

Ordinary Meeting

Meeting Date: Monday, 28 November, 2022

Location: Council Chambers, City Administrative Building, Bridge Road, Nowra

Attachments (Under Separate Cover)

Index

13. Reports


CL22.607	Investment Report - October 2022	
	Attachment 1 Shoalhaven Monthly Investment Report - October 2022.....	2
CL22.613	Policy - Sustainability and Climate- Feedback and Recommendations	
	Attachment 1 Summary Report - Draft Sustainability and Climate Policy Feedback - Get Involved Shoalhaven	25
CL22.615	Policy - Contaminated Land Management	
	Attachment 1 DRAFT - Contaminated Land Management Policy	36
CL22.616	Policy Review - Community Consultative Bodies Policy - Public Exhibition	
	Attachment 1 Draft Community Consultative Bodies Policy (with tracked changes)	51
	Attachment 2 Draft Community Consultative Bodies Policy (no tracked changes)	96
CL22.621	Towards Net Zero Emissions - 2021-22 Annual Energy Review Report	
	Attachment 1 SCC Towards Net Zero Emissions Annual Energy Review Report 2021-2022	117
CL22.622	Policies - Shoalhaven Water - Round Eight	
	Attachment 1 Reclaimed Water Policy	140
	Attachment 2 Backflow Prevention Cross-connection Control - No Mark Up	153
	Attachment 3 Liquid Trade Waste Discharge to Sewerage System Policy - No Mark Up	164
	Attachment 4 Building Over Water/Sewer Pipelines Policy - No Mark Up	190



Monthly Investment Report

October 2022

CL22.607 - Attachment 1

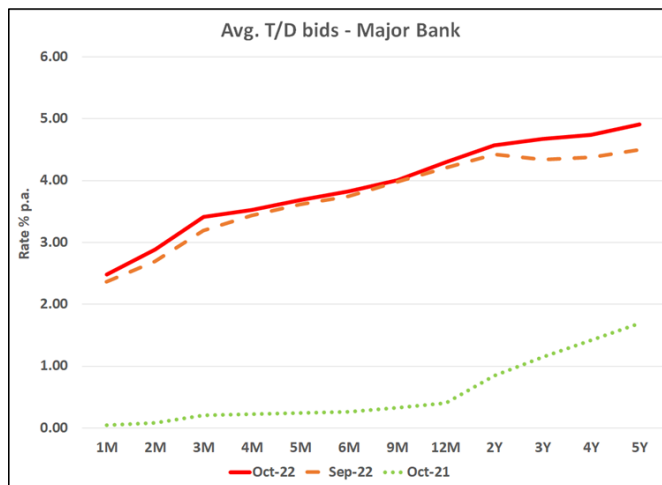
 IMPERIUM MARKETS	<p>Imperium Markets Pty Ltd ABN: 87 616 579 527 Authorised Representative of Libertas Financial Planning Pty Ltd AFSL 429 718 Phone: +61 2 9053 2987 Email: michael.chandra@imperium.markets Level 9 Suite 06, 70 Phillip Street, Sydney NSW 2000</p>



Market Update Summary

Despite global central banks continuing their interest rate hike cycle to combat mounting inflationary pressures, the market is now focusing on the possibility of a 'soft pivot' by global central banks. Financial markets are now starting to factor in the peak of the rate hike cycle, which may be approaching slightly earlier than previously anticipated. **Domestically, the RBA increased the official cash rate by 25bp in October to 2.60%, which somewhat took the market by surprise given a 50bp hike was the ongoing consensus.** The move to increase the cash rate by a lower increment, however, should not be interpreted as dovish - the RBA, like other global central banks, remains *"resolute in its determination to return inflation to target and will do what is necessary to achieve that"*, suggesting there are still more rate rises to follow. **It subsequently lifted rates by another 25bp on 1st November to 2.85%.**

Outside of the NSW TCorp Long-Term Growth Fund, which Council only began investing in mid-July 2021, the largest impact to Council's investment portfolio is with regards to its largest exposure being assets held in bank term deposits (fixed and floating), which accounts for around ~56% of Council's total portfolio. Despite more rate rises on the horizon, given an upward sloping deposit curve, maintaining a slightly longer duration position will continue to outperform (averaging) shorter durations. The deposit market has largely already factored in the current rate hike cycle, reflected by the flattening of the curve demonstrated by the longer-term tenors (+2yrs) over the past few months (the market is also factoring in a recession over coming years). Deposit yields remained relatively flat over the past month across most tenors:



Source: Imperium Markets

'New' investments above 4¼-4½% p.a. now appears likely if Council can continue to place the majority of its surplus funds for terms of 12 months to 2 years. *With recessionary fears being priced in coming years, investors may take an insurance policy by investing across 3-5 year fixed deposits and locking in rates above 4½% p.a. (small allocation only).*

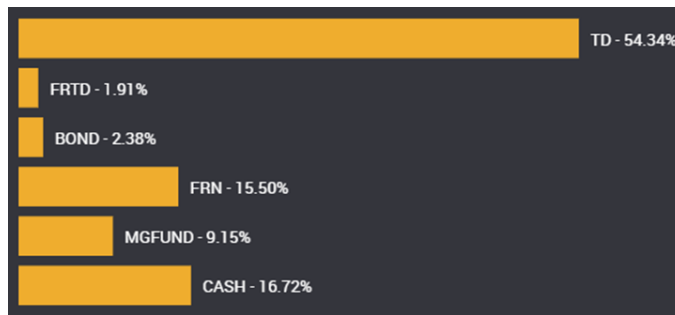


Council's Portfolio & Compliance

Asset Allocation

The majority of the portfolio is directed to fixed and floating rate term deposits, followed by liquid senior FRNs. The remainder of the portfolio is directed to the managed with TCorp, the introduction of fixed bonds with Northern Territory, as well as cash accounts.

Senior FRNs are now becoming more attractive as spreads have widened in 2022 – new issuances should now be considered again on a case by case scenario. In the interim, fixed deposits for 12 months to 3 years appear quite appealing following the spike in medium-to longer-term yields this calendar year. With recessionary fears being priced in coming years, those investors that can allocate longer-term surplus funds may take an insurance policy by investing across 3-5 year fixed deposits and locking in rates above 4½% p.a.



CL22.607 - Attachment 1



Term to Maturity

All maturity limits (minimum and maximum) comply with the Investment Policy. Short-Medium Term (1-2 years) assets account for around 15% of the total investment portfolio, with capacity of ~\$115m remaining.

We recommend surplus funds be allocated to 1-3 year fixed rate term deposits in combination with any attractive new FRNs as they come to market (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 90 days	\$71,087,252	33.88%	0%	100%	\$138,708,298
✓	91 - 365 days	\$58,499,723	27.88%	0%	100%	\$151,295,826
✓	1 - 2 years	\$31,988,520	15.25%	0%	70%	\$114,868,365
✓	2 - 5 years	\$29,025,522	13.84%	0%	50%	\$75,872,252
✓	5 - 10 years	\$19,194,533	9.15%	0%	25%	\$33,254,355
		\$209,795,549	100.00%			



Individual Counterparty Limits

As at the end of October 2022, all counterparty exposures comply within the Policy limits. We note the AMP Business Saver and AMP 31 Day Notice Account are now sub-optimal investments given the rise in deposit yields in recent months. We recommend switching into their fixed deposits yielding a considerably higher rate of return.

Capacity limits are also dependent on the movement in the cash balances. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to the regional bank (lower rated) ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	ANZ	AA-	\$3,503,641	1.67%	100.00%	\$206,291,909
✓	CBA	AA-	\$64,525,231	30.76%	100.00%	\$145,270,318
✓	NAB	AA-	\$44,952,901	21.43%	100.00%	\$164,842,648
✓	Northern Terr.	AA-	\$5,000,000	2.38%	100.00%	\$204,795,549
✓	NSW (SIRA)	AA+	\$3,077,000	1.47%	100.00%	\$206,718,549
✓	Westpac	AA-	\$18,003,001	8.58%	100.00%	\$191,792,548
✓	Citibank	A+	\$998,589	0.48%	100.00%	\$208,796,961
✓	Macquarie	A+	\$5,922,174	2.82%	100.00%	\$203,873,376
✓	Rabobank	A+	\$5,971,826	2.85%	100.00%	\$203,823,723
✓	Suncorp	A+	\$4,721,596	2.25%	100.00%	\$205,073,953
✓	Bank of China	A	\$2,481,878	1.18%	100.00%	\$207,313,672
✓	ING Bank	A	\$9,000,000	4.29%	100.00%	\$200,795,549
✓	BoQ	BBB+	\$5,000,000	2.38%	10.00%	\$15,979,555
✓	Bendigo	BBB+	\$1,645,901	0.78%	10.00%	\$19,333,654
✓	AMP Bank	BBB	\$9,200,003	4.39%	5.00%	\$1,289,775
✓	Auswide Bank	BBB	\$1,499,723	0.71%	5.00%	\$8,990,055
✓	MyState Bank	BBB	\$3,000,000	1.43%	5.00%	\$7,489,777
✓	Newcastle PBS	BBB	\$2,097,554	1.00%	5.00%	\$8,392,223
✓	NSW TCorp LTG	Unrated	\$19,194,533	9.15%	100.00%	\$190,601,017
			\$209,795,549	100.00%		

In late June 2022, Standard & Poor's downgraded Suncorp-Metway from AA- to A+ (negative watch). Suncorp recently announced that it is undertaking a strategic review of its banking operations. The downgrade reflects S&P's view that the Suncorp Group's likelihood of support for the bank had "slightly" diminished and that it was no longer a core part of the Group. In July 2022, ANZ (AA-) announced it was putting a bid to buy Suncorp's banking division for ~\$3.9bn. Should that takeover be formalised, Suncorp-Metway's (A+) current credit rating is likely to be upgraded to ANZ's (AA-).

We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs

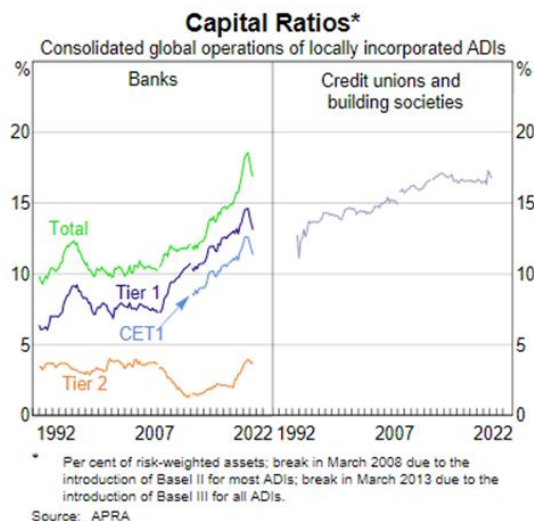


have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). APRA's outgoing Chair Wayne Byres recently noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past eight years. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. **APRA's mandate is to "protect depositors" and provide "financial stability".**





Overall Credit Quality Limits

The portfolio is well diversified from a credit ratings perspective. The portfolio is predominately invested amongst the investment grade ADIs (BBB- or higher). The allocation to the Unrated category reflects the investment in the TCorp Long-Term Growth Fund.

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) since mid-2020¹, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit from the likes of Council. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past two years.

Going forward, with the RBA now removing these cheap borrowing facilities, this has meant the lower rated banks (BBB rated) have started to become more competitive as the market starts to 'normalise'. Investors should have a larger opportunity to start investing a higher proportion of their surplus funds with the lower rated institutions (within Policy limits), from which the majority are considered to be the more 'ethical' ADIs as they generally do not lend to the Fossil Fuel industry.

All ratings categories are within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category	\$0	0%	100%	\$209,795,549
✓	AA Category	\$139,061,774	66%	100%	\$70,733,775
✓	A+ to A Category	\$29,096,063	14%	100%	\$180,699,487
✓	A- Category	\$0	0%	40%	\$83,918,220
✓	BBB+ to BBB Category	\$22,443,180	11%	30%	\$40,495,485
✓	BBB- & NR Category	\$0	0%	5%	\$10,489,777
✓	NSW TCorp LTGF	\$19,194,533	9%	100%	\$190,601,017
		\$209,795,549	100.00%		

¹ The RBA's Term Funding Facility (TFF) allowed the ADI to borrow as low as 0.10% fixed for 3 years: <https://www.rba.gov.au/mkt-operations/term-funding-facility/overview.html>



Performance

Council's performance for the month ending October 2022 (excluding cash) is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.22%	0.57%	0.78%	0.68%	0.83%
AusBond Bank Bill Index	0.24%	0.54%	0.75%	0.67%	0.76%
T/D Portfolio	0.15%	0.37%	0.62%	0.47%	1.16%
FRT/D Portfolio	0.33%	0.90%	1.64%	1.15%	3.11%
FRN Portfolio	0.29%	0.85%	1.76%	1.19%	3.41%
Bond Portfolio	0.09%	0.27%	0.55%	0.37%	1.08%
Council's Fixed Interest[^]	0.18%	0.49%	0.93%	0.65%	1.74%
TCorp LTGF	3.89%	0.09%	-2.30%	3.77%	-5.56%
TCorp Long-Term Target ^{^^}	0.50%	1.48%	2.98%	1.98%	6.00%
Council's Total Portfolio	0.59%	0.46%	0.62%	0.99%	0.72%
Performance (to Bank Bills)	0.35%	-0.09%	-0.14%	0.32%	-0.04%

[^]Council's Fixed Interest portfolio returns excludes Council's cash account holdings.

^{^^}TCorp has a target of 3.5% above inflation of ~2.5%. The long-term target is therefore 6% p.a. on an ongoing basis.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	2.60%	2.27%	1.55%	2.03%	0.83%
AusBond Bank Bill Index	2.89%	2.18%	1.50%	1.99%	0.76%
T/D Portfolio	1.74%	1.48%	1.24%	1.39%	1.16%
FRT/D Portfolio	3.92%	3.60%	3.28%	3.44%	3.11%
FRN Portfolio	3.49%	3.41%	3.52%	3.58%	3.41%
Bond Portfolio	1.11%	1.09%	1.09%	1.09%	1.08%
Council's Fixed Interest[^]	2.14%	1.95%	1.85%	1.95%	1.74%
TCorp LTGF	56.69%	0.37%	-4.52%	11.60%	-5.56%
TCorp Long-Term Target ^{^^}	6.00%	6.00%	6.00%	6.00%	6.00%
Council's Total Portfolio	7.22%	1.83%	1.23%	2.96%	0.72%
Performance (to Bank Bills)	4.33%	-0.35%	-0.27%	0.97%	-0.04%

[^]Council's Fixed Interest portfolio returns excludes Council's cash account holdings.

^{^^}TCorp has a target of 3.5% above inflation of ~2.5%. The long-term target is therefore 6% p.a. on an ongoing basis.

For the month of October, the total portfolio (excluding cash) provided a return of +0.59% (actual) or +7.22% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.24% (actual) or +2.89% p.a. (annualised). Over the past year, the portfolio returned a positive return of +0.72% p.a., underperforming bank bills by 0.04% p.a.

The longer-term positive performance continues to be anchored by the handful of deposits that were originally placed for terms greater than 12 months. Going forward, despite additional rate hikes over



coming months, Council's interest income can be increased significantly by undertaking a slightly longer duration position (12-24 months), with rates on offer along this part of the curve likely to be offered at over ½% higher than the rate compared to shorter tenors. However, the volatility of the TCorp Long-Term Growth Fund will also greatly impact returns on any month.

The T-CorpIM Growth Fund was a big contributor to performance this month, with the Fund returning +3.89 (net actual) as shares (domestic and international) rebounded. Despite the volatility in the Fund over the past few years, the Growth Fund has performed well over longer-term time periods.



NSW T-CorpIM Growth Fund

The Growth Fund returned +3.89% (actual) for the month of October. The gains this month were attributed to international shares (the MSCI World ex-Australia Index rising +7.15%) and domestic shares (the S&P ASX 200 Accumulation Index gained +6.04%). Also contributing to the gains was the exposure to fixed bonds (AusBond Composite Bond Index rose +0.93%).

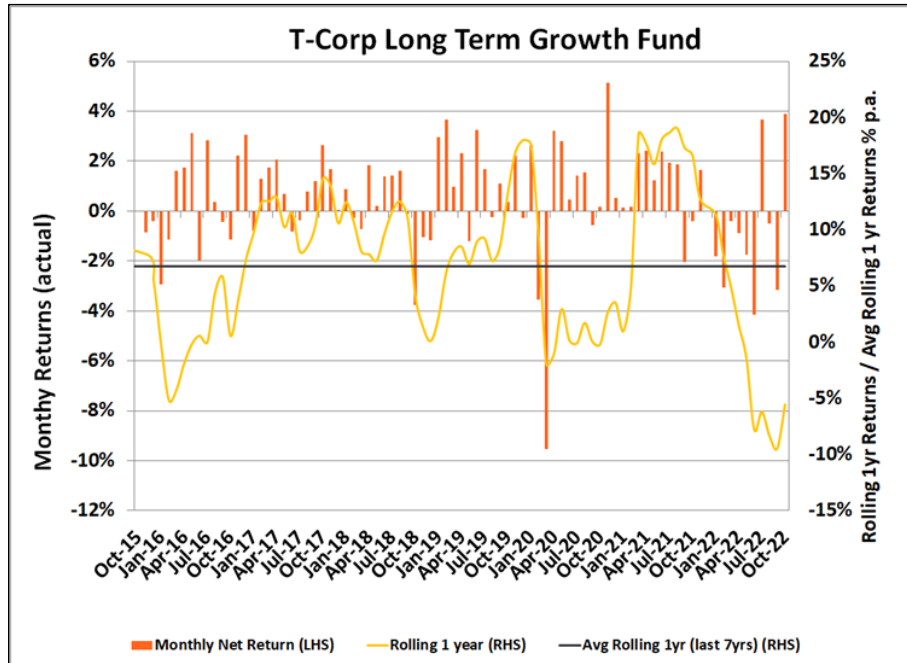
Measures of the supply side point to continued gradual recovery, despite various setbacks, although there is still a lot of repairs to get back to pre-pandemic levels and the energy outlook is more uncertain due to geopolitics. The demand side is slowing, but the picture is varied across countries, with Europe and the UK the hardest hit and the US proving relatively resilient. The rate hiking cycle underway will impact demand, and central bank overtightening is expected to mean that demand destruction will become the dominant driver of the economic outlook in coming quarters.

Unfortunately, inflation is not providing central banks with any reason to hold back, despite the hopes of asset markets for a reprieve and despite the knowledge that demand will be hit. Recession is increasingly becoming the consensus expectation for 2023. Current stagflation and the prospect of recession in 2023 implies that high volatility will persist across asset markets.

Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%-80% in domestic and international shares. Investors are bracing for central banks to raise official rates more aggressively than previously anticipated to combat inflation driven by supply-chain bottlenecks, a global energy crunch and ongoing geopolitical risks.

The Fund should be looked at with a long-term view, with a minimum holding period of +7 years. Given the exposure to the volatile asset of shares, Council should expect to see, on average, a negative month once every 3 months over a long-term holding period.

Since Inception	T-Corp Long Term Fund
Negative Months	137 (~1 in 3 months)
Positive Months	263
Total Months	400 (33.3 yrs)
Average Monthly Return	+0.64% (actual)
Median Monthly Return	+1.02% (actual)
Lowest 1 year Rolling Return	-21.12% p.a. (Nov 2008)
Highest 1 year Rolling Return	+29.89% p.a. (Jan 1994)



CL22.607 - Attachment 1



Council's Term Deposit Portfolio & Recommendation

As at the end of October 2022, Council's deposit portfolio was yielding 1.87% p.a. (up 18bp from the previous month), with a weighted average duration of ~213 days (7 months).

Where possible, we recommend Council extends this average duration closer to a minimum of 12 months. With an upward sloping deposit curve, investors are rewarded if they can continue to maintain a longer average duration. As the past decade or so has highlighted (post-GFC era), we have seen too many portfolios overpay for liquidity and generally not insured themselves by diversify their funding across various tenors.

At the time of writing, we see value in:

	LT Credit Rating	Term	T/D Rate
ICBC, Sydney	A	5 years	5.32% p.a.
ICBC, Sydney	A	4 years	5.17% p.a.
ICBC, Sydney	A	3 years	5.10% p.a.
ICBC, Sydney	A	2 years	4.96% p.a.
AMP Bank	BBB	2 years	4.95% p.a.^
Westpac	AA-	2 years	4.90% p.a.
CBA	AA-	2 years	4.85% p.a.
Suncorp	A+	2 years	4.85% p.a.
BoQ	BBB+	2 years	4.80% p.a.
NAB	AA-	2 years	4.75% p.a.

[^]Contact us for an additional 0.20% p.a. rebated commission. Rate changes daily. Current limit of \$10m in aggregate.

The above deposits are suitable for investors looking to maintain diversification and lock-in a premium compared to purely investing short-term. For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (dependent on daily funding requirements):



ADI	LT Credit Rating	Term	T/D Rate
AMP	BBB	12 months	4.80% p.a.^
Westpac	AA-	12 months	4.58% p.a.
CBA	AA-	12 months	4.52% p.a.
NAB	AA-	12 months	4.50% p.a.
Suncorp	A+	12 months	4.50% p.a.
BoQ	BBB+	12 months	4.45% p.a.
Bendigo-Adelaide	BBB+	12 months	4.35% p.a.
Suncorp	A+	6 months	4.26% p.a.
BoQ	BBB+	6 months	4.20% p.a.

^Contact us for an additional 0.20% p.a. rebated commission. Rate changes daily. Current limit of \$10m in aggregate

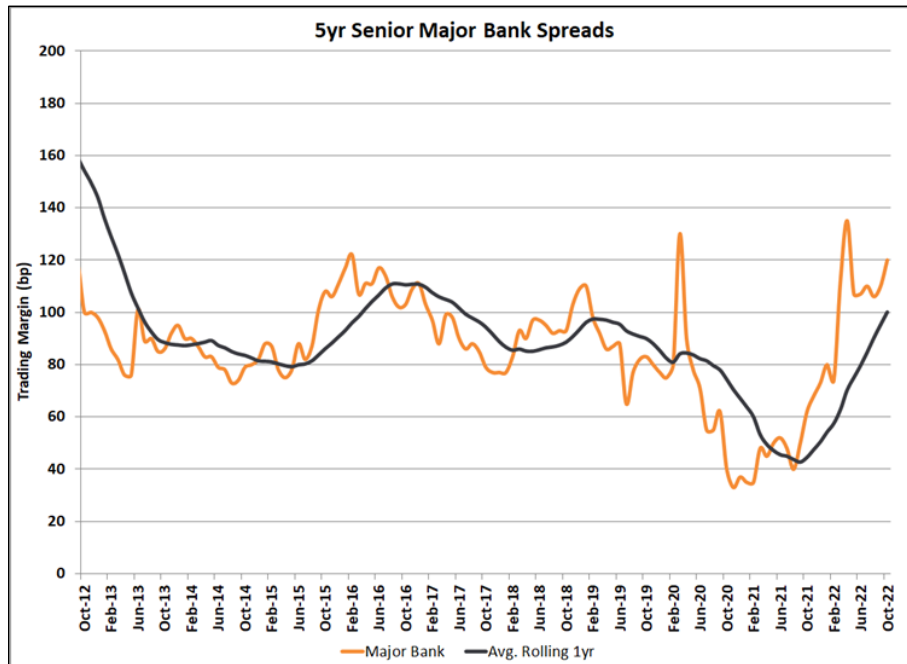
If Council does not require high levels of liquidity and can stagger its investments slightly longer-term, it will be rewarded over coming years if it can roll for an average min. term of 12 months-2 years (this is where we current value), yielding, on average, up to ½% p.a. higher compared to those investors that entirely invest in short-dated deposits.

With recessionary fears being priced in coming years, those investors that can allocate longer-term surplus funds may take an insurance policy by investing across 3-5 year fixed deposits and locking in rates above 4½% p.a.



Senior FRNs Review

Over October, amongst the senior major bank FRNs, physical credit securities widened by up to 10bp at the long-end of the curve. The widening was partially driven by ANZ's (AA-) dual 3 and 5 year senior issue at +92bp and +120bp respectively, printing \$4.75bn. Major bank senior securities are now looking fairly attractive again in a rising rate environment (5 year margins around the +120bp level):



Source: IBS Capital

Apart from ANZ (AA-), over October, there were noticeable new primary issuances from:

- Suncorp (AAA rated) covered security for 3 years at +88bp
- Teachers Mutual Bank (BBB) senior FRN for 3 years at +150bp
- Bank of Nova Scotia (AAA rated) covered security for 3 years at +90bp
- Bank of Montreal (AAA rated) covered security for 3 years at +90bp

Amongst the "A" and "BBB" rated sectors, the securities were marked between 10-15bp wider at the 3-5 year part of the curve.

Credit securities are looking much more attractive given the widening of spreads in 2022. FRNs will continue to play a role in investor's portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).



Senior FRNs (ADIs)	31/10/2022	30/09/2022
"AA" rated – 5yrs	+120bp	+110bp
"AA" rated – 3yrs	+92bp	+85bp
"A" rated – 5yrs	+135bp	+125bp
"A" rated – 3yrs	+110bp	+100bp
"BBB" rated – 3yrs	+135bp	+120bp

Source: IBS Capital

We now generally recommend switches ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- On or before mid-late 2024 for the "AA" rated ADIs (domestic major banks);
- On or before mid-late 2023 for the "A" rated ADIs; and
- Within 6-9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub-optimal investments and are not maximising returns by foregoing realised capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.

Primary (new) FRNs are now looking more appealing and should be considered on a case by case scenario.



Council's FRN Portfolio – Sale/Switch Recommendations

Over the next few months, we recommend Council sells out of the following FRN as it is yielding a low rate to maturity (less than 3½% p.a.):

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	Unrealised Gain (\$)
ANZ	AA-	29/08/2024	AU3FN0049730	\$3,500,000	+68.5bp	\$100.104	\$3,641
WBC	AA-	16/08/2024	AU3FN0048187	\$1,000,000	+68.5bp	\$100.300	\$3,001

A switch into a newly issued (attractive) FRN is suitable. Alternatively, a switch into a term deposit yielding above 4.40%-4.90% p.a. can be achieved with the major banks if replacing for a term between 1-3 years.

We recommend that Council retain its FRNs at this stage. We will continue to monitor them individual and advise when it is appropriate to undertake a similar strategy to boost overall returns.

Council's Senior Fixed Bonds

In September 2020, Council has invested into the following NTTC (AA-) fixed bonds:

Investment Date	Maturity Date	Principal	Rate % p.a.	Interest Paid
15/09/2021	15/12/2024	\$3,000,000	1.00%	Annually
15/09/2021	15/12/2025	\$2,000,000	1.10%	Annually
Totals / Wgt. Avg.		\$5,000,000	1.04%	

We believe this was prudent given the low rate environment and particularly after the RBA's easing decision in early November 2020 and forward guidance towards official interest rates (no rate rises "until at least 2024").

The NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.



Senior Fixed Bonds – ADIs (Secondary Market)

As global inflationary pressures have escalated, this has seen a significant lift in longer-term bond yields (valuations fell) as markets have reacted accordingly.

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the majority now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0255776	ING	AAA	Covered	07/09/2023	0.85	3.00%	4.33%
AU3CB0258465	Westpac	AA-	Senior	16/11/2023	1.04	3.25%	4.33%
AU3CB0265403	Suncorp	AA-	Senior	30/07/2024	1.74	1.85%	4.69%
AU3CB0265593	Macquarie	A+	Senior	07/08/2024	1.78	1.75%	4.73%
AU3CB0265718	ING	AAA	Covered	20/08/2024	1.80	1.45%	4.64%
AU3CB0266179	ANZ	AA-	Senior	29/08/2024	1.82	1.55%	4.56%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	1.84	1.70%	4.82%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	2.00	2.00%	4.95%
AU3CB0269710	ANZ	AA-	Senior	16/01/2025	2.21	1.65%	4.62%
AU3CB0269892	NAB	AA-	Senior	21/01/2025	2.21	1.65%	4.73%
AU3CB0270387	Macquarie	A+	Senior	12/02/2025	2.28	1.70%	4.99%
AU3CB0287415	Westpac	AA-	Senior	17/03/2025	2.37	2.70%	4.75%
AU3CB0291508	Westpac	AA-	Senior	11/08/2025	2.77	3.90%	4.49%
AU3CB0291672	CBA	AA-	Senior	18/08/2025	2.79	4.20%	4.65%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	3.49	1.40%	5.26%
AU3CB0282358	ING	AAA	Covered	19/08/2026	3.79	1.10%	4.66%
AU3CB0284149	BoQ	BBB+	Senior	27/10/2026	3.98	2.10%	5.34%
AU3CB0286037	Westpac	AA-	Senior	25/01/2027	4.23	2.40%	4.94%



Economic Commentary

International Market

The mere suggestion of the US Fed stepping down from 75bp to a 50bp incremental rate hike in coming months resulted in the rebound in equities, as well as a partial reversal of the recent surge in global bond yields. Yields fell globally on growing expectations that future central bank tightening is likely to be trimmed back further.

Across equity markets, the S&P 500 Index surged +7.99%, while the NASDAQ rebounded +3.90%. Europe's main indices also gained, led by Germany's DAX (+9.41%), France's CAC (+8.75%), and UK's FTSE (+2.91%).

Both headline and core CPI readings in the US surprised to the upside. The headline print came at +8.2% y/y (vs +8.1% expected), while the more important core reading came in at +6.6% y/y (vs +6.5% expected). The core CPI print was the highest in 40 years.

The US unemployment rate fell two tenths to 3.5% vs. 3.7% expected, and the participation rate fell 0.1% to 62.3% (vs. 62.4% expected).

Canada's inflation data provided no relief from a string of recent global inflation upside surprises, coming at +6.9% from +7.0% and against +6.7% expected. However, the Bank of Canada surprised markets by lifting rates by 50bp, against expectations of a 75bp hike.

The Bank of England (BoE) extended support targeted at pension funds, offering to buy up to £5b a day of inflation-linked government bonds, out of the expanded £10b daily envelope announced previously. UK GDP data showed a -0.3% m/m contraction in August, making the UK on track to record a negative Q3 outcome. UK inflation was +10.1% y/y in September from +9.9% in August and against expectations for a +10.0% rise. The UK is on the lookout for another Prime Minister after Liz Truss announced her resignation.

Europe's preliminary CPI data for September came in hot at +10.0% y/y from +9.1% in August and +9.7% expected. That was the first double digit read in the blocs history.

China's GDP came in at +3.9% y/y vs +3.3% y/y expected. Retail sales though slowed to +2.5% y/y from +5.4% and +3.0% expected.

The RBNZ raised the OCR by 50bp as expected, taking the cash rate to 3.50% to continue tightening monetary policy "at pace".

The MSCI World ex-Aus Index rose +7.15% for the month of October:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+7.99%	-6.25%	-15.92%	+8.43%	+8.50%	+10.61%
MSCI World ex-AUS	+7.15%	-7.18%	-19.77%	+4.63%	+4.71%	+7.18%
S&P ASX 200 Accum. Index	+6.04%	+0.67%	-2.01%	+4.82%	+7.18%	+8.73%

Source: S&P, MSCI



Domestic Market

The RBA surprised most market participants by raising the cash rate by a smaller than expected 25bp to 2.60% in October. This was the sixth successive interest rate rise but broke a string of four successive 50bp increases. The accompanying commentary again signalled that the Board expects to increase interest rates further over the period ahead.

The move to increase the cash rate by a lower increment, however, should not be interpreted as dovish - the RBA, like other global central banks, remains *“resolute in its determination to return inflation to target and will do what is necessary to achieve that”*.

Australia’s Q3 inflation data surprised to the upside. Headline inflation was +1.8% q/q (consensus +1.6% q/q) and +7.3% y/y. The closely watched core trimmed mean measure accelerated sharply to +1.8% q/q (consensus +1.5%) and +6.1% y/y, its highest quarterly pace since December 1990.

Employment growth surprised to the downside in September, coming in broadly unchanged at +1k against expectations for a +25k gain. The unemployment rate remained at 3.5% and the participation rate also remained unchanged 66.6%.

The Federal Budget delivered fully on Labor’s election commitments, but major reform/action to resolve medium-term pressures on the Budget was postponed to at least the next May Budget. The 2022-23 deficit is expected to come in at \$36.9bn (1.5% of GDP) less than half the \$78bn forecast at the pre-election budget in March this year.

House prices in nearly two out of five Sydney suburbs have already plummeted by more than 10% since the RBA started raising interest rates in May, with more areas likely to follow suit as the downturn intensifies.

The trade surplus surprised lower in August falling \$643m to \$8.3bn (consensus \$10bn). Exports rose 2.6% (+1.4bn) helped by a rebound in coal export volumes after weather related disruptions in July.

The Australian dollar depreciated by -1.26%, finishing the month at US64.20 cents (from US65.02 cents the previous month).

Credit Market

The global credit indices tightened significantly over October as risk markets rebounded. They remain back to their levels experienced during the start of the pandemic (Q1 2020):

Index	October 2022	September 2022
CDX North American 5yr CDS	90bp	107bp
iTraxx Europe 5yr CDS	114bp	138bp
iTraxx Australia 5yr CDS	130bp	148bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	October 2022	September 2022
Bloomberg AusBond Bank Bill Index (0+YR)	+0.24%	+0.15%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.93%	-1.36%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.16%	+0.12%
Bloomberg AusBond Credit Index (0+YR)	+0.39%	-1.01%
Bloomberg AusBond Treasury Index (0+YR)	+1.22%	-1.42%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+4.06%	-3.85%

Source: Bloomberg

Other Key Rates

Index	October 2022	September 2022
RBA Official Cash Rate	2.60%	2.35%
90 Day (3 month) BBSW Rate	3.08%	3.06%
3yr Australian Government Bonds	3.29%	3.57%
10yr Australian Government Bonds	3.76%	3.90%
US Fed Funds Rate	3.00%-3.25%	3.00%-3.25%
3yr US Treasury Bonds	4.45%	4.25%
10yr US Treasury Bonds	4.10%	3.83%

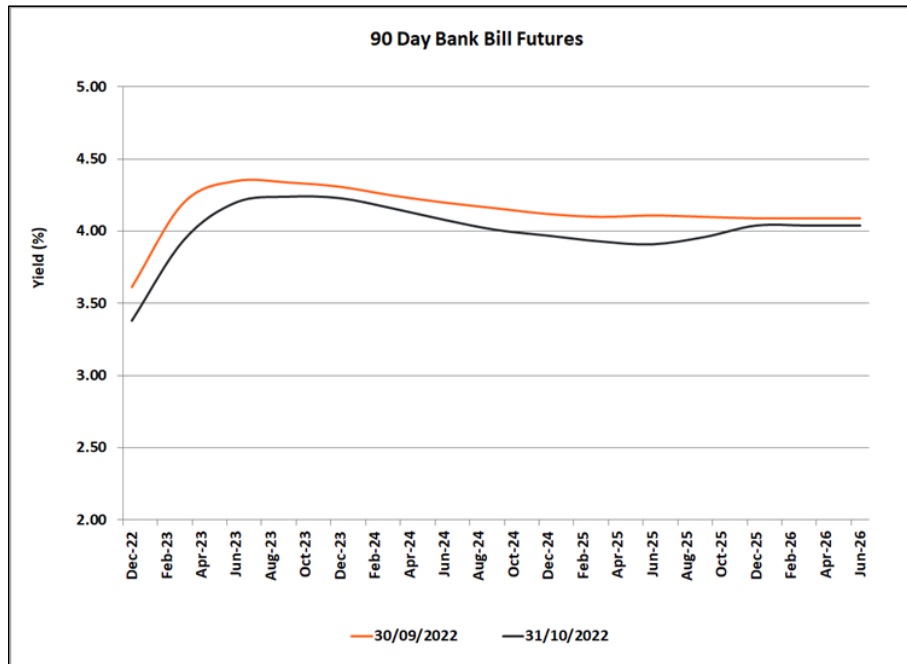
Source: RBA, AFMA, US Department of Treasury

CL22.607 - Attachment 1



90 Day Bill Futures

Over October, bill futures fell across the board following the movement in the bond market, with the market reacting to the possibility of a pivot by global central banks. The markets continue to factor in the possibility of a global recession over the next few years, highlighted by the drop in the futures pricing in early 2024:



Source: ASX



Fixed Interest Outlook

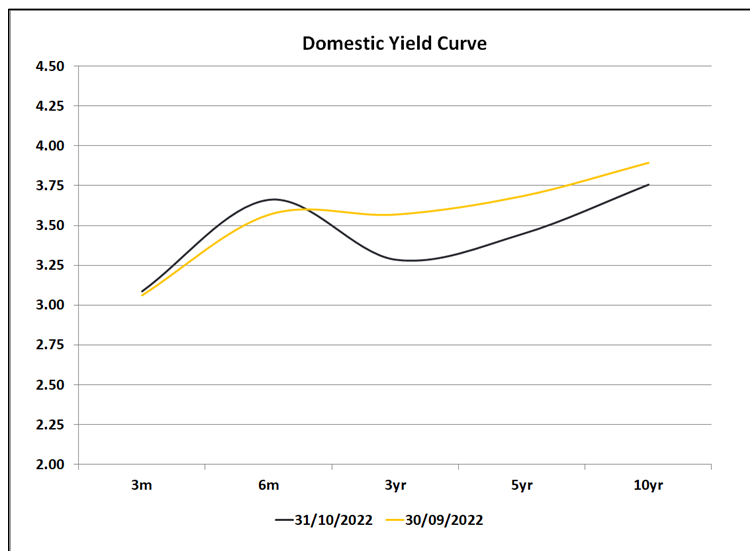
The terminal US Fed Funds pricing has lifted to 5.00% by March 2023 and continues to price a 75bp hike at the upcoming 2nd November meeting and 50bp at the 14th December FOMC meeting. The US Fed dot plots sees no cut(s) before 2024 (end of 2024 shows a median dot of 3.875%). The message from US Fed Chair Powell was loud and clear. Powell repeated the Fed will move rates purposefully until rates are at a sufficiently restrictive stance to ensure their price stability objective is achieved.

Domestically, after lifting rates by 25bp to 2.60% in October, the RBA's evolution to a slower pace of interest rate rises likely reflects a combination of:

- The lags in the impact of monetary policy;
- The substantial tightening already put in place;
- That interest rates are now estimated to be somewhere close to neutral or even in slightly restrictive territory;
- The considerable uncertainties about the global economic outlook; and
- The RBA's desire to try to keep the economy on an even keel.

The move, however, should not be interpreted as dovish - the RBA, like other global central banks, remains *"resolute in its determination to return inflation to target and will do what is necessary to achieve that"*. A shift back to larger rate rises or a higher peak for interest rates cannot be ruled out either if the RBA's assertion that *"the potential for inflation to subside quickly"* is disproven.

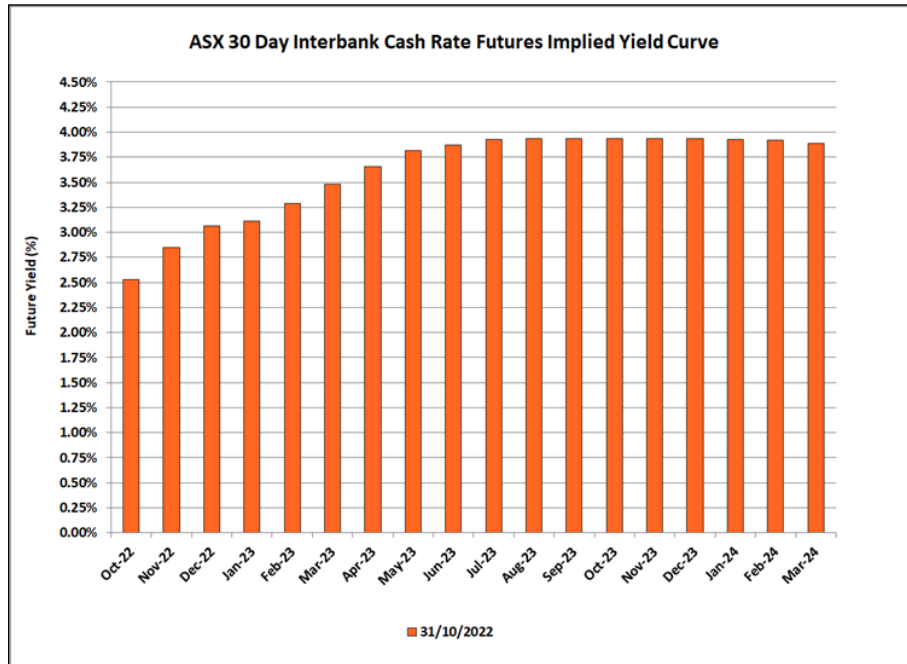
The domestic bond market continues to suggest a prolonged low period of interest rates on a historical basis (10-year government bond yields under 4%). Over the month, yields fell up to 30bp at the long-end of the curve:



Source: AFMA, ASX, RBA



Markets are currently pricing in around 6 additional rate rises into 2023 (up to 4%). Fears of a looming global recession have actually seen rate cuts start to be priced in towards the end of 2023, although this seems unlikely for now:



Source: ASX

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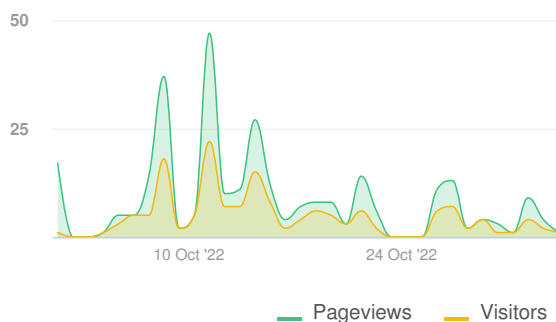
Project Report

30 September 2022 - 02 November 2022

Get Involved Shoalhaven Draft Sustainability and Climate Policy



Visitors Summary



Highlights

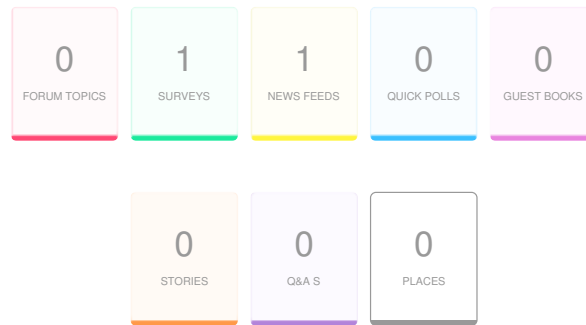
TOTAL VISITS	185	MAX VISITORS PER DAY	22
NEW REGISTRATIONS	0	ENGAGED VISITORS	11
		INFORMED VISITORS	35
		AWARE VISITORS	112

Aware Participants		112	Engaged Participants		11	
Aware Actions Performed		Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page		112				
Informed Participants		35	Contributed on Forums	0	0	0
Informed Actions Performed		Participants	Participated in Surveys	0	0	11
Viewed a video		0	Contributed to Newsfeeds	0	0	0
Viewed a photo		0	Participated in Quick Polls	0	0	0
Downloaded a document		9	Posted on Guestbooks	0	0	0
Visited the Key Dates page		0	Contributed to Stories	0	0	0
Visited an FAQ list Page		0	Asked Questions	0	0	0
Visited Instagram Page		0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages		23	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)		11				

CL22.613 - Attachment 1

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

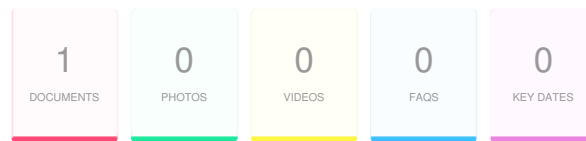
ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Newsfeed	Have your say	Published	1	0	0	0
Survey Tool	Feedback Form - Draft Sustainability and Climate Policy	Archived	27	0	0	11

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

INFORMATION WIDGET SUMMARY



Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft Sustainability and Climate Policy	9	12

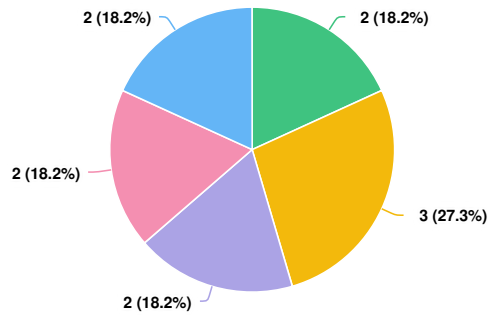
Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

ENGAGEMENT TOOL: SURVEY TOOL

Feedback Form - Draft Sustainability and Climate Policy

Visitors 27	Contributors 11	CONTRIBUTIONS 11
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What is your age group



Question options

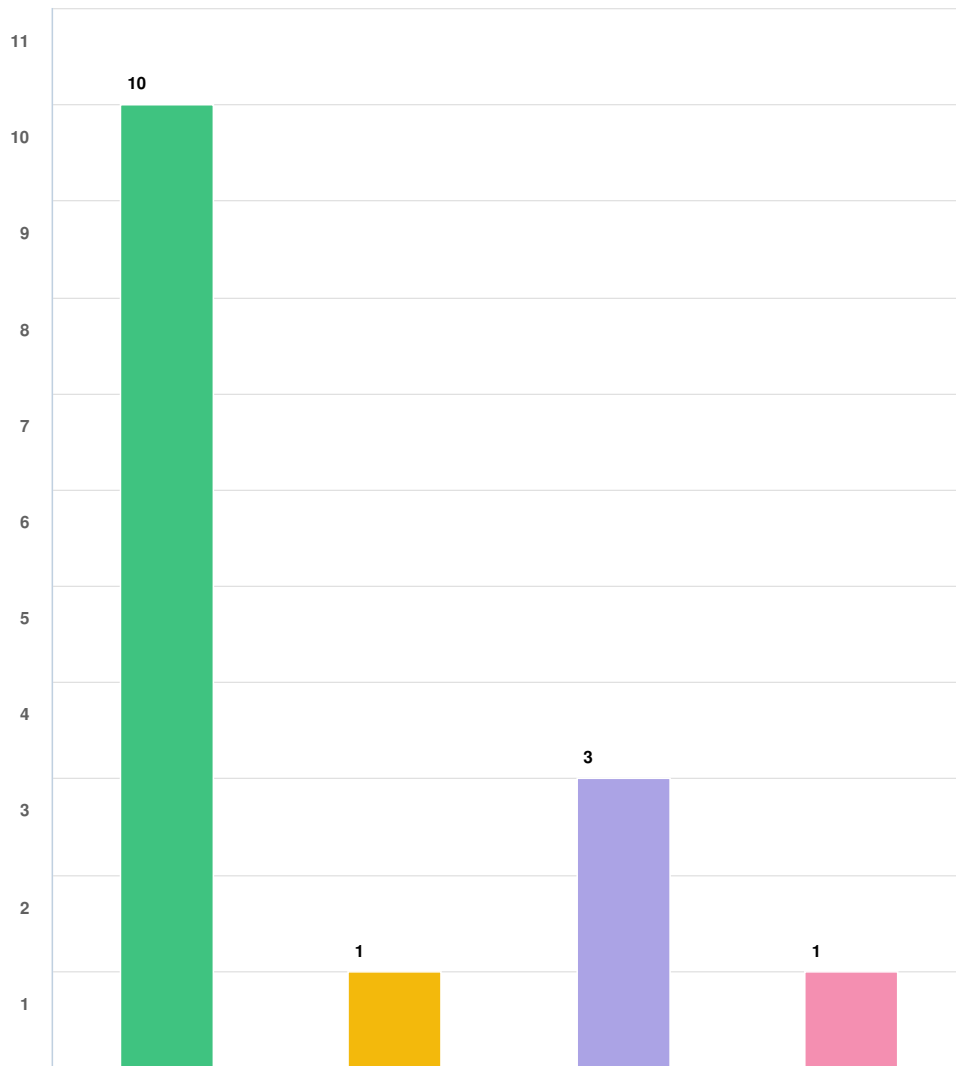
● 25 to 34
 ● 35 to 49
 ● 50 to 59
 ● 60 to 69
 ● 70 to 84

Mandatory Question (11 response(s))

Question type: Dropdown Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

What best describes you? (tick all that apply)



Question options

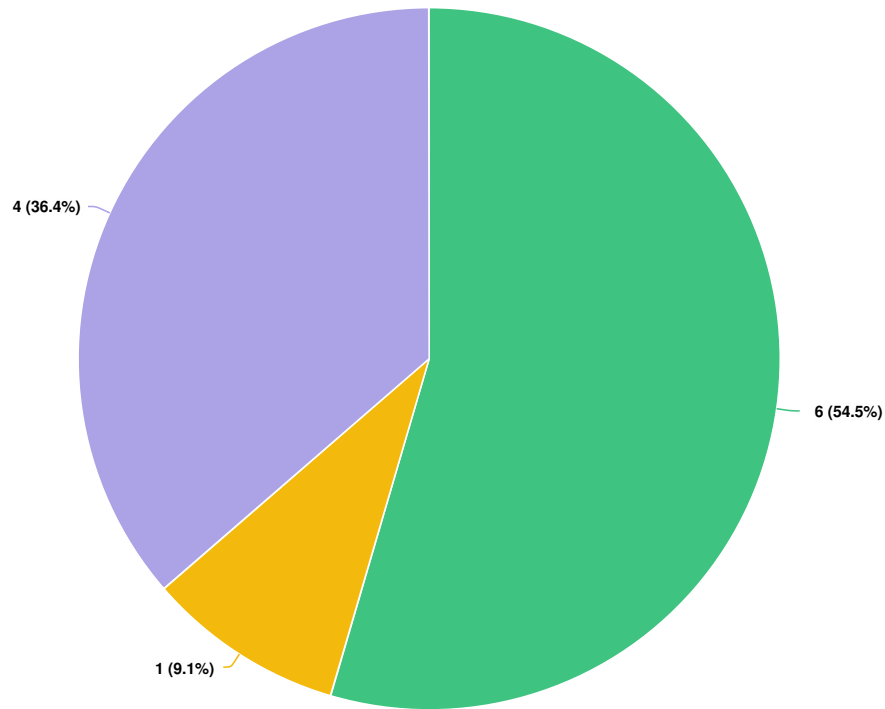
- I am a permanent resident of Shoalhaven
- I am a visitor to Shoalhaven
- I work in Shoalhaven
- I have a business in Shoalhaven

Mandatory Question (11 response(s))

Question type: Checkbox Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

How important do you think it is to address climate change and improve sustainability in the Shoalhaven?



Question options

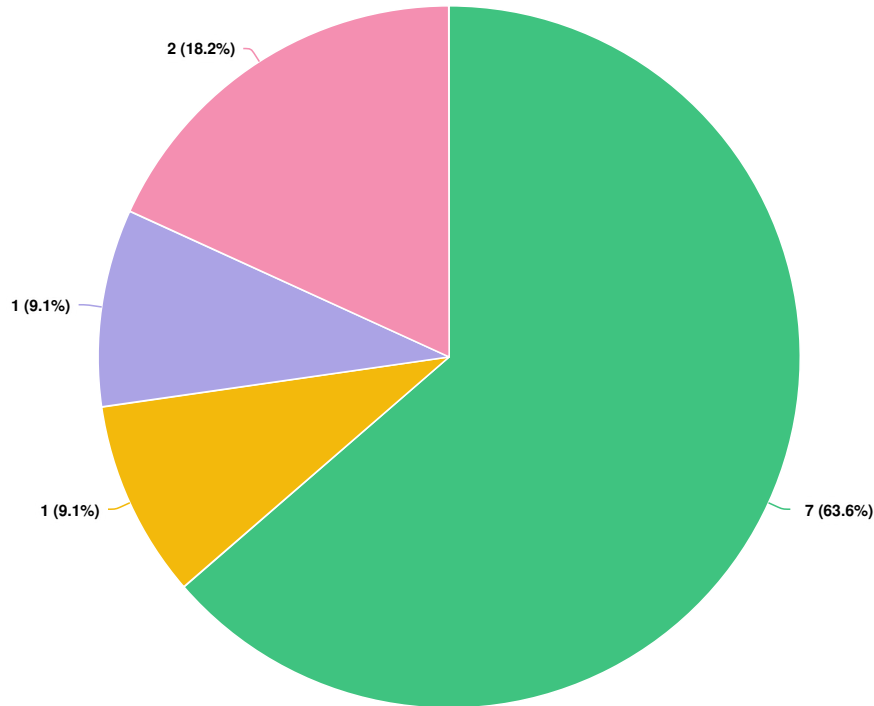
● Extremely important
 ● Somewhat important
 ● Not important

Mandatory Question (11 response(s))

Question type: Dropdown Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

Do you agree with the vision and objectives of the Policy?



Question options

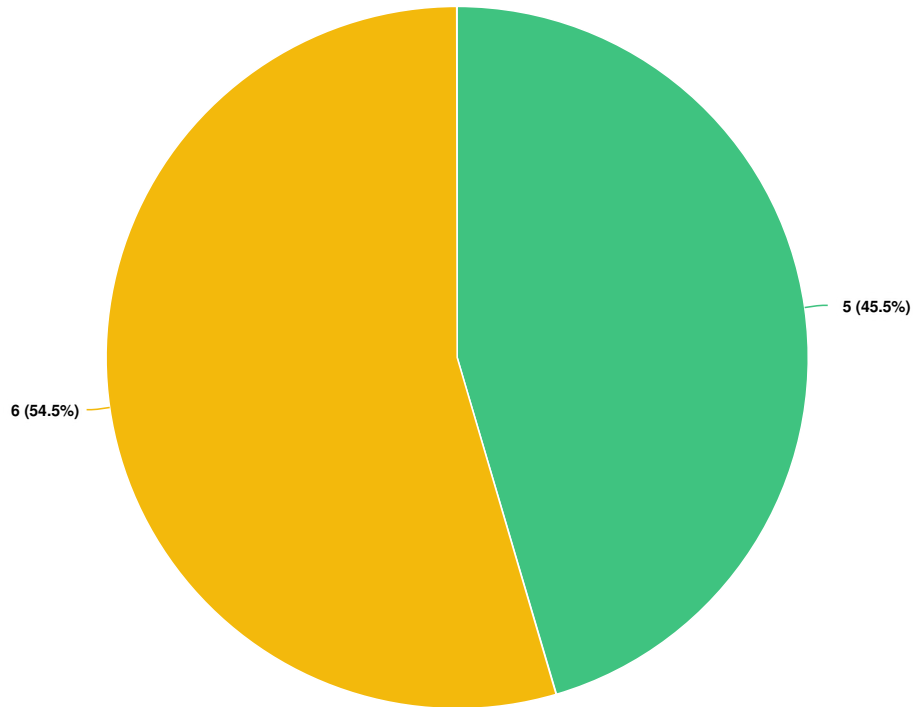
Strongly agree Mostly agree Agree Disagree

Mandatory Question (11 response(s))

Question type: Dropdown Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

Are there any other objectives you think the Policy has missed?



Question options

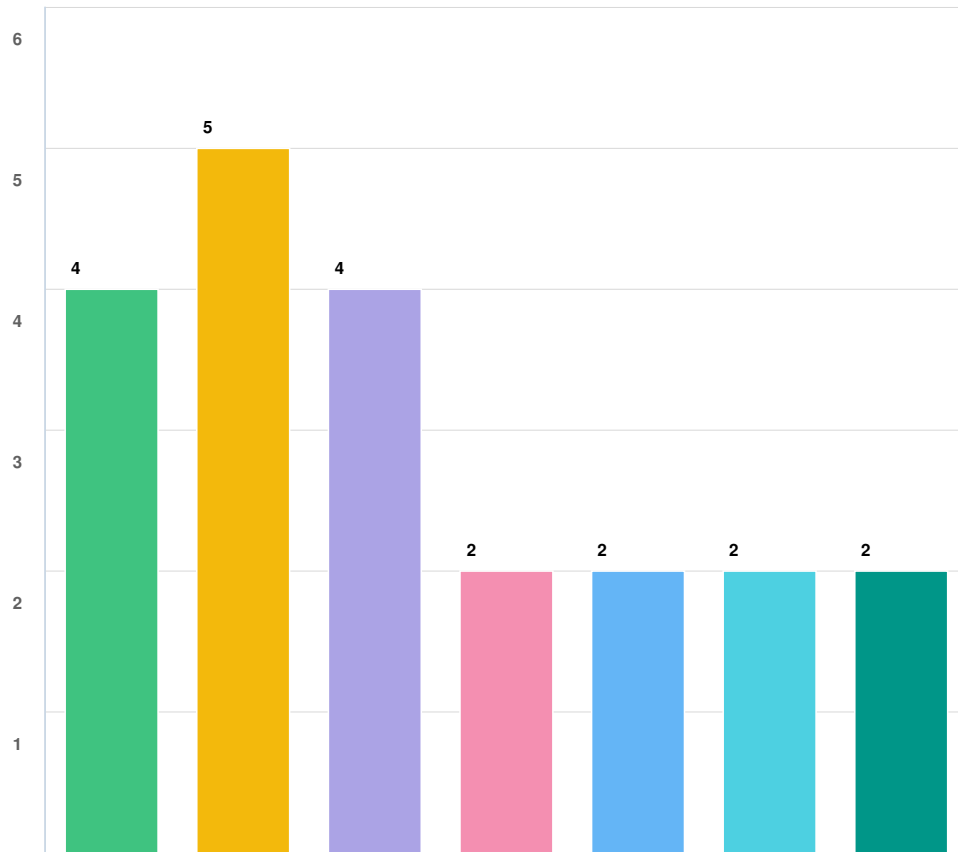
Yes No

Mandatory Question (11 response(s))

Question type: Dropdown Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

Out of the statements below, please select up to three which you would most like to see council prioritise to address climate change and sustainability?



Question options

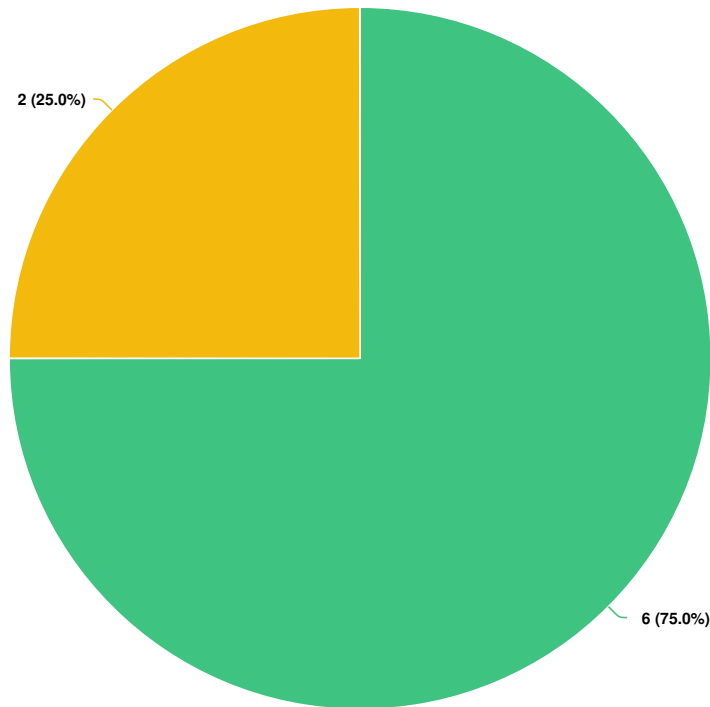
- Reducing emissions and increasing solar energy within the region
- Greater support and protection of our natural areas and waterways, urban trees, and biodiversity
- Continually reviewing, updating, and using best practice methods to reduce the impacts of storms, bushfire, flooding and other climate impacts on our region
- Encouraging developers and property owners to build new structures or renovate existing buildings with the highest energy and water efficiency rating
- Providing more sustainable transport options in the region (electric vehicle charging stations, public transport, shared paths, ride sharing etc)
- Increasing efforts to reduce and recycle waste and turn it into new products
- Greater education and support for the community to participate in environmental initiatives and prepare for climate impacts

Mandatory Question (8 response(s))

Question type: Checkbox Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

Are there any actions that you would like to see included in our Action Plan to help improve sustainability across the Shoalhaven?



Question options

● Yes ● No

Mandatory Question (8 response(s))

Question type: Dropdown Question

Get Involved Shoalhaven : Summary Report for 30 September 2022 to 02 November 2022

Please rank what would be the most helpful for you to take action on sustainability and climate change. (1 being most helpful)

OPTIONS	AVG. RANK
A local sustainability community network, newsletter or platform to share information	2.64
More programs for residents, schools and businesses to support the community to take action	2.64
Financial support through grants or loans	3.00
Having expert advice available to help me	3.27
More events and opportunities to learn, such as workshops, events and expos	3.45

Mandatory Question (11 response(s))

Question type: Ranking Question

Contaminated Land Management Policy

Adoption Date:	04/04/1995
Reaffirmed:	09/05/2017
Amendment Date:	16/11/2022
Minute Number:	MIN95.710, MIN13.109, MIN17.378
Review Date:	01/12/2024
Directorate:	City Development
Record Number:	POL22/45

CL22.615 - Attachment 1

Contaminated Land Management Policy

Contents

1. Purpose	3
2. Statement	3
3. Provisions	7
3.3 NSW Site Auditors	8
3.3.1 NSW Site Auditor Scheme	8
3.3.2 When Council Requires a Site Audit	8
3.4 Council Records and Community Information	9
3.4.1 Management of Council's information	9
3.4.2 Section 10.7 Planning Certificates	9
3.4.3 Access to Council Information	10
4. Implementation	10
5. Review	10
Appendices	
Appendix 1 – Activities/industries and contaminants of potential concern	12

Contaminated Land Management Policy

1. Purpose

The purpose of this policy is to provide guidelines and a framework to appropriately manage contaminated lands or potentially contaminated lands from historical and current land uses within the Shoalhaven Local Government Area (LGA) to:

- make sure land use changes or development will not elevate risk to human health or the environment or any environmental receptors through adequate land use planning processes,
- prioritise collaboration with NSW Environment Protection Authority (EPA) to manage and report contaminated land information,
- ensure investigations and remediation are undertaken to an appropriate standard for any contaminants for adherence to relevant land use contamination criteria,
- document the transparency of contaminated land information that is available to enable decision making and to communicate requirements to the community,
- prevent and minimise the potential for contamination,
- consider the potential for land to be contaminated when assessing and determining development applications,
- consider the potential for land to be contaminated when preparing planning proposals for rezoning.

2. Statement

2.1 Scope

Contaminated land is land on which a substance occurs at concentrations above background levels which cause, or is likely to cause, a risk of harm to human health or the environment.

Historically land uses and other activities have been carried out without adequate controls or understanding of the potential impacts of substances used in relation to those land uses. Accordingly, there exists a legacy of contamination that is just not limited to the land which activities were undertaken. Soil, ground water and air quality can also be impacted on by chemicals and substances from past land uses and these substances can move from a contaminated site to adjoining land. In recent years this legacy of contamination has been recognised through legislative controls for Government and industry. These controls serve to understand potential risks to human health and the environment and how these risks will be managed for future uses of the land.

Activities and industries considered likely to cause contamination, together with their likely contaminants of potential concern, are listed in Appendix 1. Examples include, but are not limited to:

- Agricultural/horticultural – fertilisers (calcium phosphate, calcium sulfate, nitrates, ammonium sulfate, carbonates, potassium, copper, magnesium, molybdenum, boron, cadmium, arsenic).
- Defence works - Hydrocarbons, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS), asbestos.
- Industrial (e.g., engine works) – Hydrocarbons, metals, solvents, acids/alkalis refrigerants.
- Service stations and fuel storage facilities – Aromatic hydrocarbons, BTEX (i.e., benzene, toluene, ethylbenzene, xylenes, naphthalene).

Contaminated Land Management Policy

This policy forms the basis for the management of contaminated and potentially contaminated land within Shoalhaven City Council. The policy is formulated in accordance with the [NSW Contaminated Land Planning Guidelines](#) (Planning Guidelines) and *State Environmental Planning Policy (Resilience and Hazards) 2021* (RHSEPP) in order to implement a contaminated land management framework. It applies to both public and private land in the Shoalhaven Local Government Area (LGA).

Shoalhaven City Council must consider the potential for land to be contaminated when proposing land use changes (including changes to permitted land uses or planning proposals through rezoning) and when assessing development applications. Furthermore, contaminated land management also need to be considered for Council activities as a key component of environmental due diligence processes. Council's contaminated land management functions are summarised in Table 1.

Table 1- Council planning functions and decisions to be made in relation to contaminated land management

Planning function	Decisions to be made
Preparing a planning proposal for zoning/rezoning, or preparing a state environmental planning policy that will affect a rezoning or otherwise permit a change in land use	Is the land suitable or can it be made suitable for the uses permitted in the new zone?
Preparing a development control plan (DCP)	Are provisions required to identify the need to consider contamination (current and historical)?
Assessing and determining a development application under Part 4, or application under Part 5.1, of the Environmental Planning and Assessment Act 1979 (NSW) (EP&A Act).	Is the land suitable, or can and will it be made suitable, for the proposed development (through the incorporation of appropriate mitigation measures and conditions of consent)?
Modifying a development consent or other approval	Will the proposed modification affect the suitability of the land for existing and future proposed use/s?

In accordance with the requirements of the Planning Guidelines and RHSEPP, this policy provides the framework for the integration of contaminated land management into the planning and development process, and aims to achieve this by:

- Maintaining a database of contaminated and potentially contaminated land and recording any relevant information on site investigations, remediation or site audits undertaken in the Shoalhaven LGA; and
- Ensuring information provided by the EPA for [Notified Sites](#), the [Contaminated Land Record](#) and the [record of notices](#) information are held in Shoalhaven City Council's Potentially Contaminated Land database (PCL Database) and are noted on any relevant section 10.7 (2) and 10.7(5) Planning Certificate (under the EP&A Act) including advice that further information is available from Council; and
- Ensuring appropriate consideration of contamination issues is made during rezoning and development assessment processes, including:
 - i. identification of the presence of, or potential for, contamination on the land.
 - ii. consideration of the outcomes of any site investigation or contamination study.
 - iii. consideration of any remediation or abatement that has occurred on the land; and

Contaminated Land Management Policy

- iv. provide information to support decision making and inform the community through appropriate education material and a formal communications strategy (if required) to translate the policy.

2.2 Legislative Framework

The NSW Government has established a detailed framework for contaminated land management (Table 2).

Table 2- Legislation and policy relevant to contaminated land management

Legislation and Policy	Purpose
<i>Contaminated Land Management Act 1997 (CLM Act)</i>	Establishes a process for the investigation and remediation of sites that pose a significant risk to human health or the environment. It also assesses the operation of the NSW Site Auditor Scheme and aligns penalty amounts for offences under the CLM Act . The NSW Environment Protection Authority (EPA) is responsible for the regulation of sites declared under the CLM Act.
EP&A Act	10.7 Planning Certificate - is a certificate under Section 10.7 of the EP&A Act. Planning Certificates give information on the development potential of a parcel of land including contaminated land status and associated restrictions.
<i>State Environmental Planning Policy (Resilience and Hazards) 2021 (RHSEPP)</i> - consolidates and repeals the provisions of <i>SEPP 55 – Remediation of Land (SEPP 55)</i>	The RHSEPP is an Environmental Planning Instrument (EPI) that sets out matters that must be considered by Councils and other planning agencies when considering development applications and rezoning decisions. This may include, but not be limited to, Chapter 4 - Remediation of land.
NSW EPA Consultants reporting on contaminated land – Contaminated Land Guidelines	Where circumstances indicate contamination may be present which may require remediation to make the land suitable for a particular use, the following may be required: <ul style="list-style-type: none"> • Preliminary Site Investigation (PSI) – including a conceptual site model • Detailed Site Investigation (DSI) • Remedial Action Plan (RAP) • Site Validation Report (SVR) • Site Audit Statement (SAS) • Environmental Management Plan (EMP)

Contaminated Land Management Policy

Legislation and Policy	Purpose
<i>National Environment Protection (Assessment of Site Contamination) Measure 1999 as amended 2013 (ASC NEPM).</i>	<p>National framework endorsed by NSW EPA for assessing site contamination.</p> <p>Schedule B7 – Guidelines on derivation of health-based investigation levels - sets the relevant Health Investigation Levels (HILs) for potential contaminants of concern specific for the land use (Refer Appendix 1 – Activities/industries and contaminants of potential concern).</p> <p>Provides remediation hierarchy adopted by NSW EPA:</p> <ul style="list-style-type: none"> On-site and off-site treatment <p>If treatment is not practicable, then:</p> <ul style="list-style-type: none"> On-site containment, and Off-site disposal <p>Management strategy must be devised where remediation would result in no net environmental benefit.</p> <p>Land use scenarios:</p> <ol style="list-style-type: none"> Residential with garden/accessible soil, includes childcare, preschools, primary school Residential with minimal soil access Public open space (parks, playgrounds, playing fields, includes secondary schools and footpaths) Commercial/industrial, includes shops, offices, factories, industrial sites

2.3 EPA responsibilities

The EPA regulates sites that are significantly contaminated under the CLM Act and maintains a record of sites, notified to the EPA as potentially contaminated and a record of notices issued for contaminated land.

2.3.1 Notified Sites

The [list of notified sites](#) contain land that has been notified to the EPA as being potentially contaminated. The list states whether the land is regulated under the CLM Act.

If land is declared as 'significantly contaminated', it is regulated under the CLM Act and will receive notices relating to the management of this contamination. These notices are published on the record of notices for public view.

2.3.2 Record of Notices

The EPA triggers assessment and remediation of significantly contaminated land by sending written notices to those responsible for cleaning up the contamination. The EPA makes these notices, which includes preliminary investigation orders, available to the public through the [record of notices](#). If land is declared as 'significantly contaminated', it is regulated under the CLM Act and will receive notices relating to the management of this contamination.

Contaminated Land Management Policy

2.4 Council - Potentially Contaminated Land register (PCL)

Sites that are contaminated or potentially contaminated but not declared as significantly contaminated are managed by Council under the provisions of the EP&A Act, in accordance with the RHSEPP and the Planning Guidelines.

The landowner is responsible for ensuring that their land is managed in accordance with the *Protection of the Environment Operations Act 1997* (POEO Act), CLM Act and relevant workplace health and safety legislation. If contamination is encountered at a site, section 60 of the CLM Act outlines the requirements for reporting contamination – duty to report.

3. Provisions

3.1 Council's decision-making processes

In determining all rezoning, subdivision and development applications, Council must consider the possibility of land contamination and the implications it has for any proposed or permissible future uses of the land. A precautionary approach will be adopted to ensure that any land contamination issues are identified and dealt with early in the planning process.

3.1.1 Initial Evaluation

Council will conduct an initial evaluation as part of the development assessment process to determine whether contamination is or has been an issue, and whether sufficient information is available for Council to carry out its planning functions with due diligence. The initial evaluation will be based on information available to Council such as Council's PCL database, previous investigations about contamination on the land, previous zoning and uses of the subject land, and restrictions relating to possible contamination such as notices listed in the Contaminated Land Record of Notices. Council may also conduct a site inspection of the subject land.

3.1.2 Zoning, Rezoning and Development Applications

In assessing zoning, rezoning and development applications, Council is required under the RHSEPP to consider contamination issues (including when Council is the proponent of the rezoning). Section 4.15 of the EP&A Act requires Council to consider "the suitability of the site for the development" when assessing development applications. The risk from contamination to health and the environment is included in this assessment.

Section 4.6 of the RHSEPP outlines that Council will not consent to the carrying out of any development on land unless certain factors are taken into consideration and outlines when Council will require a preliminary investigation to be submitted with subdivision or development applications in accordance with the Planning Guidelines. Council will also require a detailed investigation if Council has reasonable grounds to believe the land or land adjacent to the proposed site may be contaminated because of the land's history, condition, or other information known to Council and prior to determining zoning, rezoning or development applications.

3.1.3 Reporting requirements for contaminated land

Investigations should be prepared in accordance with the RHSEPP the associated Planning Guidelines, this Policy, any other relevant Council Policies, and any relevant guidelines made under or endorsed by the EPA under the CLM Act. The NSW EPA has prepared a specific guideline, [NSW EPA Consultants reporting on contaminated land – Contaminated Land Guidelines](#) to assist consultants in preparing reports to investigate whether land is

Contaminated Land Management Policy

contaminated and the clearly defined stages of reporting on land that may be contaminated. This provides a robust basis for decisions or actions relating to the land concerned.

For land that has been the subject of an EPA management order, or an approved voluntary management proposal, and in accordance with Section 29 of the CLM Act 1997, the EPA may, under section 88E of the *Conveyancing Act 1919* impose restrictions on the use of, or impose public positive covenants on, any land to which this section applies for the purpose of the ongoing management of the land and may release or vary any such restriction or Covenant.

3.2 Council's Requirements for Remediation

The RHSEPP specifies when consent is required, and when it is not required, for remediation work.

3.2.1 Category 1 & Category 2 Remediation Work

Category 1 and Category 2 remediation work is defined in Chapter 4 - Remediation of land of the RHSEPP. Category 1 is remediation work needing consent and Category 2 is remediation not needing consent.

The RHSEPP outlines the requirements for notification and submission of reports required to Council. The Planning Guidelines outline in detail the decision-making process for determining Category 1 or Category 2 remediation works and provides guidance for reporting and investigations.

3.3 NSW Site Auditors

3.3.1 NSW Site Auditor Scheme

Site Auditors are experts who can provide an independent review of the work of a primary consultant for all types of contaminated sites. Part 4 of the CLM Act allows the EPA to accredit suitably qualified and experienced individuals as site auditors.

All Council requests for an independent review or site audit must be performed by an EPA accredited auditor for contaminated land. An up-to-date list of EPA accredited auditors can be obtained on the EPA's web page [Site Auditors](#) or by phoning the EPA's "Pollution Line" on 131 555. The EPA have also prepared [Guidelines for the NSW Site Auditor Scheme](#).

3.3.2 When Council Requires a Site Audit

Council may request a site audit to be undertaken at any or all stages in the site investigation process. In accordance with the Planning Guidelines, Council will require a site audit prepared by an NSW EPA accredited site auditor for contaminated or potentially contaminated land if Council:

- believes on reasonable grounds that the information provided by the proponent is incorrect or incomplete
- wishes to verify that the information provided by the proponent adheres to appropriate standards, procedures and guidelines
- does not have the internal resources to conduct its own technical review.

The role of an EPA accredited site auditor is very important in decision making by Council. For example, if land with a known or suspected history of potentially contaminating activities is planned to be redeveloped for a more 'sensitive' use, such as residential. Site auditors can

Contaminated Land Management Policy

provide increased certainty to Council of the nature and extent of contamination and the suitability of a site for a specific use.

The proponent will be informed by Council if a site audit is required after Council has conducted a review of the contamination reports and associated documents (e.g., development application) submitted to Council. The proponent is responsible for engaging an EPA accredited site auditor for contaminated land to perform a site audit. In addition, the proponent is responsible for all costs borne in engaging an EPA accredited site auditor for contaminated land.

3.4 Council Records and Community Information

Council has a statutory responsibility under section 59 of the CLM Act to include information provided to Council by either the EPA or accredited auditors on planning certificates issued for the purposes of section 10.7 of the EP&A Act. Council's PCL Database is updated when information concerning land use history, land contamination and remediation via development and subdivision applications or when information is provided to Council via other sources.

3.4.1 Management of Council's information

The PCL Database will record details of any site remediation or abatement that has been undertaken, validation records, and audits of remediation work as required by the Planning Guidelines. Information regarding individual properties will be recorded in the PCL Database. Any enquiries associated with a property should be checked against information contained within the PCL Database.

Council will only delete a file or remove a reference to a potentially contaminating land use from its property information system in the following circumstances:

- New and independent information is provided that confirms the potentially contaminating activity did not occur on the property; and/or
- New information is provided that confirms that the activity carried out on the property was not a potentially contaminating activity; and/or
- Where the site has been potentially contaminated by an activity on a neighbouring property, new investigations confirm that the land was not impacted by the neighbouring land use.

If a property has been remediated, it will remain on the PCL Database to provide adequate information of the site history, and also due to the fact that only partial remediation may have occurred, or an encapsulation methodology may have been adopted under the guidance of an EPA accredited site auditor.

3.4.2 Section 10.7 Planning Certificates

Under section 10.7 of the EP&A Act, a person may request from Council a planning certificate containing advice on matters about land which are prescribed in the *Environmental Planning and Assessment Regulation 2021*. One such prescribed matter is the existence of a Council policy to restrict the use of land. Section 10.7 planning certificates issued by Council will not contain specific details of site contamination or potential site contamination for individual parcels of land unless the land, or part of the land is significantly contaminated.

Section 59(2) of the CLM Act provides that specific notation relating to contaminated land issues must be included on section 10.7 certificates. As well as containing information on

Contaminated Land Management Policy

prescribed matters, all section 10.7 certificates issued by Council will contain a notation informing of the existence of this policy to restrict the use of land.

3.4.3 Access to Council Information

Council's policy on contaminated land allows enquirers to access information on individual parcels of land in relation to the following – refer to Table 3:

Table 3 – Dissemination methods of contaminated land information

Type of Information	How to Obtain Information
Current and past development, building, subdivision and rezoning requests.	Written request to the Council in accordance with the access provisions of the <i>Government Information (Public Access) Act 2009</i> . Fees and charges apply
Information on reports held by Council in relation to site contamination issues.	Written request to the Council in accordance with the access provisions of the <i>Government Information (Public Access) Act 2009</i> . Fees and charges apply in accordance with Councils Schedule of Fees & Charges.
Information on any restrictions placed on the land	Section 10.7 Planning certificates
Information on whether any declarations or orders made, or voluntary proposals agreed to under CLM Act have been provided to Council by the EPA or whether Council has received any Site Audit Statements	Section 10.7 Planning certificate
Copies of any Site Audit Statements	Written request to the Council in accordance with the access provisions of the <i>Government Information (Public Access) Act 2009</i> . Fees and charges apply
Any other information held by Council (other than stated above) in relation to site contamination issues	Written request to the Council in accordance with the access provisions of the <i>Government Information (Public Access) Act 2009</i> . Fees and charges apply

In some circumstances, Council may not be able to provide full access to its records held on land contamination issues. These circumstances may include when the information held by Council is subject to legal privilege, copyright restrictions or where there is an overriding public interest against disclosure of information. Further enquiries regarding access to records held by Council should be directed to Councils Information Officer.

4. Implementation

The City Development Directorate (Environmental Services) will administer this policy.

5. Review

The Environmental Services Department will review this policy within one year of the election of a new Council.

Contaminated Land Management Policy

APPENDIX 1: ACTIVITIES/INDUSTRIES AND CONTAMINANTS OF POTENTIAL CONCERN

Adapted from [NSW Contaminated Land Planning Guidelines](#)

Activities/industries	Contaminants of potential concern
Agricultural/horticultural	Refer Fertiliser, Insecticides, Fungicides and Herbicides under 'Chemicals manufacture and use'
Airports	Hydrocarbons (aviation fuels, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Metals (aluminium, magnesium, chromium)
Asbestos production and disposal	Asbestos containing materials (ACM)
Battery manufacture and disposal	Metals (lead, manganese, zinc, cadmium, nickel, cobalt, mercury, silver) Acids (sulfuric acid)
Breweries/distilleries	Alcohol (ethanol, methanol, esters)
Chemicals	Acid/alkali manufacture and use (Mercury, chlorine (chloralkali process), sulfuric, hydrochloric and nitric acids, sodium and calcium hydroxides)
	Adhesives/resins (Polyvinyl acetate, phenols, formaldehyde, acrylates, phthalates)
	Dyes (Chromium, titanium, cobalt, sulfur and nitrogen organic compounds, sulfates, solvents)
	Explosives (Acetone, nitric acid, ammonium nitrate, pentachlorophenol, ammonia, sulfuric acid, nitroglycerine, calcium cyanamide, lead, ethylene glycol, methanol, copper, aluminium, bis(2-ethylhexyl) adipate, dibutyl phthalate, sodium hydroxide, mercury, silver)
	Fertiliser (Calcium phosphate, calcium sulfate, nitrates, ammonium sulfate, carbonates, potassium, copper, magnesium, molybdenum, boron, cadmium, arsenic)
	Flocculants (Aluminium)
	Foam production (Urethane, formaldehyde, styrene)
	Paints Heavy metals (Arsenic, barium, cadmium, chromium, cobalt, lead, manganese, mercury, selenium, zinc, titanium)

Contaminated Land Management Policy

Activities/industries	Contaminants of potential concern
Chemicals (continued)	Solvents (Toluene oils either natural (e.g., pine oil) or synthetic, hydrocarbons)
	Pesticides Active ingredients (Arsenic, lead, organochlorines, organophosphates, sodium tetraborate, carbamates, sulfur, synthetic pyrethroids)
	Solvents (Xylenes, kerosene, methyl isobutyl ketone, amyl acetate, wide range of chlorinated solvents)
	Pharmaceutical Solvents (Acetone, cyclohexane, methylene chloride, ethyl acetate, butyl acetate, methanol, ethanol, isopropanol, butanol, pyridine methyl ethyl ketone, methyl isobutyl ketone, tetrahydrofuran)
	Photography (Hydroquinone, sodium carbonate, sodium sulfite, potassium bromide, monomethyl para-aminophenol sulfate, ferricyanide, chromium, silver, thiocyanate, ammonium compounds, sulfur compounds, phosphate, phenylene diamine, ethyl alcohol, thiosulfates, formaldehyde)
	Plastics (Sulfates, carbonates, cadmium, solvents, acrylates, phthalates, styrene)
	Rubber (Carbon black)
	Soap/detergent General (Potassium compounds, phosphates, ammonia, alcohols, esters, sodium hydroxide, surfactants (sodium lauryl sulfate), silicate compounds) Acids (Sulfuric acid and stearic acid) Oils (Palm, coconut, pine, tea tree)
	Solvents General (Ammonia) Hydrocarbons (e.g., BTEX (benzene, toluene, ethylbenzene, xylenes)) chlorinated organics (e.g., tetrachloroethene (perchloroethylene) trichloroethene, trichloroethane, dichloroethane, carbon tetrachloride, methylene chloride)
Infrastructure Depots (e.g., Council, Railways, Electricity)	Hydrocarbons, Polycyclic aromatic hydrocarbons (PAH), ACM, heavy metals, pesticides, herbicides, PFAS

Contaminated Land Management Policy

Activities/industries	Contaminants of potential concern
Defence works	Hydrocarbons, PFAS, asbestos, see Explosives under 'Chemicals manufacture and use'; also 'Foundries', 'Engine works' and 'Service stations'
Drum reconditioning	Refer 'Chemicals manufacture and use'
Dry cleaning	Tetrachloroethene (perchloroethylene), Trichloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, white spirit (mixed hydrocarbons)
Electrical (substations, overhead conductors and underground cables)	Polychlorinated Biphenyls (PCBs) (transformers and capacitors), chromium, arsenic, solvents, tin, lead, mercury, PFAS, termiticides (e.g., pigment emulsified creosote).
Engine works	Hydrocarbons Metals, Solvents, Acids/Alkalis Refrigerants (Chlorofluorocarbons, hydro chlorofluorocarbons, hydrofluorocarbons) Antifreeze (Particularly aluminium, manganese, iron, copper, nickel, chromium zinc, cadmium and lead and oxides, chlorides, fluorides and sulfates of these metals)
Foundries	Metals (Particularly aluminium, manganese, iron, copper, nickel, chromium zinc, cadmium and lead and oxides, chlorides, fluorides and sulfates of these metals)
Gas works	Inorganics (ACM, ammonia, cyanide, nitrate, sulfide, thiocyanate, aluminium, antimony, arsenic, barium, cadmium, chromium, copper, iron, lead, manganese, mercury, nickel, selenium, silver, vanadium, zinc) Organics (BTEX, phenolics, PAHs and coke)
Hospitals	Waste (Asbestos, Various) Radioactive Materials (Diagnostic and therapeutic isotopes)
Iron and steel works	BTEX, phenolics, PAHs, metals and oxides of iron, nickel, copper, chromium, magnesium, manganese and graphite
Landfill sites	Methane, carbon dioxide, ammonia, sulfides, heavy metals, organic acids, hydrocarbons, asbestos, Organophosphorus and Organochlorine Pesticides
Marinas	See 'Engine works' and Electroplating metals under 'Metal treatments' Antifouling paints (Copper, tributyltin (TBT))

Contaminated Land Management Policy

Activities/industries	Contaminants of potential concern
Metal treatments	Electroplating Metals (Nickel, chromium, zinc, aluminium, copper, lead, cadmium, tin) Acids (Sulfuric, hydrochloric, nitric, phosphoric) General (Sodium hydroxide, 1,1,1-trichloroethane, tetrachloroethylene, toluene, ethylene glycol, cyanide compounds) Liquid carburizing baths (Sodium, cyanide, barium, chloride, potassium chloride, sodium chloride, sodium carbonate, sodium cyanate)
Mining and extractive industries	Arsenic, mercury and cyanides and also explosives under 'Chemicals manufacture and use' Aluminium, arsenic, copper, chromium, cobalt, lead, manganese, nickel, selenium, zinc and radionuclides The list of heavy metals should be decided according to the composition of the deposit and known impurities
Power stations	Asbestos, PCBs, fly ash metals, water treatment chemicals
Printing shops	Acids, alkalis, solvents, chromium, trichloroethene, methyl ethyl ketone Refer also Photography under 'Chemicals manufacture and use'
Research Institutions	Various depending on nature of work being carried out. A case specific evaluation is required.
Railway yards	Hydrocarbons, asbestos, arsenic, phenolics (creosote), heavy metals, nitrates, ammonia
Scrap yards	Hydrocarbons, metals, solvents, asbestos
Service stations and fuel storage facilities	Aromatic hydrocarbons BTEX (i.e., benzene, toluene, ethylbenzene, xylenes, naphthalene) PAHs Phenols Lead
Sheep and cattle dips	Arsenic, organochlorines, organophosphates, carbamates, synthetic pyrethroids
Smelting and refining	Metals, fluorides, chlorides and oxides of copper, tin, silver, selenium, lead and aluminium
Tanning and associated trades	Metals (Chromium, manganese, aluminium) General (Ammonium sulfate, ammonia, ammonium nitrate, arsenic phenolics, formaldehyde, sulfide, tannic acid)

Contaminated Land Management Policy

Activities/industries	Contaminants of potential concern
Water and sewage treatment plants	Aluminium, arsenic, cadmium, chromium, cobalt, lead, nickel, fluoride, lime, zinc
Wood preservation	Chromium, copper, arsenic, naphthalene, ammonia, pentachlorophenol, dibenzofuran, anthracene, biphenyl, ammonium sulfate, quinoline, boron, creosote, organochlorine pesticides



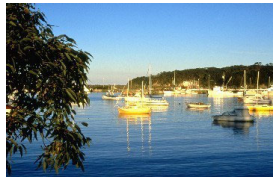
~~Guidelines for the Conduct of Community Consultative Bodies Guidelines Policies~~

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CL22.616 - Attachment 1



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TABLE OF CONTENTS

1. ESTABLISHMENT OF A COMMUNITY CONSULTATIVE BODY	3
1.1 Introduction	3
1.2 Definition	3
1.3 Boundaries	3
1.4 Recommended Conduct for Attendance at CCB Meetings	4
1.5 One Community Consultative Body in Each Area	4
1.6 Objectives	4
1.7 Council Recognition – Applying to Become a Community Consultative Body	4
1.8 Recognition of an Existing Organisation	5
1.9 Splitting a Meeting	5
2. COUNCIL SUPPORT	6
2.1 Provision of Information	6
2.2 Area Meetings	6
2.3 Financial Assistance	7
2.4 Notice Boards	7
2.5 Public Meetings	7
3. ADMINISTRATION – COMMUNITY BASED CCB'S	8
3.1 Office Bearers	8
3.2 Role of the Chairperson	8
3.3 Role of the Secretary	9
3.4 Role of the Executive	9
3.5 Incorporation	9
3.6 Insurance	10
3.7 Membership Subscription	11
4. MEETINGS – COMMUNITY BASED CCB'S	12
4.1 Frequency of Meetings	12
4.2 Procedure for Calling Meetings	12
4.3 Meeting Venue	12
4.4 Who can Attend Meetings?	12
4.5 Councillor's Attendance	13
4.6 Style of Meeting	13
4.7 Quorum	13
4.8 Issues for Discussion	14
4.9 Minutes	14

4.10 Annual General Meeting	15
5. CORRESPONDING WITH COUNCIL	16
5.1 Minutes of Meetings	16
5.2 Correspondence	16
5.3 Time Constraints	16
5.4 Council Decisions	16
5.5 Contact Information	17
5.6 Electronic Transmission	17
5.7 Postal Address	17
6. CESSATION OF RECOGNITION AS A COMMUNITY CONSULTATIVE BODY.....	18

~~LIST OF ATTACHMENTS~~

~~Attachment A – Sample of Summary of Income and Expenditure~~

~~Attachment B – Sample of Minutes~~

CL22.616 - Attachment 1

1. ESTABLISHMENT OF A COMMUNITY CONSULTATIVE BODY

<u>Adoption Date:</u>	<u>26/07/2005</u>
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CL22.616 - Attachment 1

Contents

1. Establishment of a Community Consultative Body	4
1.1 Introduction	4
1.2 Definition	4
1.3 Boundaries	5
1.4 Recommended Conduct for Attendance at CCB Meetings	5
1.5 One Community Consultative Body in Each Area	6
1.6 Roles and Responsibilities	6
1.7 Council Recognition – Applying to Become a Community Consultative Body	6
1.8 Recognition of an Existing Organisation	7
2. Council Support	7
2.1 Provision of Information	8
2.2 Council CCB Engagement	9
2.3 CCB Executive Meetings	9
2.4 Financial Assistance	9
2.5 Notice Boards	10
3. Administration – Community Based CCB's	10
3.1 Office Bearers of the Committee	11
3.2 Role of the Chairperson and CCB Operations	12
3.3 Role of the Secretary	13
3.4 Role of the Executive	13
3.5 Role of the Treasurer	13
3.6 Incorporation	14
3.7	14
Public Liability Insurance	14
3.8 16	16
Membership Subscription	16
4. Meetings – Community Based CCB's	17
4.1 Frequency of Meetings	17
4.2 Meeting Protocols	17
4.3 Meeting Venue	18
4.4 Who Can Attend Meetings	18
4.5 Councillor Attendance	18
4.6 Style of Meetings	18
4.7 Recording Meeting Attendances	19

Guidelines for the Conduct of Community Consultative Bodies Policy	
4.8 Quorum	19
4.9 Issues for Discussion	20
4.10 Minutes	20
4.11 Annual General Meeting	21
5. Corresponding with Council	23
5.1 Meetings Minutes	23
5.2 Correspondence	23
5.3 Time Constraints	24
5.4 Council Decisions	24
5.5 Contact Information	24
5.6 Electronic Transmission	25
6. Code of Conduct for a Community Consultative Body	1
7. Cessation of Recognition as a Community Consultative Body	1
7.1 Criteria for ceasing to be recognised as a CCB	1
7.2 Appeal Process Prior to Cessation of a CCB	1
Attachment A – Sample Code of Conduct	3
Attachment B - Summary of Income and Expenditure	4
Attachment C – Sample Attendance Sheet	1
Attachment D - Sample of Minutes	5
1. Establishment of a Community Consultative Body	3
1.1 Introduction	3
1.2 Definition	3
1.3 Boundaries	4
1.4 Recommended Conduct for Attendance at CCB Meetings	4
1.5 One Community Consultative Body in Each Area	4
1.6 Roles and Responsibilities	5
1.7 Council Recognition – Applying to Become a Community Consultative Body	5
1.8 Recognition of an Existing Organisation	5
2. Council Support	6
2.1 Provision of Information	7
2.2 Council CCB Engagement	7
2.3 CCB Executive Meetings	7
2.4 Financial Assistance	8
2.5 Notice Boards	9
3. Administration – Community Based CCB's	9
3.1 Office Bearers of the Committee	10
3.2 Role of the Chairperson and CCB Operations	11
3.3 Role of the Secretary	12
3.4 Role of the Executive	12

Guidelines for the Conduct of Community Consultative Body GuidelinesBodies Policy	
3.5 Role of the Treasurer	12
3.6 Incorporation	12
Insurance	13
3.7 Public Liability Insurance	13
3.8 Membership Subscription	14
4. Meetings Community Based CCB's	16
4.1 Frequency of Meetings	16
4.2 Meeting Protocols	16
4.3 Meeting Venue	17
4.4 Who Can Attend Meetings?	17
4.5 Councillor Attendance	17
4.6 Style of Meetings	17
4.7 Recording Meeting Attendances	18
4.8 Quorum	18
4.9 Issues for Discussion	19
4.10 Minutes	19
4.11 Annual General Meeting	20
5. Corresponding with Council	22
5.1 Meetings Minutes	22
5.2 Correspondence	22
5.3 Time Constraints	22
5.4 Council Decisions	23
5.5 Contact Information	23
5.6 Electronic Transmission	23
6. Code of Conduct for a Community Consultative Body	1
7. Cessation of Recognition as a Community Consultative Body	1
7.1 Criteria for ceasing to be recognised as a CCB	1
7.2 Appeal Process Prior to Cessation of a CCB	1
Attachment A Sample Code of Conduct	3
Attachment B Summary of Income and Expenditure	4
Attachment C Sample Attendance Sheet	1
Attachment D Sample of Minutes	4

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

1. Establishment of a Community Consultative Body

1.1 Introduction

The Shoalhaven ~~environment~~ is recognised as one of the most beautiful, yet sensitive, ~~areas~~ in the ~~s~~State. ~~Consequently,~~ Council and the community are faced with the challenging responsibility of accommodating an acceptable and sustainable level of growth, whilst protecting the inherent natural qualities of our area. ~~This involves sound decision making.~~

~~There are 49 Shoalhaven City Council recognises that our region's towns and villages in the City of Shoalhaven are diverse and there is a range of characteristics unique committed to every centre of population. This diversity creates a need for Council to consult consulting with the these communities.~~

~~Council's Ccommunity on a wide range of issues. Engagement Ppolicy acknowledges that all members of the community have a right and responsibility to participate in their community's future.~~

~~These is Guidelines Ppolicy provides a framework for pre-active community groups to ensure their communities can participate in decisions that affect them and to enhance the relationship with Council.~~

Community consultation is an important component of responsible decision-making. ~~One means by which Council is committed to consulting with the community is by a two-way communication process with organisations recognised by Council as Community Consultative Bodies (Community Consultative Bodies CCBs).~~

1.2 Definition

~~A Community Consultative Body (CCB) is an organisation which CCBs are resident groups recognised by Council as a representative group for a given area for the following purposes:~~

- ~~a) Has Is within identified~~ geographic boundaries covering an area with a common interest (i.e. a community of interest).
- ~~a) b)~~ Has the general support and confidence of the local community to:
 - i) Obtain, on behalf of the local community, information on local government issues.

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

- ~~ii) Disseminate relevant information to residents and ratepayers within the CCB area.~~
- ~~ii) Facilitate discussion~~
- iii) on, and communicate to Council, the collective views of the community to Council on a range of matters including policy development, land rezoning, subdivisions, development applications, and the works and services needs of the area.
- iv) Encourage the involvement of residents and ratepayers in Council's decision-making process.
- ~~b) c) Seeks to represent the residents and ratepayers within the CCB area.~~
- ~~c) d) Complies with the adopted 'Community Guidelines for the Conduct of Community Consultative Bodies Policy'.~~
- ~~d) e) Is formally recognised by Council as a CCB.~~

1.3 **Boundaries**

An organisation wishing to be recognised as a CCB should determine the geographical area it wishes to represent. ~~This area should be outlined on a map.~~

A CCB area must be of sufficient size to capture the views of a reasonable sized community on a range of local government issues.

A CCB needs to be ~~large enough and~~ sufficiently diverse to protect against being 'taken over' by a special interest or single ~~issue~~ group.

1.4 **Recommended Conduct for Attendance at CCB Meetings**

Participants are encouraged to:

- a) Come with good intentions and extend goodwill to all participants.
- b) Address the issue, not the person and endeavour to express yourself themselves clearly.
- c) Listen to and respect other's opinions.

Note: Council strongly recommends that all CCBS adopt an individual Code of Conduct. See Attachment A for a sample Code of Conduct

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

1.5 One Community Consultative Body in Each Area

Council will only recognise one organisation as a CCB over any geographic area.

Council and CCB's are encouraged to have a two-way conversation on local government related matters. CCB's are encouraged to actively engage with Council's public documents, consultations, and engagement platforms.

1.6 ~~Objectives~~ Roles and Responsibilities

A CCB should adopt the following objectives. The Roles and Responsibilities of a CCB include:

- a) To obtain, on behalf of the local community, information on local government issues relevant to the CCB area or the Shoalhaven City Council area ~~as a whole.~~
- b) To disseminate relevant information to residents ~~and and~~ -ratepayers within the CCB area.
- c) To facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including, but not limited to, ~~p~~Policy ~~d~~Development, land re-zoning, ~~s~~Subdivisions, ~~d~~Development ~~a~~Applications, and ~~the w~~Works and ~~s~~Services needs of the area.
- d) To encourage the involvement of ~~residents and ratepayers~~ citizens in Council's decision-making process.

Note: All opinions forwarded by CCBs to Council will be representative of the views of the community. It is therefore important for CCBs to be protected from external influences.

d)

1.7 Council Recognition – Applying to Become a Community Consultative Body

An organisation applying to be recognised by Council as a CCB should forward a letter of application to Council stating that it will comply with the '~~Guidelines for the Conduct of Community Consultative Body Guidelines~~' ~~Bodies Policy~~ and enclose a map identifying the proposed CCB area.

The application will first be considered by Council and if supported in principle for consultation purposes, Council staff will then:

- a) Advertise the proposal for public comment.
- b) Consult with any other organisation that is recognised as a CCB within any part of the same geographic area.
- c) Following public comment submit a report to a Council meeting for determination.

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

- d) Take into consideration any comments received when determining the application.
- e) Inform the applicant of Council's determination.

1.8 Recognition of an Existing Organisation

A CCB ~~may be~~ is an organisation established for the sole purpose of fulfilling the role of a CCB.

Alternatively, an organisation already actively involved in the local community may be suitable for recognition as a CCB (~~e.g.e.g.~~ a Progress Association, a Residents and Ratepayers Association).

1.9 Splitting a Meeting

2. Some CCBs may wish to split their meetings so that the first part of the meeting deals with agenda items which are within its role as a CCB. The second part of the meeting can then focus on other business in which the organisation is involved. Council Support

~~In such cases it is generally advisable to maintain separate minutes.~~

~~Should a need arise, a CCB may resolve to split the meeting in accordance with this Clause. In such a case, the CCB may by resolution determine the office bearers for the CCB component of the meeting, and those office bearers are to be determined at the Annual General Meeting by the residents and ratepayers from within the CCB geographical area.~~

~~Where an existing organisation is recognised as a CCB it must comply with the 'Guidelines for the Conduct of Community Consultative Bodies' when dealing with Council related issues.~~



~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

2. COUNCIL SUPPORT

2.1 Provision of Information

Information

Council will provide CCBs ~~with the following information~~ can include:

- a) ~~a~~ A weekly list of development and sub-division applications currently before Council for determination.
- b) ~~details~~ Details of policy documents and corporate planning strategies on which Council is seeking comment.
- c) ~~land~~ Land re-zoning proposals.
- d) Council Business Papers and Minutes.
- e) ~~draft~~ Draft Delivery/Operational Plans.
- f) Council's Annual Report.
- g) ~~Other~~ Other relevant documents.

~~Where an e-mail address is provided, Council will, if requested by the CCB, forward the above information in an electronic format. In such a case, Council will use hyperlinks to the Council documents where appropriate.~~

~~If further information is required in regard to a major development proposal, the CCB can nominate a representative to liaise with an officer of Council on the issue.~~

~~If the development application is of a very significant or sensitive nature, arrangements may be made for representatives of a CCB to meet with Council's Development Assessment Unit. This will provide an opportunity for the CCB to have some preliminary input and comment.~~

2.2 Area Meetings

~~Council will generally hold~~ Where the CCB seeks further information on a major development proposal, they can nominate a representative person to liaise with a Council Officer (nominated by the Director, City Development) on the matter. Where the development proposal is of a regionally significant or community sensitive nature, arrangements can be made via the Director, City Development's office for member/s of the CCB to meet with the planning assessment staff.

CCB's should foremost encourage individual community members to lodge their own submissions on development applications of interest, to ensure their point of view is adequately captured through any notification process.

CCB's may make a submission on behalf of the community they represent, however, there is no requirement to do so. Where a CCB lodges a submission for a development application, it should be made clear that it is on behalf of all, or a part of the community they represent.

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~~Community Consultative Bodies Policy~~

2.2 Council CCB Engagement

Council will maintain two-way communication with CCBs and will meet with CCB representatives as required.

2.3 CCB Executive Meetings

Council will convene a meeting of all CCB Executives (where possible) each year for. Topics may include- ~~M~~ major policies, strategies, the four areas being divided into northern, central area 1, central area 2 and southern in August of each year. budget, and the operational plan-. ~~will be discussed with CCB representatives.~~ CCB Executives, or their representatives, may participate in discussions and vote at this meeting.

~~The meetings will be called to enable discussion of:~~

- ~~a) — matters of policy (including planning policy)~~
- ~~b) — priority of major works~~
- ~~c) — customer service and Council performance standards~~
- ~~d) — to facilitate interaction between CCB's within each area~~
- ~~e) — Agenda items considered relevant to the area or the Shoalhaven generally.~~

~~The President~~Where CCBs are provided with the opportunity to provide Agenda items, s. In such a case, the CEO has the discretion to determine whether those items are consistent with citywide issues and can be included on the Agenda.

The Chairperson and Secretary (or their representatives) for each CCB in the area will be invited to these meetings and ~~each~~ CCB's ~~will~~ may be invited to submit agenda items.

~~Council will convene a meeting of all CCB Executives in February (where possible) each year to discuss Major policies, strategies, the budget and Operational Plan allowing the community input to the Draft Operational Plan before it is placed on public exhibition. CCB executives or their representatives may participate in discussion and vote at this meeting, while other members of the CCB are welcome to attend as observers. CCBs are to be requested if they wish to provide Agenda items. In such a case the General Manager has the discretion to determine whether those items are consistent with Citywide issues and can be included on the agenda.~~

CCBs ~~must~~are required to notify their members in advance of these meetings, seek their views on what matters they think should be raised, and relay back to them the meetings' outcomes.

~~2.3.2.4~~ Financial Assistance

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

Council will provide financial assistance to help meet the CCB administrative costs and/or hall hire expenses. The amount will be determined in Council's budget process and will be paid each financial year.

When applying for financial assistance, CCBs will be asked to provide a copy of their financial statement for the previous 12 months. See Attachment BA for a sample of a financial statement.

2.4.2.5 Notice Boards

Council may assist in the provision and maintenance of a community notice board. Assistance will be subject to the availability of funds within Council's budget.

Conditions of use of a community notice board include:

- a) CCBs are to advertise their committee meeting agendas prior to a meeting so community members know in advance of items being discussed.
- a)b) The CCB may allow the display of information by any local non-profit organisation (excluding matters of a party-political or religious nature, and business or personal notices).
- b)c) The underlying principle for community notice boards is to promulgate/disseminate matters of community interest, as considered relevant by the local Community Consultative Body.
- e)d) Information placed on community notice boards is for information dissemination that provides to provide the community with a balanced view. For example, if there are any contrary views published, both views are to be placed on the notice board, rather than only one point of view.
- e) Council advertisements may be placed on the notice board at the discretion of the CCB.

~~d)3. Administration – Community Consultative Body-Based CCB's~~

~~2.5 Public Meetings~~

~~Council will organise public meetings where issues of major community interest can be discussed. The CCB for the area will be informed of the details of any such meeting.~~



~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

3. ADMINISTRATION – COMMUNITY BASED CCB'S

3.1 Office Bearers of the Committee

It is mandatory for a CCB to have an elected committee.

CCB office bearers include:

- a) Convenor Chairperson ~~or President~~
- b) Secretary
- c) Treasurer
- d) Others as considered appropriate by the CCB.

The democratically elected office bearers must live ~~or~~ or own a property, within the CCB area.

If possible, principal office bearers (~~i.e.~~ i.e., ~~President, Secretary, Treasurer, Chairperson, Convenor, Deputy Convenor~~) should not be from the same family/household. A CCB must hold an Annual General Meeting (Annual General Meeting AGM) once per calendar year, preferably in the same month of ~~that each~~ year.

It is recommended that a person hold the office of Chairperson for no more than two consecutive years.

It is recommended that a CCB committee have a diverse range of members from their local community, so the committee is a true representation of the community.

This may include diversities in:

- a) ~~a~~ Age.
- b) ~~g~~ Gender.
- c) ~~e~~ Cultural background.
- d) ~~e~~ Community involvement.
- e) ~~s~~ Specific interests.

Voting for the election of office bearers in an ~~Existing-existing Organisation~~ organisation and other non-Council related issues may be restricted to financial members of the organisation.

It is mandatory for a CCB to have an elected Ccommittee. The committee must be elected by the previous committee, community members, and business operators at tthe AGM.

Incoming CCB committee members need to familiarise themselves with the CCB GuidelinesPolicy and be aware of their responsibilities under them.

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~~Community Consultative Bodies Policy~~

To encourage diversity and renewal, the CCB are encouraged to place limits on the length of service of Committee members.

3.2 Role of the Chairperson and CCB Operations

~~The Chairperson of a CCB meeting should ensure that:~~ The role of the Chairperson of a CCB is to ensure:

- a) ~~A~~A quorum is present before opening the meeting.
- b) ~~All~~All residents ~~and~~ ratepayers and business operators of the CCB area are made welcome at the meeting and are aware that they can participate in discussion and vote on any Council related matter.
- c) ~~The~~The meeting is chaired impartially.
- d) ~~Control~~Control and guidance ~~is~~are exercised during the ~~course of the~~ meeting.
- e) ~~Discussion~~Discussion remains relevant to the issue and is not too prolonged.
- f) ~~The Chairman~~The Chairperson may refer to ~~the Council's~~the Council's Code of Meeting Practice for ~~Guidance~~guidance on ~~Meeting Procedure~~meeting procedure.
- g) ~~Any~~Any individual or special interest group does not dominate the meeting. ~~This may be done~~ by:
 - i) ~~limiting~~Limiting the time one person ~~may speak~~speaks on an issue.
 - and/or
 - ii) ~~ensuring~~Ensuring that everyone has an opportunity to speak before anyone ~~is allowed to speak~~speaks for a second time on that issue
 - iii) ~~to ensuring that~~allow comments and proposals both in support and opposed to a proposition ~~to be~~heard.

The CCB will offer its forum for information-sharing, support and collaboration with individuals, business groups, local interest groups, clubs, ~~societies~~ societies, and community service providers within its geographical area.

As a matter of courtesy and operational efficiency, committee members will inform their fellow members as soon as possible about matters that will affect their availability to carry out their responsibilities, e.g. prolonged absences due to travel or illness.

In such cases, committee members who have custody of CCB records and/or property must notify their fellow committee members and arrange handover of items required for the CCB's operations. The committee will inform members of acting arrangements for office bearer positions.

If

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

disputes or any other problems within the CCB are affecting efficient operations, the Committee will inform members and ask how they wish the problem to be resolved.

3.3 Role of the Secretary

The role of the Secretary of a CCB is to:

- a) Advertise meetings including an Agenda outline in a manner suitable to, and after consultation with, the community.
- b) Handle correspondence and have correspondence available at meetings for perusal by members.
- c) ~~Record~~Accurately record the ~~M~~minutes of CCB meetings ~~(and subcommittee meetings, including a full list of resolutions made at the meeting and provide~~ a copy ~~of the Minutes must be forwarded~~ to Council within one month of the meeting following their adoption).
- d) Be the main contact person for the CCB ~~membership, be responsible for forwarding minutes and for facilitating membership communications.~~
- e) Advise Council of any change to the mailing address of the CCB or the principal office bearers, along with their phone and email contact information.
- ~~a) Make~~ available Minutes of meetings and subcommittee meetings available for inspection by residents ~~and~~ ratepayers and business operators within the CCB area.
- ~~f) _____~~
- ~~g) Given the high workload of the Secretary's role it may be split, e.g. e.g., Correspondence Secretary, Membership Secretary, Minutes Secretary. One must be designated as the CCB's appointed Secretary.~~

3.4 Role of the Executive

The role of the Executive is as follows ~~as follows~~:

- ~~To~~ a) ~~C~~To communicate decisions adopted at the CCB meeting in accordance with the direction given at the meeting;
- ~~To~~ b) ~~T~~To determine the items to be included in the agenda for the subsequent CCB ~~Meeting; meeting.~~
- ~~To~~ c) ~~R~~To represent the functions of the CCB and resolve urgent items that may require a response before the next CCB meeting. ~~–~~The position taken on such items will need to be ratified at the next CCB meeting.

3.5 Role of the Treasurer

The role of the Treasurer is to:

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~~Community Consultative Bodies Policy~~

- a) ~~Keep~~ a record of the CCB financial transactions.
- b) ~~Present~~ a financial report to each CCB meeting.

3.5.3.6 Incorporation

Organisations recognised by Council as CCBs are free to determine for themselves whether to incorporate under the *Associations Incorporations Act*. Council encourages CCBs to inform themselves of both the benefits and obligations that come with incorporation to determine if this is the right choice for them by reviewing the NSW Fair Trading advice on incorporation.

If a CCB has their own constitution it must not conflict with these ~~is~~ Guidelines ~~Policy~~.

3.7 Insurance

Insurance

Public Liability Insurance

- a) ~~As independent community groups, CCB's are not covered under Council's Public Liability Insurance Policy.~~
- b) ~~As independent community groups, CCB's are encouraged to have a Public Liability Insurance Policy in place to an indemnity value of no less than \$20,000,000 to cover its interests and provide a level of protection to members/volunteers.~~
- ~~In accordance with Council's Terms & Conditions of Hire/Use for Council facilities, when making use of Council facilities such as Community Halls for CCB meetings, a community group must hold public liability insurance cover with an approved Australian provider for an amount that is determined to be acceptable by Council for the hire of the particular venue, usually no less than \$20,000,000.~~
- ~~Community groups are not covered by the Casual Hirer Insurance Policy when utilising Council facilities as this only applies to individuals or groups of individuals who are not part of a community group, sporting club, association, or other entity whether incorporated or not.~~
- a) ~~As independent community groups, CCB's are encouraged to have a Public Liability Insurance Policy in place to an indemnity value of no less~~

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

~~than \$20,000,000 to cover its interests and provide a level of protection to members/volunteers.~~

- c) CCB's are recommended to seek their own independent insurance advice to ensure they have appropriate Public Liability coverage in place. Council is unable to recommend insurance products or give specific insurance advice however can provide the following resources to support CCB's to determine their own insurance requirements:

- i) OurCommunity – Insurance Help Sheet
- ii) Justice Connect – Managing Insurance and Risk
- iii) Local Community Insurance Services

- d) In accordance with Council's Terms & Conditions of Hire/Use for Council facilities, when making use of Council facilities such as community halls for CCB meetings, a community group must hold public liability insurance cover with an approved Australian provider for an amount that is determined to be acceptable by Council for the hire of the venue, usually no less than \$20,000,000.

- e) Community groups are not covered by the Casual Hirer Insurance Policy when utilising Council facilities as this only applies to individuals or groups of individuals who are **not** part of a community group, sporting club, association, or other entity whether incorporated or not.

An incorporated Community Group recognised by Council as a CCB may hire a Council facility for the purpose of holding a meeting and in such cases there is no need for the CCB to hold public liability insurance cover.

However, Council's insurance cover does **not** cover or protect any other activities of a CCB. A CCB hiring a Council facility to conduct any activity other than a meeting will be required to hold Public Liability Insurance cover for \$10 million.

Members of the Committee should note that they are only covered by Public Liability Insurance when acting within the role of the respective CCB in accordance with these guidelines and subject to policy terms and conditions.

The following general information applies to the Public Liability policy:

- Councils' policy covers the CCB or qualifying committees of Council and Committee members against claims made by members of the public for personal injury or damage to personal property arising from a negligent act or omission of Council.
- When an incident occurs, members of the CCB are instructed that they are not empowered to admit liability. The following procedure is to be followed:
 - i) Members of the public who wish to make a claim should be requested to state their claim in writing setting out full particulars of the accident (where, when and how) and the grounds on which they hold the CCB (or Council) responsible and forward directly to Council.

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

Council's Insurance/Risk Management Section is available to discuss any matters associated with insurance.

ii) ~~3.8~~

iii) ~~If the CCB receives a claim from a member of the public, the Secretary or other member should contact Council's Insurance/Risk Manager to discuss the incident. The Insurance/Risk Manager may either forward an incident report from for completion or, depending on the nature of the claim, take other action. It is important that the CCB member follows the direction given by the Council staff so as to not prejudice the Council position.~~

Personal Accident Insurance

~~Council has a Personal Accident Policy to cover committee members and voluntary casual workers. The Personal Accident Insurance provides cover for sickness or injury whilst that person is on or travelling to or from a Council activity.~~

Membership Subscription

A CCB may ~~adopt a membership fee and/or~~ conduct fundraising activities to assist with the financial commitments of the CCB.

~~Non payment of a membership subscription must not prevent any resident or Any resident, -ratepayer within the CCB area from participating~~can participate in ~~discussion~~discussions and/or voting at a CCB meeting on general Council matters.



Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

4. MEETINGS – COMMUNITY BASED CCB'S

4. Meetings – Community Based CCB's

4.1 Frequency of Meetings

CCBs ~~should be encouraged to generally~~ meet monthly, or at least every second month. ~~Executive at a fixed date, time, and venue.~~ Committee meetings of the CCB will be accepted as meeting ~~this~~ these criteria providing that:

- a) ~~the~~ The meetings are set down for a fixed time, ~~date~~ date, and venue.
- b) ~~They~~ They meet the needs of the community.
- c) ~~The~~ The Minutes of the committee meetings are provided to Council.
- ~~The~~ The Minutes of subcommittee meetings are provided to Council.
- d) ~~the meetings are set down for a fixed time, date and venue,~~

- ~~they meet the needs of the particular community and~~
 - ~~the Minutes of the Executive Committee are provided to Council.~~
- Council may vary this position at its discretion.

A special or urgent meeting can be called subject to extensive advertising and with reasonable advance notice.

4.2 ~~Procedure for Calling Meetings~~ Meeting Protocols

It is preferable for meetings to be held at a fixed time and day of the month, for example at 7:00 pm on the second Monday of each month. ~~This makes it easier for people to remember and plan ahead.~~

A notice about any CCB meeting should be displayed or circulated in a way that will provide each resident and ratepayer reasonable opportunity to know the details of the proposed meeting.

Extra care should be taken to publicise any special or urgent ~~meeting~~ meetings called in addition to the regular meetings.

A notice of a CCB meeting ~~is to~~ must be displayed on the community notice board in areas where such a facility ~~has been~~ was provided by Council.

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

4.3 Meeting Venue

Meetings must be held at a public venue (~~e.g.e.g.~~, public hall, community centre). Meetings ~~should~~must not be held in a private home.

4.4 Who ~~can~~Can Attend Meetings?

All residents, ratepayers, business operators, and ~~other persons onsite van owners~~ within the ~~CCB community such as onsite holiday van owners and business owners~~geographical area are entitled to attend CCB meetings ~~of the CCB within their geographical area. No eligible person within the CCB area can be excluded from attending and participating in a meeting of the CCB without exclusion.~~

~~An attendance sheet shall be circulated at each meeting to record the names and addresses of those in attendance. This sheet may be used to check the voting entitlement for those in attendance.~~

4.5 Councillor'sCouncillor Attendance

Councillors are permitted to attend any CCB meeting and take a constructive ~~active~~ part in ~~discussion~~discussions. However, Councillors do not have voting rights unless they are a resident ~~of~~and ratepayer ~~of~~in the area covered by the CCB.

~~The opinions forwarded by CCBs to Council should be representative of the thoughts of the community, so it is important for CCBs to be protected as much as possible from external influence.~~

4.6 Style of MeetingMeetings

CCB meetings ~~are best~~should be run along as informal ~~lines~~ as opposed to formal meeting procedures.

An informal style of meeting would ~~be run~~ generally be run as follows:

- a) A~~a~~n issue is raised for discussion
- b) p~~p~~People can speak on:

- i) p~~p~~Possible solutions.
- ii) P~~p~~Problem areas.
- iii) B~~B~~ackground information relevant to the issue.

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

- c) ~~a~~After enough discussion has taken place, a person may suggest a recommendation which reflects the collective opinion of the meeting (the recommendation may draw upon the points discussed).
- d) ~~†~~The recommendation can be put to a vote and recorded in the minutes.
- e) ~~‡~~If the recommendation is not supported by a majority of those present at the meeting, it is to be recorded in the minutes as a lost recommendation - another recommendation on the item can then be put to the meeting.
- b) —
- i) ~~possible solutions~~
- ii) ~~problem areas~~

~~background information relevant to the issue~~

- c) — after sufficient discussion has taken place, a person may suggest a recommendation which reflects the collective opinion of the meeting (the recommendation may draw upon the points discussed)
- d) — the recommendation can be put to a vote
- e) if the recommendation is not supported by a majority of those present at the meeting, it is to be recorded in the minutes as a lost recommendation — another recommendation on the item can then be put to the meeting.

If formal meeting procedures are used, a motion must be introduced before speakers can debate for or against the motion. -This formal style of meeting tends to alienate many people who:

- a) ~~have~~ Have no experience of formal meeting procedures.
- b) ~~can~~ Can see positive aspects in both sides of the arguments being presented and are undecided if there is a 'right' or 'wrong' answer.
- c) ~~are~~ Are intimidated by the 'us' and 'them' division that formal motions often create.

4.7 Recording Meeting Attendances

An attendance sheet must be circulated at each meeting to record the names and addresses of those in attendance. The record of attendance must be maintained appropriately by the ~~GCBCCB~~, and details of this attendance should be forwarded regularly to ~~C~~ouncil, either as part of the minutes or as a separate submission.

When recording attendance, it should be noted that where fields on the attendance sheet have not been completed then that entry should not be counted in the overall attendance record.

This sheet can be used to check the voting entitlement for those in attendance.

See **Attachment C** for a sample attendance record template.

4.7.4.8 Quorum

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Community Consultative Bodies Policy

A quorum is the minimum number of members required to be present at a meeting before any business can be transacted.

A public CCB meeting must have a quorum of not less than seven ~~(7)~~ people and a ~~Committee~~ committee meeting must have a quorum of not less than four people. At an ~~Annual General Meeting~~ AGM, a CCB may set the quorum at a higher number.

A quorum of only seven members has been set so that a CCB can continue to hold meetings even when there are no major issues to be considered within the CCB area. It is expected, however, that an effective CCB will have an average attendance well in excess of the quorum. If attendance is not considered representative of the wider community, Council may withdraw ~~its~~ sits recognition of the organisation as a CCB.

4.8.4.9 **Issues for Discussion**

Issues of interest to a CCB could include:

- a) ~~p~~ Planning matters, including new building projects in the CCB area.
- b) Council's budget.
- c) Council's Delivery or Operational Plans.
- d) ~~development~~ Development proposals.
- e) ~~traffic~~ Traffic and parking issues.
- f) ~~parks~~ Parks and sports grounds – maintenance and improvements.
- g) ~~re~~ Re-zoning proposals.
- h) ~~policy~~ Policy proposals.
- i) ~~environmental~~ Environmental issues.
- j) ~~priorities~~ Priorities for expenditure.
- k) ~~maintenance~~ Maintenance of council assets (~~e.g.~~ e.g., roads, footpaths, boat ramps, etc).
- l) ~~capital~~ Capital expenditure items within the CCB area.
- m) ~~waste~~ Waste management.
- n) ~~other~~ Other community activities.

This means that almost all matters pertaining to a community's infrastructure, environment and planning, and the amenity and welfare of its citizens, come within a CCB's ambit.

4.9.4.10 **Minutes**

The minutes are the official record of business conducted at the CCB meeting and must record the following:

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

- ~~the commencing time, date and venue of the meeting~~
- ~~the number in attendance (a list of those in attendance should also be kept)~~
- ~~a) In the name of the Chairperson.~~
- ~~b) Any recommendations and/or decisions arising from the meeting recorded in full.~~
- ~~c) Voting on any decisions (i.e. number for and against, or if unanimous).~~
- d) Provide an accurate summary of the matters discussed.
- e) Provide detailed summaries of any presentations made at the meeting and include materials presented.
- f) Record members views raised on any matter, including opposing views.
- g) Clearly identify any actions to be undertaken prior to the next meeting.

The minutes may also include:

- ~~a) A summary or copy of any reports presented to the meeting.~~
- b) a preamble to any item of business discussed.
- c) Details of any points raised – either in support or in opposition to the proposal.

See Attachment D for a sample of acceptable CCB minutes.

~~details of any points raised – either in support or in opposition to the proposal.~~

See Attachment B for a sample of acceptable CCB minutes.

The details of the next meeting must be recorded as the final item before closure of the meeting and include an invitation to submit items for consideration at the next meeting.

The minutes must be distributed widely via surface mail, email, notice boards, websites, media releases or other appropriate means within one week of the meeting. Contact details must also be advised at the time of distribution.

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for committees to comply with this requirement to assist Councillors in being up to date with issues within community sectors. The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or e-mail is received by Council on the matter.

4.104.11 Annual General Meeting

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~~Community Consultative Bodies Policy~~

The ~~Annual General Meeting (AGM)~~ is the meeting where CCB office bearers are elected.

A CCB must hold an ~~Annual General Meeting~~AGM once per calendar year preferably in the same month of that year.

Voting for the election of office bearers and other non-Council related issues may be restricted to financial members of the organisation.



~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

~~5. CORRESPONDING WITH COUNCIL~~

~~5. Minutes of Corresponding with Council~~

~~5.1 Meetings Minutes~~

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some Committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for Committees to comply with this requirement to assist Councillors in being up to date with ~~issues within community sectors~~ local community matters.

The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or e-mail is received by Council on the matter.

~~5.2 Correspondence~~

If a CCB wishes Council to act on any specific recommendation or decision adopted at a meeting this should be conveyed to Council in the form of a letter or e-mail. ~~The correspondence should be addressed to the General Manager and include: directed through Council's Customer Service channels using the council@shoalhaven.nsw.gov.au email address or P.O. Box 42 Nowra NSW 2541, and include the following:~~

- ~~a) The recommendation/decision passed at the meeting.~~
- ~~b) Comments made for and against the proposal during the meeting (if appropriate).~~
- ~~c) Details of voting (i.e., number for and against, or if unanimous/unanimous).~~

~~The correspondence should be directed through Council's Customer Service channels using the council@shoalhaven.nsw.gov.au email address or by mail to PO Box 42 Nowra NSW 2541.~~

- ~~a) the recommendation/decision passed at the meeting~~
- ~~b) comments made for and against the proposal during the meeting (if appropriate)~~
- ~~c) details of voting (i.e. number for and against, or if unanimous).~~

It is of assistance to Council if different issues are covered in separate items of correspondence (i.e. one subject one letter and if known quote Council's reference number).

~~Guidelines for the Conduct of Community Consultative Bodies~~
Community Consultative Bodies Policy

5.3 Time Constraints

A CCB wishing to respond to an issue on which Council is inviting public comment, must respond within the specified time where practicable. ~~Council shall take into account~~ consider time constraints when consulting with CCBs. This is one reason why it is important for CCB meetings to be held regularly, and to maintain an ability to call a special meeting if necessary. ~~Council will acknowledge correspondence from CCBs within 28 days~~ in line with Councils correspondence standards.

5.4 Council Decisions

In considering any issue, Council will take into consideration:

- a) ~~V~~ views expressed by the CCB.
- b) ~~R~~ representations received from other organisations, government agencies, businesses, or individuals.
- c) ~~R~~ relevant legislation.
- d) ~~C~~ Council policy.
- e) ~~C~~ competing priorities.
- f) ~~B~~ budget constraints.

The final decision on any issue will be made either by the elected Council, or by staff in accordance with their delegated authority and Council policy.

Having regard for the above, a recommendation made by a CCB may be adopted, modified or rejected in the statutory decision-making process.

5.5 Contact Information

CCBs should inform Council of any change of contact details: as soon as possible, including:

- a) ~~i~~ n the principal office bearers (~~i.e.~~ i.e. -Chairperson, Secretary or Treasurer).
- b) ~~T~~ o the email address for the CCB. ~~to the mailing address for the CCB.~~
- c) ~~T~~ o the mailing address for the CCB.

~~Guidelines for the Conduct of Community Consultative Bodies~~
~~Community Consultative Bodies Policy~~

b)

5.6 Electronic Transmission

Minutes and correspondence ~~may~~should be forwarded electronically to Council's e-mail address, ~~which is~~ council@shoalhaven.nsw.gov.au

5.7 Postal Address

Mail is to be addressed to:

General Manager
Shoalhaven City Council
PO Box 42
NOWRA NSW 2541



Guidelines for the Conduct of Community Consultative Bodies

Community Consultative Bodies Policy

6. CESSATION OF RECOGNITION AS A COMMUNITY CONSULTATIVE BODY

6. Code of Conduct for a Community Consultative Body

- a) All eligible residents or ratepayers must be able to participate and vote at a CCB meeting.
- b) Maintain a quorum of at least ~~7~~ **seven (7)** people for three **(3)** consecutive meetings.
- c) Provide Council with a copy of the minutes of meetings and sub-committee meetings.
- d) Provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
- e) Hold regular meetings.
- f) Not operate or adopt functions which substantially conflict with a CCB's ability to represent the whole community.

7. Cessation of Recognition as a Community Consultative Body

7.1 Criteria for ceasing to be recognised as a CCB

A CCB may cease to be recognised by Council in the event of:

- a) Council receiving a written request from the CCB.
- b) Failure to comply with Council's ~~'Guidelines for the Conduct of Community Consultative Bodies'~~ **CCB Guidelines Policy**, particularly ~~in regard to~~ **regarding** the following:
 - i) The exclusion of any eligible resident or ratepayer from participating and voting at a CCB meeting.
 - ii) Failure to maintain a quorum for three consecutive meetings.
 - iii) Failure to provide Council with a copy of the minutes of meetings.
 - iv) Failure to provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
 - v) Failure to hold regular meetings.
 - ~~i)~~ Where a CCB operates or adopts functions which substantially conflict with its ability to represent the whole community.
 - vi) The inability of a CCB to elect office bearers within two months of an annual general meeting.
 - ~~vii)~~ **c) Council discontinues the CCB program.**

7.2 Appeal Process Prior to Cessation of a CCB

~~In the event that~~ If Council considers that a situation has arisen where it has become necessary to cease to recognise a CCB, Council shall undertake the following steps:

Guidelines for the Conduct of Community Consultative Bodies

Community Consultative Bodies Policy

- a) Staff will attempt to resolve any non-compliance issues with the executive in the first instance wherever possible.
- b) A report will be presented to Council setting out the reasons to cease to recognise a CCB.
- c) If Council supports the reasons, a letter to the last known contact point will be sent, inviting the CCB to comment as to why Council should not cease to recognise that CCB, allowing a response time of 28 days.
- d) If the CCB does not respond within that period a further letter shall be sent seeking a response within 14 days.

- e) If no response is received within the stipulated time, Council will automatically cease to recognise the CCB.
- f) If a response is received, the matter will be reported to Council setting out the views of the CCB and Council shall determine the appropriate action.

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

Attachment A – Sample Code of Conduct

Community Consultative Body (CCB) - Executive Member

As a condition of engagement, all executive/committee members must agree to adhere to the following code of conduct when accepting a role on the executive as a member or office bearer.

Acceptable Behaviour

As an executive member of the [-Insert Name of Organisation] operating as a Community Consultative Body endorsed by Shoalhaven City Council; I understand that I am expected to adhere to this code of conduct.

I understand that I am expected to:

- a) ~~A~~attend meetings, at the dates and times set by the committee.
- b) ~~A~~advise the committee in advance if I am unable to attend meetings.
- c) ~~e~~Contribute to an atmosphere of transparent and constructive participation.
- d) ~~t~~Treat all other members with respect.
- e) ~~e~~Conduct myself in an unbiased and transparent manner.
- f) ~~f~~Facilitate open discussion on matters of concern or interest to the community.
- g) ~~s~~Seek input from the entire community on all proposed submissions of the CCB.
- h) ~~a~~Accurately record and communicate the views of the entire community.
- i) ~~n~~Not exclude any member from participating in the activities of the CCB.
- j) ~~n~~Not speak publicly on behalf of the committee or the CCB.
- k) ~~n~~Not misrepresent the views of other members or executive members.
- l) ~~d~~Disclose to the chairperson any potential or actual conflict of interest relating to matters under discussion.
- h) abide by the directions of the chairperson.

I understand that refusal to adhere to this ~~e~~Code of ~~e~~Conduct may result in my removal from the executive/committee.

Signed Declaration

As an executive member of the Community Consultative ~~Body~~Body, I agree to abide by this code of conduct.

Name:

Address:

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

Phone:

Email:

Signature:

Date:

Attachment B - Summary of Income and Expenditure

LAKESIDE PROGRESS ASSOCIATION SUMMARY OF INCOME AND EXPENDITURE FOR THE YEAR ENDING 30 JUNE 2019

Income

Subsidy received from Shoalhaven City Council	\$400.00
Fundraising Activities	\$180.00
Total Income	\$580.00

Expenditure

Hire of hall for meetings	\$300.00
Postage	\$50.00
Stationery Items	\$35.50
Photocopying	\$129.00

Total Expenditure **\$514.50**

Balance for the year - \$65.50. Balance of Bank Account. The balance of Lakeside Progress Association's bank account as of 30 June 2019 was \$136.25.

Signed by: _____
J Bloggs A. Citizen Chairperson

~~a) — Staff will attempt to resolve any non-compliance issues with the executive in the first instance wherever possible.~~

~~Guidelines for the Conduct of Community Consultative Bodies~~

~~Community Consultative Bodies Policy~~

- ~~b) A report will be presented to Council setting out the reasons to cease to recognise a CCB.~~
- ~~c) If Council supports the reasons, a letter to the last known contact point will be sent, inviting the CCB to comment as to why Council should not cease to recognise that CCB, allowing a response time of 28 days.~~
- ~~d) If the CCB does not respond within that period a further letter shall be sent seeking a response within 14 days.~~
- ~~e) If no response is received within the stipulated time, Council will automatically cease to recognise the CCB.~~
- ~~f) If a response is received, the matter will be reported to Council setting out the views of the CCB and Council shall determine the appropriate action.~~

CL22.616 - Attachment 1

Guidelines for the Conduct of Community Consultative Bodies
Community Consultative Bodies Policy

CL22.616 - Attachment 1

Attachment A

Sample of Summary of Income and Expenditure

LAKESIDE PROGRESS ASSOCIATION
SUMMARY OF INCOME AND EXPENDITURE
FOR THE YEAR ENDING 30TH JUNE 2005

Income

Subsidy received from Shoalhaven City Council — \$400.00
Membership Fees — \$180.00

— Total Income \$580.00

Expenditure

Hire of hall for meetings — \$300.00
Postage — 50.00
Stationery Items — 35.50
Photocopying — 129.00

— **Total Expenditure \$514.50**

Balance for the year — \$65.50.

Balance of Bank Account

The balance of Lakeside Progress Association's bank account as at 30th June 2004
was \$136.25.

Signed by: _____
J. Bloggs A. Citizen
President Treasurer

Attachment C – Sample Attendance Sheet

Record of Attendance at Meeting

CCB Name:

Meeting Date:

Meeting Location:

Attendee Name:

Attendee Address:

Email:

Phone:

Age:

Occupation:

ATTACHMENT B**Sample of Minutes**

~~MINUTES OF THE MEETING OF THE LAKESIDE PROGRESS ASSOCIATION HELD IN THE LAKESIDE HALL ON WEDNESDAY 2ND FEBRUARY 2005 COMMENCING AT 7.00 PM~~

Present

~~There were 28 residents and ratepayers present at the meeting. Names and addresses are recorded in the attendance book.~~

~~Councillor Jones was also present.~~

Meeting Opened

~~Chairperson Mary Hume opened the meeting and explained, for the benefit of those attending for the first time, the manner in which a Community Consultative Body meeting operates.~~

Apologies

~~An apology was received from J Twyford~~

Confirmation of Minutes

~~Resolved on a motion of J Wilson seconded M Fisher that the minutes of the meeting held on Wednesday 18th August 2004 be confirmed.~~

Correspondence—Inward

~~The Secretary read the following items of inward correspondence~~

- ~~◆ Shoalhaven City Council advising that the development application for a three storey dwelling in Lake Crescent was refused.~~
- ~~◆ Shoalhaven City Council advising that a public meeting will be held on 7th October to discuss an application for a marina~~

Correspondence—Outward

~~The Secretary tabled the following items of outward correspondence~~

- ~~◆ Shoalhaven City Council regarding proposed three story dwelling in Lake Crescent.~~
- ~~◆ Lakeside Hall Management Committee regarding hall hire~~

Treasurers Report

~~[Include if Treasurer presents a report to the meeting.]~~

GENERAL BUSINESS**School Extension**

The chairperson reported that additional information had been obtained from Council in regard to the proposed extension of the school. The project was outlined in some detail:

The meeting discussed the proposed school extension and the following points were raised in support of the project

- An extension will ease the overcrowding in the existing school facility
- The extension meets an essential community need.
- The building project will provide local employment

Concerns raised were

- The site plan as proposed requires the unnecessary removal of a number of mature trees
- No provision is made for car parking within the school. Staff are already parking in the surrounding streets
- A larger school will generate more traffic in the surrounding streets
- The school is fast outgrowing its existing site and should be moved.

The following recommendation was put to the meeting

The meeting express opposition to the proposed extension of the school on the basis that the school has outgrown its existing site and should be relocated

The recommendation upon being put to the meeting was declared lost

Voted in favour — 8

Voted against 20

A further recommendation was put to the meeting

The school extensions be supported subject to Council negotiating with the Education Department on the following issues:-

- The importance of retaining as many trees as possible and
- The need for the provision of onsite car parking

The recommendation on being put to the meeting was declared carried

Voted in favour — 20

Voted against 8

The Marina Project

The meeting discussed the marina project.

Resolved that the marina project be an agenda item for discussion at the next meeting when more information will be available following the public meeting organised by Council.

Carried Unanimously

Boat Ramp

Mr Williams referred to the traffic congestion at the boat ramp over the long weekend.

~~The following recommendation was put to the meeting:-~~

~~Council be informed of the parking/traffic problems at the boat ramp in Lakeview Parade and be asked to provide for 10 extra spaces for cars and boat trailers. Carried Unanimously~~

~~Carried Unanimously~~

~~Next Meeting~~

~~The Chairperson reminded those present that the next scheduled meeting will be in the Lakeside Hall at 7.00pm on Wednesday 2nd March 2005.~~

~~There being no further business the meeting closed at 8.15 pm~~

CL22.616 - Attachment 1

Mary Hume
Chairperson

Attachment D - Sample of Minutes

MINUTES OF THE MEETING OF THE LAKESIDE PROGRESS ASSOCIATION HELD IN THE LAKESIDE HALL ON WEDNESDAY 2 FEBRUARY 2020 COMMENCING AT 7.00 PM

Chairperson

There were 28 residents, ratepayers and business operators present at the meeting. Names and addresses are recorded in the attendance book. Councillor Jones was also present.

Meeting Opened

Chairperson Mary Hume opened the meeting and explained, for the benefit of those attending for the first time, the way a CCB meeting operates.

Apologies

An apology was received from J Twyford. Confirmation of Minutes Resolved on a motion of J Wilson seconded M Fisher that the minutes of the meeting held on Wednesday, -18th August 2004 be confirmed.

Correspondence – Inward

The Secretary read the following items of inward correspondence:

- Shoalhaven City Council advising that the development application for a three-storey dwelling in Lake Crescent was refused.
- Shoalhaven City Council advising that a public meeting will be held on 7 October 2019 to discuss an application for a marina.

Correspondence – Outward

The Secretary tabled the following items of outward correspondence:

- Shoalhaven City Council regarding proposed three-story dwelling in Lake Crescent.
- Lakeside Hall Management Committee regarding hall hire.

Treasurers Report

[Include if Treasurer presents a report to the meeting] Sample Treasurer's Report at Attachment B - Page ii.

GENERAL BUSINESS

School Extension

The chairperson reported that additional information had been obtained from Council regarding the proposed extension of the school. The project was outlined in some detail. The meeting discussed the proposed school extension, and the following points were raised in support of the project:

- An extension will ease the overcrowding in the existing school facility.
-

- [The extension meets an essential community need.](#)
- [The building project will provide local employment.](#)

[Concerns raised were:](#)

- [The site plan as proposed requires the unnecessary removal of several mature trees](#)
- [No provision is made for car parking within the school. Staff are already parking in the surrounding streets](#)
- [A larger school will generate more traffic in the surrounding streets](#)

[The following recommendation was put to the meeting:](#)

- [The meeting express opposition to the proposed extension of the school on the basis that the school has outgrown its existing site and should be relocated](#)

[The recommendation upon being put to the meeting was declared lost:](#)

[Voted in favour 8.](#)

[Voted against 20.](#)

[A further recommendation was put to the meeting](#)

[The school extensions be supported subject to Council negotiating with the Education Department on the following issues:](#)

- [The importance of retaining as many trees as possible, and](#)
- [The need for the provision of onsite car parking.](#)

[The recommendation on being put to the meeting was declared carried:](#)

[Voted in favour 20.](#)

[Voted against 8.](#)

[The Marina Project](#)

[The meeting discussed the marina project.](#)

[Resolved that the marina project be an agenda item for discussion at the next meeting when more information will be available following the public meeting organised by Council.](#)

[Carried Unanimously.](#)

[Boat Ramp](#)

[Mr Williams referred to the traffic congestion at the boat ramp over the long weekend.](#)

[The following recommendation was put to the meeting:](#)

- [Council be informed of the parking/traffic problems at the boat ramp in Lakeview Parade and be asked to provide for 10 extra spaces for cars and boat trailers. Carried Unanimously](#)

[Next Meeting](#)

[The Chairperson reminded those present that the next scheduled meeting will be in the Lakeside Hall at 7:00 pm on Wednesday, 2 March 2020.](#)

[There being no further business the meeting closed at 8:15 pm](#)

[Mary Hume](#)
[Chairperson](#)

CL22.616 - Attachment 1

Community Consultative Bodies Policy

Adoption Date:	26/07/2005
Amendment Date:	27/03/2007, 28/08/2007, 30/10/2007, 25/03/2008, 12/08/2008, 7/10/2008, 25/08/2009, 26/07/2011, 29/01/2013
Minute Number:	MIN05.923, MIN07.397, MIN07.1173, MIN07.1599, MIN08.428, MIN08.1133, MIN08.1345, MIN09.1181, MIN11.718, MIN13.41
Review Date:	01/12/2020
Directorate:	City Lifestyles
Record Number:	POL16/176

Community Consultative Bodies Policy

Contents

1. Establishment of a Community Consultative Body	1
1.1 Introduction	1
1.2 Definition	1
1.3 Boundaries	1
1.4 Recommended Conduct for Attendance at CCB Meetings	2
1.5 One Community Consultative Body in Each Area	2
1.6 Roles and Responsibilities	2
1.7 Council Recognition – Applying to Become a Community Consultative Body	2
1.8 Recognition of an Existing Organisation	3
2. Council Support	3
2.1 Provision of Information	3
2.2 Council CCB Engagement	3
2.3 CCB Executive Meetings	3
2.4 Financial Assistance	4
2.5 Notice Boards	4
3. Administration – Community Based CCB's	4
3.1 Office Bearers of the Committee	4
3.2 Role of the Chairperson and CCB Operations	5
3.3 Role of the Secretary	6
3.4 Role of the Executive	6
3.5 Role of the Treasurer	6
3.6 Incorporation	7
3.7 Public Liability Insurance	7
3.8 Membership Subscription	7
4. Meetings – Community Based CCB's	7
4.1 Frequency of Meetings	7
4.2 Meeting Protocols	8
4.3 Meeting Venue	8
4.4 Who Can Attend Meetings	8
4.5 Councillor Attendance	8
4.6 Style of Meetings	8
4.7 Recording Meeting Attendances	9
4.8 Quorum	9
4.9 Issues for Discussion	9

Community Consultative Bodies Policy	
4.10 Minutes	10
4.11 Annual General Meeting	10
5. Corresponding with Council	11
5.1 Meetings Minutes	11
5.2 Correspondence.....	11
5.3 Time Constraints	11
5.4 Council Decisions.....	11
5.5 Contact Information	12
5.6 Electronic Transmission	12
6. Code of Conduct for a Community Consultative Body	12
7. Cessation of Recognition as a Community Consultative Body	12
7.1 Criteria for ceasing to be recognised as a CCB	12
7.2 Appeal Process Prior to Cessation of a CCB	12
Attachment A – Sample Code of Conduct	1
Attachment B - Summary of Income and Expenditure.....	2
Attachment C – Sample Attendance Sheet	1
Attachment D - Sample of Minutes	2

Community Consultative Bodies Policy

1. Establishment of a Community Consultative Body**1.1 Introduction**

The Shoalhaven is recognised as one of the most beautiful, yet sensitive areas in the state. Consequently, Council and the community are faced with the challenging responsibility of accommodating an acceptable and sustainable level of growth, whilst protecting the inherent natural qualities of our area. This involves sound decision making.

Shoalhaven City Council recognises that our region's towns and villages are diverse and is committed to consulting with these communities.

Council's Community Engagement Policy acknowledges that all members of the community have a right and responsibility to participate in their community's future. This policy provides a framework for community groups to ensure their communities can participate in decisions that affect them and to enhance the relationship with Council.

Community consultation is an important component of responsible decision-making. One means by which Council is committed to consulting with the community is by a two-way communication process with organisations recognised by Council as Community Consultative Bodies (CCBs).

1.2 Definition

CCBs are resident groups recognised by Council as a representative group for a given area for the following purposes:

- a) Is within identified geographic boundaries covering an area with a common interest (i.e. a community of interest).
- b) Has the general support and confidence of the local community to:
 - i) Obtain, on behalf of the local community, information on local government issues.
 - ii) Disseminate relevant information to residents and ratepayers within the CCB area.
 - iii) Facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including policy development, land re-zoning, subdivisions, development applications, and the works and services needs of the area.
 - iv) Encourage the involvement of residents and ratepayers in Council's decision-making process.
- c) Seeks to represent the residents and ratepayers within the CCB area.
- d) Complies with the adopted 'Community Consultative Bodies Policy'.
- e) Is formally recognised by Council as a CCB.

1.3 Boundaries

An organisation wishing to be recognised as a CCB should determine the geographical area it wishes to represent. This area should be outlined on a map.

A CCB area must be of sufficient size to capture the views of a reasonable sized community on a range of local government issues.

Community Consultative Bodies Policy

A CCB needs to be sufficiently diverse to protect against being 'taken over' by a special interest or single-issue group.

1.4 Recommended Conduct for Attendance at CCB Meetings

Participants are encouraged to:

- a) Come with good intentions and extend goodwill to all participants.
- b) Address the issue, not the person and endeavour to express themselves clearly.
- c) Listen to and respect other's opinions.

Note: Council strongly recommends that all CCBS adopt an individual Code of Conduct.
See **Attachment A** for a sample Code of Conduct

1.5 One Community Consultative Body in Each Area

Council will only recognise one organisation as a CCB over any geographic area.

Council and CCB's are encouraged to have a two-way conversation on local government related matters. CCB's are encouraged to actively engage with Council's public documents, consultations, and engagement platforms.

1.6 Roles and Responsibilities

The Roles and Responsibilities of a CCB include:

- a) To obtain, on behalf of the local community, information on local government issues relevant to the CCB area or the Shoalhaven City Council area.
- b) To disseminate relevant information to residents and ratepayers within the CCB area.
- c) To facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including, but not limited to, policy development, land rezoning, subdivisions, development applications, and the works and services needs of the area.
- d) To encourage the involvement of citizens in Council's decision-making process.

Note: All opinions forwarded by CCBs to Council will be representative of the views of the community. It is therefore important for CCBs to be protected from external influences.

1.7 Council Recognition – Applying to Become a Community Consultative Body

An organisation applying to be recognised by Council as a CCB should forward a letter of application to Council stating that it will comply with the 'Community Consultative Bodies Policy' and enclose a map identifying the proposed CCB area.

The application will first be considered by Council and if supported in principle for consultation purposes, Council staff will then:

- a) Advertise the proposal for public comment.
- b) Consult with any other organisation that is recognised as a CCB within any part of the same geographic area.
- c) Following public comment submit a report to a Council meeting for determination.
- d) Take into consideration any comments received when determining the application.

Community Consultative Bodies Policy

- e) Inform the applicant of Council's determination.

1.8 Recognition of an Existing Organisation

A CCB is an organisation established for the sole purpose of fulfilling the role of a CCB.

Alternatively, an organisation already actively involved in the local community may be suitable for recognition as a CCB (e.g., a Progress Association, a Residents and Ratepayers Association).

2. Council Support**2.1 Provision of Information**

Information Council will provide CCBs can include:

- a) A weekly list of development and subdivision applications currently before Council for determination.
- b) Details of policy documents and corporate planning strategies on which Council is seeking comment.
- c) Land re-zoning proposals.
- d) Council Business Papers and Minutes.
- e) Draft Delivery/Operational Plans.
- f) Council's Annual Report.
- g) Other relevant documents.

Where the CCB seeks further information on a major development proposal, they can nominate a representative person to liaise with a Council Officer (nominated by the Director, City Development) on the matter. Where the development proposal is of a regionally significant or community sensitive nature, arrangements can be made via the Director, City Development's office for member/s of the CCB to meet with the planning assessment staff.

CCB's should foremost encourage individual community members to lodge their own submissions on development applications of interest, to ensure their point of view is adequately captured through any notification process.

CCB's may make a submission on behalf of the community they represent, however, there is no requirement to do so. Where a CCB lodges a submission for a development application, it should be made clear that it is on behalf of all, or a part of the community they represent.

2.2 Council CCB Engagement

Council will maintain two-way communication with CCBs and will meet with CCB representatives as required.

2.3 CCB Executive Meetings

Council will convene a meeting of all CCB Executives (where possible) each year. Topics may include major policies, strategies, the budget, and the operational plan. CCB Executives, or their representatives, may participate in discussions and vote at this meeting.

Community Consultative Bodies Policy

Where CCBs are provided with the opportunity to provide agenda items, the CEO has the discretion to determine whether those items are consistent with citywide issues and can be included on the agenda.

The Chairperson and Secretary (or their representatives) for each CCB in the area will be invited to these meetings and CCB's may be invited to submit agenda items.

CCBs are required to notify their members in advance of these meetings, seek their views on what matters they think should be raised, and relay back to them the meetings' outcomes.

2.4 Financial Assistance

Council will provide financial assistance to help meet the CCB administrative costs and/or hall hire expenses. The amount will be determined in Council's budget process and will be paid each financial year.

When applying for financial assistance, CCBs are asked to provide a copy of their financial statement for the previous 12 months. See **Attachment B** for a sample of a financial statement.

2.5 Notice Boards

Council may assist in the provision and maintenance of a community notice board. Assistance will be subject to the availability of funds within Council's budget. Conditions of use of a community notice board include:

- a) CCBs are to advertise their committee meeting agendas prior to a meeting so community members know in advance of items being discussed.
- b) The CCB may allow the display of information by any local non-profit organisation (excluding matters of a political or religious nature, and business or personal notices).
- c) The underlying principle for community notice boards is to disseminate matters of community interest.
- d) Information placed on community notice boards is to provide the community with a balanced view. For example, if there are any contrary views published, both views are to be placed on the notice board, rather than only one point of view.
- e) Council advertisements may be placed on the notice board at the discretion of the CCB.

3. Administration – Community Based CCB's

3.1 Office Bearers of the Committee

It is mandatory for a CCB to have an elected committee.

CCB office bearers include:

- a) Convenor Chairperson.
- b) Secretary.
- c) Treasurer.
- d) Others as considered appropriate by the CCB.

The democratically elected office bearers must live or own a property, within the CCB area.

Community Consultative Bodies Policy

If possible, principal office bearers (i.e., Chairperson Convenor, Deputy Convenor) should not be from the same family/household. A CCB must hold an Annual General Meeting (AGM) once per calendar year, preferably in the same month of each year.

It is recommended that a person hold the office of Chairperson for no more than two consecutive years.

It is recommended that a CCB committee have a diverse range of members from their local community, so the committee is a true representation of the community.

This may include diversities in:

- a) Age.
- b) Gender.
- c) Cultural background.
- d) Community involvement.
- e) Specific interests.

Voting for the election of office bearers in an existing organisation and other non-Council related issues may be restricted to financial members of the organisation.

It is mandatory for a CCB to have an elected committee. The committee must be elected by the previous committee, community members, and business operators at the AGM.

Incoming CCB committee members need to familiarise themselves with the CCB Policy and be aware of their responsibilities under them.

To encourage diversity and renewal, the CCB are encouraged to place limits on the length of service of committee members.

3.2 Role of the Chairperson and CCB Operations

The role of the Chairperson of a CCB is to ensure:

- a) A quorum is present before opening the meeting.
- b) All residents, ratepayers, and business operators of the CCB area are made welcome at the meeting and are aware that they can participate in discussion and vote on any Council related matter.
- c) The meeting is chaired impartially.
- d) Control and guidance are exercised during the meeting.
- e) Discussion remains relevant to the issue and is not too prolonged.
- f) The Chairperson may refer to Council's Code of Meeting Practice for guidance on meeting procedure.
- g) Any individual or special interest group does not dominate the meeting by:
 - i) Limiting the time one person speaks on an issue.
 - ii) Ensuring that everyone has an opportunity to speak before anyone speaks for a second time on that issue to allow comments and proposals both in support and opposed to a proposition to be heard.

The CCB will offer its forum for information-sharing, support and collaboration with individuals, business groups, local interest groups, clubs, societies, and community service providers within its geographical area.

Community Consultative Bodies Policy

As a matter of courtesy and operational efficiency, committee members will inform their fellow members as soon as possible about matters that will affect their availability to carry out their responsibilities, e.g., prolonged absences due to travel or illness.

In such cases, committee members who have custody of CCB records and/or property must notify their fellow committee members and arrange handover of items required for the CCB's operations. The committee will inform members of acting arrangements for office bearer positions.

If disputes or any other problems within the CCB are affecting efficient operations, the Committee will inform members and ask how they wish the problem to be resolved.

3.3 Role of the Secretary

The role of the Secretary of a CCB is to:

- a) Advertise meetings including an agenda outline in a manner suitable to, and after consultation with, the community.
- b) Handle correspondence and have correspondence available at meetings for perusal by members.
- c) Accurately record the minutes of CCB meetings and subcommittee meetings, including a full list of resolutions made at the meeting and provide a copy to Council within one month of the meeting following their adoption.
- d) Be the main contact person for the CCB membership, be responsible for forwarding minutes and for facilitating membership communications.
- e) Advise Council of any change to the mailing address of the CCB or the principal office bearers, along with their phone and email contact information.
- f) Make Minutes of meetings and subcommittee meetings available for inspection by residents, ratepayers and business operators within the CCB area.
- g) Given the high workload of the Secretary's role it may be split, e.g., Correspondence Secretary, Membership Secretary, Minutes Secretary. One must be designated as the CCB's appointed Secretary.

3.4 Role of the Executive

The role of the Executive is as follows:

- a) Communicates decisions adopted at the CCB meeting in accordance with the direction given at the meeting
- b) Determine the items to be included in the agenda for the subsequent CCB meeting.
- c) Represent the functions of the CCB and resolve urgent items that may require a response before the next CCB meeting. The position taken on such items will need to be ratified at the next CCB meeting.

3.5 Role of the Treasurer

The role of the Treasurer is to:

- a) Keep a record of the CCB financial transactions.
- b) Present a financial report to each CCB meeting.

Community Consultative Bodies Policy**3.6 Incorporation**

Organisations recognised by Council as CCBs are free to determine for themselves whether to incorporate under the *Associations Incorporations Act*. Council encourages CCBs to inform themselves of both the benefits and obligations that come with incorporation to determine if this is the right choice for them by reviewing the [NSW Fair Trading advice on incorporation](#).

If a CCB has their own constitution it must not conflict with this policy.

3.7 Insurance

- a) As independent community groups, CCB's are not covered under Council's Public Liability Insurance Policy.
- b) As independent community groups, CCB's are encouraged to have a Public Liability Insurance Policy in place to an indemnity value of no less than \$20,000,000 to cover its interests and provide a level of protection to members/volunteers.
- c) CCB's are recommended to seek their own independent insurance advice to ensure they have appropriate Public Liability coverage in place. Council is unable to recommend insurance products or give specific insurance advice however can provide the following resources to support CCB's to determine their own insurance requirements:
 - i) [OurCommunity – Insurance Help Sheet](#)
 - ii) [Justice Connect – Managing Insurance and Risk](#)
 - iii) [Local Community Insurance Services](#)
- d) In accordance with Council's Terms & Conditions of Hire/Use for Council facilities, when making use of Council facilities such as community halls for CCB meetings, a community group must hold public liability insurance cover with an approved Australian provider for an amount that is determined to be acceptable by Council for the hire of the venue, usually no less than \$20,000,000.
- e) Community groups are not covered by the Casual Hirer Insurance Policy when utilising Council facilities as this only applies to individuals or groups of individuals who are **not** part of a community group, sporting club, association, or other entity whether incorporated or not.

3.8 Membership Subscription

A CCB may conduct fundraising activities to assist with the financial commitments of the CCB. Any resident, ratepayer within the CCB area can participate in discussions and/or voting at a CCB meeting on general Council matters.

4. Meetings – Community Based CCB's**4.1 Frequency of Meetings**

CCBs are encouraged to meet monthly, or at least every second month at a fixed date, time, and venue. Committee meetings of the CCB will be accepted as meeting these criteria providing that:

- a) The meetings are set down for a fixed time, date, and venue.
- b) They meet the needs of the community.
- c) The minutes of the committee meetings are provided to Council.
- d) The minutes of subcommittee meetings are provided to Council.

Community Consultative Bodies Policy

A special or urgent meeting can be called subject to extensive advertising and with reasonable advance notice.

4.2 Meeting Protocols

It is preferable for meetings to be held at a fixed time and day of the month, for example at 7:00 pm on the second Monday of each month. This makes it easier for people to remember and plan.

A notice about any CCB meeting should be displayed or circulated in a way that will provide each resident and ratepayer reasonable opportunity to know the details of the proposed meeting.

Extra care should be taken to publicise any special or urgent meetings called in addition to the regular meetings.

A notice of a CCB meeting must be displayed on the community notice board in areas where such a facility was provided by Council.

4.3 Meeting Venue

Meetings must be held at a public venue (e.g., public hall, community centre). Meetings must not be held in a private home.

4.4 Who Can Attend Meetings

All residents, ratepayers, business operators, and onsite van owners within the geographical area are entitled to attend CCB meetings without exclusion.

4.5 Councillor Attendance

Councillors are permitted to attend any CCB meeting and take an active part in discussions. However, Councillors do not have voting rights unless they are a resident and ratepayer, in the area covered by the CCB.

4.6 Style of Meetings

CCB meetings should be run as informal as opposed to formal meeting procedures. An informal style of meeting would generally be run as follows:

- a) An issue is raised for discussion
- b) People can speak on:
 - i) Possible solutions.
 - ii) Problem areas.
 - iii) Background information relevant to the issue.
- c) After enough discussion has taken place, a person may suggest a recommendation which reflects the collective opinion of the meeting (the recommendation may draw upon the points discussed).
- d) The recommendation can be put to a vote and recorded in the minutes.
- e) If the recommendation is not supported by a majority of those present at the meeting, it is to be recorded in the minutes as a lost recommendation - another recommendation on the item can then be put to the meeting.

Community Consultative Bodies Policy

If formal meeting procedures are used, a motion must be introduced before speakers can debate for or against the motion. This formal style of meeting tends to alienate many people who:

- a) Have no experience of formal meeting procedures.
- b) Can see positive aspects in both sides of the arguments being presented and are undecided if there is a 'right' or 'wrong' answer.
- c) Are intimidated by the 'us' and 'them' division that formal motions often create.

4.7 Recording Meeting Attendances

An attendance sheet must be circulated at each meeting to record the names and addresses of those in attendance. The record of attendance must be maintained appropriately by the CCB, and details of this attendance should be forwarded regularly to Council, either as part of the minutes or as a separate submission.

When recording attendance, it should be noted that where fields on the attendance sheet have not been completed then that entry should not be counted in the overall attendance record.

This sheet can be used to check the voting entitlement for those in attendance.

See **Attachment C** for a sample attendance record template.

4.8 Quorum

A quorum is the minimum number of members required to be present at a meeting before any business can be transacted.

A public CCB meeting must have a quorum of not less than seven people and a committee meeting must have a quorum of not less than four people. At an AGM, a CCB may set the quorum at a higher number.

A quorum of only seven members has been set so that a CCB can continue to hold meetings even when there are no major issues to be considered within the CCB area. It is expected, however, that an effective CCB will have an average attendance well in excess of the quorum. If attendance is not considered representative of the wider community, Council may withdraw its recognition of the organisation as a CCB.

4.9 Issues for Discussion

Issues of interest to a CCB could include:

- a) Planning matters, including new building projects in the CCB area.
- b) Council's budget.
- c) Council's Delivery or Operational Plans.
- d) Development proposals.
- e) Traffic and parking issues.
- f) Parks and sports grounds – maintenance and improvements.
- g) Re-zoning proposals.
- h) Policy proposals.
- i) Environmental issues.
- j) Priorities for expenditure.
- k) Maintenance of council assets (e.g., roads, footpaths, boat ramps, etc).
- l) Capital expenditure items within the CCB area.

Community Consultative Bodies Policy

- m) Waste management.
- n) Other community activities.

This means that almost all matters pertaining to a community's infrastructure, environment and planning, and the amenity and welfare of its citizens, come within a CCB's ambit.

4.10 Minutes

The minutes are the official record of business conducted at the CCB meeting and must record the following:

- a) Name of the Chairperson.
- b) Any recommendations and/or decisions arising from the meeting recorded in full.
- c) Voting on any decisions (i.e., number for and against, or if unanimous).
- d) Provide an accurate summary of the matters discussed.
- e) Provide detailed summaries of any presentations made at the meeting and include materials presented.
- f) Record members views raised on any matter, including opposing views.
- g) Clearly identify any actions to be undertaken prior to the next meeting.

The minutes may also include:

- a) A summary or copy of any reports presented to the meeting.
- b) A preamble to any item of business discussed.
- c) Details of any points raised – either in support or in opposition to the proposal.

See **Attachment D** for a sample of acceptable CCB minutes.

The details of the next meeting must be recorded as the final item before closure of the meeting and include an invitation to submit items for consideration at the next meeting.

The minutes must be distributed widely via surface mail, email, notice boards, websites, media releases or other appropriate means within one week of the meeting. Contact details must also be advised at the time of distribution.

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for committees to comply with this requirement to assist Councillors in being up to date with issues within community sectors. The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or email is received by Council on the matter.

4.11 Annual General Meeting

The AGM is the meeting where CCB office bearers are elected. A CCB must hold an AGM once per calendar year preferably in the same month of that year.

Voting for the election of office bearers and other non-Council related issues may be restricted to financial members of the organisation.

Community Consultative Bodies Policy**5. Corresponding with Council****5.1 Meetings Minutes**

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for committees to comply with this requirement to assist Councillors in being up to date with local community matters.

The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or e-mail is received by Council on the matter.

5.2 Correspondence

If a CCB wishes Council to act on any specific recommendation or decision adopted at a meeting this should be conveyed to Council in the form of a letter or email and include the following:

- a) The recommendation/decision passed at the meeting.
- b) Comments made for and against the proposal during the meeting (if appropriate).
- c) Details of voting (i.e., number for and against, or if unanimous).

The correspondence should be directed through Council's Customer Service channels using the council@shoalhaven.nsw.gov.au email address or by mail to PO Box 42 Nowra NSW 2541.

It is of assistance to Council if different issues are covered in separate items of correspondence (i.e., one subject one letter and if known quote Council's reference number).

5.3 Time Constraints

A CCB wishing to respond to an issue on which Council is inviting public comment, must respond within the specified time where practicable. Council shall consider time constraints when consulting with CCBs. This is one reason why it is important for CCB meetings to be held regularly, and to maintain an ability to call a special meeting if necessary. Council will acknowledge correspondence from CCBs within 28 days in line with Councils correspondence standards.

5.4 Council Decisions

In considering any issue, Council will take into consideration:

- a) Views expressed by the CCB.
- b) Representations received from other organisations, government agencies, businesses, or individuals.
- c) Relevant legislation.
- d) Council policy.
- e) Competing priorities.
- f) Budget constraints.

The final decision on any issue will be made either by the elected Council, or by staff in accordance with their delegated authority and Council policy.

Having regard for the above, a recommendation made by a CCB may be adopted, modified or rejected in the statutory decision-making process.

Community Consultative Bodies Policy**5.5 Contact Information**

CCBs should inform Council of any change of contact details, as soon as possible, including:

- a) In the principal office bearers (i.e., Chairperson, Secretary or Treasurer).
- b) To the email address for the CCB.
- c) To the mailing address for the CCB.

5.6 Electronic Transmission

Minutes and correspondence should be forwarded electronically to Council's email address council@shoalhaven.nsw.gov.au.

6. Code of Conduct for a Community Consultative Body

- a) All eligible residents or ratepayers must be able to participate and vote at a CCB meeting.
- b) Maintain a quorum of at least seven (7) people for three (3) consecutive meetings.
- c) Provide Council with a copy of the minutes of meetings and sub-committee meetings.
- d) Provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
- e) Hold regular meetings.
- f) Not operate or adopt functions which substantially conflict with a CCB's ability to represent the whole community.

7. Cessation of Recognition as a Community Consultative Body**7.1 Criteria for ceasing to be recognised as a CCB**

A CCB may cease to be recognised by Council in the event of:

- a) Council receiving a written request from the CCB.
- b) Failure to comply with Council's CCB Policy, particularly regarding the following:
 - i) The exclusion of any eligible resident or ratepayer from participating and voting at a CCB meeting.
 - ii) Failure to maintain a quorum for three consecutive meetings.
 - iii) Failure to provide Council with a copy of the minutes of meetings.
 - iv) Failure to provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
 - v) Failure to hold regular meetings.
 - vi) Where a CCB operates or adopts functions which substantially conflict with its ability to represent the whole community.
 - vii) The inability of a CCB to elect office bearers within two months of an annual general meeting.
- c) Council discontinues the CCB program.

7.2 Appeal Process Prior to Cessation of a CCB

If Council considers that a situation has arisen where it has become necessary to cease to recognise a CCB, Council shall undertake the following steps:

Community Consultative Bodies Policy

- a) Staff will attempt to resolve any non-compliance issues with the executive in the first instance wherever possible.
- b) A report will be presented to Council setting out the reasons to cease to recognise a CCB.
- c) If Council supports the reasons, a letter to the last known contact point will be sent, inviting the CCB to comment as to why Council should not cease to recognise that CCB, allowing a response time of 28 days.
- d) If the CCB does not respond within that period a further letter shall be sent seeking a response within 14 days.
- e) If no response is received within the stipulated time, Council will automatically cease to recognise the CCB.
- f) If a response is received, the matter will be reported to Council setting out the views of the CCB and Council shall determine the appropriate action.

CL22.616 - Attachment 2

Community Consultative Bodies Policy

Attachment A – Sample Code of Conduct**Community Consultative Body (CCB) - Executive Member**

As a condition of engagement, all executive/committee members must agree to adhere to the following code of conduct when accepting a role on the executive as a member or office bearer.

Acceptable Behaviour

As an executive member of the [Insert Name of Organisation] operating as a Community Consultative Body endorsed by Shoalhaven City Council; I understand that I am expected to adhere to this code of conduct.

I understand that I am expected to:

- a) Attend meetings, at the dates and times set by the committee.
- b) Advise the committee in advance if I am unable to attend meetings.
- c) Contribute to an atmosphere of transparent and constructive participation.
- d) Treat all other members with respect.
- e) Conduct myself in an unbiased and transparent manner.
- f) Facilitate open discussion on matters of concern or interest to the community.
- g) Seek input from the entire community on all proposed submissions of the CCB.
- h) Accurately record and communicate the views of the entire community.
- i) Not exclude any member from participating in the activities of the CCB.
- j) Not speak publicly on behalf of the committee or the CCB.
- k) Not misrepresent the views of other members or executive members.
- l) Disclose to the chairperson any potential or actual conflict of interest relating to matters under discussion.
- h) abide by the directions of the chairperson.

I understand that refusal to adhere to this Code of Conduct may result in my removal from the executive/committee.

Signed Declaration

As an executive member of the Community Consultative Body, I agree to abide by this code of conduct.

Name:

Address:

Phone:

Email:

Signature:

Date:

CL22.616 - Attachment 2

Community Consultative Bodies Policy

Attachment B - Summary of Income and Expenditure

LAKESIDE PROGRESS ASSOCIATION SUMMARY OF INCOME AND EXPENDITURE FOR
THE YEAR ENDING 30 JUNE 2019

Income

Subsidy received from Shoalhaven City Council	\$400.00
Fundraising Activities	\$180.00
Total Income	\$580.00

Expenditure

Hire of hall for meetings	\$300.00
Postage	\$50.00
Stationery Items	\$35.50
Photocopying	\$129.00

Total Expenditure	\$514.50
--------------------------	-----------------

Balance for the year - \$65.50. Balance of Bank Account. The balance of Lakeside Progress Association's bank account as of 30 June 2019 was \$136.25.

Signed by: _____
J Bloggs A. Citizen

Chairperson

CL22.616 - Attachment 2

Attachment C – Sample Attendance Sheet

Record of Attendance at Meeting

CCB Name:

Meeting Date:

Meeting Location:

Attendee Name:

Attendee Address:

Email:

Phone:

Age:

Occupation:

Attachment D - Sample of Minutes

MINUTES OF THE MEETING OF THE LAKESIDE PROGRESS ASSOCIATION HELD IN THE LAKESIDE HALL ON WEDNESDAY 2 FEBRUARY 2020 COMMENCING AT 7.00 PM

Chairperson

There were 28 residents, ratepayers and business operators present at the meeting. Names and addresses are recorded in the attendance book. Councillor Jones was also present.

Meeting Opened

Chairperson Mary Hume opened the meeting and explained, for the benefit of those attending for the first time, the way a CCB meeting operates.

Apologies

An apology was received from J Twyford. Confirmation of Minutes Resolved on a motion of J Wilson seconded M Fisher that the minutes of the meeting held on Wednesday, 18 August 2004 be confirmed.

Correspondence – Inward

The Secretary read the following items of inward correspondence:

- Shoalhaven City Council advising that the development application for a three-storey dwelling in Lake Crescent was refused.
- Shoalhaven City Council advising that a public meeting will be held on 7 October 2019 to discuss an application for a marina.

Correspondence – Outward

The Secretary tabled the following items of outward correspondence:

- Shoalhaven City Council regarding proposed three-story dwelling in Lake Crescent.
- Lakeside Hall Management Committee regarding hall hire.

Treasurers Report

[Include if Treasurer presents a report to the meeting] Sample Treasurer's Report at Attachment B - Page ii.

GENERAL BUSINESS

School Extension

The chairperson reported that additional information had been obtained from Council regarding the proposed extension of the school. The project was outlined in some detail. The meeting discussed the proposed school extension, and the following points were raised in support of the project:

- An extension will ease the overcrowding in the existing school facility.
- The extension meets an essential community need.
- The building project will provide local employment.

Concerns raised were:

- The site plan as proposed requires the unnecessary removal of several mature trees
- No provision is made for car parking within the school. Staff are already parking in the surrounding streets

- A larger school will generate more traffic in the surrounding streets

The following recommendation was put to the meeting:

- The meeting express opposition to the proposed extension of the school on the basis that the school has outgrown its existing site and should be relocated

The recommendation upon being put to the meeting was declared lost:

Voted in favour 8.

Voted against 20.

A further recommendation was put to the meeting

The school extensions be supported subject to Council negotiating with the Education Department on the following issues:

- The importance of retaining as many trees as possible, and
- The need for the provision of onsite car parking.

The recommendation on being put to the meeting was declared carried:

Voted in favour 20.

Voted against 8.

The Marina Project

The meeting discussed the marina project.

Resolved that the marina project be an agenda item for discussion at the next meeting when more information will be available following the public meeting organised by Council.

Carried Unanimously.

Boat Ramp

Mr Williams referred to the traffic congestion at the boat ramp over the long weekend.

The following recommendation was put to the meeting:

- Council be informed of the parking/traffic problems at the boat ramp in Lakeview Parade and be asked to provide for 10 extra spaces for cars and boat trailers. Carried Unanimously

Next Meeting

The Chairperson reminded those present that the next scheduled meeting will be in the Lakeside Hall at 7:00 pm on Wednesday, 2 March 2020.

There being no further business the meeting closed at 8:15 pm

Mary Hume
Chairperson



Towards Net-Zero Emissions

Annual Energy Review 2021-22



A 30-kW solar PV system installed on the Shoalwater Shed roof at the Ulladulla Works Depot in 2022

*Report prepared by Darren O'Connell & Andrew Truran
October 2022
HPERM Ref.– D22/452779*

Contents

1	Purpose	2
2	Introduction	2
3	Electricity Consumption	3
4	Fleet Fuel and Gas (Natural & Bottled LPG).....	6
5	Greenhouse Gas Emissions	8
6	Cities Power Partnership	11
7	Sustainable Energy Policy	13
8	Sustainable Energy Strategy 2020-2025	15
8.1	Energy efficiency and demand management	16
8.2	Fuel Switching.....	18
8.3	On-site Renewable Energy	19
8.4	Off-site Renewable Energy	20
8.5	Carbon Offsets	21
8.6	Resourcing, Implementation & Expertise	21
9	Recommendations.....	23

1 Purpose

At the Shoalhaven City Council Strategy & Assets Committee meeting on 12 November 2019, it was resolved that Council “Endorse the preparation of Annual Energy Review reports to track Council’s performance against energy and emission reduction targets established in Council’s Sustainable Energy Policy.” (MIN19.845).

The purpose of this report, which covers the 2021-22 financial year (FY2022), is to present an annual analysis of Council’s energy consumption, document energy savings measures recently implemented and identify potential cost-effective measures for future energy efficiency and renewable energy investment. This report will also track performance of Council towards achieving its energy and emissions reduction targets set out in Council’s adopted [Sustainable Energy Policy](#) (POL18/44) - and pending the new Sustainability and Climate Policy.

2 Introduction

Energy in the form of electricity, gas and vehicle fuel, is an essential resource for the effective operation of Shoalhaven City Council. Most of Council’s current energy is derived from fossil fuels which are a costly and finite resource which also emit harmful greenhouse gases. From an economical and environmental perspective, it is critical that Council address its future energy needs and commence a strategic transition towards improved energy efficiency and use of more renewable energy. To guide this transition, an annual review of Council’s energy usage, greenhouse gas emissions and energy efficiency measures was conducted (**this report**).

3 Electricity Consumption

The supply of electricity to Council is delivered through three (3) main agreements:

Supply Type	Site Consumption	Number of Sites	FY2022 Consumption (MWh)	FY2022 Total Electricity Spend
Small Sites	<100MWh per Year	~550	5,510	\$1.179M
Large Sites	>100MWh per year	50	26,295	\$4.038M
Street lighting	Unmetered	Aggregated	3,858	\$667k*
TOTAL			35,664	\$5,884M

*Not including Street Light Use of System (SLUOS) charges (approx. \$1.2M)

Figure 1 shows the typical bill breakdown for Shoalhaven Council's Electricity Accounts. Only the energy costs are negotiable (contestable) through retailer agreements as the network and other charges are fixed.

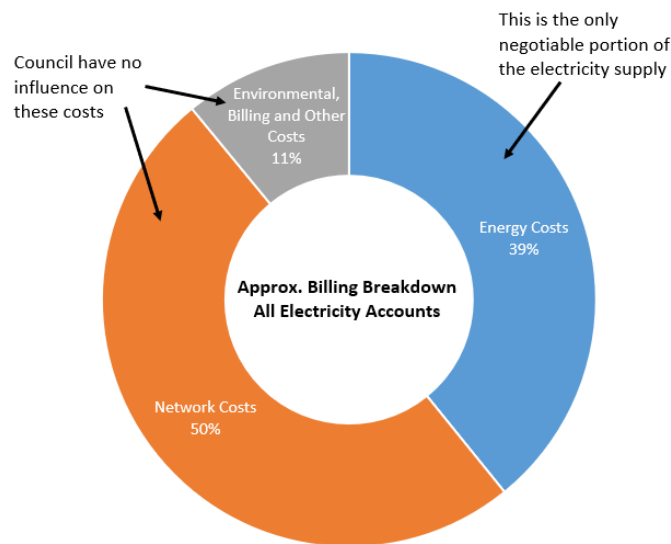


Figure 1. Shoalhaven City Council's typical electricity bill breakdown

In 2021-22, Shoalhaven City Council consumed 35,664 MWh of electricity across its three supply types: Large Sites, Small Sites and Street Lighting, with a total electricity spend of \$5.884M (excluding the \$1.2M for the Street Light Use of System or SLUOS). Over half of Shoalhaven Council's electricity was consumed by Shoalhaven Water's wastewater (33%) and water supply (26%) operations (Figure 2). In terms of the overall cost, wastewater processing (\$2.07M) was more costly than water supply (\$1.2M – Figure 3), with water supply pumps typically operating during traditional 'Off Peak' periods when electricity pricing is cheaper and to avoid excessive network demand charges.

The next largest consumer of electricity in terms of cost was street lighting across the Shoalhaven LGA. Although the majority of Shoalhaven's street lights are owned and operated by Endeavour Energy, Council pays for the power that the lights consume (around \$667K/pa, Figure 3). A Street Light Use of System (SLUOS) charge of approx. \$1.2M per year is also paid by Council to Endeavour Energy, but this comprises costs mainly arising from the operation, maintenance and capital costs of the street lighting network, rather than electricity consumption. An accelerated LED street lighting replacement project was completed during 2020-21 which resulted in substantial energy savings to Council. The next stage, to upgrade public street lighting across the Shoalhaven LGA to 100% LEDs, has now been approved by Council and will be completed by Endeavour Energy within the next 18 months.

Council's Aquatic Centres and Holiday Haven tourist parks then follow in terms of annual electricity costs with approximately \$612K and \$568K, respectively. Note that these were lower compared to the previous year, mostly due to COVID-19 disruptions to normal operating conditions throughout 2021-22. These assets are then followed by community facilities and Civic buildings making up \$304K and \$271K of electricity costs, respectively (Figure 3).

2021-2022 Electricity Consumption (kWh)

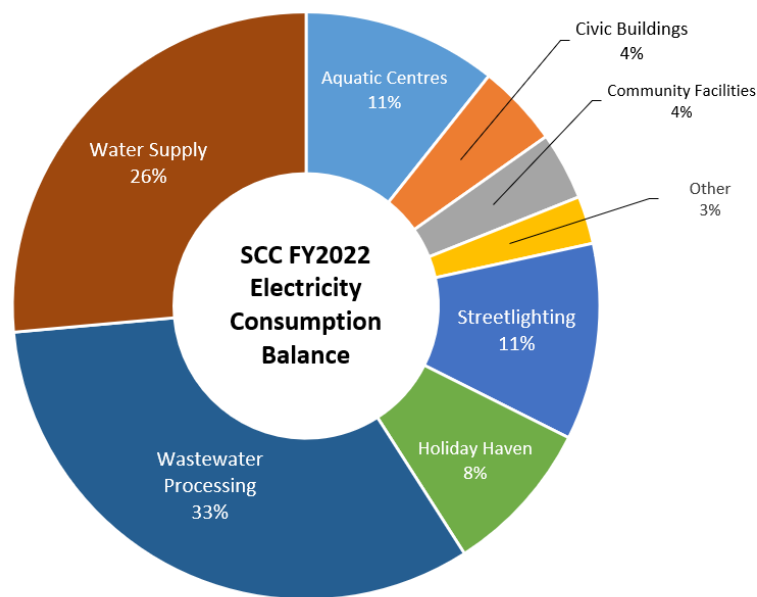


Figure 2. Shoalhaven City Council's 2021-2022 electricity consumption % by functional areas

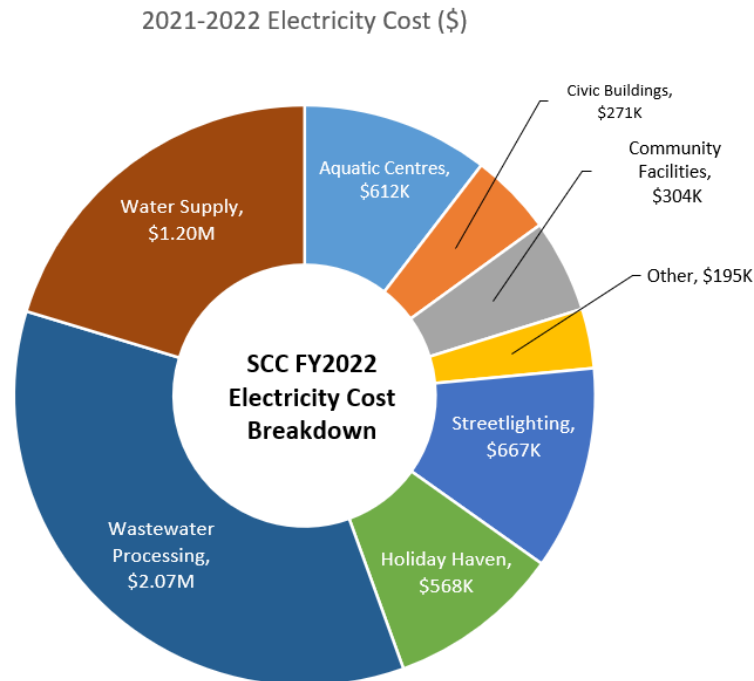


Figure 3. Shoalhaven City Council's 2021-2022 electricity costs by functional areas.

The annual electricity consumption breakdown into groups for all of Shoalhaven Council's assets for 2021-22, compared to previous years, is shown in Figure 4. Total electricity consumption has reduced in 2021-22 compared to the previous year, mostly due to Covid lockdowns in financial quarter 1 and the Stage 1 LED streetlighting upgrade. Although this breaks the upward trend seen over the past 4 years, Council should expect an increase in electricity usage in 2022-2023 as assets return to 'normal' operating conditions. Improved energy efficiency practices are encouraged at all sites to reduce electricity consumption, operating costs and corporate carbon emissions, potentially funded through Council's Revolving Energy Fund.

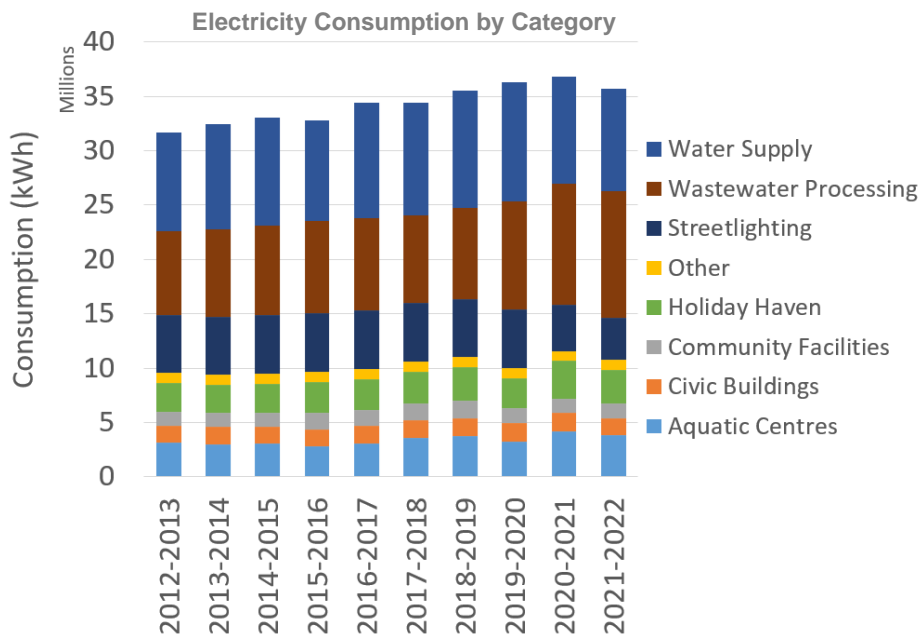


Figure 4. Shoalhaven City Council's annual trend in electricity consumption by group category

4 Fleet Fuel and Gas (Natural & Bottled LPG)

Shoalhaven Council's fleet vehicle fuel consumption remained relatively stable over the past three financial years, with diesel transport fuel by far the most consumed resource, see Figure 5.

Natural gas use is down on the previous financial year along with a slight reduction in LPG bottled gas consumption, see Figure 6. Much of the bottled gas is consumed at Council's Holiday Haven Parks and Leisure Centres. It is recommended that these assets consider a move away from gas and electrify their equipment at the end of its working life, where practicable. This 'fuel switch' allows these appliances to be powered by renewable electricity (via the Large Sites renewable Power Purchase Agreement) and therefore reduce emissions and running costs.

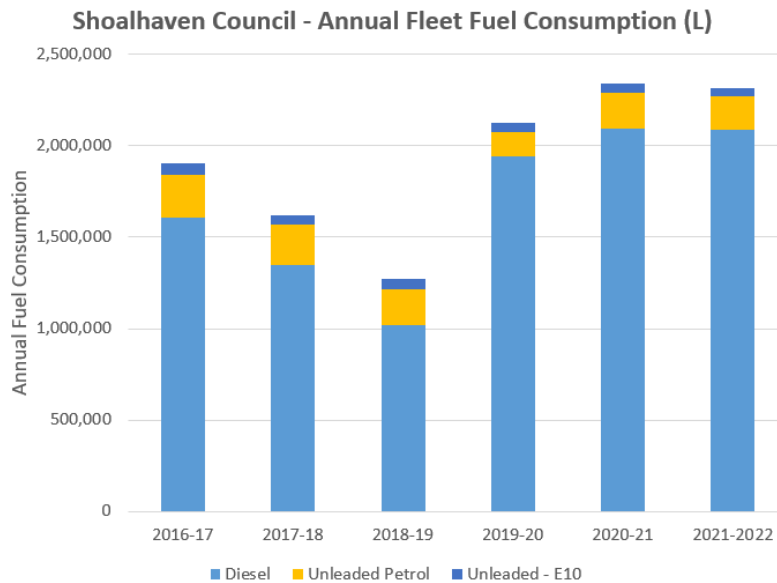


Figure 5. Shoalhaven City Council's annual fleet vehicle fuel consumption

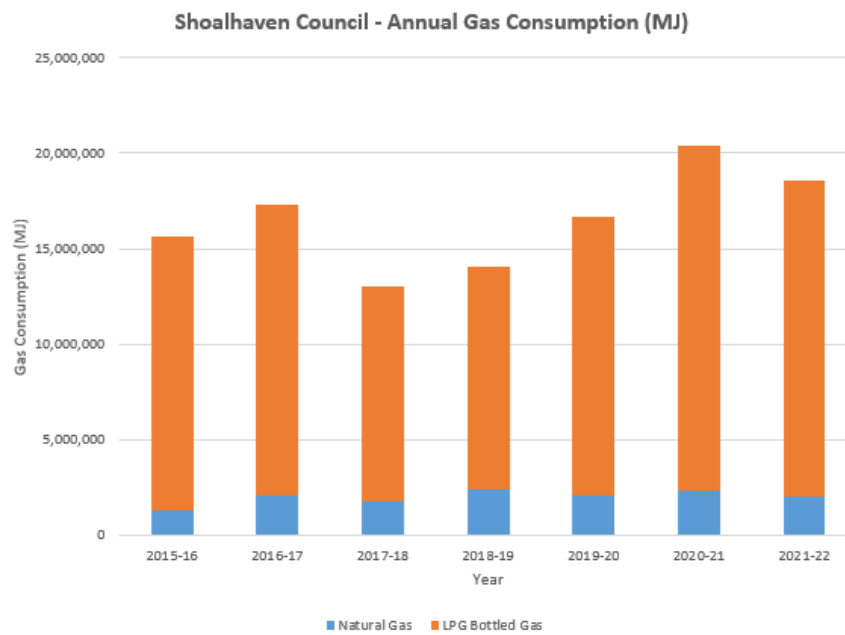


Figure 6. Shoalhaven City Council's annual natural gas and LPG bottled gas consumption

5 Greenhouse Gas Emissions

Shoalhaven City Council's operations emitted a total of **88,263 tonnes** of greenhouse gases (carbon dioxide equivalents or CO₂-e) in 2021-22 (Scope 1, 2 & associated Scope 3 emissions). Council's **purchased electricity** contributed around one-third (35%) of Council's total annual corporate greenhouse gas emissions (Figure 7). Despite having 1070 kW of installed solar panels across 32 Council owned and operated assets, generating around 1,500,000 kWh per year, this renewable energy supplies only a small portion of Council's total electricity needs. The remainder of Council's electricity is generated from coal or gas-fired power stations which results in greenhouse gas emissions due to the combustion of these non-renewable fossil fuels. Under new electricity contracts from Jan 2023, Shoalhaven Council will commence purchasing a portion of its electricity supply from renewable energy sources, such as solar and wind farms.

Methane and nitrous oxide emissions from Council's 13 wastewater treatment plants were the highest source of greenhouse gas emissions at 37% in 2021-22. Methane emissions from the Council-operated landfill at West Nowra generated the third largest amount of equivalent greenhouse gas emissions at 20%, despite some additional flaring off of the gas for carbon emissions reduction purposes. Fleet transport fuels (diesel, petrol etc.) and gas for stationary energy (both natural gas and LPG) make up the remaining 8% of Council's corporate carbon emissions profile.

Note - the greenhouse gas calculators used to calculate emissions for both wastewater and landfill gas in 2021-22 are partly the cause of these excessively high results. There are some peculiarities in the formulas and methods of both the calculators (sourced from the National Greenhouse and Energy Reporting Scheme) that can lead to overestimation of the outputs. For instance, much of the increase in wastewater treatment plant carbon emissions in the past year was actually due to the excessive wet weather inflows to all the treatment plants. However, these excessive inflows were mostly from stormwater/rainfall infiltration into the sewerage system and not necessarily an increase in actual municipal sewage from which the carbon emissions are associated. Council will be working on improving the input data for both these calculators to ensure accurate and repeatable emissions data is generated for future reporting purposes.

Figure 8 shows Council's corporate greenhouse gas emissions for the 2015 baseline year, most recent years and emissions targets for 2025, 2030 and 2050. Although on a steady decline since 2016-2017, the past 2 years have shown an increase in emissions compared to the previous years (Figure 9). Much of this increase was due to the large increase in Scope 1 direct emissions from both wastewater treatment plants and landfill gases (Figure 10). Again, some of this is due to the calculation method/formula and not strictly an increase in carbon emissions from these sources. Notwithstanding this, it will take a great effort in all areas to actively reduce greenhouse emissions from Council's operations to achieve Council's net-zero emissions and interim carbon reduction targets.

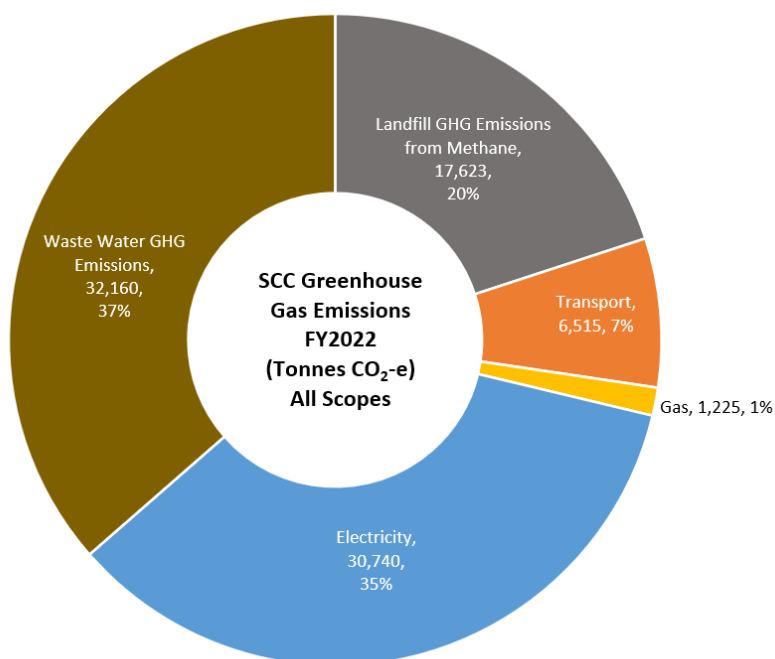


Figure 7. SCC corporate GHG emissions (from all scopes: 1,2 and 3) for 2021-22

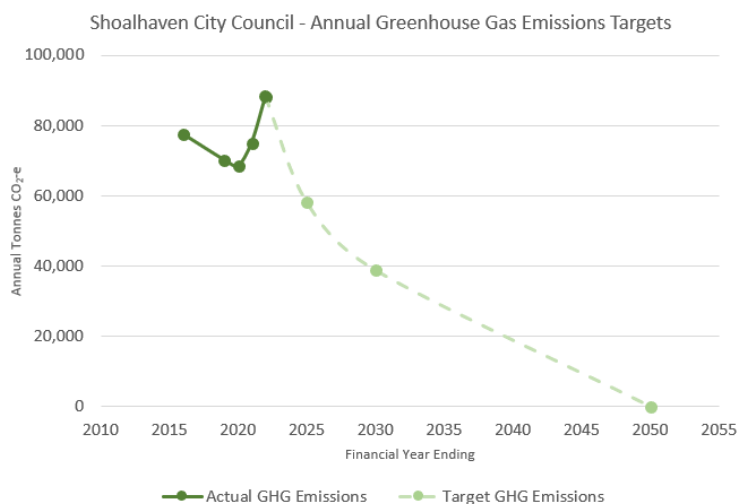


Figure 8. SCC's actual corporate greenhouse gas emissions to 2021-22 and projected targets

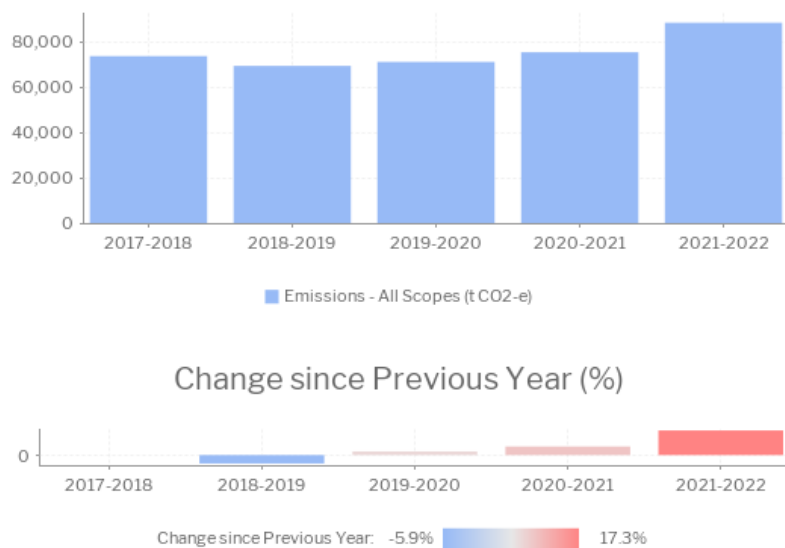
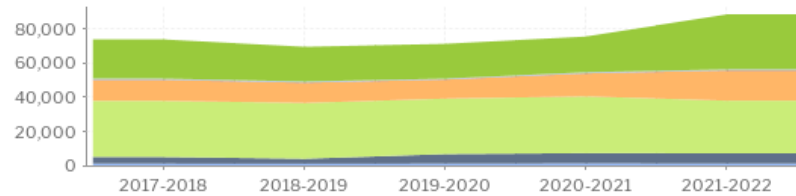


Figure 9. SCC total greenhouse gas emissions trends over past 5 years



A 20-kW solar PV installation at St Georges Basin Wastewater Treatment Plant

Annual Emissions by Activity



Activity Name: Bottled Gas (LPG for stationary energy) Diesel Consumption (transport)
Electricity Landfill GHG Emissions from Methane LPG Consumption (transport) Mains Gas
Petrol (transport) Waste Water GHG Emissions

Emissions by Scope - Last 5 Financial Years

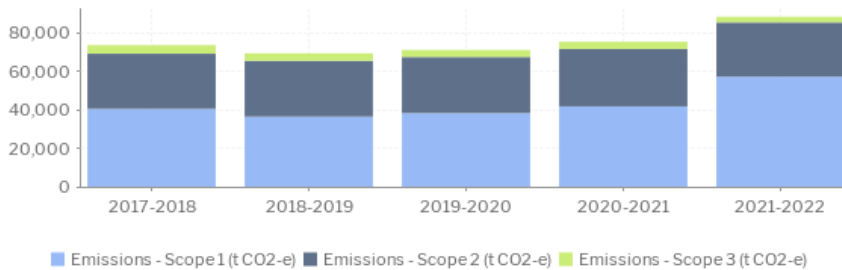


Figure 10. SCC corporate greenhouse gas emissions by activity over past 5 years

6 Cities Power Partnership

Shoalhaven Council is a member of the national Cities Power Partnership (CPP) program. Under the CPP, each member Council makes five action pledges in either renewable energy, energy efficiency, transport or working in partnership to tackle climate change. Progress on the pledges is reported back to the CPP every 6 months. Shoalhaven Council updated and refreshed its 5 pledges in mid-2020 and progress on these pledges has been outlined in **Table 1**.







Table 1: Progress update on Cities Power Partnership Pledges made by Shoalhaven Council

CPP Pledge	2021-22 Progress Update
1. Use council resources to support the uptake of renewable energy	Shoalhaven City Council commenced/completed 28 new solar PV installations (total of 424 kW) on Council assets including several wastewater treatment plants and 20 community halls (under the Recovery into Resilience project).
2. Facilitate large energy users' collectively tendering and purchasing renewable energy at a low cost	Shoalhaven Council lead a joint tendering activity with Kiama and Shellharbour Councils for the supply of renewable electricity for Large Sites and Street Lighting. The successful electricity retailer was Flow Power and all 3 Councils executed contracts with them for electricity supply under a Power Purchase Agreement from 2023-2030 inclusive. Shoalhaven will buy 25% renewables in 2023 and 2024, then increase to 50% renewables from 2025 onwards. Additional renewables (LGCs) are expected to be bought post-2025 depending on market pricing to eventually achieve 100% renewables.
3. Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures	Under the Recovery into Resilience project, around 25 community assets were fitted out throughout 2021-22 as Local Info Hubs with 10kW solar PV systems, a Tesla Powerwall battery and a generator connection point, allowing them to operate even during grid outages.
4. Roll out energy efficient lighting across the municipality	Shoalhaven Council has approved capital funding to engage Endeavour Energy to complete the 100% LED street lighting upgrade. This is expected to be completed within the next 18 months. It follows on from the large LED street lighting upgrade in 2020-21 in which 32% of Council's residential street lights were replaced with energy savings LEDs.
5. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles	Council continued its trial of some fully electric vehicles (EVs) throughout 2021-22 and now exclusively offer hybrid cars in the small car fleet range. Some steps were taken to encourage investment in EV chargers in the region as part of NSW Government programs.

7 Sustainable Energy Policy

Shoalhaven City Council adopted a [Sustainable Energy Policy](#) (POL18/44) on 28 May 2019. The Policy aims to ensure access to affordable, reliable, sustainable and modern energy for both its operations and that of the wider Shoalhaven community. To achieve this, a number of objectives and targets have been adopted and Table 2 shows progress performance towards achieving these targets (noting that the new Sustainability & Climate Policy targets would apply in future years).

Table 2: Performance towards achieving Sustainable Energy Policy targets

Sustainable Energy Policy Target	Performance Rating
1. Aim to achieve net-zero greenhouse gas emissions by 2050 (consistent with the United Nations Paris Agreement ratified by the Commonwealth Government and the NSW Government's agreed targets). Interim targets to reduce emissions are 25% by 2025 and 50% by 2030, compared to 2015 levels.	
2. Seek opportunities to source or generate electricity supply for Council's operations from renewable energy sources, with an interim target of 25% renewables by 2023 and eventually 50% from renewable sources by 2030.	
3. Promote relevant initiatives to the community and businesses to increase the uptake of installed rooftop solar panels across the Shoalhaven LGA towards a target of 33% of dwellings by 2025.	
4. Upgrade all street lighting to energy saving LEDs by 2025.	

KEY -  **Not on track**  **Could do better**  **On track to achieve**



Energy savings LED flood lights being installed at Ison Park



Solar PV installation at Calla Bay Community Hall under the Recovery into Resilience project

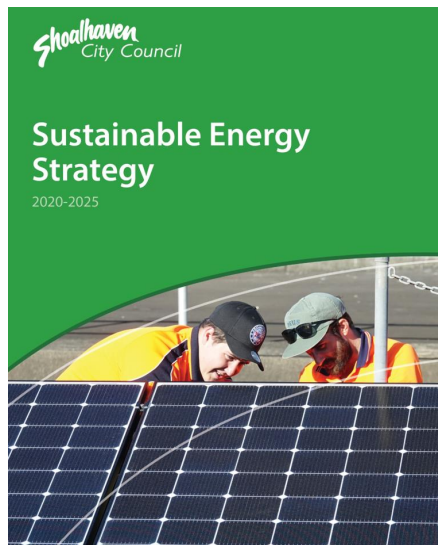
8 Sustainable Energy Strategy 2020-2025

Shoalhaven Council will support its Sustainable Energy Policy by implementing its approved Sustainable Energy Strategy 2020-2025, that identifies priority initiatives to achieve the following objectives:

- **Cleaner Energy:** Transition to cleaner (lower emissions), more sustainable and more affordable energy sources.
- **Less Energy:** Reduce the energy requirement for Council by maximising energy efficiency in all aspects of Council's operations.
- **Measuring and Monitoring Energy:** Ensure systems, processes and expertise are in place to measure, monitor and manage energy consumption and renewable electricity generation effectively.
- **Demonstration of Leadership:** Council will 'lead by doing' to encourage the local community and businesses to also transition to a more resilient, reliable and renewable energy future.

The Sustainable Energy Strategy outlines a range of measures that Shoalhaven Council intends to implement to better manage its energy requirements over the next few years to 2025. The Strategy incorporates comprehensive baseline energy and emissions data, Council's current corporate commitments, and identifies funding opportunities, such as Council's internal Revolving Energy Fund.

Progress on the initiatives in the Strategy during 2021-22 is outlined in Table 3.



8.1 Energy efficiency and demand management

Table 3: Progress and performance against Shoalhaven Council's Sustainable Energy Strategy 2020-2025 initiatives

PERFORMANCE KEY - ✗ *Minimal or no progress* ▲ *Some progress but could do better* ✓ *On track to achieve* ? *Unknown*

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Upgrade aged Heating, Ventilation and Air-conditioning (HVAC) systems in Council's main administrative and community buildings for significant energy savings	Both the Shoalhaven Regional Gallery and Nowra Admin Centre have had their HVAC systems upgraded. Additional assets to be identified for energy savings opportunities.	▲
Work in collaboration with Endeavour Energy to further upgrade Shoalhaven LGA public street lighting to energy saving LED lights	Stage 2 to replace 100% of Council's public street lights to LEDs has been approved by Council. The \$2.5M capital funding enables Endeavour Energy to replace the remaining 4,661 non-LED street lights with energy efficient LEDs. The project will generate Energy Savings Certificates to the value of approx. \$780,000 (market variable) to offset the total cost of this project to Council. Endeavour is proposing to conduct the work in the next 18 months and possibly sooner depending on the rollout schedule with other Councils.	✓
Upgrade of Council building, parks and sporting field/court lighting to energy saving LED lights and smart lighting controls	Energy savings LED flood lighting upgrades were commenced/completed in 2021/22 at several Council assets including: <ul style="list-style-type: none"> Francis Ryan Sports field, Lighthouse Oval Top Sports field, Bomaderry (Swamp Rats) Sports field. Ison Park (Baseball) Sports field Bernie Reagan (Cricket/Soccer)) Sports field 	✓
Installation and maintenance of Power Factor Correction (PFC) units to reduce maximum network demand charges	It is unclear whether routine maintenance and inspections of PFC units at Council's Large Sites is taking place. PFCs units must be checked by a licenced electrician on a regular basis to ensure they are fully operational. The unit capacitors have a finite life and may not give any apparent warning when they fail. This can result in a loss of savings and unnecessary damage to existing equipment.	▲





ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Load shifting of major electrical loads outside critical time slots to avoid excessive network demand charges	As demand charges can make up to one-third of the total electricity bill amount it is important that Large Sites avoid high electricity loads between 4pm and 8pm on working days. Burrier Water Pumping Station, with its energy efficient pumping schedule, has been particularly strict on avoiding these peak demand periods throughout 2021-22 and therefore averting the \$15,000 maximum demand monthly charge.	✓
Energy efficiency measures for Council assets to reduce excessive base load electricity	Nowra Administration Centre continues to have a very high after-hours electricity baseload of around 45 kW. The building's daily electricity load also ramps up to around 170 kW at approx. 5am, presumably when the cleaners arrive and the central air-con system is set to switch on automatically. Further energy investigations are required on this asset to reduce overall power consumption and running costs. This will be particularly important for cost savings from 2023 when the cost of electricity for Large Sites increases dramatically compared to past power pricing.	X
Purchase energy efficient plant and equipment for new installations (use the Energy Rating Label, where applicable, the more stars the more energy efficient)	This initiative is difficult to track as it relies on all staff selecting energy efficient appliances in their procurement projects.	?
Consider 'load shedding' opportunities for suitable sites	Load shedding or 'powering down' high electricity consuming sites such as water pumping stations or wastewater treatment plants during times of peak demand for reimbursement is organised through an energy retailer. This has not been viable on existing electricity contracts but will be highly valuable from 2023 on the new Large Sites retail contract with Flow Power who specialise in demand management. Opportunities exist for Burrier WPS and some other water pumping stations that can be operated with some flexibility to absorb cheaper power prices and possible reimbursement during grid shortages.	⚠
Fuel efficiency to be one of the criteria in the tendering and selection of Council trucks, cars and heavy plant	Fleet services has been active in sourcing fuel efficient vehicles for leaseback and pool cars. There are currently 2 fully electric vehicles and 1 plug-in hybrid within Council, as well as many standard hybrids. The smaller cars on Council's leaseback list are now mostly hybrids.	⚠
Council's Aquatic Centres to adjust pool heating settings for improved energy efficiency and to reduce maximum network demand charges	With pool heating (particularly for outdoor pools) being one of the highest electricity consuming processes for Council, avoiding high power loads during peak demand periods (from 4pm to 8pm on working days) is critical to lowering electricity bill charges. Further investigation is warranted particularly from 2023 when electricity pricing for Large Sites will increase dramatically.	⚠

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Investigate energy savings solutions for Burrier Pumping Station on the Shoalhaven River	Burrier Water Pumping Station (WPS) uses by far the most electricity of any Shoalhaven Council asset every year. Demand management has been well practiced by Shoalwater staff to avoid maximum demand charges which are costly (~\$15,000/month) for this Large Site. Additional energy efficiency and demand management opportunities will be investigated in 2023 as the new electricity contract with Flow Power allows for this site to participate in electricity savings schemes and operation when the power prices are cheapest.	✓

8.2 Fuel Switching

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Transition Council's fleet vehicles to hybrid or fully electric vehicles (EVs) where fit for purpose, cost-effective and rechargeable from renewable energy sources.	Fleet services has been active in sourcing fuel efficient vehicles for leaseback and pool cars. There are currently 2 fully electric vehicles and a plug-in hybrid within Council, as well as many standard hybrids. The smaller cars on Council's leaseback list are now mostly hybrids.	▲
Installation of Council-owned electric vehicle (EV) charging stations in strategic locations across the Shoalhaven LGA.	As yet no Council-owned electric vehicle (EV) charging stations exist in the Shoalhaven LGA. The 3 hot spot locations earmarked for fast EV chargers are the SEC, Huskisson and Ulladulla, where tourists are prominent. Government grants may be forthcoming to assist Council with the costs to install fast EV chargers. Council has applied under EoI opportunities under NSW Government schemes to attract investment in EV chargers and an EV charging station has recently been announced for Ulladulla in the initial funding round. Type 2 EV chargers are also being considered for some Holiday Haven Parks.	X
At the end of their working life, replace gas hot water systems on Council owned assets with heat pumps or solar hot water.	Gas (both natural mains gas and bottled LPG) is a very expensive fuel for heating and cooking and the carbon emissions from gas appliances cannot be easily negated. With the aim to 'electrify everything', no more gas appliances should be installed at Council assets. Electric appliances can be powered by renewables (either on-site or off-site through electricity plans) and are therefore the best choice for new builds and renovations of Council facilities.	X

8.3 On-site Renewable Energy

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE																				
Install solar PV systems on suitable Council-owned assets (rooftop or ground-mounted) where the business case is favourable to generate daytime electricity.	<p>There were 28 new solar PV systems installed/commissioned on Council assets in 2021-22, totalling an additional 423 kW of behind-the-meter electricity. The systems installed were as follows:</p> <table><tr><th>Site Name</th><th>Solar PV System Size kW</th></tr><tr><td>Nowra Wastewater Treatment Plant</td><td>100</td></tr><tr><td>Bomaderry Wastewater Treatment Plant</td><td>50</td></tr><tr><td>Culburra Wastewater Treatment Plant</td><td>28</td></tr><tr><td>Shoalhaven Animal Shelter</td><td>15</td></tr><tr><td>20 RiRP sites (mostly community halls)</td><td>150</td></tr><tr><td>Ulladulla Works Depot - Shoalwater Shed</td><td>30</td></tr><tr><td>Conjola Wastewater Treatment Plant</td><td>15</td></tr><tr><td>Bendalong Wastewater Treatment Plant</td><td>15</td></tr><tr><td>St Georges Basin Wastewater Treatment Plant</td><td>20</td></tr></table>	Site Name	Solar PV System Size kW	Nowra Wastewater Treatment Plant	100	Bomaderry Wastewater Treatment Plant	50	Culburra Wastewater Treatment Plant	28	Shoalhaven Animal Shelter	15	20 RiRP sites (mostly community halls)	150	Ulladulla Works Depot - Shoalwater Shed	30	Conjola Wastewater Treatment Plant	15	Bendalong Wastewater Treatment Plant	15	St Georges Basin Wastewater Treatment Plant	20	
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Conjola Wastewater Treatment Plant	15																					
Bendalong Wastewater Treatment Plant	15																					
St Georges Basin Wastewater Treatment Plant	20																					
Battery storage to be incorporated with solar PV installations where an asset’s energy and load profile suits and the business case is favourable.	Storage batteries remain relatively expensive and tend to be utilised where they offer numerous benefits such as backup electricity supply during grid outages. Several community halls throughout the Shoalhaven LGA have been fitted out with Tesla Powerwall batteries to supply secondary power during grid outages, as part of the Recovery into Resilience project.																					
Council continues to implement landfill gas methane flaring at its primary landfill facility at West Nowra.	Council’s West Nowra Landfill site flared off the methane gas emanating from the waste cells during 2021-22. An additional 2,000,000 m³ of methane was flared compared to the previous year. Operation of the landfill gas generation facility to turn the biogas into renewable energy to feed into the grid is under development.																					
Continue investigations into a mid-scale solar farm (<5 MW capacity) on the Callala Wastewater Treatment Plant site to generate renewable energy to meet some of Council’s future electricity needs beyond 2025.	Although no further progress on the Callala WWTP solar farm occurred, the new electricity contracts from 2023 include the development of 2 new solar farms in the region by Flow Power. The Callala WWTP site is ear-marked for a solar farm (subject to planning approval). Shoalhaven Council will buy electricity from these new solar farms as part of their electricity contracts.																					

8.4 Off-site Renewable Energy

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Develop and implement a corporate Power Purchase Agreement (PPA) to source renewable energy off-site (e.g. solar/wind farms) to achieve Council's adopted renewable energy targets.	Shoalhaven City Council recently partnered with Shellharbour and Kiama Councils (the Participating Councils) to lead a joint tendering activity for the long-term supply of retail electricity for Large Sites and Street Lighting. The tender was awarded to Progressive Green Pty Ltd T/as Flow Power and will commence on 1 Jan 2023. The Power Purchase Agreement will supply 25% renewable power in 2023 and 2024, increasing to 50% renewable from 2025 until the end of the contract term. Additional Large-scale Generation Certificates (LGCs) are proposed from 2025 to achieve 100% renewable electricity for all Council assets.	✓
Encourage local community renewable energy uptake for rooftop solar PV and storage batteries for residents and businesses in the Shoalhaven via Council-run: <ul style="list-style-type: none"> - Education and information programs; - Renewable energy bulk-buy programs. 	Solar PV installations have risen to 29% of dwellings in the Shoalhaven LGA, compared to 18% in 2018. This is not far from achieving the Sustainable Energy Policy target of 33% of dwellings by 2025. A Solar and Battery 101 public workshop has been scheduled for October 2022 to assist the community with this technology. Shoalhaven Council has subscribed to the Australian Photovoltaic Institute (APVI) SunSpot tool which allows Shoalhaven residents and businesses to check on the suitability of their rooftops for solar PV systems.	✓
Work with Shoalhaven community groups proposing large scale community energy projects in the region.	Council staff worked with Repower Shoalhaven and Flow Power on their large solar farm completed in Dec 2021 on Council's old sanitary depot site at South Nowra. Council has also been working with Innovating Energy on their proposal for a biogas plant that would generate renewable power from primarily dairy farm manure.	✓
Participate in emerging energy technologies, such as battery storage, microgrids, embedded networks and Virtual Power Plants (VPP), where opportunities arise and if they support Council or the community's economic, social or environmental outcomes.	Council has embraced the installation of several Tesla Powerwall batteries as part of its fit-out of 25 community halls with secondary power systems for Local Information Hubs. Work has also taken place with Endeavour Energy on their project to create a microgrid with a community battery for Kioloa and Bawley Point villages.	✓

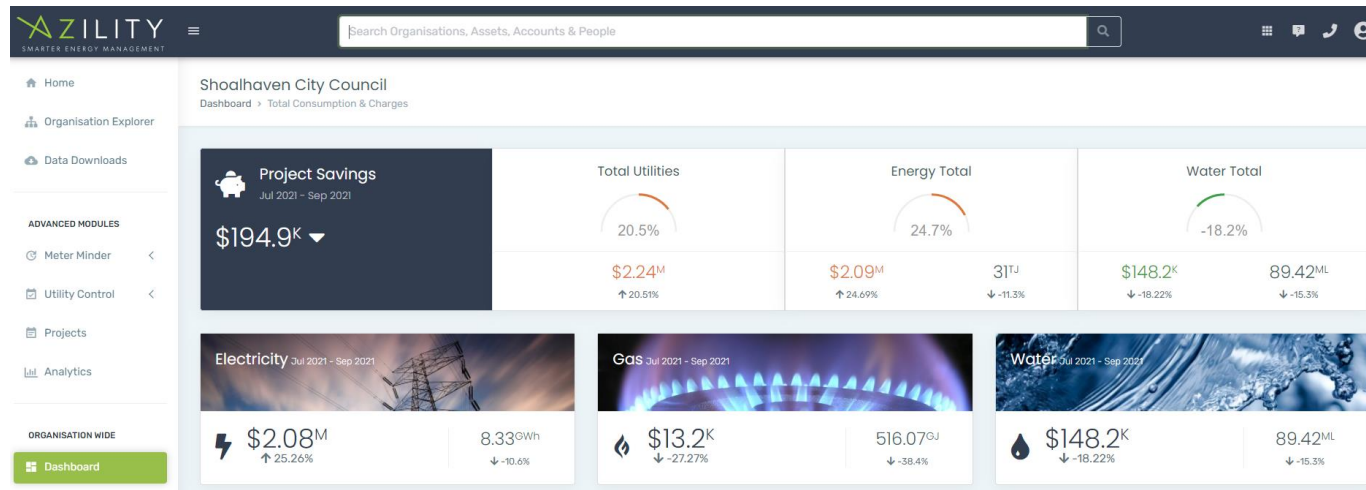
8.5 Carbon Offsets

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Afforestation projects – carbon sinks	Carbon offsets are not required at present to achieve Council's adopted emissions targets. There have been some preliminary discussions with Enviro Services around 'blue carbon' and working with Greening Australia to explore council owned land that would be suitable for local offsetting.	N/A

8.6 Resourcing, Implementation & Expertise

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Employ an Energy Manager to coordinate, communicate and implement Council's sustainable energy policy, strategy and plans.	An Energy Management Coordinator contractor has been engaged by Council to implement its sustainable energy policy and strategy, and to project manage and coordinate energy efficiency, renewable energy and electricity tendering projects.	✓
Maintain Council's Revolving Energy Fund (REFund) to provide future funds for high priority energy efficiency and renewable energy projects.	The REFund has continued and funded projects with the most recent being an energy-savings LED lighting upgrade at the Shoalhaven Entertainment Centre. Additional investment into the REFund has now been made by Council from the up-front lease payments for the South Nowra Solar Farm which will fund new projects. This includes an approved LED lighting upgrade and 95 kW solar PV installation at the Ulladulla Civic Centre.	✓
Identify and seek funding and financing to implement priority energy savings projects with solid business cases.	Recovery into Resilience grant funding supported the installation of solar/battery systems at 25 community halls/Holiday Haven parks. Council also accessed both Energy Savings Scheme certificates and RECs for reducing costs for installed energy efficiency and solar PV projects, respectively.	✓
To track progress towards its energy and emissions targets, Council will prepare an Annual Energy Review in October every year to publish the previous financial year's energy consumption and greenhouse gas emissions data.	This 'Annual Energy Review' (<i>this report</i>) documents performance against both the Sustainable Energy Policy targets and gauges implementation of the Sustainable Energy Strategy.	✓

ENERGY INITIATIVE	PROGRESS in 2021-22	PERFORMANCE
Calculate and report on Council's greenhouse gas emissions using acceptable methodology and protocols.	Council uses the <i>National Greenhouse & Energy Reporting</i> (NGERS) scheme methodology to calculate and report on its annual carbon emissions sources.	✓
Maintain membership to the Climate Council's national Cities Power Partnership (CPP) program and continue implementing pledges under the program.	Council continues to implement its revised pledges under the CPP (see Table 1 above).	✓
Maintain access to an online dashboard energy portal to access and monitor all energy and emissions data, monitoring, reporting and billing.	Azility continues to be well utilised by Council's energy and accounts staff for energy monitoring and billing (see Dashboard screen shot below). Any staff can access the Azility platform via a password, if required.	✓



9 Recommendations

The following sustainable energy actions are priorities for implementing throughout 2022-23 for Shoalhaven City Council:

- Work with energy partner Flow Power to analyse energy efficiency at all Large Sites and identify and implement demand management opportunities to reduce electricity costs and charges. This will involve the installation of a Flow Power kWatch controller and commencement of Flow Power's Energy Ready program at all Large Sites. Priority sites would include Burrier Water Pumping Station and the Nowra Administration Centre;
- Continue to identify and approve energy efficiency projects under the Revolving Energy Fund (REFund), making use of the top-up funds approved by Council from the South Nowra Solar Farm up-front lease payment;
- Identify additional sites and funding opportunities for further solar PV installations at Council assets, including solar farm development sites for Flow Power under Council's Power Purchase Agreement for Large Sites and Street Lighting;
- Investigate external grant funding for installing EV Fast Charging Stations at priority sites within the Shoalhaven LGA;
- Continue to work with Endeavour Energy on the upgrade of the remaining 41% of residential street lights to be replaced with energy savings LEDs;
- Work with Endeavour Energy to facilitate the new Bawley Point/Kioloa community microgrid project now underway;
- Develop an Emissions Reduction Plan to identify pathways to achieve Council's net zero target;
- Develop an engaging Council webpage on sustainability and climate change for improved community engagement on local sustainability and energy actions, including the benefits of installing residential and business solar PV.



Charging a Council-owned EV at the Ulladulla Works Depot



Reclaimed Water Policy

**For more information contact
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Policy Number: POL22/134

Adopted: 24/07/2007

Amended: 25/06/2009, 3/09/2013

Reaffirmed: 18/04/2017

Minute Number: MIN07.1087, MIN09.774, MIN13.858, MIN17.312

File: 12039E

Review Date:

1 PURPOSE

To provide a commitment to the safe and sustainable management of reclaimed water. ~~The~~^{is} policy provides a basis for the development and operation of reclaimed water management schemes involving Shoalhaven City Council's wastewater treatment facilities.

2 STATEMENT

Reclaimed water is recognised as a valuable resource in the urban water cycle management. Up to 35% of the treated wastewater produced in the Shoalhaven is currently recycled onto land.

A range of State and Federal Government guidelines have been developed to assist water authorities in the development and management of reclaimed water schemes. ~~More recent~~^{The current} guidelines (EPHC, 2006) place increased emphasis on health risk management similar to the Australian Drinking Water Guidelines (2011~~04~~⁰⁴). The 2006 reclaimed water guidelines encourage water authorities to develop a robust management framework including clear statement of goals/values, scheme development processes and having appropriate operating and management practices in place. A well-defined policy, development and management framework will be essential in gaining NSW Government and community approval/support for new schemes.

3 PROVISIONS

Shoalhaven City Council will *responsibly and sustainably* manage reclaimed water by:

- Ensuring that protection of public health, environment and water resources are of prime importance and that reclaimed water is 'fit for purpose' (for the intended end-use).
- Working with our employees, the Shoalhaven community, health and environmental regulators and other stakeholders to ensure reclaimed water schemes are planned, constructed and operated consistent with industry best practices.
- Adopting a risk management approach to ensure that potential risks are made explicit, are understood, managed and accepted by customers and other stakeholders.
- Regular monitoring and reporting of control measures and reclaimed water quality.
- Assessing all proposed schemes and initiatives consistent with long term economic, social and environmental sustainability criteria. A cost-benefit framework has been adopted by Council as a ~~g~~^eGuide for evaluating water recycling projects (Annexure 1).
- Aiming to recognise and capture the economic value of reclaimed water over the long term by applying appropriate cost recovery principles in line with Government policies.
- Agreeing to the level of service to be provided with users of a reclaimed water scheme as part of the process of formulating use/supply agreements.
- Continuing to substitute potable water supplies with reclaimed water where appropriate.

4 IMPLEMENTATION

Shoalhaven City Council will *support* this Policy by:

- Implementing appropriate operation and maintenance procedures for all reclaimed water schemes.
- Reporting on outcomes of its reclaimed water management schemes.

- Having regular contact and meetings with stakeholders and end-users.
- Preparing Reclaimed Water Quality Management Plans.
- Conducting regular NSW Health Liaison Meetings.

5 RELATED DOCUMENTATION

This is a policy document only and is supported by the following guidelines that pertain to the design and management of reclaimed water schemes:

- Australian Guidelines for Water Recycling: Managing Health & Environmental Risk (EPHC, 2006).
- Recycled Water Management Systems: Guidance document (DPI Water 2015).
- NSW Environmental Protection Licences 1734, 1735, 1736, [2419](#), [3936](#), and 4128.

6 REVIEW

The Reclaimed Water Policy and associated development guidelines will be reviewed on a periodic basis and particularly where new guidelines and/or management information dictates.

7 APPLICATION OF ESD PRINCIPLES

[Ecological Sustainable Development \(ESD\) principles have been applied.](#) This policy will permit the conservation of the City's water resource allowing more surface waters to remain in the environment, reduce pumping and transportation costs and greenhouse gas emissions.

Annexure: Framework for Evaluating Cost-Benefits of New Schemes (MIN21.210)

Council's Reclaimed Water Policy (POL [2219/62134](#)) states, for new water recycling projects, the need for 'Assessing all proposed schemes and initiatives consistent with long term economic, social and environmental sustainability criteria.'

Regarding these aspects:

- [Environmental sustainability](#) includes assessment of impacts (and benefits) on surface waters, groundwater and soils. These assessments would normally be done via a Review of Environmental Factors appropriate to the size/scale of the activity.
- [Social sustainability](#) includes aspects such as improved recreation amenity (such as turf quality at sporting grounds & golf courses), conservation of potable water supplies and reductions in environmental discharge of treated effluent (widespread Shoalhaven community preference).
- [Economic sustainability](#) includes the construction and operating costs of water recycling schemes as well of the financial and employment benefits that result from increased production/utilisation of irrigated lands (whether public or private).

An evaluation framework has been developed by Shoalhaven Water to quantify and compare costs and benefits of water recycling projects (refer [to](#) attached Assessment Methodology).

The costs of developing water recycling projects can vary based on complexity, size and associated new infrastructure required. To provide a common basis for comparison, a cost-effectiveness analysis has been used. This allows comparison across a range of project circumstances. In this instance, [costs](#) are only those incurred by Council in providing infrastructure to facilitate the water recycling projects, such as pipelines and any additional treatment/sterilisation equipment required to comply with NSW/Australian Water Recycling Guidelines. Costs are expressed as annualised capital costs (total costs spread over 20 years) per megalitre of water recycled (\$/ML). A range of existing projects were assessed using this methodology as shown in the table below. The annualised council capital costs (in 2021-22 dollars) ranged from \$228 to \$3,950 per ML (refer [to](#) attached Assessment Methodology).

Quantifying the benefits of a water recycling project is more problematic as many of the benefits (such as improved social amenity, enhanced environmental protection) do not have an easily defined 'market value'. A qualitative scoring system is therefore proposed to rank project benefits in terms of a range of outcomes including:

- [Enhanced environment protection](#)
- [Business sustainability](#)
- [Amenity of public access spaces](#)
- [Potable water conservation](#)

Each benefit category is rated from [one \(1\)](#) to [three \(3\)](#) with a maximum point score of [twelve \(12\)](#) across all four [\(4\)](#) categories. As shown in Table 1 and ~~the attached~~ Attachment 1, the benefit scores from various water recycling projects ranged from [four \(4\)](#) to [twelve \(12\)](#).

Table 1. Current Water Recycling Project Cost-Effectiveness and Benefit Scores

<u>Water Recycling Project</u>	<u>Council Capital Cost / ML - Annualised**</u>	<u>Qualitative Benefits Score (Out of Possible 12)</u>
REMS Stage 1A	\$300	12
REMS Stage 1B	\$2,380	12
Shoalhaven Heads Golf Club	\$228	7
St Georges Basin Golf Club	\$525	5
Sussex Inlet Golf Club	\$1,270	6
Sussex Inlet - Thomson Street*	\$950	6
White Sands Park*	\$3,950	5
Huskisson Soccer Fields*	\$1,088	6
Ulladulla Sports Ground*	\$413	4
Vincentia Golf Club (est.)	\$1,875	7

<u>Water Recycling Project</u>	<u>Council Capital Cost/ML - Annualised**</u>	<u>Qualitative Benefits Score (out of possible 12)</u>
REMS Stage 1A	\$300	12
Shoalhaven Heads GC	\$228	7
St G Basin GC	\$525	5
Sussex Inlet GC	\$917	6
Sussex - Thomson St*	\$950	5
White Sands Park*	\$3,950	6
Huskisson Soccer*	\$1,088	6
Ulladulla Sports Ground*	\$413	4

Notes:

* Council sites.

** Capital costs spread evenly over 20 years (2019/20 \$s).

Financial Implications

Future water recycling projects can be assessed using the methodology outlined in this report. This will help determine which projects will provide value for money in terms of any Council expenditures.

As a guide, projects involving commercial businesses (such as farms or golf courses) should have a cost-effectiveness of \$700/ML or lower and a benefit score of [six \(6\)](#) or greater.

For sporting grounds, with higher public usage and amenity values, the cost-effectiveness threshold should be \$1,200/ML or less and a benefit score of [five \(5\)](#) or greater.

Projects above these \$/ML benchmarks would need to have significant public interest benefits.

The use of private funds or grant monies towards future water recycling projects could reduce Council expenditures and improve overall cost-effectiveness of the project from a community standpoint.

Attachment 1 – Details of Framework for Estimating Cost-Effectiveness & Benefit Scores for Water Recycling Projects

1) Cost- Effectiveness Calculations – Current Shoalhaven Schemes

4)

<u>Project</u>	<u>2021/22 Equivalent Council Capital Cost</u>	<u>Average Volume Reused ML / year</u>	<u>Current Council Capital Cost / ML - Annualised***</u>
<u>REMS Stage 1A*</u>	<u>\$9,000,000</u>	<u>1,500</u>	<u>\$300</u>
<u>REMS Stage 1B</u>	<u>\$139,000,000</u>	2,920	\$2,380
<u>Shoalhaven Heads Golf Club</u>	<u>\$228,000</u>	50	<u>\$228</u>
<u>St Georges Basin Golf Club</u>	<u>\$315,000</u>	30	<u>\$525</u>
<u>Sussex Inlet Golf Club</u>	<u>\$762,000</u>	<u>30</u>	<u>\$1,270</u>
<u>Sussex Inlet - Thomson Street**</u>	<u>\$114,000</u>	6	<u>\$950</u>
<u>White Sands Park**</u>	<u>\$79,000</u>	<u>1</u>	<u>\$3,950</u>
<u>Huskisson Soccer Fields**</u>	<u>\$87,000</u>	4	<u>\$1,088</u>
<u>Ulladulla Sports Ground**</u>	<u>\$33,000</u>	<u>4</u>	<u>\$413</u>
<u>Vincentia Golf Club (est.)</u>	<u>\$750,000</u>	<u>20</u>	<u>\$1,875</u>

<u>Project</u>	<u>2019/20 Equivalent Council Capital Cost</u>	<u>Average Volume Reused ML/yr</u>	<u>Current Council Capital Cost/ML – Annualised***</u>
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Shoalhaven Water – Reclaimed Water Policy

Page | 8

REMS Stage 1A*	\$9,000,000	1,500	\$300
Shoalhaven Heads GC	\$228,000	50	\$228
St G Basin GC	\$315,000	30	\$525
Sussex Inlet GC	\$550,000	30	\$917
Sussex – Thomson St**	\$114,000	6	\$950
White Sands Park**	\$79,000	1	\$3,950
Huskisson Soccer Fields**	\$87,000	4	\$1,088
Ulladulla Sports Ground**	\$33,000	4	\$413
Vincentia GC (est.)	\$750,0000	20	\$1,875

Notes:

* REMS 1A - 50% NSW government[†] subsidy deducted from 20~~21~~¹⁹/20~~2~~² capital cost.

** Council sites.

*** Capital costs spread evenly over 20 years.

2) Qualitative Benefit Scores of Current Shoalhaven Reclaimed Water Projects (0 [-] to -3 [XXX] Ppoints Pper Ccategory)

Project	Environment Protection	Business Sustainability	Amenity of Public Access Spaces	Potable Water Conservation	Score Out of Possible 12
REMS Stage 1A**	XXX	XXX	XXX	XXX	12
REMS Stage 1B**	XXX	XXX	XXX	XXX	12
Shoalhaven Heads Golf Club	XXX	XXX	X	-	7
St Georges Basin Golf Club	XXX	XX	X	-	5
Sussex Inlet Golf Club	XXX	XX	X	-	6
Sussex Inlet - Thomson Street	X	-	XXX	XX	6
White Sands Park	X	-	XXX	X	5
Huskisson Soccer Fields	X	-	XXX	XX	6
Ulladulla Sports Ground	X	-	XX	X	4
Vincentia Golf Club (est.)	X	XX	XX	XX	7

3) —

Project	Environment Protection	Business Sustainability	Amenity of Public Access Spaces	Potable Water Conservation	Score out of possible 12
REMS Stage 1A**	XXX	XXX	XXX	XXX	12

Shoalhaven Water – Reclaimed Water Policy

Page | 10

Shoalhaven Heads GC	XXX	XXX	X	-	7
Sussex Inlet GC	XXX	XX	X	-	6
St G Basin GC	XXX	XX	X	-	5
White Sands Park	X	-	XXX	X	5
Huskisson Soccer Fields	X	-	XXX	XX	6
Sussex – Thomson St	X	-	XXX	XX	6
Ulladulla Sports Ground	X	-	XX	X	4

Notes:

- Not Applicable

Benefits scoring criteria is shown below:

Benefits Scoring Criteria

<u>Environment</u>	<u>Commercial</u>	<u>Public Amenity</u>	<u>Water Conservation</u>
<u>XXX - significant (>20%) reduction in environmental discharge.</u>	<u>XXX - significant drought proofing of business (high reliance on reclaimed water).</u>	<u>XXX - significant public use of area.</u>	<u>XXX - significant potable savings >20ML/yr.</u>
<u>XX - moderate reduction >10% & <20%.</u>	<u>XX - moderate drought benefit (partly reliant on other water sources).</u>	<u>XX - some public usage.</u>	<u>XX - modest potable savings >5ML/year & <20ML/year.</u>
<u>X - small reduction (<10%).</u>	<u>X - modest benefit.</u>	<u>X - minimum public use.</u>	<u>X - minor savings >1ML/year.</u>

Benefits Scoring Criteria

<u>Environment</u>	<u>Commercial</u>	<u>Public Amenity</u>	<u>Water Conservation</u>
XXX—significant (>20%) reduction in environmental discharge	XXX—significant drought-proofing of business (high reliance on reclaimed water)	XXX—significant public use of area	XXX—significant potable savings >20ML/yr
XX—moderate reduction >10% & <20%	XX—moderate drought benefit (partly reliant on other water sources)	XX—some public usage	XX—modest potable savings >5ML/yr & <20ML/yr

Shoalhaven Water – Reclaimed Water Policy

Page | 12

X small reduction (<10%)	X modest benefit	X minimum public use	X minor savings >1ML/yr
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Backflow Prevention and Cross-connection Control

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File: 9827E

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Contents

1	PURPOSE	3
2	RELATIONSHIP TO OTHER DOCUMENTS	3
3	STATEMENT	3
3.1	Definitions	4
	Backflow.....	4
	Backflow Prevention Device	4
	Cross-connection	4
	Cross-connection control.....	4
4	PROVISIONS	4
4.1	Cross-connection Control	4
4.2	Hazard Ratings	5
4.3	Backflow Prevention Assessment	5
4.4	Backflow Survey	6
4.5	Initial Installation of Testable Devices	6
4.6	Annual Testing and Maintenance of Backflow Devices	6
4.7	Failure to Install, Register, Test or Maintain Devices	7
4.8	Removal or Change of Device	8
4.9	Fire Service Requirements	8
4.10	Standpipes	8
4.11	Reclaimed Water Supplies	8
4.12	Relevant Registers.....	8
4.13	Responsibilities	9
4.14	Fees and Charges.....	9
5	Implementation	9
6	Review	10
7	Application of Ecologically Sustainable Development (ESD) Principles	10

1 PURPOSE

The objectives of this policy are:

- To minimise public health risk
- To separate and protect the quality of the potable water supply in Council's water reticulation system from real or potential hazards
- To ensure cross-connection control is properly managed within properties
- To define responsibilities for plumbers and property owners

2 RELATIONSHIP TO OTHER DOCUMENTS

This policy should be read in conjunction with the following documents or legislation:

- Plumbing Code of Australia (PCA)
- Plumbing and Drainage Act 2011
- AS/NZS 3500.1 Plumbing and drainage – Part 1: Water Services (AS/NZS 3500.1)
- AS/NZS 2845.1 Water supply – Backflow prevention devices – Part 1: Material, design and performance requirements (AS/NZS 2845.1)
- AS/NZS 2845.2 Water supply – Backflow prevention devices – Part 2: Registered air gaps and registered break tanks (AS/NZS 2845.2)
- AS/NZS 2845.3 Water supply – Backflow prevention devices – Part 3: Field testing and maintenance of testable devices (AS/NZS 2845.2)
- National Construction Code – Cross-connection control handbook, ABCB

The “Standards” in this document refers to the above-mentioned documents and legislation.

3 STATEMENT

As drinking water quality standards have increased across Australia due to community expectations, a greater focus has been given to the prevention of contamination of water reticulation systems.

State Government and Australian Standards have regulated cross-connection control and backflow prevention for a long period of time. The commencement of the Plumbing and Drainage Act 2011 established NSW Fair Trading as the single plumbing and drainage regulator in NSW. Shoalhaven City Council, under delegation from NSW Fair Trading, is required to take measures to ensure compliance and assist in the protection of public health.

Shoalhaven City Council is the statutory authority responsible under the Local Government Act 1993 for water supply in the City of Shoalhaven. “Council” in this document refers to “Shoalhaven City Council”.

This policy forms part of the conditions for approval to draw water from the Council potable water supply under Section 68 Part B (2) of the Local Government Act 1993.

3.1 Definitions

Backflow is defined as:

- a) Flow in a direction contrary to the normal or intended direction of flow; and/or
- b) The unintended flow of water from a potentially polluted source into a potable water supply.

Backflow generally occurs from a property to the water supply system in instances where there is a pressure differential between the water main and the property, and can occur in the following ways:

- Backs siphonage – occurs when the water supply pressure falls below atmospheric pressure, usually due to a break in the water main, or if there is a significant draw on the water supply e.g. through firefighting activities.
- Backpressure – occurs where the pressure downstream (within a property) becomes greater than the pressure upstream i.e. a property's water pressure is greater than the main water supply.

Backflow Prevention Device is a device that prevents the reverse flow of water from a potentially polluted source into a potable water supply system. A backflow prevention device may be an air gap, break tank or mechanical device designed to prevent the unplanned reversal of flow of water or contaminants into a water service and is either testable or non-testable. Only testable devices are required to be registered with Council.

For typical household meters, backflow is prevented through a non-testable backflow device integrated with the water meter.

Cross-connection is any connection or arrangement, physical or otherwise, between any potable water supply system either directly or indirectly connected to a water main, and any fixture, storage tank, receptacle, equipment or device through which it may be possible for any non-potable, used, unclean, polluted or contaminated water, or any other substance, to enter any part of such potable water system under any conditions.

Cross-connection control is the control of risk to mitigate potential contamination into a reticulation system (whether Council mains or private services) from potential sources within premises connected to the water reticulation system.

4 PROVISIONS

4.1 Cross-connection Control

Only potable water shall be supplied to plumbing fixtures or outlets used for drinking, bathing, culinary use, or the processing of food, medical or pharmaceutical products. All water supply systems shall be designed, installed and maintained so as to prevent contaminants from being introduced into potable water supply systems.

No device or system that may permit the introduction of any foreign substance into the water service shall be connected directly or indirectly to any other part of the water supply system (including fire protection, garden watering and irrigating systems) or to any temporary attachment to the water service without a method of cross-connection control and backflow prevention.

4.2 Hazard Ratings

Cross-connections are rated using three degrees of hazards as follows

- *High hazard* - Any conditions, device or practice which in connection with the water supply system has potential to cause death
- *Medium hazard* - Any condition, device or practice which in connection with the water supply system has the potential to endanger health
- *Low hazard* - Any condition, device or practice which in connection with the water supply system would constitute a nuisance but not endanger health or cause injury

4.3 Backflow Prevention Assessment

Cross-connections and Backflow Prevention requirements are to be assessed in accordance with the PCA and AS/NZS 3500.1.

Backflow protection requirements are determined by first identifying the individual hazards within premises. In working upstream from each hazard, the water shall be regarded as non-potable until a backflow prevention device is provided, suitable to the degree of hazard.

In assessing a potential backflow condition consideration must be given to the complexity of piping, the probability of piping change and negligent or incorrect use of equipment that may result in a backflow condition.

Backflow prevention devices shall be provided in accordance with the hazard rating, the suitability of the device and for:

- **Individual Backflow Protection** - the device shall be provided at the water connection to a fixture or appliance
- **Zone Backflow Protection** - the device shall be provided in the connection to specified sections of a plumbing system within a building or facility
- **Containment Backflow Protection** - the device shall be provided in the property service connection immediately downstream of the water meter(s) serving the property

Containment protection at the point of connection to the water supply must be rated according to the highest hazard posed within the site. For example, a hose tap at a grease arrestor requires a high hazard device, therefore the backflow prevention device required at the water connection of the property for containment protection is also required to be a high hazard device.

Premises where the hazard is unknown or where inspection is restricted, such as self-storage facilities, are considered to have and will default to a high hazard rating.

Where potential for cross-connection may occur between subdivided or strata properties, appropriate backflow devices must be fitted for site containment at each strata property. Such devices must be consistent with the highest hazard rating within the strata properties.

Council may at any time, where it deems necessary, require that a formal assessment in the form of a backflow survey be undertaken or require that backflow prevention device/s be installed.

4.4 Backflow Survey

Council requires a backflow survey to be submitted as required by a condition of an application for development approval, complying development certificate, and/or Shoalhaven Water Certificate of Compliance of a proposed/alterd use within a property or as deemed necessary in accordance with Section 4.3 of this policy.

Council requires the backflow survey to be undertaken by an accredited backflow plumber or a hydraulic consultant/engineer and submitted in writing to Council. The survey shall include the following information:

- Hydraulic consultant or plumber's name, address and qualifications (eg. license no.)
- Address of the property being surveyed
- Hazard rating/s within the premises
- Type and location of proposed device/s, and
- Certify that the hazard rating, type and location of devices have been determined, selected and located in accordance with the PCA and AS/NZS 3500.1

For large or complex sites, the survey shall be accompanied by a hydraulic plan showing location and type of backflow devices proposed.

The results of the survey shall be ratified by Council prior to installation, and written acknowledgement will be provided to the customer on acceptance of the survey.

Backflow prevention devices specified on the survey are to be installed, tested and registered with Council prior to occupation or commencement of the approved use or within the timeframe specified in the acknowledgment.

4.5 Initial Installation of Testable Devices

The property owner must undertake the necessary arrangements to install, test and register backflow devices in accordance with the Standards and this policy by:

- engaging a licensed plumber for installation of such devices
- engaging a licensed, accredited backflow plumber and authorised by Council for testing of such devices
- ensuring the submission to Council of an initial test report for each testable device installed on the property to initiate the registration process
- payment of the fee for inspection of the installation and initial registration of the device(s) installed. Please note: Additional inspection fees may be applied where further inspections are required due to non-compliance with the installation requirements of the Standards (Refer Section 4.13.1 – Plumber Responsibilities)

The month of the initial test date becomes the anniversary month for annual testing purposes.

4.6 Annual Testing and Maintenance of Backflow Devices

All testable backflow prevention devices are required to be tested at intervals not exceeding twelve (12) months.

At each year's anniversary date, the property owner(s) must ensure that all testable devices are tested and are maintained if required.

Council shall give notice to the property owner(s), or their designated contact person, approximately four (4) weeks in advance of when annual testing and certification of devices is required and due. The notice will include the annual registration fee.

Testing, and maintenance where necessary, must be carried out by a licensed accredited backflow plumber in accordance with the Standards. Results of the testing and maintenance must be submitted in the form of a test report compliant with the AS/NZS 2548.3 and must be forwarded to Council once completed and prior to the test due date. Council must be advised if the results cannot be forwarded due to a delay with maintenance or replacement.

Where a device has been replaced, an inspection of the installation of the replacement device will be carried out by Council to ensure compliance with the Standards.

Annual registration of the device shall be deemed completed when:

- the test report has been received, reviewed, and accepted by Council, and
- installation of any replacement device is compliant, and
- payment of the annual registration fee has been received.

Where the review by Council finds that the test report results or details or installation do not comply with the requirements of the standard, the report will be rejected, and registration will not be completed. The responsible plumber and/or property owner/representative will be advised to rectify.

Formal notice will be issued if the test reports for all devices on a property have not been received, or registration has not been completed within two (2) weeks of the due date. A late fee will apply for each four (4) week period (or part thereof) overdue, for each outstanding device, until registration is complete. Council may also take action in accordance with clause 4.7.

4.7 Failure to Install, Register, Test or Maintain Devices

Where an owner has failed to ensure installation, registration, testing or maintenance of backflow prevention devices(s), Council may do one or more of the following (as applicable):

- Send formal notification and issue a late fee, per device, for each four week period overdue
- Test the device and charge a fee to the property owner
- correct the installation configuration of a device in line with the requirements of the Standards and pass the cost of the works on to the property owner
- Apply a water flow restrictor to the metered water service for the property, and charge a fee for the removal of the restrictor
- Disconnect the water service if Council believes that the hazard presented by the activities on the property presents an unacceptable risk to the water supply and charge a fee for the disconnection/reconnection.

Where a plumber has failed to install, test or submit test reports for backflow prevention device/s in accordance with the Standards, Council may do the following (as applicable):

- Send formal notification to rectify the non-compliance

- Charge a reinspection fee directly to the plumber
- Refuse to accept test reports from a plumber or remove a plumber from Council's list of accredited backflow plumbers (usually where there have been recurrent issues)
- Issue Penalty Infringement Notices in accordance with relevant legislation

4.8 Removal or Change of Device

If the process or activity at the premises has changed and the hazard rating changes, the property owner must submit a backflow survey in accordance with section 4.4 of this policy. In addition to the requirements of section 4.4, the survey shall identify the reason for such change of hazard rating. The results of the survey shall be ratified by Council prior to removal, installation or modification of the device, and written acknowledgement will be provided to the customer on acceptance of the survey.

At any time where a device is added, removed or changed, council must be advised in writing.

4.9 Fire Service Requirements

Owners of properties with separate hydrant and sprinkler fire services must install a testable double check detector assembly (DCDA). The device must be installed close to where the water service crosses the property boundary and upstream of any booster assembly or off-take.

Council may allow lesser backflow prevention measures where domestic sprinkler systems or small drencher (wall wetting sprinkler) systems are installed. This will be considered on a case by case basis and will require the submission of a hydraulic plan showing the location and type of backflow prevention.

Please note that the reduction of pressure across a backflow prevention device needs to be taken into account during the hydraulic design phase of a project to ensure minimum pressure requirements are met for fire services.

4.10 Standpipes

Any standpipe connected to Council's water supply must have a testable backflow prevention device immediately after the standpipe.

4.11 Reclaimed Water Supplies

Premises with a reclaimed water supply are required to install on the potable water supply, a backflow containment device suitable for high hazard. The device must be either a Registered Break Tank (RBT) or a Reduced Pressure Zone Device (RPZD).

4.12 Relevant Registers

Council will compile and update on a regular basis:

- A register of properties and their owners/occupiers where testable backflow prevention devices are installed.
- A register of installed testable backflow prevention devices for each property.
- A register of authorised licensed plumbers qualified in backflow prevention device testing.

The list of local authorised licensed plumbers who are qualified in “Backflow Prevention” are available on Shoalhaven Water’s website - www.shoalwater.nsw.gov.au under “Your Business”.

4.13 Responsibilities

4.13.1 Plumbers

A licensed plumber must install all backflow prevention devices to comply with the Standards. Only a licensed backflow accredited plumber may test/commission the devices.

Prior to acceptance of test reports, Council shall be provided with evidence of the plumber’s backflow accreditation. This is only required on the first occasion a plumber submits test reports to Council.

Plumbers must submit the Test & Maintenance Report to Council as soon as practicable after testing the device. The property owner must ensure that this occurs.

Penalties may apply where a plumber has failed to submit completed test reports within a reasonable timeframe.

Where a plumber has been notified to rectify the installation of a new or replacement backflow prevention device to comply with the Standards, and multiple additional inspections are required, the plumber responsible for the work may be charged a reinspection fee.

4.13.2 Property Owners

The property owner must ensure that all backflow prevention devices installed comply with this policy. This includes installation, maintenance and testing of the device or devices in accordance with the Standards. Where rectification works have been notified by Council, the property owner is to ensure the works are carried out within the time specified.

The property owner is responsible for ensuring that all relevant documents are submitted to Council and that fees are paid within the required timeframes. Property owners may elect to delegate this responsibility to the property occupiers, however without written evidence supporting this delegation, Council will continue to deem the property owner responsible.

4.14 Fees and Charges

Fees and charges relating to backflow prevention are in accordance with the current, annually produced “Delivery Program and Operational Plan”.

Council is not responsible for **the cost of engaging a plumber for the installation and/or testing and maintenance of backflow prevention devices.**

5 Implementation

Section 7 of the Plumbing & Drainage Act 2011 requires that plumbing and drainage work must comply with the PCA and other standards or requirements prescribed by the legislation.

The PCA requires that water services be designed, constructed and installed so as to operate in a way that avoids the likelihood of contamination of any part of the drinking water supply, and minimises any adverse impact on building occupants, the Network Utility Operator’s infrastructure, property and the environment. Furthermore, the PCA also specifies that the design, construction, installation,

replacement, repair, alteration, and maintenance of water services must be in accordance with AS/NZS 3500.1.

Council has certain responsibilities that impact the requirement for backflow prevention and cross-connection control in the Shoalhaven. They are as follows:

- To provide potable water to Australian Drinking Water Guidelines 2011 within the water supply reticulation systems up to and including meters on property boundaries
- For the approval, testing and inspection of water supply and sewerage plumbing within property boundaries, under delegation from NSW Fair Trading
- For the protection of public health in compliance with the Local Government Act, 1993 and the Public Health Act, 2010

Council is responsible for the regulation of containment, zone and individual backflow prevention in the Shoalhaven. Shoalhaven Water, Council's Water Utility, maintains the register of all testable backflow prevention devices and manages the annual testing program and associated compliance activities. The backflow register and testing program includes all testable backflow prevention devices installed on properties within the Shoalhaven Region.

6 Review

In accordance with s165 (4) of the Local Government Act 1993, this policy will be reviewed within one year of the election of every new Council.

7 Application of Ecologically Sustainable Development (ESD) Principles

To ensure future supply of safe drinking water to the community.



Liquid Trade Waste Discharge to Sewerage System

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Review Date: 1/12/2020

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Contents

1. PURPOSE OF THIS POLICY	4
1.1 WHAT IS LIQUID TRADE WASTE?	4
1.2 OBJECTIVES	5
2 RELATIONSHIP TO OTHER DOCUMENTS	5
3 SCOPE OF THIS POLICY	5
4 EXEMPTION CIRCUMSTANCES	6
5 CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE	6
5.1 Factors for Consideration	6
5.2 Guideline Limits for Acceptance of Liquid Trade Waste	6
5.3 Substances Prohibited from Discharge to the Sewerage System.....	6
5.4 Liquid Trade Waste from Existing Premises/Dischargers	7
6 APPLICATION PROCEDURE AND APPROVAL PROCESS	7
6.1 Council Approval Required	7
6.2 Method of Application	7
6.3 Who Can Make Application	8
6.4 Provision of Information Relating to an Application	8
6.5 Amendments by Applicant	8
6.6 Notification as to Outcome of an Application	8
6.7 Review or Appeal of a Decision to Refuse an Application	8
6.8 Change of Approval Holder	8
6.9 Validity of an Existing Approval	8
6.10 Duration of an Approval	9
6.11 Modification or Revocation of Approvals	9
Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in section 109 of the LG Act.....	9
6.12 Concurrence	9
7 LIQUID TRADE WASTE FEES AND CHARGES	10
7.1 Liquid Trade Waste Charging Categories	10
7.2 Types of Liquid Trade Waste Fees and Charges	11
7.3 Charges for Premises with Multiple Liquid Trade Waste Streams	11

7.3.1 Single premises with multiple liquid trade waste discharging businesses (eg shopping centres)	11
7.3.2 Commercial strata units	11
7.3.3 Institutions (eg hospitals, tertiary educational facilities, correctional centres) and other premises with multiple waste stream category types:	11
7.4 Non-compliance Liquid Trade Waste Charges	11
7.5 Determination of Liquid Trade Waste Discharge Volume	12
7.6 Summary of Category Specific Liquid Trade Waste Fees and Charges	12
7.7 Responsibility for the Payment of Liquid Trade Waste Fees and Charges	13
7.8 Additional Information for Liquid Trade Waste Fees and Charges	13
8 INSPECTIONS AND MONITORING	13
9 LIQUID TRADE WASTE SERVICES AGREEMENT	14
10 ENFORCEMENT OF APPROVALS AND AGREEMENTS	14
11 DUE DILIGENCE PROGRAMS AND CONTINGENCY PLANS	14
12 EFFLUENT IMPROVEMENT PLAN FOR EXISTING DISCHARGERS	14
13 PREVENTION OF WASTE OF WATER	15
14 THE NSW FRAMEWORK FOR REGULATION OF SEWERAGE AND TRADE WASTE	15
15 DEFINITIONS OF TERMS, ABBREVIATIONS AND ACRONYMS	15
16 IMPLEMENTATION	15
17 REVIEW	15
18 APPLICATION OF ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES	15
SCHEDULE 1: Deemed to be Approved Activities	16
SCHEDULE 2: Guideline Limits for Acceptance of Liquid Trade Waste into the Sewerage System	17
SCHEDULE 3: Substances Prohibited from Discharge to the Sewerage System	20
APPENDIX A Classification of Liquid trade Waste Dischargers	21

1. PURPOSE OF THIS POLICY

This policy outlines the requirements applicable to all industrial, commercial, community and Government activities conducted within the City of Shoalhaven which discharge, or which in Council's opinion have the potential to discharge, liquid trade waste to Council's sewerage system. Discharges from residential/domestic sources to Council's sewerage system are not subject to this policy unless they include liquid trade waste.

Sewerage systems are generally designed to safely and efficiently collect, transfer and treat waste from domestic sources that are essentially of predictable strength and quality. Council **may** accept liquid trade waste into its sewerage system as a **service** to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

This policy is concerned with the approval process and ongoing monitoring and compliance requirements for liquid trade wastes discharged into Council's sewerage system, and the levying of appropriate liquid trade waste fees and charges.

The procedure for approval is governed by Chapter 7 of the *Local Government Act* and is subject to the *Local Government (General) Regulation 2021*.

As specified in the Shoalhaven Local Approvals Policy, a person wishing to "Dispose of liquid trade waste into the sewer of the council" must obtain prior approval from Council under Part C Section 68 of the *Local Government Act 1993*. Discharging liquid trade waste without an approval is an offence under Section 626 of the *Act*.

Under clause 28 of the *Local Government (General) Regulation 2021*, a council must not grant an approval under Section 68 of the *Act* to discharge trade waste (whether treated or not) into a sewer of the council unless the Secretary of the Department of Planning and Environment (DPE) has concurred with the approval.

Under Section 90 (2) of the *Local Government Act 1993*, the Secretary, DPE may give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

1.1 WHAT IS LIQUID TRADE WASTE?

Liquid trade waste is defined in the *Local Government (General) Regulation 2021* as **all liquid waste other than sewage of a domestic nature**.

Further definition of what does and does not constitute "liquid trade waste" can be found in Section 1.4 of the LTW Guidelines.

1.2 OBJECTIVES

The objectives of this policy are:

- to protect public and workers health and safety and the environment
- to protect Council's assets from damage
- to assist Council in meeting regulatory and licence requirements
- to provide an environmentally responsible liquid trade waste management service to the non-residential sector
- to promote water conservation, waste minimization, cleaner production, effluent recycling and biosolids reuse
- to ensure compliance of liquid trade waste discharge with the approved conditions
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems, and
- to ensure commercial provision of services and cost recovery through appropriate liquid trade waste fees and charges.

2 RELATIONSHIP TO OTHER DOCUMENTS

This policy should be read in conjunction with the following documents or legislation:

- Shoalhaven Local Approvals Policy
- Determining Customer Categories for the Purpose of Levying Water and Sewer Charges Policy
- Liquid Trade Waste Policy Supplement
- Local Government Act, 1993; (*LG Act*)
- Local Government (General) Regulation, 2021 (*LG Reg*)
- Protection of the Environment Operations Act, 1997 (*PoEO Act*)
- Protection of the Environment Operations (General) Regulation, 2021;
- Plumbing Code of Australia (*PCA*)
- Regulatory and assurance framework for local water utilities – Department of Planning and Environment, 2022
- Liquid Trade Waste Management Guidelines – Department of Planning and Environment, 2021 (*LTW Guidelines*)
- Australian Wastewater Quality Management Guidelines, July 2022, WSAA;

3 SCOPE OF THIS POLICY

This policy includes additional detail in relation to the requirements of the Shoalhaven Local Approvals Policy as follows:

- the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to the sewerage system

- the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- the application procedure and approval process
- liquid trade waste fees and charges and associated discharge categories
- the NSW Framework for Regulation of Liquid Trade Waste and other relevant information.

The **Liquid Trade Waste Policy Supplement** should be consulted for additional technical and administrative information concerning the provisions of this policy.

4 EXEMPTION CIRCUMSTANCES

The list of discharges exempt from obtaining of Council's approval to discharge liquid trade waste to sewer is provided in the Shoalhaven Local Approvals Policy (Refer 2.2 Section B: Local Exemptions) and Schedule 1 of this policy. These discharges are known as "Deemed to be approved". Each such discharger must meet the standard requirements specified for their individual activity.

Where, in Council's opinion, there is reasonable cause to believe the activities being conducted have the potential to but do not currently (and are not intended to) result in liquid trade waste discharges to the sewerage system a Non-Discharger Declaration will be required to be submitted to Council.

5 CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE

5.1 Factors for Consideration

Council's decision to accept liquid trade waste into its sewerage system is based on the discharger satisfying Council's requirements. When determining an application to discharge liquid trade waste into the sewerage system, Council will consider the factors detailed in the Shoalhaven Local Approvals Policy (Refer 3.2 Section B – C4 activity).

5.2 Guideline Limits for Acceptance of Liquid Trade Waste

Council has guideline limits that set out the quantity and quality criteria for the acceptance of liquid trade waste into the sewerage system - refer Schedule 2. These limits are consistent with the acceptance limits specified in the *LTW Guidelines*.

Council may periodically vary its guideline limits or set limits for substances or characteristics not listed in Schedule 2 to this policy. Refer to the **Liquid Trade Waste Policy Supplement** for further information.

5.3 Substances Prohibited from Discharge to the Sewerage System

Some substances are not suitable for discharge to the sewerage system. Schedule 3 of this policy sets out those substances which must not be discharged to the sewerage system unless they are specifically approved under Section 68 of the *LG Act*.

The following is a list of discharges that are either prohibited or restricted:

- Stormwater from open areas
- Contaminated groundwater

- Landfill leachate
- Discharge from float tanks
- Discharge from new service station forecourts and other refuelling points
- Discharge of liquid waste arising from liquefaction and/or pulverisation of solid waste by physical or chemical processes (e.g. garbage grinders/in-sinkerators, macerators, alkaline hydrolysis)
- Discharge from solid food waste processing units (digesters/composters, etc.)
- Use of additives in pre-treatment systems

For further details on the limitations and restrictions applicable to the above discharges, refer to the **Liquid Trade Waste Policy Supplement** and Chapter 3 of the LTW Guidelines.

5.4 Liquid Trade Waste from Existing Premises/Dischargers

Existing dischargers who have nil or inadequate liquid trade waste pre-treatment equipment at their current premises are generally required to improve their discharge quality by installing/upgrading pre-treatment equipment to the current technology or standards.

At Council's discretion a period of time may be granted for an **existing** discharger to install liquid trade waste pre-treatment equipment or perform other works required to achieve compliance with the conditions of a liquid trade waste approval.

Where installation of the prescribed liquid trade waste pre-treatment equipment at the premises is not considered by Council as feasible or reasonable in order to treat an **existing** discharge, an exception from installing such equipment may be applied for, and will require the concurrence of DPE. Refer to the **Liquid Trade Waste Policy Supplement** for requirements relating to exceptions.

Existing premises undergoing refurbishment/renovation must allow for the installation of the appropriate liquid trade waste pre-treatment equipment. If new or refurbished premises cannot accommodate the prescribed pre-treatment equipment required for an activity, then that premises is not suitable for conducting that type of activity.

6 APPLICATION PROCEDURE AND APPROVAL PROCESS

6.1 Council Approval Required

Council approval is required under s68 of the *LG Act*, and shall be obtained prior to the discharge of liquid trade waste to the sewerage system.

An approval to discharge liquid trade waste to the sewerage system is dependent upon the applicant's on-going compliance with the conditions contained within that approval. Dischargers of liquid trade waste to Council's sewerage system are subject to prosecution and imposition of fines under various sections of the *LG Act* and/or the *PoEO Act* and regulations pursuant to these Acts, where the liquid trade waste is discharged without obtaining Council approval or other than in accordance with the conditions of Council's approval.

6.2 Method of Application

A written application for approval to discharge liquid trade waste to the sewerage system is to be made by completing and submitting the appropriate Council application form, providing all requested information together with any supporting documentation.

A trade waste application is not required to discharge liquid trade waste from “Deemed to be approved” activities listed in Schedule 1 of this Policy.

6.3 Who Can Make Application

An application can be made by the owner or occupier of a premises and should generally be made by the person seeking to carry out the activity for which Council approval is required. However if the applicant is not the owner of the property, the applicant must have the consent of the landowner.

Applications signed by consultants, contractors, managing agents or other proxy acting on behalf of the person making the application will not be accepted. The applicant must be a person or entity that will have ongoing responsibility for the discharge from the premises.

6.4 Provision of Information Relating to an Application

An applicant shall provide all information as may be prescribed by relevant regulations and specified by Council to enable Council to determine the application (also refer Table 1 of the *LTW Guidelines*). Council may, under Section 86 of the *LG Act*, request an applicant to provide more information to enable it to determine the application.

6.5 Amendments by Applicant

An applicant may make a minor amendment or withdraw an application before it is approved by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with Section 107 of the *LG Act*.

6.6 Notification as to Outcome of an Application

Where an application is approved, Council will notify the applicant and property owner as soon as practical of such approval and any conditions of the approval. The duration of the approval will be as stated in the approval.

Should the application be refused then Council will notify the applicant of the grounds for refusal.

6.7 Review or Appeal of a Decision to Refuse an Application

Where an application for approval to discharge liquid trade waste to the sewerage system has been refused by Council, or the DPE has not given concurrence to the application, the applicant may request Council to review the determination under section 100 of the *LG Act*. Under section 176 of the *LG Act*, if the applicant is dissatisfied with Council’s determination, they may appeal to the Land and Environment Court within 12 months.

6.8 Change of Approval Holder

An approval to discharge liquid trade waste to Council’s sewerage system is not transferable. A new application must be lodged, and a new approval must be obtained if there is a change of the approval holder. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

6.9 Validity of an Existing Approval

A new approval is required where:

- Approval holder has changed
- The activity generating the waste has changed, or new activity has been added
- The quantity or nature of the liquid trade waste has significantly changed

Where ownership of the property has changed, but the approval holder is the same, the property owner will be asked to provide their consent for the existing approval to remain valid.

6.10 Duration of an Approval

An approval for the discharge of liquid trade waste to Council's sewerage system shall be for a maximum of five (5) years. Council at its discretion may grant an approval for a shorter period. The duration of the approval will be as stated in the approval. A new application for approval must be submitted prior to the cessation of a current approval if liquid trade waste discharge to the sewerage system is to continue after the current approval's expiry date.

Council may, at its discretion, renew an existing approval where there have been no significant changes to the operations of the activity since the approval was initially granted, in accordance with section 107 of the *LG Act*.

6.11 Modification or Revocation of Approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in section 109 of the *LG Act*.

6.12 Concurrence

If Council supports an application and has a notice stating that concurrence of the Secretary, DPE can be assumed for the liquid trade waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence to its approval in accordance with the requirements of Section 90(1) of the *LG Act*.

Liquid trade waste discharges are divided into four classifications for the purpose of the concurrence process:

- Concurrence Classification A – liquid trade waste dischargers for which Council has been authorised to assume concurrence to the approval subject to certain requirements
- Concurrence Classification B – liquid trade waste dischargers whereby Council has applied for and been authorised to assume concurrence to the approval subject to certain requirements
- Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out etc. Council has applied for and been authorised to assume concurrence to the approval subject to certain requirements, otherwise Council forward the application for concurrence
- Concurrence Classification C – all other liquid trade waste dischargers that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application for concurrence

Council has already been given notice of assumed concurrence for Concurrence Classification A, B and S liquid trade waste discharges and will not need to seek DPE concurrence for approval of liquid trade waste applications for these types of discharges. A list of these discharges can be found in the ***Liquid Trade Waste Policy Supplement***.

7 LIQUID TRADE WASTE FEES AND CHARGES

Council provides liquid trade waste services on a commercial basis, with full cost recovery through liquid trade waste fees and charges. The current liquid trade waste fees and charges are provided on Council's website.

Council implements best practice pricing for non-residential sewerage and liquid trade waste services to ensure that dischargers bear a fair share of the cost of providing sewerage services and to facilitate appropriate pre-treatment, waste minimisation and water conservation.

7.1 Liquid Trade Waste Charging Categories

For administrative purposes and the allocation of fees and charges Council will classify liquid trade waste dischargers into seven charging categories:

- **Category 1A** liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system.
- **Category 1B** liquid trade waste dischargers are those conducting an activity deemed by Council as requiring prescribed pre-treatment but having low impact on the sewerage system as their effluent is usually of low strength.
- **Category 2A** liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.
- **Category 2B** liquid trade waste dischargers are those that conduct the same activities as Category 2A, however, the prescribed pre-treatment equipment is not installed, or of a model not acceptable to council, or not appropriately sized or is not maintained to Council requirements.
- **Category 2S** dischargers are those that transport tankered human wastes to Council's STPs, owners/operators of ship-to-shore pump out facilities and owner/operators of 'dump points' directly connect to sewer.
- **Category 3A/3B** dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Any activity not included under Category 1 or 2, or a Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger. However, large volumes from dischargers such as shopping complexes and institutions (e.g. hospitals, educational facilities, correctional facilities, etc.) do not become Category 3 dischargers.
 - **Category 3A** dischargers are those that in Council's opinion requires less sophisticated liquid trade waste pre-treatment equipment and remains generally compliant to Council's requirements.
 - **Category 3B** dischargers requires specialised/sophisticated pre-treatment equipment, or do not meet the Category 3A requirements.

Note that these charging categories are different to the four classifications that have been established for concurrence purposes (ie Classification A, B, C and S). The relationship between Concurrence

Classifications and Charging Categories and the activities listed under each charging category are shown in Appendix A.

7.2 Types of Liquid Trade Waste Fees and Charges

Council's liquid trade waste fees and charges may include:

- General fees and charges (application fee, annual liquid trade waste fee, re-inspection fees)
- Category specific charges (liquid trade waste usage charges for Category 2A/B, excess mass charges for Category 3A/B, human waste disposal and chemical toilet usage charges for Category 2S)
- Other charges related to the nature of waste (eg charges for the discharge of stormwater or groundwater, food waste disposal unit charges⁸)
- Non-compliance charges (liquid trade waste usage charge, excess mass charge and pH charge)
- Non-compliance Penalty Infringement Notice (PIN)

7.3 Charges for Premises with Multiple Liquid Trade Waste Streams

Many premises have multiple waste streams, which may affect how some liquid trade waste fees and charges (annual and usage/excess mass charges) are charged.

7.3.1 Single premises with multiple liquid trade waste discharging businesses (eg shopping centres)

- Where all businesses are Category 1A, 1B, 2A or 2B
 - Annual fee will be dependent on the number of businesses (specific fees and charges for multiple business premises are available – refer fees and charges)
 - Single usage charge (usage of non-discharging businesses will not be included)
- Category 3A or 3B in addition to other categories
 - Category 3A or 3B annual fee in addition to above appropriate annual fee
 - Excess mass charges for the Category 3A/B waste stream may be charged in addition to the usage charge.

7.3.2 Commercial strata units

- Annual fee to be charged to the individual strata unit
- Usage charge is dependent on metering configuration. If a single meter, the usage will be calculated to exclude the potential use of non-discharger units.

7.3.3 Institutions (eg hospitals, tertiary educational facilities, correctional centres) and other premises with multiple waste stream category types:

- The highest category activity will be used to determine the annual fee to be charged
- Where there is a combination of Category 2A/B and 3A/B waste streams, Council reserves the right to choose a single method of either usage charge or excess mass charge, or both.

7.4 Non-compliance Liquid Trade Waste Charges

To encourage compliance, Council may apply non-compliance liquid trade waste charges.

⁸ Food waste disposal unit charge is for existing installations only. New installations are not permitted.

Council will continue applying non-compliance charges until the discharger meets council's conditions of approval, or approved quality limits, within the timeframe determined by Council for remedying the problem. If the discharger fails to rectify the problem within an agreed timeframe, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system. Council may consider issuing penalty infringement notices and orders, or other enforcement actions as applicable.

7.5 Determination of Liquid Trade Waste Discharge Volume

The liquid trade waste discharge volume is required for the calculation of certain liquid trade waste charges (eg usage charge, excess mass charges). There are several ways of determining the liquid trade waste discharge volume, involving either the measurement or estimation of discharge quantities, and is largely dependent on discharger category.

Council may require that the volume of liquid trade waste discharged to the sewerage system be determined by a discharge meter (usually for large volume and Category 3A/B dischargers), or some other means of measurement, acceptable to Council.

For Category 2A/B dischargers, volume is generally estimated by applying the Liquid Trade Waste Discharge Factor (LTWDF) to the metered water consumption. The LTWDF is the ratio that exists between the volume of liquid trade waste discharged to Council's sewerage system and metered volumetric water consumption.

Please refer to the **Liquid Trade Waste Policy Supplement** for further information.

7.6 Summary of Category Specific Liquid Trade Waste Fees and Charges

The summary of fees and charges are indicated in Table 2 below:

Table 2 - Summary of Liquid Trade Waste Fees and Charges

Charging Category	1A	1B	2A	2B	3A	3B	2S
Fee/Charge Type							
Application Fee	Yes ⁹	Yes	Yes	Yes	Yes	Yes	Yes
Annual Liquid Trade Waste Fee	Yes ¹⁰	Yes	Yes	Yes	Yes	Yes	Yes
Re-inspection Fee	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Liquid Trade Waste Usage Charge	No	No	Yes	Yes	No	No	No
Human Waste Disposal Charge	No	No	No	No	No	No	Yes
Excess Mass Charges	No	No	No	No	Yes	Yes	No
Non-compliance Liquid Trade Waste Usage Charge	Yes ¹¹	Yes	Yes	Yes	No	No	No
Non-compliance Excess Mass and pH Charges	No	No	No	No	Yes	Yes	No

⁹ Not applicable for discharges listed as Deemed to be Approved

¹⁰ Not applicable for discharges listed as Deemed to be Approved

¹¹ Not applicable for discharges listed as Deemed to be Approved

Non-compliance Penalty Infringement Notice	Yes	Yes	Yes	Yes	Yes	Yes	Yes
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Note: The discharge of treated contaminated stormwater/groundwater is classified as Category 3A/B with a Usage Charge instead of Excess Mass Charges.

The liquid trade waste fees and charges shown in Table 2 are payable to Council (except for a Penalty Infringement Notice which is payable to the Revenue NSW).

Liquid trade waste fees and charges are in **addition** to non-residential sewerage bills (Refer to Council's current Fees and Charges) and may be levied whether or not a liquid trade waste discharger has an approval from Council.

7.7 Responsibility for the Payment of Liquid Trade Waste Fees and Charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade waste services provided by Council. This includes property owners of marina, caravan parks, etc., if a dump point located at their premises is connected to the sewerage system.

Where another party (lessee) leases the premises any reimbursement of the lessor (property owner) for such fees and charges is a matter between the lessor and the lessee.

Application and re-inspection fees will be charged directly to the applicant.

Council will charge a human waste disposal charge for services it provides directly to transporters who collect and discharge tanker'd septic wastes to Council Sewage Treatment Plants.

7.8 Additional Information for Liquid Trade Waste Fees and Charges

Detailed information for individual liquid trade waste fees and charges, including calculation procedures and equations, methods of discharge volume measurement and LTWDF calculations can be found by referring to the **Liquid Trade Waste Policy Supplement**.

8 INSPECTIONS AND MONITORING

Council will carry out a program of inspections and monitoring, including site inspections of liquid trade waste discharging premises, desktop audits, sampling programs, in-sewer monitoring and sampling etc, to verify compliance with their conditions of approval. Site inspections of liquid trade waste discharging premises and their treatment facilities are carried out at a frequency according to the risk level of the discharger which is determined by consideration of their discharger category and history of compliance.

As a condition of approval, the applicant may be required to undertake regular self-monitoring of their liquid trade waste discharges, by collecting samples at a frequency and in a manner representative of the waste being discharged, for analysis by an appropriate laboratory for the specified substances. The results from a discharger's self-monitoring program are required to be forwarded to Council on completion.

Please refer to the **Liquid Trade Waste Policy Supplement** for further information.

9 LIQUID TRADE WASTE SERVICES AGREEMENT

In addition to its approval under the Local Government Act, Council may require certain dischargers, including those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or industrial waste (Concurrence Classification C discharges) or some Classification S discharges into its sewerage system to execute a liquid trade waste services agreement. The agreement will set out the conditions associated with the discharge and execution of the agreement and will be a condition of the approval issued by Council.

Please refer to the **Liquid Trade Waste Policy Supplement** for further information and Sample Liquid Trade Waste Services Agreement.

10 ENFORCEMENT OF APPROVALS AND AGREEMENTS

Any person who fails to obtain Council's approval to discharge liquid trade waste into the sewerage system, or fails to comply with the conditions of the approval, may be liable to a penalty as provided under the *LG Act* (Sections 626 & 627)

In addition to fines, Council may recover costs of damages and fines incurred by Council because of an unauthorised liquid waste discharge. Temporary suspension or cease of discharge may also be required.

Note that Section 328 and 634 to 639 of the *LG Act* also list other offences related to water, sewerage, and stormwater drainage.

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is an offence under Section 120 (1) of the *PoEO Act*. In addition, under Section 222 of this Act, Council may issue a penalty notice (i.e. an on-the-spot fine) to such a discharger.

11 DUE DILIGENCE PROGRAMS AND CONTINGENCY PLANS

A discharger may be required to submit a due diligence program and a contingency plan for some liquid trade waste discharges (generally in Concurrence classification C, charging Category 3) where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within the time specified in the liquid trade waste approval.

Please refer to the **Liquid Trade Waste Policy Supplement** for further information.

12 EFFLUENT IMPROVEMENT PLAN FOR EXISTING DISCHARGERS

Where the quality of liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

13 PREVENTION OF WASTE OF WATER

Water must be used efficiently and must be recycled where practicable. It is an offence under Section 637 of the *LG Act 1993* and its Regulation to waste or misuse water.

Dilution of trade waste with water from any non-process source including Council's water supply, bore water, groundwater and/or stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

14 THE NSW FRAMEWORK FOR REGULATION OF SEWERAGE AND TRADE WASTE

The NSW framework for regulation of sewerage and trade waste is driven by the NSW Government's *Regulatory and Assurance Framework for Local Water Utilities, 2022*. Further information about this can be found in the **Liquid Trade Waste Policy Supplement**.

15 DEFINITIONS OF TERMS, ABBREVIATIONS AND ACRONYMS

A glossary of commonly used terms related to liquid trade waste is in the **Liquid Trade Waste Policy Supplement**.

16 IMPLEMENTATION

Shoalhaven Water as Council's Water Utility has responsibility for the implementation of this policy.

17 REVIEW

This policy shall be reviewed within one year of the election of every new Council and when changes to applicable legislation, guidelines or standards occur.

18 APPLICATION OF ECOLOGICALLY SUSTAINABLE DEVELOPMENT PRINCIPLES

This policy applies the principles of Ecologically Sustainable Development by enforcing measures for the proper disposal of liquid trade waste to Council's sewerage system and in so doing prevents or reduces the contamination of the land, estuarine or ocean environments.

CL22.622 - Attachment 3

SCHEDULE 1: Deemed to be Approved Activities

Activity generating waste	Requirements
Beautician	Solvents not to be discharged to sewer
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas Housekeeping practices including: <ul style="list-style-type: none"> Floor must be dry swept before washing Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
Cooling tower <500L/h	No chromium-based products to be discharged to the sewer
Crafts ceramic, pottery, etc. (including hobby clubs) <ul style="list-style-type: none"> flows <200 L/d flows 200-1,000 L/d 	Nil
	Plaster arrestor required
Dental technician	Plaster arrestor required
Dental mobile (no amalgam waste)	Nil
Florist	Dry basket arrestor for floor waste outlet and sink strainer required Herbicides/pesticides are not permitted to be discharged to sewer
Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap
Jewellery shop <ul style="list-style-type: none"> miniplate ultrasonic washing precious stone cutting 	Miniplate vessel to contain no more than 1.5 L of precious metal solution
	Nil
	If: < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
*Medical centre/doctor surgery/physiotherapy *(Only if plaster cast are made onsite)	Plaster arrestor required, if plaster of paris casts are used
Mobile cleaning units – carpet cleaning	20-micron filtration system fitted to a mobile unit
Optical service - retail	Solids settlement tank/pit required
Venetian blind cleaning	Nil (where conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system)

SCHEDULE 2: Guideline Limits for Acceptance of Liquid Trade Waste into the Sewerage System

Parameter	Limits
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is determined based on the available capacity of the sewer. Large discharges are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
Suspended solids	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. The acceptance limit may be reduced depending on available effluent disposal options and may be subjected to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works and 50 mg/L if the volume is greater than 10%.
Detergents	All detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS, Methylene Blue Active Substances) may be imposed on large liquid trade wastes discharges.
Colour	Colour must be biodegradable. No visible colour when diluted to the equivalent dilution afforded by domestic sewage flow. Specific limits may be imposed on industrial discharges where colour has a potential to interfere with sewage treatment processes and the effluent management.
Radioactive Substances	If expected to be present (e.g. Iodine 131 from ablation), acceptance requirements will be set on a case-by-case assessment.

Acceptance limits for inorganic and organic compounds		Maximum concentration (mg/L)
Inorganic compounds	Ammonia (as N)	50
	Boron	5
	Bromine	5

	Chlorine	10
	Cyanide	1
	Fluoride	30
	Nitrogen (total Kjeldahl)	100
	Phosphorus (total)	20
	Sulphate (as SO ₄)	500
	Sulphide (as S)	1
Organic compounds	Benzene	< 0.001
	Toluene	0.5
	Ethylbenzene	1
	Xylene	1
	Formaldehyde	30
	PFAS ¹³	LOR
	Phenolic compounds non-halogenated	1
	Petroleum Hydrocarbons ¹⁴	
	• C ₆ -C ₉ (flammable)	5
	• Total Recoverable Hydrocarbons (TRH)	30
	Pesticides general (except organochlorine and organophosphorus)	0.1
	Polynuclear Aromatic Hydrocarbons (PAH)	5

Acceptance limits for metals	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Aluminium	100	-
Arsenic	0.5	2
Cadmium	1	5
Chromium ¹⁵	3	10
Cobalt	5	15
Copper	5	15
Iron	100	-

¹³ PFAS contaminated wastewater may only be discharge as liquid trade waste after treatment and where the testing laboratory's Limit of Reporting (LOR) is not exceeded. That is, no PFAS are to be detected in the discharge to the sewerage system.

¹⁴ Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample, e.g. animal fats, plant oil, soil, etc.

¹⁵ Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer

Lead	1	5
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	15
Nickel	1	5
Selenium	1	5
Silver	2	5
Tin	5	15
Zinc	1	5
Total heavy metals excluding aluminium, iron and manganese	Less than 30 mg/L and subject to total mass loading requirements	

The following notes also form part of the Guideline Limits for Acceptance of Liquid Trade Waste into the Sewerage System and must be read in conjunction with the above information.

Notes

- Council reserves the right to impose a maximum mass loading requirement for any substance discharged to the sewerage system. This maximum mass loading requirement is unless otherwise advised by Council in addition to the concentration limit for the specified substance.
- Council may at its discretion, for small discharges, implement a maximum mass loading requirement for a specified substance (shown in the above table) in lieu of a concentration limit as regards the discharge of that specified substance to the sewerage system. If, however the maximum mass loading requirement is exceeded then Council's guideline limit (or other limit as notified in writing by Council) concentration for the specified substance will automatically apply.
- There shall be no discharge of fibrous material, which in Council's opinion could cause an obstruction, blockage, or damage in the sewerage system.
- Discrete fat, oil or grease must not be discharged to the sewerage system.
- There shall be no discharge of substances (or mixtures of substances) that are not miscible with water.
- The quality of liquid trade waste from some low and medium risk commercial activities in classification A and B will exceed Council's guideline limits for acceptance limits listed in this Schedule. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs and properly operates and maintains the required on-site pre-treatment equipment. Similarly, septic and pan waste may exceed some acceptance limits.
- Acceptance limits for substances not listed in above schedule will be determined on a case-by-case basis.

SCHEDULE 3: Substances Prohibited from Discharge to the Sewerage System

The following substances shall not, unless specifically permitted by the conditions of an approval issued under Section 68 of the Local Government Act, 1993, be discharged to the sewerage system.

- Organochlorine weedicides, fungicides, pesticides, herbicides, and substances of similar nature and/or wastes arising from the preparation of these substances
- Organophosphorus pesticides and/or waste arising from the preparation of these substances
- Per- and poly-fluoroalkyl substances (PFAS)
- Any substances liable to produce noxious or poisonous vapours in the sewerage system
- Organic solvents and mineral oil[#]
- Any flammable or explosive substance[#]
- Discharges from 'Bulk Fuel Depots'
- Discharges from chemicals and/or oil storage areas
- Natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- Roof, rain, surface, seepage, or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2021)
- Solid matter[#]
- Disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable
- Any substance assessed as not suitable to be discharged into the sewerage system
- Any other substances listed in a relevant Regulation.

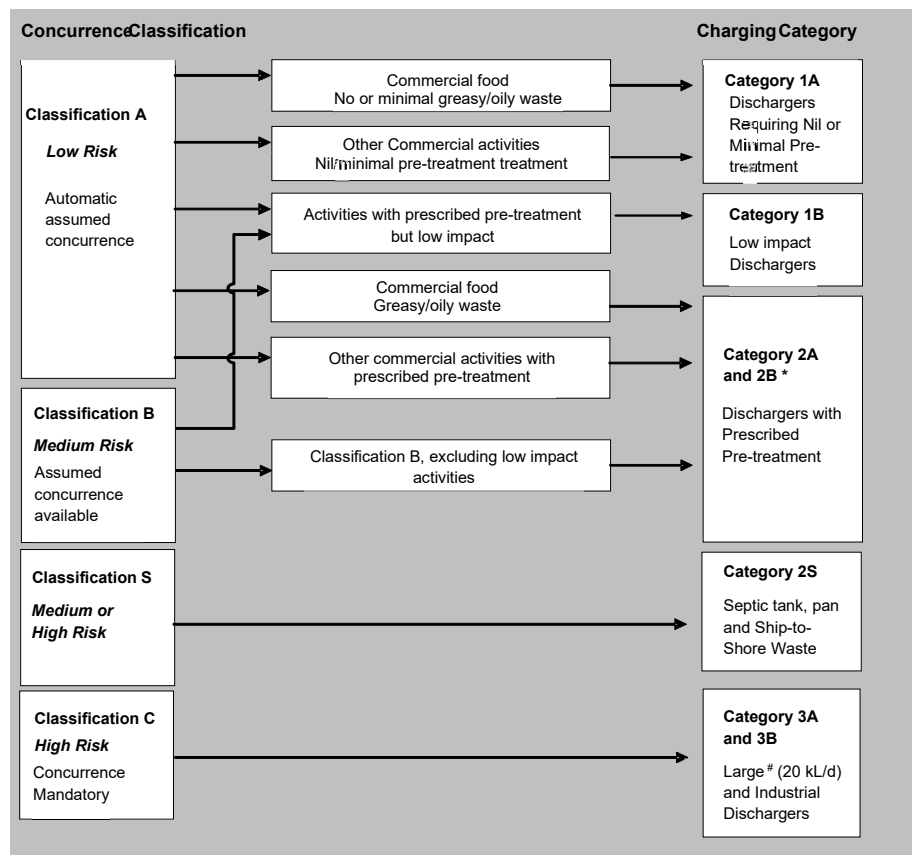
[#] In excess of the approved limit

APPENDIX A Classification of Liquid trade Waste Dischargers

Four classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S. For trade waste charging purposes there are seven charging categories, Category 1A, 1B, 2A, 2B, 2S, 3A and 3B.

There is a relationship between concurrence classifications and charging categories as the figure below shows. Classification A dischargers fall into Charging Category 1A, 1B or Category 2A, 2B. Classification B dischargers fall into Charging Category 2A, 2B, except for a few dischargers with low impact on the sewerage system which fall into Category 1A. Classification S dischargers fall into Charging Category 2S.

Classification C dischargers generally fall into Charging Category 3A, 3B. Council reserves the right to vary the charging category for Classification C dischargers in limited circumstances.



* Also includes fish shop (fresh fish for retail)

Except shopping complexes and institutions (hospital, educational facilities, etc.)

CL22.622 - Attachment 3

CATEGORY 1A DISCHARGER

Category 1A liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system.

Liquid trade waste dischargers requiring nil or minimal pre-treatment include:

Classification A activities – commercial retail food preparation activities that do not generate or generate minimal oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), boarding/hostel < 10 persons, café/coffee shop/coffee lounge (no hot food), canteen/cafeteria (no hot food), community hall/civic centre (minimal food), day care centre (minimal hot food), delicatessen (minimal or no hot food), fruit & vegetable shop, hotel/motel (minimal hot food), ice cream parlour (take away only), juice bar, mobile food van (no hot food), mixed business (minimal hot food), nightclub (no hot food), nut shop, pie shop (re-heating only), pizza cooking/reheating (no preparation or washing up on-site, pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar/snack kbar (no hot food), take away food outlet (not hot food), school canteen (minimal hot food).

Classification A activities – other commercial activities: animal wash, beautician/tanning booths/hairdressing, crafts < 1000 L/d, dental surgery/dental technician (plaster casts), dry cleaning, florist, funeral parlour, jewellery shop, medical centre/physiotherapy (plaster casts), mobile cleaning units, morgue, optical service, pet shop, plants retail (no nursery), non-residential swimming pool/hydrotherapy, venetian blind cleaning, veterinary.

CATEGORY 1B DISCHARGER

Category 1B liquid trade waste dischargers are those conducting an activity deemed by Council as requiring prescribed pre-treatment but having low impact on the sewerage system as their effluent is usually of low strength. If Council's inspection reveals that the pre-treatment equipment for such a discharger had not been properly maintained, a trade waste usage charge will be applied for the relevant billing period. This charge will also apply for any such dischargers who have not installed appropriate pre-treatment equipment.

Liquid trade waste dischargers with prescribed pre-treatment but low impact on the sewerage system include:

Classification A or B activities: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry/laundromat, primary and secondary school, vehicle washing/detailing (excluding truck washing).

CATEGORY 2A/2B DISCHARGER

Category 2A & 2B liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

Liquid trade waste dischargers with prescribed pre-treatment²² include:

Classification A activities - commercial retail food preparation/serving activities that generate an oily/greasy waste: bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen (exceeding 10 persons), butcher, café/coffee shop/coffee lounge (with hot food), cafeteria/canteen (with hot food), chicken/poultry shop (fresh/roast), club, civic centre/community hall²³, commercial kitchen/caterer, day care centre (with hot food), delicatessen (with hot food), fast food outlet, fish shop (fresh for retail and/or cooking on-site), function centre, hotel, ice cream parlour, mixed business (hot food), mobile food van (base), motel, nightclub, nursing home, patisserie, pizza cooking, retail BBQ/charcoal chicken, restaurant, supermarket, doughnut shop, sandwich shop/salad bar/snack bar (with hot food), take away food outlet with hot food, school canteen with hot food.

Classification A activities - other commercial activities: car detailing, craft activities > 1000 L/d, lawnmower repairs, mechanical workshop, stone working, surfboard manufacture (wet process only).

Classification B activities: auto dismantler, bus/coach depot, bakery (wholesale), construction equipment maintenance & cleaning, boutique or artisan foods, engine reconditioning, equipment hire, maintenance & cleaning, fish co-op, graphic arts, hospital, micro-brewery, oyster processing – shucking, panel beating, radiator repairer, screen printing, service station forecourt, shopping complex, truck washing (platforms/flat beds) and truck washing (external).

Category 2 liquid trade waste dischargers are divided into two groups based on the following criteria:

- **Category 2A** where the discharger has properly installed and commissioned the prescribed liquid trade waste pre-treatment equipment of a brand/model/capacity acceptable to Council, which is appropriately sized and both maintained and cleaned in accordance with Council's requirements, or for any other reason as deemed appropriate by Council and DPE.

Notwithstanding a discharger meeting the above requirements for classification into Category 2A, Council reserves the right to reclassify any such discharger to Category 2B on the basis of that discharger's inability to comply with either Council's guideline limits for liquid trade waste or the quantity or quality conditions of the discharger's liquid trade waste approval.

- **Category 2B** where the discharger has **not** properly installed and commissioned the prescribed liquid trade waste pre-treatment equipment of a brand/model/capacity acceptable to Council or has properly installed and commissioned the prescribed liquid trade waste pre-treatment equipment, but such equipment is of a brand/model/capacity **not** acceptable to Council, or is **not** appropriately sized, or is **not** maintained and/or cleaned in accordance with Council's requirements.

Where an **existing** discharger, classified into Category 2B because they lack the prescribed pre-treatment equipment for their activity, can satisfy Council and DPE that their liquid trade waste will

²² Excludes low impact activities, listed under category 1B.

²³ If the type and size of kitchen fixtures installed enable catering for large functions.

comply with Council's guideline limits for liquid trade waste discharged into the sewerage system they may be reclassified as Category 2A.

CATEGORY 2S DISCHARGER

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank, chemical toilet or pan content waste into the sewerage system.

Liquid trade waste dischargers include the following Classification S activities: portable ablution block waste (greywater and blackwater), bus/rail/coach/caravan/motor home/caravan park waste dump points, mooring/marina dump points, pit toilet (not composting), portable chemical toilet waste, septage, septic tank effluent, sludge from on-site aerated wastewater treatment systems for single households, ship-to-shore pump-outs (toilet waste and greywater).

CL22.622 - Attachment 3

CATEGORY 3 DISCHARGER

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger, except shopping complexes and institutions (eg. hospitals, educational facilities, correctional facilities, etc.)

Classification C discharges include: abattoir, acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, brewery, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cooling towers, cosmetics/perfumes manufacture, cyanide hardening, dairy processing* (milk/cheese/yoghurt/ice cream, etc.), detergent/soaps manufacture, drum washing, egg processing, electroplating, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, food processing* (cereals/cannery/condiments/confectionary/edible oils/fats/essence/flavours/fish/fruit juice/gelatine/honey/meat/pickles/smallgoods/tea and coffee/vinegar/yeast manufacture, etc.), food waste processing unit (digester/composter), fruit and vegetable processing, flour milling, galvanising, glass manufacture, glue manufacturer, ink manufacture, laboratories (excluding those in Category 1B & 2), liquid wastewater treatment facility (grease trap receival depot and other pump-out waste depot), metal finishing, metal processing (refining/rumbling/non-cyanide heat treatment/phosphating/photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pet food processing, plants nursery (open areas), pharmaceuticals manufacture, plaster manufacture, powder coating, potato processing, poultry processing, printing (newspaper, lithographic), saleyards, sandblasting, seafood processing, slipway, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/spinning/scouring), tip leachate, transport depot/ terminal, truck washing (internal), waxes and polishes, water treatment backwash, wholesale meat processing, winery, distillery, wine/spirit bottling.

* Excluding small boutique, craft or artisan food industries not exceeding the discharge volume shown in the *Liquid Trade Waste Management Guidelines, 2021*.

Category 3 classification liquid trade waste dischargers are divided into two groups based on the following criteria:

- **Category 3A** where in Council's opinion the discharger, requires only less sophisticated liquid trade waste pre-treatment equipment (eg. screens, balancing tank) and has no significant record of failure to comply with Council's requirements.
- **Category 3B** whereby Council's assessment a Category 3 discharger is other than Category 3A or requires specialised/sophisticated liquid trade waste pre-treatment equipment (eg. DAF unit, bioreactor). Those liquid trade waste dischargers conducting industrial activities will generally be classed as Category 3B. Dairy processing and chemical manufacturing are examples of Category 3B dischargers.



Building Over Water/Sewer Pipelines Policy

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File: 33249E

Review Date: Thursday, 1 December 2016,

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Contents

1	PURPOSE	3
2	RELATIONSHIP TO OTHER DOCUMENTS	3
3	STATEMENT	3
4	PROVISIONS	4
4.1	Restrictions/Exemptions	4
5	REVIEW	5
6	APPLICATION OF ESD PRINCIPLES	5
7	MINOR AMENDMENTS	6

CL22.622 - Attachment 4

1 PURPOSE

This policy document has been prepared as guidance for proposed development/s where approval is required from Shoalhaven Water for building over or adjacent to Council's gravity sewer mains, pressure sewer mains and water pipelines. The implementation of this policy will ensure that Council's assets are protected, and adequate clearance is provided to those assets for operation and maintenance.

2 RELATIONSHIP TO OTHER DOCUMENTS

This policy should be read in conjunction with the following documents

- Shoalhaven Waters "Building over and adjacent to assets technical guide"
- Water Services Association of Australia NSW Regional Water Supply and Sewerage Codes

3 STATEMENT

Shoalhaven Water's (SW) first position is that structures are not constructed over, or close to sewers, water pipelines or within Easements.

Applications for construction adjacent to and/or over SW's assets or within easements that are in favour of Shoalhaven City Council will only be considered if it can be clearly demonstrated that the applicant has investigated all other options for development. The applicant/developer/designer must give due consideration and/or care to protect Council's water and sewer assets and ensure access for operation and maintenance purposes.

SW will treat each application on its merits, but it should not be assumed that consent for construction over or near the sewer will be automatically granted.

No construction will be permitted over water pipelines or within the easements for water pipelines.

Building over sewer means the erection of a structure over or within the zone of influence of a sewer.

Easement to drain sewage means a legal entitlement placed over a parcel of land for the purposes of the provision, operation and maintenance of sewer infrastructure.

Easement for Water Supply or Easement over Line of Pipes means a legal entitlement placed over a parcel of land for the purposes of provision, operation and maintenance of water supply infrastructure.

Encasement means the protection of a sewer pipe by encasing all around with concrete to SW standards

4 PROVISIONS

4.1 Restrictions/Exemptions

4.1.1 Restrictions

Structures will not be permitted to be built over and/or in close proximity to the following:

- a) Critical water and sewer assets, sewer rising mains or pressure sewer mains (generally all sewer mains of greater diameter than 150mm mains and/or assets deemed to be excessively deep ie. greater than 3.0m), as determined by SW.
- b) Concrete pipes, asbestos cement pipes, vitreous clay pipes. However, if local conditions permit, these pipes can be replaced with alternative pipe types, subject to approval by SW. In most circumstances SW will provide the replacement pipe for sewer assets which are approved for concrete encasement, or which are to be replaced as part of the approval. Water supply pipes will not be replaced by Shoalhaven Water.
- c) Any pipes that, in the opinion of SW, is in poor condition. Exposing of the pipe so that it may be inspected by the SW and, if necessary, repaired or replaced, may be a requirement.
- d) Any water and sewer assets where sufficient clearances cannot be achieved (For further details see WSAA's NSW Regional Water and Sewer Supply Codes and or Shoalhaven Waters "Building over and adjacent to assets technical guide")
- e) Sewer manholes, lamp holes, maintenance points, surface fittings, pressure sewer units and junctions where sufficient clearances cannot be achieved. These structures enable ventilation of the sewer and provide access for maintenance, operations and inspections. (See Shoalhaven Waters "Building over and adjacent to assets technical guide" for further details)
- f) Sewers and or water supply assets in water charged ground unless normal building over asset precautions can be taken and approved by Shoalhaven Water.
- g) Where access to adjacent land is required to undertake the works and access to enter is NOT granted by the adjacent landowner.
- h) No construction permitted over or within 5 metres of water mains
- i) Encasement of water mains is not permitted under any circumstances.

4.1.2 Exemptions

Some lightweight structures may be exempt from certain conditions set down in this policy, as noted below:

- a) If the proposed structure/s are approved by Council as readily demountable and can be easily dismantled by the owner at their own risk and expense, at any time, as requested by Shoalhaven Water. The applicant may need to provide information confirming the above.
- b) If the proposed structure/s do not place a superimposed load on the asset and do not prevent reasonable access to the assets either at the stage of construction or in the foreseeable future (owing to alteration of the structure).
- c) Small retaining walls where:
 - maximum soil retaining height of 600mm (as determined as an “exempt development” by Shoalhaven City Council), and
 - sewer main is not classified as critical, and
 - sewer depth is greater than 1200mm, and
 - sewer is in soil with zone of influence of 1H:1V.
- d) Driveways, however:
 - where it will be impacting Stop valves, Hydrants, service connection points of opposite lots, and Sewer maintenance structures. SW should be contacted immediately for appropriate action.
 - where clearance between underneath the slab and the SW asset is not achieved as per the Shoalhaven Waters “Building over and adjacent to assets technical guide” and Water Services Association of Australia NSW Regional Water Supply and Sewerage Codes, SW should also be contacted

In general, each case will be assessed on its merits after lodgement of a Development Application/Certificate of Compliance with consideration being given (but not limited to) the loads imposed on the assets, access to the assets, and the criticality of the asset.

For more technical guidance regarding building over or near Councils assets please refer to Shoalhaven Waters “Building over and adjacent to assets technical guide”
IMPLEMENTATION

The Water Asset Planning & Development Section of Shoalhaven Water has responsibility to implement this policy.

5 REVIEW

This policy will be reviewed within one year of the election of every new Council, or earlier should circumstances change to warrant a review.

6 APPLICATION OF ESD PRINCIPLES

None applicable.

7 MINOR AMENDMENTS

Minor amendments to this policy may be approved under delegated authority to the Executive Manager of Shoalhaven Water.

CL22.622 - Attachment 4