

Policies for adoption

- Asset Management
- Cemeteries Management
- Collection Domestic Waste Bins
- Disability Services
- Local And Regional Roads Risk Management
- National Clean Up Day Campaign
- Pathways Risk Management
- Waste Minimisation
- Water Carting
- Water Restrictions
- Water Supply Backflow Prevention And Cross Connection Control
- Youth Services

Policy title	Asset Management
Responsible manager(s)	Manager, Technical Services
Contact officer(s)	Asset Engineer
Directorate	Infrastructure Services
Approval date	
Focus area	Innovative and Proactive Leadership
Delivery Program link	9.1.1 Undertake sound, best practice long term community and corporate planning
Operational Plan link	9.1.1.4 Update asset management strategy

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; and
- 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	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, Eurobodalla is committed to sustainable management of

	<p>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 2015)</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 develop 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 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 service request (CSR) system and handled in accordance with Council's Policy. The CSR 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

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 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 Policy.

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Civil Liability Act 2002	www.austlii.edu.au/au/legis/nsw/consol_act/cla2002161/

Local Government Amendment (Planning and Reporting) Act 2009	<u>Local Government Amendment (Planning and Reporting) Act 2009</u>
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Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
NSW Integrated Planning Reforms	http://www.planning.nsw.gov.au/a-new-planning-system-for-nsw
International Infrastructure Management Manual 2015	www.ipwea.org.au/bookshop/iimm/

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	07/12/2006	Council	06	E06.0380	Policy commenced
2	23/04/ 2013	Council	13/10 8	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2017	Council	TBA	E16.0297 E06.0375	Reviewed and updated (start of new Council term)

Internal use

Responsible officer	Director Infrastructure Services			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Sep 2020	Pages	4

Policy name	Cemeteries Management
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Divisional Manager Works
Directorate	Infrastructure Services
Approval date	
Community Strategic Plan Objective	Liveable Communities
Delivery Program	L5.2 Manage and maintain a safe sustainable and accessible
Operational Plan	L5.2.1 Undertake maintenance program

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 the Public Health Regulation 2012 (Extract ss49-93).

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
5	Cemetery Licence and Permit fees Licence and permit fees are applied according to Council's current Fees and Charges.	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> .	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 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.	Council officers

	These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	
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 Management Code of Practice</i>	Link to be provided.
<i>Local Government Act 1993</i>	Local Government Act 1993 No 30 NSW Legislation
<i>Public Health Act 2010 (NSW)</i>	Public Health Act 2010
Public Health Regulation 2012 (Extract ss49-93).	http://www.austlii.edu.au/au/legis/nsw/consol_reg/phr_2012217/

<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 (WHS) Act 2011 - NSW Legislation
<i>Eurobodalla Local Environmental Plan 2012</i>	Eurobodalla Local Environmental Plan 2012
<i>Eurobodalla Heritage Strategy 2014-2017</i>	Eurobodalla Heritage Strategy 2014-2017
<i>NSW Cemeteries and Crematoria Act 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
Office of Local Government	http://www.olg.nsw.gov.au/
Office of Environment & Heritage	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	dd mmm 2017	Council	TBA	E16.0297 E06.0375	Reviewed and updated (start of new Council term).

Internal use

Responsible officer		Director, Infrastructure Services		Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Sep 2020	Pages	5

Policy title	Collection Domestic Waste Bins
Responsible manager(s)	Divisional Manager Waste Services
Contact officer(s)	Waste Minimisation Officer
Directorate	Planning & Sustainability
Approval date	
Focus area	Sustainable Communities
Delivery Program link	We use and manage our resources wisely
Operational Plan link	Operate and Maintain Council's waste management and collection service

Purpose

This policy defines the size of waste bins allocated by Council for domestic waste collection services. In October 2005, following an extensive media campaign, a new waste collection service was introduced to include recycling and garden organics waste collection and limiting domestic waste collection to 80 litre bins.

Eurobodalla Shire Council's policy was developed to restrict the amount of residual waste and encourage recycling within the community.

Policy aims

- Ensure consistency and fairness in the manner in which the Council deals with domestic waste bin services.
- Ensure compliance with legislative requirements under the Waste Avoidance and Resource Recovery Act 2001.
- Promote awareness of the requirements with respect to domestic waste bin services.
- Make the Council's policies for domestic waste bin services readily accessible and understandable to the public.

1	Application This policy applies to domestic waste bins in the Eurobodalla Local Government area.
2	Legislation Eurobodalla Shire Council will comply with Waste Avoidance and Resource Recovery Act 2001 and NSW Waste Avoidance and Resource Recovery Strategy 2014-21 (WARR) http://www.epa.nsw.gov.au/wastestrategy/warr.htm
3	Bins All new customers requesting and being eligible for a domestic waste service are to be issued with a residual waste bin (80 litre with red lid), recycling bin (240 litre with yellow lid) and garden organics (240 litre with lime-green lid).
4	Service

	Council will provide one domestic service to each residence within the collection area and to commercial premises with a residence on same parcel of land.
5	Collection Dates Garbage, recycling and organics bin collection dates are outlined in Council's publication "Household Waste & Recycling Guide". The guide is distributed annually and provides the community with a concise, easy to use information booklet.

Implementation

Requirements		Responsibility
1	Contract The collection of domestic waste is carried out under contract.	Contractor
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.	Council officers

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 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 the collection of domestic waste bins.

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

Definitions

Word/ Acronym/ Phrase	Definition
WARR	Waste avoidance and resource recovery

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N

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	22 Sep 2009	Council	09/29 1	E09.3418	Policy adopted – report G09/99
2	23 Jul 2013	Council	13/17 2	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2017	Council	TBA	E16.0297 See list	Reviewed and updated (start of new Council term)

Internal use

Responsible officer	Director Planning and Sustainability			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	See list E16.0297	Review date	Sep 2020	Pages	3

POLICY

Policy name	Disability Services
Responsible manager(s)	Director Community, Arts and Recreation
Contact officer(s)	Manager Community Care
Directorate	Community, Arts and Recreation
Approval date	

Purpose

This policy is designed to outline the relationships and parameters of Disability service delivery by Eurobodalla Shire Council and key areas of responsibility under legislation, Terms of Business and funding agreements.

Policy statement

1	Application This policy applies to Council's Community Care programs and services.
2	Legislation Eurobodalla Shire Council is required to provide services in accordance with the principles of the <i>Disability Inclusion Act 2014</i> , the NSW Disability Services Standards and the National Disability Standards. Eurobodalla Shire Council is committed to implementing the National Disability Strategy when delivering State and Federally funded disability services. The National Strategy promotes the principles of the United Nations Convention on the Rights of Persons with Disabilities.
3	Council is responsible for delivering Disability Services consistently, in line with the NSW Disability Standards and program contracts and guidelines, as prescribed by NSW's Ageing Disability and Homecare, Department of Family and Community Services (ADHC) and the National Disability Insurance Agency (NDIA) Terms of Business.
4	Code of Practice Details of the acceptance and management of clients with a disability against the NSW Disability Service Standards and the NDIA Terms of Business are provided in the Community Care Program Policies and Service Operation Manuals.
5	Complaints Complaints received regarding the provision of Community Care disability 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 Complaint's Policy

Implementation

Implementation steps		Responsibility
1	Code of Practice Council's Community Care Policies and Service Operation Manuals specify in detail how services will be managed, in line with Council, funding agreements, National Disability Insurance Agency (NDIS) Terms of Business, the NSW Disability Service Standards and the National Disability Strategy.	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 Concerns received regarding this policy will be recorded on Council's Customer Service Request (CSR) or records system and handled in accordance with Council's Customer Service Request Policy. They will be used to analyse the history of concerns and requests and to help determine follow up actions.	Council Officers
4	Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with Council's Complaints Policy.	Public Officer
5	Consultation Public submissions regarding this policy will be considered during the policy exhibition period. Any other consultation deemed necessary may occur when and if required, with key stakeholders.	As required

Review

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

This policy may also be reviewed and updated as necessary when the *Model Code of Conduct for Local Councils in NSW* is reviewed, updated and/ or republished by the OLG; or when council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Disability Services.

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

Performance indicator	Data source(s)
Third Party Verification against the NSW Disability Service Standards	Community Care records
Complaints	Council Records
NDIA Revenue	Council Finance 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
Disability Inclusion Act 2014	http://www5.austlii.edu.au/au/legis/nsw/consol_act/dia2014228/
NSW Disability Service Standards	https://www.adhc.nsw.gov.au/sp/quality/standards_in_action
National Disability Strategy	www.fahcsia.gov.au/our-responsibilities/disability-and-carers/program-services/government-international/national-disability-strategy#1
NDIA Terms of Business	https://ndis.gov.au/providers/registering-provider/terms-business

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	E09.3418	Policy reviewed and adopted – report G09/145
2	23 Jul 2013	Council	13/172	E13.7095	Updated to new Policy Template, updated review date, updated references and links – report O13/112
3	TBA				Updated review date, links, standards, government funding agencies

Internal use

Responsible manager	Director Community, Arts and Recreation			Approved by	Council
Min no:	13/172	Report no:	O13/112	Effective date:	23 July 2013
File No:	E13.7095	Review date:	TBA	Pages:	3

POLICY

Policy title	Local and Regional Roads Risk Management
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Divisional Manager, Works
Directorate	Infrastructure Services
Approval date	
Focus area	<i>Productive Communities</i> Objective 5.1: Plan for and develop the right assets and infrastructure
Delivery Program link	<i>Transport</i> P3.2 Develop, renew and maintain the road network
Operational Plan link	<i>Transport</i> P3.2.1 Deliver capital and renewal works program

Purpose

The purpose of this Policy is to provide a framework for the risk management of Council's road network in order to demonstrate an appropriate duty of care to road users and to reduce the exposure to potential public liability claims relating to the condition of roads.

Eurobodalla Shire Council, as a roads authority under the *Roads Act 1993*, must take reasonable steps to protect the public from any foreseeable dangers on its road network via construction, erection, installation, maintenance, inspection, repair, removal and/or replacement of roads and to take action as resources allow, to adequately address risks of which it is aware.

The *Civil Liability Act 2002 (the Act)* provides special nonfeasance protection for roads authorities such as Council. Section 45 of *the Act* stipulates that a roads authority is not liable for harm arising from a failure to act in respect of maintenance of its roads, unless at the time of the alleged failure the authority had actual knowledge of the particular risk which resulted in the harm. The importance of this defence is that a roads authority, such as Council, can in some circumstances avoid liability for injuries or damage related to the state of repair or maintenance of its roads.

Section 42 of *the Act* also makes allowance for Council's ability to carry out its duty of care as being limited by the financial and other resources which are reasonably available to exercise its functions. To rely on this defence, Council is required to show evidence of its compliance with the general procedures and applicable standards for the exercise of its functions, such as risk management of its road network.

Policy aims

This Policy aims to:

- ensure that the effective management of Council's road network utilises a systematic approach for inspection, prioritisation and response to risk;
- promote an integrated framework for dealing with Local and Regional Roads Risk Management and take reasonable steps to ensure that Council delivers its required duty of care;
- ensure consistency and compliance with legislative requirements in the manner in which Council deals with Local and Regional Roads Risk Management;
- promote awareness of legislative requirements with respect to acceptance by the community and the Court, of the shared duty of care for road users to take reasonable care for their own safety when using the road network;
- make Council's policies and requirements for Local and Regional Roads Risk Management readily accessible and understandable to the public;
- align with Council's Strategic objectives as identified in the current Delivery Program and/or Operational Plan.

Policy details

1	Application This Policy applies to all local and regional roads under the care and control of Eurobodalla Shire Council. This Policy does not address formed pathways (refer <i>Pathways Risk Management Policy</i>).
2	Legislation Eurobodalla Shire Council will act reasonably in its endeavour to comply with relevant legislation including the <i>Roads Act 1993</i> and the <i>Civil Liability Act 2002</i> .
3	Duty of Care Council will act reasonably in its endeavour to minimise injury and damage occurring as a consequence of Council's responsibilities as a roads authority. This concept requires acceptance by the community and the Court, of the shared duty of care for road users to take reasonable care when using the road network.
4	Risk Identification and Management Council has developed and implemented a risk management system for local and regional roads that proactively identifies and manages the risks associated with its roads. To assist in achieving this outcome, Council has developed a system that: <ol style="list-style-type: none"> identifies types of hazards; evaluates the severity of the hazard; assigns a risk rating for prioritising; plans and executes the work efficiently and effectively within the resources available to Council. Details of this system are implemented under Council's Local and Regional Roads Risk Management Code of Practice. It is essential to note that the Local and Regional Roads Risk Management System does not intend to, nor is it reasonable to expect that it will, result in removal of all potential risks to road users from the road network. Rather, it provides a basis for identifying and managing risks within the limited resources available to the Council and a mechanism to prioritise and action those risks.

5	Outcomes The desired outcomes are to provide: <ul style="list-style-type: none"> a) an approach that facilitates safer local and regional roads; b) a proactive system, taking account of the limited financial and other resources reasonably available to Council, to better manage the risks inherent in services provided by Council as a roads authority; c) a reduced potential for public liability claims against Council and the community it represents.
6	Financial and Other Resources Funding for the maintenance and renewal of Council's local and regional roads is budgeted annually and details of this budget are contained within the Council's current Operational Plan. This Plan is advertised for public comment prior to being considered and adopted by Council as part of the Operational Plan. Major variations to the plan are recorded via the Quarterly Review and/or Annual Report. Council has limited resources and has arranged these resources to undertake the work efficiently, based on geographic constraints. Council utilises a sector maintenance approach to achieve this outcome for routine maintenance issues.

Implementation

Requirements		Responsibility
1	Code of Practice This Policy will be implemented by following Council's <i>Local and Regional Roads Risk Management</i> Code of Practice, which specifies in detail the matters for consideration and procedures to be followed.	Divisional Manager, Works
2	Implementation requirement Council will: <ul style="list-style-type: none"> • record local and regional road assets under Council's control; • identify defects through formal inspection of its local and regional road network; • rate the hazard associated with the identified defect; • prioritise the work based on the hazard rating, the efficiency of undertaking works and available budget; • keep appropriate records of actions taken; • manage customer inquiries relating to local and regional roads; • establish an annual budget for the maintenance and renewal of the local and regional road network. 	Divisional Manager, Works
3	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
4	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

5	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
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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 necessary if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages roads risk management.

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

Performance indicator	Data source(s)
Customer Concerns	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit
Number of public liability claims	Council records
Delivery Program/Operational Plan outcomes achieved	Council reporting

Governance

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

Related legislation and policies

Name	Link
Eurobodalla Shire Council <i>Local and Regional Roads Risk Management Code of Practice</i>	ESC Local & Regional Roads Risk Management Code of Practice
Eurobodalla Shire Council <i>Risk Management Policy</i>	ESC Risk Management Policy
Related Eurobodalla Shire Council Policy or Code of Practice	ESC Policies Register
<i>Local Government Act 1993</i>	Local Government Act 1993
<i>Civil Liability Act 2002</i>	Civil Liability Act 2002
<i>Roads Act 1993</i>	Roads Act 1993

Related external references

Name	Link
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Office of Local Government	www.olg.nsw.gov.au
Australian Standard AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines	SAI Global AS/NZS ISO 31000:2009
Roads and Maritime Services	www.rms.nsw.gov.au

Definitions

Word/Term	Definition
roads authority	A person or body that is, by or under the <i>Roads Act 1993</i> , declared to be a roads authority and, in relation to a particular public road, means the roads authority for that road.
road work	Any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transit way station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility.
carry out road work	Any activity in connection with the construction, erection, installation, maintenance, inspection, repair, removal or replacement of a road work.

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	27 May 2003	Council			Council adopted its first policy in this regard at its meeting of 27 May 2003
2	22 Sep 2009	Council	09/291	E09.3418	Reviewed, updated and adopted G09/99
3	27 Aug 2013	Council	13/246	E13.7095	Updated to new Policy Template, updated review date, updated references and links
4	dd mmm 2017		TBA	E16.0297 E06.0375	Reviewed and updated (start of new Council term)

Internal use

Responsible officer	Director, Infrastructure Services			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Sep 2020	Pages	5

Policy title	National Clean Up Day Campaign
Responsible manager(s)	Divisional Manager Waste Services
Contact officer(s)	Waste Minimisation Officer
Directorate	Planning and Sustainability Services
Approval date	
Focus area	Sustainable Communities
Delivery Program link	Provide community education on waste minimisation and recycling
Operational Plan link	Deliver community education on waste minimisation

Purpose

National Clean Up Day originated in 1989. The next year Clean Up Australia Day was born with almost 300,000 volunteers and has been steadily increasing ever since.

The problems of waste management and the need for waste and source reduction are common to communities the world over. There is much that can be done to increase awareness of the magnitude of these problems and to encourage individuals to be responsible for their personal behaviour which is why the Clean Up campaigns have proven to be one of the simplest yet most effective means of tackling these issues.

Clean Up Australia's vision is that beyond 2005, it will have inspired all Australians to clean up, fix up and conserve the environment, and will be valued and respected as the most influential Australian community driven environmental organisation.

Eurobodalla Shire Council's policy was developed to confirm Council's support of the campaign to promote the National Clean Up Day Campaign and to assist with waste disposal generated from the clean up operations.

Policy aims

- To promote National Clean Up Day.
- To facilitate and support community volunteers to undertake clean up activities
- To assist with waste disposal generated from the clean up operations

Policy details

1	Application This policy applies to National Clean Up Day activities in the Eurobodalla local government area.
2	Waste Disposal <ol style="list-style-type: none"> 1. Council supports the National Clean Up Day Campaign by offering appropriate assistance to environmental groups, service clubs or individuals requesting such assistance in the removal of rubbish within our Shire by in part designating appropriate rubbish receiving points and then removing rubbish from these points. 2. Volunteers participating in "Clean Up Australia Day" will be allowed to take the collected refuse to the waste management facility or transfer station for free.

3	Funding of Program <ol style="list-style-type: none"> 1. An appropriate amount be allocated in budgets or from accumulated funds to cover the cost of such assistance. 2. Tonnages of waste disposed for Clean Up Days be recorded and as a waived fee for data management purposes.
4	If there are no further National Clean Up Days, then Council organise clean up day(s) during the year.

Implementation

Requirements		Responsibility
1	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.	Waste Minimisation Officer
2	Concerns Concerns received regarding the National Clean Up Day Campaign will be recorded on Council's Customer Service Request (CSR) or records system and handled in accordance with Council's Customer Service Requests Policy. They will be used to analyse the history of concerns and to help determine follow up actions.	Council Officers
3	Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with Council's Complaints Policy.	Public Officer
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

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 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 National Clean Up Day Campaign.

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

Performance indicator	Data source(s)
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys

Definitions

Word/ Acronym/ Phrase	Definition

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
Clean Up Australia	www.cleanup.org.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/29 1	E09.3418	Policy commenced
2	27 Aug 2013	Council	13/24 6	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2017	Council	TBA	E16.0297 See list	Reviewed and updated (start of new Council term)

Internal use

Responsible officer	Director Planning and Sustainability Services			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	See list E16.0297	Review date	Sep 2020	Pages	3

POLICY

Policy title	Pathways and Shared Pathways Risk Management Policy
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Divisional Manager Works
Directorate	Infrastructure Services
Approval date	
Focus area	<i>Liveable Communities</i>
Delivery Program link	<i>Community Spaces</i> L5.3 Provide and develop Council's shared pathway and cycleway network
Operational Plan link	<i>Community Spaces</i> L5.3.1 Deliver capital and renewal works program

Purpose

This Policy provides for the management of risks associated with Council's formed pathway network.

Council has a duty of care to take reasonable measures within the limitations of its budget to manage the risks arising from defects on Council's formed footpath and shared pathway networks.

The *Civil Liability Act 2002 (the Act)* provides special nonfeasance protection for roads authorities such as Council. Section 45 of *the Act* stipulates that a roads authority is not liable for harm arising from a failure to act in respect of maintenance of its roads and road reserves, unless at the time of the alleged failure the roads authority had actual knowledge of the particular risk which resulted in the harm. The importance of this defence is that a roads authority, such as Council, can in some circumstances avoid liability for injuries or damage related to the state of repair or maintenance of its roads and road reserves.

Section 42 of *the Act* also makes allowance for Council's ability to carry out its duty of care as being limited by the financial and other resources which are reasonably available to exercise its functions. To rely on this defence, Council is required to show evidence of its compliance with the general procedures and applicable standards for the exercise of its functions, such as risk management of its pathway networks.

It is accepted that the removal of all risk is not practically achievable. The systems implemented by Council to provide the management of risks will be based on prioritising works within the limited budgets available to Council.

Policy aims

This Policy aims to:

- promote an integrated framework for dealing with pathways risk management;
- ensure consistency and fairness in the manner in which Council deals with pathways risk management;
- ensure compliance with legislative requirements under the *Local Government Act 1993*, *The Roads Act 1993* and the *Civil Liability Act 2002*;
- promote awareness of the requirements of the *Civil Liability Act 2002* with respect to acceptance by the community and the Court of the shared duty of care for pathway users to take reasonable care for their own safety when using these facilities;
- make Council's policies and requirements for pathways risk management readily accessible and understandable to the public.

Policy details

1	Application This Policy provides for the appropriate risk management of Council's formed pathway network.
2	Legislation Eurobodalla Shire Council will comply with the <i>Local Government Act 1993</i> , <i>Roads Act 1993</i> and <i>Civil Liability Act 2002</i> .
3	Duty of Care Council will act reasonably in its endeavour to minimise injury and damage occurring as a consequence of Council's responsibilities. This concept requires acceptance by the community and the Court, of the shared duty of care for pedestrians, cyclists and other pathway users to take reasonable care when using the pathways network.
4	Risk Management System In relation to Council's formed pathway network, Council has developed appropriate systems to manage and maintain its network by: <ol style="list-style-type: none"> a) recording all formed pathway assets under Council's control; b) identifying defects through formal inspection of its pathway network; c) rating the hazard associated with the identified defect; d) prioritising the work based on the hazard rating and the efficiency of undertaking works; e) keeping appropriate records of actions taken; f) managing customer inquiries relating to formed pathways. <p>It is accepted that the removal of all risk is not practically achievable. The systems implemented by Council will be based on prioritising works within the limited budgets available to Council.</p> <p>All defects are entered into and prioritised by Council's maintenance system from which a maintenance schedule is produced. Works are prioritised based on the highest defect rating, taking account of the efficiency of undertaking the work and the available budget limitations.</p>

5 Outcomes	<p>The desired outcomes are to provide:</p> <ul style="list-style-type: none"> a) an approach that facilitates safer pathways; b) a proactive system, taking account of the limited financial and other resources reasonably available to Council, to better manage the risks inherent in services provided by Council as a roads authority; c) a reduced potential for public liability claims against Council and the community it represents.
6 Financial and Resources	<p>Funding for the maintenance and renewal of Council's formed pathway network is budgeted annually and details of this budget are contained within Council's Operational Plan. This Plan is advertised for public comment prior to being considered and adopted by Council.</p> <p>Council has limited resources and has arranged these resources to undertake the work efficiently, based on geographic constraints. Council utilises a sector maintenance approach to achieve this outcome for routine maintenance issues.</p> <p>Council has also developed a Pathway Strategy that identifies a significant amount of new pathways as being desirable to provide to the community. These new pathways will be provided on a priority basis within the limited capital funding program as determined by Council within the annual Operational Plan.</p>

Implementation

Requirements		Responsibility
2 Implementation requirement	<p>Council will:</p> <ul style="list-style-type: none"> • record all formed pathway assets under Council's control; • identify defects through formal inspection of its pathway network; • rate the hazard associated with the identified defect; • prioritise the work based on the hazard rating and the efficiency of undertaking works and available budget; • keep appropriate records of actions taken; • manage customer enquiries relating to formed pathways; • establish an annual budget for the maintenance and renewal of the pathway network. 	Divisional Manager Works
3 Staff	Under supervision, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area, after they have received relevant training and instruction on how to do so.	Council officers
4 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
5 Consultation		As applicable

	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.	
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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 necessary if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Pathways Risk Management.

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

Performance indicator	Data source(s)
Customer Concerns	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit
Number of incidents on pathways	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
Eurobodalla Shire Council <i>Risk Management Policy</i>	ESC Risk Management Policy
<i>Local Government Act 1993</i>	Local Government Act 1993
<i>Roads Act 1993</i>	Roads Act 1993
<i>Civil Liability Act 2002</i>	Civil Liability Act 2002

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au/
Statewide Mutual's <i>Best Practice Manual</i> – <i>Footpaths</i> (v4 sept 2010)	www.statewide.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Policy adopted
2	27 Aug 2013	Council	13/246	E13.7095	Updated to Template, review date, references and links. Report O13/131.
3	dd mmm 2017	Council	TBA	E16.0297 E06.0375	Reviewed and updated (start of new Council term). Renamed to include "and Shared Pathways".

Internal use

Responsible officer	Director, Infrastructure Services			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Sep 2020	Pages	5

Policy title	Waste Minimisation
Responsible manager(s)	Divisional Manager Waste Services
Contact officer(s)	Waste Minimisation Officer
Directorate	Planning and Sustainability Services
Approval date	TBC
Focus area	Sustainable Communities
Delivery Program link	We use and manage our resources wisely
Operational Plan link	Operate and Maintain Council's waste management and collection service

Purpose

Eurobodalla Shire Council's policy was developed to actively promote waste minimisation as opposed to disposal. Continue working with the community, regional groups and the NSW Environmental Protection Authority to ensure all opportunities for recycling and resource recovery are identified and implemented.

Policy aims to

- Assist decision-makers to exercise discretionary powers in relation to waste minimisation
- Promote an integrated framework for dealing with waste minimisation
- Ensure transparency, consistency and fairness in the manner in which Council deals with waste minimisation
- Ensure compliance with legislative requirements under the Waste Avoidance and Resource Recovery Act 2001
- Promote awareness of the requirements of the Act with respect to Waste Avoidance and Resource Recovery
- Make Council's policies and requirements for waste minimisation readily accessible and understandable to the public.
- Implement the key actions for waste management identified in the Eurobodalla Waste Strategy 2011-2018 and the South East Resource Recovery Group Regional Waste Stream Management strategy 2012-2032.

Policy details

1	Application This policy applies to solid waste received at the Shire's landfills and covers: <ol style="list-style-type: none"> 1. Waste to landfill reduction targets 2. Documentation of solid waste disposal and recycling Community education regarding solid waste minimisation
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with the <i>Waste Avoidance and Resource Recovery Act 2001</i> available at http://www.legislation.nsw.gov.au/maintop/view/inforce/act+58+2001+cd+0+N

3	Waste to landfill reduction targets Council aims to increase the recovery and use of secondary materials in the three major waste streams as per the NSW Waste Avoidance and Resource Recovery Strategy 2014-21 (WARR) states that by 2021-22, as follows <ul style="list-style-type: none"> • Municipal waste – from a baseline 52% (in 2010-11) to 70% • Commercial and industrial waste – from a baseline 57% (in 2012-11) to 70% • Construction and demolition waste – from a baseline 75% (in 2010-11) to 75% The details are available in the Waste Avoidance and Resource Recovery Strategy at http://www.epa.nsw.gov.au/wastestrategy/warr.htm
4	Documentation of solid waste disposal and recycling Documentation of solid waste disposal and recycling materials quantities and types is to be maintained to support and verify progress towards the waste reduction targets and allow reliable reporting of data within Council and to external stakeholders.
5	Community education regarding solid waste minimisation Community information resources are to be continued and maintained to educate the community regarding solid waste minimisation and Council's waste minimisation projects, targets and achievements

Implementation

Requirements		Responsibility
1	Eurobodalla Waste Strategy 2011-2018 Continue to implement the actions of the waste strategy as out lined in the Eurobodalla Waste Strategy 2011-2018 available at www.esc.nsw.gov.au/council-services/water-waste-recycling/waste/strategies And to implement the actions of the Regional Waste Stream Management Strategy 2012-2032 available at www.esc.nsw.gov.au/council-services/water-waste-recycling/waste/strategies	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
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
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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 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 waste minimisation.

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
Waste data provided to the annual report, landfill annual returns and the WARR report	Council reports and records

Definitions

Word/ Acronym/ Phrase	Definition
WARR	Waste avoidance and resource recovery

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Protection of the Environment Operations Act 1997	www.legislation.nsw.gov.au/#/view/act/1997/156

Related external references

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

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/291	E09.3418	Policy commenced
2	27 Aug 2013	Council	13/246	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2016	Council	TBA	E16.0297 See list	Reviewed and updated (start of new Council term)

Internal use

Responsible officer		Director Planning and Sustainability Services		Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	See list E16.0297	Review date	Sep 2020	Pages	4

Policy title	Water Carting
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Division Manager Water and Sewer
Directorate	Infrastructure Services
Approval date	
Focus area	Sustainable
Delivery Program link	S2.2 Operate and maintain Council's water supply systems
Operational Plan link	S2.2.1 Identify and implement innovative water conservation and sustainable water usage practices

Purpose

Section 68 of the *Local Government Act 1993* requires that a person may draw water from a Council water supply or a standpipe or sell water so drawn only with the prior approval of the Council, except in so far as a local policy adopted under Chapter 7, Part 3 of the Act allows the activity to be carried out without an approval.

Policy aims

- Protect the health of the community by managing the risk of contamination of Council's water supply and/or drinking water delivered to rural consumers.
- Promote an integrated framework for dealing with water carting applications within Eurobodalla Shire Council.
- Ensure consistency and fairness in the manner in which the Council deals with water carters.
- Ensure compliance with legislative requirements under the Local Government Act 1993.
- Promote awareness of the requirements of the Act with respect to the granting of approvals.
- Make the Council's policies and requirements for water carting readily accessible and understandable to the public.

Policy details

1	Application This policy applies to all persons drawing water from Council's water supply.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with the <i>Local Government Act 1993</i> , <i>Public Health Act 2010</i> and the <i>Food Act 2003</i> .
3	Exemptions The following persons may draw water from a water supply system or standpipe without the prior approval of the council: <ol style="list-style-type: none"> a) Council's Water and Sewer employees acting in the course of his or her employment. b) NSW Rural Fire Service and NSW Fire and Rescue personnel drawing water for the purposes of fire service activities.

Implementation

Requirements	Responsibility
<p>1 Code of Practice</p> <p>This policy will be implemented by following Council's <i>Water Carting Code of Practice</i> which specifies in detail the procedures to be followed for approving and managing access to Council's water supply by water carters.</p>	<p>Council officers</p>
<p>2 General Requirements</p> <p>a) Risk to Council's water supply: Water may only be drawn from:</p> <ul style="list-style-type: none"> • an authorised water filling station, or • the reticulation system using a removable standpipe, but only with the prior approval of the Director Infrastructure Services, Division Manager Water and Sewer or the Water and Sewer Operations Engineer. <p>b) Risk to consumers:</p> <ul style="list-style-type: none"> • Tanks used for carting drinking water should only be used for that purpose. • Tanks used for carting drinking water must not be used for transport of effluent (treated or otherwise), petroleum products, or other potentially hazardous materials that may be harmful to health. • Tanks may be used for carting water from non-potable sources eg; from dams or rivers, provided that the tank, hoses and fittings are cleaned and disinfected prior to filling with drinking water. • Tanks, hoses and fittings shall be made of, or lined with, a material that will not contaminate drinking water. • Hoses and fittings shall be stored in a dust proof container during transport or when not being used. • Tanks shall be cleaned and disinfected at least every three months and hoses and fittings shall be cleaned and disinfected at least every month, by following the procedures detailed in the <i>NSW Guidelines for Water Carters</i>. <p>c) Other requirements:</p> <ul style="list-style-type: none"> • Tanks shall have an aperture of such size to permit easy inspection and thorough cleaning of the interior. • Water carters shall keep a log book to record information on deliveries and cleaning. <p>Council officers shall inspect tanks approved for carting drinking water at least annually.</p>	<p>Council officers Water carters</p>
<p>3 Applications</p> <p>Applications for an approval to draw water from Council's water supply shall be in accordance with the procedure detailed in Council's <i>Water Carting Code of Practice</i>.</p>	<p>Council officers Water carters</p>

	Staff will follow the approvals process detailed in the <i>Water Carting Code of Practice</i> when determining whether to grant an approval or to refuse an application.	
4	Fees and Charges The following fees and charges are payable in accordance Council's <i>Water Carting Code of Practice</i> : <ul style="list-style-type: none"> a) Inspection fee b) Access Key Purchase (new/replacement) c) Bulk Water Sales 	Water carters
5	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
6	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

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 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 water carting.

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Public Health Act 2010	www.austlii.edu.au/au/legis/nsw/consol_act/pha2010126
Food Act 2003	http://www.austlii.edu.au/au/legis/nsw/consol_act/fa200357

Related external references

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

Supporting documents

Name	Link
NSW Health Guidelines for Water Carters	http://www.health.nsw.gov.au/publications/Publications/NSW-Guidelines-for-Water-Carters.pdf

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/291	E06.0113	Policy commenced
2	10 Sep 2013	Council	13/272	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2017	Council	TBA	E16.0297 E06.0113	Reviewed and updated (start of new Council term)

Internal use

Responsible officer	Director Infrastructure Services			Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0113 E16.0297	Review date	Sep 2020	Pages	4

Policy title	Water Restrictions
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Division Manger Water and Sewer
Directorate	Infrastructure Services
Approval date	
Focus area	Sustainable
Delivery Program link	S2.2 Operate and maintain Council's water supply systems
Operational Plan link	S2.2.1 Identify and implement innovative water conservation and sustainable water usage practices

Purpose

It is normal practice in NSW to design water supply systems so that water restrictions should not be applied in more than 10% of years or for more than 5% of the time. That is, water supply headworks should be sized so that water restrictions are only necessary on average once every ten years and when applied should not be needed on average for longer than six months.

This is in recognition of the fact that:

- It is neither practical, economic nor environmentally responsible to provide "restriction free" water supply systems; and
- A trade-off is necessary between the security of supply ie: the relative severity of restrictions, and the associated capital and operating costs.

Council's water supply system has been designed in accordance with these parameters, and therefore we will need to implement water restrictions to secure supply during drought periods. There may also be times when, due to operational faults, the available stored water or the available capacity of supply is so limited that restrictions are necessary in isolated catchments of the water supply system.

Clause 137 of the *Local Government (General) Regulation 2005* allows for restrictions to be imposed if Council deems it necessary.

Policy aims

- Take such steps as are necessary to ensure the continued supply of potable water to consumers.
- Promote an integrated framework for dealing with water restrictions.
- Ensure consistency and fairness in the manner in which the Council deals with potable water consumers.
- Ensure compliance with legislative requirements under the Local Government (General) Regulation 2005.
- Make the Council's policies and requirements for water restrictions readily accessible and understandable to the public.

Policy details

1	Application This policy applies to owners and occupiers of properties connected to Council's potable water supply systems.
2	Legislation This policy ensures is consistent with the requirement of the <i>Local Government Act 1993</i> and the <i>Local Government (General) Regulation 2005</i> .

Implementation

Requirements		Responsibility
1	Drought Management Plan In times of drought, this policy will be implemented by following the <i>Eurobodalla Water Supply Drought Management Plan</i> . The <i>Drought Management Plan</i> provides for various severities of water restrictions to be imposed on consumers based on water storage levels and consumer type. A summary of the water restrictions is attached to this policy as Attachment A. The General Manager or Director Infrastructure Services may vary the adopted trigger levels after taking into account seasonal water demand variations and the medium or long-term weather forecast.	Division Manager Water and Sewer
2	Operational Restrictions The General Manager or Director Infrastructure Services may authorise water restrictions in isolated catchments of the water supply system if, due to operational faults, the available stored water or the available capacity of supply is so limited that restrictions are necessary. Water restrictions introduced in those catchments shall be at a level considered necessary to achieve the required reduction in demand. As soon as practicable following water restrictions being applied due to operational issues, a report detailing the reasons for the water restrictions, the duration or intended duration of restrictions and the numbers of consumers affected shall be reported to the Council.	Division Manager Water and Sewer
3	Enforcement Council's rangers are delegated to issue penalties for non-compliance with water restrictions under section 637 of the <i>Local Government Act 1993</i>	Council rangers
4	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	Council officers

	used to determine any follow-up actions and analyse the history of reported public concerns.	
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

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 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 water restrictions.

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Local Government (General) Regulation 2005	www.austlii.edu.au/au/legis/nsw/consol_reg/lgr2005328/

Related external references

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

Supporting documents

Name	Link
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Eurobodalla Shire Council Drought Management Plan	www.esc.nsw.gov.au
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Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/29 1	E09.3418	Policy commenced
2	10 Sep 2013	Council	TBA	E13.7095	Reviewed and updated (start of new Council term)
3	dd mmm 2016	Council	TBA	E16.0297 E06.0113	Reviewed and updated (start of new Council term)

Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute #	TBA	Report #	TBA	Effective date	TBA
File	E06.0113 E16.0297	Review date	Sep 2020	Pages	4

Policy title	Water Supply Backflow Prevention And Cross Connection Control
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Division Manager Water and Sewer
Directorate	Infrastructure Services
Approval date	
Focus area	Sustainable
Delivery Program link	S2.1 Provide and renew water infrastructure
Operational Plan link	S2.1.1 Deliver capital and renewal works program

Purpose

Council is responsible for ensuring that drinking water supplied from Council's water supply system is safe to use. To achieve this, Council treats water to a standard that meets the *Australian Drinking Water Guidelines* and manages the water supply system to prevent the water from being contaminated in the distribution and reticulation network.

Containment Protection

There is a risk that activities at premises connected to Council's water supply system can contaminate the water at the premises, and unless there is a barrier preventing contaminated water from returning to Council's water supply system, there is a risk that those activities will contaminate the public water supply.

To ensure the protection of the public water supply, Council requires that all premises connected to Council's water supply system are provided with a backflow prevention device for containment at the property boundary.

Backflow prevention devices that are required for protection against medium or high hazards, as assessed by Council, must be registered with Council and must be tested regularly to ensure that they remain effective. Backflow prevention devices that are required for protection against low hazards, such as at residential premises, are not required to be testable nor registered with Council.

Cross-Connection Control

Many premises connected to Council's water supply system have an alternative water supply e.g. rainwater, that provides water to internal fixtures such as irrigation systems, washing machines and toilets.

There is a risk that non-potable water supplies cross-connected to Council's water supply system within premises will contaminate the public water supply. Where another water source is connected to Council's water supply system, the internal plumbing must meet the particular requirements of Australian Standard 3500 Plumbing and Drainage.

Where a cross-connection is identified, Council will request the landowner to arrange for the internal plumbing to be altered to meet the Australian Standard or for the cross-connection to be removed. If the landowner does not take the necessary actions within required timeframes, then Council will restrict or disconnect the property from the Council's water supply system to protect the integrity of the Council's water supply system.

Policy aims

- To ensure the integrity of the Council's water supply system by minimising the risk of backflow contamination from connections to the system.

- Take such steps as are appropriate to ensure the provision of a safe water supply to consumers.
- Promote an integrated framework for dealing with water supply backflow prevention and cross connection control.
- Ensure consistency and fairness in the manner in which the Council deals with water consumers.
- Ensure compliance with legislative requirements under the *Local Government Act 1993*.
- Make the Council's policies and requirements for water supply backflow prevention and cross connection control are readily accessible and understandable to the public.

Policy details

1	Application Containment Protection This policy applies to all premises connected to Council's water supply.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with Section 17 of the Plumbing and Drainage Act 2011.

Implementation

Requirements		Responsibility
1	Containment Protection 1) Council requires all premises connected to the water supply to be provided with a backflow prevention device for containment at the property boundary. The containment backflow prevention device shall be suitable for the degree of cross-connection hazard rating deemed applicable by Council. 2) Where required, backflow prevention devices shall be: <ul style="list-style-type: none"> • registered with Council where the backflow prevention device is a break tank, registered air gap, reduced pressure zone device, pressure vacuum breaker or testable double check valve assembly; • of an authorised type; • installed according to the provisions of the Plumbing Code of Australia. • maintained in a satisfactory operating condition. 3) All backflow prevention devices are the responsibility of the property owner. 4) The inspection, testing and maintenance of registered backflow prevention devices shall be carried out by authorised persons, who are accredited to carry out testing procedures.	Council officers

	<p>5) The property owner shall arrange for all registered devices to be tested and a “Backflow Prevention Inspection Testing and Maintenance Report” shall be provided to Council at intervals not exceeding 12 months.</p> <p>6) Where the testing of backflow prevention devices and submission of the required “Backflow Prevention Inspection Testing and Maintenance Report” is not completed by the date specified, Council may inspect, test and carry out maintenance on the backflow prevention device for a fee.</p>	
2	<p>Cross-Connection Control</p> <p>Rainwater tanks at premises connected to the water supply system must be installed in accordance with the Council’s Code of Practice - Design Guidelines for Rainwater Tanks Where an Existing Reticulated Water Supply Exists.</p> <p>Where, in the opinion of Council a potential or physical cross-connection is found in the water service at any property, the property owner shall, upon written advice from Council, ensure that such cross connection is immediately disconnected or altered to comply with Council’s requirements or otherwise removed. Failure to comply within the period nominated by Council may result in the immediate restriction or disconnection of the property from Council’s water supply.</p>	Council officers
3	<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
5	<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
6	<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

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 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 backflow prevention and cross connections.

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	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Australian Standard AS3500.1:2013	Available for purchase from SAI Global http://infostore.saiglobal.com/store
Local Government (General) Regulation 2005	www.legislation.nsw.gov.au
Plumbing and Drainage Act 2011	http://www.legislation.nsw.gov.au/#/view/act/2011/59
Code of Practice - Design Guidelines for Rainwater Tanks Where Existing Reticulated Water Supply Exists	www.esc.nsw.gov.au

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
Fair Trading – Plumbers and Drainers	www.fairtrading.nsw.gov.au/ftw/tradespeople/plumbers_and_drainers.page

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	22 Sep 2009	Council	09/29 1	E09.3418	Policy commenced
2	10 Sep 2013	Council	13/27 2	E13.7095	Reviewed and updated (start of new Council term)

3	dd mmm 2017	Council	TBA	E16.0297 E06.0375	Reviewed and updated (start of new Council term)
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Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute #	13/272	Report #	013/56	Effective date	10 Sep 2013
File	E06.0375 E16.0297	Review date	Sep 2020	Pages	5

POLICY

Policy name	Youth Services
Responsible manager(s)	Divisional Manager, Community and Recreation Development
Contact officer(s)	Coordinator, Community Development and Youth
Directorate	Community, Arts and Recreation
Approval date	

Purpose

This policy reflects Council's commitment to addressing barriers and promoting opportunities for young people aged 12-25 years in this shire, and indicates the types of services provided to young people by Council. The policy aims to:

- Promote an integrated framework for providing strategic support for local youth development
- Ensure consistency and fairness in the manner in which the Council deals with current and emerging youth issues
- Ensure compliance with legislative requirements under the *Commission for Children and Young People Act 1998*, the *Child Protection (Working with Children) Act 2012*
- Make council's policies and requirements for youth readily accessible and understandable to the public.

Policy statement

1	Application This policy applies to Council's Youth Services, providing service and support for young people aged 12 -25 years in the Eurobodalla Shire.
2	Legislation Eurobodalla Shire Council will comply with the Child Protection (Working with Children) Act 2012 and Commission for Children and Young People Act 1998 in the delivery of youth services.
3	Standards The council's Youth Action Plan identifies the following priority areas to address identified barriers and to promote opportunities for young people: <ol style="list-style-type: none"> 1. <i>Strengthening and connecting our young people</i> 2. <i>Young people places, spaces and activities</i> 3. <i>Involving young people</i> 4. <i>Learning and working.</i>

3.1	<p>The Youth Action Plan is driven by nine objectives that seek to create a united and inclusive approach in support of our shire's youth.</p> <p>The nine objectives are listed below:</p> <ol style="list-style-type: none"> 1. Work in partnership to improve youth health outcomes and services for sexual health, mental health and drug and alcohol consumption. 2. Advocate for improved transport options for young people. 3. Make better use of electronic media to communicate with youth. 4. Increase community awareness of youth. 5. Create opportunities for collaboration and cooperation between youth service providers to share information and advocate for young people. 6. Promote opportunities for young people to be engaged in an active, vibrant and inclusive lifestyle. 7. Provide and promote safe spaces for social interaction. 8. Support initiatives and activities that increase youth engagement and participation. 9. Provide information, opportunities and experiences to assist young people develop life skills.
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Implementation

Requirements	Responsibility
1 Code of Practice This policy will be implemented by following council's Integrated planning processes and the Youth Action Plan, which specifies the planned activities, procedures and matters to be considered.	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.	Coordinator Community Development and Youth and Youth Development staff
3 Concerns Concerns received regarding this policy will be recorded on Council's customer service request (CSR) or records system and handled in accordance with Council's Customer Service Policy. They will be used to analyse the history of concerns and requests and to help determine follow up actions.	Council officers
4 Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with Council's Complaints Policy.	Public Officer

5	Consultation Consultation regarding this policy will occur as relevant with key stakeholders and may include legislative bodies, other agencies, relevant legislation, industry guidelines, and public comment. Public submissions regarding this policy are invited for consideration during the policy exhibition period.	As required
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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 necessary if legislation requires it; or when council's functions, structure or activities change; or when technological advances or new systems change the way that council manages Youth Services.

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

Performance indicator	Data source(s)
Customer Concerns; Customer Feedback Survey Responses	Council Records
Internal or external audit	Audit

Governance

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

Related legislation and policies

Name	Link
Code of Practice	www.esc.nsw.gov.au
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	Minute No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Policy commenced
2	10 Sep 2013	Council	13/272	E13.7095	Reviewed and updated

Internal use

Responsible manager	Divisional Manager Community and Recreation Development			Approved by	Council
Minute	13/272	Report no	O13/56	Effective date	10 Sep 2013
File No	E13.7095	Review date	Sep 2016	Pages	3