28 |
| Environment | Air/land/water | 11 | 15 | 27 |
| Development | Land | 4 | 20 | 24 |
| TOTAL | | 743 | 142 | 885 |

Table 2: Activity report 2019-20 provides further details on compliance matters and related activities.

A total of 229 (excludes parking) formal regulatory actions (8%) were required, in response to a total of 2,894 CSRs.

There was a significant decrease in regulatory activity in parking where in 2018-19 there were 1,112 infringements compared to 656 in 2019-2020. This is due to the cessation and reduction in parking patrols undertaken in January to June 2020.

The 229 instances of compliance activity are detailed as follows:

Animals:

138 actions relate to animal control (60%) including: lifetime registration enforcement; barking dogs; stray animals; endangering safety of person or animal; and restricted or dangerous dogs.

Waste, health and environment (sectors combined):

68 actions (30%) relate to waste issues including illegal dumping; health (eg overgrown premises); food shops; Onsite Sewage Management Systems; public swimming pools and environmental issues such as pollution matters.

Development:

24 actions (11%) relate to development without consent or contrary to consent conditions.

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The majority of CSRs (92%) are resolved without any requirement to utilise formal regulatory actions.

Special programs

During the 2019-20 financial year, specific projects were conducted such as:

1. New dog signage using the traffic light system installed across beaches and reserves
2. Regular patrols of beaches, pathways and reserves to ensure adherence to dog restrictions
3. Free microchipping day conducted in partnership with the local branch of the RSPCA 20 July 2019 in Narooma
4. Companion animal outstanding lifetime registration program
5. Information sessions for Surf Lifesaving clubs regarding the management and reporting of public health and safety matters.
6. Estuary health monitoring and beachwatch undertaken

CONSIDERATIONS

An important role is played by Council in responding to CSRs concerning alleged illegal activities and the potential impacts to the community and/or the environment. Council's Compliance Policy outlines the processes for Council officers regarding the implementation of NSW Government legislation, with consideration given to the severity of the activity, impacts on individuals, community and the environment. Officers endeavour to achieve a balance between enforcement and education.

Council has developed strong relationships with agencies including NSW Food Authority, Department of Health, Department of Planning, Infrastructure and Environment, Environment Protection Authority, RSPCA and other Animal Welfare organisations, by working collaboratively to provide a consistent regulatory approach for compliance and enforcement activities.

Legal

Staff operate under a wide range of NSW Government legislation and regulations and in accordance with Council's Compliance Policy which focuses on a graduated approach to achieve positive regulatory outcomes with a high emphasis placed on communication and education.

The legislation includes, but is not restricted to, the following:

- *Protection of the Environment Operations Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Local Government Act 1993*
- *Roads Act 1993*
- *Food Act 2003p*
- *Swimming Pools Act 1992*
- *Companion Animals Act 1998*
- *Impounding Act 1993.*

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Policy

Council officers observe and comply with a range of adopted Council policies including the Compliance, Local Orders and Clean Air Policies, and the Companion Animal Management Plan in undertaking their duties.

Environmental

Council is focused on public health and safety and protection of the environment. Maintaining and protecting the natural environment in Eurobodalla is important and is of major concern to the community.

Social Impact

Council considers the impact of an offender's actions on other individuals, the community and the environment.

Community and Stakeholder Engagement

Council regularly seeks opportunities to engage with the community through education programs, dedicated workshops, and face to face with individuals while undertaking compliance functions to assist in achieving positive public, health and safety outcomes.

CONCLUSION

The Public and Environmental Health and Compliance Team's primary objective is to implement NSW Government legislation and Council policy in response to community needs, ensuring that the health, safety and amenity of the community and environment is protected.

Council actions and regulatory processes are undertaken in accordance with the relevant legislation and adopted policies and codes of practice.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

**S023-
T00024**

| | |
|------------------------|---|
| Responsible Officer: | Lindsay Usher - Director, Planning and Sustainability Services |
| Attachments: | 1. Confidential - Batemans Bay Regional Aquatic, Arts and Leisure Centre - Tender 2. Confidential - Batemans Bay Regional Aquatic, Arts and Leisure Centre - Budget allocation and breakdown |
| Outcome: | Vibrant and Diverse Economy |
| Focus Area: | 5.1 Diversify the region's economy, attract investment and target new and emerging employment sectors |
| Delivery Program Link: | 5.1.3 Plan for the development of the Batemans Bay Mackay Park Precinct |
| Operational Plan Link: | 5.1.3.1 Begin construction of the Regional Aquatic, Arts and Leisure Centre Batemans Bay, subject to all Council and Development Application approvals. |

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of the outcome of the tender process for the construction of the Batemans Bay Regional Aquatic, Arts and Leisure Centre (BBRAALC) and to recommend the entering into a contract with the recommended tenderer.

The tender process has followed the agreed procurement strategy of a two-stage approach to the market with an intervening Early Tender Involvement (ETI) component. The construction tender was released to the short-listed respondents following the approval of the Development Application by the Southern Regional Planning Panel (approval was granted on 23 April 2020).

The project will bring a much-needed positive economic impact into the Shire following the recent bushfires and ongoing issues associated with COVID-19. The preferred tenderer will utilise a number of local businesses as sub-contractors and will generate secondary spend throughout the construction period. Modelling undertaken on the project indicates that during construction the project will result in the creation of 184 FTE jobs (51 direct and 133 indirect).

The funding required for the construction of the new facility is below the overall estimated project costs as outlined in the confidential attachment in the report that went to Council at the 25 February 2020 Council Meeting.

The project when completed will provide a range of facilities and services not previously available and for which many in our community, for many years, have been advocating for. The project will bring a range of long-lasting health, social and economic benefits to the community and Shire.

This report outlines the evaluation of offers submitted in response to Request for Tender No. 10029731 – Batemans Bay Regional Aquatic, Arts and Leisure Centre (BBRAALC) - Design Finalisation and Construction and provides a recommendation for the preferred source of Design Finalisation and Construction provider.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

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RECOMMENDATION

THAT

1. Council endorses the selection of the preferred tenderer listed for Request for Tender No. 10029731 – Batemans Bay Regional Aquatic, Arts and Leisure Centre - Design Finalisation and Construction within the confidential attachment.
2. Council accordingly approves the entering into a contractual arrangement with the preferred tenderer, subject to the terms specified in the Request for Tender unless otherwise varied in accordance with this report.
3. Council allocates a total project budget in accordance with the confidential attachment.

BACKGROUND

In November 2016, Council resolved to commence the preparation of a concept plan and business case for the development of an aquatic facility and an arts and cultural facility at Mackay Park.

In January 2017, Council engaged Otium Planning Group together with the assistance of FDG Architects, Outside the Square Creative Consultants, MR Cagney and Turner Townshend Quantity Surveyors, to prepare concept plans and associated business case.

Two design options were developed:

- Option 1: Integrated Aquatic, Visitor Centre, Arts and Cultural facility in the South of Precinct.
- Option 2: Aquatic and Visitor Centre in South of Precinct and Arts and Cultural facility in the north of Precinct.

Council considered the two options developed by the Otium Planning Group and at the Ordinary Meeting of 27 March 2018, adopted Option 1 (an integrated Aquatic, Visitor Centre, Arts and Cultural centre be constructed on the Southern Precinct of Mackay Park) as the basis for undertaking the detailed design of the BBRAALC.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

**S023-
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Key Milestones

| | |
|--|--|
| 27 March 2018 Ordinary Council Meeting | Council resolves that Option 1 (an integrated Aquatic, Visitor Centre, Arts and Cultural centre be constructed on the Southern Precinct of Mackay Park) is endorsed as the basis for undertaking the detailed design of the BBRAALC. |
| 11 September 2018 Ordinary Council Meeting | Council approves the entering into a contractual arrangement with NBRS and Partners P/L to undertake design. |
| 27 August 2019 Ordinary Council Meeting | Councillors consider final concept and resolved to proceed to the Development Application stage. |
| 10 December 2019 Ordinary Council Meeting | Council endorses the recommendation contained in the confidential attachment with respect to the Expression of Interest for the Design Finalisation and Construction of the BBRAALC. |
| 25 February 2020 Ordinary Council Meeting | Council approves the project to release the tender for the development of the BBRAALC based on the financial information outlined in a confidential attachment. |
| 10 March 2020 Ordinary Council Meeting | Council adopts a Fee for Service model to manage the new BBRAALC. |
| 23 April 2020 | Southern Regional Planning Panel approves Development Application for the BBRAALC |

Expression of Interest - EOI2019/PIs108

The EOI process was the first stage of a two-stage tender process, including Early Tender Involvement (ETI). The objective of the EOI process was to identify and pre-register a number of respondents who will be invited to engage in early tender involvement and then invited to submit a response through a final tender process.

As reported to Council on 10 December 2019, eight (8) submissions were received and assessed by the Evaluation Panel. Submissions were assessed from the following organisations:

1. ADCO Constructions Pty Ltd.
2. Icon SI (Aust) Pty Ltd.
3. Richard Crookes Constructions Pty Ltd
4. FDC Contracting Pty Ltd.
5. Zauner Constructions Pty Ltd.
6. John Holland Pty Ltd.
7. Project Coordination (AUST) Pty Ltd.
8. David Payne Constructions Pty Ltd.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

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In order to participate in the EOI process, a respondent must be registered on the Public Works Advisory (PWA) pre-qualification scheme 1461 (Construction and Related Work Valued at \$1 Million and Over). This pre-qualification was aimed at attracting submissions from recognised Tier 2 listed firms.

The EOI criteria focused on demonstrated experience and capability along with an assessment of proposed personnel, sub-contractors and consultants. No pricing information was sought at the EOI stage.

Following the assessment process by the Evaluation Panel, Council resolved on 10 December 2019 to proceed with the recommended list of six (6) short listed organisations who would move forward to the ETI and final tender process.

Subsequent to the notification of the successful shortlisting of respondents, two respondents withdrew prior to the final tender stage, they were:

1. Icon SI (Aust) Pty Ltd.
2. John Holland Pty Ltd.

At the Ordinary Meeting of Council on 25 February 2020 Ordinary, Council approved the project to release the tender for the development of the BBRAALC based on the financial information outlined in a confidential attachment.

Request for Tender - RFT10029731

The RFT for the BBRAALC - Design Finalisation and Construction was released to the four shortlisted organisations on 5 May 2020 with a closing date of 16 June 2020.

At the close of the tender, four (4) responses were received through Tenderlink, from the following organisations (in alphabetical order):

1. ADCO Constructions Pty Ltd.
2. FDC Contracting Pty Ltd.
3. Richard Crookes Constructions Pty Ltd
4. Zauner Constructions Pty Ltd.

Offers were assessed in accordance with the Tender Evaluation Plan.

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

CONSIDERATIONS

Legal

Request for Tender (RFT) 10029731 accorded with all the relevant requirements of the Local Government (General) Regulation 2005 and the Local Government Act 1993.

The select tender was released to those pre-qualified organisations through the NSW Government etendering website (<https://tenders.nsw.gov.au>).

Before tender assessment was undertaken, a formal Tender Evaluation Plan (TEP) was distributed and signed by all members of the Tender Evaluation Committee.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

**S023-
T00024**

The offer submitted by the preferred tenderer has been assessed as representing best value for money for Council due to the company's demonstrated experience, previous history of delivering a high quality of workmanship and an acceptable price in relation to the pre-tender estimate.

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 as appropriate.

Social Impact

The project when completed will provide a range of facilities and services not previously available and for which many in our community, for a number of years, have been advocating for. The project will bring a range of long-lasting health, social and economic benefits to the community and our Shire.

Economic Development Employment Potential

The project will bring a much-needed positive economic impact into the Eurobodalla following the recent bushfires and ongoing issues associated with COVID-19. The preferred tenderer will utilise a number of local businesses as sub-contractors and will generate secondary spend across our Shire throughout the construction period. Modelling undertaken on the project indicates that during construction, the project will result in the creation of 184 FTE jobs (51 direct and 133 indirect).

The preferred tenderer has nominated a number of local businesses as sub-contractors for this project. This provides a much needed boost to those businesses and the local economy.

Post construction, the ongoing operations are projected to include an annual average of 36 FTE jobs (17 directly and 19 indirectly). These numbers will be better ratified once the successful contractor who will manage the new centre, has been engaged.

Financial

The amount tendered by the preferred Tenderer can be accommodated within the grant funds received, loan funding secured and the additional funds from reserves and identified sources to be allocated as outlined in the confidential attachment.

Grants of \$51 million and loan funding of \$4 million have previously been accepted by Council for the Batemans Bay Regional Aquatic, Arts and Leisure Centre as follows:

- \$26.0m in grant funds from the NSW Government - \$18m from the Regional Communities Development Fund (NSW Department of Premier and Cabinet) and \$8.0m from the Regional Cultural Fund (NSW Planning and Environment)
- \$25.0m in grant funds from the Australian Government's Regional Growth Fund (Department of Infrastructure, Regional Development and Cities)
- \$4.0m loan funding that Council has also secured.

PSR20/015 BATEMANS BAY REGIONAL AQUATIC, ARTS AND LEISURE CENTRE

**S023-
T00024**

The Office of Local Government (OLG) has assessed Eurobodalla Shire Council's review for compliance with OLG *Capital Expenditure Guidelines* (Guidelines), issued under section 23A of the *Local Government Act 1993*.

The Guidelines seek to ensure that a council's review of a proposed capital expenditure project is consistent and transparent, that the merits of capital projects can be compared, and that resource allocation can be made on an informed basis by the council.

OLG's assessment concluded that Council's review meets the relevant criteria of the Guidelines.

Community and Stakeholder Engagement

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

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 construction of the BBRAALC.

IR20/010 MAINTENANCE AND RENEWAL SCHEDULE FOR ROADS 2020-21

S028-T00009

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services
Attachments: 1. Maintenance grading of unsealed roads schedule 2020-21
2. Maintenance sealing of sealed roads schedule 2020-21
Outcome: Connected and Accessible Places
Focus Area: 7.1 Work in partnership to provide an integrated transport network
Delivery Program Link: 7.1.2 Provide a safe efficient and integrated transport network
Operational Plan Link: 7.1.2.1 Provide a safe efficient and integrated transport network

EXECUTIVE SUMMARY

Each year a schedule of works is prepared for the maintenance grading of unsealed roads and resurfacing of sealed roads.

The maintenance grading schedule is based on delivering a reasonable level of service taking into account the various factors impacting on the performance of the road network, in particular, traffic volumes, type of traffic, terrain, amount and quality of gravel and the available budget.

The reseal program is vital from a road safety perspective as it reinstates grip between the vehicle and the road surface and reduces the number of pavement defects such as potholes. Resealing also assists in keeping maintenance costs down, and by extending the life of the underlying structural road pavement by minimising the ingress of moisture. This helps minimise more expensive pavement rebuilding work.

Council has a legal responsibility under the Civil Liabilities Act 2002 to appropriately manage risk within available resources. It is prudent for Council to adopt schedules on behalf of the community to allocate resources appropriately.

All of the proposed works are an integral part of keeping the local road network to a reasonable condition.

The level of service under the maintenance grading program has been kept the same as 2019-20.

Once the schedules are adopted by Council, they will be placed on our website for the information of the community.

RECOMMENDATION

THAT the schedules for the maintenance grading of unsealed roads and the resealing of sealed roads for 2020-21 be adopted.

IR20/010 MAINTENANCE AND RENEWAL SCHEDULE FOR ROADS 2020-21

S028-T00009

BACKGROUND

Each year a schedule of works is formulated for the maintenance grading of unsealed roads and for the resealing of sealed roads.

When adopted, both schedules are placed on Council's website for the information of the community. The level of service under the maintenance grading program has been kept the same as 2019-20.

Minor adjustments to the programs are occasionally made with the approval of the Director Infrastructure Services, to account for variations in costs, to take advantage of any opportunities for efficiencies of work and to treat any significant problems that might arise as the year progresses due to weather or other issues.

The proposed schedules for each of the activities are provided as attachments to this report.

CONSIDERATIONS

Historically, funding levels for resealing road works have been well below desirable levels, resulting in a significant amount of deferred maintenance and renewal work.

The introduction of the Infrastructure Fund during the mid-2000's, combined with the Australian Government's Road to Recovery Program and additional funding provided under Council's Fit for Future plan, has allowed Council to improve its response to the infrastructure renewal funding gap, providing a more sustainable position.

The consequence of insufficient renewal funding is to increase routine maintenance costs (eg pothole repair, heavy patching), reduce the level of service to the public, increase the risk to the community and inevitably pass these deferred costs on to future generations. It also means that additional work is required when these elements are renewed (eg additional surface preparation, additional build-up of roadside debris to be removed from gravel roads).

Council has adopted a sound management strategy whereby the ongoing cycle of annual renewal will address both asset renewal and infrastructure backlog over time. This strategy will contribute positively to improving Council's asset renewal and backlog ratios as reported to the Office of Local Government.

1. Maintenance Grading Schedule for Unsealed Roads

There are approximately 410km of unsealed roads maintained by Council.

The grading schedule is based on delivering a reasonable level of service taking the various factors impacting on the performance of the road network into account, in particular, traffic volumes, type of traffic, terrain, amount and quality of gravel and the available budget. The annual schedule is adjusted prior to presentation to Council, using feedback from the maintenance grading team and customers.

The schedule rolls on from the end of the 2019-20 work. The level of service has been kept the same as 2019-20.

It should be noted that the grading team has the responsibility (and is accountable) to make judgements regarding the method of maintenance grading based on the condition of the road.

IR20/010 MAINTENANCE AND RENEWAL SCHEDULE FOR ROADS 2020-21

S028-T00009

These include:

- do nothing and record for future inspection
- do drains and culvert and vegetation only and record for future road surface inspection
- work to a depth of 80-100mm and re-compact
- deep rip and re-compact to remove deep corrugations or potholes.

The proposed maintenance grading schedule for 2020-21 is attached.

2. Reseal Program for Sealed Roads

Sealed roads should be resealed every 10-15 years depending on traffic volumes and the type of bitumen seal. Research for our part of New South Wales indicates that bitumen will oxidise and crack at about 10-11 years.

The reseal program is vital in keeping maintenance costs down, extending the life of the underlying road pavement and minimising more expensive pavement rehabilitation work. It is also vital from a road safety perspective.

The reseal program is determined through inspection of the road network and with consideration to cracking, ravelling (ie loss of stone) and other failure mechanisms taking account of known problem areas and feedback from the maintenance teams. The reseal program has a strong focus on treating roads to manage the risk to the public, improve road safety outcomes and minimise the risk of pavement failure.

The proposed reseal program for 2020-21 is attached.

Legal

Council has a legal responsibility under the *Roads Act 1993* and *Civil Liabilities Act 2002* to appropriately manage risk within available resources. It is prudent for Council to adopt schedules on behalf of the community to allocate resources appropriately.

Policy

The proposed works are in line with Council's Asset Management Policy and Local and Regional Roads Risk Management Policy.

Asset

All of the proposed works are an integral part of keeping the local road network in a reasonable condition.

Social Impact

The provision of roads of reasonable standard is essential to the wellbeing of our community, particularly as we are so heavily dependent on road transport. Resealing significantly improves road safety outcomes, particularly on higher speed roads.

Economic Development Employment Potential

The provision and maintenance of a road network to a reasonable standard is integral to the economic wellbeing of the community.

IR20/010 MAINTENANCE AND RENEWAL SCHEDULE FOR ROADS 2020-21

S028-T00009

The completion of these works by a mixture of day labour staff and local contractors provides an important role in maintaining and boosting local employment within Eurobodalla and the immediate surrounds.

Financial

The 2020-21 Operational Plan provides a budget of \$1,799,624 for resurfacing of local roads and car parks. The maintenance grading is covered within the road maintenance budget. A minor adjustment will be made at the September 2020 review to ensure the level of service is maintained the same as for 2019-20.

CONCLUSION

The proposed 2020-21 Maintenance Grading Schedule for unsealed roads and the proposed 2020-21 Reseal Program for sealed roads are vital to sustain our local road network. Once adopted, the schedules will be placed on Council's website.

| Eurobodalla Shire Council grading schedule for unsealed roads 2020-2021 | | | | | | | | |
|---|---------------------------------------|-------------------------|-----------------------------------|----------------------|------------|------------|-----------|-----------|
| Council maintains approximately 420km of unsealed roads and endeavours to deliver a reasonable level of service. | | | | | | | | |
| The grading program takes into account factors impacting on the performance of the road network including traffic, terrain, budget and gravel quality and quantity. | | | | | | | | |
| The schedule indicates the extent of roads to be graded and the expected dates grading will begin. It is a guide only may be affected by rain or long dry | | | | | | | | |
| Suburb | Road Name | Location Grading Starts | Location Grading Ends | Length of Grade (km) | 1st Grade | 2nd Grade | 3rd grade | 4th Grade |
| Akolele | Youngs Road | Bermagui Road | gate | 1.2 | 13/02/2021 | | | |
| Batemans Bay | Lattas Point Road | (null) | Lattas Point oyster sheds | 4 | 9/09/2020 | 5/02/2021 | | |
| Batemans Bay | Rotary Drive | seal off Kings Highway | Holmes Lookout | 1.1 | 24/07/2020 | 15/01/2021 | | |
| Batemans Bay | The Ridge Road | Catalina Reservoir Road | Princes Highway | 0.8 | 11/09/2020 | 9/02/2021 | | |
| Batemans Bay | The Ridge Road | Dog Trap Road | Catalina Reservoir Road | 3.8 | 11/09/2020 | | | |
| Belowra | Woila Creek Firetrail (past causeway) | Belowra Road | end | 4.9 | 8/06/2021 | | | |
| Benandarah | Donovan Creek Road | Old Princes Highway | forest boundary | 1.3 | 18/08/2020 | | | |
| Benandarah | Old Nelligen Road | Sproxtons Road | Bridge Creek (2nd creek crossing) | 1 | 21/08/2020 | | | |
| Benandarah | Sproxtons Road | Old Nelligen Road | Timber Barge Lane | 0.4 | 27/07/2020 | | | |
| Benandarah | Timber Barge Lane | Sproxtons Road | end | 0.3 | 27/07/2020 | | | |
| Benandarah | Wild Pig Road | forest boundary | end of maintenance | 0.5 | 19/08/2020 | | | |
| Bergalia | BeasheIs Lane | Bergalia Link Road | (null) | 1.8 | 12/11/2020 | 13/04/2021 | | |
| Bergalia | Noggarula Drive | Princes Highway | end | 1.8 | 13/11/2020 | 14/04/2021 | | |
| Bimbimbie | Bimbimbie Lane | Bimbimbie Road | end | 0.4 | 4/03/2021 | | | |
| Bingie | Alcheringa Lane | seal | end of maintenance | 0.7 | 7/02/2021 | | | |
| Bingie | Bingie Road | seal @ Kelly Road | park boundary | 0.5 | 5/08/2020 | 14/02/2021 | | |
| Bingie | Mullimburra Point Road | seal @ dog leg | Pinnacles Close | 0.7 | 6/08/2020 | 14/02/2021 | | |
| Bingie | Munjeroo Lane | dust seal | end of maintenance | 0.2 | 7/02/2021 | | | |
| Bingie | Pinnacles Close | Mullimburra Point Road | end | 0.2 | 7/02/2021 | | | |
| Bingie | Priory Lane | seal | end of maintenance | 0.6 | 6/02/2021 | | | |
| Bodalla | Borang Lake Road | Horse Island Road | end of maintenance | 1.5 | 22/04/2021 | | | |
| Bodalla | Brou Lake Road | Brou Tip | park boundary | 1.4 | 4/12/2020 | | | |
| Bodalla | Bumbo Bridge Access Road | Bumbo Road | Redex Road | 0.3 | 19/04/2021 | | | |
| Bodalla | Bumbo Road | seal | Redex Road | 1.3 | 16/04/2021 | | | |
| Bodalla | Bumbo Road | Redex Road | seal | 0.6 | 19/04/2021 | | | |
| Bodalla | Bumbo Road | seal | Crapp's Bridge | 2.4 | 19/04/2021 | | | |
| Bodalla | Comerang Farm Road | (null) | Widgett Road | 1.2 | 22/04/2021 | | | |
| Bodalla | Comerang Forest Road | Eurobodalla Road | end of maintenance | 2.9 | 23/04/2021 | | | |
| Bodalla | Coopers Island Road | Princes Highway | end | 0.9 | 16/04/2021 | | | |
| Bodalla | Horse Island Road | Potato Point Road | (null) | 2.3 | 17/11/2020 | 20/04/2021 | | |
| Bodalla | Horse Island Road | (null) | Horse Island Bridge | 1.5 | 21/04/2021 | | | |
| Bodalla | Redex Road | Bumbo Road | Bridge | 0.1 | 19/04/2021 | | | |
| Bodalla | Widgett Road | Comerang Farm Road | end of maintenance | 1.3 | 23/04/2021 | | | |
| Broulee | Bengello Beach Road | Grant Street | carpark | 0.7 | 8/03/2021 | | | |

| Suburb | Road Name | Location Grading Starts | Location Grading Ends | Length of Grade (km) | 1st Grade | 2nd Grade | 3rd grade | 4th Grade |
|-------------------|--------------------------|-------------------------------|--------------------------------|----------------------|------------|------------|------------|------------|
| Buckenbowra | Hanns Road | (null) | Old Bolaro Road | 5.5 | 24/02/2021 | | | |
| Buckenbowra | Old Bolaro Road | Misty Mountain Road | Hanns Road | 3.9 | 26/02/2021 | | | |
| Buckenbowra | Quartpot Road | seal | Hanns Road | 8 | 18/02/2021 | | | |
| Cadgee | Eurobodalla Road | Murphys 2 Bridge (359) | seal @2472 | 1.7 | 25/11/2020 | 5/05/2021 | | |
| Cadgee | Wattlegrove Road | seal @ Eurobodalla Road | seal near house | 3.6 | 30/04/2021 | | | |
| Central Tilba | Haxstead Road | cattle grid | Little Lake Cemetery Road | 0.2 | 9/02/2021 | | | |
| Central Tilba | Little Lake Cemetery Rd | Haxstead Road | cemetery | 1.1 | 9/02/2021 | | | |
| Central Tilba | Punkalla Tilba Road | Ridge Road | last house #518 | 1 | 7/07/2020 | 12/01/2021 | | |
| Central Tilba | Ridge Road | Old Highway | Punkalla Tilba Road | 3.7 | 9/07/2020 | 13/01/2021 | | |
| Central Tilba | Sunnyside Road | (null) | (null) | 2.6 | 13/07/2020 | 14/01/2021 | | |
| Coila | Coila Creek Road | seal @ Princes Highway | end of maintenance | 1.2 | 16/11/2020 | | | |
| Congo | Congo Road | seal @ Congo Creek | seal @ Congo | 0.8 | 1/10/2020 | 18/12/2020 | 12/04/2021 | 29/06/2021 |
| Corunna | Old Highway | seal south of Watertank Road | Brushgrove Lane (Princes Hwy) | 1.2 | 7/12/2020 | 10/06/2021 | | |
| Corunna | Old Highway | seal north of Ridge Road | seal north of Watertank Road | 0.7 | 8/12/2020 | 11/06/2021 | | |
| Corunna | Old Highway | seal @ #613 | seal @ Corunna Bridge | 1.9 | 8/12/2020 | 11/06/2021 | | |
| Currowan | Black Flat Road | (null) | The River Road | 10.2 | 28/07/2020 | 18/01/2021 | | |
| Currowan | The River Road | dust seal | seal@ Currowan Causeway | 11.8 | 4/08/2020 | 22/01/2021 | | |
| Currowan | The Western Distributor | Kings Highway | shire boundary | 1.6 | 27/07/2020 | | | |
| Deua River Valley | Araluen Road | Pidgeon Gully | park boundary @2857 | 16.4 | 25/09/2020 | | | |
| Deua River Valley | Araluen Road | park boundary @2857 | seal @ 2662 | 2 | 8/10/2020 | 18/03/2021 | | |
| Deua River Valley | Araluen Road | seal south of McGregors Creek | dust seal west of Knowles Road | 3.9 | 9/10/2020 | 19/03/2021 | | |
| Deua River Valley | Araluen Road | seal @2149 | seal @ 1885 | 2.2 | 13/10/2020 | 22/03/2021 | | |
| Deua River Valley | Araluen Road | seal | Larrys Mountain Road | 0.4 | 14/10/2020 | 23/03/2021 | | |
| Deua River Valley | Araluen Road | Larrys Mountain Road | seal @ 1520 | 2.1 | 14/10/2020 | 23/03/2021 | | |
| Deua River Valley | Araluen Road | seal @1447 | I Ridge Road | 5.1 | 15/10/2020 | 24/03/2021 | | |
| Dignams Creek | Reedy Creek Road | Boundary Bridge | Wyoming | 3.5 | 14/07/2020 | | | |
| Dignams Creek | Reedy Creek Road | Wyoming | Wild Horse Creek Road | 6.1 | 16/07/2020 | | | |
| Dignams Creek | Reedy Creek Road | Wild Horse Creek Road | Morts Folly Road | 2.3 | 21/07/2020 | | | |
| Eurobodalla | Cheese Factory Road | Eurobodalla Road | end of maintenance | 0.3 | 12/05/2021 | | | |
| Eurobodalla | Eurobodalla Road | Reedy Creek Road | Murphys 2 Bridge (359) | 6 | 26/11/2020 | 5/05/2021 | | |
| Eurobodalla | Eurobodalla Road | seal west of #981 | Reedy Creek Road | 5.9 | 1/12/2020 | 10/05/2021 | | |
| Eurobodalla | Reedy Creek Road | #304 | Eurobodalla Road | 3.1 | 23/07/2020 | | | |
| Eurobodalla | Waincourt Road | seal @97 | Bullockys Hut Road | 1.2 | 13/05/2021 | | | |
| Guerilla Bay | Barlings Beach Access Rd | George Bass Drive | Barlings Beach | 0.4 | 1/02/2021 | | | |
| Jeremadra | Goldfields Drive | Old Mossy Point Road | Jeremadra Grove | 2.2 | 3/03/2021 | | | |
| Jeremadra | Jeremadra Grove | Goldfields Drive | end of maintenance | 0.7 | 4/03/2021 | | | |
| Jeremadra | Jeremadra Grove | Old Mossy Point Road | Goldfields Drive | 1.1 | 4/03/2021 | | | |
| Jeremadra | Old Mossy Point Road | seal | end of maintenance | 0.6 | 2/03/2021 | | | |
| Jeremadra | Onslow Close | Old Mossy Point Road | end of maintenance | 0.4 | 2/03/2021 | | | |

| Suburb | Road Name | Location Grading Starts | Location Grading Ends | Length of Grade (km) | 1st Grade | 2nd Grade | 3rd grade | 4th Grade |
|------------|------------------------------------|-------------------------------------|----------------------------|----------------------|------------|------------|-----------|-----------|
| Kianga | Box Cutting Rd | Wagonga Scenic Drive | Kianga Forest Road | 2.2 | 18/06/2021 | | | |
| Kianga | Kianga Forest Road | Princes Highway | Box Cutting Road | 4.2 | 10/12/2020 | 16/06/2021 | | |
| Kianga | Kianga Forest Road | Box Cutting Road | lookout | 1.3 | 18/06/2021 | | | |
| Kianga | Rifle Range Pit Road | (null) | gravel pit | 0.9 | 8/02/2021 | | | |
| Kianga | Wagonga Scenic Drive | Wagonga Picnic Area | Box Cutting Road | 6.3 | 21/06/2021 | | | |
| Kiora | Araluen Road | I Ridge Road | seal @ Stewarts Road | 1.9 | 20/10/2020 | 29/03/2021 | | |
| Kiora | I Ridge Road | end of maintenance (just past #105) | Araluen Road | 1.4 | 26/03/2021 | | | |
| Kiora | Stewarts Road | Araluen Road | end of maintenance (#116) | 1.1 | 30/03/2021 | | | |
| Meringo | Meringo Road | seal @ Bingie Road | dust seal | 1.6 | 11/11/2020 | 13/04/2021 | | |
| Mogendoura | Clouts Road | Larrys Mountain Road | end of maintenance | 2.6 | 12/03/2021 | | | |
| Mogendoura | Hawdons Road | cattle grid | forest boundary | 2.8 | 17/09/2020 | 9/03/2021 | | |
| Mogendoura | Larrys Mountain Road | seal | Araluen Road | 7 | 22/09/2020 | 15/03/2021 | | |
| Mogendoura | Maulbrooks Road | forest boundary | Larrys Mountain Road | 2.7 | 18/09/2020 | 10/03/2021 | | |
| Mogendoura | Meadows Road | seal | end of maintenance | 0.6 | 12/03/2021 | | | |
| Mogo | Buckenbowra Road | Park Street | basalt quarry access | 0.4 | 17/09/2020 | 9/02/2021 | | |
| Mogo | Buckenbowra Road | basalt quarry access | Quartpot Road | 8.2 | 9/02/2021 | | | |
| Mogo | Buckenbowra Road | Quartpot Road | Mullendaree Creek Causeway | 2.6 | 15/02/2021 | | | |
| Mogo | Maulbrooks Road | seal @153 | Driveway @282 | 1.3 | 2/03/2021 | | | |
| Mogo | Runnyford Road | Egans Road | seal @ Princes Highway | 8 | 3/09/2020 | 2/02/2021 | | |
| Mogo | Short Street | Creek Street (unformed) | Forestry | 0.5 | 16/09/2020 | | | |
| Moruya | Bengello Beach Road | windsock | George Bass Drive | 0.4 | 1/02/2021 | | | |
| Moruya | Brierley Avenue | seal | end of maintenance | 0.9 | 8/03/2021 | | | |
| Moruya | Bushland Road | seal | end | 0.4 | 9/03/2021 | | | |
| Moruya | Dwyers Creek Road | seal | Spring Creek Road | 0.3 | 3/02/2021 | | | |
| Moruya | Guthrie Street | Princes Highway | Main Street | 0.6 | 1/02/2021 | | | |
| Moruya | Kiora Street | seal | end of maintenance | 0.3 | 2/02/2021 | | | |
| Moruya | Main Street | Guthrie Street | end of maintenance | 0.1 | 1/02/2021 | | | |
| Moruya | Malabar Drive | seal | end of maintenance | 0.7 | 9/03/2021 | | | |
| Moruya | Moruya Reservoir Road | dust seal | reservoir | 0.8 | 9/04/2021 | | | |
| Moruya | Noads Drive | (null) | (null) | 1 | 11/11/2020 | 12/04/2021 | | |
| Moruya | Patons Road | Dwyers Creek Road | creek crossing | 1.3 | 3/02/2021 | | | |
| Moruya | Percy Davis Drive | seal | east boundary @280 | 0.8 | 8/03/2021 | | | |
| Moruya | Phyllis Price Drive | seal | end | 2.8 | 5/03/2021 | | | |
| Moruya | Ryans Creek Reserve Road | Riverside Carpark | end of maintenance | 1 | 3/08/2020 | 13/02/2021 | | |
| Moruya | Spencer Street - West Of Vulcan St | Vulcan Street | Dwyers Creek Road | 0.3 | 2/02/2021 | | | |
| Moruya | Spring Creek Road | Dwyers Creek Road | Donkey Hill Road | 0.2 | 3/02/2021 | | | |
| Moruya | Summerhill Road | Dwyers Creek Road | end of maintenance | 0.1 | 2/02/2021 | | | |
| Moruya | Turnbills Lane | seal | Hawdon Street | 0.5 | 4/08/2020 | 14/02/2021 | | |
| Moruya | Valley View Lane | Mollie Road | end of public road | 0.2 | 3/02/2021 | | | |

| Suburb | Road Name | Location Grading Starts | Location Grading Ends | Length of Grade (km) | 1st Grade | 2nd Grade | 3rd grade | 4th Grade |
|--------------------|------------------------------------|------------------------------------|-------------------------------------|----------------------|------------|------------|-----------|-----------|
| Moruya | Windus Road | Dwyers Creek Road | end of maintenance | 0.2 | 2/02/2021 | | | |
| Moruya Heads | Pedro Point Road | seal | Pedro Point Reserve Road | 1.2 | 6/02/2021 | | | |
| Mystery Bay | Mystery Bay Camping Ground Carpark | Mystery Bay Loop Road | end | 0.1 | 9/02/2021 | | | |
| Narooma | Handkerchief Beach Carpark | (null) | (null) | 0 | 9/02/2021 | | | |
| Narooma | Mount Dromedary Trail (north) | Punkalla Tilba Road | National Park boundary | 3.7 | 7/07/2020 | | | |
| Narooma | Nangudga Beach Road | Princes Highway | end | 0.9 | 9/02/2021 | | | |
| Narooma | Old South Coast Road | seal @ #136 | end of maintenance | 0.3 | 10/12/2020 | 15/06/2021 | | |
| Narooma | Punkalla Tilba Road | 1st house north of forest #1044 | Wagonga Scenic Drive | 1.6 | 1/07/2020 | 12/01/2021 | | |
| Narooma | Punkalla Tilba Road | last house #518 | 1st house north of forest #1044 | 5.1 | 2/07/2020 | | | |
| Narooma | Ringlands Road | Flying Fox Road | #40 | 0.4 | 8/02/2021 | | | |
| Narooma | Shingle Hut Road | Wild Horse Creek Road | end of maintenance (#80) | 1 | 1/07/2020 | | | |
| Narooma | Wagonga Scenic Drive | dust seal @117 | (null) | 6.9 | 14/12/2020 | 24/06/2021 | | |
| Narooma | Wagonga Scenic Drive | seal @ #74 | dust seal @117 | 0.6 | 18/12/2020 | 29/06/2021 | | |
| Narooma | Wild Horse Creek Road | Punkalla Tilba Road | Shingle Hut Road | 0.2 | 2/07/2020 | | | |
| Narooma | Wonga Road | Old South Coast Road | Old Highway | 1.3 | 9/12/2020 | 15/06/2021 | | |
| Nelligen | Nelligen Creek Road | Old Bolaro Road | end of maintenance (#140) | 1.4 | 17/08/2020 | | | |
| Nelligen | Old Bolaro Road | seal @ Kings Highway | 220m west of Nelligen Creek Road | 3.6 | 12/08/2020 | | | |
| Nelligen | Old Nelligen Road | seal @ Kings Highway | Sproxtons Road | 3.9 | 19/08/2020 | | | |
| Nelligen | Paradise Road | Old Bolaro Road | end of maintenance | 2.3 | 14/08/2020 | | | |
| Nelligen | Runnyford Road | seal @ Nelligen | Bolaro Mountain Road (Gollarrabee) | 3.9 | 24/08/2020 | | | |
| Nelligen | Runnyford Road | Bolaro Mountain Road (Gollarrabee) | Runnyford Bridge | 7.1 | 26/08/2020 | | | |
| Nerrigundah | Belowra Road | Byrnes Street | Woila Creek Firetrail | 43.1 | 13/05/2021 | | | |
| Nerrigundah | Byrnes Street | Belowra Road | seal | 0.1 | 13/05/2021 | | | |
| Nerrigundah | Cadgee Mountain Road | Nerrigundah Mountain Road | Eurobodalla Road | 2.4 | 24/11/2020 | 4/05/2021 | | |
| Nerrigundah | Eurobodalla Road | dust seal east of Sinclairs Bridge | (null) | 3 | 23/11/2020 | 29/04/2021 | | |
| Nerrigundah | Moruya Street | Gulph Street | William Street | 0.1 | 29/04/2021 | | | |
| Nerrigundah | Nerrigundah Mtn Road | seal east of Cadgee Mountain Road | (null) | 5 | 18/11/2020 | 27/04/2021 | | |
| Nerrigundah | William Street | Eurobodalla Road | Moruya Street | 0.2 | 29/04/2021 | | | |
| Nerrigundah | William Street | end of Moruya Street | end | 0.1 | 29/04/2021 | | | |
| North Batemans Bay | Batemans Road | seal | end of maintenance | 0.4 | 16/06/2021 | | | |
| North Narooma | Riverview Road | seal @ 360 | end of maintenance @ Paradise Point | 0.9 | 8/02/2021 | | | |
| Rosedale | Bevian Road | seal @ George Bass Drive | driveway @ #73 | 0.7 | 16/09/2020 | | | |
| Rosedale | Burri Road | seal | Bevian Road | 1.2 | 15/09/2020 | | | |
| Runnyford | Egans Road | Runnyford Road | 272 Egans Road | 2.7 | 1/09/2020 | | | |
| Runnyford | Quartpot Road | Buckenbowra Road | Buckenbowra Pump Stn Road | 5.1 | 16/02/2021 | | | |
| Runnyford | Quartpot Road | Buckenbowra Pump Stn Road | seal | 0.9 | 18/02/2021 | | | |
| Runnyford | Runnyford Road | Runnyford Bridge | Egans Road | 2.1 | 31/08/2020 | 1/02/2021 | | |
| Tilba Tilba | Meads Lane | Meads Road | end | 0.2 | 13/02/2021 | | | |
| Tilba Tilba | Meads Road | Princes Highway | Meads Lane | 1.1 | 10/02/2021 | | | |

| Suburb | Road Name | Location Grading Starts | Location Grading Ends | Length of Grade (km) | 1st Grade | 2nd Grade | 3rd grade | 4th Grade |
|-------------|----------------------------|-----------------------------|-----------------------|----------------------|------------|------------|-----------|-----------|
| Tilba Tilba | Mount Dromedary Trail | end of esc maintenance | The Avenue | 0.9 | 10/02/2021 | | | |
| Tomakin | Bevan Road Southern Access | driveway @246 | George Bass Drive | 0.2 | 1/02/2021 | | | |
| Turlinjah | Old Mill Road | dust seal @ Princes Highway | forest boundary | 1.3 | 15/04/2021 | | | |
| Turlinjah | Western Boundary Rd | seal | forest boundary | 1.1 | 15/04/2021 | | | |
| Wamban | Donalds Creek Road | Wamban Road | (null) | 8.6 | 31/03/2021 | | | |
| Wamban | Mymossa Road | Donalds Creek Road | end of maintenance | 1.1 | 9/04/2021 | | | |
| Wamban | Wamban Road | seal W of Wamban Bridge #1 | seal #302 | 1.3 | 21/10/2020 | 30/03/2021 | | |
| Wamban | Wamban Road | (null) | Wamban Bridge #2 | 1.4 | 22/10/2020 | 31/03/2021 | | |

Eurobodalla Shire Council - Reseal Program for sealed roads 2020-2021

Our 2020-21 Operational Plan provides a budget of \$1,799,624 for resealing local urban roads. The road reseal program helps to keep maintenance costs down, extend the life of the underlying road pavement and minimise expensive pavement rehabilitation work.

The following table lists the roads and car parks to be resealed with bitumen or asphalt during 2020-21. Bitumen resurfacing involves an application of bitumen covered by a layer of aggregate. Asphaltting consists of aggregate, filler and binder which are mixed together then spread and compacted while hot, resulting in a smoother surface.

| Suburb | Street Name | Details |
|--------------|-----------------------|-------------------------------------|
| Batehaven | Marjorie Crescent | Full length |
| Batehaven | Wattle Crescent | Full length |
| Batemans Bay | Hughes Street | Highway to Gregory St |
| Batemans Bay | Russell Street | All |
| Bodalla | Eurobodalla Road | Cemetery east to #66 (confirm area) |
| Broulee | Grant Street | Massey St to McNee St |
| Catalina | Melalueca Crescent | Full length |
| Congo | Congo Road | Barrington St to Bingie Rd |
| Congo | Congo Road South | New construction |
| Dalmeny | Eucalyptus Dr | Full length |
| Dalmeny | Goolara Ave | All |
| Dalmeny | Maculata Circuit | Full length |
| Dalmeny | Possum Place | Full length |
| Dalmeny | William St | Noble Pde to Ocean St |
| Kianga | Baldwin Ave | Montague Ave to Dawn Pde |
| Kianga | Carters Beach carpark | Full length |

| | | |
|-------------|---------------------------------|---|
| Kianga | Carters Beach Carpark Access | Full length |
| Kianga | Centenary Drive car park | Full length |
| Kianga | Centenary Drive car park access | Full length |
| Kianga | Kianga Beach car park | Full length |
| Kianga | Kianga headland car park | Full length |
| Kianga | Sunnyside Crescent | Full length |
| Lilli Pilli | Lilli Pilli Rd | Full length |
| Malua Bay | Beach Rd (service road 649-647) | Full length |
| Malua Bay | Beach Rd (service road 676-728) | Full length |
| Malua Bay | Millamurra Street | Full length |
| Malua Bay | Nioka Avenue | Full length |
| Malua Bay | The Ridge Road | Dunns Creek Rd to Old Grandfathers Pit Rd |
| Malua Bay | Warragai Place | Carramar drive for 290m |
| Moruya | Campbell St | Page St to Foreman |
| Moruya | Church St | #18 to Shore St |
| Moruya | Ford Street | Highway to Shore St |
| Moruya | George Bass Drive | Airport intersection |
| Moruya | Hawdon St | River St to Craig Mostyn Pl |
| Moruya | Mollee Road | Highway to Pear Tree Place |
| Moruya | Page Street | Queen St to Church St |
| Moruya | Pear Tree Place | Full length (to maint boundary) |
| Moruya | Queen St | Thomas to Hawdon |
| Moruya | South head access road | #299 to #311 |
| Moruya | South Head Road | From Maunsell to St 350m east |
| Moruya | South Head Road | #72 to #145 |
| Moruya | Turnbulls Lane | Bergalia St to Swan Ridge Pl |
| Moruya | Vulcan Street | Princes Highway to Park Lane |
| Moruya | Woodbridge Avenue | Full length |
| Narooma | Clarke St | Highway to Ballingalla St |

| | | |
|--------------|-----------------------------|--|
| Narooma | Lilyvale Place | All |
| Narooma | Marine Drive | Highway to Farncombe Ave |
| Narooma | Noorooma Crescent | Full length |
| Narooma | Old Highway | Watertank Rd 400m north |
| Narooma | Tower Lane | All |
| Nerrigundah | Village roads | |
| Sunshine Bay | Gray Place | Full length |
| Sunshine Bay | Hunter Pl | Full length (not bowl) |
| Sunshine Bay | Mawson Place | Full length |
| Sunshine Bay | Wentworth Avenue | Hume Rd to Canning Cres |
| Surf Beach | Beach Road Service Lanes | #649 to #728 |
| Surf Beach | Dunns Creek Road | Bridge north 1km (including realignment) |
| Surf Beach | George Bass Drive | Dam to south markings |
| Surf Beach | Tallgums Way | Kauzul Cres to George Bass Drive |
| Surf Beach | Tasman St | Full length |
| Surfside | Berrima Parade | Wallarah Street to Palana Street |
| Surfside | Myamba Parade | Wharf Rd to end |
| Surfside | Wallarah St | Myamba to landra |
| Tilba | Corkhill Dr | Highway to Bate St |
| Tilba | Tilba sportsground car park | Corkhill drive to end |
| Tomakin | Barlings Drive | Full length |
| Tomakin | Thomsen Place | Full length |
| Tuross Head | Bondi Street | Anderson Ave to Foam St |
| Tuross Head | Chauvel Crescent | Full length |
| Tuross Head | Coila Creek Road | Highway to end of seal |
| Tuross Head | Hawkins Road | Craddock Rd to Marlin St |
| Tuross Head | One Tree Point car park | Full length |
| Tuross Head | Trafalgar Road | New construction |
| | | |

| Asphalt | | |
|----------------|-------------------|----------------------------------|
| Batemans Bay | Russell Lane | All |
| Catalina | Crane Court | Cul de sac |
| Catalina | Protea Place | Cul de sac |
| Dalmeney | Emma Close | Cul de sac and intersection |
| Malua Bay | Kuppa Avenue | Road/parking/Cul de sac |
| Malua Bay | Nerang Pl | Cul de sac |
| Malua Bay | Rosemary Close | Cul de sac |
| Moruya | Ford and Queen St | Round about |
| Moruya | Preddys Wharf | Carpark |
| Moruya | Queen St car park | Ford St to Fire station boundary |
| Moruya | Ryan Place | Cul de sac and approach |
| Narooma | Angle Lane | All |
| Narooma | Gina Court | Cul de sac |
| Narooma | Kinema car park | Full length |
| Sunshine Bay | Hunter Place | Cul de sac |
| Surf Beach | Highlands Ave | Cul de sac |
| Tuross Head | Craddock road | Jellicoe intersection |
| Tuross Head | Pleasant Place | Cul de sac |

**IR20/011 REQUEST FOR TENDER NO. 10018531 - EUROBODALLA SOUTHERN
STORAGE AND TUROSS RIVER INTAKE PUMP STATION**

**S029 -
T00011**

Responsible Officer: Warren Sharpe OAM - Director Infrastructure Services

Attachments: 1. Under Separate Cover – Confidential – Summary of tender evaluation

Outcome: Sustainable Living

Focus Area: 4.1 Maximise the efficient use and reuse of our water resources

Delivery Program Link: 4.1.1 Provide a safe, reliable and sustainable town water supply and sewerage services

Operational Plan Link: 4.1.1.1 Build, renew, operate and maintain water supply systems

EXECUTIVE SUMMARY

The Eurobodalla Southern Storage is a priority project to drought proof the Shire's water supply for current and future populations. The storage will also significantly improve the resilience of Council's water supply in times of natural disasters.

The Tuross River Intake Pump Station needs to be constructed as the first part of the Eurobodalla Southern Storage project.

Council engaged Public Works Advisory (PWA) to advertise Request for Tender (RFT) No. 10018531 for the construction of a new raw water intake pump station on the Tuross River on Council's behalf.

RFT 10018531 was open for submission from 12 March 2020 to 14 May 2020. Upon close of tender, twelve (12) tenders were received.

This report outlines the evaluation of these offers in response to RFT No. 10018531, and provides a recommendation for the preferred tenderer.

The construction of the new water supply storage will be through a separate construction contract. Dam construction is a highly specialised field. Council's approval will therefore sought to seek expressions of interest from interested and experienced Contractors through a selective tendering method, in accordance with Clause 166 of the Local Government (General) Regulation 2005.

A separate contract will also be called to establish a new power supply to the site.

RECOMMENDATION

THAT Council:

1. Endorses the selection of the preferred tenderer listed for Tender 10018531 Eurobodalla Southern Storage and Tuross River Intake Pump Station; and
2. Accordingly approves the entering into of a contractual arrangement with the preferred tenderer, subject to the terms specified in the Request for Tender.

**IR20/011 REQUEST FOR TENDER NO. 10018531 - EUROBODALLA SOUTHERN
STORAGE AND TUROSS RIVER INTAKE PUMP STATION**

**S029 -
T00011**

BACKGROUND

Council's adopted Integrated Water Cycle Management Strategy (IWCMS) 2016 identified that an increase in the raw water supply capacity was needed to ensure water demand during drought could continue to be met.

The construction of a new 3,000ML off stream water supply storage supplied from the Tuross River was therefore included in Council's long term capital works program. Council was subsequently successful in obtaining a grant of \$25.612 million from the NSW State Government through the Restart program. Council continues to advocate to the Australian Government to contribute grant funding for the construction of the new dam component of the work.

The overall project will be constructed through three contracts, with the first being for the construction of the Tuross River Intake Pump Station to transfer water from the Tuross River to the new storage, in compliance with the Tuross River Water Sharing Plan. This report deals with this first stage of the overall scheme.

The second contract will be for the construction of the necessary upgrade to the power supply along Eurobodalla Road. Tenders for this part of the work will be called later in 2020 with a view to commencing work in 2021. This will be reported to Council separately at that time.

The third contract will be for the construction of the water supply storage. The construction of dams is a highly specialised field, and only those construction firms with considerable experience in the field would be considered appropriate for this contract. Council's approval will therefore sought to seek expressions of interest from interested and experienced Contractors through a selective tendering method, in accordance with Clause 166 of the Local Government (General) Regulation 2005.

New Tuross River Water Intake Pump Station

The new Tuross River Intake Pump Station is to be constructed on Council land on the bank of the Tuross River, next to the existing Southern Water Treatment Plant.

RFT 10018531 was advertised on 12 March 2020 with a closing date of 14 May 2020.

Offers were received from the following tenderers and assessed in accordance with the Tender Evaluation Plan:

- Abergeldie Contractors Pty Ltd, Regents Park, NSW, 2143
- BMD Pty Ltd, Brisbane, Qld, 4178
- Endacom Pty Ltd, Lidcombe, NSW, 2141
- Haslin Constructions Pty Ltd, Sutherland, NSW, 2232
- Ledonne Constructions Pty Ltd, Carlton, NSW, 2218
- Leed Engineering and Construction, Kent Town, SA, 5067
- MMA Civil Contractors, Leichhardt NSW 2040
- Pensar Water, Brisbane, Qld, 4101
- Quay Civil Pty Ltd, North Ryde, NSW, 2113
- R.D. Miller Pty Ltd, Bega, NSW 2550

**IR20/011 REQUEST FOR TENDER NO. 10018531 - EUROBODALLA SOUTHERN
STORAGE AND TUROSS RIVER INTAKE PUMP STATION**

**S029 -
T00011**

- Seymour White Constructions Pty Ltd, McMahons Point, NSW, 2060
- Trazlbat Pty Ltd, Yagoona, NSW, 2199

A summary of the evaluation including the pricing from tenderers is provided in the confidential attachment to this report.

CONSIDERATIONS

Legal

a) New Tuross River Water Intake Pump Station

Request for Tender (RFT) 10018531 was advertised in accordance with clause 167 of the Local Government (General) Regulation 2005 and the Local Government Act 1993.

The tender was advertised on Council's noticeboard page in local newspapers, in the Sydney Morning Herald, and through the NSW Government tendering website (<https://tenders.nsw.gov.au>).

Before tender assessment was undertaken, a formal Tender Evaluation Plan (TEP) was distributed amongst the Tender Evaluation Committee.

The offer submitted by the preferred tenderer has been assessed as representing good value for money for Council due to the company's demonstrated experience, quality of workmanship and satisfactory price in comparison to the pre-construction estimate.

b) Water Storage Tenders

Clause 166 of the Local Government (General) Regulation allows Council to tender through a selective tendering method through a public expression of interest process. This process is proposed to be followed for tendering of the construction of stage 3 of the Eurobodalla Southern Storage Project, being the water supply storage.

Development consent for the construction and operation of the Eurobodalla Southern Storage was given by the Minister for Planning on the 17 October 2019.

Policy

Procurement was undertaken in accordance with Council's Procurement Policy, Code of Practice – Procurement, Code of Practice – Tendering, the Local Government Procurement Guidelines, Local Government (General) Regulation 2006 and the Local Government Act 1993.

Environmental

The works are designed to allow Council to continue to meet the Shire's water supply needs during drought and comply with the NSW State Government Water Sharing Plans which provide for environmental flows in both the Deua and Tuross Rivers.

**IR20/011 REQUEST FOR TENDER NO. 10018531 - EUROBODALLA SOUTHERN
STORAGE AND TUROSS RIVER INTAKE PUMP STATION**

**S029 -
T00011**

Financial

The amount tendered by the preferred Tenderer for the Tuross River Intake Pump Station can be accommodated within the existing sewer fund capital budget.

A grant of \$25.612 million through the NSW State Government Restart program has previously been accepted by Council for the Eurobodalla Southern Storage. Lobbying of the State and Commonwealth Government for further funding is continuing.

Community and Stakeholder Engagement

Community consultation was undertaken with directly affected residents and businesses on Eurobodalla Road, and the broader Eurobodalla community, as part of the development of the detailed design and Environmental Impact Statement.

The community will be informed of the tender outcome via Council's contract register found in Council's 'Public Access to Information' weblink.

CONCLUSION

The tender process for the new Tuross River Water Intake Pump Station 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.

This report recommends the preferred tenderer for the construction of the Tuross River Intake Pump Station.

This report also seeks Council approval to call expressions of interest through a selective tendering process for the construction of the Eurobodalla Southern Water Supply Storage.

CCS20/027 INVESTMENTS MADE AS AT 30 JUNE 2020

**S011-T00006,
S012-T00025**

Responsible Officer: Amanda Jones - Acting Director Corporate and Commercial Services

Attachments: Nil

Outcome: Innovative and Proactive Leadership

Focus Area: 9.2 Ensure financial sustainability and support the organisation in achieving efficient ongoing operations

Delivery Program Link: 9.2.4 Responsibly manage Council's finances and maintain Fit for the Future status

Operational Plan Link: 9.2.4.3 Provide financial management and 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 June 2020, made in accordance with the *Local Government Act 1993*, Council's Investment Policy and the provision of Clause 1 (Reg. 212) of the *Local Government (General) Regulation 2005*, be received.

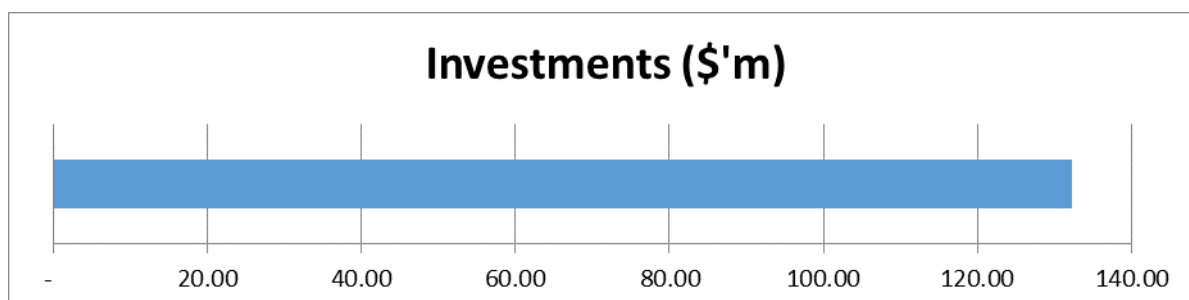
CONSIDERATIONS

Policy

The portfolio is compliant with Council's Investment Policy adopted by Council on 31 July 2018 (Minute 18/182).

Financial

Council investing overall



CCS20/027 INVESTMENTS MADE AS AT 30 JUNE 2020

**S011-T00006,
S012-T00025**

Council has \$132.0m (100%) invested in Bank Deposits. The Bank Deposits are held in banks rated A or greater, or covered by the AAA rated Government Guarantee, except for \$36.50m invested in banks rated below A, and in the 'some limited risk' category of the policy.

The increase in investments of \$8m was mainly because the 2020 loan program has been received.

The 'some limited risk' category is now restricted to BBB+ rating institutions which allows up to 30% of all investments. Currently there is 27.64% invested in BBB+. Investment in Government Guaranteed Deposits is \$1.50m and represents 1.14% of the portfolio.

There are \$48m (36.35%) of funds invested in claimed fossil fuel free institutions.

The weighted average return for all investments for the month is 1.26%, which is above the Council policy benchmark of Bank Bill Swap rate (BBSW) + 0.25% (0.35%).

Summary investment information

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

| CATEGORY | (\$) |
|-------------------------------------|--------------------|
| At Call Deposit | 11,011,068 |
| Term Deposits | 119,520,342 |
| Term Deposits Government Guaranteed | 1,500,000 |
| | 132,031,410 |
| <i>Weighted average interest %:</i> | 1.26% |
| <i>Average 90 day BBSW + 0.25%</i> | 0.35% |

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.

CCS20/027 INVESTMENTS MADE AS AT 30 JUNE 2020

**S011-T00006,
S012-T00025**

| Policy risk | Low liquidity risk % | Total % of investments | Policy risk % (max holdings) |
|---------------------------------|-----------------------------|-------------------------------|-------------------------------------|
| Remote risk | 1.14 | 1.14 | 100.00 |
| Near risk free | 71.22 | 71.22 | 100.00 |
| Some limited risk (BBB+) | 27.64 | 27.64 | 30.00 |
| Grand total | 100.00 | 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 2019 is 1.96:1. Council therefore has approximately \$1.96 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 Local Government Act 1993* and related Regulations.

CAR20/007 LIBRARY SERVICES STRATEGIC PLAN

S003-T00017

Responsible Officer: Kathy Arthur - Director Community, Arts and Recreation Services
Attachments: 1. Under Separate Cover - Draft Library Services Strategic Plan
Outcome: Celebrated Creativity, Culture and Learning
Focus Area: 2.2 Improve local access to higher education and lifelong learning opportunities, facilities and services
Delivery Program Link: 2.2.2 Provide quality library services, programs and resources
Operational Plan Link: 2.2.2.4 Develop and implement the Library Strategic Plan

EXECUTIVE SUMMARY

This report outlines the draft Library Services Strategic Plan 2020-2025, for Council's consideration and endorsement for a 28-day exhibition period.

Council's Library Service provides a range of resources, programs and activities for the community from its three locations in Batemans Bay, Moruya and Narooma.

Our libraries are widely used by the community for many purposes including borrowing books and multimedia items, reading newspapers and magazines, studying, accessing public computers, free Wi-Fi, socialising, and participating in a wide variety of programs and events. Our libraries make a significant contribution to the social, cultural, economic, educational development and civic life of our local communities.

This strategic plan outlines a clear vision for our Library services and how we will meet the anticipated needs of our community, in terms of infrastructure, programming and audiences over the next five years.

The development of the strategy has been informed by national, state and regional frameworks, industry trends and directions, Council's corporate documents and research and stakeholder consultation.

The vision for Library Services is 'our communities are informed, creative and connected'.

In response to what our community told us, our demographic analysis, and research into best practice in libraries, four key strategic priorities have emerged which will guide our Library Services over the next five years. They are:

- **Connecting:** We actively connect with our community and promote creativity, learning, participation and engagement in a contemporary library environment. Our Libraries are a place where everyone feels welcome.
- **Collecting:** We provide current and relevant collections and resources to support literacy, education and digital engagement.
- **Creativity and Learning:** We provide pathways for creativity, literacy, and lifelong learning for all age groups.
- **Culture:** We build a culture of capability, professionalism and innovation in customer service, and adapt to new and changing needs of our community.

CAR20/007 LIBRARY SERVICES STRATEGIC PLAN

S003-T00017

RECOMMENDATION

THAT:

1. The draft Library Strategic Plan be approved for the purposes of being placed on public exhibition for 28 days.
2. A further report detailing any submissions received, be presented to Council following the conclusion of the exhibition period.

BACKGROUND

Council is committed to ensuring everyone in our community has access to a range of information resources, technologies and lifelong learning experiences – opportunities to imagine, explore and discover a world of learning, to connect with community and to enjoy the recreational and social benefits of our public libraries in the 21st century.

Our libraries have always played a role as a community hub, providing spaces and places for people to read and research, come together to engage and connect, access technology and resources and find the information they need to learn and create.

Over the next five years we will continue to offer our core services, however, under this strategy we will build on the strengths and attributes that our community value, and offer a wider range of services and facilities to meet the diverse and growing needs of our community.

Our Libraries are well placed to assist our community to build the resilience needed to meet the challenges of the future. Communities that have the capacity to continuously learn, adapt and innovate are resilient and more likely to thrive. Lifelong learning and the ability to acquire new skills and literacies is essential in an era of change and uncertainty. Lifelong learning underpins all of our library service elements.

This Library Strategic plan is evidence based and innovative, drawing on state and national visions for libraries, and informed by local community engagement. The strategy develops a vision for a community and customer focused library service. One that provides a wider range of relevant, flexible and interesting services and learning activities, as well as welcoming, accessible library facilities for our community to enjoy and thrive in.

CONSIDERATIONS

Some of the achievements of the previous strategic plan include:

- The establishment of a stand-alone Eurobodalla based service
- Refurbishment of the three Eurobodalla library branches
- Increased technology training for the community
- All libraries connected to the NBN
- Consortia agreement with the South East Zone of Public libraries to deliver expanded e-resources
- Introduction of new 'Library Link' publication and expanded program delivery evidencing a 50% increase in attendance at events

CAR20/007 LIBRARY SERVICES STRATEGIC PLAN

S003-T00017

- Rezoning the collection in the three branches to deliver a more retail-like, customer focussed approach.

The library users are actively involved in feedback and improvements for the library which has contributed to development of the strategic priorities.

The refurbished facilities and improvements and frameworks established in the library provide a rich platform to take the libraries into the future where our users, partners and staff benefit from a people-centred approach and a focus on technology.

Social Impact

Council's Library Service has a significant, positive social impact in our community, providing resources and spaces for all age groups and interests. Our libraries enable community members to access technologies and opportunities, in terms of education, employment and connection to the wider world. Literacy and early childhood programs support growing minds and our range of resources and activities enable people from all walks of life to engage and participate fully in community life.

Economic Development Employment Potential

A report from the Australian Library and Information Association (ALIA), 2013, National Welfare & Economic Contributions of Public Libraries, conducted by SGS Economics, found a return of \$2.90 for every \$1 invested. By these calculations Council's investment of \$52.85 per capita yields a return of \$153.26 per person or just over \$5.8 million collectively to our community.

The shire's libraries also provide an important resource for supporting our education partners and library users by providing particular scholastic resources (texts, data bases and reference material) and technology to enable access to information and the global community. Public computers alone support students and community members to seek employment, prepare and submit employment documentation, in addition to providing computer access and visitor information to travellers.

Community and Stakeholder Engagement

We will inform the community through providing information on Council's website; Online News; posting on Council's Facebook and Twitter; and distributing a media release. Council will place the draft policy on public exhibition for a period of not less than 28 days commencing on 28 July 2020 until 25 August 2020. Copies will be available for viewing on Council's website.

CONCLUSION

The draft Library Strategic Plan 2020 – 2025 supports the aspirations of community and other stakeholders in the continual improvement of service to meet their emerging and ongoing needs. Placing the Plan on exhibition will provide opportunities for further community input into the plan. Staff will submit a further report to Council in September 2020 outlining the feedback and amendments with a view to adopting the plan.

CAR20/009 COMMUNITY DEVELOPMENT DIVISION FUNDING UPDATE

**S003-T00030
S003-T00045**

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

Attachments: Nil

Outcome: Celebrated Creativity, Culture and Learning

Focus Area: 2.2 Improve local access to higher education and lifelong learning opportunities, facilities and services

Delivery Program Link: 2.2.1 Develop and provide early education services and programs

Operational Plan Link: 2.2.1.5 Seek funding to address early childhood development programs

EXECUTIVE SUMMARY

The report recommends support to accept several external funding offers and terms offered to Council to support Children's Services and funds for the Employment Projects team.

A total of \$430,852.44 has been offered to Council's Children's Services to help offset the impacts of both bushfire and COVID-19 period on the local government delivered childcare services.

Of this total, \$89,202.44 has been offered from the NSW Department of Education to supplement local government childcare staff wages.

A total of \$341,650 has been offered by the Australian Government via the Early Childhood Education and Care Relief program (\$216,400), the Community Child Care Special Circumstances Fund (\$40,000) and the Early Childhood Education and Care (ECEC) Transition Payment (\$85,250) which includes a caveat of a nil increase to fees to the end of the transition period.

The NSW Government has also offered a one-year extension to the Employment Projects team to continue the successful achievements of the Youth Employment Strategy project and is offering \$150,000.

This is a total of \$580,852.44 of external funding to the Community Development Division that directly supports services and jobs in the local community.

RECOMMENDATION

THAT:

1. Council accept the Australian Government funds totalling \$341,650 for Children's Services made up of Early Childhood Education and Care Relief program (\$216,400), the Community Child Care Special Circumstances Fund (\$40,000) and the Early Childhood Education and Care (ECEC) Transition Payment (\$85,250).
2. Council accept the NSW Government funds of \$89,202 for wage support Children's Services.
3. Council accept the \$150,000 from the NSW Government for the Youth Employment Project.

CAR20/009 COMMUNITY DEVELOPMENT DIVISION FUNDING UPDATE

**S003-T00030
S003-T00045**

4. Council support the carryover of the 19/20 gazetted Children's Services fees to remain in place until 27 September 2020 as a condition of accepting the Australian Government Transition payment.

BACKGROUND

Children's Services

The bushfires in December 2019 and through until February 2020 has been very challenging for the Children's Services team, not only from the loss of the OOSH centre at Batemans Bay, but many of the road closures and loss of telecommunications meant child care services including After School Hours Care, Vacation Care and Family Day Care were cut off via road access, destroyed or deemed inoperable due to lack of communications or physical damage for periods of time. Moreover, the ensuing impact of the COVID- 19 measures have also sustained the challenges.

This has meant many Family Day Care Educator small business owners and other services were impacted by loss of business via reduced numbers in attendance given the loss of jobs, homes, trauma and access. The service was also impacted by being required to continue service provision by the Department of Education throughout the first half of the year despite many of the obstacles imposed such as fee-free childcare.

Council's Children's Services applied for the competitive round of Community Child Care Funding to help offset losses. The NSW Government also took a sample of enrolments during the week of 17-23 February to base any future relief and subsidy payments on. The service was only just recovering from the fires and was only at about 55% of its normal participation rate.

The ECEC Relief funds are 50% of the Child Care Subsidy over the period of the fee-free childcare, based on the sample enrolments taken in February.

The Transition Payment is to assist the service and families to shift from no fee to regular fees.

It is important to note that the acceptance of the Transition Payment, as a condition of the payment, will require Council to maintain the childcare fees for families at the gazetted 2019/2020 fees until 27 September 2020, regardless of the recently adopted fees for 2020/2021.

The Special Circumstances grant of \$125,000 was applied for by the service, however the Department has determined a payment of \$40,000.

The NSW Government supplement was provided to maintain staff who, due to being a local government employee, were not eligible for Job Keeper allowance.

The service would have been ineligible for all this funding had it decided to close business at any time. The service has continued to provide childcare to our recovering community and has been on the front line – even when schools were closed. Given the extreme challenges, including one service operating out of a school hall, the staff have maintained service with professionalism, commitment and loyalty.

CAR20/009 COMMUNITY DEVELOPMENT DIVISION FUNDING UPDATE

**S003-T00030
S003-T00045**

Employment Projects

In 2018, Council was the recipient of \$300,000 for a 2-year program to implement the Eurobodalla Youth Strategy with the aim of reducing youth unemployment by 3% which equated to approximately 50 jobs. The project will conclude at the end of August 2020.

The project has been very successful in terms of outcomes that the Department of Education has offered an extension of 12 months and an additional \$150,000 to continue the project.

Project outcomes to date include:

- 88 young people employed = est. annual economic value \$3,660,800* (*88 jobs x minimum weekly wage of \$800 x 52 weeks)
- Produced a 70-page career guide to working in the health and human services sector to demonstrate career pathways, training and employment opportunities to young people.
- 23 youth education and employment information sessions presented to 304 attendees (delivered in community, local high schools and University of Wollongong)
- Member of University of Wollongong 'Parent as Career Guides' research working group with 100 parents from local high schools.
- Provided job seeker courses: 3 x first aid to 29 participants, 4 x health part qualification programs to 58 participants, 2 x white card courses to 28 participants, 1 x construction skills course to 15 participants. Total 130 enrolments = value \$98,970.
- Provided two 'step up and into work' youth engagement programs to 20 students = value \$9,000.
- 112 youth job seekers assisted into training (through our project and other training courses).
- 245 registered clients receiving individualised support to access employment, training, career information and referral to support services (JobActive providers, youth programs and health services).
- 6 x bi-monthly youth employment services meetings with 73 attendees
- Engaged Southern Region Business Enterprise Centre to provide free business advice to 4 youth traineeship employers and deliver two 'How to start your own business' workshops to 13 job seekers.
- Provide a weekly jobs and training Facebook post via our Eurobodalla Jobs and Training Facebook page which is also emailed to 373 clients and project partners.
- Implemented a project Facebook page, recorded 20,000+ reach for 2 youth job posts, with an average job post reach of 3,000.
- Free recruitment support provided to 110 local employers wishing to employ young workers.

CAR20/009 COMMUNITY DEVELOPMENT DIVISION FUNDING UPDATE

**S003-T00030
S003-T00045**

- Supported Council to extend its annual youth traineeships recruitment drive to the business community with innovative program called 'Y-Train' resulting in 22 combined youth jobs equating to a 100% increase in job offerings at the intake period from the previous year.
- Improved measures and accountability to workforce development actions in the Economic Development Strategy for Council.
- Project staff asked to present to Snowy 2.0 Future Generation sub-committee re youth employment strategy and Bega Valley Shire and Wagga Wagga City Councils on the project.
- Development and launch of a volunteering guide as a result of working with the post-fire youth forums.

CONSIDERATIONS

Economic Development Employment Potential

The impacts of the fires and COVID- 19 on Children's Services has been substantial given that business has been impacted by highway closures, communication networks destroyed, and services impacted by fire.

However, the provision of childcare has been mandatory to enable workers to continue frontline services. Participation numbers have fluctuated; however staff have maintained service provision to support the community to continue to work. The funding has assisted the service to remain viable for the community and for Council to bear the impost of fee-free service provision during the year.

The funding has assisted 19 Family Day Care small businesses to remain active and viable during the emergency periods.

Given the economic impact of recent emergency situations the Employment projects are now more-than-ever relevant and much needed to assist our community to maintain work and livelihoods. We aim to build on the great success to date which has seen 88 young people employed = est. annual economic value \$3,660,800* (*88 jobs x minimum weekly wage of \$800 x 52 weeks).

Community and Stakeholder Engagement

We will inform the community through providing information on Council's website; writing to stakeholders, distributing a media release.

CONCLUSION

Eurobodalla Council has coordinated Children's Services for thirty years ensuring the provision of quality flexible childcare for school age children within the Shire. This funding from the Government ensures the provision of relevant Education and Care Service to the children of families within the Shire and supports the overall operations of challenging financial year just completed.

CAR20/009 COMMUNITY DEVELOPMENT DIVISION FUNDING UPDATE

**S003-T00030
S003-T00045**

Council’s reputation for providing quality outcomes for young people has again resulted in the Department offering funds for youth development programs.

CAR20/010 BATEMANS BAY OUT OF SCHOOL HOURS CENTRE REBUILD

S003-T00030

Responsible Officer: Kathy Arthur - Director Community, Arts and Recreation Services
Attachments: 1. Confidential - Batemans Bay Out of School Hours Centre Rebuild confidential attachment
Outcome: Celebrated Creativity, Culture and Learning
Focus Area: 2.2 Improve local access to higher education and lifelong learning opportunities, facilities and services
Delivery Program Link: 2.2.1 Develop and provide early education services and programs
Operational Plan Link: 2.2.1.2 Provide and manage Out Of School Hours and Vacation Care centres and activities

EXECUTIVE SUMMARY

The Batemans Bay Out of School Hours (BBOOSH) Care service building was destroyed by fire on Christmas Day 2019.

Council has been engaging with insurers and loss assessor since that time to determine replacement costs and processes to rebuild the facility. The service has had to relocate twice and is now operating out of the Batemans Bay Public School hall, requiring the staff to set up and pack up every day.

The insurance assessment was completed on 23 April 2020 which enabled Council staff then to proceed with seeking a request for quote (RFQ) to reinstate the building.

Approximately 15 companies were sent the RFQ document with only 3 responding. All bidders amounts were above the amended threshold for tendering.

Due to the lack of participation in the request for quotation and the time restraints to now go out to tender, which is unlikely result in a more competitive outcome, the extenuating circumstances exist to have the BBOOSH rebuilt in an efficient and timely manner in accordance with *Section 55 (3)(i) of the Local Government Act 1993 (Act)* so the impact on the community is reduced.

RECOMMENDATION

THAT Council:

1. Notes that:

1.1 Council's insurer, agreed to indemnify Council for the loss of insured property and rebuild the facility and structures which were destroyed;

1.2 Council undertook a competitive Request for Quotation process against which all responses exceeded the tendering threshold under s 55 of the *Local Government Act 1993 (NSW) (Act)*

1.3 Proceeding to contract for the rebuild is now subject to consideration under s55 of the *Local Government Act 1993 (NSW)*

CAR20/010 BATEMANS BAY OUT OF SCHOOL HOURS CENTRE REBUILD

S003-T00030

2. Resolves that because of extenuating circumstances a satisfactory result would not be achieved by inviting further tenders for the rebuild of the BBOOSH centre;
3. Delegates authority for Council's General Manager to enter into direct negotiations with the preferred bidder as detailed in the confidential attachment; and
4. Delegates authority for Council's General Manager to execute any resulting contractual arrangement with the preferred bidder.

BACKGROUND

Police and Loss Assessor have not been able to determine the cause of the fire that destroyed the BBOOSH centre on Christmas Day 2019.

Staff worked through the Christmas period to advise the Department of Education and seek approval to temporarily resituate the service as the Vacation Care period was due to start on 2 January 2020. A new service was approved and set up at the Mackay Park function centre ready for opening on 2 January.

After the school holidays the service relocated back to the school site and have been approved to operate from the large school hall. The hall, whilst appreciated, is not fit for purpose and has issues with heating, cooling, storage and hygiene maintenance.

Service staff have negotiated a long-term lease with the school given that the building will be new but also owned by Council. It was decided to replace the building with a modular, relocatable building to assist with cost, fabrication efficiency and reduction of impost and distraction on the school premises during construction. The preferred bidder is able to hand over the building within five months.

To facilitate a timely reinstatement of the facility given the large time lag already experienced due to fires and Covid-19, we recommend approval to directly negotiate pricing and terms with the preferred bidder, given a RFQ process has occurred, without the significant lead-times associated with tendering. The aim of this will be to ensure the children, families and staff of the service will have the facility reinstated just under the one year anniversary of the building being destroyed by fire.

CONSIDERATIONS

Legal

The estimated value of the proposal would under normal circumstances require public tendering.

Section 55 (3) (i) of the *Local Government Act 1993* states:

A contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders

CAR20/010 BATEMANS BAY OUT OF SCHOOL HOURS CENTRE REBUILD

S003-T00030

Extenuating circumstances

Allowing for a 14-day evaluation period, the minimum timeframe required to administer a public tender, from advertisement to contract signature is nine weeks depending on the Council meeting schedule. These factors in both the statutory advertisement period of 21 days and Council briefing and resolution deadlines. It is also based on the assumption that satisfactory tendering documents are ready to publish.

The reasons a satisfactory result would not be achieved are that:

- it is important that a suitable fit-for-purpose BBOOSH be available for use as soon as possible given the impost children and staff are experiencing daily in the school hall;
- the use of the building will likely to be significantly delayed if Council invited tenders for the construction of the replacement resulting in well over 12-month period before the building is in place;
- availability of suitable contractors indicate a limited market. Out of 15 companies contacted to quote, only 3 submitted a formal quote. Many phone conversations with prospective bidders indicated a lack of capacity to undertake the works due to the demands of building works in the region required post-bushfire;
- impact on children and staff working in inadequate facility. Staff are having trouble maintaining Covid 19 hygiene requirements in such a large and open space. It is also difficult to maintain appropriate heating and cooling in the hall and there is no office or private space for children or families that need consultation or discussion with supervisors; and
- disruption to school community by the remnant site fenced off and unsightly.

Unavailability of competitive and reliable tenderers

The desired replacement building is modular, which is specialised in terms of ensuring the building can be moved if in the future if Council was required to relocate or extend. The building also needs to incorporate childcare design and requirements of the national standards and legislation required to build new care facilities for children.

For this reason, a company with availability, experience and operational capability in the timeframe needed will be required. Market research, as evidenced by the recent RFQ, has been unable to identify further sources with adequate capability and there is limited value for money options or availability from other companies to undertake our build in a timely manner.

Policy

The proposal has been given thorough consideration under Section 55 of the Local Government Act 1993 and Council's Procurement Policy.

Community and Stakeholder Engagement

Council staff have extensively consulted with the school staff and the NSW Department of Education and have their full support.

CAR20/010 BATEMANS BAY OUT OF SCHOOL HOURS CENTRE REBUILD

S003-T00030

The children and staff of the service have been consulted in terms of design and aspects of the building.

Staff across council have been engaged to ensure procurement, insurance, development, facility and environmental considerations are complied with.

CONCLUSION

Council has undertaken reasonable steps to determine the most suitable sourcing method for the proposal and, whilst in normal circumstances a public tender process would be administered, time and market constraints do not allow it on this occasion. For this reason, exemption is sought under Sect 55(3)(i) to allow for direct negotiation with the preferred bidder.

15. DEALING WITH MATTERS IN CLOSED SESSION

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

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

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

In accordance with Section 10A(4) of the Local Government Act 1993 the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

EUROBODALLA SHIRE COUNCIL

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

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

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

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

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

AGENCY ADVICE

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

| CONTACT | PHONE | EMAIL | WEBSITE |
|---|-------------------------------------|------------------------------|---------------------|
| Eurobodalla Shire Council Public Officer | 4474-1000 | council@eurocoast.nsw.gov.au | www.esc.nsw.gov.au |
| ICAC | 8281 5999 | icac@icac.nsw.gov.au | www.icac.nsw.gov.au |
| Local Government Department | 4428 4100 | dlg@dlg.nsw.gov.au | www.dlg.nsw.gov.au |
| NSW Ombudsman | 8286 1000 Toll Free 1800 451 524 | nswombo@ombo.nsw.gov.au | www.ombo.nsw.gov.au |

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

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

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

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

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

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

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

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

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

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

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

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

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