

Policy Review (to be placed on exhibition)

- Accounting For Divisions and Subsidiaries of Council
- Aged Care Services
- Asset Disposals
- Asset Management
- Borrowing Management
- Bus Stops and Bus Zones
- Bush Fire Risk Management
- Cemeteries Management
- Children's Services
- Clean Air
- Signs As Remote Supervision

Policy title	Accounting for Divisions and Subsidiaries of Council
Responsible manager(s)	Chief Financial Officer
Contact officer(s)	Chief Financial Officer
Directorate	General Manager
Approval date	
Outcome area	9. Innovative and proactive leadership
Strategy	9.2 Ensure financial sustainability and support the organisation in achieving efficient ongoing operations
Delivery Program	9.2.4 Responsibly manage Council's finances and maintain Fit for the Future status
Operational Plan	9.2.4.2 Provide strategic financial management and reporting

Purpose

Eurobodalla Shire Council's policy was developed to ensure that entire Council entity accounting is up to date within the main Council financial systems and no undisclosed bank accounts, accounting systems or reserves are discovered in relation to management committees, subsidiaries, divisions or the like.

This policy provides for Council Management Committees, other divisions and subsidiaries of Council to fully incorporate accounting into Council's main systems (rather than just being an annual consolidation, or not at all).

Policy aims

- To ensure all accounting functions meet minimum corporate requirements, comply with tax legislation, are integrated, have appropriate internal controls and are transparent.
- To ensure compliance with legislative requirements under Part 3: Financial Management of the *Local Government Act 1993* (the Act).
- To promote awareness of the requirements of the Act with respect to accounting for subdivisions and subsidiaries of council.
- To make the Council's policies and requirements for accounting for subdivisions and subsidiaries of council readily accessible and understandable to the public.

Policy details

1	Application This policy applies to all accounting for divisions and subsidiaries of Council, unless otherwise exempted within the policy.
2	Legislation This policy ensures Eurobodalla Shire Council will comply with Part 3: Financial Management of the <i>Local Government Act 1993</i> .

Implementation

Requirements		Responsibility
1	Code of Practice	Council officers

	This policy will be implemented by following council's related Code of Practice, which specifies in detail the plan, procedures and matters to be considered.	
2	Staff Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.	Council officers
3	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
4	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages accounting for divisions and subsidiaries of Council.

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

Note: The next general local government election is expected to be held in September 2024.

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

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

Governance

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

Related legislation and policies

Name	Link
Asset Disposals Policy	https://www.esc.nsw.gov.au/_data/assets/pdf_file/0011/138548/Asset-Disposals-Policy.pdf

Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
---------------------------	--

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Commenced
2	23 Apr 2013	Council	13/107	E13.7095	Reviewed and updated (start of new Council term)
3	28 Feb 2017	Council	17/31	E16.0297 E05.9513	Reviewed at start of new Council term. Minor referencing updates only.
4	TBA	Council	TBA	TBA	Reviewed & updated at new Council term. Report TBA

Internal use

Responsible officer		Chief Financial Officer		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	TBA	Review date	Feb 2022	Pages	3

Policy title	Aged Care Services
Responsible manager(s)	Manager, Community Care
Contact officer(s)	Manager, Community Care
Directorate	Community, Arts and Recreation
Approval date	
Outcome area	1. Strong communities, desirable lifestyle
Strategy	1.4 Ensure activities, facilities and services meet changing community needs
Delivery Program	1.4.2 Provide flexible, community based services to support older people, people with a disability and their carers
Operational Plan	1.4.2.4 Provide support services for older people

Purpose

This policy is designed to outline the relationships and parameters of Aged Care service delivery by Council and key areas of responsibility under legislation and funding agreements.

Policy aims

Make Council's policies and requirements for Aged Care services readily accessible and understandable to the public.

Policy details

1	Application This policy applies to Council's Community Care programs and services.
2	Legislation Eurobodalla Shire Council must comply with the Aged Care Quality Standards when delivering Australian government funded aged care services. The Quality Standards focus on outcomes for consumers and reflect the level of care and services the community can expect from organisations that provide Commonwealth subsidised aged care services. The Standards are: <ol style="list-style-type: none"> 1. Consumer dignity and choice 2. Ongoing assessment and planning with consumers 3. Personal care and clinical care 4. Services and supports for daily living 5. Organisation's service environment 6. Feedback and complaints 7. Human resources 8. Organisational governance.
3	Council is responsible for delivering Aged Care services consistently, in line with Aged Care Quality Standards and funding requirements, as prescribed by the Australian Government Department of Health.
4	Program Policies Details of the acceptance and management of aged care clients against the Aged Care Quality Standards are provided in the Community Care Program Policies and Program

	Operation Manuals, which outlines all aspects of service delivery and reporting, in line with Aged Care Quality Standards and Home Care Packages guidelines.
5	Concerns Concerns received regarding the provision of Community Care aged care services will be entered into Council's Records Management system and will remain confidential, in accordance with Council's Privacy Management Plan and funding requirements. Complaints will be dealt with in accordance with Council's Complaints Policy and Aged Care Quality Standards (Standard 6).

Implementation

Implementation steps		Responsibility
1	Operational guidelines This policy will be implemented according to Council's Community Care Policies and Program Operation Manuals, which specify in detail how the programs will be managed, in line with Council, the Aged Care Quality Standards, funding guidelines and Home Care Packages Guidelines.	Council Officers
2	Staff Under supervision, applicable council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.	Council Officers
3	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council Officers
4	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As required

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages Aged Care Services.

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

Note: The next general local government election is expected to be held in September 2024.

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

Performance indicator	Data source(s)
Quality Review against the Aged Care Quality Standards	Community Care records
Complaints	Council Records
Funding Requirements	Output Records

Governance

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

Related legislation and policies

Name	Link
Aged Care Quality Standards Guidelines	https://www.agedcarequality.gov.au/standards/guidance

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au

Change history

Version	Approval date	Approved by	Minute No	File No	Change
1	24 Nov 2009	Council	09/369	E06.0378 E09.3418	Policy adopted – report G09/145
2	23 Jul 2013	Council	13/172	E06.0378 E13.7095	Updated Template, updated review date, links, policy statement and implementation steps –report O13/112
3	28 Mar 2017	Council	17/56	E06.0378 E16.0297	Updated review date, links, standards, government funding agencies GMR17/008
4	TBA	Council	TBA	TBA	Reviewed & updated at new Council term. Report TBA

Internal use

Responsible officer		Director, Community, Arts and Recreation			Approved by	Council
Min	TBA	Report	TBA	Effective date	TBA	
File	TBA	Review date	Feb 2022	Pages	3	

Policy title	Asset Disposals
Responsible manager(s)	Chief Financial Officer
Contact officer(s)	Assets Accountant
Directorate	General Manager
Approval date	
Outcome area	9. Innovative and proactive leadership
Strategy	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	9.2.4.2 Provide strategic financial management and reporting

Purpose

Eurobodalla Shire Council's policy was developed to protect Council's financial interests by ensuring that asset disposals achieve the best possible result for Council.

Council from time to time is required to dispose of assets. These assets may have reached or exceeded their economic life for Council purposes. Alternatively there may be other justifiable economic reasons for disposal.

Policy aims

- To ensure asset disposals comply with legislative requirements.
- To promote awareness of the requirements of the *Local Government Act 1993* with respect to asset disposals.
- To make Council's policies and requirements for asset disposals readily accessible and understandable to the public.
- To make sure disposals are competitive and in accordance with the adopted management plan or approved budget variations.
- To comply with any funding agreements or legal and contractual requirements in relation to asset disposal.

Policy details

1	Application This policy applies to all asset disposals unless otherwise exempted.
2	Legislation Eurobodalla Shire Council will comply with section 55 of the <i>Local Government Act 1993</i> , Australian Accounting Standard <i>AASB 116 Property Plant and Equipment 2009</i> , and the Division of Local Government <i>Code of Accounting Practice and Financial Reporting as updated</i> . All disposals must comply with section 55 of the <i>Local Government Act 1993</i> . For example the Council must invite tenders for a contract to dispose of Council property where the estimated receipt is of an amount of \$250,000 or more (or such other amount as may be prescribed by the regulation). Exceptions to this requirement are a contract for the sale by a council of land and a sale by a council at a public auction.

	Where tendering procedure is required or chosen to be followed this is to be in accordance with the statutory and legal requirements and in accordance with the tendering practices prescribed within the Council's Procurement Policy and related Code of Practice.
3	<p>Requirements</p> <p>This Policy should be read in conjunction with all applicable Asset Management Plans to ensure whole of life is considered. Assets will be disposed to the best advantage of Council, considering the whole of life costs and the replacement needs.</p> <p>All disposals must be on a competitive basis and Council will comply with any funding agreements or other legal and contractual requirements in relation to assets and will ensure best value result for any other parties that might have an interest in assets disposals.</p>

Implementation

Requirements		Responsibility
1	This policy will be implemented by following the Legislative Requirements, the Procurement Policy and Asset Management Plans which specify in detail the plan, procedures and matters to be considered.	Asset Accountant
2	<p>Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers
3	<p>Concerns</p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council officers
4	<p>Consultation</p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.</p>	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages Asset Disposals.

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

Note: The next general local government election is expected to be held in September 2024.

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

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	Council policies Eurobodalla Council website
Local Government Act 1993	https://legislation.nsw.gov.au/view/pdf/asmade/act-1993-30
Australian Accounting Standard AASB 116 Property Plant and Equipment 2009.	www.aasb.gov.au/admin/file/content105/c9/AASB116_07-04_COMPIun09_07-09.pdf

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	27 Jul 2006	Council	06/139	E05.9513	Policy commenced
2	23 Apr 2013	Council	13/109	E13.7095 E05.9513	Reviewed and updated at start of new Council term.
3	28 Feb 2017	Council	17/31	E16.0297 E05.9513	Reviewed at start of new Council term, minor referencing updates.
4	DD MMM YYY	Council	TBA	TBA	Reviewed & updated at new Council term. Report TBA

Internal use

Responsible officer	Chief Financial Officer	Approved by	Council
Minute	TBA	Report	TBA
File	TBA	Review date	Feb 2022
		Pages	3

Policy title	Asset Management
Responsible manager(s)	Manager, Technical Services
Contact officer(s)	Asset Engineer
Directorate	Infrastructure Services
Approval date	22 February 2022
Outcome area	9. Innovative and proactive leadership
Strategy	9.1 Provide strong leadership and work in partnership to strategically plan for the future and progress towards the community vision
Delivery Program link	9.1.1 Undertake sound, best practice long term community and corporate planning
Operational Plan link	9.1.1.1 Review and update Council's Integrated Planning and Reporting documents

Purpose

Eurobodalla Shire Council's policy was developed to ensure that:

- Council's assets are managed effectively to deliver the level of service our community is prepared to pay for in the short-, medium- and long-term taking account of the social, economic and environmental consequences of Council's decisions.
- Costs are reasonably shared between those using and consuming the assets today and those who will be required to renew, replace, upgrade or dispose of those assets in the future (providing inter-generational equity).
- There is continuous improvement in asset management and service delivery.

Policy aims

- To promote an integrated framework for dealing with the management, renewal and upgrading of infrastructure assets;
- To ensure consistency and fairness in the manner in which the Council deals with infrastructure assets;
- To ensure Council acts in accord with the Guiding Principles outlined under Section 8 of the Local Government Act 1993 which states in part that:
 - Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community
 - Councils should consider the long term and cumulative effects of actions on future generations
- To minimise the risk to Council from public liability under the Civil Liability Act 2002;
- To make Council's policies and requirements for asset management readily accessible and understandable to the public.

Policy details

1	Application This policy applies to all physical infrastructure assets owned, controlled or managed by Council.
----------	--

2	<p>Council is responsible for the management of an array of infrastructure that has been developed for and on behalf of the community. To ensure the realisation of the goals and aspirations of the community, Council is committed to sustainable management of that infrastructure. To achieve this, Council is committed to implementing a systematic, integrated methodology across all areas of its operations.</p> <p>Council will implement the asset management framework as outlined in the <i>International Infrastructure Management Manual (IPWEA 2020)</i>, the NSW Integrated Planning Reforms and the <i>Local Government Amendment (Planning and Reporting) Act 2009</i></p>
3	<p>Asset Management Strategy</p> <p>An Asset Management Strategy will be developed and adopted by Council that is consistent with the Community Strategic Plan, Delivery Program and Long Term Financial Plan.</p>
4	<p>Levels of Service</p> <p>Levels of service will be implemented consistent with the budget adopted by Council following engagement with the community on the Delivery Program and Operational Plan. The levels of service area shall take into account the capability of Council to maintain community infrastructure in a financially sustainable manner consistent with Council's risk management policies.</p> <p>Council will implement Maintenance Management Systems including inspection regimes for its assets to ensure levels of service are achieved.</p>
5	<p>Asset Management Plans</p> <p>Council will regularly review and update formal Asset Management Plans (AMPs) for the infrastructure under its care and control. The Asset Management Plans will address the whole of life costs of the infrastructure including initial capital cost, operation, maintenance, rehabilitation, and where appropriate, disposal of assets.</p> <p>The Asset Management Plans shall take account of the drivers for capital expenditure including the condition, functionality, resilience and capacity of the infrastructure required to meet community need, effectively manage risk and provide social equity. This shall include the expansion or upgrade of infrastructure to service growth or increasing utilisation, drawing upon relevant strategies and planning documents.</p>
6	<p>Asset Planning and Budgeting</p> <p>The Asset Management Plans shall be used to inform and provide linkages to Council's Long-term Financial Plan.</p> <p>Systematic and cyclic reviews will be applied to asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice Australian Standards.</p> <p>All assets will be valued in accordance with Fair Value principles.</p> <p>Council will regularly review its asset inventory and identify opportunities for asset rationalisation.</p> <p>In approving Council's budget, Council will take account of the Fit for Future requirements of the NSW Office of Local Government, including financial reporting measures.</p>
7	<p>Asset Operations and Management</p> <p>Systematic asset management shall be adopted and implemented for all infrastructure. Wherever possible, predictive modelling will be used to develop and implement planned maintenance and renewal programs to ensure that the net whole of life cycle cost and useful life of the asset is optimised whilst effectively managing risk.</p>

Implementation

Requirements		Responsibility
1	Management Plan This policy will be implemented by following Council's Asset Management Plan, which specifies in detail the plan, procedures and matters to be considered.	Council officers
2	Complaints and Requests Complaints and requests received regarding Asset Management will be recorded on Council's customer request management (CRM) system and handled in accordance with Council's Policy. The CRM database will be used as a tool to analyse the history of complaints and requests and to help determine follow up actions.	Council officers

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary when legislation requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Asset Management.

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

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

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

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	Plans and strategies Eurobodalla Council website (nsw.gov.au)
<i>Local Government Act 1993</i>	Local Government Act 1993 No 30 - NSW Legislation
<i>Civil Liability Act 2002</i>	Civil Liability Act 2002 No 22 - NSW Legislation
<i>Local Government Amendment (Planning and Reporting) Act 2009</i>	Local Government Amendment (Planning and Reporting) Act 2009

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
NSW Integrated Planning Reforms	www.planning.nsw.gov.au/a-new-planning-system-for-nsw

International Infrastructure Management Manual 2020	IIMM - Institute of Public Works Engineering Australasia (ipwea.org)
---	---

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	07 Dec 2006	Council	06	E06.0380	Policy commenced
2	22 Sep 2009	Council	09/291	E06.0375 E09.3418	Reviewed and updated (start of new Council term)
3	23 Apr 2013	Council	13/108	E06.0375 E13.7095	Reviewed and updated (start of new Council term)
4	25 Jul 2017	Council	17/237	E06.0375 E16.0297	Reviewed and updated (start of new Council term)
5	TBA	Council	TBA	TBA	Reviewed & updated at new Council term. Report GMR17/024

Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	E06.0375	Review date	Feb 2022	Pages	4

Policy title	Borrowing Management Policy
Responsible manager(s)	Chief Financial Officer
Contact officer(s)	Chief Financial Officer
Directorate	General Manager
Approval date	
Outcome area	9. Innovative and proactive leadership
Strategy	9.2 Ensure financial sustainability and support the organisation in achieving efficient ongoing operations
Delivery Program	9.2.4 Responsibly manage Council's finances and maintain Fit for the Future status
Operational Plan	9.2.4.2 Provide strategic financial management and reporting

Purpose

Council seeks to ensure that its borrowing policy and related procedures are publicly transparent and meet good business and best practice criteria including controls over identified risks. Council has a strong preference for certainty in relation to debt repayment, management of risk, and to minimise administrative complexity.

Eurobodalla Shire Council's policy was developed to govern the objectives, procedures and controls in relation to the Council's borrowing decisions and processes.

Policy aims

- To ensure compliance with legislative requirements under sections 621 – 624 of the *Local Government Act 1993* (the Act), sections 229 – 230 of the *Local Government (General) Regulation 2005* and a borrowing order signed by the Minister Local Government (Office of Local Government Circular to Councils NO: 09.21)
- To promote awareness of the requirements of the Act with respect to borrowing management.
- To make Council's policies and requirements for borrowing management readily accessible and understandable to the public.
- To ensure Council has appropriate working capital (an unrestricted current ratio equal to or greater than 1.5:1 per the current OLG benchmark) to satisfy its obligations when they fall due, to deliver the outcomes of its Operational Plan and Delivery Program and to inform its long term financial strategies. Where Council finds itself in a strong liquidity position it shall consider replacing borrowings with cash. However, the intergenerational responsibility element of any loan funding will also be considered.
- To ensure that the costs of any expenditure can be recovered at the time that the benefits of that expenditure accrue. In particular debt may be used to fund capital expenditure that provides future service benefits (the principle of improving the valuation and pricing of social and ecological resources applies - the users of goods and services should pay prices based on the full life cycle costs, this particularly applies to the matching of debt profiles to infrastructure asset profiles).
- To ensure that the debt is used in a manner consistent with competitive neutrality policy requirements.
- For procedures and controls to address risk and meet good business and best practice requirements.

Policy details

1	Application This borrowing policy is intended to govern the objectives, procedures and controls in relation to the Council's borrowing decisions and processes.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with Sections 621 – 624 of the <i>Local Government Act 1993</i> , Sections 229 – 230 of the <i>Local Government (General) Regulation 2005</i> and borrowing order signed by the Minister Local Government (Office of Local Government Circular to Councils NO: 09.21).

Implementation

Requirements		Responsibility
1	Staff Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.	Council officers
2	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
3	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages borrowing.

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

Note: The next general local government election is expected to be held in September 2024.

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

Performance indicator	Data source(s)
External review	Auditor
Interest rate exposure	Financial system
Liquidity risk	Financial system
Credit risk	Credit ratings

Governance

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

Related legislation and policies

Name	Link
Asset Disposals policy	https://www.esc.nsw.gov.au/_data/assets/pdf_file/0011/138548/Asset-Disposals-Policy.pdf
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
Local Government (General) Regulation 2005	https://legislation.nsw.gov.au/view/pdf/asmade/sl-2021-460
Minister For Local Government Revised Borrowing Order	www.olg.nsw.gov.au/news/09-21-revised-borrowing-order

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418 E05.9513	Policy commenced
2	23 Apr 2016	Council	13/110	E13.7095 E05.9513	Reviewed and updated (start of new Council term)
3	28 Mar 2017	Council	17/56	E16.0297 E05.9513	Reviewed and updated (start of new Council term)
4	TBA	Council	TBA	TBA	Reviewed & updated at new Council term. Report TBA

Internal use

Responsible officer		Chief Financial Officer		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	TBA	Review date	Feb 2022	Pages	3

Policy title	Bus Stops and Bus Zones
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Traffic Officer
Directorate	Infrastructure Services
Approval date	22 February 2022
Outcome area	7 Connected and Accessible Places
Strategy	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	7.1.2.3 Provide traffic management and transport planning 7.1.2.4 Coordinate the Local Traffic Committee

Purpose

Eurobodalla Shire Council's policy is developed to ensure that bus stops and bus zones are in appropriate locations and have appropriate signs where necessary.

Policy aims

- Assist decision-makers to exercise discretionary powers in relation to bus stops and bus zones and related signage
- Promote an integrated framework for dealing with bus stops and bus zones
- Ensure transparency, consistency and fairness in the manner in which Council deals with public transport and its operators
- Ensure compliance with legislative requirements under the [Road Transport \(Safety & Traffic Management\) Act 2013](#)
- Take appropriate steps to ensure consistency and safety with regard to signage locations for public transport
- Make Council's policies and requirements for bus stops and bus zones readily accessible and understandable to the public.

Policy details

1	Application This policy applies to requests for the installation of bus stop or bus zone signs
2	Legislation <ul style="list-style-type: none"> • This policy ensures Eurobodalla Shire Council's compliance with the Road Transport (Safety & Traffic Management) Act 2013

Implementation

Requirements		Responsibility
1	<ul style="list-style-type: none"> • The location of bus stopping places is identified by bus proprietors in agreement with Transport for NSW 	Bus operators

	<ul style="list-style-type: none"> Non-regulatory bus stop signs are installed at locations identified by the bus proprietor and Transport for NSW. Cost of the signage is borne by bus operator. All regulatory signs and their locations are to be approved by the Eurobodalla Local Traffic Committee. Regulatory bus zone signs are to be installed at locations identified by the bus operator and Transport for NSW. Installation and maintenance of bus zone signs is carried out by Council. 	Council officers
2	Staff Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.	Council officers
5	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
6	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary when legislation requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages bus stops and bus zones

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

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

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Requests for installation of bus stop and bus zone signs	Council records

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	https://www.esc.nsw.gov.au/council/governance/council-policies
Local Government Act 1993	https://legislation.nsw.gov.au/view/whole/html/inforce/curr/ent/act-1993-030
Legislation (Act)	<i>Road Transport (Safety & Traffic Management) Act 2013</i>

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
Transport for NSW	www.transport.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/291	E06.0375 E09.3418	Policy commenced
2	23 Apr 2013	Council	13/111	E06.0375 E13.7095	Reviewed and updated (start of new Council term)
3	26 Sep 2017	Council	17/317	E06.0375 E16.0297	Reviewed and updated (start of new Council term)
4	TBA	Council	TBA	S030-T00011	Reviewed & updated at new Council term.

Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	S030-T00011		Feb 2022	Pages	4

Policy title	Bush Fire Risk Management
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Fire Mitigation Officer
Directorate	Infrastructure Services
Approval date	22 February 2022
Outcome area	3. Protected and valued natural environment
Strategy	3.1 Respond to our changing environment and build resilience to natural hazards
Delivery Program	3.1.3 Collaborate with agencies and emergency services to support coordinated emergency management
Operational Plan	3.1.3.2 Undertake fire mitigation program on Council controlled land

Purpose

This Policy clarifies the management of bush fire risk to the community within Council controlled lands.

The Eurobodalla Shire covers approximately 342,900 hectares and a significant proportion of this area is identified as bush fire prone land. There are approximately 1,200 parcels of Public Reserve and Crown Land under Council's care and control in both urban and rural environments.

The risk management of bush fire is often a complex and emotive issue and one that requires a balance between managing the risks to people and community assets and acknowledging the value of the natural environment to our social, economic and cultural wellbeing.

Policy aims

- Promote an integrated framework for dealing with bush fires
- Ensure consistency and fairness in the manner in which Council deals with hazard mitigation
- Ensure compliance with legislative requirements under the *Rural Fires Act 1997*
- Promote awareness of the requirements of the *Rural Fires Act 1997* with respect to people, community assets and the natural environment
- Take such steps as are appropriate to ensure the effective management of bush fires
- Make the Council's policies and requirements for Bush Fire Management of Council owned land or land under its control and management readily accessible and understandable to the public.

Policy details

1	Application The NSW Rural Fire Service is the lead agency in coordinating the management of risks from bush fires in NSW. This Policy applies to lands owned and managed by Eurobodalla Shire Council. Managing the risk from bush fire is a shared responsibility between individual landowners, State agencies, Council and the emergency management groups.
2	Legislation Council has statutory obligations to minimise the risk of bush fires in accordance with the relevant legislation, namely the <i>Rural Fires Act 1997 Act and Regulation, Local Government Act 1993, Protection of the Environment Operations Act 1997, Protection of the Environment</i>

	<p><i>Operations (Clean air) Regulations 2021, Environmental Planning and Assessment Act 1979, Local Land Services Act 2013, Biodiversity Conservation Act 2016, Threatened Species Conservation Act 1995, State Emergency and Rescue Management Act 1989.</i></p> <p>Council's policy also operates in accordance with the <i>Bush Fire Environmental Assessment Code for NSW Rural Fire Service 2021, Planning for Bush Fire Protection (NSW Rural Fire Service 2019) and NSW Rural Fire Service Standard Operational Procedures – Prescribed Burning Activities.</i></p>
3	<p>Bush Fire Hazard Management Regulatory Control</p> <p>It is the duty of a public authority (Council, National Parks, State Forests, Crown Lands), owner or occupier to undertake maintenance and management of land under their care or control in order to mitigate bush fire risk under the Rural Fires Act 1997. Under Section 74C(3) of the <i>Rural Fires Act 1997</i>, a local authority must refer any complaint made to it under this Division to the Commissioner of the NSW Rural Fire Service within 14 days of receipt of the complaint in order to manage bush fire hazard complaints. Authorised officers of the NSW Rural Fire Service, in exercising the above responsibilities, may undertake inspections and issuing of notices for bush fire hazard reduction work requiring property owners or land managers to mitigate the presence of significant bush fire hazard on their land.</p>
4	<p>Bush Fire Hazard Mitigation on Council-controlled Land</p> <p>Council acknowledges the need to manage this issue within its limited financial resources to minimise the risk to the community, to limit Council's (ie, the community's) potential liability and to provide fairness between people seeking action to address their concerns about bush fire hazards where it does not require additional resources/management by Council.</p> <p>The Far South Coast Bush Fire Management Committee is coordinated by the Rural Fire Service. In accordance with the <i>Rural Fires Act 1997</i>, the FSCBFMC prepares the Eurobodalla Bush Fire Risk Management Plan. The Plan identifies the levels of risk across the Eurobodalla Local Government area and establishes coordinated hazard reduction zone strategies which responsible land management authorities implement in order to manage bush fire risks.</p> <p>To achieve compliance with the Bush Fire Risk Management Plan, Council shall develop and implement a Code of Practice to provide guidance for the management of bush fire risk from vegetation on Council controlled land.</p> <p>Council will:</p> <ul style="list-style-type: none"> a) Undertake fire mitigation works on Council managed lands to the limit of the allocated budget on a priority basis as determined under Council's Code of Practice for <i>Bush Fire Hazard Mitigation – Council Controlled Land</i>. b) Where Council is unable to undertake works due to limited budget, give private landowners the option of funding fuel reduction works on Council Controlled Land. c) As a general principle, give priority to public safety and legislative requirements over other factors such as environmental and heritage issues.
5	<p>Smoke Management</p> <p>Council, its employees and contractors may burn dead and dry vegetation on Council controlled land in accordance with the <i>Protection of the Environment Operations (Clean Air) Regulation 2021</i> and subject to the conditions of Eurobodalla Shire Council's Clean Air Policy.</p>

	<p>In undertaking Hazard Reduction activities by means of fuel reduction burns, Council will undertake such works in accordance with the <i>NSW Rural Fire Service Bush Fire Environmental Assessment Code 2021</i>, including requirements for smoke management.</p> <p>In accordance with conditions imposed on such works by an approved Hazard Reduction Certificate issued by Council, the NSW Rural Fire Service <i>Standard Operational Procedures – Prescribed Burning Activities</i> also requires burn planning to take into account smoke impact to ensure burns are not conducted during a “No Burn Day” declared by the Environmental Protection Authority (EPA) and to ensure all adjoining property owners that could be affected by the impact of smoke emissions are provided with notifications prior to the commencement of works.</p>
--	---

Implementation

Requirements		Responsibility
1	<p>Coordination and Collaboration</p> <p>Strategic planning and operations in the Eurobodalla Rural Fire District are co-ordinated by the NSW Rural Fire Service.</p> <p>The NSW Rural Fire Service coordinates the Far South Coast Bush Fire Management Committee made up of relevant government agencies and the peak body representatives constituted under the <i>Rural Fire Act 1997</i>.</p> <p>Council will provide representation to this Committee and proactively assist with the development and implementation of the Bush Fire Risk Management Plan to minimise the risk to the community from bush fire.</p>	<p>NSW Rural Fire Service</p> <p>Council</p>
2	<p>Local Emergency Management</p> <p>The NSW Rural Fire Service is the lead agency in planning and implementing a response to bush fires.</p> <p>Council will act in good faith in endeavouring to fulfil its responsibilities under the <i>State Emergency and Rescue Management Act 1989</i> through the provision of support for the Local Emergency Management Committee and the provision of Executive Support to assist the Local Emergency Operations Controller. This may include assisting with the establishment and operation of the Eurobodalla Emergency Operations Centre if requested by the NSW Rural Fire Service or otherwise required by authorised direction under the <i>State Emergency and Rescue Management Act 1989</i>.</p>	<p>NSW Rural Fire Service</p> <p>Council</p>
3	<p>Code of Practice</p> <p>The development and implementation of a Code of Practice shall include:</p> <ul style="list-style-type: none"> a) the methodology for rating the risk that is used to prioritise works; b) the methodology for implementing actions to mitigate the risk; c) the methodology for compromise where environmental constraints and safe works methods are limiting the extent of the works allowable; d) details of customer service; 	Council

	<p>e) a system of recording all actions and reporting to the Far South Coast Bush Fire Management Committee; and</p> <p>f) Bush Fire Risk Management work on Council Controlled Land by Others.</p>	
4	<p>Community Education</p> <p>The prime responsibility for community education and provision of information relating to bush fire remains with the NSW Rural Fire Service. Council will incorporate relevant links to this community education within its programs.</p>	NSW Rural Fire Service Council
5	<p>Staff</p> <p>Under supervision, and once appropriate training has been received, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area.</p>	Council officers Fire Mitigation Officer
6	<p>Concerns</p> <p>Public concerns communicated to Council in relation to this Policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council officers
7	<p>Consultation</p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. This will include consultation with the NSW Rural Fire Service and the Local Emergency Management Committee. Public submissions regarding this Policy are invited for consideration during the exhibition period. Any other consultation deemed necessary may occur with key stakeholders when and if required.</p>	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages bush fire risks to the community.

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

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

Performance indicator	Data source(s)
Customer Concerns or Complaints Customer Feedback Survey Responses	Council records, surveys
Internal or external audit	Audit
Community Strategic Plan 2.2	esc.nsw.gov.au

Governance

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

Related legislation and policies

Name	Link
<i>Local Government Act 1993</i>	Local Government Act 1993
<i>NSW Rural Fires Act 1997</i>	NSW Rural Fires Act 1997
<i>NSW Rural Fire Service Bush Fire Environmental Assessment Code 2021</i>	NSW RFS Bush Fire Environmental Assessment Code 2006 https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0014/24332/NSW-gazette_Rural-Fires210628Bush-Fire-Environmental-Assessment-Code-July-2021vSJ28.pdf
<i>Planning for Bush Fire Protection NSW Rural Fire Service 2019</i>	NSW RFS Planning for Bush Fire Protection 2006 https://www.rfs.nsw.gov.au/_data/assets/pdf_file/0005/130667/Planning-for-Bush-Fire-Protection-2019.pdf
<i>State Emergency and Rescue Management Act 1989</i>	State Emergency and Rescue Management Act 1989
<i>Protection of the Environment Operations Act 1997</i>	Protection of the Environment Operations Act 1997
<i>Protection of the Environment Operations (Clean Air) Regulations 2021</i>	Protection of the Environment Operations (Clean Air) Regulations 2010 https://legislation.nsw.gov.au/view/html/inforce/current/s1-2021-0485
<i>Environmental Planning and Assessment Act 1979</i>	Environmental Planning and Assessment Act 1979
<i>Native Vegetation Act 2003 – superseded by the below Act's</i> <i>Now Local Land Services Act 2013,</i> <i>Biodiversity Conservation Act 2016</i>	Native Vegetation Act 2003 https://legislation.nsw.gov.au/view/html/inforce/current/act-2013-051 https://legislation.nsw.gov.au/view/html/inforce/current/act-20
<i>Threatened Species Conservation Act 1995</i>	Native Vegetation Act 2003

Coastal Management Act 2016	https://legislation.nsw.gov.au/view/html/inforce/current/act-2016-020
State Environmental Planning Policy (Coastal Management) 2018	https://legislation.nsw.gov.au/view/html/inforce/current/epi-2018-0106

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
NSW Rural Fire Service	www.rfs.nsw.gov.au
Department of Environment & Heritage	www.environment.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Oct 2011	Council	09/369	E09.3418	Policy reviewed and adopted G09-99
2	10 Sep 2013	Council	13/272	E060375 E13.7095	Updated template, review date, references and links
3	28 Feb 2017	Council	17/31	E06.0375 E16.0297	Reviewed and updated at start of new Council term. GMR17/006
4	TBA	Council	TBA	S008-T00024	Reviewed and updated at start of new Council term.

Internal use

Responsible officer	Director Infrastructure Services		Approved by	Council	
Minute	TBA	Report	TBA	Effective date	TBA
File	S008-T00024	Review date	Feb 2022	Pages	6

Policy name	Cemeteries Management
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Divisional Manager Works
Directorate	Infrastructure Services
Approval date	22 February 2022
Outcome area	1. Strong communities, desirable lifestyle
Strategy	1.3 Encourage and enable healthy lifestyle choices
Delivery Program	1.3.2 Plan for and provide a safe and accessible network of recreation and community facilities
Operational Plan	1.3.2.8 Provide, maintain and upgrade Council's cemeteries

Purpose

This Policy provides the framework for the sustainable management, maintenance, and future planning of cemeteries under Council's control.

Council is the Crown Reserve Trust Manager of eight operational cemeteries located at:

- Runnyford Road, Nelligen
- Princes Highway, Batemans Bay
- Princes Highway, Mogo,
- Dwyers Creek Road, Moruya
- Laidley Street, Bodalla
- Glasshouse Rocks Road, Narooma
- Nerrigundah Mountain Road, Nerrigundah and
- Haxstead Road, Central Tilba.

Council also maintains three non-operational cemeteries located at:

- MacLean Place, Moruya
- Corner Dwyers Creek Road and Bergalia Street, Moruya
- Point Parade, Congo.

This Policy and associated Code of Practice align with industry standards and current practices of other local government areas in New South Wales and will assist Council in meeting the needs of the community.

Council will provide efficient and sustainable management, planning and maintenance of cemeteries within its control by ensuring:

- relevant parties are treated with empathy, respect, dignity, and cultural sensitivity, in a consistent and fair manner.
- provision of clear guidelines to the community, Councillors, Council staff; funeral directors and monumental masons.
- compliance with relevant legislative requirements.
- burials, inurnments, and monumental works are conducted in a safe and sustainable manner.
- monuments are constructed to Australian Standards where applicable, will not hinder future maintenance operations, and will not pose a risk to the public.

- monuments are constructed in keeping with other monuments in the cemetery (this is of particular importance in cemeteries of cultural and heritage significance, as listed in the Eurobodalla Local Environmental Plan 2012).

Policy statement

1	Application This Policy ensures the appropriate administration, management and maintenance of burials, inurnments, reservations, and monument installations in the cemeteries under Council's control.
2	Legislation Eurobodalla Shire Council's cemetery management will operate in accordance with Cemeteries and Crematoria Act NSW 2013, the Public Health Regulation 2012 and other relevant legislation

Implementation

This Policy will be implemented by following Council's *Cemeteries Management Code of Practice*, which specifies the procedures and matters to be considered, as listed below:

Requirements		Responsibility
1	General Planning Council will provide sufficient and suitable land and facilities to meet current and future demands for interment.	Council officers
2	Community Diversity Council will respect and support religious and cultural practices by working with the community to consider options.	Council officers, the community
3	Grounds Maintenance Council will ensure that cemeteries on land under Council's care and control are managed sustainably, as contained in Council's <i>Cemeteries Management Code of Practice</i> .	Council officers
4	Burial Licences Council's process for Reservation and Exercise of Burial Licence is contained in the <i>Cemeteries Management Code of Practice</i> . The types of Burial Licences are: <ul style="list-style-type: none"> Reservation A Burial Licence (Reservation) is an agreement between Council and the applicant to formalise a paid reservation for an individual grave site or niche prior to need. Exercise of Burial Licence (Order for Burial) An Exercise of Burial Licence is confirmation between Council and stakeholders that the burial or inurnment is authorised to take place. 	Council officers, community Council officers, funeral directors, stakeholders

Requirements		Responsibility
5	Cemetery Licence and Permit fees Licence and permit fees are applied according to Council's current Fees and Charges. These are reviewed annually and are on public exhibition prior to adoption. They include full cost recovery, and to allow for perpetual maintenance of cemeteries.	Council officers
6	Monumental Works Any monumental works carried out in cemeteries under Council control require a permit. The permit system ensures monumental works are constructed to Australian Standards where applicable, will not hinder future maintenance operations, and will not pose a risk to the public. Permit conditions for monumental works are contained in Council's <i>Cemeteries Management Code of Practice</i> . Monuments are not maintained by Council. If they pose a risk, and the family is unable to be contacted, Council may make provision to ensure public safety and minimise potential damage to surrounding monuments. Batemans Bay Lawn Cemetery section has plaques only.	Council officers, monumental masons, the community
Requirements		Responsibility
7	Public Access to Council Records Council maintains a register of all burials. Burial records are available at no charge to the public during normal business hours. Full details regarding public access are contained in Council's <i>Cemeteries Management Code of Practice</i> .	Council officers
8	Burial Hours Burials, inurnments and exhumations shall take place during the hours contained in Council's Fees and Charges and Council's <i>Cemeteries Management Code of Practice</i> .	Council officers, funeral directors
9	Burials Burials shall be in accordance with the <i>Public Health Act 2010 (NSW)</i> .	Council officers, funeral directors
10	Permitted Activities The Code of Practice describes activities authorised to be carried out in Council managed cemeteries.	
11	Excluded Activities The Code of Practice describes activities excluded in Council managed cemeteries.	
12	Exhumation Exhumations will only take place after written approval is obtained from the Director-General.	Council officers, Director-General, funeral directors
13	Adornments and Embellishments	

Requirements		Responsibility
	Guidelines for the placement of vases, statuettes, flowers and other embellishments on or near burial places are contained in Council's <i>Cemeteries Management Code of Practice</i> . No breakable items such as glass or ceramics are to be used.	Council officers
14	Staff Authorised and trained Council staff will ensure that policies and procedures within their responsibility are implemented.	Council officers
15	Concerns Regarding Cemeteries Management Public concerns communicated to Council in relation to this Policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
16	Consultation Public submissions regarding this Policy are considered during the policy exhibition period. Any other consultation deemed necessary may occur with key stakeholders and the community as required.	Council officers, key stakeholders, the community
17	Permit to Operate in Council Cemeteries Funeral directors and monumental masons are required to have a permit to operate in Council's cemeteries. Permit conditions are contained in Council's <i>Cemeteries Management Code of Practice</i> .	Council officers, funeral directors, monumental masons

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2020.*

This Policy may also be reviewed and updated as legislation requires; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages its cemeteries.

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

Performance indicator	Data source(s)
Concerns or complaints from the public	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit

Governance

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

Related legislation and policies

Name	Link
<i>Cemeteries and Crematoria NSW Interment rights</i>	Cemeteries & Crematoria NSW Interment Rights
<i>Public Health Act 2010 (NSW)</i>	Public Health Act 2010
<i>Public Health Regulation 2012</i>	Public Health Regulation 2012
<i>Crown Lands Act 1989</i>	Crown Lands Act 1989
<i>Crown Lands (General Reserves) By-law 2006</i>	Crown Lands (General Reserves) By-Law 2006
<i>Work Health and Safety Act and Regulation 2011</i>	Work Health and Safety Act and Regulation 2011
<i>Work Health and Safety Regulation 2017</i>	Work Health and Safety Regulation 2017 - NSW Legislation
<i>Eurobodalla Local Environmental Plan 2012</i>	Eurobodalla Local Environmental Plan 2012
<i>Eurobodalla Heritage Strategy 2017-2021</i>	Eurobodalla Heritage Strategy 2017-2021
<i>Cemeteries and Crematoria Act NSW 2013</i>	Cemeteries and Crematoria Act 2013
<i>Civil Liability Act 2002</i>	Civil Liability Act 2002
<i>Eurobodalla Shire Council Risk Management Policy</i>	ESC Risk Management Policy

Related external references

Name	Link
<i>Office of Local Government</i>	http://www.olg.nsw.gov.au/
<i>Office of Environment & Heritage</i>	http://www.environment.nsw.gov.au/nswcultureheritage/
<i>The Burra Charter 2013</i>	The Burra Charter 2013
<i>NSW Health "Disposal of the Deceased" Guidelines</i>	Health NSW "Disposal of the Deceased" - Guidelines

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	19 Oct 2011	Council	11/259	E09.3418	Policy Reviewed (Report O11/213)

2	27 Aug 2013	Council	13/246	E13.7095	Updated format, review date, references, links. (Report O13/131)
3	25 Jul 207	Council	17/237	E16.0297 E06.0375	Reviewed & updated at new Council term. Report GMR17/024
4	DD MMM YYY	Council	TBA	TBA	Reviewed & updated at new Council term. Report GMR17/024

Internal use

Responsible officer		Director, Infrastructure Services		Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Feb 2022	Pages	6

Policy title	Children's Services
Responsible manager(s)	Divisional Manager Community and Participation Development
Contact officer(s)	Divisional Manager Community and Participation Development
Directorate	Community, Arts and Recreation Services
Approval date	
Outcome area	2. Celebrated creativity, culture and learning
Strategy	2.2 Improve local access to higher education and lifelong learning opportunities, facilities and services
Delivery program	2.2.1 Develop and provide early education services and programs
Operational plan	2.2.1.1 Provide support services for children and families

Purpose

This policy is designed to ensure that Council continues to meet the needs of children, families and their educators via effective service provision in the Eurobodalla Shire.

The policy aims to:

- Promote an integrated framework for dealing with Children's Services.
- Ensure consistency and fairness in the manner in which the Council deals with children families, educators and staff.
- Ensure compliance with legislative requirements under the *Children (Education and Care Services National Law Application) Act 2010*.
- Promote awareness of the requirements of the Act with respect to *The Education and Care Services National Regulations*.
- Take such steps as are appropriate to ensure education and care provided to children is safe and appropriate to the needs of children and their families.
- Make the council's policies and requirements for Children's Services readily accessible and understandable to the public.

Policy statement

1	Application This policy applies to Council's Children's Services including Family Day Care and After School and Vacation Care Services, and other externally funded children and family projects.
2	Legislation Eurobodalla Shire Council will comply with the <i>Children (Education and Care Services National Law Application) Act 2010</i> and <i>The Education and Care Services National Regulations</i> . https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-104 https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653
3	Standards Eurobodalla Shire Council Children's Services will be assessed and rated against the National Quality Standards For Education And Care Services that consist of 7 quality areas, 18 standards and 58 elements. The 7 quality areas are: <ol style="list-style-type: none"> 1. Educational program and practice 2. Children's health and safety

	3. Physical environment 4. Staffing arrangements 5. Relationships with children 6. Collaborative partnerships with families and communities 7. Leadership and service management.
4	<p>Eurobodalla Shire Council's Policy Framework acknowledges that:</p> <ul style="list-style-type: none"> • Children's best interests are the primary consideration in the provision of services; • Children have the right to care and education for individual development and participation in society; • High quality children's services and education is an investment which develops and enhances the social, spiritual and economic wellbeing of the entire community; • Community participation in decisions about services for families and children is essential for the development of responsive services that meet local needs. • Eurobodalla Shire Council is committed to ensuring the availability of a range of responsive and quality children's services to the community by provision of land, buildings and office space, employment of staff, application of government funds, the provision of financial advice and participating in the management of individual services.
5	<p>Code of Practice</p> <p>Details of the acceptance and management of Children's Services against <i>The Education and Care Services National Regulations</i> are provided in the Children's Services Policies and Procedures and Guidelines, which outlines all aspects of service delivery and reporting, in line with The Education and Care Services National Regulations and Federal Department of Education, skills and employment funding agreement.</p>
6	<p>Complaints</p> <p>Complaints received regarding the provision of Children's Services will be entered into Council's Privacy Management System and will remain Confidential, in accordance with Council's Privacy Management Plan and funding requirements. Complaints will be dealt with in accordance with Council's Complaint Policy and <i>The Education and Care Services National Regulations</i>.</p>

Implementation

Requirements		Responsibility
1	<p>Code of Practice</p> <p>This policy will be implemented by following Council's Children's Services Policies and Procedures and Guidelines, which specifies in detail the plan, procedures and matters to be considered.</p>	Council officers
2	<p>Staff</p> <p>Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Children's Services staff Family Day Care educators
3	<p>Concerns</p> <p>Concerns received by Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine follow up actions and analyse the history of concerns.</p>	Council officers
4	<p>Consultation</p>	As relevant

	Consultation regarding this policy may occur as relevant and may involve other agencies, relevant legislation, and public comment.	
--	--	--

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages children's services.

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

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

Performance indicator	Data source(s)
Complaints	Council Records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit
Assessment and Rating against National Quality Standards For Education And Care Services	Children's Services records

Governance

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

Related legislation and policies

Name	Link
Code of Practice	https://www.esc.nsw.gov.au/_data/assets/pdf_file/0006/145959/Code-of-Conduct-Policy.pdf
Local Government Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
Children (Education and Care Services National Law Application) Act 2010	https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-104
The Education and Care Services National Regulations.	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653

Related external references

Name	Link
Division of Local Government	www.olg.nsw.gov.au
Department of Education	https://education.nsw.gov.au/early-childhood-education www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care
Australian Children's Education and Care Quality Authority	http://acecqa.gov.au

Change history

Version	Approval date	Approved by	Minute No	File No	Change
1	24 Nov 2009	Council	09/369	E96.0152 E09.3418	Policy reviewed and adopted – report G09/145
2	23 Jul 2013	Council	13/172	E96.0152 E13.7095	Updated to new Policy Template, updated review date, updated references and links – report O13/112
3	13 Jun 2017	Council	17/181	E96.0152 E16.0297	Reviewed and readopted in new Council term.
4	DD MMM YYYY	Council	TBA	TBA	Reviewed & updated at new Council term. Report

Internal use

Responsible officer		Director, Community Arts & Recreation			Approved by	Council
Min no	TBA	Report no	TBA	Effective date	TBA	
File No	TBA	Review date	Feb 2022	Pages	4	

Policy title	Clean Air Policy
Responsible manager(s)	Divisional Manager, Environmental Services
Contact officer(s)	Public Environmental Health and Compliance Coordinator
Directorate	Planning and Sustainability Services
Approval date	
Outcome area	3. Protected and valued natural environment
Strategy	3.4 Develop community awareness of environmental opportunities, issues and impacts
Delivery Program link	3.4.1 Monitor and manage public and environmental health
Operational Plan link	3.4.1.1 Monitor, inspect and respond to public and environmental health matters

Purpose

Burning wood and rubbish in open fires and incinerators can cause smoke, which is a major cause of air pollution. It can harm the environment and human health.

Open burning is regulated in NSW by the *Protection of the Environment Operations (Clean Air) Regulation 2021* ('the Regulation'). The intention of the Regulation is to manage the air pollution issues associated with burning to protect local and regional air quality, local amenity, and public health.

Eurobodalla Shire Council is a local government area (LGA) listed in Part 2 and Part 3, Schedule 1 of the Regulation in which burning of vegetation and other waste is prohibited, except with approval. The Regulation dictates the LGAs in which the control of burning provisions apply.

Eurobodalla Shire Council's policy was developed to provide clear direction, where approval to burn dead and dry vegetation can be automatically given following a self-assessment which meets certain conditions. Where not all conditions can be met, or the NSW Rural Fire Service (RFS) requires that the landholder obtains approval from Council, formal approval can be applied for.

Policy aims

- Protect the environment, health and amenity of residents and visitors in the Eurobodalla Shire Council area.
- Make Council's policy and requirements for burning readily accessible and understandable to the public.
- Assist decision-makers to exercise discretionary powers in relation to the burning of vegetation and waste.
- Ensure transparency, consistency, and fairness in the way Council deals with the burning of vegetation and waste.
- Ensure compliance with legislative requirements under the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Clean Air) Regulation 2021*.
- Promote awareness of the requirements of the Act with respect to the burning of vegetation and waste.

Policy details

1	<p>Application</p> <p>This policy applies to all burning of vegetation or other waste in the Eurobodalla LGA where Eurobodalla Shire Council is the Appropriate Regulatory Authority (ARA).</p>
2	<p>Legislation</p> <p>This policy ensures Eurobodalla Shire Council's compliance with the <i>Protection of the Environment Operations (Clean Air) Regulation 2021</i>.</p> <p>This policy does not apply to hazard reduction burning activities carried out in accordance with the <i>Rural Fires Act 1997</i>.</p>
3	<p>Procedure</p>
3.1	<p>Restrictions</p> <ul style="list-style-type: none"> a) Any person residing within the Eurobodalla LGA to which a domestic waste management service is available, is prohibited from burning domestic waste on those premises. b) During the bushfire fire danger period (generally 1 September – 31 March of each year or until the commencement of a declared early bushfire season), fires are not allowed unless a permit has been obtained from the NSW RFS.
3.2	<p>Approvals</p> <ul style="list-style-type: none"> a) Following completion of a self-assessment (Appendix 1), and having met all the requirements, an applicant can proceed to burn dead and dry vegetation subject to the conditions listed in 3.2.1 b) Where all the requirements cannot be met, an applicant can lodge a formal application with Council for a merit-based assessment. Application fees apply and are listed in Council's fees and charges.
3.2.1	<p>Conditions</p> <ul style="list-style-type: none"> a) Every attempt shall be made to recycle or reuse vegetation prior to burning. Recycling techniques include but are not limited to: mulching; composting; milling, and use as fuel for heating purposes. Only the residue from recycling and reuse shall be burnt. b) Permits shall be obtained from the appropriate fire service during the bushfire danger period each year. Conditions attached to any such permit shall be complied with. c) Burning shall be in accordance with the NSW RFS document 'Standards for Pile Burning'. d) Permission from the owner of the property shall be obtained prior to burning. e) Vegetation shall only be burnt on the premises on which it grew.

3.2.2	<p>f) Burning shall only take place during dry weather conditions, considering the potential for smoke impacting on any person due to wind direction and other climatic conditions.</p> <p>g) Adjoining neighbours and people likely to be affected by smoke are to be notified at least 24 hours before the fire is lit.</p> <p>h) The Moruya RFS is to be notified at least 24 hours prior to the burn on 02 4474 2855.</p> <p>i) Burning must not take place less than 75 metres from a habitable building on neighbouring land.</p> <p>j) Maximum burn pile size is to be 2m wide by 2m long by 1.5m high.</p> <p>k) Burning shall not take place as the result of an activity requiring development consent unless prior consent has been obtained.</p> <p>l) Burning must always be carried out by such practicable means as is necessary to prevent or minimise air pollution.</p> <p>m) A responsible supervising adult over the age of eighteen years must be always on site with enough water to extinguish the fire, if required, for the time the fire is active.</p> <p>Prohibited articles not to be burnt:</p> <ul style="list-style-type: none"> • plastics, rubber, chemicals, and pesticide containers • tyres, plastic-coated wire, paint/solvent containers, and residues • timber treated with copper chromium arsenate (CCA) or pentachlorophenol (PCP) or painted timber • grass clippings and leaves are not considered suitable due to the excessive smoke, and alternative methods of disposal should be sought.
-------	---

Implementation

Requirements	Responsibility
<p>1 Applications</p> <p>Applications to burn will be processed by the Public Environmental Health and Compliance Unit</p>	<p>Environmental Health Officers</p>
<p>2 Enforcement</p> <p>Rangers will enforce the policy and determine follow-up actions.</p>	<p>Rangers</p>
<p>3 Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	<p>Council officers</p>
<p>4 Concerns</p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance</p>	<p>Council officers</p>

	with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	
5	Consultation Any consultation deemed necessary will occur as required with key stakeholders. These may include (but are not limited to): the community; other agencies, statutory and industry bodies. Consultation has been carried out with the RFS, and submissions have been received. Submissions have also been invited and received from members of the public who previously provided feedback on the policy. Public submissions regarding this policy are invited for consideration during the exhibition period.	NSW Rural Fire Service As relevant

Review

This policy will be reviewed every four years. It may also be reviewed and updated, as necessary if:

- legislation requires it
or
- when Council's related policies, functions, structure, or activities change
or
- when technological advances or new systems change the way that Council manages the burning of vegetation and other waste.

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

Note: The next general local government election is expected to be held in 2024

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

Performance indicator	Data source(s)
Applications to burn received/approvals given	Council records
Delivery program/operational plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

Definitions

Word/acronym/phrase	Definition
ARA	Appropriate Regulatory Authority
LGA	Local Government Area
RFS	New South Wales Rural Fire Service

Governance

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

Related legislation and policies

Name	Link
Local Government Act 1993	https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030
Protection of the Environment Operations (Clean Air) Regulation 2021	https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0485

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
NSW Rural Fire Service	www.rfs.nsw.gov.au/

Supporting documents

Name	Link
NSW RFS 'Standards for Pile Burning'	www.rfs.nsw.gov.au/ data/assets/pdf file/0012/13323/Standards-for-Pile-Burning.pdf

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Feb 2011	Council	11/39	E91.2508	Policy commenced
2	23 Jul 2013	Council	13/173	E13.7095 E06.0381	Reviewed and updated (start of new Council term)
3	28 Mar 2017	Council	17/64	E16.0297 E06.0381	Reviewed and updated (start of new Council term)
4	TBA	Council	TBA	TBA	

Internal use

Responsible officer		Divisional Manager, Environmental Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	TBA	Review date	Feb 2022	Pages	8

Appendix 1: Self-assessment checklist

	Item	Yes	No
1	Fire is located where it is not a threat to any buildings or property, and at least 75 metres away from a habitable building on any adjacent properties.		
2	Permission from the owner of the property has been obtained.		
3	The RFS and adjacent property neighbours have been given at least 24 hours' notice.		
4	During the bushfire danger period, a fire permit has been obtained from the NSW RFS.		
5	All attempts must be made to prevent or minimise air pollution when burning, so burning will not impact on another person's health or amenity.		
6	Burning is to be carried out during dry weather conditions, considering the potential for smoke impacting on any person due to wind direction and other climatic conditions.		
7	Only dead and dry vegetation that has been grown on the premises is to be burned.		
8	Fire will not cause a smoke hazard for traffic.		
9	Material to be burnt is not subject to a condition of a development consent that prohibits burning.		
10	Fire must be under direct supervision at all times, and a method of extinguishment is immediately available.		
11	Activities are being carried out in accordance with the NSW RFS document ' <i>Standards for Pile Burning</i> '.		
<p>Please note: If you have marked the 'no' column for any of these items, you do not have automatic approval to burn. Please contact Council on 02 4474 1310 for further information about applying for approval.</p>			

Appendix 2: Approvals for burning activities

Type of burning	Types of approval required	Where to obtain approval
Burning of vegetation and waste within 75 metres of a habitable building on neighbouring land	<ul style="list-style-type: none"> formal Council written approval (as per s3.2.b) and fire permit from NSW RFS or Fire and Rescue NSW during the declared bushfire danger period 	<ul style="list-style-type: none"> Council NSW RFS in a rural fire district Fire and Rescue NSW in a fire district
Burning of vegetation more than 75 metres from a habitable building on neighbouring land	<ul style="list-style-type: none"> completed self-assessment (Appendix 1) meeting all requirements fire permit from NSW RFS or Fire and Rescue NSW during the declared bushfire danger period 	<ul style="list-style-type: none"> NSW RFS in a rural fire district Fire and Rescue NSW in a fire district
Hazard reduction burn	Hazard reduction certificate	NSW RFS Moruya
Beach fires	Prohibited	Not applicable
Agricultural burning of material such as stubble, orchard pruning or diseased crops	Fire permit (only during declared bushfire danger period)	NSW RFS Moruya
Burning in an incinerator	Prohibited except where: <ul style="list-style-type: none"> licensed by NSW EPA no domestic waste collection service available dead and dry vegetation burnt in an incinerator is >75m from a habitable building on adjoining property 	NSW EPA for licensed premises
Burning of dry vegetation in a solid fuel heater within a building	No approval required	Not applicable
Burning of domestic waste	Prohibited except where domestic waste collection services are not available	Not applicable
Burning to demolish a building or other building materials	Prohibited	Not applicable
Burning of vegetation cleared as part of a subdivision or construction site	Prohibited except where a condition of development consent allows it	Council, for development consent conditions
Burning of: tyres, coated wire, paint containers and residue, solvent containers and residue, treated timber with copper chromium	Prohibited (as per s3.2.2)	Not applicable

Type of burning	Types of approval required	Where to obtain approval
arsenate (CCA) or pentachlorophenol (PCP)		
LPG BBQ or campfire for cooking on private land, including wood-fired BBQs/pizza ovens/braziers etc,	No approval required (★see note regarding total fire bans and no burn days)	Not applicable
Burning to clear native vegetation	Approval under the <i>Biodiversity Conservation Act 2016</i> and/or <i>Local Land Services Act 2013</i> , if required	NSW EPA/NSW Local Land Services
<p>★ During a total fire ban you cannot light, maintain, or use a fire in the open, or carry out any activity in the open that causes, or is likely to cause, a fire.</p> <p>★ Outside of the bushfire season the NSW EPA may prohibit the burning of fires in the open or in incinerators by issuing a 'no-burn notice', if it is the opinion that, due to forecast weather conditions, burning is likely to contribute to the build-up of air pollution.</p>		

DRAFT

Policy title	Signs as Remote Supervision
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Divisional Manager, Works
Directorate	Infrastructure Services
Approval date	22 February 2022
Outcome area	9. Innovative and Proactive Leadership
Strategy	9.2 Ensure financial sustainability and support the organisation in achieving efficient ongoing operations
Delivery Program	9.2.3 Provide administrative, technical and trade services to support the organisation
Operational Plan	9.2.3.4 Provide risk and insurance services

Purpose

This Policy recognises the importance of using signs as remote supervision (SARS) to warn users of Council owned, operated or controlled land within the Eurobodalla Shire Council Local Government Area (LGA) of the risk and nature of identified hazards in the area.

Eurobodalla's LGA encompasses an area of 342,900 hectares along a 110 kilometre coastal strip between South Durras and Wallaga Lake, including 47 pristine beaches.

Users of Council owned, operated or controlled land are exposed to varying degrees of risk associated with the hazards which exist on the land - both natural hazards and hazards related to developed facilities.

As it is not always possible to fully eliminate the risk from these hazards, it is desirable to provide a warning to land users about the risk and nature of identified hazards. Signs can be an effective way to provide this risk warning.

Using signs as remote supervision also helps Council achieve the community objective in meeting the needs of the Eurobodalla community and its visitors.

Policy aims

- Promote an integrated risk management framework including use of signs as remote supervision;
- ensure consistency and fairness in the manner in which Council deals with signage;
- promote awareness and ensure compliance with legislative requirements under the *Local Government Act 1993* and the *Civil Liability Act 2002*;
- take such steps as are appropriate to ensure that signs are effective and meet current risk management best practice and Australian Standards; and
- make Council's policy and requirements for signs as remote supervision readily accessible and understandable to the public.

Policy details

1	Application This Policy applies to signs used for remote supervision on Council owned or controlled land and facilities in the Eurobodalla Local Government Area (LGA).
----------	---

2	<p>Legislation</p> <p>Eurobodalla Shire Council complies with the <i>Local Government Act 1993</i>, the <i>Civil Liability Act 2002</i> (CLA) and relevant Australian Standards.</p> <p>Council's duty of care is outlined in Part 5 Section 42 of the <i>Civil Liability Act 2002</i> - principles concerning resources and responsibilities of public or other authorities.</p> <p>Section 5M of the CLA states that a risk warning for a recreational activity can be given in writing, including by means of a sign.</p>
3	<p>Use of Signs for Remote Supervision (SARS)</p> <p>Areas of recreational risk exposure at Council owned or controlled facilities such as beaches, swimming pools, reserves, parks and public walkways, will be assessed with a view to mitigating the risk by using signs as remote supervision.</p> <p>Remote supervision signage will be used to advise or warn people of inherent dangers in the environment in which they are operating.</p> <p>Council's <i>Signs as Remote Supervision Code of Practice</i> includes procedures in relation to its signs used as remote supervision, based on current best practice.</p>
4	<p>Risk Management</p> <p>Council or Council appointed contractor will conduct a regular site risk audit for all Council owned or controlled beaches, pools, parks and reserves, skate parks and BMX facilities.</p> <p>The site risk audits will include inspection and assessment of defects and appropriateness of existing remote supervision signage, and make recommendations regarding any maintenance, installation or changes to signs.</p>
5	<p>Installation and Replacement</p> <p>Signs as Remote Supervision (SARS) shall be provided as resources permit, based on a priority rating as per Council's Code of Practice.</p> <p>SARS signs in existence currently not meeting the current best practice and/or Australian Standards shall be replaced as resources permit, in priority order, as per Council's Code of Practice.</p>

Implementation

Requirements		Responsibility
1	<p>Code of Practice</p> <p>This Policy will be implemented by following Council's <i>Signs as Remote Supervision Code of Practice</i>, which specifies in detail the procedures and rating formula for facilities.</p> <p>A rating formula will be used to assess all Council's facilities and allocate a Facility Visitation Rating (FVR) based on public usage.</p> <p><i>Facility Visitation Rating</i> = (Development x Population) + Frequency.</p> <p>The value of the FVR is an indication of the risk that Council is exposed to related to the activities that occur in each facility. This value will allow Council to decide on the most appropriate sign which in turn will act as the most suitable form of remote supervision.</p>	Council officers

	Once the FVR has been determined and the hazards for each facility identified, appropriate SARS signs will be installed as warranted.	
2	Staff Under supervision, and once appropriate training has been received, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area.	Council officers
3	Concerns Public concerns communicated to Council in relation to this Policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
4	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Staff, other Councils, regional risk groups, and Council's regional risk manager have been consulted in the development of this Policy, along with current Best Practice documentation and Australian Standards. Proposed substantive changes to this policy will be placed on public exhibition, with public submissions regarding this Policy are invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages signs as remote supervision.

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

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

Performance indicator	Data source(s)
Complaints	Council records
Customer Feedback Survey Responses	Surveys
Risk Audit Site Inspections	Inspections
Internal or external audit	Audit
Number of incidents at facilities	Council records
Number of liability claims	Council records

Governance

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

Related legislation and policies

Name	Link
Signs As Remote Supervision Code of Practice	www.esc.nsw.gov.au/inside-council/council/council-policies/policies
Risk Management Policy	
Parks, Playgrounds & Reserves Risk Management Policy	
Gathering Information for Risk Management Policy	
Local Government Act 1993	www.legislation.nsw.gov.au/#/view/act/1993/30
Civil Liability Act 2002	www.legislation.nsw.gov.au/#/view/act/2002/22

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
Australian Standard AS/NZS ISO 31000:2009	www.standards.org.au
Signs As Remote Supervision Best Practice Manual (Statewide Mutual)	www.statewide.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 09	Council	09/291	E09.3418 E06.0375	Policy adopted. G09/99.
2	27 Aug 2013	Council	13/246	E13.7095 E06.0375	Reviewed and retained at start of new Council term. Updated template, review date, links and references. Report O13/131.
3	28 Feb 2017	Council	17/31	E16.0297 E06.0375	Reviewed and retained at start of new Council term. No substantive changes. GMR17/006.
4	20 Feb 2018	-	-	E06.0375	Updated references. No substantive change.
5	TBA	TBA	TBA	S020 - T00020	Reviewed at start of new Council term. No substantive changes.

Internal use

Responsible officer		Director, Infrastructure Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	S020- T00020	Review date	February 2022	Pages	4