



## **ARIC MEETING**

Held on Tuesday 28<sup>th</sup> June 2022  
at 10:00am  
via Microsoft Teams

# **Minutes**



Minutes of the ARIC Meeting held  
on Tuesday 28<sup>th</sup> June 2022 commencing at 10:00am via MS Teams

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**PRESENT:**

Dr. Philip Ross, Cr. Julia Cornwell-McKean, Linda MacRae, Angela Urquhart, Michelle Koopman, Matthew Hansen, Karina Ewer (after 11:15am)

**1. APOLOGIES**

Tahlia Fry

**2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

Dr. Philip Ross (Chair) gave an Acknowledgement of Traditional Owners.

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Resolution:** Minutes from previous meeting held on 30<sup>th</sup> March 2022 be accepted.

3.1 Matters arising from meeting held 30<sup>th</sup> March 2022

Committee discussed the internal audit scope for the Tocumwal Foreshore Committee of Management and suggested some alterations including specifying that the audit is for pilot purposes, and to clarify what level of audit assurance is being sought by Council.

It is anticipated that the results from the internal audit will assist Council in managing S355 Committees in general and will be helpful going forward in addressing risks.

**Resolution:** Endorse the information for the expression of interest for the internal audit on the Tocumwal Foreshore Committee of Management subject to amendments suggested by Cr. Cornwell-McKean and note that the level of assurance by the provider be clarified through the expression of interest process.

#### 4. DECLARATIONS OF INTEREST

Nil

#### 5. RISK MANAGEMENT

##### 5.1 Risk Management Report

The Risk Management Policy and Framework was presented and discussed following previous feedback from the Committee and the ELT.

**Resolution:** Committee endorse the policy subject to the following changes:

1. further expansion on the financial loss definitions, and technology disruption definitions in the consequence table; and
2. the removal of the wording for training in risk management on an “as required” basis under section 6.5, and
3. rewording of section 6.5 to ensure training is provided to all staff and included in training plans.

##### 5.2 Progression of Risk Management Strategy

Committee reviewed the revised strategy and sought clarification on financial risk ratings that were residually rated low despite concerns over IT controls.

**Resolution:** Committee endorse the Strategic Risk Plan subject to the review of residual risk ratings based on discussions.

The Committee also noted that:

1. Residual risks on volunteers remained high, and this was reflective of the current issues facing Councils around volunteer management.
2. Risks rated Very High must be given priority to ensure controls are adequate.
3. IT controls were undergoing a review, and that improvements were reliant upon IT development and as a result risks would be further mitigated.

Discussion was held regarding Council’s current IT controls:

- Council is currently working towards compliance with the Essential 8
- Internet service is inadequate, and Council is working towards improvement
- At present, Council has some IT vulnerabilities.

### 5.3 Insurance renewal discussion

**Resolution:** Committee note the renewal report seeking clarification on:

1. Crime cover which includes cyber security and the exclusions to Council,
2. Cover for cyber ransom demands.

## 6. CONTROL FRAMEWORK

### 6.1 Fraud control – Auditor General checklist

**Resolution:** Committee noted the Auditor General checklist for Fraud control and recommend Council utilise this when reviewing fraud controls.

## 7. EXTERNAL AUDIT AND ACCOUNTABILITY

### 7.1 Budget – Draft (capital works separated) and Quarterly Budget

Committee discussed the cumbersome financial reports and sought clarification on several points.

**Resolution:** Committee notes the reports provided and noted the financial position of Council at the end of March. The Committee also noted that based on further information provided by Management at the meeting that no material changes to the final end of financial year results are anticipated for the 2021/22 year.

**Resolution:** Future reports provided to the Committee at each meeting will be limited to the Quarterly Budget Review Statement and commentary.

## 8. LEGISLATIVE COMPLIANCE

### 8.1 Verbal Update

The CEO provided an explanation on the delegations system through Pulse. Changes to legislation will be communicated through Council's legal representatives, Kell Moore, with any changes reflected in Council's policies.

ERM currently compiling a register of legislation.

8.2 Self Review Tool (HCCREMS)

**Resolution:** Committee notes the update and work being done in legislative compliance and advised this will remain an agenda item going forward.

## 9. INTERNAL AUDIT

9.1 Budget for audits following Risk Register completion.

The Committee waiting on compilation of Risk Register information. Following the completion of the risk register, this information will feed into the Internal Audit Plan. This will then allow Council to review the resources that it desires to be allocated to the internal audit function, and to consider the auditing models that may be utilised (internal, outsourced or a combination).

**Resolution:** Committee notes there will need to be an assessment of audit requirements to inform a five-year internal Audit Plan. The composition of the Audit Plan will be dependent upon Council's resourcing approach, and the outcomes of the review into the risk register. It is envisaged that the Audit Plan will be in place towards the end of 2022 or early 2023.

## 10. BUSINESS PROCESS IMPROVEMENT AND PERFORMANCE

10.1 Discussion of Auditor General Reports on Local Government

General discussion regarding self-assessments that can be conducted by Council and reported back to the Committee, after resourcing issues have been resolved. Council to prioritise work and to consider the Audit Office reports as part of the development of the internal audit plan referred to in item 9.

**Resolution:** Committee notes the Performance Audits in Local Government which have been undertaken recently and notes that these reports will be taken into account during the development of the Audit Plan to ensure that Council does not duplicate internal audit reviews.

## 11. INFORMATION REPORTS

**Resolution:** Committee notes Council's Integrated Planning and Reporting documents that were provided to the Committee as background information..

## **12. GENERAL BUSINESS**

RFS Fleet Assets (Red Fleet) – The CEO advised that Berrigan Shire Council will be refraining from reporting on Red Fleet in the financial statements.

Service Reviews – The CEO advised that Council is undertaking service reviews. Where high risk reviews are identified, the results of the review will be presented to the Committee, however lower risk desk top reviews will be considered unnecessary to bring to the Committee.

### **12.1 Work Plan Update**

Next meeting agenda inclusions will be:

- Annual financial statements
- Interim Management Letter
- Invitation extended to External Auditors to attend the meeting (as part of financial statement review)
- Update on budget review
- Update on risk management
- Status on internal audit into the Tocumwal Foreshore Committee of Management.
- Provider of internal audit on Tocumwal Foreshore Committee be invited to present findings if the report is complete at that time.

Next meeting will be held in the Council Chambers on Wednesday, 12<sup>th</sup> October 2022.

## **CLOSE OF MEETING**

There being no further business the meeting closed at 12:00pm.



# Monthly Investment Report

## July 2022



IMPERIUM MARKETS

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### Impact of COVID-19 to Council's Portfolio

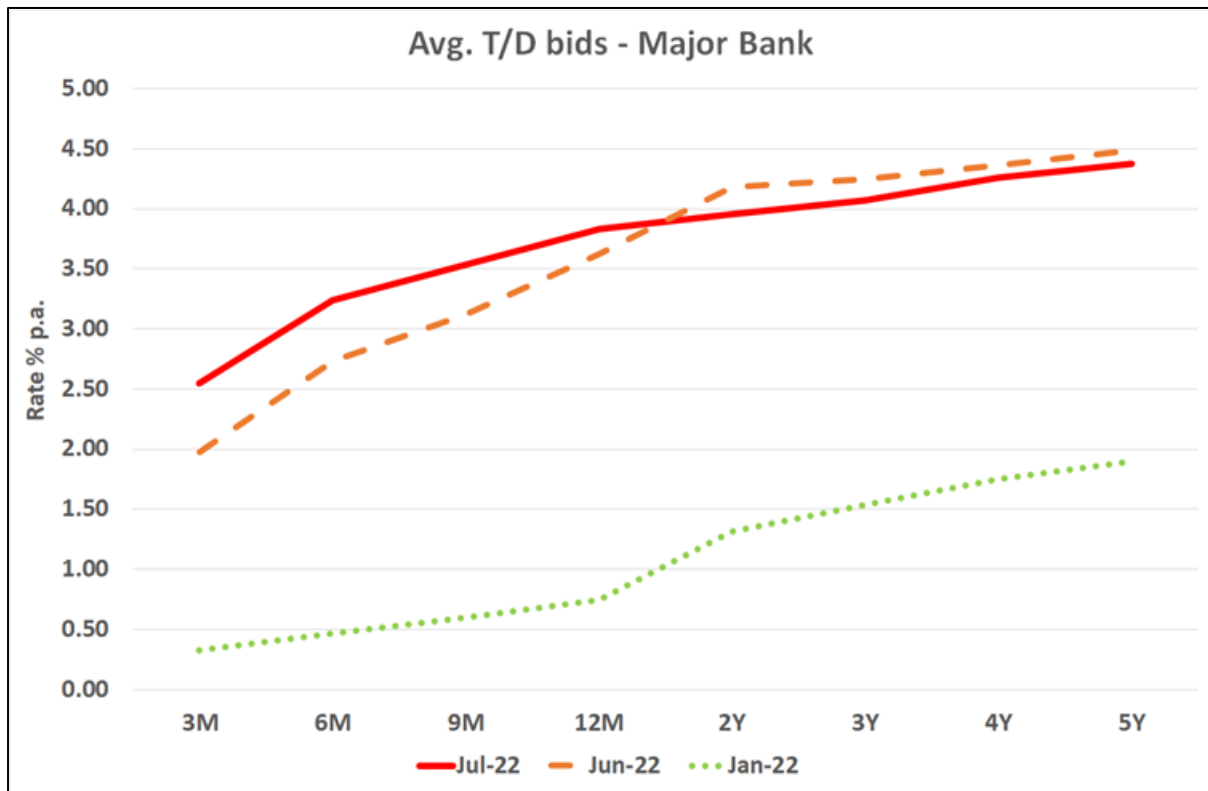
The COVID-19 pandemic has adversely impacted financial markets, which in turn, has also affected Council's investment portfolio. We provide a quick summary in this section.

After global central banks set official interest rates back to emergency levels during the height of the pandemic (2020), financial markets have transitioned to the recovery phase. Ongoing supply chain issues, China's zero-COVID strategy and the war in Ukraine has resulted in surging inflation. Longer-term bond yields have risen significantly in 2022 as central banks reverse their policy measures (i.e. remove quantitative easing), whilst undertaking aggressive interest rate hikes to try and control inflation. Importantly though when interpreting the stance of monetary policy, it is not just about the cash rate, but how broader financial conditions are influencing the economic outlook, **with markets now factoring the possibility of a global recession as early as the second half of 2023. The RBA is expected to increase the official cash rate by another 50bp to 1.85% in early August 2022 and is looking to move towards their neutral setting of 2½% by calendar year-end.**

The biggest risk that Council faces over the medium-longer term in this environment is not the potential loss of capital (given all the banks are well capitalised and regulated by APRA), but the rapid loss of interest income as interest rates plummeted to all-time lows during the pandemic.

Council's biggest asset class being term deposits, the portfolio was yielding 0.98% p.a. at month-end, with a weighted average duration of around 127 days or ~4 months. Despite official rates rising, given an upward sloping deposit curve, maintaining a slightly longer duration position will continue to outperform averaging shorter durations. With markets factoring in additional rate hikes over coming months, this has seen a significant shift in longer-term deposit rates, particularly over the past 6 months. The long-end of the deposit curve (+12 months) actually fell over July (compared to June) as the market starts to factor in a global recession:





Source: Imperium Markets

**'New' investments above 3½% p.a. now appears likely if Council can place an allocation 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 4% p.a. (small allocation only)**



# Council's Portfolio & Compliance

## Fund Allocation

As at the end of July 2022, the portfolio was mainly directed to General Funds:

Investments per allocation			
Code	Invested	Invested (%)	Number of trades
WATER	12,017,008.19	28.26	6
GENERAL	26,506,511.76	62.33	6
SEWER	4,000,000.00	9.41	2

## Asset Allocation

As at the end of July 2022, the portfolio is mainly directed to fixed term deposits (60%). The remainder of the portfolio is held in low yielding cash accounts with NAB (AA-) and Bendigo-Adelaide (BBB+), which remains at relatively high levels and will cause a drag to performance. We recommend opening the 'accelerator' cash account with Macquarie Bank (A+), which is currently paying an overnight rate of 1.35% p.a. for balances up to \$10m (and 0.85% p.a. for balances greater than \$10m).

**Senior FRNs are now becoming more attractive as spreads have widened in recent months – 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 in recent months. 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 4% p.a.



*Council's Investment Policy does not specify any limits for Maturity, Counterparty and Credit Quality compliance measures. In the following sections, we have tentatively placed what other NSW councils have adopted as part of their compliance limits. We provided Berrigan Shire Council an Investment Policy review during April 2021.*



### Term to Maturity

The portfolio is highly liquid with the entire investment portfolio maturing within 12 months. We recommend a more diversified maturity profile to improve the returns of the total investment portfolio.

Where ongoing liquidity requirements permit Council to invest in attractive 1-2 year investments, we recommend this be allocated fixed term deposits, where attractive (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 90 days	\$31,523,520	74.13%	10%	100%	\$11,000,000
✓	91 - 365 days	\$11,000,000	25.87%	20%	100%	\$31,523,520
✓	1 - 2 years	\$0	0.00%	0%	70%	\$29,766,464
✓	2 - 5 years	\$0	0.00%	0%	50%	\$21,261,760
		<b>\$42,523,520</b>	<b>100.00%</b>			

### Counterparty

As at the end of July 2022, Council had an overweight position to Bendigo-Adelaide, largely driven by the large cash balance. Overall, the portfolio is lightly diversified, with some exposure to the unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	NAB	A-1+	\$5,771,148	13.57%	40.00%	\$11,238,260
✓	AMP Bank	A-2	\$7,000,000	16.46%	25.00%	\$3,630,880
X	Bendigo-Adel.	A-2	\$21,752,371	51.15%	25.00%	<b>-\$11,121,491</b>
✓	BoQ	A-2	\$2,000,000	4.70%	25.00%	\$8,630,880
✓	Defence Bank	A-2	\$4,000,000	9.41%	25.00%	\$6,630,880
✓	Central Murray	Unrated	\$2,000,000	4.70%	10.00%	\$2,252,352
			<b>\$42,523,520</b>	<b>100.00%</b>		

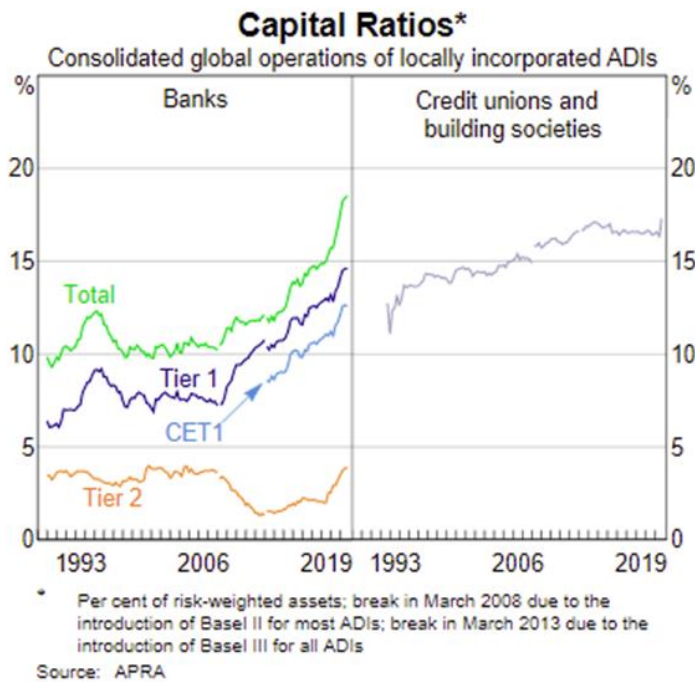
We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

***RBA Governor Lowe has commented that they have not seen any signs of stress in the financial system and that unlike during the GFC, the banks (all ADIs) now have cash, are well capitalised and are acting as “shock absorbers” during the pandemic.***

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). We believe that deposit investments with the lower rated ADIs should be continued 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. **APRA’s mandate is to “protect depositors” and provide “financial stability”.**





**Credit Quality**

Council had a minor overweight position to the A-2 category given the high cash balance with Bendigo-Adelaide. The portfolio remains well diversified from a ratings perspective, with some exposure down to the local credit unions.

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-2020<sup>1</sup>, 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 other categories were within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	A-1+ Category	\$5,771,148	14%	100%	\$36,752,371
✓	A-1 Category	\$0	0%	100%	\$42,523,520
X	A-2 Category	\$34,752,371	82%	80%	<b>-\$733,556</b>
✓	A-3 Category	\$0	0%	20%	\$8,504,704
✓	Unrated ADI Category	\$2,000,000	5%	15%	\$4,378,528
		<b>\$42,523,520</b>	<b>100.00%</b>		

<sup>1</sup> 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 31 July 2022 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.11%	0.21%	0.24%	0.11%	0.29%
AusBond Bank Bill Index	0.12%	0.21%	0.20%	0.12%	0.22%
Council's T/D Portfolio <sup>^</sup>	0.09%	0.21%	0.32%	0.09%	0.56%
Outperformance	-0.04%	0.00%	0.12%	-0.04%	0.35%

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	1.35%	0.85%	0.48%	1.35%	0.29%
AusBond Bank Bill Index	1.45%	0.83%	0.40%	1.45%	0.22%
Council's T/D Portfolio <sup>^</sup>	1.01%	0.84%	0.65%	1.01%	0.56%
Outperformance	-0.44%	0.02%	0.25%	-0.44%	0.35%

<sup>^</sup>Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of July 2022, the deposit portfolio provided a return of +0.09% (actual) or +1.01% p.a. (annualised), underperforming the benchmark AusBond Bank Bill Index return of +0.12% (actual) or +1.45% p.a. (annualised). The outperformance over 12 month periods continues to be driven by a combination of those deposits originally invested beyond 6 months.

Going forward, with additional rate hikes expected 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 nearly double the rate compared to shorter tenors.

***If Council is willing to undertake a slightly different strategy and stagger its deposit investments with the likes of the major banks (and Bendigo) across periods ranging from 12-24 months, over the upcoming year, it is likely to see an increase in overall returns by at least 1% p.a. On a \$28m deposit portfolio, that could amount to extra interest income of \$280,000 over the next 12 months should such a strategy be implemented.***

Investors using the Imperium Markets platform have reduced the invisible costs associated with brokerage, and thereby lift client portfolio returns as investors are able to deal in deposits directly with the ADIs and execute at the best price possible.



### Council's Term Deposit Portfolio & Recommendation

As at the end of July 2022, Council's deposit portfolio was yielding 0.98% p.a. (unchanged from the previous month), with an average duration of around 127 days (~4 months).

We strongly recommend Council extends this average duration. With an upward sloping deposit curve, investors are rewarded if they can continue to maintain a longer average duration. At the time of writing, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
BoQ/ME Bank	BBB+	5 years	4.50% p.a.
BoQ/ME Bank	BBB+	4 years	4.40% p.a.
BoQ/ME Bank	BBB+	3 years	4.10% p.a.
BoQ/ME Bank	BBB+	2 years	4.00% p.a.
ICBC, Sydney	A	3 years	3.95% p.a.
ICBC, Sydney	A	2 years	3.87% p.a.
CBA	AA-	2 years	3.73% p.a.
Westpac	AA-	2 years	3.70% p.a.
Australian Unity	BBB+	2 years	3.70% p.a.
Bendigo-Adelaide	BBB+	2 years	3.70% p.a.
NAB	AA-	2 years	3.60% p.a.

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
BoQ/ME Bank	BBB+	12 months	3.80% p.a.
CBA	AA-	12 months	3.74% p.a.
Bendigo	BBB+	12 months	3.70% p.a.
Westpac	AA-	12 months	3.69% p.a.
NAB	AA-	12 months	3.65% p.a.
Suncorp	A+	6 months	3.38% p.a.

*For those investors that do not require high levels of liquidity and can stagger their investments longer-term, they will be rewarded over coming years if they roll for an average min. term of 18 months to 2 years (this is where we current value), yielding, on average, up to ½%-1% p.a. higher compared to those investors that entirely invest in short-dated deposits.*

*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 4% p.a. (small allocation only).*

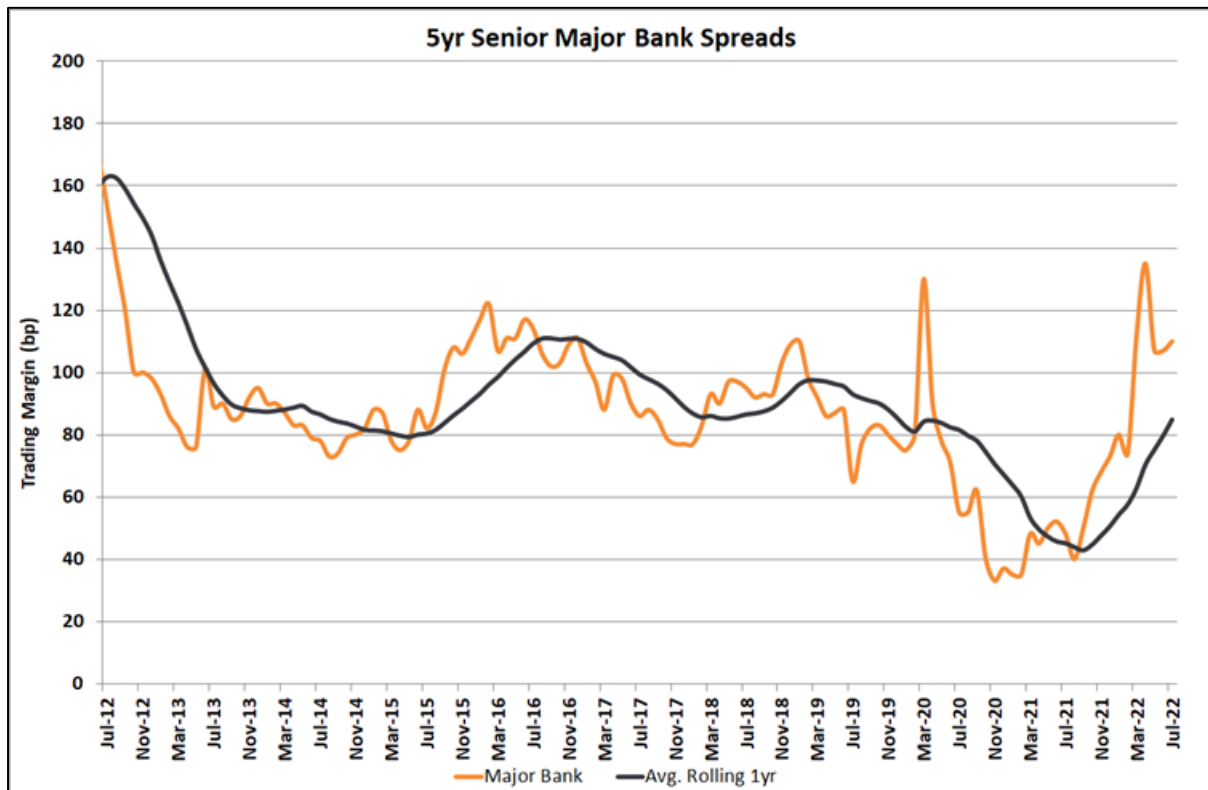
### **At-Call Account**

**We recommend Council opens the Macquarie Bank (A+) ‘accelerator’ account, currently offering an overnight rate of 1.35% p.a. for balances up to \$10m and 0.85% p.a. for balances greater than \$10m.** This account is earning much higher than what Council is currently receiving from both Bendigo (BBB+) and NAB (AA-).



### Senior FRNs Review

Over July, amongst the senior major bank FRNs, physical credit securities remained relatively flat at the long-end of the curve. Major bank senior securities are now looking fairly attractive again in a rising rate environment (5 year margins around the +105-110bp level):



Source: IBS Capital

There was slightly less activity in the primary market during July, with only a few noticeable 3-year AAA rated covered securities issued by RBC and CIBC. Amongst the lower rated sector, the “BBB” rated ADIs were marked around 20bp wider at the 3 year part of the curve. There was minimal movement in the “A” rated category.

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)	31/07/2022	30/06/2022
"AA" rated – 5yrs	+110bp	+107bp
"AA" rated – 3yrs	+88bp	+90bp
"A" rated – 5yrs	+125bp	+125bp
"A" rated – 3yrs	+100bp	+100bp
"BBB" rated – 3yrs	+130bp	+110bp

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-2024 for the "AA" rated ADIs (domestic major banks);**
- On or before mid-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 low interest rate 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.*



### 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 strongly factored in a tightening of global central bank policy measures (i.e. withdrawal of Quantitative Easing and lifting official interest rates).

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	1.11	3.00%	3.55%
AU3CB0258465	Westpac	AA-	Senior	16/11/2023	1.30	3.25%	3.56%
AU3CB0265403	Suncorp	AA-	Senior	30/07/2024	2.00	1.85%	3.91%
AU3CB0265593	Macquarie	A+	Senior	07/08/2024	2.03	1.75%	3.88%
AU3CB0265718	ING	AAA	Covered	20/08/2024	2.06	1.45%	3.80%
AU3CB0266179	ANZ	AA-	Senior	29/08/2024	2.09	1.55%	3.65%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	2.11	1.70%	3.90%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	2.26	2.00%	4.03%
AU3CB0269710	ANZ	AA-	Senior	16/01/2025	2.47	1.65%	3.71%
AU3CB0269892	NAB	AA-	Senior	21/01/2025	2.50	1.65%	3.72%
AU3CB0270387	Macquarie	A+	Senior	12/02/2025	2.54	1.70%	4.03%
AU3CB0287415	Westpac	AA-	Senior	17/03/2025	2.63	2.70%	3.72%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	3.77	1.40%	4.35%
AU3CB0282358	ING	AAA	Covered	19/08/2026	4.06	1.10%	4.06%
AU3CB0284149	BoQ	BBB+	Senior	27/10/2026	4.25	2.10%	4.40%
AU3CB0286037	Westpac	AA-	Senior	25/01/2027	4.49	2.40%	3.92%

# Economic Commentary

## International Market

Risk assets rebounded in July after steep losses during the first half of the calendar year. In the US, the S&P 500 Index gained +9.11%, while the NASDAQ surged +12.35%. Europe's main indices also gained strongly, led by France's CAC (+8.87%), Germany's DAX (+5.47%), and UK's FTSE (+3.54%).

The US Fed hiked by 75bp, taking the target range to 2.25%-2.50%. Guidance remained unchanged that ongoing increases in the target will be appropriate, although the commentary was evidently less hawkish than feared. US Q2 GDP contracted by -0.9%, prompting some hope that the Fed may move towards a less aggressive rate path.

US CPI printed at +9.1% y/y from +8.8% y/y. Core CPI also exceeded expectations with a +0.7% monthly rise, reducing the annual rate by just +0.1% to +5.9%.

The US unemployment rate printed at 3.6% for the fourth consecutive month, its post-pandemic low.

The Bank of Canada was the first advanced economy central bank to opt for a full 100bp rate hike, to 2.50%, against 75bp generally expected.

The RBNZ offered up a "no surprises" Monetary Policy Review, delivering another 50bp hike to 2.50% and indicating comfort with its projections in the May Statement which showed the official rate heading to about 4%, well above its neutral setting.

Eurozone inflation printed a record +8.6%y/y in June vs estimate for an +8.5% outcome. The core reading eased to +3.7%y/y from +3.8%, and against expectations for a rise to +3.9%.

The European Central Bank (ECB) hiked rates by a more-than-expected at 50bp (only 50% chance of a 50bp hike was priced into the meeting), taking the deposit rate back to 0%, and ending its negative interest rate policy that has been in place since 2014.

UK headline inflation continued to rise, hitting +9.4% in June, slightly higher than expected. The Bank of England expects headline inflation to reach 11% later this year after energy companies increase prices.

China's June CPI came in +2.5% y/y from +2.1% (and +2.4% expected). The annual rise in PPI slipped to +6.1% from +6.4%. China's zero covid policy is taking much needed momentum out of the economy. Q2 GDP fell -2.6% (-2% expected) with the annual growth rate slipping to just +0.4% y/y. The government's +5.5% annual growth target is now widely considered to be out of reach.

The MSCI World ex-Aus Index rose +7.89% for the month of July:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+9.11%	-0.04%	-6.03%	+11.49%	+10.83%	+11.59%
MSCI World ex-AUS	+7.89%	-1.62%	-10.54%	+8.04%	+7.12%	+8.41%
S&P ASX 200 Accum. Index	+5.75%	-6.04%	-2.17%	+4.27%	+8.03%	+9.44%

Source: S&P, MSCI

## Domestic Market

As expected, the RBA hiked the cash rate target by 50bp to 1.35% in its meeting in July, its highest level since May 2019. There was little change to the concluding paragraph *“the Board expects to take further steps in the process of normalising monetary conditions in Australia over the months ahead”*.

The Board’s Statement overall was slightly less hawkish than what markets had thought. Medium-term inflation expectations was depicted as being *“well anchored”*. This suggests the RBA does not see itself as needing to race into restrictive territory as the market is currently pricing and the RBA is likely to slow the pace of hikes as it approaches neutral, which it pegs around 2.50%.

The minutes to the RBA’s July policy meeting and RBA Deputy Governor Bullock’s speech during the month was also seen as hawkish. Governor Lowe still thinks the nominal neutral interest rate is at least 2.50%, although the Board has hinted it may need to go above neutral to control inflation.

Headline CPI came in at +1.8% q/q and +6.1% y/y. The more closely watched core trimmed mean measure rose +1.5% q/q, which was exactly in line with consensus. There was an upward revision to the past quarter helping push the core annual rate to +4.9% y/y.

The labour market has tightened more quickly than the RBA had been expecting with the unemployment rate plummeting by 0.4% to 3.5% in June (from 3.9%), a 48 year low. The decline was driven by a sharp rise in employment of +88k, smashing expectations for a +30k gain.

The participation rate rose 0.1% to 66.8% to a new record high and building on the sharp increase last month. Participation is now 0.9% above pre-pandemic levels. The underemployment rate rose 0.3% to 6.1%.

Treasurer Chalmers and RBA Governor Lowe backed Australia’s 2-3% flexible inflation target as the review into the RBA gets underway.

The trade surplus came in at \$16bn in May, driven by a surge in coal (+20% m/m) and LNG (+12% m/m) export volumes.

The Australian dollar rose +1.71%, finishing the month at US70.07 cents (from US68.89 cents the previous month).

## Credit Market

The global credit indices tightened over the month as risk markets parred back some of their recent losses. They are back to their levels experienced during the start of the pandemic (Q1 2020):

Index	July 2022	June 2022
CDX North American 5yr CDS	83bp	101bp
iTraxx Europe 5yr CDS	110bp	119bp
iTraxx Australia 5yr CDS	123bp	130bp

Source: Markit

# Fixed Interest Review

## Benchmark Index Returns

Index	July 2022	June 2022
Bloomberg AusBond Bank Bill Index (0+YR)	+0.14%	+0.05%
Bloomberg AusBond Composite Bond Index (0+YR)	+3.36%	-1.48%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.24%	+0.05%
Bloomberg AusBond Credit Index (0+YR)	+2.40%	-1.34%
Bloomberg AusBond Treasury Index (0+YR)	+3.55%	-1.32%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+4.75%	-2.23%

Source: Bloomberg

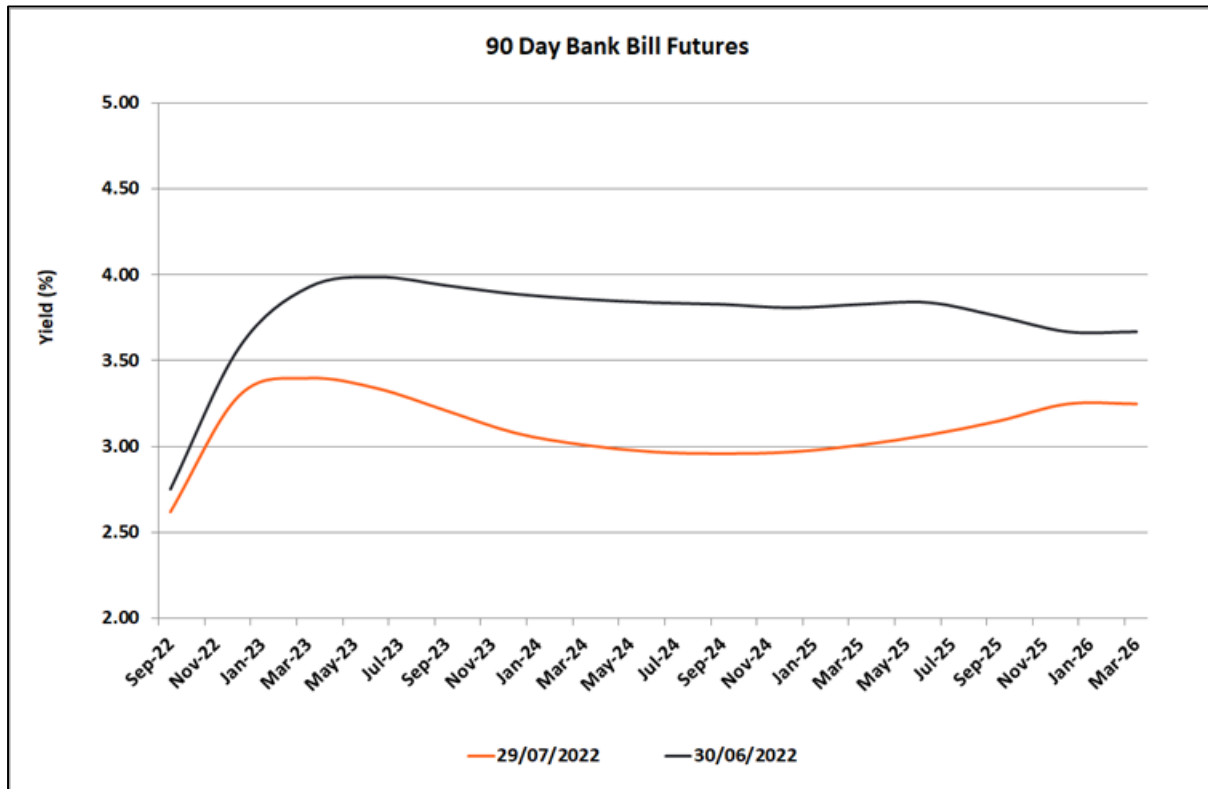
## Other Key Rates

Index	July 2022	June 2022
RBA Official Cash Rate	1.35%	0.85%
90 Day (3 month) BBSW Rate	2.12%	1.81%
3yr Australian Government Bonds	2.70%	3.16%
10yr Australian Government Bonds	3.05%	3.66%
US Fed Funds Rate	2.25%-2.50%	1.50%-1.75%
3yr US Treasury Bonds	2.83%	2.99%
10yr US Treasury Bonds	2.67%	2.98%

Source: RBA, AFMA, US Department of Treasury

### 90 Day Bill Futures

Over July, bill futures fell sharply at the long-end of the curve as the market factors in a higher probability of a global recession over the next few years, highlighted by the drop in the futures pricing in 2023-2024:



Source: ASX

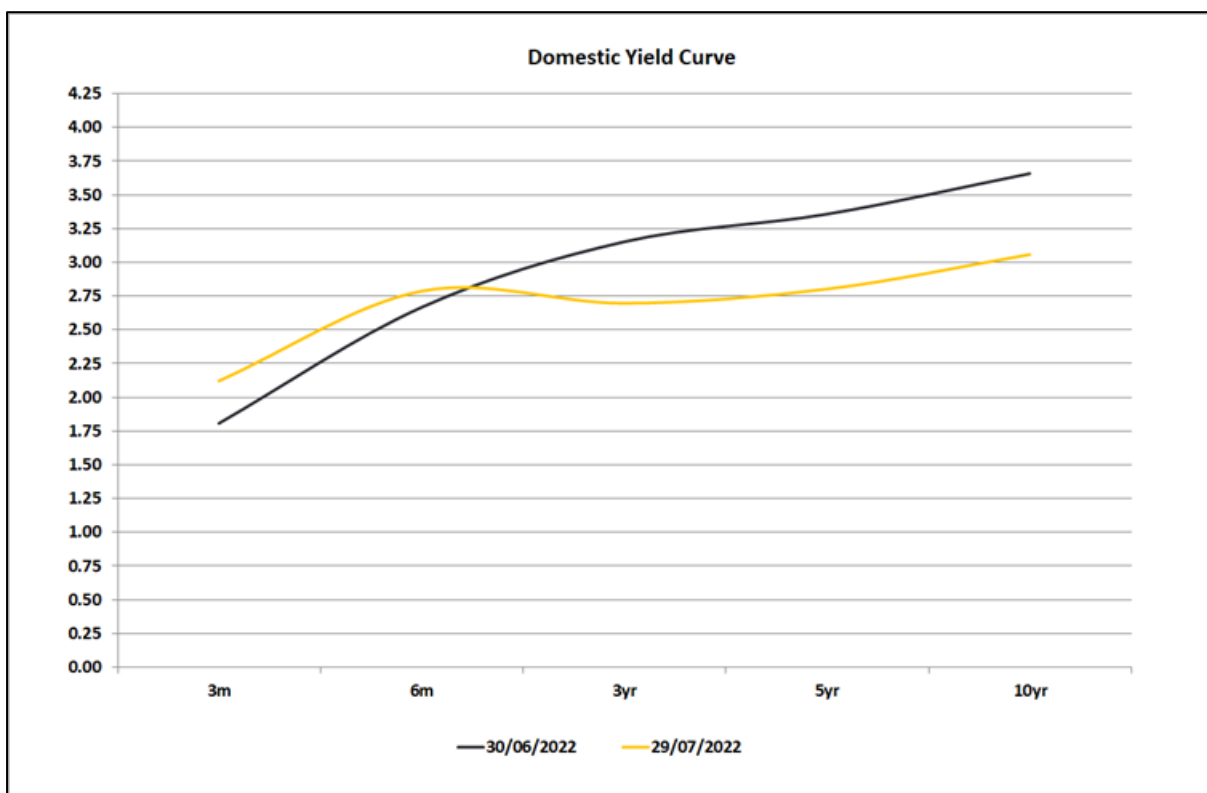
## Fixed Interest Outlook

After the US Fed hiked rates by 75bp in July, the accompanying statement gave the impression of less urgency in future rate rises, noting that *“indicators of spending and production have softened”* and a prior reference to supply disruptions from China lockdowns was removed. US Fed Chair Powell said further moves will depend be data dependent. With the target rate now back at neutral, slowing of rate hikes would become appropriate, although the June *‘dot plots’* were still a valid guide.

Domestically, the latest headline CPI came in at +1.8% q/q and +6.1% y/y. The more closely watched core trimmed mean measure rose +1.5% q/q which was exactly in line with consensus. There was an upward revision to the past quarter helping push the core annual rate to +4.9%. This should keep the pressure on the RBA to continue to move quickly towards a more neutral setting of policy. The market reaction suggested markets are braced for an upside surprise.

The RBA states *“we do need to chart a credible path back to 2-3%. We are seeking to do this in a way in which the economy continues to grow and unemployment remains low”*. That suggests the RBA is still prioritising a soft landing as long as inflation expectations remain anchored as they currently are.

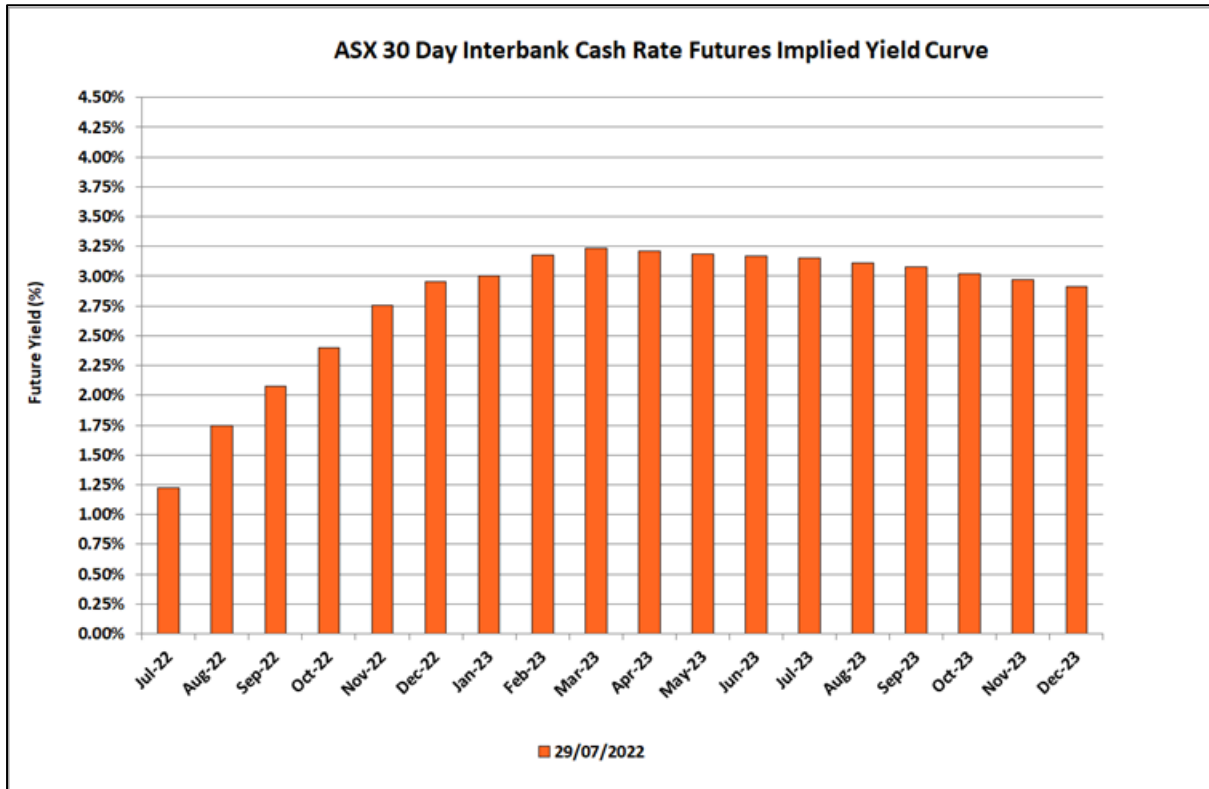
The domestic bond market continues to suggest a prolonged low period of interest rates on a historical basis (10-year government bond yields still just over 3%). Over the month, yields fell around 60bp at the long-end of the curve:



Source: AFMA, ASX, RBA



Markets are currently pricing in around 8 additional rate rises over the next year (up to 3¼%), against the RBA’s neutral setting of 2½%. Fears of a looming global recession have actually seen rate cuts start to be priced in towards the second half of 2023:



Source: ASX

### Disclaimer

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**Type:**

Premier's Memorandum

**Identifier:**

M2019-03

**Status:**

Active

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# M2019-03 Christmas Closedown for the years 2019-2022

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## Description

The Christmas closedown encourages all areas of the government sector not involved in the delivery of front line services to shut down over the Christmas/New Year period. State Owned Corporations are also encouraged to maximise the taking of recreation leave by staff where possible.

Function and Subject
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Industrial Relations (1)
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Conditions of Employment
--------------------------

## Detailed Outline

This Memorandum issues closedown arrangements for the government sector covering the Christmas/New Year periods for the four years 2019-20 to 2022-23 inclusive.

## Closedown Dates

The Christmas closedown dates for the next four years are:

2019-20: Monday, 23 December 2019 - Friday, 3 January 2020

2020-21: Friday, 25 December 2020 - Friday, 8 January 2021

2021-22: Monday, 27 December 2021 - Friday, 7 January 2022

2022-23: Monday, 26 December 2022 - Friday, 6 January 2023

All areas of the government sector not involved in the delivery of front line services are encouraged to shut down over the Christmas/New Year period. State Owned Corporations are also encouraged to maximise the taking of recreation leave by staff wherever possible.

Employees not involved in the delivery of necessary services should be encouraged to take full advantage of the closedown period and managers should also be encouraged to release employees wherever possible. Frontline services are not to be shut down.

## Exemptions

Discretion is available for agency heads to determine the extent of the closedown, including the granting of exemptions.

Exemptions should be limited to employees:

- with frontline responsibilities;
- undertaking time critical work with statutory deadlines that can't be shifted;  
or
- working on significant Government priorities that need to be completed.

## Closedown arrangements will vary between agencies

Decisions as to which areas are appropriate to be closed down, and the extent of that closedown, are to be made on a case by case basis by the agency head. It may, for example, involve all of an agency or sections of an agency being closed down or a partial closedown of a section (i.e. skeleton staffing).

Agencies should also consider utilising temporary assignment provisions to assign employees not on leave to areas where work is continuing during the closedown period.

Agency heads should ensure managers discuss these arrangements with employees and provide as much notice as possible of the closedown (at least one month, or on their first day of work if they have been employed for less than a month prior to Christmas).

Subject to operational requirements and the relevant industrial instrument, agencies should direct employees with excessive leave balances onto leave during the closedown period.

## Public Holidays

Christmas and New Year public holidays for NSW are published at <https://www.industrialrelations.nsw.gov.au/nsw-public-holidays/nsw-public-holidays-2019-2021> (<https://www.industrialrelations.nsw.gov.au/nsw-public-holidays/nsw-public-holidays-2019-2021>).

## **Provisions applying only to the Public Service - Departments, Public Service executive agencies or separate Public Service agencies**

### **Public Service Holiday**

In addition to the public holidays observed in NSW, public service employees not entitled to a union picnic day or some other special day (such as the Tuesday after Easter or local holidays) are entitled to a public service holiday. This holiday is to be taken during the period between Boxing Day and New Year's Day and is subject to provisions in industrial arrangements.

The Head of a Public Service agency is to determine the day to be observed as the public service holiday in their agency, in accordance with clause 19.1.3 of the *Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009* (the Award).

Employees directed to work on the day determined by the Head of a Public Service agency as the public service holiday are entitled to be absent from duty on one of the other working days between Boxing Day and New Year's Day without loss of pay.

Unless otherwise provided for in industrial arrangements:

- Employees directed to work on all of the working days between Boxing Day and New Year's Day are entitled to be paid overtime at the "public holiday" rate for work performed on the day determined as the public service holiday for their agency.
- Shift workers (as defined in the Award) are to receive the public holiday provisions set out in clause 87 of the Award for the day observed as the public service holiday in their agency.
- Part time employees are entitled to be absent on the public service holiday and receive ordinary pay if they would normally have worked on that day. Those who do not normally work on that day are not entitled to compensation.

### **Concessional Leave**

For employees required to work during the closedown period and subject to industrial instruments, agency operational and staffing requirements, concessional leave will be available to eligible public service employees for the afternoon of the respective year's Christmas Eve (24 December).

To be eligible for the leave, employees must be required to be on duty that morning and must work half the standard full time daily hours for the employee's category of employment.

Eligible employees who are directed to remain on duty for the full day on Christmas Eve are entitled to a half-day's concessional leave on the afternoon of the following New Year's Eve.

Provisions for the granting and taking of concessional leave are set out in 6.4 Concessional Leave of the Public Service Industrial Relations Guide.

## Overview

Who needs to know and/or comply with this?
Departments
Executive agencies related to Departments
Separate agencies
State Owned Corporations
Statutory Authorities/Bodies

AR Details	
Date Issued	Oct 14, 2019
Review Date	Jun 30, 2023
Replaces	<p><b><u><a href="https://arp.nsw.gov.au/m2016-01-premiers-memorandum-christmas-closedown-2016-2018">M2016-01-Premier's Memorandum Christmas Closedown 2016-2018</a></u></b>  <i>(<a href="https://arp.nsw.gov.au/m2016-01-premiers-memorandum-christmas-closedown-2016-2018">https://arp.nsw.gov.au/m2016-01-premiers-memorandum-christmas-closedown-2016-2018</a>)</i></p>
Replaced By	

Contacts	
Contact	<b><u><a href="mailto:Contact_us@dpc.nsw.gov.au">Contact_us@dpc.nsw.gov.au</a></u></b>
Phone	(02) 9228 5555

Publishing Entity	Department of Premier and Cabinet
Issuing Entity	Premier



## MEMORANDUM

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**To:** All Staff  
**From:** Karina Ewer, Chief Executive Officer  
**Date:** 25 July 2022  
**Subject:** Christmas Closure 2022-2023

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Please note, as per the Memorandum from the Department of Premier and Cabinet (M2019-03) All areas of the government sector not involved in the delivery of front-line services are encouraged to shut down over the Christmas/New Year period as follows:

Monday 26 December 2022 to Friday 6 January 2023.

This will mean Council offices will be open until 4pm on Friday 23 December 2022 and will reopen Monday 9 January 2023 at 9.00am.

Please note Monday 26 and Tuesday 27 December 2022 are the designated Public Holidays for the Christmas period due to both Christmas and Boxing Day falling on the weekend. Monday 2 January 2023 is also a Public Holiday as 1 January 2023 falls on a Sunday. Council's customer service desk will therefore be closed during this time as will the front doors of the main office and the libraries.

Staff will therefore be required to take 28-30 December 2022 as Leave.

Leave will also be required from 3-6 January 2023. Please read the Employee Leave Policy regarding requirements during the Christmas closure time. Generally staff will be required to take Leave during this time. If staff are new and do not have sufficient leave accrued, they are able to go into negative leave if they apply to me for same.

For those who wish to work during the period 3-6 January 2023, please make application to your Director and an agreement regards the work to be completed in that time may be made.

*K. Ewer*

Karina Ewer MBA, MCDR, MAHRI, MAICD  
Chief Executive Officer



Making an even better Berrigan Shire



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Council Meeting

16 March 2022

8.6 Murray River Adventure Trail

Report by: Chief Executive Officer, Karina Ewer

Strategic Outcome: 4. Diverse and resilient business

Strategic Objective: 4.2 Diversify and promote local tourism

**Recommendation:** That the Council endorse the budgeting of \$3,600 as their contribution to the Murray River Adventure Trail detailed design and planning project should the funding from the 'Enabling Tourism Fund' be received by Murray Regional Tourism.

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**Report:**

The Murray River Adventure Trail is the highest priority for Murray Regional Tourism (MRT) and for the Murray River Group of Councils (MRGC). The MRGC is the Victorian equivalent of the Riverina and Murray Joint Organisation (RAMJO).

Once constructed the Murray River Adventure Trail is intended to form the "spine" to which local tracks, trails, eco-tourism experiences, historical ports and town experiences may all be linked. This is a tourism segment essentially missing from the region and is an exponentially growing market segment.

Stage 1 (Koondrook to Barmah) has been funded and will be constructed. The remaining stages (including the Berrigan Shire Council stage of Barooga to Tocumwal) require detailed planning and design work.

MRT identified an opportunity to develop a submission to the Victorian Government's 'Enabling Tourism Fund' to fund the detailed designs for the remaining stages of the Murray River Adventure Trail (from Wentworth to Koondrook and Barmah to Albury). The estimated cost of that work was \$650,000 (GHD undertook the design work for Stage 1 which formed the basis of the estimate). The submission was auspiced by the MRT Board and supported by MRGC.

MRT held discussions with the MRGC who agreed in principle to support the bid with up to \$25,000 per Council. The 'Enabling Tourism Fund' required matching funding from applicants (\$4 RDV: \$1 Applicant basis) with a maximum of \$500,000 grant request. The grant request was therefore submitted for the full \$500,000 with MRGC contributing \$125,000 between their five Councils (\$625,000).

At the MRT Board meeting on 24 March 2022, it was flagged the NSW Councils were to be asked to provide in-principle agreement to also provide the remaining \$25,000 collectively the





7 Councils in the MRT footprint. I took that briefly to the RAMJO meeting the next day and sent a more detailed email to the relevant CEOs on the afternoon of 25 March 2022.

NSW Councils in the MRT footprint are:

- Federation Shire Council;
- Albury City Council;
- Wentworth Shire Council;
- Edward River Council;
- Greater Hume Shire Council;
- Murray River Council; and
- Berrigan Shire Council.

As applications for the funding were required by close of business 4 March 2022, I have provided a letter of in-principle support for the application, attached as “**Appendix 8.6-A**”. Grants are expected to be awarded by September 2022 with projects required to be delivered by 30 June 2023.

If the grant is successful the project will deliver the detailed designs and planning for a “shovel ready” modular project (modular in the sense it can be constructed in discrete sections that join up). The project will NOT deliver the construction of any of the trail sections.

Ultimately MRT would like to leverage this funding (if possible) to advocate on behalf of all stakeholders including MRGC and RAMJO etc. for the total infrastructure investment of \$30-\$40 million required to fully construct including integrating existing sections of the Adventure Trail the full distance from Albury to Wentworth.

### **Risk Considerations**

Based on Council’s Risk Management Policy and Framework the following risks are presented for consideration:

**Financial Risk:** Low. Negligible financial loss would be incurred should the \$3,600 be put towards this project and does not meet the outcomes required by Council.

Whilst the financial risk is low the financial gains from being part of the project are high as the cost for Council to undertake the design work for their section of the trail would be far greater without access to the funding. This is a project that has long been on Council’s agenda and one of the infrastructure plans Council has been working towards achieving.



### **Budget Considerations**

The only budget consideration is the \$3,600 requested. Should the project not receive the funding required through the grant, that money will not be spent.

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### **Resolution:**

- 66        **Resolved** Crs Hatty and Cr Taylor that the Council endorse the budgeting of \$3,600 as their contribution to the Murray River Adventure Trail detailed design and planning project should the funding from the 'Enabling Tourism Fund' be received by Murray Regional Tourism.



BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: KE:150

28 February 2022

Mr Mark Francis  
Chief Executive Officer  
Murray Regional Tourism  
PO Box 357  
Echuca NSW 3564

Dear Mark

**Murray River Adventure Trail – Funding Support**

Berrigan Shire Council congratulates Murray Regional Tourism (MRT) and the Victorian government on the development and funding support for this important initiative.

The project will help increase visitation and extend stays in the Murray Region including those townships that exist along the Murray itself.

Council is very supportive of MRT's application for funding through the 'Enabling Tourism Fund' which will allow for the development of the detailed designs to prepare the next stages of the larger project.

Berrigan Shire Council pledges its support in principle to contribute necessary funds to the project to allow required matching funding under the 'Enabling Tourism Fund' to be achieved

I trust the above is of assistance to you. Should you require further information, please contact me on telephone 0456 802 006 or email [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink that reads 'K. Ewer'.

Karina Ewer MBA, MCDR, MAHRI, MAICD  
**Chief Executive Officer**

12 May 2022

General Manager  
Berrigan Shire Council  
PO Box 137  
BERRIGAN NSW 2712

Attention: Building & Planning

**Via Email**

Dear Sir,

**Re: Development Application – Shed  
4 Murray Grove, Berrigan (Lot 18 DP 1092267)**

Reference is made to the subject Development Application for a shed made via the NSW ePlanning Portal. It is understood, Council have requested additional consideration to the siting of the proposed shed with specific reference to the 'buffer zone' identified on the title.

The subject land is located in an R5 - Large Lot Residential zone under the *Berrigan Local Environmental Plan 2013* ("the LEP") where the proposed shed is permitted with Consent. The land notably abuts a *wedge* of rural Primary Production – RU1 zoned land to the north which is currently vacant agricultural land.

The subject land was created by the subdivision of Lot 302 in DP1009000 and registered by DP 1092267 in 2006. The land is 5,813m<sup>2</sup> in size and is improved by an existing dwelling, rural style post and wire boundary fencing and established native vegetation and landscape features on the site's north perimeter.

A review of the property particulars, and the Title confirmed a 'Restriction on use of land' burdening the Lot as follows:

***Terms of restriction on use of land numbered 3 and designated (I) in the Plan.***

1. *Within this buffer, no dwelling or building is to be erected and no vegetation is to be cut down, lopped or wilfully destroyed.*

The Berrigan Shire Council are the named authority empowered to release vary or modify restriction on use of the land number 3 in the Plan (above).

Approval is hereby sought, with the subject Development Application to vary from the restriction whereby the shed structure, which is ancillary to the residential use of the site, is proposed to be located entirely within and adjacent to the internal southern edge the buffer area. The development will not result in any vegetation removal or disturbance and, as demonstrated by the considerations below complies entirely with the applicable controls of the *Berrigan Development Control Plan 2014*.

The application is made with reference to *Clause 1.9A* of the LEP where, for the purpose of enabling development on land in any zone to be carried out in accordance with the LEP or with a consent granted under the Act, any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose. Notwithstanding subclause 2(a), Council is the empowered authority to release vary or modify a restriction and the following considerations are provided in support of the variation.

**Table 1: Berrigan Local Environmental Plan 2013 – zone objectives**

Zone	Consideration
<b>Large Lot Residential</b>	
<p><b>1 Objectives of zone</b></p> <ul style="list-style-type: none"> <li>• <i>To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.</i></li> <li>• <i>To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.</i></li> <li>• <i>To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.</i></li> <li>• <i>To minimise conflict between land uses within this zone and land uses within adjoining zones.</i></li> </ul>	<p>The subject land is located entirely within the R5 zone and is used for residential lifestyle purposes. The existing dwelling has a setback to the rear boundary, and RU1 zoned land exceeding 60m and coexists with the surrounding rural setting.</p> <p>The shed development retains the existing 60m setback to the habitable areas of the site and proposes a compliant 10m setback to the rear boundary. The siting of the shed will embellish the visual and acoustic buffer to any agricultural activities on the adjoining land and thus mitigate any likely conflicts between land uses.</p> <p>The shed is sited to avoid any impacts on any trees or significant landscape features and maintains a functional and sympathetic outdoor open space area for the private amenity of the existing dwelling.</p>
<b>Zone RU1 Primary Production</b>	
<p><b>1 Objectives of zone</b></p> <ul style="list-style-type: none"> <li>• <i>To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.</i></li> <li>• <i>To encourage diversity in primary industry enterprises and systems appropriate for the area.</i></li> <li>• <i>To minimise the fragmentation and alienation of resource lands.</i></li> <li>• <i>To minimise conflict between land uses within this zone and land uses within adjoining zones.</i></li> <li>• <i>To permit development that enhances the agricultural and horticultural production potential of land in the locality.</i></li> <li>• <i>To permit low-key tourist and visitor accommodation that is compatible with the scenic amenity, and promotes the character, of the area.</i></li> <li>• <i>To enable function centres to be developed in conjunction with agricultural uses.</i></li> </ul>	<p>The objectives of the RU1 zone are a relevant consideration in demonstrating that the developments encroachment of the buffer zone, which is understood to be intended to minimise the likelihood of land use conflicts between R5 and RU1 zone land uses, is entirely suitable and appropriate and the development satisfies the intent of the objectives of the RU1 zone.</p> <p>The development achieves this as follows:</p> <ul style="list-style-type: none"> <li>- The shed is a Class 10 non-habitable structure and does not propose any habitable or commercial activity that would impact or be impacted by rural activities.</li> <li>- The shed design is compatible with rural setting incorporating a (10degree) pitched roof and Colorbond. No openings are proposed to the rural interface to the north.</li> <li>- The shed maintains a 10m rear, common boundary setback to the adjacent rural land use and is entirely appropriate.</li> </ul>

Overall, the development is not inconsistent with the objectives of both zones. The carrying out of the shed development in the proposed buffer location is entirely appropriate due to compatible use, build form and sympathetic design and material selection.

**Table 2: Development Control Plan 2014 – Part 2 Residential Development**

Zone	Consideration
<b>2.1 Neighbourhood Character</b>	
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Provide for a mix of compatible dwelling types.</li> <li>• Create aesthetically pleasing residential neighbourhoods.</li> <li>• Residential areas providing high levels of amenity.</li> <li>• Encourage higher density housing to be located in close proximity of town centres.</li> <li>• Maintain a lower density residential character outside of the immediate town centres.</li> <li>• Ensure a transition in density from lower to higher density residential areas.</li> <li>• Maintain the character of existing average and lower density residential neighbourhoods.</li> </ul>	<p><b>Complies</b></p> <p>The design of shed is compatible in size and scale with existing dwelling and adjoining habitable properties. The scale, density and setbacks are entirely appropriate, and as discussed below, entirely compliant with the applicable controls.</p> <p>The shed is located at the rear of the site and existing dwelling and will not detract from the character of the area or the function of adjoining rural lands.</p>
<b>2.2 Streetscape</b>	
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Residential design that makes a positive contribution to the streetscape.</li> <li>• The provision of passive surveillance to the street.</li> <li>• The integration of new development into the streetscape and neighbourhood</li> </ul>	<p><b>Complies</b></p> <p>Notwithstanding the development is located at the rear of the site with no street presence, it satisfies the applicable controls, as follows:</p> <ul style="list-style-type: none"> <li>- The developments bulk and scale single storage and compatible with existing residential development on the site and in the neighbourhood precinct.</li> <li>- The sheds design includes a pitched roof form.</li> <li>- The shed uses high quality Colourbond material cladding finishes</li> <li>- The development retains existing trees and landscape features.</li> </ul> <p>Overall, the development makes a positive contribution to the function of the site positively impacting the street.</p>
<b>2.3 Landscaping</b>	
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Front landscaping that contributes to an attractive streetscape.</li> <li>• Enhancement of the natural environment.</li> <li>• Reduction in stormwater run-off from allotments.</li> <li>• Landscaping that contributes to the solar efficiency of the dwelling.</li> </ul>	<p><b>Complies</b></p> <p>All existing trees and landscape features are to be retained. These trees enhance the existing environment and rural interface.</p>

## 2.4 Private open space

### Objectives

- *A private outdoor space for residents.*
- *Practical and useable outdoor areas for residents.*
- *Outdoor areas that enhance residential amenity.*
- *Private outdoor areas to maximise solar access.*

### Complies.

The development does not reduce or compromise existing POS.

## 2.5 Building setbacks

### Objectives

- *Attractive streetscapes through consistency in front building setbacks.*
- *The maintenance of existing character in residential areas (e.g. average density, lower density, etc.).*
- *Adequate separation between dwellings through side setbacks.*

### Complies

The proposed shed has a minimum side boundary setback of 8m and 10metres from the rear boundary, exceed all minimum requirements.

It is also noted that the proposed 10m rear boundary setback complies with the minimum requirement for farm building structures proposed in a rural zone and thus satisfying the intent of the setback requirements.

## 2.6 Car parking & access

### Objectives

- *Sufficient on-site parking for residents and their visitors.*
- *Safe movement of vehicles within a site.*
- *Adequate space provided in front of garages for overflow parking.*
- *High control of construction and appearance of hardstand areas associated with vehicle movement and parking.*

### Complies

Noting the shed will improve onsite parking and storage capacity for the dwelling.

## 2.7 Site facilities

### Objectives

- *Site facilities not to detract from the public aesthetics of the building.*
- *Site facilities not to be detrimental to residential amenity.*

### Complies

## 2.8 Security

### Objectives

- *Living environments that enhance residents' feelings of safety and security.*
- *Building and layout designs that allow surveillance of common and public spaces by residents.*

### Complies

The development siting and layout maintains personal safety with minimal potential for fear, crime and vandalism.

<ul style="list-style-type: none"> <li>• <i>Environments that reduce opportunistic crime.</i></li> </ul>	The shed and the dwellings POS are accessed from within the site only.
--	--

### 2.9 Privacy

<b>Objectives</b> <ul style="list-style-type: none"> <li>• <i>The protection of privacy and amenity of neighbouring properties.</i></li> <li>• <i>Privacy and amenity for residents within medium density developments.</i></li> </ul>	<b>Complies</b>
--	-----------------

### 2.10 Energy efficiency

<b>Objectives</b> <ul style="list-style-type: none"> <li>• <i>Buildings to meet projected user requirements for daylight access.</i></li> <li>• <i>Siting and design buildings to promote energy efficiency.</i></li> </ul>	<b>Complies</b>
---	-----------------

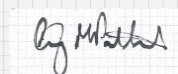
### 2.11 Outbuildings

<b>Objectives</b> <ul style="list-style-type: none"> <li>• <i>Outbuildings not to be detrimental to residential amenity.</i></li> <li>• <i>Outbuildings to be in proportion with the size of the lot they are placed.</i></li> </ul>	<b>Complies</b> <p>The shed is clad in factory pre-coloured and low-reflective Colourbond material and is compatible with the surrounding setting.</p> <p>The total floor area and height of the shed is proportionate with the existing dwelling and neighbourhood character and entirely compatible with the rural interface.</p>
--	---

Overall, the development satisfies the applicable objectives for development in both the RU1 and R5 zones. The carrying out of the shed development in the proposed buffer location is entirely appropriate due to compatible use, build form and sympathetic design and material selection. The location of the shed satisfies the intent of the buffer to the adjacent rural land use activities as it will not result in any land use conflicts or environmental impacts.

The development enhances the separation between rural and agricultural land uses in the RU1 zone and the habitable residential land use in the R5 zone with physical and visual obstruction reducing the likelihood of any visual impacts or impacts generated by emissions such as dust, odour, noise, light spill and glare. Similarly, the shed siting will improve privacy within the residential setting and maintain an open and functional private open space area within the rear yard of the dwelling.

Should you have any queries please contact the undersigned directly on 6021 0662 or [craig@habitatplanning.com.au](mailto:craig@habitatplanning.com.au).



**Craig McPartland**  
Senior Planner



# SIRTAN PTY LTD

ABN 25210134716

**FRANK BISOGNI**  
4 Alexandra Court  
Cobram 3644

**PH: 0358721116**  
**Mob: 0412721113**

Mr Matthew Miller  
Building & Planning Manager  
Berrigan Shire Council  
56 Chanter Street  
Berrigan 2712  
31/5/22

Re Residential Storage Shed 4 Murray Grove Barooga.

Dear Matthew I am in receipt of your letter regarding the above development and have no objections to it going ahead. However as my property is used for farming purposes I would like to request confirmation that any future developments will not impact my ability to continue farming. Tractor noise, chemical spraying (drift ) will attract no complaints in the future.

Yours Faithfully



Frank Bisogni

BERRIGAN SHIRE COUNCIL	
06 JUN 2022	
FILE _____	
REFER TO <u>Bpm</u>	
COPY TO _____	
ACTION / CODE	
ACKNOWLEDGE Y / N	



# Berrigan Shire Council Development Assessment Report

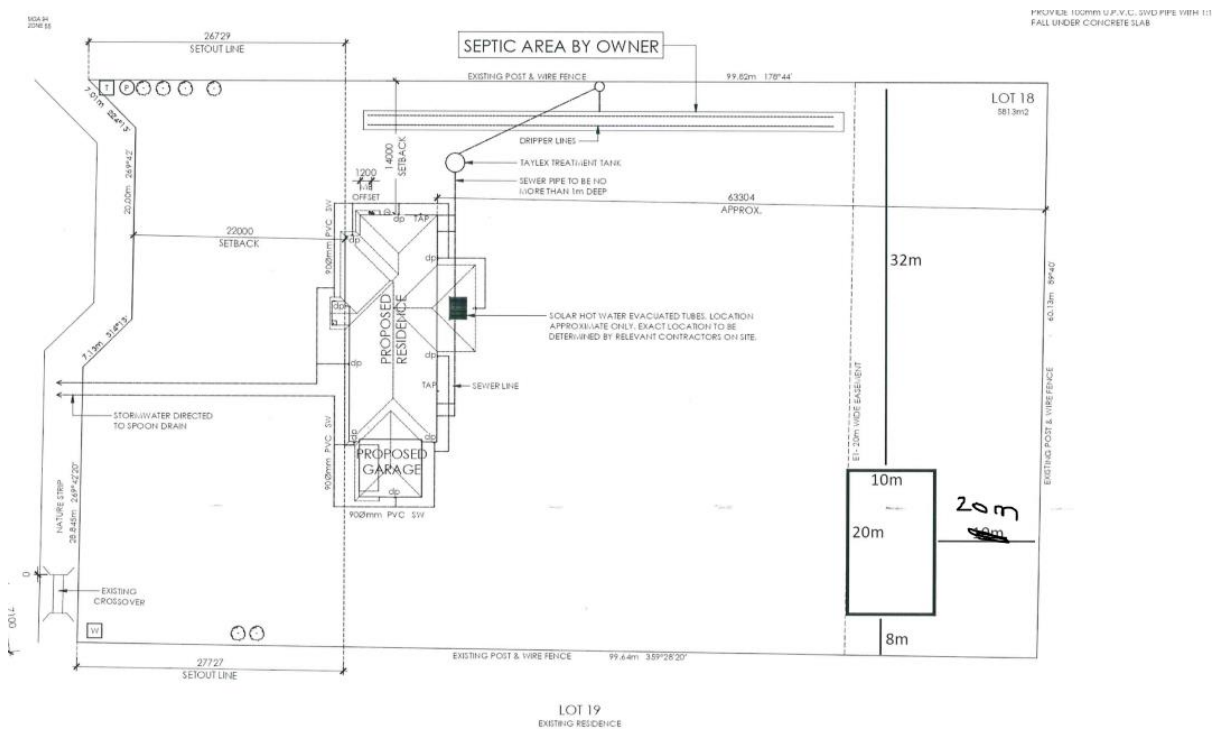
## 1 Application Details

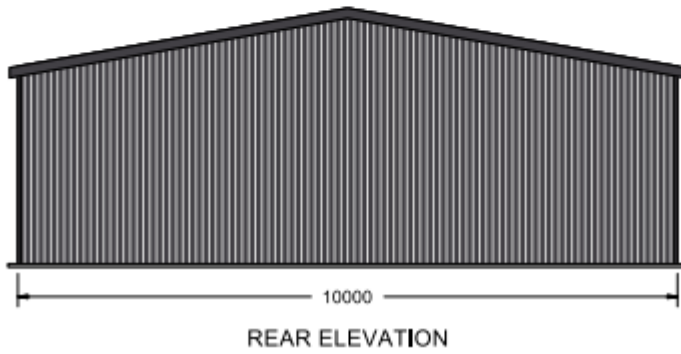
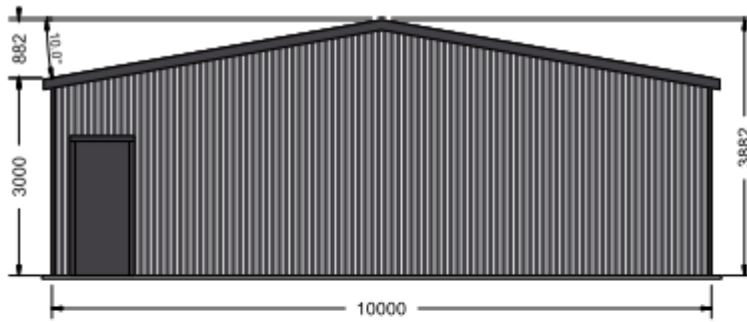
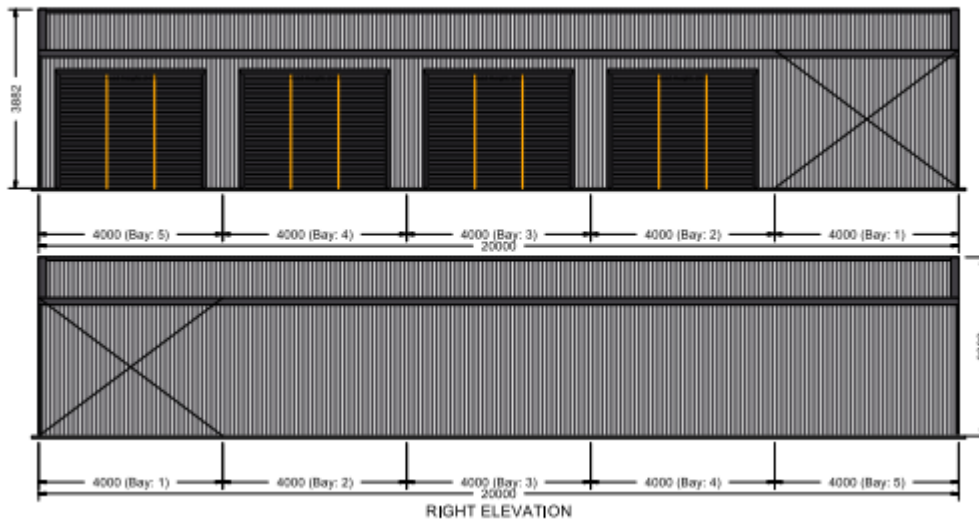
Development Application Number	166/22/DA/D1
Property Address	4 Murray Grove, Barooga
Lot and DP	Lot 18 DP 1092267
Description	Residential Storage Shed
Applicant	Tyson Campbell
Applicant Address	4 Murray Grove Barooga
Zoning	R5 – Large Lot Residential
Author of Report	Matthew Miller Building and Planning Manager

## 2 Detailed Description of Proposal

Development application seeks consent for a Residential storage shed. The shed is 20mx10m wide it has an eave Height of 3m and a 10-degree roof pitch. Color bond cladding is to be used in the construction of the roof and walls. The proposed also has 4 roller doors and a personal access door.

Site plan and elevation provided below:





Aerial photo taken November 2019



Land use zoning map



**Zone**

-  E1 - National Parks and Nature Reserves
-  E3 - Environmental Management
-  IN1 - General Industrial
-  R5 - Large Lot Residential
-  RE2 - Private Recreation
-  RU1 - Primary Production
-  RU5 - Village
-  SP2 - Infrastructure
-  W2 - Recreational Waterways

### 3 Political Donations

Political Donations	None Disclosed
---------------------	----------------

### 4 Notification

Public Notification	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Advertised Development	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Submissions Received:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

### 5 History of Site/Development Applications

28/7/2020 - BV Dwelling and attached garage 3/21/CD/PC

### 6 Development Contributions

Does the Berrigan Development Contributions Plan apply to the subject site?	No
Is a Section 7.12 Contribution required to be paid for this development proposal and has the applicable condition been applied to the consent?	N/A
Is a Section 7.11 Contribution required to be paid for this development proposal and has the applicable condition been applied to the consent?	N/A

### 7 Internal Referrals

DEPARTMENT	Yes	No	COMMENTS/CONDITIONS
Director Technical Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Development Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Building Surveyor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Engineering Services Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Design Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Environmental Engineer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Town Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Assets & Operations Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NSW RFS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other State Government Agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments/Conditions Imposed: N/A

### 8 Matters for Consideration under Section 4.15 of the EP&A Act

In determining a development application, a consent authority is required to take into consideration the following matters when considering a development application:

**(a) (i) Any environmental planning instrument,**

Satisfactory  Unsatisfactory

Reasons (if applicable)

<b>Berigan Local Environmental Plan 2013</b>	
<b>Part 2: Permitted and prohibited development</b>	
<b>Zoning</b>	R5 – Large Lot Residential
<b>Use</b>	Sheds are and ancillary development to the residence and permissible.

<b>Part 4 Development Standards</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Not Relevant</b>	<b>Comment</b>
Clause 4.1 – Minimum Subdivision Lot Size	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.1AA – Minimum Subdivision Lot Size for Community Title Scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.1A – Minimum subdivision lot size for strata plan schemes in rural and environmental protection zones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.1B – Minimum lot sizes for dual occupancies, multi-dwelling housing and residential flat buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.1C – Exceptions to minimum lot sizes for certain residential development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.2 – Rural Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.2A – Erection of dwelling houses on land in rural and environmental protection zones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 4.6 – Exceptions to development standards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Part 5 – Misc. Provisions</b>				
Clause 5.1 – Relevant Acquisition Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.2 – Classification & Reclassification of public land	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.3 – Development near zone boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.4 – Controls relating to miscellaneous permissible uses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.8 – Controls relating to secondary dwellings on land in a rural zone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.10 – Heritage Conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.11 – Bushfire Hazard Reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.12 – Infrastructure Development and use of existing buildings by the Crown	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.13 –	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Eco-tourist facilities				
Clause 5.16 – Subdivision of land in rural, residential or environmental zones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.17 – Artificial waterbodies in environmentally sensitive areas and area of operation of irrigation corporations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.18 – Intensive livestock agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.19 – Pond-based, tank-based and oyster aquaculture	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.20 – Standards that cannot be used to refuse consent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 5.21 – Flood Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Part 6 Additional Local Provisions</b>				
Clause 6.1 Earthworks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development considered to comply with the requirements of this clause.
Clause 6.2 (Repealed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clause 6.3 – Terrestrial biodiversity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.4 – Riparian lands & watercourses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.5 – Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.6 – Development on river bed and banks of the Murray River	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.7 – Development on river front areas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.8 – Airspace Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.9 – Development in areas subject to aircraft noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Clause 6.10 – Essential Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The subject site is residentially zoned and should have access to all relevant services as required by this control.
Clause 6.11 – Development near explosive storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### State Environmental Planning Policies

The following State Environmental Planning Policies apply to the subject development.

#### **State Environmental Planning Policy (Resilience and Hazards) 2021**

##### Chapter 4: Remediation of Land

The provisions of Chapter 4 of State Environmental Planning Policy (Resilience and Hazards) 2021 ('the Resilience and Hazards SEPP') have been considered in the assessment of the development application. Section 4.6 of Resilience and Hazards SEPP requires consent authorities to consider whether the land is contaminated, and if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out.

In the context of this application, clause 4.6 of the SEPP generally requires that consideration be given to whether or not land proposed for development is contaminated and fit for use for its intended purpose.

The subject land has been developed for residential purposes it is considered fit for purpose for the proposed development.

**(ii) any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority,**

Satisfactory  Not relevant

Reasons (if applicable)

**(iii) any development control plan,**

Satisfactory  Unsatisfactory

Is a variation proposed?

Yes  No

<b>Berrigan Development Control Plan 2014</b>	
<b>Part 2: Residential Development</b>	Applies? - Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Part 2.1: Neighbourhood character	Satisfactory – development results in an appropriate outcome for site and locality with amended rear setback
Part 2.2: Streetscape	In the rear of the yard of the lot.
Part 2.3: Landscaping	A condition of consent will be included to ensure landscaping is undertaken and a landscape plan provided at construction certificate stage.
Part 2.4: Private Open Space	The development can provide appropriate POS
Part 2.5: Building Setbacks	The development complies as follows <b>Shed</b> Front: Avg or 6.5m (req) – setback behind dwelling. Side: 5m (provided) Rear: 10m (req) – complies (greater than 10m)at amended setback of 20m
Part 2.6: Car parking & access	Relevant carparking provided.
Part 2.7: Site Facilities	Site is serviced
Part 2.8: Security	Satisfactory
Part 2.9: Privacy	N/A – no privacy impacts identified
Part 2.10: Energy Efficiency	N/A
Part 2.11: Outbuildings	Development complies

**(iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4,**

Satisfactory  Not relevant

Reasons (if applicable)

**(iv) any matters prescribed by the regulations,**

Satisfactory  Unsatisfactory

Reasons (if applicable)

**that apply to the land to which the development application relates,**



**(b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,**

	Satisfactory	Unsatisfactory	Not Relevant	
Consideration				Comment
Context & Setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed shed meets Councils development control plan setbacks. Justification sort for a variation, not supported due to potential impacts from the existing farming land.
Traffic, Access and Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant parking, access provided
Public Domain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact
Utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities provided
Heritage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact
Water Quality and Stormwater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditions of consent to be imposed
Soils, soil erosion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditions of consent to be imposed
Flora & Fauna	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional landscaping to be provided
Waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditions of consent to be imposed
Noise & Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conditions of consent to be imposed
Hours of Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other land resources	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bushfire	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Safety, security and crime preventions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Social Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
Economic Impact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site design and internal design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate for context, all setbacks comply with DCP requirements
Overlooking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Overshadowing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**(c) the suitability of the site for the development,**

Satisfactory  Unsatisfactory

Reasons (if applicable)

**(d) any submissions made in accordance with this Act or the regulations,**

Yes  No  N/A

Submission Issue(s)	Justification for Favorable Determination
Received 6/6/2022- impact raised spray drift and agriculture noise.	Submission reviewed and considered during assessment that the shed be not constructed in the buffer zone and no variation be approved by the Council. Adjoining landowner still has buffer zone to continue to farm.

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**(e) the public interest.**

Satisfactory  Unsatisfactory

Reasons (if applicable)

**9 Conclusion**

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The Development Application has been assessed against the heads of consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979, Local Environmental Plan 2013 and Development Control Plan 2014 and is considered satisfactory.

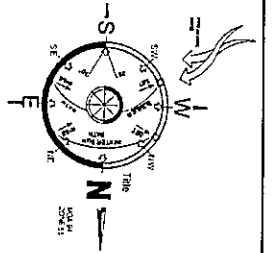
**10 Signature of Applicable Officers**

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Name:	Matthew Miller
Position:	Building and Planning Manager
Signature:	
Date:	

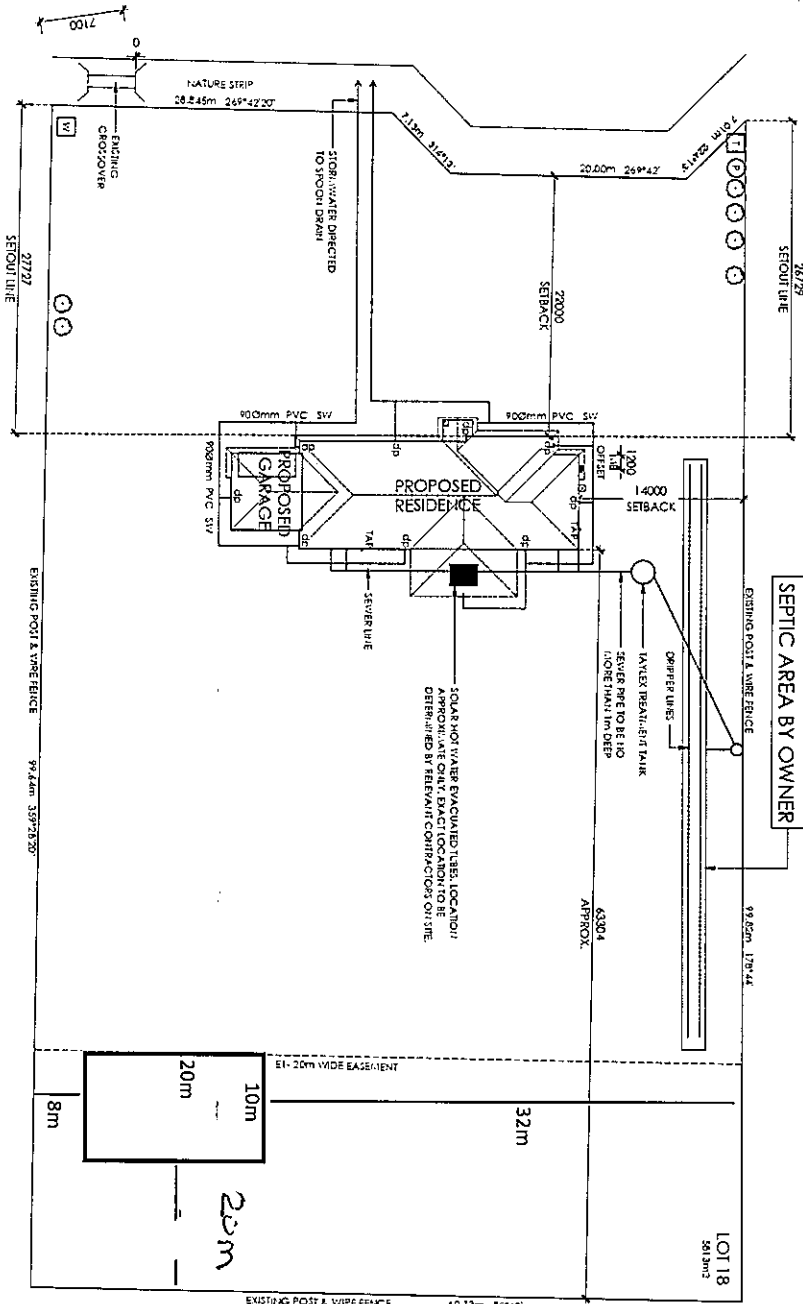
**LEGEND**

- POWER BOX
- TELEPHONE
- WATER METER
- EXISTING REES



# MURRAY GROVE

**SITE PLAN**  
SCALE 1 : 400



SITE CUTS & BATTERS SHALL NOT EXCEED A 4% SLOPE OR A 1:1 BATTER FOR CLAY CUTS SHALL NOT EXCEED A 3% SLOPE OR 1 HORIZONTAL TO 2 VERTICAL BATTER FOR SAND

OP-DEVICES DOWNHILL

CORRECT STORM/WATER DRAINAGE SYSTEM TO LEGAL POINT OF DISCHARGE VIA 500mm DIA. RIB P.V.C. SAND LOCAL COUNCIL'S REGULATIONS & REQUIREMENTS PROVIDE 100mm U.P.V.C. SAND PIPE WITH 1100mm RAIL UNDER CONCRETRE SLAB



site address:  
**LOT 18 MURRAY GROVE,  
BAROOGA NSW 3644**

for:  
**TYSON & EMMA CAMPBELL**

AS PER CONDITIONS OF CONTRACT THESE DRAWINGS ARE A REPRESENTATION OF WHAT IS TO BE BUILT AND THIS NOT BEING PART OF THE CONTRACT OR IN SPECIFICATIONS ARE DEEMED NOT TO BE PART OF THE CONTRACT

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

No. AMENDMENT	DATE

**SANDDOWN 28**  
STANDARD FACADE  
450 EAVES TO FACADE

THIS IS THE SOLE PROPERTY OF CAVALIER HOMES AUSTRALIA PTY LTD. AND SHALL NOT BE USED FOR ANY OTHER PROJECT WITHOUT WRITTEN OR ORAL CONSENT FROM CAVALIER HOMES AUSTRALIA PTY LTD. LEGAL ACTION WILL BE TAKEN AGAINST ANY PERSONS VIOLATING THE COPYRIGHT.

dwg no: **V.S.**  
date: **OCT 19**  
sheet: **1**  
job no: **612-19**

*amended 17.8.22.*

# Stronger Country Communities Fund

Round 5

Program Guidelines



# Contents

Cover image: A teen enjoys skating at the Bernie Goodwin skate Park, Morisset.  
Photo credit: Lake Macquarie City Council.

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From top: Bernie Goodwin skate park and playground. Photo credit: Lake Macquarie Children enjoy training at their local Rugby Union Club, in Grenfell.

# Message from the Deputy Premier



---

The NSW Government is committed to making regional NSW the best place to live. That is why I am so pleased to announce Round 5 of the popular Stronger Country Communities Fund with up to \$160 million available to support our regional communities big and small.

Having faced the worst floods, drought and bushfires on record alongside the impacts of COVID-19, it has been a challenging time for people living and working in our regions. This continued investment in regional NSW aims to restore and strengthen our regional economies.

Over the past four rounds of the Fund, we have provided more than \$500 million to over 2,000 local grassroots projects aimed at reinvigorating rural communities in every single regional Local Government Area across the state.

Now in its fifth round, the Stronger Country Communities Fund will continue to deliver vital community infrastructure such as bike paths, sports fields, main street upgrades, playgrounds, community centres and much more.

I am proud to say this Fund helps bring to life our vision for growing local economies and making everyday life better for everyone who lives, visits or does business in regional NSW.

I hope you take the time to submit a funding application and I look forward to seeing the final projects supported through this Fund.

A handwritten signature in black ink that reads "Paul Toole". The signature is fluid and cursive, with the first name "Paul" written in a larger, more prominent script than the last name "Toole".

**The Hon. Paul Toole MP**  
*Deputy Premier*  
*Minister for Regional NSW, and Minister for Police*

# Overview

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives of people living in regional communities.

Round 5 of the Stronger Country Communities Fund will see a further \$160 million made available for community projects that increase the wellbeing of regional NSW communities, including up to \$50 million dollars for projects delivered by Eligible Community Applicants.

The Stronger Country Communities Fund is administered by the Department of Regional NSW.

\$500m

Round 1-4

\$160m

Round 5

\$660m

Stronger Country  
Communities Fund total



# Program objective

The objective of the Stronger Country Communities Fund is to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support.



A young child enjoys playing in Grenfell.

# Key dates

## **Applications open:**

5 August 2022

## **Applications close:**

23 September 2022 at 5pm AEST

### ***Notification/Project announcement:***

Successful Applicants will be notified confidentially from November 2022 or as soon as possible after a grant is approved, at the NSW Government's discretion.

Public announcement by the NSW Government may occur at any time after an Applicant has been notified of a successful outcome.

### ***Contracting:***

From November 2022

Contracting will commence once an Applicant has signed and returned their letter of offer and confidentiality agreement.

### ***Project completion:***

Projects must commence within 6 months of a funding announcement and be completed within 3 years from executing a funding deed.

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In extenuating circumstances, late applications may be accepted at the sole discretion of the Department of Regional NSW.

# Program funding

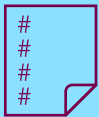
There is a total of \$160 million available in Round 5 of the Stronger Country Communities Fund, including up to \$50 million for projects delivered by Eligible Community Applicants.



The funding is available for project types including local community and sporting infrastructure, street beautification, projects that improve accessibility and inclusion for people with disability, projects that improve outcomes for Aboriginal people, community programs and local events.



Eligible Applicants may contact the Department of Regional NSW for the available funding for their Local Government Area.



If an Eligible Council Applicant submits an application seeking funding above their nominated funding allocation for the Local Government Area, the Eligible Council Applicant is asked to rank projects, including joint projects (if applicable), in their order of local priority.



Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case-by-case basis at the sole discretion of the Department of Regional NSW.



From top: Youths play basketball at a local park in Narrandera. Kyle Lionheart and James Bennett play for an audience in Lake Macquarie.  
Photo credit: Lake Macquarie City Council.

# Grant amounts



Project type	Minimum grant funding	Maximum funding
Infrastructure	\$100,000	Local Government Area allocation. For requests over \$2 million, a financial co-contribution of 25 per cent is required.
Program	\$100,000	

Applicants requesting over \$2 million in grant funding for a sports project must obtain a letter of support from the relevant NSW peak sporting organisation.

**Eligible Applicants can contact the Department of Regional NSW for the maximum funding allocation for their Local Government Area.**

## Co-contributions



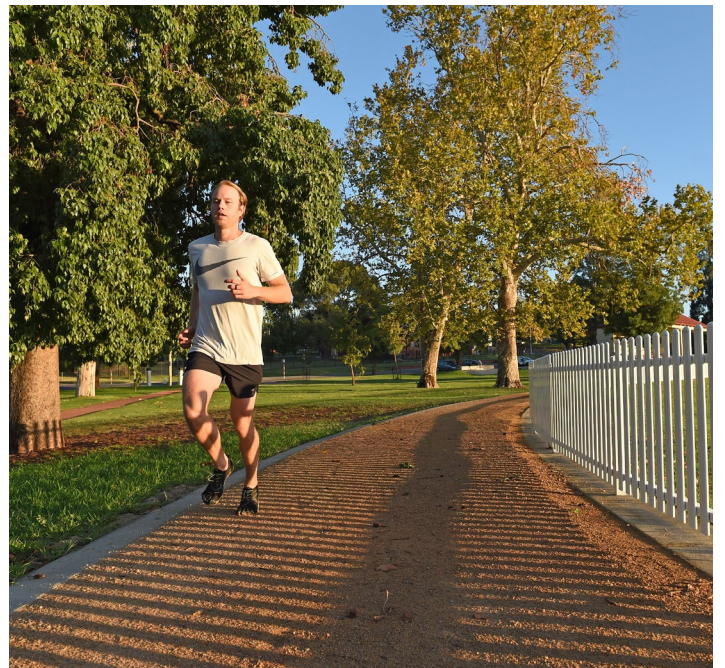
1. Applicants requesting \$2 million or more in grant funding for an individual project are required to make at least a 25 per cent financial co-contribution to that project. This is a mandatory eligibility requirement. Co-contributions could include leveraging Applicant funds as well as funding from other sources including other NSW or Australian Government programs.



2. The financial co-contribution source may be from the Applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.



3. Project delivery or viability should not be dependent on co-contributions that have not been secured.



From top: Locals workout on outdoor gym equipment in Grenfell. New library facilities, Lake Macquarie. Photo credit: Lake Macquarie City Council. A young man enjoys a run on a local pathway, Narrandera.

# Eligibility Criteria

All applications submitted under Round 5 of the Stronger Country Communities Fund will need to meet the Fund's Eligibility Criteria and will be assessed against the Assessment Criteria.

## Eligible Applicants

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN), be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or incorporated under an Australian federal, state or territory Act of Parliament. Unincorporated organisations, individuals and for profit and commercial organisations are ineligible to apply.

Eligible Council Applicants	Eligible Community Applicants
<ul style="list-style-type: none"> <li>• NSW regional councils, excluding Greater Sydney, Wollongong &amp; Newcastle</li> <li>• NSW regional joint organisations of councils</li> <li>• Section 355 committees of council*</li> </ul>	<ul style="list-style-type: none"> <li>• Community organisations registered as incorporated associations</li> <li>• Not-for-profit community organisations registered as public companies</li> <li>• Local Aboriginal Land Councils</li> <li>• Lord Howe Island Board</li> <li>• Unincorporated Far West groups</li> </ul>

\*Section 355 committees of council must apply via the relevant council.

Eligible Council Applicants are encouraged to work with community groups to identify priority projects and should consider project partnerships where the Eligible Council Applicant is the landowner. The Eligible Council Applicant will be solely responsible for the project's delivery and reporting through a funding deed.

Eligible Applicants are encouraged to work with key local stakeholders including their local Members of Parliament, local council, peak sporting or cultural organisations to identify priority projects in their Local Government Area to ensure projects with high community support are submitted. Letters of support are encouraged from all local stakeholders to strengthen applications.

Eligible Applicants must have or be able and willing to purchase at least \$20 million public liability insurance.

## Project locations

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible. If an Applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects and submitted for the relevant Local Government Area.

## Flood impacted Local Government Areas

The flood impacted Local Government Areas of Clarence Valley, Richmond Valley, Kyogle, Lismore, Ballina, Byron and Tweed will be provided additional support during the application and project delivery process.

# What types of projects are eligible?

Projects must be for infrastructure or community programs that boost the wellbeing of regional areas through improved amenity and positive social outcomes.

## Projects must be for:



construction of new, or upgrades to existing, local community infrastructure



construction of new, or upgrades to existing, local sporting infrastructure



capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community



delivering programs that benefit the local community and provide public benefit



infrastructure to assist the delivery of general community programs



infrastructure or community projects or programs which improve and promote accessibility and inclusion

Projects must deliver public benefit and outcomes that contribute to the program objective (see page 6). Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The Applicant will need to show how the facility will be open to the community.

See page 14 for examples of Eligible Project Costs.

## Inclusion and accessibility

The NSW Government is seeking to support regional communities to future-proof infrastructure and programs by funding universally designed projects. These projects should move beyond current day compliance standards and provide dignified and equitable inclusion to social and community programs for people with disability.

Funding will support projects that improve community participation, livable communities and accessibility and inclusion outcomes. These will assist people with disability and accessibility requirements to participate independently with equity and dignity.

**Applicants must demonstrate consideration of accessibility and inclusion measures in their application.** Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities, and increased participation opportunities by increasing accessibility and inclusion/universal design are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.

## Improved outcomes for Aboriginal people

The NSW Government is committed to supporting Aboriginal people and communities to drive local and place-based initiatives and solutions through funded projects. It acknowledges regional communities are unique and therefore initiatives and solutions need to be bespoke, tailored and determined by the local community.

Projects that seek to improve outcomes for Aboriginal people must align with the skills, aspirations and experiences of local Aboriginal communities. Projects must address a demonstrated community issue and deliver positive impact on social outcomes for Aboriginal people and communities in regional NSW.



From top: Urunga Boardwalk on the Coffs Coast. Women enjoying a visit to the Yaamaganu Gallery in Moree. Photo credit: Destination NSW

# What are Eligible Project Costs?

**Eligible Project Costs** may include those associated with:



building new or upgrading existing local community amenity and community service infrastructure



delivering community programs and events

Applicants may include up to 25 per cent of the total project cost for contingency and up to 10 per cent of the total project cost for project management and administration. Design, including regulatory applications and approvals costs, must be listed as administration costs.



Families and children enjoy the park and playground in Forbes.



## Examples of Eligible Project Costs:

### Community programs and events

- Community events
- Aboriginal and Torres Strait Islander community cultural education programs
- Multicultural festivals
- Intergenerational activities – sharing knowledge through activity-based experience
- Environmental education and working bees
- Short-term disability and/or carer support programs
- Workshops to identify accessibility and inclusion needs in the community
- Cultural and/or disability awareness training sessions
- Community, sporting and recreational programs which seek to remove barriers to participation through promoting accessibility and inclusion
- Community wellbeing programs.

### Community amenity and community service infrastructure

- Community centres and halls
- Libraries
- Community amenities and barbecue/picnic areas
- Recreation facilities
- Club houses, change rooms, canteens
- Murals or community art instalments
- Memorials or statues
- Emergency services infrastructure (e.g. aerodrome water refilling)
- Surf Life Saving Club infrastructure
- Aquatic facilities and pools
- Amenities for participants and spectators
- Playgrounds, parks, shared paths and fixed fitness stations
- Seating, planting boxes, landscaping and paving
- Street lighting to improve safety
- Street/footpath reconfigurations in commercial and recreational areas. Footpaths in a residential area are only eligible where there is a clear transport link to facilities
- Shade cloth, awnings and pergolas
- Public toilets
- Infrastructure for health and community services facilities (e.g. domestic violence centres for women)
- Homeless shelters
- Men's sheds
- Provision of a sensory room
- Community aged care facilities
- Infrastructure upgrade to local community radio station facilities
- Infrastructure to support and improve accessibility to community facilities
- Town and tourism signage
- Main street beautification projects
- Non-fixed assets that enhance accessibility and inclusion. Examples include beach access mats, pool hoists, portable changing places amenities and adaptive sporting equipment such as court-based wheelchairs.

\*Please note that the examples provided above are suggestions only and other projects that meet the program objective are welcomed.

## Ineligible Projects

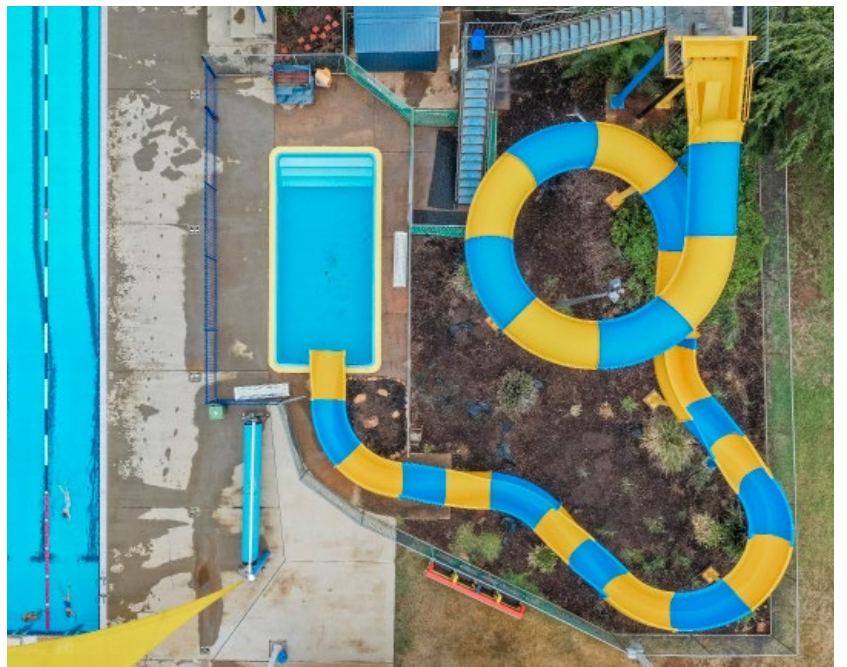
### Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Australian Government
- seeking retrospective funding to cover any project component that is already complete before Applicants are informed of the funding decision outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond 3 years from project announcement for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objective of the Stronger Country Communities Fund
- the recipient of duplicate grant funding from another NSW or Australian Government grant program for the same project
- solely for the maintenance of any infrastructure i.e. painting or beautification repairs without upgrading the functionality of the infrastructure.

## What are Ineligible Project Costs?

### Ineligible Project Costs include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- costs relating to the purchase of vehicles, buses, boats, trailers, motorhomes, or other modes of transportation
- purchase of land or buildings
- financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services
- project management or contingency costs that exceed the eligibility requirements (see page 13).



From top: Children enjoying a game at the local Grenfell Soccer Club.  
Holland Park Swimming Centre, West Wyalong

# Assessment Criteria



All applications that meet the Eligibility Criteria must also meet the relevant Assessment Criteria to receive funding. Eligible applications will be assessed against the following criteria:

1. Viability
2. Community support
3. Alignment with Stronger Country Communities Fund objective

## 1. Viability

*A project will be considered viable if it:*

- has in the Department of Regional NSW's view, a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- is cost-effective and represents value for money
- can be delivered in stages
- can be delivered within 3 years from the project funding announcement
- has estimated costs for combined project management and administration that do not exceed 10 per cent of the total project cost
- has estimated costs for contingencies that do not exceed a maximum of 25 per cent of the total project cost
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

The Department of Regional NSW may seek information from relevant NSW Government departments to verify the viability of a project and retains the discretion to disclose information to these agencies where relevant.

## 2. Community support

- The project must have demonstrated community support.
- Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live.
- Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:
  - engagement through council's Community Strategic Plan, online surveys, letters of support from Members of Parliament, councils, peak sporting and cultural organisations, or other documents demonstrating community support for the projects.

**3. Alignment with Stronger Country Communities Fund objective**

The project clearly demonstrates that anticipated community benefits will directly contribute to the objective of the Fund (see page 6).

Alignment with the relevant Disability Inclusion Action Plan for projects that seek to enhance accessibility and inclusion for people with disability.

Evidence that the project aligns with the aspirations and experiences of local Aboriginal communities for projects that seek to improve outcomes for Aboriginal people.

The Department of Regional NSW may request additional information or clarification from Applicants to assist in the assessment.



The Tocomwal Water Playground.

# Application process



Round 5 of the Stronger Country Communities Fund will be a single stage application process.

Eligible Council Applicants will be required to submit all of their projects (up to a maximum of 10 projects) in the one application form.

All Applicants are required to submit the application documents into the Fund's online portal.

Applications cannot be reopened or amended once the closing date has passed.

## How to apply

Visit <https://regionaldevelopment.smartygrants.com.au/SCCF5> to submit an application to the Stronger Country Communities Fund Round 5.

## What needs to be included in an application?

*All applications need to include:*

- a clear project scope
- a project plan
- a project budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- landowner consent if the land is not owned by the Applicant
- proof of incorporation for community groups
- evidence of \$20 million Public Liability Insurance in the name of the Applicant
- evidence of project co-contribution for projects requesting \$2 million or more in funding (if applicable)
- a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$2 million in grant funding (if applicable)
- evidence of community consultation and strong community support for the project

For council applications these will need to be provided for each project included in the application.

Templates can be found at [nsw.gov.au/SCCFr5](https://nsw.gov.au/SCCFr5)

# Assessment process



## Decision making

Following receipt of applications, the Department of Regional NSW will review projects against the Eligibility Criteria and then arrange for the assessment of projects against the Assessment Criteria.

Through the assessment process, the Department may request additional information from the Applicant. The Department may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund assessment panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The assessment panel may recommend part-funding projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding. This may include part-funding projects under the minimum grant threshold of \$100,000.

***Broader factors that may be considered when assessing the overall package of projects suitable for funding include:***

- amount of funding available
- suitability of projects for other government funding opportunities
- other factors deemed relevant and important in a local or whole-of-NSW context.

The Department can take other factors into account that may make an application ineligible for funding, such as any person, business or organisation that could cause reputational or other risk to the NSW Government.

The assessment panel may at their discretion recommend a project conditionally on the basis that an external, professional project management service be engaged for the project to ensure appropriate affordability and deliverability. Where appropriate, projects may be referred to other funding programs in the NSW or Australian Government for consideration.

The assessment panel's advice and recommendations will be provided to the Deputy Premier for consideration and final approval.

## Probity advice

Independent probity advisors will provide guidance to the Department on any issues concerning integrity, fairness and accountability that may arise throughout the application, assessment, and decision-making process. This will ensure decisions are made with integrity, fairness and accountability, while delivering value for money for NSW.

## Can Ineligible Projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full Assessment Criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

# Successful Applicants



## Notification

Successful Applicants will be notified by email and/or letter. Applicants must keep the grant confidential for a period if an announcement is likely to be made by the NSW Government.

## What happens if the project is successful?

### Funding Deed

- Successful Applicants will be required to enter into a funding deed with the NSW Government. A sample funding deed can be viewed at [nsw.gov.au/SCCFr5](http://nsw.gov.au/SCCFr5)
- Successful Applicants will be required to provide all supporting documentation and approvals before the Department of Regional NSW can enter into a funding deed. This includes \$20 million Public Liability Insurance, Development Approval (if applicable) and approval from the Department of Education (DoE) Asset Management Unit for projects being undertaken on DoE land.
- The NSW Government makes no binding funding commitment to an Applicant unless and until both parties sign a funding deed.
- Successful Applicants must not make financial commitments for funded activities until funding deeds have been executed by both parties.
- Grants will be paid via milestone payments set out in the funding deed. Timing and requirements will vary at NSW Government's discretion.
- Successful Applicants may be required to submit progress reports to the NSW Government as outlined in the funding deed.

## Important terms and conditions

- All projects must demonstrate they can commence within 6 months of the announcement of funding and be completed within 3 years as outlined in the project plan.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- All awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended Applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances.
- Successful Applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful Applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objective of the Fund. The evaluation will require Applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents that is consistent with the objective of the Fund.
- Any information submitted by an Applicant may be used for promotional material prepared by the NSW Government.
- The NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at [nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines](http://nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines).
- The Department reserves the right to undertake an audit of grant funding within a period 7 years from the signing of the funding deed.
- Applicants must advise the Department of any changes to their legal status or of changes or delays to their project.



## Unsuccessful Applicants

Applicants will be notified in writing of the outcome of each application and will be offered a feedback information session for any unsuccessful application.

## Available support

For help preparing applications, information and resources including relevant application templates are available from [nsw.gov.au/SCCFr5](https://nsw.gov.au/SCCFr5).

A webinar will be held during the application open period. Information about the webinar will be available on the Fund's webpage when details are confirmed.

The Department of Regional NSW can assist Applicants to develop strong applications. Please contact [sccf.enquiries@regional.nsw.gov.au](mailto:sccf.enquiries@regional.nsw.gov.au) or call 1300 679 673 for a referral.



From top: Queanbeyan 2021 Taskforce meeting.  
Sport and Rec Camp at Borambola.

## Complaints

Any concerns about the Fund or individual applications should be submitted in writing to [regionalnsw.business@regional.nsw.gov.au](mailto:regionalnsw.business@regional.nsw.gov.au).

If you do not agree with the way the Department of Regional NSW handled the issue, you may wish to contact the NSW Ombudsman via [ombo.nsw.gov.au](http://ombo.nsw.gov.au).

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Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

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- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

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The guidelines are subject to change at any time at the sole discretion of the Department.



Kids enjoy a sunny day at the local pool, in Warren. Photo credit: Warren Shire Council

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**T** 1300 679 673  
**E** [sccf.enquiries@regional.nsw.gov.au](mailto:sccf.enquiries@regional.nsw.gov.au)  
**W** [nsw.gov.au/SCCFr5](http://nsw.gov.au/SCCFr5)

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**Policy for liquid trade waste regulation**

**DRAFT**



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## Policy Statement

This policy sets out how Berrigan Shire Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste (Appendix F).

Sewerage systems are generally designed to cater for liquid 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 consistent with the *Liquid Trade Waste Management Guidelines 2021* developed by the Water Utilities branch of the NSW Department of Planning, Industry and Environment ([https://www.industry.nsw.gov.au/data/assets/pdf\\_file/0010/147088/trade-waste-management-guidelines.pdf](https://www.industry.nsw.gov.au/data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf))

*Note that the term 'Department' in this Policy refers to the state agency responsible for granting concurrence to Council's approval to discharge liquid trade waste to Council's sewerage system (under Clause 28 of the Local Government (General) Regulation 2021). Currently, it is the Department of Planning and Environment.*

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# 1 Introduction

This Policy has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

In addition, the approval, monitoring and enforcement processes for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges are described in this document. The procedure for liquid trade waste approval is governed by Chapter 7 of the Local Government Act.

Under section 68 of the *Local Government Act 1993* a person wishing to discharge liquid trade waste to the sewerage system must obtain prior approval from Council. Discharge of liquid waste other than domestic sewage without prior approval is an offence under section 626 of the Act.

## 1.1 What is liquid trade waste?

Liquid trade waste is defined in the Local Government (General) Regulation 2021 as below:

***Liquid trade waste means all liquid waste other than sewage of a domestic nature.***

Liquid trade waste discharges to the sewerage system include liquid wastes from:

- industrial premises
- business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, supermarket, etc.)
- community/public premises (including clubs, school, college, university, hospital and nursing home)
- any commercial activities carried out at residential premises
- saleyards, racecourses and stables and kennels that are not associated with domestic households
- tankered human waste, ship-to-shore waste from marina pump-out facilities, portable toilet waste and established sites for the discharge of pan contents from mobile homes/caravans
- any other waste tankered to the sewerage facilities, e.g. commercial or industrial waste from un-sewered areas.

Liquid trade waste excludes:

- toilet, hand wash basin (used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage)
- wastewater from common laundry facilities in caravan parks (discharges from common kitchen facilities in caravan parks are liquid trade waste)
- residential pool backwash.

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## 1.2 Objectives

The objectives<sup>1</sup> of this policy are:

- to protect public and workers health and safety and the environment
- to protect Council's assets from damage
- to minimise adverse impacts on the sewage treatment processes
- to assist Council meeting regulatory and licence compliance
- to promote water conservation, waste minimization, cleaner production, effluent recycling and biosolids reuse
- to provide an environmentally responsible liquid trade waste service to the non-residential sector
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

## 2 Structure of the Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- Part 3 specifies the application procedure and approval process, liquid trade waste discharge categories and applicable fees and charges, the NSW Framework for Regulation of Liquid Trade Waste, alignment with the *National Framework for Wastewater Source Management* and other relevant information

### 2.1 Part 1 – Exemptions

The list of discharges exempt from obtaining Council's approval is provided in Appendix B. These discharges are known as 'Deemed to be approved'. Each such discharger must meet the standard requirements specified in Appendix B.

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<sup>1</sup> The above objectives are consistent with the *National Framework for Sewage Quality Management in the Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).

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## 2.2 Part 2 - Criteria for approval to discharge liquid trade waste into Council's sewerage system

### 2.2.1 Factors for consideration

Council's decision to accept liquid waste into its sewerage system will be based on the discharger satisfying Council's requirements. Therefore, when determining an application to discharge liquid waste to the sewerage system, Council will consider the following factors:

- The potential impacts of the proposed discharge on Council's ability to meet the objectives outlined in s. 1.2 of this document.
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed contingency measures in an event of the pre-treatment system failure
- The capability of the sewerage system (reticulation and treatment components) to accept the quantity and quality of the proposed liquid waste
- The adequacy of chemical storage and handling facilities and the proposed safeguards for prevention of spills and leaks entering to the sewerage system
- The adequacy of the proposed due diligence program and contingency plan, where required.
- Proposed management of prohibited substances and other liquid waste not planned to be discharged to the sewerage system and safeguards to avoid any accidental discharge
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls
- The potential for growth of the community

### 2.2.2 Discharge quality

Council's acceptance limits for liquid trade waste discharges are set out in Table 1. These limits are consistent with the acceptance limits specified in the *Liquid Trade Waste Management Guidelines*, 2021 by the Department.

**Table 1: Acceptance limits for 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 <sub>5</sub>	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 <sub>5</sub> 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) 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 <sub>4</sub> )	500
	Sulphide (as S)	1
Organic compounds	Benzene	< 0.001
	Toluene	0.5
	Ethylbenzene	1
	Xylene	1
	Formaldehyde	30
	Phenolic compounds non-halogenated	1
	Petroleum Hydrocarbons <sup>2</sup>	
	• C <sub>6</sub> -C <sub>9</sub> (flammable)	5
	• Total Recoverable Hydrocarbons (TRH)	30
Pesticides general (except organochlorine and organophosphorus)	0.1	
Polynuclear Aromatic Hydrocarbons (PAH)	5	

<sup>2</sup> 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.



Acceptance limits for metals	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Aluminium	100	-
Arsenic	0.5	2
Cadmium	1	5
Chromium <sup>3</sup>	3	10
Cobalt	5	15
Copper	5	15
Iron	100	-
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	

**Notes:**

1. Acceptance limits for substances not listed in the above Tables will be determined on a case by case basis.
2. The quality of liquid trade waste from some low risk commercial activities in Classification A and B will exceed acceptance limits listed in above Table. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs, maintains and properly operates the required on-site pre-treatment. Similarly, septic and pan waste may exceed some acceptance limits.
3. The analytical testing methods for the above parameters should be in accordance with the Australian Sewage Quality Management Guidelines, June 2012, WSAA and Council's requirements

### 2.2.3 Prohibited or restricted substances and waste

Substances prohibited from being discharged into the sewerage system unless they are specifically approved under section 68 of the Act are listed in

<sup>3</sup> Where hexavalent chromium (Cr<sup>6+</sup>) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr<sup>3+</sup>), prior to discharge into the sewer

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Table 2. In addition, s 2.2.3.1 lists the discharges either prohibited or restricted. Refer to Appendix C for detailed description of substances and discharges either prohibited or restricted.

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**Table 2 Waste prohibited from discharge to the sewerage system**

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|--|
| <ul style="list-style-type: none"><li>• Organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances</li><li>• organophosphorus pesticides and/or waste arising from the preparation of these substances</li><li>• per- and poly-fluoroalkyl substances (PFAS)</li><li>• any substances liable to produce noxious or poisonous vapours in the sewerage system</li><li>• organic solvents and mineral oil<sup>#</sup></li><li>• any flammable or explosive substance<sup>#</sup></li><li>• discharges from 'Bulk Fuel Depots'</li><li>• discharges from chemicals and/or oil storage areas</li><li>• natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions</li><li>• roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2021)</li><li>• solid matter<sup>#</sup></li><li>• disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable</li><li>• any substance assessed as not suitable to be discharged into the sewerage system</li><li>• liquid waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer to Australian Sewage Quality Management Guidelines, June 2012, WSAA</li><li>• any other substances listed in a relevant regulation</li></ul> |
|--|

<sup>#</sup> In excess of the approved limit

### **2.2.3.1 Other substances/discharges 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 limitations and restrictions applicable to above discharges, refer to Appendix C of this policy, Chapter 3 of the *NSW Liquid Trade Waste Management Guidelines, 2021*. [\(Council to provide link to website\)](#)

## **2.3 Part 3 –Matters relating to liquid trade waste approvals**

### **2.3.1 Application procedures and approval process**

Under s.68 of the Local Government Act 1993 Council's written approval is required prior to commencing the discharge of liquid trade waste to its sewerage system. Application forms are available from Council.

The applicant must lodge a trade waste application and provide all requested information.

A trade waste application is not required to discharge liquid trade waste from 'Deemed to be approved' activities listed in Appendix B

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### **2.3.2 Who can make the application?**

S. 78 of the Local Government Act states that an application may be made by the person seeking to carry out the activity or, if the application applies to a particular land, the owner of the land or a person who has the consent of the owner

### **2.3.3 Council's process in determination of applications**

Council may request an applicant to provide further information to enable it to determine the application.

### **2.3.4 Approval of applications**

Where an application is approved, Council will notify the applicant including any conditions of the approval and reasons for such conditions. The duration of the approval will be as stated in the approval.

An applicant may make a minor amendment or withdraw an application before it is processed by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the Local Government Act.

### **2.3.5 Refusal**

If an application is refused, Council will notify the applicant of the grounds for refusal.

Under section 100 of the Act the applicant may request the review of Council's determination. Under section 176 of the Act, the applicant dissatisfied with Council's determination may appeal to the Land and Environment Court within 12 months.

### **2.3.6 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.

### **2.3.7 Validity of an existing approval**

A new approval is required where there is a change of:

- approval holder (either owner or occupier can be an approval holder)
- activity generating the waste
- the quantity or the nature of liquid trade waste
- approval conditions.

### **2.3.8 Modification and 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 s.108 of the *Local Government Act 1993*:

### **2.3.9 Concurrence**

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department 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.

For concurrence purposes, liquid trade waste discharges are divided into four classifications.

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- Concurrence Classification A – liquid trade waste for which Council has been authorised to assume concurrence to the approval subject to certain requirements
  - Concurrence Classification B – liquid trade waste for which Council may apply for authorisation 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 may apply for authorisation to assume concurrence to the approval subject to certain conditions
  - Concurrence Classification C – all other liquid trade waste that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application for concurrence.

Refer to Appendix E which lists the type of discharges that Council can approve under their assumed concurrence (i.e. that Council can approve without seeking concurrence from the Department).

### 2.3.10 Liquid trade waste from existing premises/dischargers

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. The period of time granted will generally not exceed 12 months and will be assessed on a case-by-case basis taking into account the capacity of the receiving sewage treatment plant to accept the discharger's liquid trade waste and the cost and/or difficulty of works to be undertaken. The scope of works required, results to be achieved and timetable for completion shall be laid out by the discharger and agreed to by Council.

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 or upgrading pre-treatment equipment to the current standards.

Where installation of the prescribed liquid trade waste pre-treatment equipment is not considered by Council as feasible or reasonable in order to treat an **existing** discharge, an exception from installing such equipment may apply.

At premises where liquid trade waste pre-treatment equipment is undersized and it is not considered by Council or the Department as feasible or reasonable to upgrade the pre-treatment equipment to treat the **existing** discharge, an exception from upgrading the equipment may apply.

Existing premises undergoing refurbishment/renovation must allow for the installation of the appropriate liquid trade waste pre-treatment equipment.

Where Council considers an application for exception should be approved, the application will need to be forwarded to the Department for consideration and concurrence.

In the event the business is sold (new documentation requirements supporting an exception may apply) or if renovations/refurbishments are carried out then Council may require the appropriate prescribed pre-treatment equipment to be installed.

Where the prescribed liquid trade waste pre-treatment equipment (or alternative acceptable to Council and the Department) cannot be installed or the effluent quality is not improved to a standard satisfying Council and the Department, the non-compliance liquid trade waste usage charge will be applied.

Details to be provided with the application for an exception from installing prescribed liquid trade waste pre-treatment equipment:

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- An explanation from the applicant requesting an exception and on what grounds this exception is sought;
  - A letter from a hydraulic consultant, plumber or the company that provides the pre-treatment equipment stating that the pre-treatment installation required by Council is not feasible and the reason(s) why;
  - Details of the proposed frequency of cleaning, maintenance and the nominated licensed contractor undertaking these functions;
  - A site plan.

Upon receiving the application, Council will carry out:

- An inspection in order to assess the feasibility of installing the prescribed pre-treatment equipment. This inspection report is to be signed off by a senior Council officer with appropriate delegated authority.
- An assessment of the sewerage system capacity to accept the proposed untreated waste load and that the modifications, alterations or undersized pre-treatment equipment will not adversely impact on the sewage treatment process, sewage transportation system, by-product management and the environment.

### **3 Sewerage and liquid trade waste fees and charges**

Council provides sewerage and liquid trade waste services on a commercial basis to non-residential dischargers, with full cost recovery through sewerage and liquid trade waste fees and charges. 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

The current sewerage and liquid trade waste fees and charges are provided on Council's website [Berrigan Shire Council - Fees & Charges - Fees & Charges \(lgsolutions.net.au\)](http://Berrigan Shire Council - Fees & Charges - Fees & Charges (lgsolutions.net.au))

Council's liquid trade waste fees and charges may include:

- general fees and charges (application fee, annual liquid trade waste fee, inspection and/or re-inspection fees and renewal fee)
- category specific charges (trade waste usage charges for Charging Category 2 discharges, excess mass charges for Charging Category 3 discharges, charges for Charging Category 2S discharges and non-compliance charges)
- other charges related to the nature of waste (eg. charges for the discharge of stormwater from large areas)

Detailed description of the liquid trade waste fees and charges and the methodology of calculating them are provided in Appendix D.

#### **3.1 Liquid trade waste charging categories**

For charging purposes there are 4 liquid trade waste charging categories:

- Category 1 – discharges requiring minimal pre-treatment or prescribed pre-treatment but low impact on the sewerage system. These dischargers will only pay an annual fee. If pre-treatment equipment is not provided or maintained, non-compliance charges will be applied.

- Category 2 – discharges with prescribed pre-treatment<sup>4</sup> and other activities listed under this charging category in Appendix D. These dischargers will pay a trade waste usage charge and an annual trade waste fee. If pre-treatment equipment is not provided or not maintained, then such dischargers will be required to pay non-compliance usage charges.
- Category 2S – transporters who tanker human waste to Council's STWs, owners/operators of ship-to-shore pump out facilities and owners/operators of 'dump points' directly connected to sewer
- Category 3 – large (>20 kL/d) and industrial discharges (excluding shopping centres and institutions). Such dischargers will pay excess mass charges. If the discharge fails to comply with Council's acceptance limits, dischargers will be required to pay non-compliance excess mass charges and pH charges

Note that these charging categories are different to four classifications that have been established for concurrence purposes (i.e. Classification A, B, C and S). The relationship between Concurrence Classifications and Charging Categories are shown in Figure 1 in Appendix D.

### 3.2 Non-compliance liquid trade waste charges

In order to encourage compliance, Council may apply non-compliance trade waste charges. Refer to Appendix D for further details of non-compliance charges for different charging categories.

Council will continue to apply non-compliance charges until the discharge meets the approved acceptance 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 also consider issuing a penalty infringement notice to a non-compliant discharger or may prosecute the discharger

### 3.3 Other applicable liquid trade waste charges

Additional fees and charges may be levied by Council if wastewater is discharged to Council's sewerage system from the following equipment and or processes, with Council's approval.

- Food waste disposal units (ie. garbage grinders/insinkers) <sup>5</sup>
- Solid food waste processing unit
- Discharge of stormwater to the sewerage system from large open areas or large quantities of groundwater

Refer to Appendix D for further details.

### 3.4 Charges for premises with multiple liquid trade waste streams

Examples of premises with multiple waste streams include:

- shopping centres
- commercial strata units
- institutions, e.g. hospitals, tertiary educational facilities and correctional centres
- other premises with multiple waste streams,

Refer to Appendix D and *Trade Waste Management Guidelines 2021* for further details.

### 3.5 Summary of category specific fees and charges

The summary of fees and charges are indicated in Table 3 below:

<sup>4</sup> Excludes activities in Category 1.

<sup>5</sup> For existing installations only. New installations are not permitted.

**Table 3 Summary of fees and charges**

Fee/Charge	Category 1	Category 2	Category 3	Category 2S
Application fee	Yes <sup>6</sup>	Yes	Yes	Yes
Annual non-residential sewerage bill with appropriate sewer usage charge/kL	Yes	Yes	Yes	No
Annual liquid trade waste fee	Yes <sup>7</sup>	Yes	Yes	Variable <sup>8</sup>
Re-inspection fee (when required)	Yes	Yes	Yes	Optional <sup>9</sup>
Trade waste usage charge/kL	No	Yes	No	No
Human waste disposal charge/kL	No	No	No	Yes
Excess mass charges/kg	No	No	Yes	No
Non-compliance trade waste usage charge/kL	Yes <sup>10</sup>	Yes <sup>10</sup>	No	No
Non-compliance excess mass/kg and pH charges/kL (if required)	No	No	Yes	No

Note: Refer to Appendix D for other applicable charges not included in this Table.

#### **Responsibility for payment of fees and charges**

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade waste services. This includes property owners of marinas, caravan parks, etc.

Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

In relation to tankered human waste, transporters who collect and discharge waste at the STW are responsible for the payment. A waste transporter who tankers liquid trade waste to the STW may pay only the liquid trade waste fees and charges as non-residential sewerage fees are not applicable.

Note that a liquid trade waste discharger (except for tankered waste) pays both the non-residential sewerage charges and liquid trade waste fees and charges.

## **4 The NSW framework for regulation of sewerage and trade waste and alignment of with the national framework.**

The NSW framework for regulation of sewerage and trade waste and the alignment with the national framework for wastewater source management are listed in Appendix F.

## **5 Liquid trade waste service 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

<sup>6</sup> Not applicable for discharges listed as deemed to be approved

<sup>7</sup> May not be applicable for discharges listed as 'deemed to be approved'.

<sup>8</sup> Refer to Appendix D for guidance on applying annual fees to Category 2S discharges.

<sup>9</sup> Applicable if re-inspection of facilities is required, e.g. ship-to-shore pump-out facility.

<sup>10</sup> Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment. Refer to council's Management Plan



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conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council.

## **6 Enforcement of approvals and agreements**

If the discharge is not approved or fails to comply with the approval conditions, the discharger is subject to prosecution and imposition of fines under the *Local Government Act 1993* (under s. 626 and s. 627).

Above offences are also prescribed as penalty notice offences under the Act and Council may issue a penalty infringement notice (i.e. on the spot fine) to such discharger (Refer to Schedule 12 of the Local Government (General) Regulation 2021).

In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an unauthorised liquid waste discharge. Temporally suspension or ceasing the discharge may also be required.

Note that sections 628 and 634 to 639 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 also an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty infringement notice to such a discharger.

## **7 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 *Local Government Act 1993* and its Regulation (refer to Appendix G) to waste or misuse water.

Dilution of liquid trade waste with water from any non-process source including Council's water supply, bore water, groundwater, stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

## **8 Effluent improvement plans**

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.

## **9 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.

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## Appendix A - Glossary

**Authorised assumed concurrence**—Councils with significant experience in liquid trade waste regulation are encouraged to apply to the Secretary, Department of Planning, Industry and Environment seeking to obtain concurrence for Council's approval for Classification B and Classification S discharges. If granted, Council will no longer need to forward such applications to the department for concurrence, provided that Council complies with the conditions outlined in the notice of concurrence.

**Automatic assumed concurrence**—Council has been granted assumed concurrence for approval for Classification A discharges, provided that Council complies with conditions outlined in the notice of concurrence. Such applications may be approved by Council without forwarding the application to the department for concurrence.

**Biochemical Oxygen Demand (BOD<sub>5</sub>)**—the amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

**Biosolids**—primarily organic solids produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

**Blackwater**—wastewater containing human excrement (i.e. faeces, urine).

**Bunding**—secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

**Chemical Oxygen Demand (COD)**—a measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.

**Chemical toilet**—toilets in which wastes are deposited into a holding tank containing deodorizing or other chemicals. Stored wastes must be pumped out periodically.

**Commercial retail discharge:** commercial discharges can be described as wastes that are discharged from businesses dealing directly with the public.

**Commercial caterer**—a commercial caterer is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition does not apply to a food processing factory supplying pre-prepared meals to a third party.

**Council**—for the purpose of this document, "Council" refers to a local government body (including Local Water Utility) which provides water supply and sewerage services in regional NSW.

**Contingency plan**—a set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste, leaks and spillages from stored products and chemicals.

**Concurrence**—under s.90(1) of the *Local Government Act 1993* and cl. 28 of the Local Government (General) Regulation 2021, Council must obtain the written concurrence of the Secretary of the Department of Planning Industry and Environment prior to approving the discharge of liquid trade waste to Council's sewerage system. The department's Water Utilities Branch provides concurrence on behalf of the Secretary.

**Due Diligence Program**—a plan that identifies potential health and safety, environmental or other hazards (e.g. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

**Effluent**—the liquid discharged following a wastewater treatment process.

**Effluent Improvement Plan (EIP)**—the document required to be submitted by a discharger who fails to meet the acceptance limits set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out measures taken by a discharger in order to meet the acceptance limits within the agreed timeframe.

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**Fast food outlet** —a food retailing business featuring a very limited menu, precooked or quickly prepared food, and take-away operations. Premises of this nature include KFC, McDonalds, Red Rooster, Pizza Hut, Hungry Jack's, Burger King, etc.

**Galley waste** —liquid waste from a kitchen or a food preparation area of a vessel; not including solid wastes.

**Greywater**—wastewater from showers, baths, spas, hand basins, laundry tubs, washing machines, dishwashers or kitchen sinks.

**Heavy Metals** —metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

**Housekeeping**—a general term, which covers all waste minimisation activities connected within the premises as part of its operation.

**Industrial Discharges**—industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes. Examples are provided in Trade Waste Management Guidelines 2021.

**Liquid Trade Waste**—all liquid waste other than sewage of a domestic nature discharged to the sewerage system.

**Mandatory Concurrence**—for the liquid waste in Classification C, Councils need to obtain concurrence for approval of each discharge. The Water Utilities Branch of the Department provides concurrence on behalf of the department's Secretary.

**Methylene Blue Active Substances (MBAS)** —anionic surfactants. Their presence and concentration are detected by measuring colour change in a standard solution of methylene blue dye.

**Minimal Pre-treatment**—for the purpose of this document this means sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

**Mixed Business**—a general store that sells a variety of goods and may also prepare some food.

**Open Area**—any unroofed process, storage, washing or transport area where rainwater potentially can be contaminated.

**Pan**—any moveable receptacle kept in a closet and used for the reception of human waste.

**PFAS**—group of manufactured chemicals, containing a component with multiple fluorine atoms, with many specialty applications. Examples are perfluoro octane sulfonate (PFOS) and perfluorooctanoic acid (PFOA). They are used in a range of products, such as textiles, leather, cosmetics, non-stick coatings in cookware, food packaging, and in some types of fire-fighting foam. These chemicals take a long time to break down in humans and the environment and their persistence and bioaccumulation potential pose concerns for the environment and for human health.

**Pit latrines/long-drop toilet/pit toilet** —a type of toilet that collects faeces and urine directly into a tank or a hole in the ground

**Portable Toilet**—toilet in which wastes are deposited into a holding tank used on construction sites, caravans, motor homes, boats, trains and at outdoor gatherings. If chemicals are used to control odours, it is referred to as a chemical toilet.

**pH**—a measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H<sup>+</sup>) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.

**Premises**—has the same meaning as defined in the Local Government Act Dictionary and includes any of the following:

- a building of any description or any part of it and the appurtenances to it
- land, whether built on or not
- a shed or other structure
- a tent
- a swimming pool
- a ship or vessel of any description (including a houseboat)

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- a van.

**Prescribed Pre-treatment Equipment**—standard non-complex equipment used for pre-treatment of liquid trade waste, e.g. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit.

**Regional NSW**—the areas of the state that are not serviced by the Sydney Water Corporation or the Hunter Water Corporation.

**Regulation**—Local Government (General) Regulation 2021 under the *Local Government Act 1993*.

**Secretary**—the head of the Department.

**Septage**—material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.

**Septic Tank**—wastewater treatment device that provides a preliminary form of treatment for wastewater. It provides sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

**Septic Tank Effluent**—the liquid discharged from a septic tank after treatment.

**Sewage Management Facility**—a human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

**Sewage of a Domestic Nature**—human faecal matter and urine and wastewater associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.

**Sewerage System**—the network of sewage collection, transportation, treatment and by-products (effluent and biosolids) management facilities.

**Sewage treatment works**—this is the facility designed to treat sewage. The level of treatment will vary based on the expected quality of the effluent.

**Ship-to-Shore Pump-out**—liquid waste from a vessel that may be considered for disposal to the sewerage system. This includes on-board toilet wastes, galley wastes and dry dock cleaning waste from maintenance activities.

**Sludge**—the solids that are removed from wastewater by treatment.

**Stormwater Run-off**—run-off resulting from rainfall.

**Surfactants**—the key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex. The intensity of colour is proportional to concentration.

**Suspended Solids (SS)** —the insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.

**Total Dissolved Solids (TDS)** —total amount of dissolved material in the water.

**Total Recoverable Hydrocarbons (TRH)**—Both biological and petroleum hydrocarbons which have been extracted (recovered) from a sample. TRH are equivalent to the previously reported Total Petroleum Hydrocarbons (TPH). TRH is reported in fractions with Carbon chain ( $C_6 - C_{40}$ ). TRH with carbon chain  $C_6 - C_{10}$  are flammable.

**Waste Minimisation**—procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer

## Appendix B – Deemed to be approved activities

The list of discharges exempts from obtaining of Council's approval (ie considered as deemed to be approved) is shown in Table B1. Each such discharger must meet standard requirements specified in this Table.

**Table B 1 Discharges deemed to be approved**

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 (see Note 4)
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"> <li>• flows &lt;200 L/d</li> <li>• flows 200-1,000 L/d</li> </ul>	Nil
	Plaster arrestor required
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas Housekeeping practices (see Note 4)
Dental technician	Plaster arrestor required
Dental mobile (no amalgam waste)	Nil
Dog/cat grooming/animal wash only	Dry basket arrestor for floor waste outlets and sink strainer required (see Note 3)  Animal litter and any disposable waste products must not be discharged to sewer  Organophosphorus pesticides are prohibited to be discharged to sewer
Florist	Dry basket arrestor for floor waste outlet and sink strainer required Herbicides/pesticides are not permitted to be discharged to sewer
Fruit and vegetable – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Notes 3 and 5)

Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap
Jewellery shop	
<ul style="list-style-type: none"> <li>• miniplater</li> </ul>	Miniplater vessel to contain no more than 1.5 L of precious metal solution
<ul style="list-style-type: none"> <li>• ultrasonic washing</li> </ul>	Nil
<ul style="list-style-type: none"> <li>• precious stone cutting</li> </ul>	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	
<ul style="list-style-type: none"> <li>• carpet cleaning</li> </ul>	20-micron filtration system fitted to a mobile unit
<ul style="list-style-type: none"> <li>• garbage bin washing</li> </ul>	Dry basket arrestor for floor waste outlet required. Discharge via grease arrestor (if available)
Motel (no hot food prepared and no laundry facility)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Nut shop	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3)
Optical service - retail	Solids settlement tank/pit required
Pet shop – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 2) Animal litter and any disposable waste products must not be discharged to sewer Organophosphorus pesticides are prohibited to be discharged to sewer
Pizza reheating for home delivery	Housekeeping practices (see Note 4)
Venetian blind cleaning	Nil (see Note 2)

Notes:

1. Where “required” is used, it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. Dry basket arrestors must be provided for all floor waste outlets.
4. Food preparation activities need to comply with sound housekeeping practices including:
  - (a) floor must be dry swept before washing
  - (b) pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
5. Use of a food waste disposal unit (garbage grinder) and/or a food waste processing unit (food waste digester, composter etc) is not permitted.

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## Appendix C - Prohibited or restricted substances and wastes from discharge to sewer

This Appendix provides additional information regarding substances and waste either prohibited or restricted from being discharged to sewer (as indicated in Table 2 of this Policy).

### C1 Stormwater from open areas

The ingress of stormwater into the sewerage system can cause operational problems and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Under clause 137A of the Regulation, the discharge of roof, rain, surface, seepage or groundwater to a sewerage system is prohibited unless specifically approved.

However, it may not be practical or feasible to totally prevent stormwater contamination and ingress into a sewerage system from some non-residential premises.

The discharge of limited quantities of stormwater (generally, 10 mm of rain) from sealed areas can be considered when roofing cannot be provided due to safety or other important considerations. In such instances, the applicant should take measures to minimise the contamination of stormwater and the volume of stormwater entering the sewerage system (e.g. first flush systems, flow separation, bunding, on-site detention, etc.). The discharge from unsealed areas is not permitted.

Refer to Trade Waste Management Guidelines 2021 for further information.

### C2 Contaminated groundwater

Similar to stormwater, discharge of groundwater or seepage water to a sewerage system is prohibited under clause 137A of the Regulation. Accordingly, groundwater extracted during construction activities (e.g. building/road construction activities, vacuum excavation, mining/exploration works, etc.) is not permitted to be discharged to Council's sewerage system directly or indirectly.

However, groundwater previously contaminated by human activities (e.g. service station remediation sites) may be considered for discharge to the sewerage system. Limited quantities of groundwater from remediation projects may be accepted under controlled conditions after appropriate pre-treatment for a limited period.

### C3 Discharge of landfill leachate

The discharge of leachate from municipal waste landfills to the sewerage system may be considered under controlled conditions, if there is no other viable option of managing this waste and the discharge is within the Council's acceptance limits.

The proponent when seeking approval to discharge leachate to sewer needs to demonstrate that a sound stormwater management plan has been developed and implemented. The plan needs to address:

- segregation of potentially contaminated areas from uncontaminated areas
- prevention of surface runoff entering leachate collection ponds/dams and to Council sewerage system.
- appropriate pre-treatment to meet Council's acceptance limits

Only the excess leachate after on-site management within the premise will be considered for sewer discharge, if it meets Council's acceptance criteria. On-site pre-treatment to reduce ammonia levels (and other substances, e.g. PFAS) may also be required.

### C4 Discharge from float tanks

Float tanks, often referred to as floatation pods, iso-pods (isolation tank), sensory deprivation systems, or REST tanks (restricted environmental stimulation therapy tanks) are typically small, enclosed pods containing about 1,000 litres of water. This water usually contains large quantities of Epsom salts

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(300 - 700 kg of magnesium sulphate), resulting in total dissolved solids concentration up to 700,000 mg/L.

Discharge of such water to sewer is not permitted due to potential adverse impacts associated with the high salt content on the sewer infrastructure and treatment processes. It is also not appropriate to dispose of such waste to septic tanks or on-site soak wells.

If wastewater is proposed to be transported away for off-site management, the operator of such facilities must provide details of liquid waste transporters and written verification from the receiving facilities acknowledging and agreeing to receive such wastewater.

## C5 Discharge from Service station forecourts and other refuelling points

### C5.1 New premises

The discharge of wastewater from service station forecourts and other refuelling points (e.g. at bus depot, etc.) is not permitted.

Refer to NSW EPA Practice Note, titled *Managing Run-off from Service Station Forecourts*, June 2019, for options for managing such wastewater.

### C5.2 Existing premises

The discharge from existing service stations and other refuelling areas may be permitted, provided appropriate pre-treatment and discharge control requirements are adhered to. Further information is provided in Chapter 3 and Appendix F of the Liquid Trade Waste Management Guidelines 2021.

If a refuelling area is refurbished, then the discharge from this area must be disconnected from the sewerage system.

## C6 Discharges from liquefaction and/or pulverisation of solid waste by physical or chemical processes

The wastewater arising from liquefaction or pulverisation of solid waste by physical (e.g. pulping, macerating) or chemical means (e.g. dissolving solid waste in highly acidic or alkaline solutions) is not permitted to be discharged to the sewerage system.

Accordingly, discharges from the following devices/processes are not permitted.

- **Macerators** or similar devices that pulverising of solid waste. Solid waste includes, but not limited to sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan/urine containers, food waste, disposable products and animal waste (dog/cat faeces, cat litter).
- **Food waste disposal units**, also known as in-sink food waste disposers or garbage grinders in commercial premises. Discharges from existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrester (additional charges will be applied).

If the kitchen is refurbished, the food waste disposal unit must be removed.

- **Alkaline hydrolysis waste**, process where a human or animal tissue is broken down using alkaline solutions at elevated temperatures and pH. The process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. The generated wastewater is of a high strength and may exhibit high loadings on the sewerage system. Accordingly, the wastewater generated by this process is **not** permitted to be discharged to the sewerage system.



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### **C6.1 Discharge from Solid Food Waste Processing Units (digesters/composters, etc.)**

Discharge from a solid food waste processing unit (digesters/composters, etc) to a Council's sewerage system is a Concurrence Classification C discharge (ie. Charging Category 3), hence Council needs to obtain concurrence to its approval from the department for individual applications.

The quality of wastewater from this equipment depends on the type of solid waste feed into it and the effectiveness of the on-site pre-treatment, hence frequent sampling will be required for monitoring and charging purposes. Sampling needs to be undertaken by either a Council officer or an independent party acceptable to Council.

Appropriate on-site pre-treatment needs to be provided prior to combining with any other liquid waste stream that discharges to the Council's sewerage system.

Each application will be assessed on a case by case basis.

### **C7 Use of additives in pre-treatment systems**

The use of bacterial, enzyme and/or odour controlling agents in pre-treatment equipment (eg. in grease arrestors) is prohibited unless specifically approved by Council with the department's concurrence.

### **C8 Discharge of disposable products marketed as flushable**

Any disposable solid products including those marketed as "flushable" (eg. wet wipes, cleaning wipes, cat litter, etc.) is not permitted to flush down the sewerage system.

Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the sewerage system similarly to a toilet paper and may cause blockages within the premises or in the Council's sewerage system and may cause raw sewage overflow to the environment.

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## Appendix D - Non-residential sewerage and liquid trade waste fees and charges

This Appendix provides information on Council's charging criteria for liquid trade waste customers. Some guidance is also provided on the applicable non-residential sewerage charges.

The best practice pricing for non-residential sewerage and liquid trade waste services are to ensure that liquid trade waste dischargers pay a fair share of the cost of sewerage services provided by Council. Appropriate pricing is essential to provide relevant pricing signals to non-residential and liquid trade waste customers to use water and sewerage system efficiently.

### D1 Non-residential sewerage pricing<sup>11</sup>

A non-residential sewerage bill is based on a cost-reflective two-part tariff with an annual access charge and a uniform sewer usage charge per kL. The total discharged volume to the sewerage system can be either measured (by a flow meter) or estimated using the customer's total water consumption multiplied by a sewer discharge factor.

The sewerage bill for a non-residential customer is calculated as follows:

$$B = SDF \times (AC + C \times UC)$$

Where: B = Annual non-residential sewerage bill (\$)  
C = Customer's water annual consumption (kL)  
AC = Annual non-residential sewerage access charge as shown below (\$)  
SDF = Sewer discharge factor  
UC = Sewer usage charge (\$/kL)

#### Access charge

The sewerage access charge is proportional to the square of the size of the water supply service connection.

$$AC = \left( AC_{20} \times \frac{D^2}{400} \right)$$

Where: AC<sub>20</sub> = Annual non-residential sewerage access charge for 20 mm water service connection (\$)  
D = Water supply service connection size (mm)

#### Sewer Usage charge

The sewer usage charge (\$/kL) is applied for the total volume of wastewater discharged to the sewerage system.

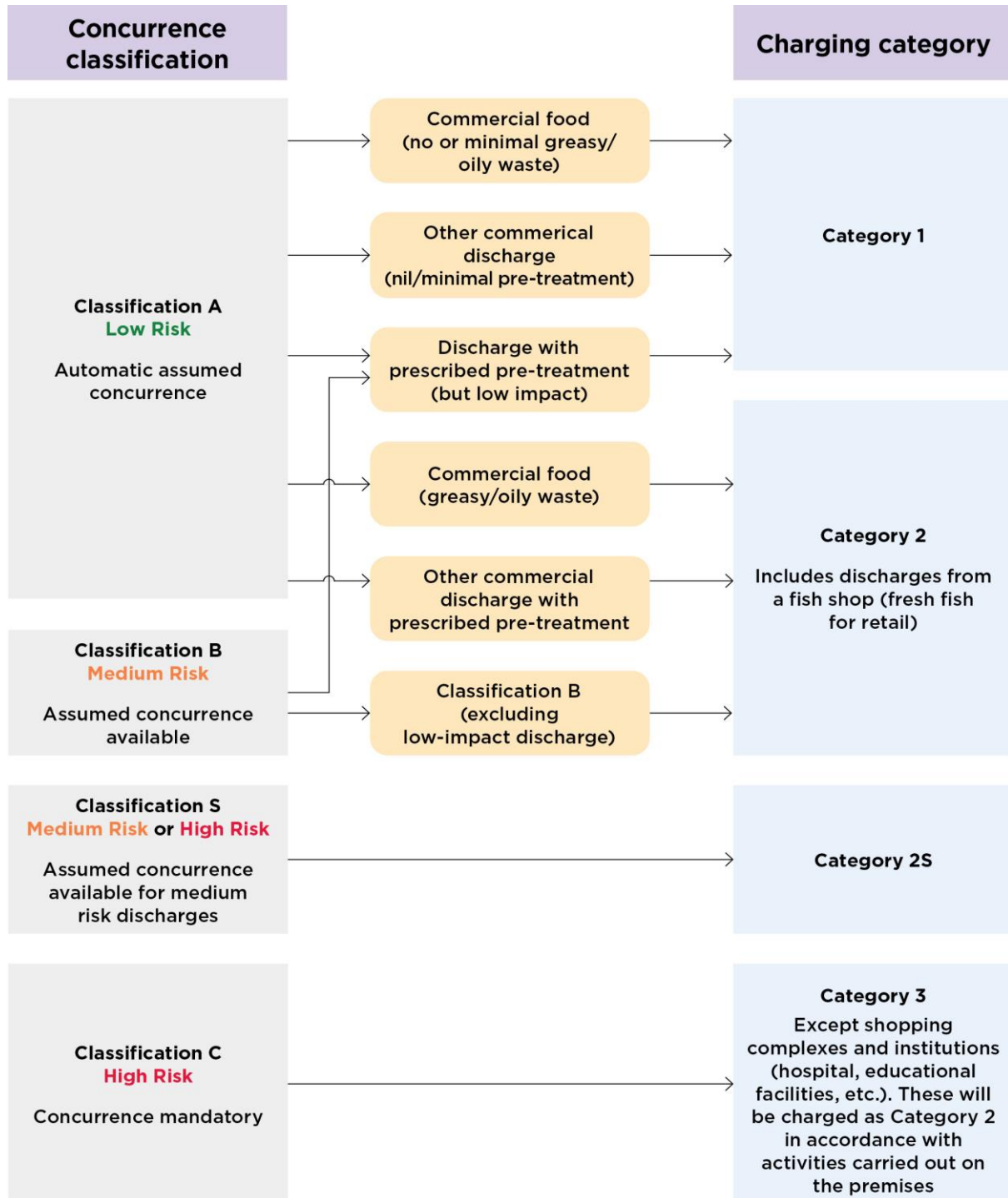
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<sup>11</sup> Detailed guidance for calculation of non-residential sewerage prices are provided in the Department's Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002, Department of Land and Water Conservation

## D2 Liquid Trade Waste fees and charges

This section describes various fees and charges associated with liquid trade waste and fees and charges applicable to charging categories. Figure 1 shows the relationship between concurrence classifications and charging categories.

**Figure 1 Charging categories for liquid trade waste**



In summary, Classification A discharges fall into Charging Category 1 or Category 2. Classification B discharges fall into Charging Category 2, except for a few discharges with low impact on the sewerage system which fall into Category 1. Classification S discharges fall into Charging Category 2S and Classification C discharges fall into Charging Category 3.

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## D2.1 Description of various trade waste fees and charges

Followings sections describe various trade waste fees and charges and the methodology of calculating them.

### D2.1.1 Application fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

### D2.1.2 Annual trade waste fee

The purpose of this fee is to recover the costs incurred by Council for ongoing administration and scheduled inspections, in order to ensure that the discharge complies with the approval conditions.

As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

Annual liquid trade waste fee varies for different charging categories in order to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case by case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Refer to section D8.4 with regard to annual fees applicable to premises with **multiple activities**.

Council may require a discharger to pay for monitoring (quantity and quality) based on full cost recovery.

### D2.1.3 Inspection fee/re-inspection fee

Cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2.

However, it may be required to conduct un-planned inspections or re-inspections of a premise (e.g. non-compliance with approved conditions, investigating an accident, etc.). Also, more frequent inspections may be necessary for large and industrial discharges.

Where **more than one inspection** is undertaken in a financial year and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the re-inspection fee.

Council may recover the cost of sample analysis from the discharger, in addition to the re-inspection fee.

### D2.1.4 Renewal fee

Council may apply a renewal fee if an existing approval needs to be renewed or modified.

### D2.1.5 Category specific charges

The following sections describe the charging categories and relevant fees and charges. If a discharge is not listed, Council will determine (with the consultation of the department) the relevant charging category, based on the quality and the quantity of discharge.

## D3 Category 1 discharger

This charging category includes:

- Classification A discharges (both commercial retail non-oily/greasy food preparation and other commercial discharges, listed below)
- Classifications B discharges identified as low risk.

Some of the above discharges may require prescribed pre-treatment to be installed however, the treated effluent is considered to have a low impact on the sewerage system.

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**Classification A discharges – 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 and 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 no cooking/reheating (pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar/snack bar (no hot food), take away food outlet (no hot food), school canteen with minimal hot food.

**Classification A discharges from other commercial activities:** animal wash, beautician/tanning booths/hairdressing, crafts ≤ 1,000 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, veterinary.

**Classification A or B discharges with prescribed pre-treatment and low impact on the sewerage system:** boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry/laundromat, primary and secondary school<sup>12</sup>, vehicle washing/detailing (excluding truck washing).

### D3.1 Category 1 discharger - Liquid trade waste charges

#### D3.1.1 “Deemed to be approved” discharges

For “deemed to be approved discharges” (refer to Appendix B), the annual liquid trade waste fee for a category 1 discharger will be applicable.

#### D3.1.2 Category 1 discharger, other than “deemed to be approved”

Category 1 discharger who installs recommended appropriate pre-treatment equipment and maintains them regularly will be required to pay **only** the annual fee nominated for Category 1.

Liquid trade waste bill for Category 1 discharger ( $TW_1$ )

$$TW_1 = A_1$$

$A_1$  = Annual liquid trade waste fee (\$) for Category 1

## D4 Category 2 discharger

Category 2 liquid trade waste dischargers are those discharging waste generated by an activity listed below:

**Classification A discharges – commercial retail food preparation/serving activities that generate 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, retail BBQ/charcoal chicken, day care centre with hot food, club, civic centre/community hall<sup>13</sup>, commercial kitchen/caterer, delicatessen with hot food, fast food outlet, fish shop (retail and cooking on-site), function centre, hotel, ice cream parlour, mixed business (hot food), mobile food van (base), motel, nightclub, nursing home, patisserie, pizza cooking, restaurant, sandwich shop/salad bar/snack bar (with hot food), supermarket, take away food outlet with hot food, school canteen with hot food.

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<sup>12</sup> If significant hot food preparation is carried out, Category 2 charges may be levied by council.

<sup>13</sup> If the type and size of kitchen fixtures installed enable catering for large functions.

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**Classification A discharges – other commercial discharges:** car detailing, craft activities > 1000 L/d, lawnmower repairs, mechanical workshop, stone working, surfboard manufacture (wet process only).

**Classification B discharges:** auto dismantler, bus/coach depot, bakery (wholesale), butcher (wholesale) construction equipment maintenance and cleaning, boutique or artisan foods, engine reconditioning, equipment hire, maintenance and 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).

#### D4.1 Category 2 discharger - Liquid trade waste charges

Category 2 discharger who installs appropriate pre-treatment equipment and maintains them will pay annual fee nominated for Category 2 plus the trade waste usage charge.

Liquid trade waste bill for Category 2 discharger ( $TW_2$ ),

$$TW_2 = A_2 + Q_{TW} \times C_2$$

$A_2$  = Annual liquid trade waste fee (\$) for Category 2

$Q_{TW}$  = Total liquid trade waste discharge volume (kL)

$C_2$  = Trade waste usage charge (\$/kL)

The liquid trade waste discharge volume is generally estimated by applying a Trade Waste Discharge Factor (TWDF) to the total water consumption unless a discharge meter is installed.

### D5 Category 2S discharger

Category 2S dischargers include:

- **transporters who tanker human waste** to Council's STWs - septic tank waste (effluent and septage), ablution block waste (blackwater and greywater), portable toilet waste, sludge from on-site aerated wastewater treatment systems (AWTS) for **single households**, waste from pit toilets, night soil.
- **ship-to-shore pump out facility owners/operators** - toilet waste and/or grey water
- **owners/operators of 'dump points'** directly connected to the sewer for disposal toilet waste and/or grey water from a bus or a recreation vehicle (RV), e.g. caravan, motor home.

#### D5.1 Category 2S discharger - Liquid trade waste charges

##### D5.1.1 Transported human waste

The transporters of human waste will be required to pay waste disposal charge (\$/kL).

Liquid trade waste bill for Category 2S waste transporter ( $TW_{TW}$ ),

$$TW_{TW} = A_{TW} + Q_{TW} \times C_{TW}$$

$A_{TW}$  = Annual fee (\$) for transported waste

$Q_{TW}$  = Transported human waste volume (kL)

$C_{TW}$  = Charging rate (\$/kL) for the transported waste (may vary based on the type of waste transported)

**Note:** Charging rate  $C_{TW}$  can be varied for different type of waste, i.e. septic waste, ablution block waste, sludge from AWTS, pit toilets etc. Refer to Council's annual Management Plan.

##### D5.1.2 Ship-to-shore waste pump-out facility

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The owner/operator of a ship-to-shore waste receival facility will be required to pay an annual fee and waste disposal charge based on the discharge volume (\$/kL), if practical to estimate the discharge volume. If the discharge volume cannot be established, Council may negotiate the waste disposal charge based on the expected discharge volume.

Liquid trade waste bill for ship-to-shore pump out facility owner ( $TW_{STS}$ ),

$$TW_{STS} = A_{STS} + Q_{TW} \times C_{STS}$$

$A_{STS}$  = Annual fee (\$)

$Q_{TW}$  = Discharge volume (kL) (measured or negotiated)

$C_{STS}$  = Charging rate (\$/kL)

**Note:** The above charges are applicable to owners/operators of ship-to-shore pump out facility discharging such waste directly to Council's sewerage system and **not** to individual or commercial boat owners using the facility. This policy does not provide information on how to charge individual boat owners using a facility to dispose of their wastewater.

### D 5.1.3 Waste dump points

Dump points are often located in public places (roadside), hence the monitoring of discharge volumes is not practical. Accordingly, only an annual fee is applied for stand-alone dump points.

Liquid trade waste bill for dump point operator ( $TW_{DP}$ ) (if applicable),

$$TW_{DP} = A_{DP}$$

$A_{DP}$  = Annual fee for dump point (\$)

## D6 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 of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds the limits shown below becomes a Category 3 discharger (excluding shopping centres and institutions):

Classification A discharge > 20 kL/d

Classification B discharge – as shown in Chapter 5 of the Guidelines.

**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 1 & 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*.

## D6.1 Category 3 discharger - Liquid trade waste charges

### D6.1.1 Excess mass charges

Category 3 discharger will be required to pay the annual liquid trade waste fee plus excess mass charges.

Liquid trade waste bill for Category 3 discharger ( $TW_3$ ),

$$TW_3 = A_3 + EMC$$

$A_3$  = Annual liquid trade waste fee (\$) \*\*

EMC = Excess mass charges (\$)

Note: \*\*Annual fee may vary for different business activities, depending on the complexity and time taken for inspection.

#### How excess mass charges are calculated

Excess mass charges will be applicable for substances discharged in excess of the 'Deemed Concentrations' in domestic sewage. For the purpose of excess mass charge calculation, the deemed concentrations of substances in domestic sewage are listed in Table D1.

**Table D1 Deemed concentration of substances in domestic sewage**

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD <sub>5</sub> )	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO <sub>4</sub> )	50 <sup>#</sup>

# The concentration in the potable water supply to be used if it is higher than 50 mg/L.

**NB.** Substances not listed above are deemed not to be present in domestic sewage.

For excess mass charge calculation, equation (1) below will be applied for all parameters including for BOD<sub>5</sub> up to 600 mg/L (but excluding COD and pH).

$$EMC (\$) = \frac{(S - D) \times Q_{TW} \times U}{1,000} \quad (1)$$

Where: S = Concentration (mg/L) of substance in sample  
D = Concentration (mg/L) of substance deemed to be present in domestic sewage  
 $Q_{TW}$  = Volume (kL) of liquid trade waste discharged to the sewerage system  
U = Unit charging rate (\$/kg) for the substance (note that this rate varies from substance to substance. Refer to Council's Annual Management Plan for charging rates for various substances)



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### D6.1.2 Excess mass charges for BOD

#### BOD up to 600 mg/L

Equation (1) applies for BOD<sub>5</sub> up to 600 mg/L. Note that there are no excess mass charges if the BOD does not exceed 300 mg/L (deemed concentration of BOD in domestic sewage).

#### Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD<sub>5</sub> higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U<sub>e</sub> (\$/kg) as shown in equation (2). This provides a strong incentive for dischargers to reduce the strength of waste. Note that equation (5) will be used where the discharger has failed to meet their approved BOD limit on more than two instances in a financial year.

U<sub>e</sub> is the excess mass charging rate U<sub>e</sub> (\$/kg) for BOD is calculated as:

$$U_e = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{600\text{mg/L}}} \quad (2)$$

Where: C = Charging rate (\$/kg) for BOD<sub>5</sub> 600mg/L

Actual BOD = Concentration of BOD<sub>5</sub> as measured in a sample

### D6.2 Tankered Category 3 waste

In some instances, liquid waste that falls into Charging Category 3 is transported to the STW. Examples of such waste may include tankered landfill leachate or dairy waste from un-sewered areas. In such instances, Council will determine the appropriate approval holder (waste generator or the transporter) and invoice accordingly.

## D7 Non-compliance liquid trade waste charges

### Non-compliance charges for Category 1 and 2 dischargers

If the discharger has not installed or maintained appropriate pre-treatment equipment, the following non-compliance trade waste usage charges will be applied for the relevant billing period:

#### D7.1 Category 1 discharger - non-compliance charges

The trade waste usage charge (\$/kL) as per Council's Management Plan will be applied.

#### D7.2 Category 2 discharger – non-compliance charges

For Category 2 discharger, a non-compliance charge will be levied as outlined in the Council's Management Plan

Dischargers who have an undersized grease arrestor and improved the effluent quality by other means (e.g. increased pump-outs, installing additional pre-treatment equipment, etc.) will pay a trade waste usage charges in accordance with a Category 2 discharger.

Dischargers who cannot install a grease arrestor or those who have an arrestor with capacity significantly less than the required size and are unable to improve the effluent quality by means described above will have to pay non-compliance trade waste usage charges, as per category 2 non-compliance charge above.

#### D7.3 Non-compliance charges for Category 3 discharger

If a discharger in charging Category 3 fails to comply with the acceptance limits specified in Council's approval conditions, following non-compliance charges will be applicable.

##### D7.3.1 Non-compliance pH charge

If the pH of the waste discharge by Category 3 discharger is outside the approved range, equation (3) is used for the calculation of non-compliance pH charges. This equation provides an incentive for dischargers to install and properly maintain a pH correction system, so their waste remains within the approved pH limits.

Charging rate for pH, if outside the approved range =

$$K \times |\text{actual pH} - \text{approved pH}|^{\#} \times 2^{|\text{actual pH} - \text{approved pH}|^{\#}} \quad (3)$$

# Absolute value to be used.

K = pH coefficient in \$

**Example 4:**

Council has approved the pH range 7.0 to 9.0 for a large discharger. pH coefficient (K) listed in Council's Management Plan is \$0.45

**Case 1: pH measured 6.0**

$$\text{Charging rate for pH (\$/kL)} = 0.45 \times |6 - 7|^{\#} \times 2^{|6-7|^{\#}} = \$0.90/\text{kL}$$

**Case 2: pH measured 11.0**

$$\text{Charging rate for pH (\$/kL)} = 0.45 \times |11 - 9|^{\#} \times 2^{|11-9|^{\#}} = \$3.60/\text{kL}$$

# Absolute value to be used.

**D7.3.2 Non-compliance excess mass charges**

Equation (4) shall apply for non-compliance excess mass charges for various substances, except for BOD<sub>5</sub> where equation (5) shall apply to calculate the charging rate.

$$\text{Non - compliance Excess Mass Charges (\$)} = \frac{(S - A) \times Q \times 2U}{1000} + \frac{(S - D) \times Q \times U}{1000} \quad (4)$$

Where: S = Concentration (mg/L) of a substance in sample

A = Approved maximum concentration (mg/L) of pollutant as specified in Council's approval (or liquid trade waste policy)

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance

U = Excess mass charging rate (\$/kg) for the substance, as shown in Council's annual Management Plan

D = Concentration (mg/L) of the substance deemed to be present in domestic sewage

**D7.3.3 Non-compliance excess mass charges for BOD**

The non-compliance excess mass charging rate (U<sub>n</sub>) for BOD<sub>5</sub> is calculated by using equation (5):

U<sub>n</sub> is the BOD<sub>5</sub> non-compliance excess mass charging rate in (\$/kL).

$$U_n = 2C \times \frac{(A - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(A - 600\text{mg/L})}{600\text{mg/L}}} + 4C \times \frac{(\text{Actual BOD} - A)}{600 \text{ mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - A)}{600\text{mg/L}}} \quad (5)$$

**D8 Other applicable liquid trade waste charges**

**D8.1 Solid food waste processing unit**

Discharge of waste from a solid food waste processing unit (digester/composter) is classified as Concurrence Classification C and is in charging Category 3.

Excess mass charges for all parameters in excess of the deemed concentrations in domestic sewage and non-compliance charges, above the Council's acceptance limits, will be applicable to the waste stream from such equipment (refer s. D6.1. for further information).

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In addition, the discharger needs to bear the cost of frequent sampling as the quality of wastewater dependent on the solid waste input to the processing unit and the effectiveness of the on-site pre-treatment equipment.

## **D8.2 Discharge of stormwater from large open areas or large quantities of groundwater to the sewerage system**

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the Local Government (General) Regulation 2021 and this policy. Consideration will be given to the acceptance of limited quantities of contaminated stormwater (first flush stormwater) based on a case-by-case assessment.

If stormwater run-off from a large areas or groundwater is approved for discharge to sewer for a Category 3 discharger (e.g. saleyards), a volume based charge similar to the non-compliance usage charging rate (\$/kL) for Category 2 will be applied (e.g. 5 to 10 times of Usage charging rate listed in Council's Management Plan. Excess mass charges may be also applied to such discharges.

## **D8.3 Charges for premises with multiple liquid trade waste streams**

Examples of premises with multiple waste streams include:

- shopping centres
- commercial strata units
- institutions, e.g. hospitals, tertiary educational facilities and correctional centres
- other premises with multiple waste streams, e.g. premises comprising food cooking/serving activities and "Boutique/artisan food" businesses. For example, a liquid trade waste application may include a restaurant or a hotel, a microbrewery, a chocolate making and/or a cheese making shops, all located on the same site.

### **D8.3.1 Shopping centre**

Council will apply a trade waste usage charge based on the estimated trade waste discharge volume.

The annual liquid trade waste fee will be levied as follows:

<b>Pre-treatment</b>	<b>Annual fees</b>
Individual pre-treatment equipment	A bill to the centre management that covers all discharges in accordance with the relevant charging category
Shared pre-treatment equipment	Annual fee to centre management as per management plan for category 2, which covers up to four waste streams. A reduced annual fee to be levied for each additional waste stream

### **D8.3.2 Commercial strata title units**

Councils will issue individual liquid trade waste bills to each owner of the strata title unit

### **D8.3.3 Hospitals, tertiary educational facilities and correctional centres**

Council will generally issue a liquid trade waste bill to the management of the above premises. The annual fee will be in accordance with the relevant charging category, which is category 2 for hospitals and educational facilities. A correctional centre may fall into category 3 if industrial activities are carried out on-site.

Council will apply trade waste usage charge based on the estimated trade waste discharge volume.

If food preparation activities are carried out by an outside contractor, e.g. take away food outlets in the educational facilities. Council may issue a separate liquid trade waste bill to such individual shops,

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where practical. It may require an individual water meter or a check meter to be installed at the relevant service line.

#### **D8.3.4 Other premises with multiple waste streams**

There are some premises where various “boutique type” businesses are located on the same site as restaurants, café, etc. For example, a premise may include a restaurant, a microbrewery, a chocolate making shop and a cheese making business, all owned by the same owner. When a liquid trade waste application includes a few different activities on the same site, Council will assess the application and determine the relevant charging categories and applicable fees and charges.

For situations where there are combined liquid waste streams that belong to charging category 2 (classification A and B) and 3 (classification C) and when the category 2 discharge is predominant category 3 trade waste fees and charges be applicable only to classification C discharge and the rest of the site be charged as category 2.

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## Appendix E – List of discharges Council may approve

### E1 Classification A

Discharges from activities that Council can process without seeking Department concurrence, subject to complying with certain requirements.

Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher (retail)	Cooling towers
Café/coffee shop/coffee lounge	Craft activities (pottery, ceramics, cutting and polishing of gemstones or making of jewellery)
Canteen	Dental surgery
Cafeteria	Dental technician
Chicken/poultry shop (fresh chicken/game, retail, barbeque/roast chicken)	Dry-cleaning (separator water, boiler)
Club (kitchen wastes)	Florist
Commercial kitchen/caterer	Funeral parlour/morgue
Community hall/civic centre/function centre (kitchen waste)	Hairdressing
Day care centre	Jewellery shop
Delicatessen	Laboratory (pathology/analytical)
Doughnut shops	Laundry or laundromat (coin operated)
Fast food outlets (McDonalds, KFC, Burger King, Hungry Jack, Pizza Hut, Red Rooster, etc.)	Lawnmower repairs
Fish shop (retail—fresh and/or cooked)	Mechanical repairs/workshop
Fruit and vegetable shop (retail)	Medical centre/doctor surgery/physiotherapy—plaster of paris casts, laboratory
Hotel	Mobile cleaning units
Ice-cream parlour	Nursing home (other than food-related activities)
Juice bar	Optical services
Mixed business	Per shop (retail)
Mobile food van	Photographic tray work/manual development
Motel	Plants retail (no nursery or open space)
Nightclub	School (other than kitchen waste)
Nursing home kitchen	Stone working
Nut shop	Surfboard manufacturing (wet process only)

Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Patisserie	Swimming pools/spas/hydrotherapy pools
Pie shop	Vehicle (car) washing (by hand/wand, automatic car wash/bus wash/external truck wash or underbody/engine degrease only)
Pizza shop	Venetian blind cleaning
Restaurant	Veterinary surgery
Salad bar	
Sandwich shop	
School – canteen, home science	
Snack bar	
Supermarket (with butcher/bakery/delicatessen/seafood or roasted chicken)	
Take away food shop	

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## Appendix F - Framework for regulation of liquid trade waste

### F1 The NSW framework for regulation of sewerage and trade waste

The NSW framework is driven by the NSW Government's *Best Practice Management of Water Supply and Sewerage Guidelines, 2007*. Sound regulation of sewerage and liquid trade waste is a key element of the 2007 guidelines, and requires each Council to implement all the following integrated measures:

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*, with commercial sewerage developer charges to ensure new development pays a fair share of the cost of the required infrastructure.
3. Full cost recovery with appropriate sewer usage charges and trade waste fees and charges in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices in the NSW legislation. Orders may also be issued under the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

Together, the above six measures comprise the NSW framework for regulation of sewerage and trade waste. The framework involves a preventive risk management approach, which has been developed to address the use of common pool resources by providing economic incentives for dischargers to minimise their waste and to consistently comply with their conditions of approval.

### F2 Alignment with the national framework for wastewater source management

The NSW framework for regulation of sewerage and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.<sup>14</sup>

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<sup>14</sup> The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAA:

#### COMMITMENT

1. Commitment to Wastewater Source Management

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In particular, under the *Best-Practice Management Guidelines* each LWU is required to achieve the following outcomes:

- Prepare and implement a 30-year Integrated Water Cycle Management Strategy, demand management plan, pay-for-use water supply pricing and community and customer involvement (Elements 1, 6, 8)
- Annual performance monitoring, including an annual triple bottom line (TBL) Performance Report and Action Plan to identify and address any areas of under-performance (Elements 5, 6, 9, 10, 11, 12)
- Achieve full cost recovery for water supply, sewerage and trade waste services and apply an appropriate non-residential sewer usage charge (Elements 3, 8)
- Prepare and implement a sound trade waste regulation policy and issue an appropriate approval to each trade waste discharger, including waste minimisation and cleaner production (Elements 1, 2, 3, 4, 7, 8)
- Appropriate trade waste fees and charges (including incentives to comply with LWU's approval conditions through non-compliance trade waste usage charges and non-compliance excess mass charges) (Elements 3, 8)
- Trade waste services agreement for large dischargers to assure compliance (Elements 3, 8)
- Appropriate training of LWU staff and monitoring, mentoring and coaching of trade waste dischargers (Elements 1, 4, 5, 7, 8)
- Enforcement, including appropriate use of penalty notices or orders (Elements 3, 8)
- Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval (Element 8).

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#### *SYSTEM ANALYSIS and MANAGEMENT*

2. Assessment of the Wastewater System
3. Preventive Measures for Wastewater Input Quality Management
4. Operational Procedures and Process Control
5. Verification of Wastewater Inputs Quality
6. Management of Incidents/Complaints and Emergencies

#### *SUPPORTING REQUIREMENTS*

7. Employee Awareness and Training
8. Customer and stakeholder involvement and awareness
9. System Validation and Research and Development
10. Documentation and Reporting

#### *REVIEW*

11. Evaluation and Audit
12. Review and Continual Improvement



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## Appendix G – Legislative provisions

Provisions in the Local Government (General) Regulation 2021 in regard to acceptance of liquid trade waste into the sewerage system

### **Clause 25 Matters to accompany applications relating to discharge into sewers**

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 to the Liquid Trade Waste Management Guidelines#.

### **Clause 28 Approval to discharge waste into sewers: concurrence required**

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 Director-General\* of the Department of Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

**Note:** [Section 90](#) (2) of [the Act](#) permits any person or authority whose concurrence is required before an approval may be granted to give the Council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

### **Clause 32 Disposal of trade waste**

- (1) An approval to dispose of trade waste into a sewer of the Council is subject to such conditions (if any) as the Council specifies in the approval.
- (2) In imposing any such conditions, the Council is to have regard to the matter set out in Table 5 to the Liquid Trade Waste Management Guidelines#.

### **Clause 159 Prevention of waste and misuse of water**

The owner, occupier or manager of premises to which water is supplied by the Council must:

- (a) prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises
- (b) take any other action that is reasonable to prevent waste and misuse of water.

### **137A Substances prohibited from being discharged into public sewers**

- (1) For the purposes of [section 638](#) of [the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
- (2) This clause does not apply in relation to:
  - (a) a discharge that is specifically approved under [section 68](#) of [the Act](#), or
  - (b) a discharge into a public drain or a gutter of a Council, or
  - (c) a discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#).

### **143 Inspection of pipes and drains and measurement of water and sewage**

- (1) The Council may, at any reasonable time:
  - (a) inspect any service pipe connected to a water main, and
  - (b) inspect any drain connected to a sewer main, and
  - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
  - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
  - (e) inspect any pre-treatment devices connected to the Council's sewerage system.

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\* In accordance with the *Government Sector Employment Act 2013*, this is the Secretary of the NSW Department of Industry.

- (2) The occupier of the relevant premises must provide to the Council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,  
**"pre-treatment device"** means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

**SCHEDULE 12 – Penalty notice offences**

Column 1	Column 2
Offence under <a href="#">Local Government Act 1993</a>	Penalty
<a href="#">Section 626</a> (3)-carry out without prior approval of Council an activity specified in item 4 of Part C (Management of waste) of the Table to <a href="#">section 68</a>	\$330
<a href="#">Section 627</a> (3)-having obtained the Council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to <a href="#">section 68</a> , carry out the activity otherwise than in accordance with the terms of that approval	\$330

# "Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Management Guidelines, 2021*.



# Berrigan Shire Council

## Playground Facility Risk Rating Register

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## 1.0 Playground Facility Risk Rating Procedure

Council has a duty of care to ensure the siting, construction and maintenance of all playgrounds under their care, control and management is carried out in a manner that is as safe and sustainable as possible for users of the playgrounds.

In order to achieve this, a systematic process has been developed in accordance with the Statewide Mutual Best Practice Manual – Playgrounds. The process involves identifying all playgrounds and the types of equipment installed and then assessing and risk rating the site of the playground. The stages involved in determining the Facility Risk Rating (FRR) are as follows:

1. Identify all Council playgrounds;
2. Determine the level of development at the playground site including hazards located in the vicinity of the playground;
3. Determine the number of people that use the playground;
4. Determine the frequency of use of the playground including seasonal fluctuations;
5. Calculate the facility risk rating;
6. Select, arrange and install appropriate measures.

### 1.1 Identify Facilities

A full and detailed inventory of all playgrounds Council owns or operates and those that have been trusted to Council to care for and manage is included in this register.

### 1.2 Level of Development

The list of playgrounds also contains the level of development or improvements that has taken place within the site, either by, or for Council. Development and improvement includes the infrastructure provided for use by the public such as the scale and scope of the playgrounds equipment, and other facilities at the site that may add to the attractiveness for use including tables, barbeque equipment, tennis courts, etc.

Rating	Development - Playground
0	No playground equipment
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sport for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### 1.3 Natural/Drainage Hazards in the Vicinity

The list also identifies the existence of any potentially hazardous natural or drainage-related features in the vicinity of the playground. These features may be natural features such as steep slopes, stepped ground, cliffs, creeks, etc. or constructed facilities that could be hazardous including water bodies/drainage structures within or about the playground.

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve)
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout).

#### 1.4 Road Hazards in the Vicinity

The list will reflect the presence of any road or other vehicular traffic paths in the vicinity of the playground, including access ways or carparks.

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification)
2	Road within 30m of playground equipment : <b>Local Access</b>  Urban Street with <300 vehicles per day (vpd) or Rural Road/Village Street with <20vpd, or carpark.
3	Road within 30m of playground equipment : <b>Collector</b>  Urban Street with 200 – 400vpd or Rural Road/Village Street with 20-50vpd.
4	Road within 30m of playground equipment : <b>Distributor</b>  Urban Street with 400 – 2000vpd or Rural Road/Village Street with 50-100vpd.
5	Road within 30m of playground equipment : <b>Sub Arterial</b>  Urban street with >2000vpd or Rural Road/Village Street with >100vpd.

#### 1.5 Population Use

Population use evaluates the usage of the site where population refers to the average number of people that use the playground equipment at any given point in time during an organized or impromptu function, and includes those using the playground equipment, waiting in close proximity to use the equipment and those supervising in close proximity to the equipment.

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

#### 1.6 Frequency of Use

Frequency of use evaluates the number of times the playground is used by patrons. In some cases playgrounds may be used so infrequently that it is considered to be zero. At the other end of the scale, facilities may be used constantly by large numbers.

Rating	Frequency of Use
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

In the event that the playground use is highly variable throughout different seasons of the year (e.g. in tourist areas or for special events), the process for determining the most appropriate management

of the site should be revisited before the season begins. If the new FRR requires a change in management, then these would be classified as temporary measures.

### 1.7 Facility Risk Rating

The Facility Risk Rating (FRR) provides a numerical value used in the decision making process to determine the most appropriate risk mitigation measures for the playground. The FRR is a calculation based on the data collected during the evaluation process. It includes the amount of development of the playground, the population use of the playground, the frequency of use of the playground, any natural or drainage hazards in proximity to the playground, and any road hazards in proximity to the playground.

<b>Facility Risk Rating (FRR) =</b> <b>[(Development x Population) + Frequency] + (Natural x Road Hazard Factors)</b>
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The value of the FRR is an indication of the risk that Council is exposed to related to the activities that occur in each playground and the hazardous features that are in proximity to each playground. This value guides the Council in deciding on the most appropriate risk mitigation measures to be provided for the playground. It also provides Council with a simple way of prioritizing the playgrounds for attention.

### 1.8 Selection and Implementation of Appropriate Mitigation/Control Measures

After establishing the FRR, Council is now in a position to determine the most appropriate risk mitigation measures for the playground.

FRR	General Measures for consideration only
1 – 5	Signage relevant to site, indicating importance of parental/carer supervision at all times.
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.
14 – 20	Provide a barrier between playground equipment and major hazard/screen hazard from playground equipment (type variable, may include dense vegetation or mounding) to increase distance between hazard and playground equipment to be greater than 30m; signage warning of the two highest rated hazards and information indicating importance of parental/carer supervision at all times.
21 – 28	Densely planted barrier or partial fence separating playground equipment from major hazard/separating hazard from playground equipment to increase distance between hazard and playground equipment to be greater than 30m; signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.
29 – 36	Fully fence to separate playground equipment from major hazard including provision of gate(s); signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.
37 – 44	Enclose area containing playground equipment and seating structures to create a family friendly area and separate playground equipment form hazard including provision of gate(s); Signage warning of all hazards rated HIGH and recommending parental/carer supervision at all times.
>45	Site is considered unsuitable for a playground structure – remove existing/do not construct new facility; In interim, provide signage warning of all hazard rated HIGH and recommending parental/carer supervision at all times.

### 2.0 Playground Inspection and Maintenance Program

Berrigan Shire Council will undertake routine inspections of its playgrounds based on the recommendations outlined in the AS/NZS 4486 Playgrounds and Playground equipment, manufacturer instructions (where available), and local risk factors. The program of inspections will be undertaken at three levels:

- **Routine Visual Inspections** – the routine visual inspection is required to identify obvious hazards that may result from vandalism, use or weather conditions such as damaged or broken parts, litter, etc.



- **Operational Inspections** – the operational inspection is a more detailed inspection to check the operation and stability of the equipment for any wear (e.g. swing S hooks), and for declines or movement in soft-fall.
- **Comprehensive Inspection** – the comprehensive inspection is done to establish, at specified intervals, the overall safety of the equipment, foundations and surfaces. This includes the structural integrity of items subject to the subtle effects of weather, corrosion and rotting. This inspection also assesses any change in the safety of the equipment resulting from repairs made, or added or replaced components.
- **Complaints/Incidents** – following the receipt of a complaint through Council's Customer Request System, or following notification of an incident, a comprehensive follow up inspection will be conducted, and an Incident Investigation.

Inspections will be carried out by a competent person and training commensurate to the level of responsibility and necessary skills will be arranged as appropriate.

On occasions it may also be appropriate to carry out a comprehensive playground safety audit. This audit, which will be carried out by a competent person, will generally be undertaken when new playgrounds are installed or changes to the conditions of the playground occur. These changes could include the introduction of new Standards or guidelines, and the alteration or construction of new equipment. The purpose of the safety audit is to identify non-conforming conditions, develop a systematic approach to removing dangerous equipment and to make repairs according to the hazard potential of each non-conforming condition.

## 2.1 Maintenance

Maintenance requirements will be determined through the inspection program, investigative procedures, and periodic playground safety audits.

Identified hazards will be assessed against the criteria outlined in the Council's risk management framework and corrective actions will be approved by the relevant supervisor in accordance with the available budget. Where maintenance works are undertaken the following principles will apply:

- Equipment assessed against the current standards and found to be non-compliant should be assessed for the safety implications of non-conformance and a priority set for the upgrade. If the non-compliance has serious safety implications, or the equipment is not worth upgrading (e.g. because of the play value or cost of rectifications), the Council should remove it.
- Alterations to part of a structure that could affect the essential safety of the equipment should only be carried out after consultation with the manufacturer. If the manufacturer cannot be contacted within a reasonable timeframe, a competent person (other than the manufacturer) should be used.
- If a piece of equipment is to be temporarily removed from the site (e.g. for maintenance), any anchorages or foundations left in the ground will be safeguarded and the site made safe.
- If a piece of equipment is to be permanently removed, any anchorages or foundations will be removed or otherwise made safe. Any equipment removed because it is hazardous should be disabled or destroyed to prevent its use as playground equipment elsewhere.
- All new equipment and works associated with the construction and installation of play equipment should comply with the requirements of the current Australian Standards.
- Care should be taken that repairs are not carried out in a manner which creates an additional hazard.

## Berrigan Playground Register

<b>Name of Site/Town:</b>	<b>Apex Park</b>
<b>Location of Site:</b>	Berrigan
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Swing set	Adventure Plus	May, 2022	I Assemble It Pty Ltd	Bark softfall
Motion Comet spinner	Adventure Plus	May, 2022	I Assemble It Pty Ltd	Bark softfall
G Force carousel	Adventure Plus	May, 2022	I Assemble It Pty Ltd	Bark softfall
Combination unit	Imagination Play	May, 2022 (relocated)	I Assemble It Pty Ltd	Bark softfall
Horse rockers	Adventure Plus	May, 2022	I Assemble It Pty Ltd	Bark softfall

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities

permanently holding water, or drop greater than 3 metres (cliff/lookout)).
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**Road Hazard**

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 12**  
 Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(3x2)+3] + (1 x 3)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Fencing erected as barrier – still accessible to Commando Lane and rear carpark. Whilst this eliminates hazards for some areas, it has increased hazards for others, i.e. access to road from swings is approximately 12 metres, and access to carpark from the rear of the combination unit is only 7 metres.

Further assessment required on the adequacy of barriers.

**Photos**





<b>Name of Site/Town:</b>	<b>Berrigan Sportsground</b>
<b>Location of Site:</b>	Riverina Highway, Berrigan
<b>Date:</b>	16/05/2017
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Combination unit	Miracle	December, 2017	Biam Playground Services	Bark soft-fall
Shade structure		February, 2017	Biam Playground Services	
Fence			BSC Volunteers	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).

2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 10**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x2)+2] + (1 x 2)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Fencing has been erected to protect users from entering and reversing traffic. Playground not used daily during the week due to its remoteness from town – but would be used on training nights during the week.

**Photos**



# Barooga Playground Register

<b>Name of Site/Town:</b>	<b>Barooga Foreshore</b>
<b>Location of Site:</b>	Lawson Drive, Barooga
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Senior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Frog Rocker	Unknown	Unknown	Unknown	Bark soft-fall
Timber Combination Unit	Forpark	Unknown	Unknown	Bark soft-fall
Fence				
Shade Structure		December, 2010	Biam Playground Services	

## Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

## Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

## Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

## Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 26**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x1)+3] + (5 x 4)

### Risk Mitigation Measures

FRR	General Measures
21 – 28	Densely planted barrier or partial fence separating playground equipment for major hazard/separating hazard from playground equipment to increase distance between hazard and playground equipment to be greater than 30m; signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.

### Notes

Playground situated near Lawson Drive (vpd = 543) and Creek.

Playground is fully fenced with gate provision

Playground is shaded.

Signage warning of hazards at the reserve is in place.

### Photos



<b>Name of Site/Town:</b>	<b>Barooga Botanical Gardens</b>
<b>Location of Site:</b>	Nangunia Street, Barooga
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Junior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall/Rubber matting
Senior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall/Rubber matting
Senior Combination Unit	Miracle	Unknown	Unknown	Bark soft-fall
Junior Combination Unit	Miracle	Unknown	Unknown	Bark soft-fall
Spinna	Forpark	2014	Council staff	Bark soft-fall
Train Rocker	Forpark	2014	Council staff	Bark soft-fall
Shade structure	Unknown	Unknown	Unknown	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).



5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).
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**Road Hazard**

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 13**  
 Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(4x2)+3] + (1 x 2)

**Risk Mitigation Measures**

FRR	General Measures
6-13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Security pool fencing has been erected in place of pine barriers.  
 Roadway is only just >30m from equipment (vpd=1226), however the fencing acts as barrier with narrow exit which increases the roadway distance.

**Photos**



<b>Name of Site/Town:</b>	<b>Barooga Foreshore Adventure Park</b>
<b>Location of Site:</b>	Golf Course Road, Barooga
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Mt Ambition Plus steel frame rope climbing structure	Adventure Plus	December, 2018	Adventure Plus	Bark soft-fall
Flyway 40 Double	Adventure Plus	December, 2018	Adventure Plus	Bark soft-fall
Gyro4.5 Swing	Adventure Plus	December, 2018	Adventure Plus	Bark soft-fall
Cubby house	Adventure Plus	2019	Adventure Plus	Bark soft-fall
Mini trampolines (4)	Adventure Plus	2019	Adventure Plus	Rubber
Swing set	Adventure Plus	2019	Adventure Plus	Bark soft-fall
Water Play/Slide	Water Features by Design	December, 2019	Water Features by Design	Concrete/rubber soft-fall
Shade structure		December, 2019		

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities)

	permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 27**  
 Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(5x4)+3] + (2 x 2)

### Risk Mitigation Measures

FRR	General Measures
21-28	Densely planted barrier or partial fence separating playground equipment for major hazard/separating hazard from playground equipment to increase distance between hazard and playground equipment to be greater than 30m; signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.

### Notes

Signage erected warning of hazards and parental supervision, additional signage at splashpad;

Unable to fence due to large area covered by the playground and other facilities.

Utilising hedging and other options to install a barrier between the play area and the creek – the suitability of these will be regularly assessed. Creek is more than 30m from playground – hazard is sloping ground.

### Photos



<b>Name of Site/Town:</b>	<b>Collie Park/Barooga Library</b>
<b>Location of Site:</b>	Collie Park, Golf Course Road, Barooga
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Combination Unit	Miracle	May, 2005	Unknown	Bark soft-fall
Junior Double swing	Miracle	May, 2005	Unknown	Bark soft-fall
Twin Rocker	Miracle	May, 2005	Unknown	Bark soft-fall
Fence	Unknown	Unknown	Unknown	
Shade Structure	Unknown	December, 2010	Biam Playground Services	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 14**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x1)+3] + (2 x 4)

### Risk Mitigation Measures

FRR	General Measures
14-20	Provide a barrier between playground equipment and major hazard/screen hazard from playground equipment (type variable, may include dense vegetation or mounding) to increase distance between hazard and playground equipment to be greater than 30m; signage warning of the two highest rated hazards and information indicating importance of parental/carer supervision at all times.

### Notes

Playground fully fenced with provision of gates.

Located in close proximity to roadway, creek is more than 30m from playground.

Usage of playground has declined since installation of adjacent adventure playground

### Photos



<b>Name of Site/Town:</b>	<b>Barooga Recreation Reserve</b>
<b>Location of Site:</b>	Burkinshaw Street, Barooga
<b>Date:</b>	Reviewed 01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Combination Unit	Unknown	Unknown	Unknown	Bark soft-fall
Double swing	Unknown	Unknown	Unknown	Bark soft-fall
Shade Structure	Unknown	Unknown	Unknown	
Fence	Unknown	Unknown	Unknown	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).

2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 12**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(4x2)+2] + (1 x 2)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Located at football ground and used predominantly during football season but witnesses substantial use during this time. May experience some flow on use from patrons of nearby Barooga Sports Club. Fencing is erected to act as a barrier to carpark.

**Photos**



# Tocumwal Playground Register

<b>Name of Site/Town:</b>	<b>Tocumwal Foreshore Senior Playground</b>
<b>Location of Site:</b>	Deniliquin Road, Tocumwal
<b>Date:</b>	16/05/2017
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Senior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Junior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Senior Combination Unit	Miracle	Unknown	Biam Playground Services	Bark soft-fall
Wavy Spinna	Forpark	2014	Council staff	Bark soft-fall
Angled Spinna	Forpark	2014	Council staff	Bark soft-fall
Shade Structure		December, 2018		

## Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

## Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

## Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

## Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).



### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 21**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(4x2)+3] + (2 x 5)

### Risk Mitigation Measures

FRR	General Measures
21-28	Densely planted barrier or partial fence separating playground equipment for major hazard/separating hazard from playground equipment to increase distance between hazard and playground equipment to be greater than 30m; signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.

### Notes

River in close proximity(although >30m) – levee bank is hazardous (steep sloping ground);

Roadway in close proximity – experiences greater use during events such as markets.

No fencing – fencing deemed not necessary by Council.

Signage warning of hazards in place located at reserve

### Photos



<b>Name of Site/Town:</b>	<b>Tocumwal Foreshore Splashpark</b>
<b>Location of Site:</b>	Anzac Avenue, Tocumwal
<b>Date:</b>	03/01/2019
<b>Prepared by:</b>	Michelle Koopman

<b>Equipment</b>	<b>Manufacturer</b>	<b>Installation Date</b>	<b>Installer</b>	<b>Undersurfacing</b>
6m Dumping bucket	Water Features by Design	December, 2018	Water Features by Design	Concrete
Cockpit Cannon	Water Features by Design	December, 2018	Water Features by Design	Concrete
Propellor Spray Poles	Water Features by Design	December, 2018	Water Features by Design	Concrete
Twin Handle Cannons	Water Features by Design	December, 2018	Water Features by Design	Concrete
4m Long Showering Wings	Water Features by Design	December, 2018	Water Features by Design	Concrete
Open Spray Rings	Water Features by Design	December, 2018	Water Features by Design	Concrete
Arched Sprays	Water Features by Design	December, 2018	Water Features by Design	Concrete
Multi-holes Direcitonal Sprays	Water Features by Design	December, 2018	Water Features by Design	Concrete
Mushroom Feature	Water Features by Design	December, 2018	Water Features by Design	Concrete
Shade Structure				
Rock Pitching Water Channel	Water Features by Design	December, 2018	Water Features by Design	Concrete

### Level of Development

<b>Rating</b>	<b>Development – Playground</b>
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

<b>Rating</b>	<b>Population Use for Playground Equipment</b>
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

<b>Rating</b>	<b>Frequency of Use</b> (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may includes open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 28**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(4x5)+4] + (2 x 2)

### Risk Mitigation Measures

FRR	General Measures
21-28	Densely planted barrier or partial fence separating playground equipment for major hazard/separating hazard from playground equipment to increase distance between hazard and playground equipment to be greater than 30m; signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.

### Notes

Signage installed.

Photos



<b>Name of Site/Town:</b>	<b>CWA Park</b>
<b>Location of Site:</b>	Cnr. Morris and Deniliquin St, Tocumwal
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

<b>Equipment</b>	<b>Manufacturer</b>	<b>Installation Date</b>	<b>Installer</b>	<b>Undersurfacing</b>
Gyro 2.1	Adventure Plus	March, 2022	Enviro Culture Services	Rubber
Galaxy Wheelchair Carousel	Adventure Plus	March, 2022	Enviro Culture Services	Rubber
Dragonfly slide	Art Dinouveau	March, 2022	Enviro Culture Services	Rubber
Gum Leaf Pod	Art Dinouveau	March, 2022	Enviro Culture Services	Rubber
Giant Toadstools (arch)	Art Dinouveau	March, 2022	Enviro Culture Services	Rubber
Toadstool Table and Chairs	Art Dinouveau	March, 2022	Enviro Culture Services	Rubber
Hollow log tunnel	Art Dinouveau	March, 2022	Enviro Culture Services	Rubber

### Level of Development

<b>Rating</b>	<b>Development – Playground</b>
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

<b>Rating</b>	<b>Population Use for Playground Equipment</b>
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

<b>Rating</b>	<b>Frequency of Use</b> (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

<b>Rating</b>	<b>Natural/Drainage Hazard</b>
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).

5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).
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**Road Hazard**

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 13**  
 Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(3x2)+3] + (1 x 4)

**Risk Mitigation Measures**

FRR	General Measures
6-13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Park is accessible with fencing acting as a barrier.  
 Playground is an all abilities, with access a priority.

**Photos**



<b>Name of Site/Town:</b>	<b>Tocumwal Recreation Reserve</b>
<b>Location of Site:</b>	Kelly Street, Tocumwal
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Combination Unit	Miracle	December, 2010	Biam Playground Services	Bark soft-fall
Double swing	Miracle	December, 2010	Biam Playground Services	Bark soft-fall
Shade Structure	Unknown	February, 2017	Biam Playground Services	
Fence	Unknown	December, 2010	Col Ball Fencing	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 12**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(4x2)+ 2] + (1 x 2)

### Risk Mitigation Measures

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

### Notes

Playground is fenced to provide security against entering and reversing traffic.

### Photos





# Finley Playground Register

<b>Name of Site/Town:</b>	Mary Lawson Wayside Rest
<b>Location of Site:</b>	Cnr Tongs Street & Murray Street (Newell Highway), Finley
<b>Date:</b>	01/07/2022
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Junior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Free Standing Slide	Unknown	Unknown	Unknown	Bark soft-fall

## Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

## Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

## Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

## Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

## Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access

	Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 10**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x1)+2] + (1 x 5)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Water hazard is fenced off.

Roadway is fenced off with wire fence, which provides a barrier to the Highway which extends distance to >30m.

Playground small with minimal play value and mainly utilized by passing traffic.

**Photos**



<b>Name of Site/Town:</b>	<b>Memorial Park</b>
<b>Location of Site:</b>	Riverina Highway, Finley
<b>Date:</b>	16/05/2017
<b>Prepared by:</b>	Michelle Koopman

<b>Equipment</b>	<b>Manufacturer</b>	<b>Installation Date</b>	<b>Installer</b>	<b>Undersurfacing</b>
Junior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Senior Double Swing	Unknown	Unknown	Unknown	Bark soft-fall
Senior Combination Unit	Miracle	May, 2005	Biam Playground Services	Bark soft-fall
Gym set (modified)	Unknown	Unknown	Unknown	Bark soft-fall
Shade Structure		January, 2015	Biam Playground Services	

### Level of Development

<b>Rating</b>	<b>Development – Playground</b>
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

<b>Rating</b>	<b>Population Use for Playground Equipment</b>
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

<b>Rating</b>	<b>Frequency of Use</b> (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

<b>Rating</b>	<b>Natural/Drainage Hazard</b>
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 13**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x2)+3] + (1 x 4)

### Risk Mitigation Measures

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

### Notes

Fencing currently separates the playground from the roadway. The fencing acts as a barrier – it is not childproof and there are some gates provided.

### Photos



<b>Name of Site/Town:</b>	<b>Rotary Park</b>
<b>Location of Site:</b>	Denison Street, Finley
<b>Date:</b>	03/09/2012
<b>Prepared by:</b>	Michelle Koopman

<b>Equipment</b>	<b>Manufacturer</b>	<b>Installation Date</b>	<b>Installer</b>	<b>Undersurfacing</b>
Combination Unit	Forpark	August, 2012	Forpark	Bark soft-fall
Double Toddler/Single Senior Swing Set	Forpark	August, 2012	Forpark	Bark soft-fall
Twin Standing Rocker	Forpark	August, 2012	Forpark	Bark soft-fall
Spinna	Forpark	August, 2012	Forpark	Bark soft-fall
Fence		August, 2012	Bronco's Fencing	
Shade Structure		February, 2017	Biam Playground Services	

### Level of Development

<b>Rating</b>	<b>Development – Playground</b>
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

<b>Rating</b>	<b>Population Use for Playground Equipment</b>
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

<b>Rating</b>	<b>Frequency of Use</b> (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

<b>Rating</b>	<b>Natural/Drainage Hazard</b>
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities

permanently holding water, or drop greater than 3 metres (cliff/lookout)).
--

**Road Hazard**

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).
2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 9**  
 Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
 [(2x2)+3] + (1 x 2)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Fenced to provide security for users against nearby laneway due to concerns over sporadic traffic and disregard for traffic/pedestrians by both parties.

**Photos**



<b>Name of Site/Town:</b>	<b>Finley Recreation Reserve</b>
<b>Location of Site:</b>	Warmatta Street, Finley
<b>Date:</b>	16/05/2017
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Combination Unit	Qitele	December, 2010	Imagination Play	Bark soft-fall
Fence		January, 2011	Cormatt Pty Lyd	
Shade Structure		January, 2011	Imagination Play	

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).

2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) or Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 10**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x2)+2] + (1 x 2)

**Risk Mitigation Measures**

FRR	General Measures
6 – 13	Signage relevant to site, depicting top rated hazard and information indicating importance of parental/carer supervision at all times.

**Notes**

Playground is fenced to provide security against entering and reversing traffic and only acting as a barrier.

**Photos**





<b>Name of Site/Town:</b>	<b>Foundry Park</b>
<b>Location of Site:</b>	115-117 Murray Street, Finley
<b>Date:</b>	20/09/2021
<b>Prepared by:</b>	Michelle Koopman

Equipment	Manufacturer	Installation Date	Installer	Undersurfacing
Play equipment	Play Works	August, 2021	BSC	Concrete/Grass
Seating		August, 2021		Concrete/Grass
Shade Structure		August, 2021		Concrete/Grass

### Level of Development

Rating	Development – Playground
0	No playground equipment.
1	Site with basic playground equipment, no picnic facilities.
2	Playground equipment for immediate local catchment only (the playground is generally located in a small neighbourhood park and is used by the residents nearby), few seats, no picnic facilities, minor landscaping.
3	Playground equipment for district use (the playground is generally used by residents of the local government area (Shire/City/Municipality) when using adjacent facilities for such things as sports for the local sports clubs and schools). Residents travel from other parts of the LGA to use the playground, and other adjacent facilities including sports field(s), leash free dog areas, some picnic tables and chairs, small toilet block. Locations that have a high degree of seasonality in their use.
4	Playground equipment for regional use (the playground generally attracts a wide range of users from beyond the boundaries of the Council area (e.g. in tourist areas, major sporting facilities and other large gatherings, or where the facility itself is the attraction)), football field, recreational ground, picnic facilities, amenities.
5	As for 4, but with highly sophisticated playground equipment and supporting infrastructure.

### Population Use

Rating	Population Use for Playground Equipment
1	Less than 5 people at a time
2	5 to 20 people at a time
3	21 to 50 people at a time
4	51 to 100 people at a time
5	Greater than 100 people at a time

### Frequency of Use

Rating	Frequency of Use (reflects peak season usage patterns)
1	Playground rarely used
2	Playground used mainly on weekends
3	Playground used mainly on a daily basis
4	Playground in continuous use for the majority of the day

### Natural/Drainage Hazard

Rating	Natural/Drainage Hazard
1	No hazardous features within 30m of playground equipment (direct line of sight, any form of hazard)
2	Hazardous features within 30m of playground equipment (may include steep sloping ground, walking track around reserve).
3	Hazardous features within 30m of playground equipment (may include open drainage facility that runs during wet weather, or drops less than 1 metre).
4	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop between 1 metre and 3 metres).
5	Hazardous features within 30m of playground equipment (may include open drainage facilities permanently holding water, or drop greater than 3 metres (cliff/lookout)).

### Road Hazard

Rating	Road Hazard
1	No road within 30m of playground equipment (direct line of sight, any classification).

2	Road within 30m of playground equipment: Local Access Urban Street with <200 vehicles per day (vpd) of Rural Road/Village Street with <20 vpd, or carpark.
3	Road within 30m of playground equipment: Collector Urban Street with 200 – 400 vpd or Rural Road/Village Street with 20 – 50 vpd.
4	Road within 30m of playground equipment: Distributor Urban Street with 400 – 2000 vpd or Rural Road/Village Street with 50 – 100 vpd.
5	Road within 30m of playground equipment: Sub Arterial Urban Street with >2000 vpd or Rural Road/Village Street with >100vpd

**Facility Risk Rate = 14**

Facility Risk Rating = [(Development x Population) + Frequency] + (Natural x Road Hazard Factors)  
[(3x2)+3] + (1 x 5)

**Risk Mitigation Measures**

FRR	General Measures
14-20	Provide a barrier between playground equipment and major hazard/screen hazard from playground equipment (type variable, may include dense vegetation or mounding) to increase distance between hazard and playground equipment to be greater than 30m; signage warning of the two highest rated hazards and information indicating importance of parental/carer supervision at all times.

**Notes**

Playground designed for small children and passive play. Signage in place to advise active adult supervision necessary and warning of nearby road. Barriers as seating in place at entrance – playground area set back into the park.

**Photos**





# Facility Visitation Ratings Register

## 1.0 Facility Visitation Rating Procedure

Signs are the cheapest and easiest method that a Council can employ for supervision at a remote location. Signs are intended to perform the function of imparting information to the public that would otherwise require the presence of a staff member. Appropriate signage should allow a person to make an informed decision about entering/using a particular facility under Council control or responsibility.

To determine the most appropriate content of a sign for a facility, Council has adopted a process in line with the *Statewide Mutual Best Practice Manual for Signs as Remote Supervision*. All Council facilities considered remote and requiring signage have been identified and are included in this Register. The following procedures identify how signage content is determined. Whilst the procedure includes the signage required for Council swimming pools, Council's pools are not included in this register<sup>1</sup>.

Following the identification of facilities requiring signage, the process is separated into six steps:

1. Determine Council's Level of Development within each facility, including naturally occurring features;
2. Ascertain the level of use of the facility by the public;
3. Predict or obtain the frequency of use of the facility;
4. Calculate the facility visitation rate;
5. Calculate the risk rating of identified hazards;
6. Select and produce the most appropriate sign and determine its location/s

### 1.1 Level of Development

To determine the level of development, Council will undertake a survey of the facility and use the following rating model:

#### 1.1.1 Reserves

Rating	Development	Natural Hazards
1	Virginal bush, cleared land; no infrastructure	No hazardous features
2	Cleared land, static infrastructure, e.g. grass area with tables and chairs, toilet block, lookout	Sloping ground, not natural water; walking track around reserve
3	Cleared land with mobile infrastructure e.g. grassed area with play equipment, cycleway, market, leash free dog areas.	Reserve contains natural waterway that runs during wet weather, drops less than 1 metre.
4	Council owned infrastructure with no artificial lighting, e.g. golf course, football field, recreational ground, caravan park.	Creeks, ponds and ledges between 1 metre and 3 metres.
5	Extensively developed infrastructure with artificial lighting, e.g. sporting complex, artificially lit courts.	Contains rivers, dams and cliffs greater than 3 metres.

#### 1.1.2 Pools and Waterways

Rating	Development Rating
1	Other: e.g. natural still waterway that is an area known for swimming and associated activities (rivers, creeks, lakes, etc.).
2	Other: e.g. Any still water environment that has been specifically constructed, designed or intended to be used for swimming, diving, paddling or wading (Rock Pools, Dams, Swimming Enclosures, etc.).
3	Swimming Pool: (Local Community Swimming Pool). Swimming Pool that is managed by the Council and/or a designated community group that has one small swimming pool (less than 25 metres in length) with very low patronage levels and no more than one aquatic activity occurring at any one time. Pool configuration would always be the standard rectangular shape.
4	Swimming Pool: (Aquatic Centre). Facility that has one or two bodies of water with medium to low patronage levels and no more than one aquatic activity occurring at any one time, e.g. One main swimming pool and a diving or toddler pool. Pool configuration is generally a standard rectangular shape.
5	Swimming Pool: (Multi-Purpose Aquatic and Recreation Facility). This facility generally has more than one body of water and would typically have a high patronage turnover with multiple activities occurring at the same time, e.g. school usage, lap swimming, learn to swim, scuba diving, etc. Pool configuration and number of pools within the facility should also be taken into consideration for the purposes of surveillance.

1

## 1.2 Population Use

To determine the population use, the following ratings will be used:

Rating	Population use
1	Less than 5 people at a time
2	5 to 50 people at a time
3	50 to 100 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

In the event that the facility is used predominantly during peak holiday seasons or one off special events, the process for determining the most appropriate sign will need to reflect the typical usage patterns.

Special events such as festivals, sporting events, etc., may result in increased use of a facility on a single occasion or over a short period of time. In this instance the event must be assessed, and additional temporary signage may be required.

## 1.3 Frequency of Use

Frequency is defined as the number of times the facility is used by patrons on a regular basis. Some facilities may be used so infrequently that they are considered unused. At the other end of the scale, facilities may be used constantly by large numbers of people.

To determine the frequency of use, the following ratings will be used:

Rating	Frequency of use
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis
4	An activity or event takes place within the facility on a daily basis
5	The facility is in continuous use for the majority of the day

## 1.4 Facility Visitation Ratings (FVR)

The next step is to calculate the FVR. This term has been coined to give the resulting numerical value relevance in the decision making process to determine the most appropriate sign for the facility. The FVR is a calculation based on the data collected from the level of development, population use and frequency of use.

The three values are inserted into the following equation and the resulting value is the Facility Visitation Rating:

$$\text{Facility Visitation Rate (FVR)} = (\text{Development} \times \text{Population}) + \text{Frequency}$$

The value of the FVR is an indication of the risk that Council is exposed to related to the activities that occur in each facility. This value will allow Council to decide on the most appropriate sign which in turn will act as the most suitable form of remote supervision. It also provides Council with a simple way of prioritizing facilities for attention; the higher the FVR, the greater the need for attention.

## 1.5 Hazard Identification and Risk Assessment

The next step is to conduct a risk assessment of the hazards that may be present in and around the facility. Identifying hazards and assessing the risks assist Council in prioritizing and determining which hazards need to be included as warnings on signs.

Hazards will be assessed and prioritized in accordance with Council's Risk Management Policy and Framework.

## 1.6 Selection and Location of Signage

Council's signs include the following components"

- Council and Facility Identification;
- General Warning Statement;

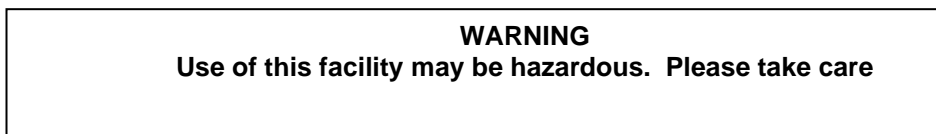
- Prohibition symbols (if applicable)
- Warning symbols
- Other information

### 1.6.1 Council and Facility Identification

All facilities within the Council area must be identifiable. This unique identifier will be displayed on the sign and in most cases will consist of the common name of the facility and a street address. It is important that the identifier on the sign can easily be related back to the assessment sheet used by the Council. It must also be relevant in the context of user comments or complaints, work instructions for inspection and maintenance purposes, and easily located by emergency services.

### 1.6.2 General Warning Statement

A general safety message such as the following shall be incorporated into the sign”



The general safety message is intended to warn the user that hazards may exist within the facility and they will need to take reasonable care for their own safety.

### 1.6.3 Prohibition Symbols

All Council regulations relevant to the facility will appear as prohibition symbols. It is important to note that prohibition signs are only useful if the Council can demonstrate that the prohibition is enforced.



### 1.6.4 Warning Symbols

Hazards that have been identified, assessed and prioritized will be included as warning symbols on signage.

Council will ensure all new signage uses the current warning symbols in accordance with current standards, and will continue to use the diamond shape to maintain consistency. However, as new standards are released and symbols change, existing signage will continue to reflect retrospective standards until complete sign replacement is deemed necessary.

### 1.6.5 Other Information

Any other comments or instructions that Council wishes to appear on the sign will appear either as information or safety messages.

Information will appear as a white image or words on a blue background; Safety/Emergency information such as exits, first aid, etc. will appear on the sign as white images or words on a green background.



### 1.6.6 Determining the Most Appropriate Sign

Berrigan Shire Council acknowledges that it is not possible to warn users of every possible hazard. The types of warnings provided and the number of signs erected will correlate with the FVR of the facility.

As a guide, any warning sign must be in a form that would reasonably be expected to catch the attention of a visitor to the facility. Users should be able to see the sign before entering the facility so they can, based on the information depicted in the sign, make an informed decision as to whether or not this is a suitable facility for their purpose.

### 1.6.6.1 Determining sign content and location for a Council Facility

FVR	General Sign Description	Location
2 – 3	No sign required	NA
4 – 6	<p>The sign should contain:</p> <ul style="list-style-type: none"> <li>The name of the facility.</li> <li>A general warning message.</li> <li>All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>Any information symbols relevant to the facility.</li> </ul> <p><b>NB:</b> Given The low rating of or absence of risk, the sign does not require the depiction of warning symbols.</p>	A sign should appear in a prominent position within the facility.
7 -10	<p>The sign should contain:</p> <ul style="list-style-type: none"> <li>The name of the facility</li> <li>A general warning message.</li> <li>All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If there are no HIGHS then the top hazard should appear.</li> <li>Any information symbols relevant to the facility</li> </ul>	A sign should appear at all entrances to the facility provided by Council.
11 – 15	<p>The sign should contain:</p> <ul style="list-style-type: none"> <li>The name of the facility</li> <li>A general warning message</li> <li>All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms</li> <li>All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHS then the top two hazards should appear.</li> <li>Any information symbols relevant to the facility.</li> </ul>	A sign should appear at all entrance to the facility provided by Council.
16 – 20	<p>The sign should contain:</p> <ul style="list-style-type: none"> <li>The name of the facility</li> <li>A general warning message</li> <li>All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms</li> <li>All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHS then the top three hazards should appear.</li> <li>Any information symbols relevant to the facility.</li> </ul>	A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use.

FVR	General Sign Description	Location
21 – 26	The sign should contain: <ul style="list-style-type: none"> <li>• The name of the facility</li> <li>• A general warning message</li> <li>• All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms</li> <li>• All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHS then the top four hazards should appear.</li> <li>• Any information symbols relevant to the facility.</li> </ul>	A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use.
27 – 30	Council should consider full time supervision whilst the facility is occupied, as well as the display of warning symbols.  The level of risk is such that the installation of a sign alone warning people of the hazards would not be the most appropriate risk reduction technique.  A combination of both supervision and signage is the most appropriate approach.	In addition to supervision, consideration should be given to placing signs at the entrance and in other highly visible areas within the facility.
	Whatever level of supervision Council elects, the supervisory body must be experienced and trained for the activity.	

The above table is designed to establish the minimum requirements for signs as remote supervision within the Berrigan Shire Council. On occasions it may be appropriate to warn of more hazards than is stipulated by the above standard, either because of the number and variety of hazards at the facility, or there being a number of hazards with similarly severe consequences. On these occasions it would be appropriate to recommend that additional warning symbols be added to the sign. In doing so, it should be recognized that one of the key purposes of establishing the above criteria is to help standardize signage across facilities within the Shire.

An alternative to adding additional warning symbols to a facility wide sign may be to divide the facility into zones and erect signs that warn of the potential hazards within specific areas of the facility (i.e. special purpose signs developed for a playground within a community park). This strategy should only be considered when:

- Patterns of usage and potential hazards are significantly different in one part of a facility to another;
- Members of the public will be able to easily distinguish the various zones from other parts of the facility; and
- The design of the sign will enable patrons to readily identify the sign as belonging to a different part of the facility.



### 1.6.6.2 Determining the most appropriate sign for a Council Pool

FVR	General Sign Description	Location
2 – 20	<p>Council should always consider <b>Full Time Supervision</b> whilst the pool is occupied <b>as well as the display of warning and prohibition symbols</b>.</p> <p>A sign should contain:</p> <ul style="list-style-type: none"> <li>The name of the pool.</li> <li>A general warning message</li> <li>All Council's Regulations that apply to the pool should appear on the sign as prohibition pictograms.</li> <li>All hazards identified within the pool should appear on the sign as warning symbols.</li> <li>Any information symbols relevant to the pool.</li> </ul>	<p>A sign should appear at all entrances provided by Council to the pool including all warning, regulatory/prohibition and emergency symbols.</p> <p>Warning symbols should also be placed in close proximity to the water bodies and other relevant signs placed in other highly visible areas within the facility as reinforcement for hazards or rules.</p>
21 – 30	<p>Council should always consider <b>Full Time Supervision</b> whilst the pool is occupied <b>as well as the display of warning and prohibition symbols</b>. The level of risk is such that a sign warning people of the hazards would not be the most appropriate risk reduction technique.</p> <p>Whatever level of supervision Council elects, the supervisory body must be experience and trained for the activity.</p> <p>Physical barriers preventing access should be provided and installed unless there is full time supervision.</p>	<p>A sign should appear at all entrances provided by council to the pool including all warning, regulatory/prohibition and emergency symbols.</p> <p>Warning symbols should also be placed in close proximity to the water w=bodies and other relevant signs placed in other highly visible areas within the facility as reinforcement for hazards or rules.</p>

### 1.7 Sign Maintenance and Inspection

Council has an established Sign Maintenance and Inspection regime. The inspection program ensures that the signs are not damaged, are still erected in the location as stipulated in the register, and are still relevant to the facility.


As a guide, inspections for facility signage are carried out in accordance with the facility's FVR, and at the following frequencies.

FVR	Frequency of Inspection
2 – 3	Nil – sign not erected
4 – 6	Biennial
7 – 15	Annual
16+	Biannual

## Barooga Sign Register

<b>Name of Site/Town:</b>	<b>Barooga Foreshore</b>
<b>Location of Site:</b>	Barooga
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Expansive area running parallel to the Barooga Creek. Maintained by Council includes three playgrounds, seating, pathways, BBQ areas, trees, lawn areas and carparking. Area also surrounds the Barooga Library, Scout Hall and Swing Bridge.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared /landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 14**

Facility Visitation Rate = (Development x Population) + Frequency  
(5x2)+4

## Signage Requirements

FVR	General Sign Description	Location
11 – 15	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top two hazards should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## Hazard and Risk Assessment

Hazard	Likelihood	Consequence	Risk Rating
Risk of death or serious injury resulting from diving into water and hitting submerged objects	B	5	Very High
Risk of drowning in deep water	B	5	Very High
Risk of death or serious injury resulting from diving into shallow water	B	5	Very High
Risk of death or serious injury from falling branches	C	5	High
Risk of serious injury from falling down steep banks	C	4	High
Risk of injury after tripping on uneven ground	B	2	Medium
Risk of injury from native wildlife such as snakes or kangaroos	D	4	Medium

Sign Content



# Barooga Foreshore

Lawson Drive, Barooga

**WARNING**  
Use of this facility may be hazardous. Please take care

 **WARNINGS**



Submerged Obstacles



Steep Edges



Shallow Water



Wildlife (insert pictogram of kangaroo or snake)



Uneven Ground



Deep Water

## INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



# Barooga Adventure Playground

Collie Street, Barooga



## WARNING

Use of this facility may be hazardous. Please take care.



No Bicycles, or Wheeled Sports



No Pushing



No Littering



No Glass



No Smoking

## ! WARNINGS



Steep/Sharp Edges



Slippery Surfaces



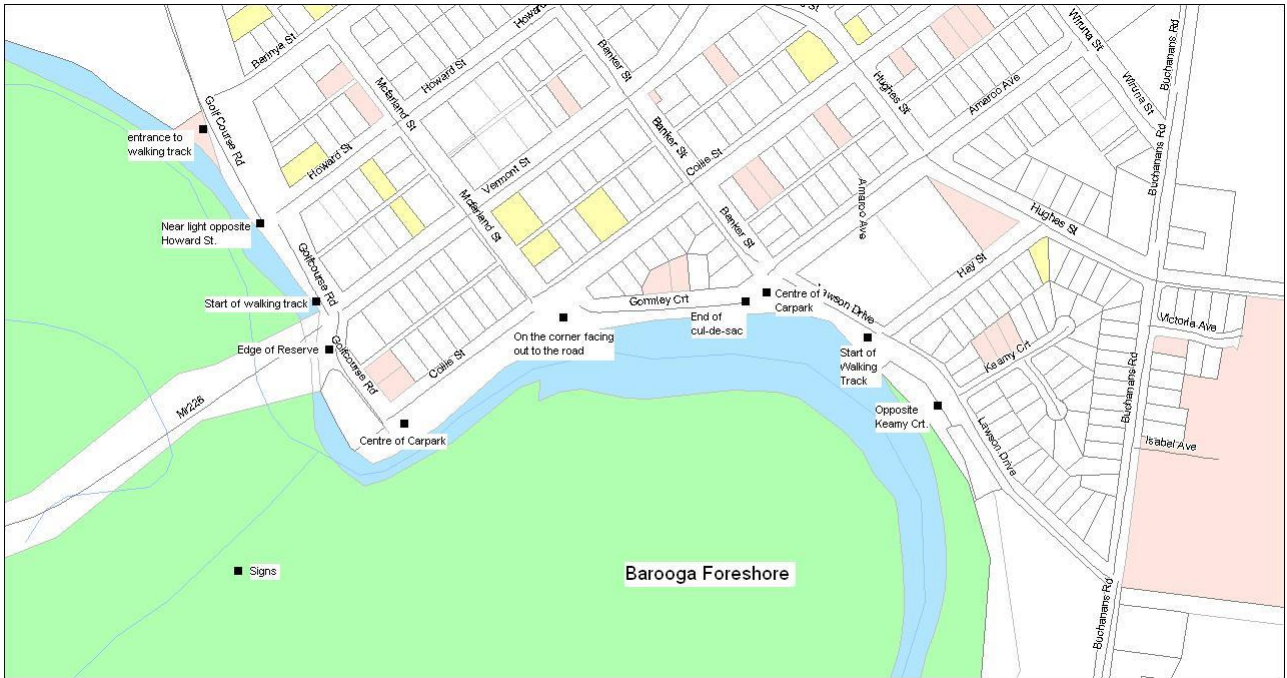
Watercourse nearby

## INFORMATION

To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100. In an emergency dial 000 and quote the address above.


**Children under 10 must be actively supervised by an adult at all times**

## Sign Location



<b>Name of Site/Town:</b>	<b>Bell Park</b>
<b>Location of Site:</b>	Arramagong St & Snell Rd, Barooga
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman Michelle Koopman

### Photo and Description

		<p>Small park of open grassed space with eucalypts, no fences or car barriers. No infrastructure available to encourage frequent use. Use by locals or people walking through to other destinations. Private memorial placed which may encourage visitation.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sportsground)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 6**

Facility Visitation Rate = (Development x Population) + Frequency  
(1x2) +4

### Signage Requirements

FVR	General Sign Description	Location
4-6	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; Any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	A sign should appear in a prominent position within the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium
Person could be injured after being struck by falling limbs	D	3	Medium


### Sign Content/Sign Location

No sign installed at this stage.



<b>Name of Site/Town:</b>	<b>Barooga Botanical Gardens</b>
<b>Location of Site:</b>	Nangunia St, Barooga
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Well established park with extensive gardens and trees. Fence around the perimeter with fenced off water feature, sheltered BBQ areas, public toilets, rotunda, sculptures, playground, formed pathways. Medium to large trees. Popular for weddings and other private celebrations. There are some scheduled and organized large public/community events in the gardens however only on an annual basis. There is a stormwater drain inlet located in the park, however this has a cover to prevent unintended access.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. frass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting e.g. sporting complex, artificially lit sportsground	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 13**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x3) +4


## Signage Requirements

FVR	General Sign Description	Location
11 - 15	The signs should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top two hazards should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	C	3	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium
Shallow storm water drain may fill with water during rain events. Child may drown.	E	5	High

## Sign Content




# Barooga Botanical Gardens


Nangunia Street, Barooga

**WARNING**


Use of this facility may be hazardous. Please take care.




**WARNINGS**



Falling Branches



Possible Inundation During Storms



Uneven Ground

**INFORMATION**


- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Signage Location



<b>Name of Site/Town:</b>	<b>Lot 1 DP 262961</b>
<b>Location of Site:</b>	Cnr Buchanan and Gunnamarra Rds
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Open grass area with uneven ground and no public infrastructure. Pump station plus covered man hole located at northern end. No fences or trees. Neighbour's property encroaches on boundary.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. frass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting e.g. sporting complex, artificially lit sportsground	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the area on a daily basis.
5	The area is in continual use for the majority of the day.

**Facility Visitation Rate = 1**  
 Facility Visitation Rate =  $(\text{Development} \times \text{Population}) + \text{Frequency}$   
 $(1 \times 1) + 0$



### Signage Requirements


FVR	General Sign Description	Location
1 - 3	No sign required	

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	D	2	Low

<b>Name of Site/Town:</b>	<b>Milstead Public Reserve</b>
<b>Location of Site:</b>	In between Amaroo, Wiruna, Hughes Streets and Buchanan Rd, Barooga
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman
<b>Other Documentation:</b>	

### Photo and Description

	<p>Detention basin that fills during wet weather. Has had several trees planted by local residents. Access is via rear property access or via a lane off Wiruna Street.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting e.g. sporting complex, artificially lit sportsground	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis
4	An activity or event takes place within the facility on a daily basis
5	The facility is in continual use for the majority of the day

**Facility Visitation Rate = 5**

Facility Visitation Rate = (Development x Population) + Frequency  
(1x1) +4

### Signage Requirements

FVR	General Sign Description	Location
4 - 6	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; Any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	A sign should appear in a prominent position within the facility.

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	D	3	Medium
Swooping magpies	C	2	Medium

### Sign Content/Signage Location

No signs installed at this stage.

<b>Name of Site/Town:</b>	<b>Barooga Swing Bridge</b>
<b>Location of Site:</b>	Bullanginya Creek, Barooga Foreshore
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Swing bridge crosses the Bullanginya or Barooga Creek allowing access for the public from the Barooga Foreshore to the National Park. It is a suspension bridge and is subjected to occasional flooding during high river flows.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared /landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 14**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(5 \times 2) + 4$



## Signage Requirements

FVR	General Sign Description	Location
11 – 15	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top two hazards should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## Hazard and Risk Assessment

Hazard	Likelihood	Consequence	Risk Rating
Risk of death or serious injury resulting from diving into water and hitting submerged objects	B	5	Very High
Risk of drowning in deep water	B	5	Very High
Risk of death or serious injury resulting from diving into shallow water	B	5	Very High
Risk of serious injury from falling down steep banks	C	4	High
Risk of injury after tripping on uneven ground	B	2	Medium
Risk of injury from native wildlife such as snakes or kangaroos	D	4	Medium

Sign Content



# Barooga Swing Bridge

Lawson Drive, Barooga

## WARNING

Use of this facility may be hazardous. Please take care

### ! WARNINGS



Submerged Obstacles



Steep Edges



Shallow Water



Wildlife (insert pictogram of kangaroo or snake)



Uneven Ground



Deep Water

### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above




Keep children under active supervision at all times in or around water

### Sign Location



<b>Name of Site/Town:</b>	<b>Barooga Recreation Reserve</b>
<b>Location of Site:</b>	Burkinshaw St, Barooga
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Cleared grassed areas with two ovals, tennis courts, cricket nets, cricket pitch, netball courts, athletic facilities, playground and equestrian ring. Buildings include football function and changerooms, cricket function and changerooms, netball changerooms and canteen, covered seating areas, fencing and seating.</p> <p>Roadways are sealed with speedhumps and pedestrian crossings. Some large trees spread throughout the reserve, mainly around edges. Smaller trees/shrubs located throughout the reserve. Artificial lighting located on main oval, tennis and netball courts.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush, cleared land, no infrastructure for public use.	Virginal bush; o hazardous natural features; public access restricted.
2	Cleared /landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; loping ground, no natural water; public access encouraged ( e.g. walking track through reserve)
3	Cleared /landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather, drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned p infrastructure with no artificial lighting (e.g. showgrounds, recreational reserve, caravan park).	Creeks ponds, ; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	RRiver;; dam; liffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The area is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency

(5 x 4) +4

### Signage Requirements

21 – 26	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.
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### List of Hazards

Hazard	Likelihood	Consequence	Rating
Possibility of injury to a pedestrian being hit by a vehicle using the internal road.	C	5	High
Falling branches from trees on people or property.	E	5	High
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium

### Sign Content



## BAROOGA RECREATION RESERVE

Burkinshaw Street, Barooga

WARNING

Use of this facility may be hazardous. Please take care



### WARNINGS



Shared  
Pedestrian/Roadways



Uneven Ground



Native Wildlife



Falling Branches

### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above.

PLEASE SLOW DOWN

SPEED LIMIT

10 km/h


Sign Location



## Berrigan Sign Register

<b>Name of Site/Town:</b>	<b>Apex Park</b>
<b>Location of Site:</b>	Corner Cobram and Davis Streets, Berrigan
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Apex Park is the main playground in Berrigan. It is located in close proximity to the main street, bus pick up areas and a carpark. It experiences inconsistent use throughout the week with peak periods before and after school.</p> <p>It has artificial lighting, formed paths, two water bubblers, 2 picnic tables, a BBQ with shelter, and modern playground.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

Facility Visitation Rate = 8

Facility Visitation Rate = (Development x Population) + Frequency  
(2 x 2) + 4

### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs, then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	D	2	Low
Native animals - Possibility of Magpies swooping during nesting season.	D	2	Low
People hit by vehicle using car park area.	D	3	Medium

### Sign Content



## Apex Park

Cnr Cobram & Davis Sts, Berrigan

**WARNING**

Use of this facility may be hazardous. Please take care.



**WARNINGS**



Uneven Ground



Shared Pedestrian Roadways

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



## Signage Location



<b>Name of Site/Town:</b>	<b>Berrigan Sportsground</b>
<b>Location of Site:</b>	Corner of Stafford and Jerilderie Streets, Berrigan
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description



Reserve consists of old showgrounds and modern day football/netball and cricket facilities. Reserve is completely fenced but is not secure. There are two ovals, two netball courts, cricket nets, playground, pony club riding area, stables, sheds, covered spectator areas, clubrooms and changerooms.

Would be used on a daily basis for infrequent use, with scheduled use occurring twice per week for sporting activities. Larger events occur infrequently on an annual basis including the Berrigan Show, sporting finals, etc.

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place with the facilitythe facility on a monthly basis
3	An activity or event takes place with facilityfacility on a weekly basis.
4	An activity or event takes place with facilityfacility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
(5 x 4) + 4

### Signage Requirements

21 – 26	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.
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### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	C	5	High
Native animals - Possibility of magpies, reptiles and kangaroos inhabiting the area.	C	2	Medium
People hit by vehicle using car park area.	C	4	High

### Sign Content



## BERRIGAN SPORTSGROUND

Jerilderie Street, Berrigan

WARNING

Use of this facility may be hazardous. Please take care



### WARNINGS



Shared  
Pedestrian/Roadways



Uneven Ground



Native Wildlife

<Insert Pictogram  
of Magpie/Bird. If  
unavailable use  
snake pictogram>



Falling Branches

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### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above.


PLEASE SLOW DOWN  
SPEED LIMIT  
**10 km/h**

Signage Location (including speed restriction signage)



<b>Name of Site/Town:</b>	<b>CWA public walkway and toilets</b>
<b>Location of Site:</b>	Between Chanter St and Commando Lane
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Grassed area and pathway between Chanter Street and Commando Lane. Public toilets provided in the reserve which is across Commando Lane from Apex Park.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate =**

**6**

Facility Visitation Rate =  
Facility Visitation Rating Register  
Issue date : 18 July, 2022

(Development x Population) + Frequency

(2 x 1) + 4

**Signage Requirements**

<b>FVR</b>	<b>General Sign Description</b>	<b>Location</b>
4 - 6	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; Any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	A sign should appear at all entrances provided by the Council to the facility.

**List of Hazards**


<b>Hazard</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Risk of tripping due to uneven ground throughout area.	D	2	Low

**Sign Content/Sign Location**

No signage installed at this stage

<b>Name of Site/Town:</b>	<b>Tank Paddock</b>
<b>Location of Site:</b>	Cnr Woodstock Rd and Riverina Highway
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Natural grasslands with large trees and seedlings. Dams with drains bringing town stormwater to the area. Dam bank edges are &lt;1 metre high. Fenced perimeter. Formed dirt walking tracks with occasional static infrastructure.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metres; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 9**

Facility Visitation Rate = (Development x Population) + Frequency  
 (3 x 2) + 3

## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs, then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	B	2	Medium
Falling branches from trees on people or property.	C	3	High
Native animals - Possibility of magpies, reptiles and kangaroos inhabiting the area.	B	3	High
Risk of drowning in shallow creek or dam.	D	5	High
Risk of falling off edge of drain banks.	D	3	Medium


## Sign Content/Sign Location

No signs installed at this stage.



<b>Name of Site/Town:</b>	<b>Police Paddocks / Old Recreation Reserve</b>
<b>Location of Site:</b>	Denison, Creed and Momalong Streets, Berrigan
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Native grasslands with no fences. Old sporting oval now used for cropping. Old park bench with no walking tracks or infrastructure to encourage public use. Unformed dirt vehicle tracks at southern end between large pine trees.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports ground).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 2**

Facility Visitation Rate = (Development x Population) + Frequency  
(1x1) + 1

### Signage Requirement

FVR	General Sign Description	Location
1 - 3	No sign required	

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	C	4	High
Native animals - Possibility of magpies, reptiles and kangaroos inhabiting the area.	B	3	High

### Sign Content/Signage Location

No signage installed at this stage.

<b>Name of Site/Town:</b>	<b>Hayes Park</b>
<b>Location of Site:</b>	Riverina Highway, Berrigan
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Roadside park area with covered tables, seating, BBQ and toilet block. Area also includes skate park, and is adjacent to the Berrigan Swimming Pool and Caravan Park. There is a dump point located in the park, and Murray Pine trees scattered throughout.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2)+4

## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees on people or property.	C	3	High
Possibility of Magpies swooping during nesting season.	B	2	Medium
Risk of injury from using skate park facilities	A	3	High

## Sign Content (at Hayes Park)



# Hayes Park

Riverina Highway, Berrigan

## WARNING

Use of this facility may be hazardous. Please take care.

## PROHIBITIONS

Under Section 632 of the Local Government Act 1993, the following activities are prohibited



Camping



Lighting of fires

## ! WARNINGS



Uneven Ground



Wildlife  
(pictogram of magpie)




Falling branches

## INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

**BY ORDER GENERAL MANAGER**


Sign Content (at Skate Park)





# Berrigan Skate Park

104 – 120 Jerilderie St, Berrigan

**WARNING**  
Use of this facility may be hazardous. Please take care.


 **WARNINGS**





Skate and Bike Area  
**INFORMATION**

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- Wear Protective Clothing
- Do not use Skate Park if hazardous conditions exist (e.g. bad weather, surface or equipment damage, obstructions, debris on skate park surfaces)
- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Signage Location



<b>Name of Site/Town:</b>	<b>Tennis Courts</b>
<b>Location of Site:</b>	Stewart St, Berrigan
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Tennis Courts which include clubrooms and squash courts, fenced off areas, artificial lighting and a vacant block situated between the Courts and the Berrigan Motel. Located near the entrance to the Berrigan Golf Course.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve)
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 8**  
 Facility Visitation Rate = (Development x Population) + Frequency  
 (5x1) + 3



### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Risk of injury after being attacked by swooping magpie	D	2	Low
Risk of injury after being struck by vehicle.	D	3	Medium

### Sign Content



## Berrigan Tennis Courts

Stewart Street, Berrigan

**WARNING**

Use of this facility may be hazardous. Please take care.



### WARNINGS



Uneven Ground



Shared Pedestrian Roadways

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above


## Signage Location



## Finley Sign Register

<b>Name of Site/Town:</b>	<b>Diggers Park</b>
<b>Location of Site:</b>	Donaldson, Dawe and Osborne Sts, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Tennis Courts which include clubrooms and squash courts, fenced off areas, artificial lighting and a vacant block situated between the Courts and the Berrigan Motel. Located near the entrance to the Berrigan Golf Course.</p>
---	---

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports ground)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held with the facility.
2	An activity or event takes place with facility on a monthly basis
3	An activity or event takes place with facility on a weekly basis.
4	An activity or event takes place with the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

Facility Visitation Rate = 8

Facility Visitation Rate = (Development x Population) + Frequency  
(2x2)+4


### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs, then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	B	2	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium
Falling branches from trees on people or property.	D	2	Low

### Sign Content




## Diggers Park


Dawe Avenue, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.

 **WARNINGS**

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Uneven Ground

**INFORMATION**

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- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above


## Signage Location



(Approximate sign positions marked with "x")

<b>Name of Site/Town:</b>	<b>Loco Dam</b>
<b>Location of Site:</b>	Berrigan Road, Finley (area bounded by Hampden St, Walter St & Wollamai St)
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Area was once a Dam which has now been filled in and trees removed. Some new trees have been planted with lawn sowed and sprinklers installed. It is anticipated that this area will become an extension of Memorial Park.</p> <p>This is a detention basin so fills during extended wet weather, but does drain away through storm water drainage.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skate park, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 7**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(3 \times 1) + 4 = 7$

### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	B	2	Medium
Child could be caught in drainage channel during wet weather.	E	5	High
Native wildlife – person using reserve bitten by snake.	E	3	Medium

### Sign Content/Signage Location

No signage at this stage. This area will become an extension of Memorial Park – when this occurs, signage will be erected accordingly.

<b>Name of Site/Town:</b>	<b>Macdonald Court Reserve</b>
<b>Location of Site:</b>	Macdonald Court, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Undeveloped grassed area with no infrastructure. Fenced with pine log car barriers facing McDonald Court. There are large trees around the perimeter with some evidence of fallen limbs. This is a small neighbourhood park.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. showgrounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sportsgrounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 4**  
 Facility Visitation Rate = (Development x Population) + Frequency  
 (1x1)+3



### Signage Requirements

FVR	General Sign Description	Location
4 - 6	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Native wildlife - Possibility of Magpies swooping during nesting season.	B	2	Medium
Falling branches from trees on people or property.	C	3	High

### Sign Content/Signage Location

No signs erected at this stage

<b>Name of Site/Town:</b>	<b>Mary Lawson Wayside Rest</b>
<b>Location of Site:</b>	300-320 Murray St, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Wayside stop area along the Newell Highway. Grassy areas and a fenced detention basin. Roadways formed with pine log car barriers separating grassed areas from vehicles. Large trees throughout the area. Playground and toilet block located at the southern end of the rest area with carpark and museum. Covered area.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sportsgrounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held facility.
2	An activity or event takes place with facility on a monthly basis
3	An activity or event takes place with facility on a weekly basis.
4	An activity or event takes place with facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 15**  
 Facility Visitation Rate = (Development x Population) + Frequency  
 (5x2) + 5

### Signage Requirements

FVR	General Sign Description	Location
11 - 15	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top two hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Native wildlife - Possibility of Magpies swooping during nesting season.	C	2	Medium
Falling branches from trees on people or property.	D	3	Medium
Person could access detention basin and drown	D	5	High

### Sign Content



## Mary Lawson Wayside Rest

300-320 Murray Street, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.

### PROHIBITIONS

Under Section 632 of the Local Government Act 1993, the following activities are prohibited



Camping



Lighting of fires

WARNING



Water Hazard



Uneven Ground

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### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above


BY ORDER GENERAL MANAGER

## Signage Location



<b>Name of Site/Town:</b>	<b>Memorial Park</b>
<b>Location of Site:</b>	Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Large park on the corner of the Newell and Riverina Highways. Includes War Memorial cenotaph, tree lined walkway and bandstand. Park is fully fenced with access gates, public toilet block, playground, shade structures, seating and BBQ areas</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event facility
2	An activity or event takes place with facility on a monthly basis
3	An activity or event takes place with facility on a weekly basis.
4	An activity or event takes place with facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 10**  
 Facility Visitation Rate = (Development x Population) + Frequency  
 (3x2)+4

### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	B	2	Medium
Falling branches from trees on people or property.	D	5	High
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium

### Sign Content



## Memorial Park

Cnr Newell Highway & Berrigan Road, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.

### PROHIBITIONS



Pursuant to Section 632 of the Local Government Act 1993 consumption of alcohol between sunset & sunrise is strictly prohibited in this reserve.



### WARNINGS



Uneven Ground



Falling Branches

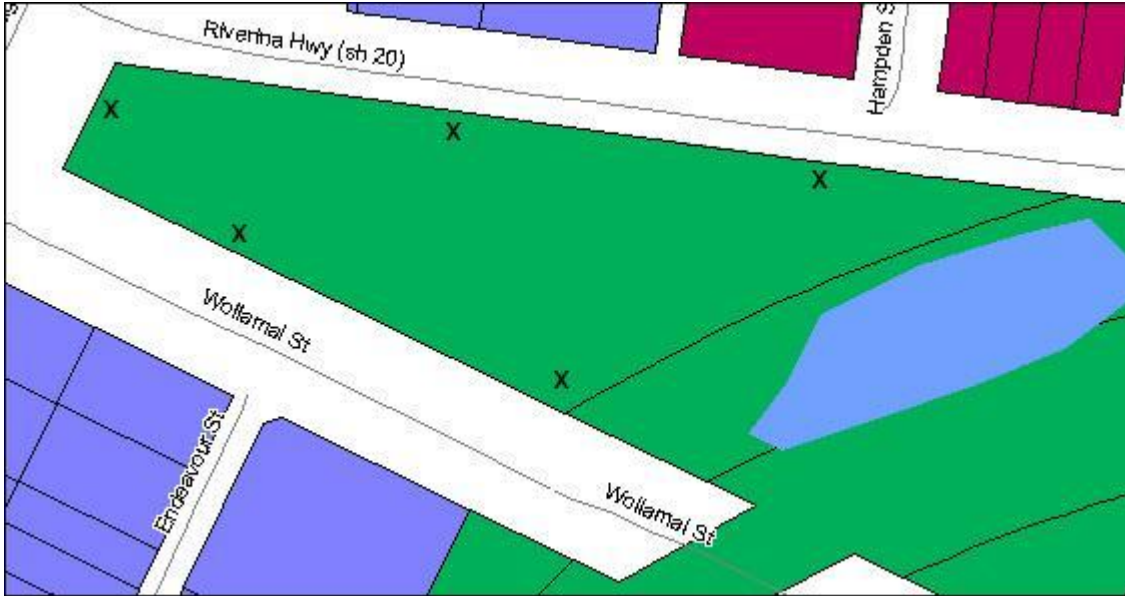
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### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

**BY ORDER GENERAL MANAGER**


## Signage Location



(Approximate sign positions marked with "x")

<b>Name of Site/Town:</b>	<b>Railway Park</b>
<b>Location of Site:</b>	Endeavour and Warmatta Sts
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Expanding park extending between Endeavour and Finley Streets. Sheltered picnic area with young trees and shrubs not yet established.</p> <p>Close to railway line and rail infrastructure (not in use).</p> <p>Formed paths.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; No hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) + 4



## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Child could be caught in drainage area during wet weather	E	5	High
Falling branches from trees on people or property.	D	3	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium

## Sign Content



# Railway Park

Endeavour St, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.



## WARNINGS



Possible Inundation During Storms



Uneven Ground

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### INFORMATION


- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Signage Location



<b>Name of Site/Town:</b>	<b>Finley Recreational Reserve</b>
<b>Location of Site:</b>	Warmatta St, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Fenced Recreation Reserve with netball courts, several buildings including large clubrooms/changerooms, cricket nets, athletic facilities, and sporting oval. Artificial lighting towers and spectator areas. Large playground with shadesail.</p>
---	---

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held facility.
2	An activity or event takes place with facility on a monthly basis
3	An activity or event takes place with facility on a weekly basis.
4	An activity or event takes place with facility on a daily basis.
5	The area is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
(5x4) +4


### Signage Requirements

FVR	General Sign Description	Location
21-26	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Pedestrian hit by car on shared pedestrian/roadway.	C	4	High
Risk of tripping due to uneven ground throughout the reserve.	B	2	Medium
Native wildlife - Possibility of Magpies swooping during nesting season.	C	2	Medium
Falling branches from trees on people or property.	C	5	High

Sign Content




## FINLEY RECREATION RESERVE

Warmatta Street, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.


**! WARNINGS**



Shared  
Pedestrian/Roadways




Uneven Ground



Native Wildlife

<Insert Pictogram  
of Magpie/Bird. If  
unavailable use  
snake pictogram>



Falling Branches

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above.

PLEASE SLOW DOWN  
SPEED LIMIT


# 10 km/h

Signage Location



<b>Name of Site/Town:</b>	<b>Reserve 85263 – Hamilton St</b>
<b>Location of Site:</b>	102-120 Hamilton St, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Vacant Crown land with fenced perimeter. Unlikely use.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 1**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(1 \times 1) + 0 = 1$



### Signage Requirements

FVR	General Sign Description	Location
1 - 3	No sign required	

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Native animals - Possibility of magpies, reptiles and kangaroos inhabiting the area.	D	3	Medium
Risk of tripping due to uneven ground throughout area.	E	2	Low
Falling branches from trees on people or property.	E	5	High

### Sign Content/Signage Recommendation

No signs installed at this stage.

<b>Name of Site/Town:</b>	<b>Rotary Park</b>
<b>Location of Site:</b>	Denison St through to Newell Hwy, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Park located at rear and to the southern side of Finley Library. There are two sections of the park – the Canoe Tree Monument on the Newell Highway and the larger part of the park off Denison Street. There is a large playground with shadesail, seating and a skate park. There are formed paths and lighting.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held within the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis
4	An activity or event takes place within the facility on a daily basis
5	The facility is in continual use for the majority of the day

#### Notes:

- Used on daily basis although not consistent throughout the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) + 4




## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground.	C	2	Medium
Native animals - Possibility of Magpies swooping during nesting season.	C	2	Medium
Falling branches from trees on people or property.	C	5	High
Pedestrian crossing laneway hit by vehicle at low speed.	D	3	Medium
Risk of injury from using skate park facilities	A	3	High

## Sign Content (Canoe Tree Entrance)





### Rotary Park

235-237 Murray Street, Finley


**WARNING**

Use of this facility may be hazardous. Please take care.

 **WARNINGS**



Uneven Ground



Falling Branches

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Sign Content (Denison Street Entrance)



## Rotary Park

82 – 96 Denison St, Finley

**WARNING**

Use of this facility may be hazardous. Please take care.

 **WARNINGS**



Uneven Ground




Falling Branches

**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Sign Content (Skate Park)





## Finley Rotary Skate Park

82 - 96 Denison St, Finley

**WARNING**


Use of this facility may be hazardous. Please take care.

**! WARNINGS**

Skate and Bike Area

**INFORMATION**



- Wear Protective Clothing
- Do not use Skate Park if hazardous conditions exist (e.g. bad weather, surface or equipment damage, obstructions, debris on skate park)

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- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

Signage Location



<b>Name of Site/Town:</b>	<b>Finley Showground</b>
<b>Location of Site:</b>	Tongs St, Finley
<b>Date:</b>	18/07/2022
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Expansive reserve with roadways entering reserve and around buildings. Buildings include Archery Clubrooms, Tennis Rooms and courts, Indoor Cricket Centre, Show Pavillions, toilet and shower block, shedding and portable seating. Artificial lighting and fuse boxes are spread through the central area which are used during organized events. Area is used also as a primitive camping ground.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skate park, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held facility.
2	An activity or event takes place with facility on a monthly basis
3	An activity or event takes place with the facility on a weekly basis.
4	An activity or event takes place with the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(5 \times 4) + 4$


### Signage Requirements

FVR	General Sign Description	Location
21-26	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Risk of injury to pedestrian being hit by a vehicle using the internal road.	C	5	High
Falling tree branches.	D	5	High
Native Wildlife – Injury from swooping bird or bitten by snake.	C	3	High
Person engaged in recreational activities such as kite electrocuted from high voltage power lines.	E	5	High

Sign Content




## FINLEY SHOWGROUNDS

Tongs Street, Finley


**WARNING**

Use of this facility may be hazardous. Please take care.


**! WARNINGS**



Shared  
Pedestrian/Roadways




Uneven Ground



Native Wildlife

<Insert Pictogram  
of Magpie/Bird. If  
unavailable use  
snake pictogram>



Falling Branches

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above.

PLEASE SLOW DOWN  
SPEED LIMIT  
**10 km/h**


Signage Location



Overhead Powerline Warning Signs erected by Essential Energy

<b>Name of Site/Town:</b>	<b>The Waterhole Natural Flora &amp; Fauna Reserve</b>
<b>Location of Site:</b>	Corner of Tongs Street & the Newell Highway, Finley
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Bushland and introduced plant species surrounding deep man-made waterhole. Securely fenced and includes pump station for water to Finley Showgrounds.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 8**

Facility Visitation Rate = (Development x Population) + Frequency  
(5x1) + 3

### Signage Requirements

FVR	General Sign Description	Location
7 – 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

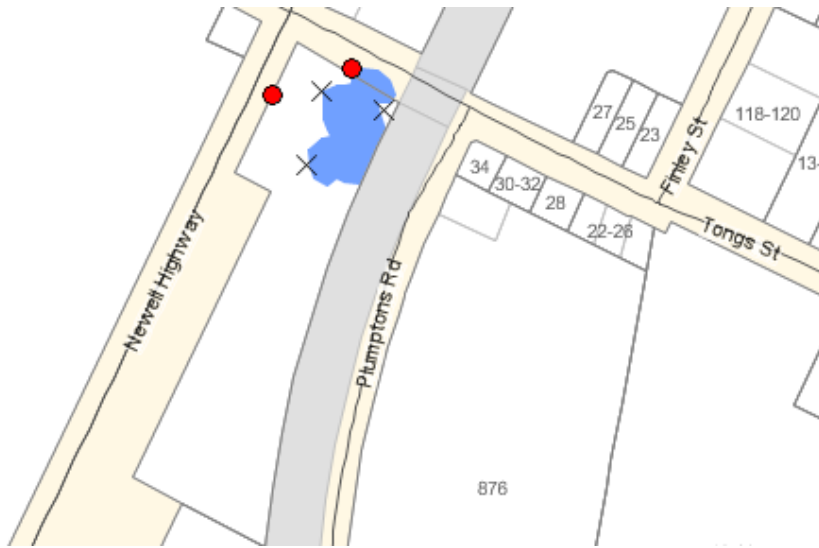
Hazard	Likelihood	Consequence	Rating
Waterhole – person falls into the waterhole resulting in death or serious injury.	D	5	High
Waterhole – car drives into waterhole resulting in death or serious injury.	E	5	High
Native animals – person accessing reserve bitten or attacked by native wildlife (i.e. snake).	D	3	Medium
Risk of tripping due to uneven ground throughout area.	C	2	Medium

### Sign Content






## Signage Location



<b>Name of Site/Town:</b>	<b>Foundry Park</b>
<b>Location of Site:</b>	Murray Street, Finley
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Small park located within CBD. Includes interactive play items for early childhood, seating, shade, grassy play areas and toilets.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 9**

Facility Visitation Rate = (Development x Population) + Frequency  
(2x2) + 5

### Signage Requirements

FVR	General Sign Description	Location
7 – 10	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area or edges around playground items	C	2	Medium
Risk of child running out onto busy highway	C	5	High

### Sign Content



The signage design for Foundry Park includes the following elements:

- Header:** BERRIGAN SHIRE logo.
- Facility Name and Address:** Foundry Park, 115-117 Murray Street, Finley.
- Warning Section (Red background):**

**WARNING**

Use of this facility may be hazardous. Please take care.
- Prohibition Signs:**
  - NO BIKE RIDING (Red circle with slash over a bicycle icon)
  - NO SKATEBOARDING (Red circle with slash over a skateboarder icon)
- Warning Signs (Yellow diamond):**
  - Adjacent to busy road (Yellow diamond with exclamation mark)
  - Uneven Ground (Yellow diamond with a person tripping icon)
- Information Section (Blue background):**

To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.

Children under 10 must be actively supervised by an adult
- Emergency Section (Green background):**

In an emergency, dial 000 and quote the address above




**Signage Location**

At entrance to park off Murray Street.

# Tocumwal Sign Register

<b>Name of Site/Town:</b>	<b>Tocumwal Town Beach and Tocumwal Foreshore</b>
<b>Location of Site:</b>	Tocumwal Foreshore Area
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

## Photo and Description

	<p>The Foreshore Area extends along the levee bank, through the bushland walking track to Town Beach. This is an extensive area and includes areas surrounded by large eucalypts, the river and wetlands.</p> <p>Town Beach is a primitive camping ground whilst the Foreshore experiences significant visitation mostly in the Summer months.</p>
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## Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

## Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

## Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(5 \times 4) + 4$

### Signage Requirements

FVR	General Sign Description	Location
21-26	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Person could drown in Deep Water	B	5	Very High
Child could drown in Shallow Water	B	5	Very High
Person could be injured by Native animals such as kangaroos or snakes	C	3	Medium
Person could injure themselves falling on Uneven ground	C	2	Medium
Person could drown or be swept away by Strong currents	C	5	High
Person could injure themselves diving into water and hitting Submerged objects	B	5	Very High
Person could be injured by Boat and watercraft activity	B	5	Very High
Person could be injured by Falling branches	B	5	Very High
Pedestrians could be injured by a vehicle using Shared roadways	C	4	High



## Tocumwal Town Beach

Town Beach Road, Tocumwal

### WARNING

Use of this facility may be hazardous  
This area is unpatrolled  
Please take care

**DOGS MUST REMAIN LEASHED AT ALL TIMES**

### ! WARNINGS



Deep Water



Shallow Water



Strong currents



Submerged objects



Boat and water craft activity



Falling branches



Wildlife



Pedestrians using road

### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



Keep children under active supervision at all times in or around water

Signage Content (Tocumwal Foreshore)



## Tocumwal Foreshore

Deniliquin Road, Tocumwal

**WARNING**  
 Use of this facility may be hazardous  
 This area is unpatrolled  
 Please take care

**DOGS MUST REMAIN LEASHED AT ALL TIMES**

**! WARNINGS**

			
Deep Water	Shallow Water	Strong currents	Submerged objects
			
Boat and water craft activity	Falling branches	Wildlife	Uneven ground

**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



Keep children under active supervision at all times in or around water



Signage Content (Town Beach Walking Track)



## Town Beach Walking Track

Tocumwal

**WARNING**  
Use of this facility may be hazardous  
This area is unpatrolled  
Please take care

**DOGS MUST REMAIN LEASHED AT ALL TIMES**

**WARNINGS**

			
Deep Water	Shallow Water	Strong currents	Submerged objects
			
Boat and water craft activity	Falling branches	Wildlife	Uneven ground

**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



Keep children under active supervision at all times in or around water

Sign Content (Town Boat Ramp)



# Tocumwal Foreshore Boat Ramp

Town Beach Road, Tocumwal

**WARNING**

Use of this facility may be hazardous. Please take care



No diving

 **WARNINGS**



Trip Hazards



Shallow Water



Unguarded edges

**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



Keep children  
under active  
supervision  
at all times  
in or around  
water

### Signage Location



<b>Name of Site/Town:</b>	<b>Tocumwal Splashpark</b>
<b>Location of Site:</b>	Tocumwal Foreshore Area
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description



Tocumwal Splashpark is a new installation at the Tocumwal Foreshore Area and comes with its own risks, hence a separate risk assessment and signage.

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features, public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park).	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sporting grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
 $(5 \times 4) + 4$

### Signage Requirements

FVR	General Sign Description	Location
21-26	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Steep/Sharp Edges	B	3	High
Slippery Surfaces	B	3	High

### Sign Content







# Tocumwal Splashpark


Deniliquin Road, Tocumwal

## Hours of Operation – 9:00am till 9:00pm



### WARNING

Use of this facility may be hazardous. Please take care.

		
No Animals	No Pushing	No Littering
		
No Glass	No Bicycles, or Wheeled Sports	No Smoking



### WARNINGS

	
Steep/Sharp Edges	Slippery Surfaces


### INFORMATION

To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100. In an emergency dial 000 and quote the address above.

**Children under 10 must be actively supervised by an adult at all times**

<b>Name of Site/Town:</b>	<b>Apex Park</b>
<b>Location of Site:</b>	Deniliquin St, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Small park including half basketball court and ring, seating, skate park and Rotary Shed. Trees border the Deniliquin Street side, with pine barriers bordering the lane side.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park).	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) +4

## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Child could be hit by vehicle accessing lane at rear of park	C	5	High
Falling branches from trees on people or property.	D	3	Medium
Possibility of Magpies swooping during nesting season.	C	2	Medium
Risk of injury from using skate park facilities	A	3	High

## Sign Content (Apex Park)



### Apex Park

Deniliquin Street, Tocumwal

**WARNING**

Use of this facility may be hazardous. Please take care.



**WARNINGS**



Uneven Ground




Shared Pedestrian Roadways

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

**Sign Content (Skate Park)**




## Tocumwal Skate Park



102 – 108 Deniliquin St,  
Tocumwal

**WARNING**

Use of this facility may be hazardous. Please take care.




### WARNINGS

Skate and Bike Area

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**INFORMATION**



- Wear Protective Clothing
- Do not use Skate Park if hazardous conditions exist (e.g. bad weather, surface or equipment damage, obstructions, debris on skate park surfaces)

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above


**Signage Location(\* Skate park signs)**





<b>Name of Site/Town:</b>	<b>Ingo Renner Park</b>
<b>Location of Site:</b>	Dean and Deniliquin Rd, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

**Photo and Description**

	<p>Small grassy park with scattered trees located near the roundabout entrance to Tocumwal. Unfenced and only used periodically.</p>
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**Level of Development**

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track).	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, stakepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. showgrounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin that fills during wet weather.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 2 metres.

**Population Use**

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

**Frequency of Use**

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	Noe vents or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.



**Facility Visitation Rate = 5**

Facility Visitation Rate = (Development x Population) + Frequency  
(1x1) +4

### Signage Requirements

FVR	General Sign Description	Location
4 - 6	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Possibility of Magpies swooping during nesting season.	C	2	Medium

### Sign Content/Signage Location

No signs erected at this stage.

<b>Name of Site/Town:</b>	<b>Lions Park</b>
<b>Location of Site:</b>	Hennessey St, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Expansive area along Hennessey Street with a picnic table and Lions Park sign and Lion on a pole. Large gum trees scattered throughout. Footpath running along side.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve)
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 6**  
 Facility Visitation Rate = (Development x Population) + Frequency  
 (2x1) +4

### Signage Requirements

FVR	General Sign Description	Location
4 - 6	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; Any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	A sign should appear in a prominent position within the facility.

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees hitting people or property.	C	2	Medium
Possibility of Magpies swooping during nesting season.	C	2	Medium
People hit by vehicle using car park area.	E	3	Medium

### Sign Content/Signage Location

No signs installed at this stage.

<b>Name of Site/Town:</b>	<b>Kelly St Nature Reserve #150054</b>
<b>Location of Site:</b>	Lot 2//DP39743, Kelly St, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Virginal bush with large trees and open grassed spaces. Borders the Tocumwal Creek Walk so would have daily pedestrian traffic.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve)
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sportsgrounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility.
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) +4

## Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

## List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	B	2	Medium
Falling branches from trees hitting people or property.	C	5	High
Possibility of Magpies swooping during nesting season.	C	2	Medium
Dry creek bed with stagnate water ponds. Fills with water during rain events. Submerged objects may be present. People may drown.	C	5	High

## Sign Content



# Kelly Street Nature Reserve

Kelly Street, Tocumwal

**WARNING**

Use of this facility may be hazardous. Please take care.



**WARNINGS**



Uneven Ground



Water Hazard



Falling Branches

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**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above



<b>Name of Site/Town:</b>	<b>Creek Walk Reserve #150030</b>
<b>Location of Site:</b>	Lot 292//DP720243, Charlotte St, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Meandering dirt path following Creek (stormwater drain) through numerous large overhanging gums and bushland. Periodic fencing along creek. Some steep slopes down to creek.</p>
---	---

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) +4



### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Person could be injured falling down steep slopes	C	3	High
Falling branches from trees hitting people or property.	C	5	High
Possibility of Magpies swooping during nesting season.	C	2	Medium
Dry creek bed with stagnate water ponds. Fills with water during rain events. Submerged objects may be present. People may drown.	C	5	High

### Sign Content

Additional addresses will include the following:-

- Jerilderie Street(1)
- Short Street(1)
- Calaway Street (2)
- Kelly Street(2)
- Golf Links Drive (1)



## Creek Walk Reserve

Hennessey Street, Tocumwal

### WARNING

Use of this facility may be hazardous. Please take care.

### WARNINGS



Uneven Ground



Sloping Ground



Water Hazard



Falling branches



Native Wildlife

### INFORMATION

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above

## Signage Location


11 signs at various entrances along the walk:

- 1 – At walk entrance on Hennessey Street - heading to the Golf Club.
- 2 – At Information Board on Tocumwal-Barooga Road, prior to starting the walk – heading to the Golf Club.
- 3 – At entrance to the walk from Short Street
- 4 – At entrance to the walk from Calaway Street – heading back to Town.
- 5 – At entrance to the walk from Calaway Street, beside the Catholic School – situated to reflect both directions.
- 6 – At eastern side of entrance to the walk from Kelly Street – heading back to Town.
- 7 – At western side of entrance to the walk from Kelly Street – heading back to Town.
- 8 – At entrance to the walk from Kelly Street – heading to the Golf Club.
- 9 – At entrance to the walk from Charlotte Street (no through road) – heading to the Golf Club
- 10 – At entrance to the walk from the rear of the Early Settlers Motel – situated to reflect both directions.
- 11 – At entrance to the walk from the Golf Course – heading back to Town.



<b>Name of Site/Town:</b>	<b>Hiles Court Park</b>
<b>Location of Site:</b>	6 Hiles Court, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Grassed open space with no infrastructure – neighbourhood park. Large gum trees, some magpies evident. Fully fenced although no car barriers at walkway access entries at roadways.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve)
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds)	River; dam: cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 6**

Facility Visitation Rate = (Development x Population) + Frequency  
(2x1) +4

### Signage Requirements

FVR	General Sign Description	Location
4 - 6	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; Any information symbols relevant to the facility. NB: The sign does not require the depiction of warning symbols.	A sign should appear in a prominent position within the facility.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees hitting people or property.	C	2	Medium
Possibility of Magpies swooping during nesting season.	C	2	Medium

### Sign Content/Signage Location

No signs installed at this stage.

<b>Name of Site/Town:</b>	<b>CWA Park (Library Park)</b>
<b>Location of Site:</b>	57-67 Deniliquin St, Tocumwal
<b>Date:</b>	<b>18/07/22</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description



Fenced park with early childhood playground and all abilities equipment, water bubbler and access to public toilets.

Open access to footpaths.

### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skatepark, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metre; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds; ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sportsgrounds)	River; dam; cliffs greater than 3 metres

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility.
1	An annual activity or event is held in the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continuous use for the majority of the day.

**Facility Visitation Rate = 10**

Facility Visitation Rate = (Development x Population) + Frequency  
(3x2) +4


### Signage Requirements

FVR	General Sign Description	Location
7 - 10	The sign should contain: The name of the facility; A general warning message; All Council Ordinances that apply to the facility as prohibition pictograms; All potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top hazard should appear; Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility.

### List of Hazards


Hazard	Likelihood	Consequence	Rating
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Possibility of Magpies swooping during nesting season.	D	2	Low

### Sign Content



## CWA Park


57 – 67 Deniliquin Street,  
TOCUMWAL




### WARNINGS

**WARNING**

Use of this facility may be hazardous. Please take care.



Adjacent to busy road



Uneven Ground

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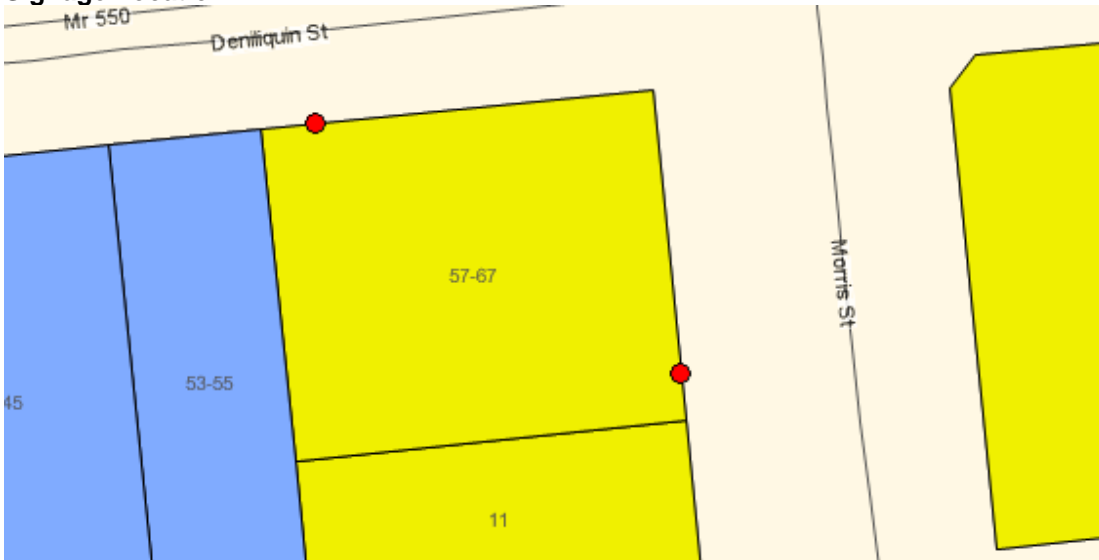
**INFORMATION**

To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.

**Children under 10 must be actively supervised by an adult**

**In an emergency, dial 000 and quote the address above**


**Signage Location**





<b>Name of Site/Town:</b>	<b>Tocumwal Recreation Reserve</b>
<b>Location of Site:</b>	Morris St, Tocumwal
<b>Date:</b>	<b>18/07/2022</b>
<b>Prepared by:</b>	Michelle Koopman

### Photo and Description

	<p>Expansive reserve which includes football oval, pony club, netball courts, cricket nets, tennis courts. There are numerous buildings for netball changerooms, cricket rooms, pony club shed, Hot Rod Shed, and football/function rooms.</p>
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### Level of Development

Rating	Development	Natural Hazards
1	Virginal bush; cleared land; no infrastructure for public use.	Virginal bush; no hazardous natural features; public access restricted.
2	Cleared/landscaped area; static infrastructure (e.g. grass area with tables and chairs, BBQ facilities, toilet block, walking track)	Natural environment; sloping ground, no natural water; public access encouraged (e.g. walking track through reserve).
3	Cleared/landscaped area with mobile infrastructure (e.g. grassed area with play equipment, skate park, markets, leash free dog areas, car park)	Reserve contains natural waterway that runs during wet weather; drops less than 1 metres; detention basin that fills during wet weather.
4	Council owned infrastructure with no artificial lighting (e.g. show grounds, recreational reserve, caravan park)	Creeks; ponds, ledges between 1 metre and 3 metres; permanent detention basin with restricted public access.
5	Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit sports grounds).	River; dam; cliffs greater than 3 metres.

### Population Use

Hazard Rating	Population Use
1	Less than 5 people at a time
2	5 to 49 people at a time
3	50 to 99 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

### Frequency of Use

Hazard Rating	Frequency of Use (reflects peak season usage patterns)
0	No events or activities are held at the facility
1	An annual activity or event is held within the facility
2	An activity or event takes place within the facility on a monthly basis
3	An activity or event takes place within the facility on a weekly basis.
4	An activity or event takes place within the facility on a daily basis.
5	The facility is in continual use for the majority of the day.

**Facility Visitation Rate = 24**

Facility Visitation Rate = (Development x Population) + Frequency  
 (5x4) +4


### Signage Requirement

FVR	General Sign Description	Location
21-26	The sign should contain: the name of the facility; a general warning message; all Council Ordinances that apply to the facility as prohibition pictograms; all potential hazards identified within the facility that have a risk rating of HIGH as warning symbols. If there are no highs then the top four hazards should appear. Any information symbols relevant to the facility.	A sign should appear at all entrances provided by the Council to the facility. Consideration should be given to placing signs in other areas of high use.

### List of Hazards

Hazard	Likelihood	Consequence	Rating
Shared pedestrian roadways – possibility a pedestrian could be hit by a vehicle using the internal roadway.	C	4	High
Risk of tripping due to uneven ground throughout area.	C	2	Medium
Falling branches from trees hitting people or property.	C	5	High
Native animals - Possibility of magpies, reptiles and kangaroos inhabiting the area.	D	3	Medium
Shallow lagoon/pond with stagnate water in bush area within pony club grounds. Fills with water during rain events. Submerged objects may be present.	E	5	High

Sign Content




# TOCUMWAL RECREATION RESERVE


Kelly Street, Tocumwal

**WARNING**  
Use of this facility may be hazardous. Please take care.


**! WARNINGS**




Uneven Ground




Falling Branches



Shared Pedestrian/Roadways



Native Wildlife



Water Hazard

**INFORMATION**

- To report damaged or vandalized equipment or for general information regarding the use of this facility, please contact Berrigan Shire Council on 03 5888 5100.
- In an emergency dial 000 and quote the address above.

PLEASE SLOW DOWN  
SPEED LIMIT

**10 km/h**

Signage Location





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref : 49201 MH:JD

26 July 2022

Greens Spokesperson for Local Government, Mr Jamie Parker MP  
112A Glebe Point Road  
GLEBE NSW 2037  
[balmain@parliament.nsw.gov.au](mailto:balmain@parliament.nsw.gov.au)

Dear Mr Parker,

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49185 MH:JD

26 July 2022

Helen Dalton MP  
Member for Murray  
104-110 Banna Avenue  
GRIFFITH NSW 2680  
[murray@parliament.nsw.gov.au](mailto:murray@parliament.nsw.gov.au)

Dear Helen

I write to inform you of Berrigan Shire Council's strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and the subsequent threat to restrict or possibly deny, access to loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person, that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, and nor is it allowed to retain the proceeds of any sale. The Council is not even consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age or condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of and the property of the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49188 MH:JD

26 July 2022

NSW Audit Office  
NSW Auditor General  
Ms Margaret Crawford  
[mail@audit.nsw.gov.au](mailto:mail@audit.nsw.gov.au)

Dear Ms Crawford

I write once again to express my Council's strong objection to your determination that assets under the control of the NSW Rural Fire Service are the property of local councils for accounting purposes, as expressed in your recent report to parliament on local government audits and reinforced in your letter to my Chief Executive Officer of 23 June 2022.

I don't intend to rehash the Council's argument on control and ownership of the NSW RFS equipment. My Council and Local Government NSW (LGNSW) have put this argument forward before and it is compelling. The concept that local councils control the equipment used by the RFS defies both reason and common sense.

Simply pointing to s119 of the *Rural Fires Act 1997* is not a reasonable nor sufficient rebuttal of this argument and my Council respectfully requests a detailed account of how you came to your determination.

My Council strongly supported the NSW Audit Office taking on the responsibility of auditing the local government sector. I believe the Audit Office has brought much needed rigour and consistency to audit in local government. Our staff have strong working relationships with both contract and NSWAO audit staff. The NSWAO has a reputation for integrity that I do not question.

Your decision on RFS assets, and your actions to date to bring this decision into effect, has unfortunately had a detrimental effect on your credibility personally and the credibility of NSWAO, across the local government sector. It has the potential to destroy the working relationship between Councils and the NSWAO.

I urge you to reconsider your approach on this matter and work with local government and the NSW RFS to bring rationality and sanity to the NSW Government's treatment of RFS-controlled equipment.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully

CR MATTHEW HANNAN  
MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49199 MH:JD

26 July 2022

Shadow Minister for Emergency Services, Mr Jihad Dib MP  
PO Box 80  
PUNCHBOWL NSW 2196  
[lakemba@parliament.nsw.gov.au](mailto:lakemba@parliament.nsw.gov.au)

Dear Shadow Minister

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49200 MH:JD

26 July 2022

Shadow Minister for Local Government, Mr Gregory Warren MP  
PO Box 895  
CAMPBELLTOWN NSW 2560  
[campbelltown@parliament.nsw.gov.au](mailto:campbelltown@parliament.nsw.gov.au)

Dear Shadow Minister

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

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My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49197 MH:JD

26 July 2022

Shadow Treasurer, The Hon. Daniel Mookhey, MLC  
Parliament House  
Macquarie Street  
SYDNEY NSW 2000

Dear Shadow Treasurer

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49203 MH:JD

26 July 2022

Leader of the Animal Justice Party  
The Hon. Emma Hurst MLC  
6 Macquarie Street  
SYDNEY NSW 2000

Dear The Hon. Hurst

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR







BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49204 MH:JD

26 July 2022

Leader of the One Nation Party  
The Hon. Mark Latham MLC  
Parliament House  
Macquarie Street  
SYDNEY NSW 2000

Dear The Hon. Latham

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49202 MH:JD

26 July 2022

Leader of the Shooters, Fishers and Farmers Party  
The Hon. Robert Borsak MLC  
Parliament House  
Macquarie Street  
SYDNEY NSW 2000  
[robert.borsak@parliament.nsw.gov.au](mailto:robert.borsak@parliament.nsw.gov.au)

Dear The Hon. Borsak,

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

When bringing assets and associated depreciation to account, accounting standards require reporting bodies to look beyond legal ownership and consider who controls the assets in question.

It is clear to any reasonable person that the Council does not control RFS equipment. Council does not purchase the equipment, has no right to use the equipment, has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Further, my Council does not hold information that would allow it to accurately bring these assets to account. My Council does not hold records that show the number, make, age nor condition of the vehicles supposedly "vested" in the Council and attempts to obtain them from NSW RFS or other NSW Government agencies have been in vain.

Further, the Audit Office's reliance on the term 'vested' held within the legislation completely ignores other areas of the same legislation which require the RFS seek the concurrence of Councils to deploy their equipment. Another lunacy that is not only not enforced, but enforcement would lead to the ineffective operation of the RFS across the state. Also, any Service Agreements required under the legislation are either non-existent or so old they are out of date. How can it be that one part of the legislation can be pointed to as 'proof' the RFS fleet are 'vested' in Councils when the rest of this ineffective piece of legislation is completely ignored?

If the RFS is not responsible for this equipment and for bringing it to account, who is?

Rural firefighting is too important for the NSW Government to play accounting shell games. It is not in the best interests of NSW that responsibility for accounting for the assets of the world's largest volunteer fire service should be split and outsourced to over 100 councils with varying accounting policies and treatments.

Berrigan is acknowledged as the birthplace of the RFS – the first bush fire brigade was formed here in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

My Council seeks your support and assistance to clear up this mess by getting the NSW Government to acknowledge that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





BAROOGA | BERRIGAN | FINLEY | TOCUMWAL  
*Heart of the Southern Riverina*

Ref: 49179 MH:JD

26 July 2022

Treasurer, The Hon. Matt Kean MP  
Minister for Emergency Services and Resilience, The Hon. Stephanie Cooke MP  
Minister for Local Government, Wendy Tuckerman MP

Dear Minister

I write to inform you of Berrigan Shire Council strong objection to the NSW Government's determination, applied by the Auditor-General, that NSW Rural Fire Service (RFS) assets are the property of local councils for accounting purposes.

As such, the Council will not conduct a stocktake of these assets and nor will it record the assets and associated depreciation in its financial statements.

The recent report on Local Government audits released by the Auditor-General sadly reinforces the NSW Government's official fiction that RFS mobile assets and firefighting equipment somehow belong to the Council. This report, along with a recent letter to the Chief Executive Officer threatening a qualified audit opinion and subsequent threat of being unable to access loans and grant funding, place more pressure on this Council to comply with this absurd ruling.

Having given the matter serious consideration, the Council does not consider that it has "control" over these assets for the purposes of Australian Accounting Standards. The Council has no control over the purchase of the assets, the disposition of the assets, the operation and use of the assets or the disposal of the assets. Indeed, the Council cannot even obtain from the RFS a list of the assets it supposedly controls.

It is clear to any reasonable person that the Council does not control RFS equipment. As noted above, Council does not purchase the equipment, has no right to use the equipment and has no right to dispose of the equipment, nor is it allowed to retain the proceeds of any sale. The Council is not consulted on any of these matters. The equipment is painted in RFS livery and operated by RFS employees and volunteers.

Section 119 of the Rural Fires Act 1997 (the Act) may "vest" the assets in Council however this does not reflect the reality on the ground. In reality, these assets are operated and managed by the RFS with no oversight or direction from Council at all.

For example, s119(6) of the Act states (bolding mine):

*The Commissioner may, **with the concurrence of the council** in which fire fighting equipment is vested under this section, use any of the equipment not reasonably required by the council to deal with incidents in the area of the council to deal with incidents outside the area.*

In practice, this concurrence is never sought.

Another example, s12A of the Act deals with “Rural Fire District service agreements” – relied on by your government to demonstrate the red fleet assets are under the control of Councils and only used by RFS in line with these agreements. This is not the case.

Firstly, there has not been a review of the Berrigan Shire/RFS service agreement in at least 10 years. It is difficult to tell how long it has been as the Council does not have a copy. Certainly, the service agreement is not a living document used to determine the disposition and use of the “red fleet”

Secondly, S12A(4) of the Act states:

*The Commissioner is to report the results of the performance under a service agreement during a financial year to the local authority or authorities concerned within 3 months after the end of that year.*

Again, in practice these reports are never provided. This is evidence that the RFS does not consider itself accountable to the Council for the use of this equipment. This is a reasonable position for the RFS to hold – if the RFS is not responsible for this equipment, who should be?

The town of Berrigan prides itself in being the birthplace of the RFS, where the first rural bushfire brigade was formed in 1896. My Council strongly supports the operations of our local RFS brigades and their hard-working and conscientious volunteers who undertake heroic work to protect the lives and property of millions of NSW residents. My Council looks to support these brigades by ensuring that the NSW Government and the NSW RFS take responsibility for accounting properly for the assets used by these volunteers.

The NSW Rural Fire Service is the world’s largest volunteer firefighting organisation. It is surely not acceptable that in 2022, responsibility for these key assets apparently is split between more than 100 local councils, most of whom do not have adequate records of these assets and all of whom have varying policies and procedures for accounting for these assets.

Even the Office of Local Government provides Councils with an **option** to recognise these assets. If Councils take up this option, who is bringing the asset to account?

It is now time for your government to take action to clear up this confusion and empower the RFS to take control of its own equipment. Rural firefighting is too important for the NSW Government to play accounting shell games. Amend the Rural Fires Act to make it clear that rural firefighting equipment is vested in, under the control of, and the property of, the RFS.

If you require further information, please do not hesitate to contact Karina Ewer, Chief Executive Officer on 03 5888 5100 or at [karinae@berriganshire.nsw.gov.au](mailto:karinae@berriganshire.nsw.gov.au).

Yours faithfully



CR MATTHEW HANNAN

MAYOR





**The Hon. Matt Kean MP**  
Treasurer  
Minister for Energy

OFFICIAL

Ref: P22/1770

Cr Darriea Turley AM  
President  
Local Government NSW  
L8, 28 Margaret Street  
SYDNEY NSW 2000

Dear Cr Turley,

Thank you for your correspondence of 24 June 2022 regarding the accounting treatment of rural fire assets.

As you are aware, the Rural Fire Service (RFS) and NSW Treasury have assessed that certain fire-fighting equipment ('red fleet assets') that are vested to local councils are not controlled by RFS or the State for accounting purposes.

While an assessment of control under the accounting standards must be made by individual councils, the State's view remains that on balance it would appear local councils control the red fleet assets for accounting purposes.

The NSW Audit Office has accepted this position and made recommendations seeking to support local councils to appropriately recognise red fleet assets in their financial statements. I note that 41 councils recognised the red fleet assets in their 2020-21 financial statements.

I acknowledge that assessing control for the purposes of accounting standards is complex. Nonetheless, it is important that we bring finality to this longstanding issue. To assist, I have attached the NSW Treasury Accounting Paper which outlines the rationale for the State position.

The NSW Government is committed to working constructively with the local government sector to move forward on this issue.

To support council consideration of these issues, I understand that NSW Treasury will separately forward Local Government NSW a current list of red fleet assets compiled by RFS, as well as standard costing information for these assets, also prepared by RFS. This will assist Councils to undertake the recommended stocktake of vested assets so they can be appropriately recognised in their financial statements.

I understand that some councils have expressed concern that recognising the assets has, or would have, an adverse impact on their financial position. I am advised that the Office of Local Government, supported by NSW Treasury and RFS, is proposing to discuss red fleet assets with relevant councils over the coming months to ensure appropriate resolution of this matter in the preparation of the 2021-22 financial statements.

OFFICIAL

My office will be in touch to facilitate a meeting between Minister Cooke, Minister Tuckerman, Local Government NSW and the NSW Auditor General to discuss your position.

Yours sincerely,



**The Hon. Matt Kean MP**

Treasurer

Minister for Energy

09-7-22.

Attachment: NSW Treasury Accounting Paper

CC: The Hon. Steph Cooke MP, Minister for Emergency Services and Resilience and Minister for Flood Recovery

CC: The Hon. Wendy Tuckerman MP, Minister for Local Government

CC: Margaret Crawford, NSW Auditor-General



## Rural Fire Service – Considerations of ownership of the red fleet assets

**Summary of Issue:** Whether the Rural Fire Service (RFS) or the local councils should recognise the red fleet assets (RFA) on their books.

Currently RFS do not record the RFA, a position that was presented and agreed with the Audit Office (AO) in 2018. In September 2020, a several councils jointly wrote to the Auditor General querying the accounting treatment of the RFA. As a result, the AO requested Treasury re-examine the accounting treatment.

**Background:** The Rural Fire Fighting Fund (RFFF) is a special deposit account within Treasury’s banking system. RFFF purchases RFA, and other assets such as brigade stations, fire control centres, firefighting equipment, uniforms and protective clothing. RFFF also pays the operating expenses of RFS. RFS manage and pay suppliers with these funds. Each year, the funding target of RFFF is prepared by the Minister and agreed with the Treasurer. As the funding target is an overall number for the aforementioned expenditures, RFS prepares a detailed budget each year to allocate the funding target to specific uses. During this process, RFS consults and agrees with councils the spending on RFA, buildings, equipment and maintenance for each district to be paid by the RFFF. The RFFF is funded by contributions from insurance companies (73.7%), Councils (11.7%) and Treasury (14.6%). RFS oversees the procurement of RFA. The RFA are then vested to individual councils upon completion, in accordance with section 119(2) of the Rural Fires Act 1997 (the RF Act). RFS hold the firefighting equipment, uniforms and protective clothing as inventory and then expense them when dispensing to brigades.

Under OLG’s model financial report: Financial Reporting Code, councils have the option whether to recognise these assets on their books and thus, there are instances where the RFA are not recorded by either RFS or a council. However, brigade stations and fire control centres are often recognised as assets of local councils.

**Work Performed:** We reviewed the previous position paper and held discussions with RFS personnel: Stephen O’Malley (CFO) and Myles Foley (Director Finance); and with General Managers and CFOs from Leeton Shire Council, Coffs Harbour City Council, Nambucca Valley Council and Wingecarribee Shire Council, to understand the daily operation of the RFA. We also held discussions State Emergency Service (SES) personnel: Daniel Crocco (Acting CFO) and Nathan Birch (Management Accountant) to understand the operational differences between SES and RFS. . From these conversations, we have summarised our understanding and those factors that indicate control by RFS or Councils in the following analysis.

### Relevant Accounting Standards:

*AASB Conceptual Framework for Financial Reporting*

4.20 An entity controls an economic resource if it has the present ability to direct the use of the economic resource and obtain the economic benefits that may flow from it. Control includes the present ability to prevent other parties from directing the use of the economic resource and from obtaining the economic benefits that may flow from it. It follows that, if one party controls an economic resource, no other party controls that resource.

4.21 An entity has the present ability to direct the use of an economic resource if it has the right to deploy that economic resource in its activities, or to allow another party to deploy the economic resource in that other party’s activities.

4.23 For an entity to control an economic resource, the future economic benefits from that resource must flow to the entity either directly or indirectly rather than to another party. This aspect of control does not imply that the entity can ensure that the resource will produce economic benefits in all circumstances. Instead, it means that if the resource produces economic benefits, the entity is the party that will obtain them either directly or indirectly.

*AASB Framework for the Preparation and Presentation of Financial Statements*

49(a) An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity

Aus49.1 In respect of not-for-profit entities in the public or private sector, in pursuing their objectives, goods and services are provided that have the capacity to satisfy human wants and needs. Assets provide a means for entities to achieve their objectives. Future economic benefits or service potential is the essence of assets. Future economic benefits is synonymous with the notion of service potential, and is used in this Framework as a reference also to service potential. Future economic benefits can be described as the scarce capacity to provide benefits to the entities that use them, and is common to all assets irrespective of their physical or other form.

*AASB 10 Consolidated Financial Statements* – AASB 10 relates to control of ‘entities’ not individual or groups of assets.

*AASB 15 Revenue from Contracts with Customers*

33 Control of an asset refers to the ability to direct the use of, and obtain substantially all of the remaining benefits from, the asset. Control includes the ability to prevent other entities from directing the use of, and obtaining the benefits from, an asset. The benefits of an asset are the potential cash flows (inflows or savings in outflows) that can be obtained directly or indirectly.

*AASB 16 Leases*

B9 To assess whether a contract conveys the right to control the use of an identified asset for a period of time, an entity shall assess whether, throughout the period of use, the customer has both of the following:

- a) the right to obtain substantially all of the economic benefits from use of the identified asset; and
- b) the right to direct the use of the identified asset.

**Comparison of Operational Features between RFS and SES:**

Operational Features	RFS	SES	Observations
<b>Establishment and main functions</b>	The <i>Rural Fire Act 1997</i> (the RF Act) was written to establish the Rural Fire Service and its functions.	The <i>State Emergency Service Act 1989</i> (the SES Act) was written to establish the State Emergency Service and its functions.	Both RFS and SES are constituted as a volunteer organisation. They co-ordinate volunteer efforts at both a strategic and tactical level.


Operational Features	RFS	SES	Observations
	<p>RFS is comprised of the Commissioner, other RFS staff (salaried employees) and volunteer rural fire fighters (s8 of the RF Act). Although, other parts of the RF Act indicate the rural fire fighters are part of the brigades, that are sperate entities, formed by councils.</p> <p>s9 of the RF Act sets out the functions of RFS, which for this analysis, importantly include:</p> <ul style="list-style-type: none"> <li>• providing rural fire services for New South Wales</li> <li>• providing services for the prevention, mitigation, and suppression of fires in rural fire districts</li> <li>• protecting persons from dangers to their safety and health, and property from destruction or damage, arising from fires in rural fire districts</li> </ul>	<p>SES is comprised of the Commissioner, Deputy Commissioner, other SES staff (salaried employees), the volunteer officers and volunteer members of all SES units (s7 of the SES Act).</p> <p>s8 of the SES Act sets out the functions of SES, which for this analysis, importantly include:</p> <ul style="list-style-type: none"> <li>• acting as the combat agency for dealing with floods, tsunamis and storms and co-ordinating the evacuation and welfare of affected communities</li> <li>• protecting persons from dangers to their safety and health, and property from destruction or damage, arising from floods, storms and tsunamis</li> </ul>	<p>SES is the lead combat agency as specified in the SES Act. However, the RF Act does not appear to have an equivalent objective.</p>
<p><b>Formation and operation of brigades/units</b></p>	<p>s15 of the RF Act regulates the formation of rural fire brigades. A local authority (Council) forms the brigade for its rural fire district (RFD). It is only where a Council refuses or fails to form a brigade, that the Commissioner may do so (s15(4) of the RF Act). RFS agency has no knowledge when this power is exercised.</p> <p>s21 of the RF Act confers powers on an officer of a rural fire brigade to exercise functions at a fire, incident or other emergency in the RFD for which the brigade was formed – and with approval of the Commissioner outside of the RFD. This means that brigades are able to self-respond to any incident within their RFD, or with approval, respond to an incident outside of the RFD. This means that outside of the</p>	<p>Under s18 of the SES Act, SES units are registered by the Commissioner. s18AA sets out that membership of an SES unit may be granted by any of the following:</p> <ol style="list-style-type: none"> <li>(a) the Commissioner,</li> <li>(b) a zone commander, local commander or unit commander responsible for the SES unit</li> </ol> <p>The Commissioner appoints the zone commander and unit commander (s16(1) and 17A(1) of the SES Act). The Commissioner also appoints the local commander on the recommendation of the Council for that area (s17(1) of the SES Act).</p> <p>The local commander and unit commander are volunteers, whose operations are</p>	<p>Both RFS and SES provide a support and coordination role to the volunteers, by providing input such as information, training, coordination and aerial support.</p> <p>SES appears to have active involvement in the formation of SES units. SES forms and registers local SES units. SES also recruits unit commanders or local commanders, who control the activities of local SES units under the direction of SES. SES considers the SES units to be its unpaid employees.</p>

Operational Features	RFS	SES	Observations
	<p>declaration of an s44 (see below), a brigade is under the control of its officers.</p> <p>s44 of the RF Act gives the Commissioner a responsibility to take charge of bush fire fighting operations in any part of the State if a number of conditions exist (refer to s44(1)(a)-(d) of the RF Act). In summary, these conditions include a local brigade is not effectively controlling a fire; a fire event is too large for that brigade; or a fire event occurs in a location that is not the responsibility of any brigade.</p> <p>In the 2019-20 fire season, fires were protracted and extended the length of the State, with a large number (43) of extended s44 declarations. This resulted in significant 'out of area' deployments for RFA and brigades, which were co-ordinated by RFS in order to combat the bush fires. This compares to 2018/19 and 2017/18, when there were only 15 and 17 s44 declarations respectively.</p> <p>In practice, when a s44 declaration is made, RFS agency will step in and take responsibility for the following:</p> <ul style="list-style-type: none"> <li>• Relocating brigades to other districts as necessary;</li> <li>• Taking charge of the planning and determining how to control/suppress fire events;</li> <li>• Setting up base camps;</li> <li>• Engaging heavy plant providers;</li> <li>• Running the aviation desk; and</li> <li>• Community alerts</li> </ul>	<p>directed by SES (the relevant zone commander or the Commissioner) to undertake response and recovery activities (s17(3), and s17A(2) of the SES Act). A zone commander is a SES salaried employee, who is not involved in the actual response but rather in the coordination activities.</p> <p>In practice, SES follows the legislative requirements as noted above and appears to have active involvement in the formation of SES units. SES is responsible for the recruitment of SES units. Local commanders and unit commanders, who control the operations of the local units, are recruited by SES and are subject to the direction from SES. Community members volunteer to become members of local SES units via applications. The local commander or unit commander makes the assessment and accepts suitable applicants.</p> <p>In the event that there is no SES unit in a location, alternative action by the SES (pursuant to provisions of its enabling legislation) might include:</p> <ul style="list-style-type: none"> <li>• assistance from nearby SES units</li> <li>• directions to other SES units to travel to the location</li> <li>• evacuation to protect life</li> <li>• directions to personnel in other NSW emergency service agencies (such as NSW Police and Fire and Rescue NSW).</li> </ul>	<p>In comparison to SES, RFS has no direct involvement in the formation of the brigades and appointment of Brigade Officers (equivalent to SES unit/local commanders). The brigades operate in accordance with the Brigade Constitution and are able to self-respond to any incident within their RFD. RFS only has statutory power to give direction to brigades where an s44 event has been declared. RFS considers the brigades to be independent associations of persons.</p>

Operational Features	RFS	SES	Observations
	<p>s45(1) allows the Commissioner to give directions to other entities (including brigades) around prevention, control or suppression of a bush fire when he has taken charge under s44.</p> <p>s45(2) specifically allows the Commissioner to exercise the power that apply to an officer under s21, and thereby direct the deployment of resources across the State, provided an s44 event has been declared.</p> <p>As such, the Commissioner only has statutory power to direct resources outside of nominated brigade boundaries where an s44 event has been declared.</p> <p>In practice, RFS follows the legislative requirements as noted above and has no direct involvement in the formation of the brigades. Community members volunteer to become members of local brigades via applications. Brigades accept suitable applicants in accordance with the Brigade Constitution.</p> <p>The Brigade Officers, such as Captain and Deputy Captain, are elected and appointed by brigade members in accordance with the Brigade Constitution (Service Standard 2.1.4). The Brigade Officers lead and control the activities of brigades within their RFD.</p> <p>In practice, the brigades undertake the following activities:</p> <ul style="list-style-type: none"> <li>• Hazard reduction – in accordance with bush fire risk management plan</li> </ul>		

Operational Features	RFS	SES	Observations
	<p>developed by Bush Fire Management Committee (Bush Fire Management Committee is a local committee comprised of representatives from Councils, land managers, community organisations, RFS and other fire authorities);</p> <ul style="list-style-type: none"> <li>• Front-line response to fire events in their district;</li> <li>• Initiating maintenance requirements/needs;</li> <li>• Community education; and</li> <li>• Local training drills.</li> </ul> <p>In practice RFS agency, undertakes the following activities (outside of a s44 declaration):</p> <ul style="list-style-type: none"> <li>• Coordination – informing brigades of 000 calls in their districts, and responding to brigades if they request extra support;</li> <li>• Monitoring the hazard reduction activities identified in the bush fire risk management plan;</li> <li>• Creation and maintenance of training and accreditation courses, materials and Service Standards;</li> <li>• Centrally purchasing and dispensing the protective clothing, safety and firefighting equipment to brigades; and</li> <li>• Handling bushfire hazard complaints</li> </ul> <p>In the event that there is no brigade in a location, alternative action by the RFS (pursuant to provisions of its enabling legislation) might include:</p> <ul style="list-style-type: none"> <li>• assistance from nearby brigades</li> </ul>		

Operational Features	RFS	SES	Observations
	<ul style="list-style-type: none"> <li>• directions to other brigades to travel to the location</li> <li>• evacuation to protect life</li> <li>• directions to personnel in other NSW emergency service agencies (such as NSW Police and Fire and Rescue NSW).</li> </ul>		
<b>Legal ownership of fleet vehicles</b>	<p>s119(2) of the RF Act requires all fire fighting equipment purchased or constructed from the Rural Fire Fighting Fund (RFFF) to be vested in Councils. Therefore, legal ownership and title rests with the Councils.</p> <p>In practice, RFS follows the legislative requirement as noted above. All RFA are procured or built, this being overseen by RFS and then these assets are vested to the Councils upon completion as per s119(2) of the RF Act. Vested assets will be added to the listing of RFA appended to the rural fire district service agreement.</p>	<p>There is no legislative requirement in relation to equipment purchases in the SES Act.</p> <p>The State Emergency Service Fund (SESF), similar to the RFFF, is a Special Deposit Account within Treasury's banking system to purchase the fleet vehicles, other assets and operating expenses etc. Each year, the funding target of SESF is prepared by the Minister and agreed with the Treasurer. This is then funded by contributions from insurance companies (73.7%), Councils (11.7%) and Treasury (14.6%). SES has control over this account as they manage and pay suppliers with these funds, but SES only has the authority to carry out these payments in regard to what has been approved in the funding target.</p> <p>In practice, all fleet vehicles are centrally procured and legally owed by SES. SES is responsible to register, insure, position, and maintain the fleets.</p>	<p>Both SES and RFS purchase or build the fleet vehicles using money from the Fund. There is no equipment vesting provision in the SES Act compared with the RF Act. SES has the legal ownership of the vehicles, whereas RFS does not.</p>
<b>Service agreement with Councils</b>	<p>s12A of the RF Act allows the Commissioner to enter into a rural fire district service agreement (the Service Agreement) with a Council whereby the Commissioner agrees to undertake functions imposed by or under the RF Act on a Council on behalf of the Council.</p>	<p>There is no legislative requirement in relation to entering into service agreement with Councils in the SES Act.</p>	<p>Both RFS and SES have similar arrangements on the use of Council-owned buildings/facilities. These arrangements are not considered to be leases, because there is no consideration required</p>

Operational Features	RFS	SES	Observations
	<p>An example Service Agreement with the Council of City of Blue Mountains is attached for information.</p>  <p>Attach A - Blue Mountains signed S</p> <p>The Service Agreement specifies functions and obligations the Commissioner manages on behalf of the Council with nominal consideration exchanged. These terms and conditions are generally applied in all Service Agreements. The key function undertaken by RFS on behalf of the Councils is to take care of and maintain the vested fire fighting equipment.</p> <p>Under item 5, the Council allows RFS to use District Equipment which is owned by, vested in or under the control of the Council. In our view it is through this mechanism that RFS is able to direct the use of RFA under s21 of the RF Act outside of a declared s44 event. Councils may technically be able to deny RFS' ability to utilise resources outside of the Council area, but such action would be the subject of significant scrutiny (item 13 of the Service Agreement).</p> <p>Under item 6, the council also grants RFS the occupancy and use of council-owned buildings/facilities.</p>	<p>In practice, there are no service agreements between SES and Councils in relation to fleet vehicles.</p> <p>Councils enter into partnership agreement with SES in relation to the use of the Council-owned buildings/facilities, with nominal consideration exchanged. The purpose of these agreements is to restrict the nature of use and occupancy.</p>	<p>in relation to the occupancy of the buildings/facilities. This position has been confirmed with the Audit Office. The buildings/facilities occupied by RFS and SES are assets owned and recognised by Councils.</p> <p>No service agreements exist between SES and Councils in relation to the use of fleet vehicles. In comparison, Councils enter into the Service Agreements with RFS to allow RFS to use the vested assets.</p>
<p><b>Everyday usage of the fleet vehicles</b></p>	<p>s119(6) of the RF Act allows the Commissioner to utilise unused equipment of a Council in another area, but only with the agreement of</p>	<p>There is no legislative requirement in relation to the use of equipment in the SES Act.</p>	<p>There is no legislative requirement in relation to the use of equipment in the SES Act. SES</p>



Operational Features	RFS	SES	Observations
	<p>the Council. As noted above, due to the action of the Service Agreement, RFS is able to direct the use of RFA under s21 of the RF Act outside of a declared s44 event (item 5 of the Service Agreement).</p> <p>In practice, everyday use of RFA is attached to the brigades – who were formed historically by Councils before RFS was established. RFA are routinely located in Rural Fire Brigade Stations for the brigade to which the assets are attached. At various times they may be deployed either within their district or deployed ‘out-of-area’.</p> <p>Equipment is accessible to anyone who has relevant keys or access to the Brigade station. Predominantly this is likely to be brigade volunteers or RFS salaried employees, although may also extend to a variety of Council staff, particularly where the Council provides maintenance services to the RFA and/or Brigade station.</p> <p>Storage, safety and stocktake of the equipment mostly belongs to the brigades, who via their District staff (RFS paid employees), provide information in respect of the vehicle to Councils. The District also provides up to date information on the equipment register to Councils.</p> <p>Decisions on fleet allocation, replacement and relocations are made in consultation by the District staff with its Senior Management Team (volunteer leaders) depending on the build</p>	<p>In practice, SES units operate the fleet vehicles. Fleet vehicles can be stored in a combination of places, such as NSW government properties or local SES unit headquarters (facilities provided by local Councils). The access to the fleet assets is restricted to SES units or other salaried SES employees. SES is responsible for the storage, safety and stocktake of all fleet vehicles.</p> <p>The decision on fleet allocation, replacement and reallocations lies with SES. Under SES policy <i>Operational Standard Fleet Allocation Management Version 1.0</i>, Senior Manager Capability and Policy Development, in collaboration with Zone Commanders, determines the operational allocation of fleet assets in accordance with strategic operational and service priorities. Therefore, a vehicle can be permanently relocated by SES from one location to another if it fits the operational need, without the permission of Councils or exchange of consideration.</p>	<p>directs the use of the fleet vehicles.</p> <p>s119(6) allows the Commissioner to utilise unused equipment of a Council in another area, but only with the agreement of the council. However, councils appear to give RFS unrestricted access to the RFA through the service agreements.</p>

Operational Features	RFS	SES	Observations
	<p>program provided by the NSW RFS and funding available from Government.</p> <p>The RF Act also restricts Councils from selling or otherwise disposing of fire fighting equipment without approval of the Commissioner (s119(3)), and directs that the proceeds of sale or loss of fire fighting equipment are returned to the RFFF (s119(4)). As daily use of RFA is attached to brigades, these provisions can be seen as to protect the investment made from the RFFF and ensure RFA being sold and disposed according to operational needs.</p>		
<p><b>Maintenance of the fleet vehicles</b></p>	<p>s119(5) of the RF Act requires councils to maintain equipment, including RFA, to the level specified in the service standards determined by the Commissioner.</p> <p>In practice, due to the action of the service agreement, this responsibility falls to the RFS. Brigades initiate the maintenance requirements/ needs. RFS will then engage with councils in that area, utilising councils' maintenance workshops, to carry out the maintenance. Such arrangements are provided at arm's length terms and alternatively, the work can be carried out by external private providers if RFS chooses to.</p>	<p>There is no legislative requirement in relation to the maintenance of fleet vehicles in the SES Act.</p> <p>SES manages the fleet vehicles centrally and is responsible for the maintenance.</p>	<p>The maintenance responsibility appears to follow the legal ownership.</p> <p>SES manages the vehicles centrally. In comparison, RFS manages the maintenance of RFA on behalf of councils through service agreements.</p>
<p><b>Insurance of the fleet vehicles</b></p>	<p>Currently, RFA are insured under the TMF by the RFS. The arrangement for RFS to insure the red fleet assets on behalf of Councils is reflected in clause 10.2 of the Service Agreement.</p>	<p>All fleet vehicles are included under the SES insurance policy with iCare. SES makes the premium payment and manages the claims with iCare.</p>	<p>The insurance responsibility appears to follow the legal ownership.</p> <p>SES is responsible for the insurance of the vehicles, whereas</p>

Operational Features	RFS	SES	Observations
	Other assets held in Brigade stations, and Brigade stations themselves are either insured by the council or uninsured.		RFS arranges the insurance of RFA on behalf of councils.

Based on the table above, the key operational differences between SES and RFS are that:

1. SES considers the units to be its unpaid employees, which they form, recruit and direct, while RFS has no responsibility in the formation and recruitment of brigades and considers the brigades to be independent associations of persons.
2. SES centrally manages the fleet vehicles without any involvement from councils, while RFS deploys the RFA under the unrestricted access granted by councils through service agreements.

Although the daily use of the fleet vehicle is attached to both brigades and units, the above essential differences have led to different accounting treatments for SES and RFS. As SES directly procures, registers, insures, maintains, and uses the fleet vehicles to fulfil their business objectives in responding to an emergency, these assets are treated as controlled by SES. In comparison, RFS only has statutory power to give directions to brigades where an s44 event is declared. When there is no s44 event, the brigades are under the direction of Brigade Officers and able to self-respond to any incident within their RFD. It is only through the mechanism set up in the Service Agreements that RFS is able to deploy the RFA on behalf of councils, either within a council's district or 'out-of-area'. Refer to the following section for further analysis on the control of RFA.

#### **Application of Accounting Standards:**

AASB 15 *Revenue from Contracts with Customers* (AASB 15) defines control of an asset as **'the ability to direct the use of, and obtain substantially all of the remaining benefits from the asset'** (AASB 15.33). A similar definition of control of an asset is also applied in AASB 16 *Leases* (para B9) and AASB Conceptual Framework for Financial Reporting paragraph (para 4.20). Accordingly, when assessing whether RFS has control of the RFA, the following key factors have been considered:

- a) Ability to direct the use of RFA

While RFS procures or constructs the RFA using money from the RFFF, upon completion these assets are vested to councils under s119(2) of the RF Act. Therefore, councils have the legal ownership and title of these RFA.

Under the RF Act [section 9], the key responsibility of RFS (comprised of the Commissioner, salaried RFS employees and volunteer rural fire fighters), is to provide services for the prevention, mitigation, and suppression of fires in rural fire districts. The individual brigades are not controlled by RFS agency, because the formation of brigades rests with councils [section 15 of the RF Act] and Brigade Captains are elected by brigade members [Service Standard 2.1.4].

The brigades and RFS agency have different responsibilities. The RF Act [section 21] states that an officer of a rural fire brigade or group of rural fire brigades is able to self-respond to any incident within the district for which the brigade or group was formed. It is only when an s44 event is declared, that the Commissioner has statutory power to give directions to brigades.

Under Part 4 *Bush Fire Prevention* of the RF Act, councils have the responsibility to take practicable steps to prevent the occurrence of bush fires on, and to minimise the danger of the spread of a bush fire on or from any land, highway, road, street or throughfare under councils' control or management. Routinely it is brigades that perform these activities on behalf of Councils.

On balance, it would appear the councils control the RFA, because:

- (a) The councils are responsible for establishing brigades in their LC districts [section 15 of the RF Act];
- (b) The councils have legal responsibilities for bush fire prevention [Part 4 Bush Fire Prevention of the RF Act] and brigades are responsible for hazard reduction and local fire responses, in their normal course of business (i.e. outside a s44 event); and
- (c) The RFA are legally vested in councils and councils are required to grant permission [section 119(6) of the RF Act] where RFS wants RFA to be used in another LC district.

The fact councils can choose to enter into service agreements with RFS agency to maintain and deploy RFA, further indicates these responsibilities sit with councils.

- b) Obtaining the economic benefits from the RFA

According to para Aus49.1 of the *Framework for the Preparation and Presentation of Financial Statements* (the Framework), in the context of not-for-profit entities, future economic benefits is synonymous with the notion of service potential, and is used as a reference also to service potential. As discussed in section a) above, councils have legal responsibility for bush fire prevention and therefore it is councils' service objective. In practice the brigades perform activities for bush fire prevention within their districts on behalf of councils, such as hazard reduction, by utilising the RFA. As a result, these RFA allow for the safety of the people and property within the councils' area. By community assets being protected, councils are able to fulfil their legal responsibility and accrues most benefit from the RFA. In summary, it appears that by contributing 11.7% of the cost, councils obtain the ownership of the RFA and derive 100% of the service potential from these assets.

#### **Concluding Position:**

We acknowledge the ownership of assets is judgemental. However, based on the above our view is that RFS should continue to not recognise the RFA that have been vested to the councils, as RFS receive little future economic benefit, and is not able to deploy these assets to another LC district without agreement from councils. This treatment also aligns with our understanding of the operational differences between SES and RFS.



Operational Plan 2021/2022

Quarter Review

June 2022

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## Reading this report

The traffic light review format provides a visual update on the status of Council's Annual Operational Plan and Council's progress toward full implementation of its Delivery Program. It should be read in accordance with the following key:

### Key

				
Complete	On Target	Not on Target	Past Due	No Status / Deferred

Additional information in the Delivery Program and Operational Plan Performance Review and Progress Report includes:

1. A Year to Date (YTD) assessment by the responsible Council Officer of progress toward completion and or the achievement of the set target.
2. Comments from the Responsible Council Officer highlighting service achievements and or the challenges relevant to the Council operation and action being reported and its status.

The following tables (Table 1 and Table 2) provide a summary by strategic outcome of Council's progress and performance as at 30 September 2021. Table 1 lists the actions which are past due or not on target with actions previously reported as deferred identified with an asterisk. There are no new actions noted as past due or not on target.

**Table 1 Operational Plan Actions Not on Target or Past Due/Deferred or No Status**

Op Plan No.	Action
1.1.1.4	Commence review of Local Environment Plan
1.1.3.1	Continue Annual Heritage Grants Program
1.1.3.7	Investigate the development of an active transport strategy
1.2.1.2	Participation in roadside vegetation enhancement projects
1.2.1.3	Undertake tree assessments and establish a tree register
1.2.1.4	Develop an Urban Tree Strategy
1.2.1.6	Undertake a review of the plans of management for Crown Lands controlled by Council or Council Committees of Management
3.1.4.1	Develop an Integrated Water Cycle Management Strategy
3.1.4.3	Monitor, control and report upon environmental contaminants and public health hazards - water, fire, refuse, buildings and air
3.2.1.4	Develop a public arts strategy
4.1.1.2	Develop industry profiles informed by strategic analysis of local conditions and relative competitive advantages



The following table provides a summary of the Council's 2021/22 Annual Operational Plan performance as 30 June 2022.




**Table 2 – End of Financial Year Operational Plan Performance**

	Completed	On target	Not on target	Past Due	Deferred / Not due to start	Total
Sustainable natural and built landscapes	16	1	2	1	4	24
Good government	15	3	-	-	-	18
Supported and engaged communities	14	-	1	-	2	16
Diverse and resilient business	15	-	1	-	1	17
Total Actions	60	4	4	1	7	76


## 1: Sustainable Natural and Built Landscapes

### 1.1: Support sustainable use of our natural resources and built landscapes




#### 1.1.1: Coordinate strategic land-use planning





OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.1.1.2	Increase community awareness regarding development application process	Director Strategic Planning and Development	Improved satisfaction rating - Resident and Business Satisfaction Survey	50%		Continuing, Council staff increasing public awareness's of the use of NSW planning portal with more face to face conversations and consolation meetings with all council developers.
1.1.1.3	Process and approve / refuse development applications in accordance with relevant legislation, codes and policies	Director Strategic Planning and Development		100%		As per legislation requirements. All approvals are now lodged, reviewed and determined by the NSW Planning Portal.
1.1.1.4	Commence review of Local Environment Plan	Director Strategic Planning and Development	by June 2021	25%		EOI and Reference Group recruited. The initial target set for completion of the LEP (June 2022) has due to staff shortages, restructure was too ambitious. This project now that it has commenced is on track.

### 1.1.2: Coordinate and develop Community Participation Plans in accordance with relevant legislation and the Council's Community Engagement Framework

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.1.2.1	Implement the Council's Community Engagement and Community Participation Plan	Director Strategic Planning and Development	Report prepared	100%		Developments lodged at Council engaged with the community as per the participation plan.



### 1.1.3: Enhance the visual amenity, heritage and liveability of our communities




OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.1.3.1	Continue Annual Heritage Grants Program	Director Strategic Planning and Development	100% projects/works funded are completed  The allocation of grants results in increased conservation of heritage items	0%		deferred to February 2023 year as grant funding then available.
1.1.3.2	Continue rolling program of works - town entrances	Director Infrastructure	Scheduled Program of Works - town entrances included in Annual Capital Works Program is completed on time and within resources	100%		Annual works is done and working towards the Delivery Plan.
1.1.3.3	Implement the Tocumwal Foreshore Master Plan	Director Infrastructure	Project complete in accordance with agreed milestones and project management plans	100%		The Building works is complete. The amphitheatre and the fishing deck is now scheduled.


OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.1.3.4	Implement as funds become available the WAAAF Creek Walk Master Plan	Deputy Chief Executive Officer	Signage installed  Increased by pedestrians and cyclists  Revegetation project funded	100%		Applications for funding made in the July and September rounds of the Office of Responsible Gambling ClubGrants Category 3 Infrastructure Grants program. Both applications were unsuccessful. Working with Tocumwal Rotary on a review of the WAAAF Creek Walk MOU
1.1.3.5	Implement the Finley Railway Park Master Plan	Director Infrastructure	Projects completed by 2024  Pedestrian access  Amenities included in the precinct assessed by users as accessible	100%		The project is on-track for delivery by 2024.
1.1.3.6	Develop a precinct structure plan incorporating parking requirements for Murray/Denison Street, Tocumwal	Director Strategic Planning and Development		10%		Works underway to develop a carpark concept plan.
1.1.3.7	Investigate the development of an active transport strategy	Director Infrastructure	Annual online Poll of pedestrian and cycle use  Strategy adopted by Council	0%		Deferred no capacity to complete this financial year

## 1.2: Retain the diversity and preserve the health of our natural landscapes and wildlife

### 1.2.1: Partner with community groups and agencies on projects that retain and preserve the health of our natural landscapes and wildlife




OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.2.1.1	Deliver weed control services	Director Strategic Planning and Development	Weed infestation within the Shire is eradicated and / or manageable	100%		Weed Action Plan and report completed. The focus goal 'Exclude: prevent the establishment of new invasive species' requires that high risk sites are mapped and actions undertaken to control. Private works have been the focus of the final quarter - funded by private works has been an additional resource which has ensured that sufficient resources are on the ground now to undertake Weed Control in Council's open space while meeting Regional Weed Action Plan requirements. Staff also had the opportunity this quarter to attend training
1.2.1.2	Participation in roadside vegetation enhancement projects	Director Strategic Planning and Development	Quarterly survey of sites	0%		Looking to re start program in the 6 months with some additional resource's being made available.

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.2.1.3	Undertake tree assessments and establish a tree register	Enterprise Risk Manager	Trees are assessed and Assetfinda report closed	20%		Nil budget allocation to establish a comprehensive tree register. Trees are assessed in response to complaints, incidents and review due to budget constraints. Works are conducted when issues identified as a matter of urgency.
1.2.1.4	Develop an Urban Tree Strategy	Director Infrastructure		0%		Deferred no capacity to complete this financial year
1.2.1.5	Monitor and undertake as required the control and management of pests	Director Strategic Planning and Development		100%		This quarter has seen the bedding down of the new structure for bio-security and compliance. Staff have attended training to improve their knowledge of bio-security, management of pests, and the environment. A significant corella kill at Tocumwal was also investigated with Council staff liaising with Victorian and NSW counterparts. Testing suggests that mousebaits may have contributed to the kill. Social media posts and collateral supplied re safe use of baits



OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
						to protect wildlife.
<b>1.2.1.6</b>	Undertake a review of the plans of management for Crown Lands controlled by Council or Council Committees of Management	Deputy Chief Executive Officer	June 2022	50%		A revised set of requirements for plans of management have been issued which should streamline the process.

### 1.3: Connect and protect our communities



#### 1.3.1: Coordinate flood levee, Council road network and stormwater asset management and planning

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.3.1.1	Review and implement asset management plans which maintain a balance between improving and maintaining flood levees, stormwater, Council roads, paths and trails	Director Infrastructure	Asset Plans are reviewed and implemented per Council Policy and Asset Management Strategy	100%		Scheduled Reviews completed
1.3.1.2	Design, construct and maintain stormwater systems that safely capture and remove water	Director Infrastructure	Per Stormwater Improvement Project performance requirements  Increase in length of storm water network  On an ongoing basis 95% of service levels set out in the Storm Water Asset Management Plan are met	100%		The stormwater network gets cleaned annually and the stormwater-related projects are under the delivery stage.
1.3.1.3	Ensure sewer network is safe and functional	Director Infrastructure	Project Milestones met  Revenue Policy targets met	100%		The activity is routine and is working as per expectations.



OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.3.1.4	Continue remediation Tocumwal Foreshore Levee	Director Infrastructure	Annual inspection is undertaken and scheduled maintenance completed	100%		Inspection of levees is done annually as a routine. Maintenance works is planned for the FY22/23.
1.3.1.5	Maintain the safety of Council roads and walkways	Director Infrastructure	Weekly publication  On an ongoing basis 95% of service levels set out in the Asset Management Plan are met  Increase in active engagements social media	100%		Addressed most of the CRMs related to road safety issues, road inspections are done to ensure safety of/on road network.


### 1.3.2: Manage landfill, recycling and waste disposal

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
1.3.2.1	Implement the Berrigan Shire Council Waste Plan	Environmental Engineer	100% of Diversion targets set out in Berrigan Waste Management Plan are met	100%		Issues identified and action plan drafted to manage waste stream. The same will be presented to Council at Sep SPW.
1.3.2.2	Deliver township garbage collection and street cleaning services	Environmental Engineer	Garbage is collected within agreed timeframes and budgets	100%		The activity is on-going as per the schedule.



## 2: Good Government




### 2.1: Berrigan Shire 2027 objectives and strategic actions facilitate effective governance by Council of Council operations and reporting

#### 2.1.1: Council operations, partnerships and coordination of resources contribute toward implementation of Berrigan Shire 2027




OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.1.1.1	Promote and support the engagement of Shire residents, local business and agencies in the development, implementation of Berrigan Shire 2027	Director Strategic Planning and Development	Minimum of 5 surveys or polls conducted per annum  No decrease in organic reach of social media posts  2 per annum	100%		Online poll conducted with Tocumwal residents - future of town beach. This poll was well supported by Tocumwal residents with copies of the survey available also at Tocumwal Library. Results were shared with the community via direct link to the polling software.



#### 2.1.2: Meet legislative requirements for Council elections, local government, and integrated planning and reporting.



OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
0.0	Develop and implement monthly Council Action Report	Council Action Report	75% of actions completed by due date	100%		Complete
2.1.2.1	Provide facilities and support including financial to the elected Council	Chief Executive Officer	Self reported increase in Council skills and knowledge  Publication of audio Files	100%		Induction completed and Professional Development Plans in place



OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.1.2.2	Implement and further develop the Berrigan Shire Integrated Management System	Enterprise Risk Manager	Quarterly Report  Actions included in Delivery Program Review  Inspections undertaken in accordance with IMS requirements	70%		The development of the Integrated Management System is ongoing as opportunities for improvement arise, and reviews are conducted.
2.1.2.3	Strengthen revenue base and increase discretionary spending	Finance Manager	Meet and exceed Financial Strategy Benchmarks  Sustainability Improvement Plan developed	75%		Work on increasing our revenue base will be a continuing project for the Finance Team. Increases in return on investment from our investment portfolio will see slight increases here.
2.1.2.4	Develop Community Engagement Strategy and conduct review of Berrigan Shire (CSP) and associated integrated plans	Director Strategic Planning and Development		100%		Council endorsed community engagement strategy and subsequently reviewed CSP - Berrigan Shire 2032.

**2.1.3: Council operations and financial management support ethical, transparent and accountable corporate governance**

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.1.3.1	Coordinate Council investments, financial management, financial operations and processing	Finance Manager	Per Financial Strategy projects funded using debt have detailed Business Case and Cost Benefit Analysis	100%		Councils investment portfolio is beginning to improve with increases in current interest rate offerings being much better than anticipated. Constant interest rate increases will continue to see interest rate offerings on Term Deposits increase and Councils return on investment will continue to improve. A full review into Councils investment appetite will begin in September.
2.1.3.2	Monitor and respond to change in the Financial Governance, Regulatory and Reporting Frameworks	Deputy Chief Executive Officer	All Council governance and audit requirement are met  80% of staff that attend training report increased skills and knowledge	100%		Compliance with new Social Media and Councillor/Staff interaction guidelines implemented. Statutory returns for GIPA and PID Act compliance completed and returned.
2.1.3.3	Deliver responsive customer service	Finance Manager		100%		The Customer Service Team has gone through a name change and are now referred to




OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
						as the Customer Experience Team. This highlights the fact that they are responsible for the overall experience a customer has when coming into contact with the Council. The team has also finalised its Customer Experience charter and began implementing this into every day practices.
2.1.3.4	Conduct service review and develop the Corporate Services Strategic Plan	Deputy Chief Executive Officer		75%		Structure in place and positions filled. Annual plan identified. Priorities for service review identified
2.1.3.5	Manage human resource and workforce development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2017 - 2022	HR Coordinator	Increase compared to 2016 result in the % of staff reporting greater recognition Material value of volunteer effort identified Implemented 0% Annual Report on Actions	100%		New position of Human Resources Coordinator developed. HR Scan developed. Initial Pulse survey completed

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.1.3.6	Provide Information technology and associated support for Council operations	Deputy Chief Executive Officer		100%		Staffing vacancies filled and some progress made on addressing the administration office internet connection and rollout of new equipment.  A new Digital Transformation document under preparation
2.1.3.7	Coordinate the delivery and management of Shire records and communications	Deputy Chief Executive Officer	Conduct survey to establish benchmarks	100%		The digitisation of the property files is underway and expected to be complete in August 2022. Development of a Records Management Policy is almost complete with a policy to be considered by the Council at its August meeting

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.1.3.8	Maintain and sustainably redevelop existing infrastructure and community assets	Deputy Chief Executive Officer	Budget allocated to fund energy projects  100% grants acquitted per funders requirements  Adopted by Council	100%		Masterplan for Barooga Recreation Reserve almost complete. Construction of new netball courts at Finley Recreation Reserve complete. Replacement of toilet block at Berrigan Sportsground complete. Funding identified for Barooga netball courts. Consultant for masterplan for Finley Lake appointed. Masterplan for Mary Lawson complete.
2.1.3.9	Coordinate and manage maintenance and renewal of Council plant and equipment	Director Infrastructure	Projects identified and updated by 30 March  Adopted by Council 30 June 2022	100%		This gets done as per the 10-year plant replacement program. Sometimes this is an issue due to long delivery times.
2.1.3.10	Coordinate the ongoing review and development of Council and Operational Policies and procedures	Deputy Chief Executive Officer		100%		The incoming Council has reviewed 27 policies and revoked a further 4 since its election. There are still another 68 policies to be reviewed by January 2023.

**2.2: Strengthen strategic relationships and partnerships with community, business and government.**

**2.2.1: Participate in networks that promote regional and cross-border collaboration, planning and service delivery**


OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
2.2.1.1	Develop resources and establish partnerships that improve local assessment of social and economic implications of regional and inter-governmental decision-making on Shire residents, business and Council operations	Director Strategic Planning and Development	Quarterly report to council of meetings attended and actions	100%		A relatively quiet quarter for local networking - community services. Significant strategic work undertaken key worker housing with the Deputy CEO and CEO considering options with Murrumbidgee Local Health District on options for key working housing - local government and health
2.2.1.2	Actively lobby all levels of government and industry re: Murray Darling Basin Plan	Chief Executive Officer		100%		Advocacy through RAMJO has been the primary focus
2.2.1.3	Actively lobby all levels of government and energy industry for investment in upgrading local energy (power) infrastructure	Chief Executive Officer	Adopted by Council	100%		More significant works undertaken including working with MLHD regarding housing outcomes. RFS Assets remains concerning and will remain a requirement for close focus into the future.





### 3: Supported and Engaged Communities

#### 3.1: Create safe, friendly and accessible communities

##### 3.1.1: Build communities that are home to more families and young people


OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.1.1.1	Support and promote the healthy development and wellbeing of children and young people	Director Strategic Planning and Development	<p>Reports to Council provide feedback on participant survey results • Kids Fest • Youth Week</p> <p>Annual Report to council re: Volunteer Hours / Management facilities: Pools, Toy Library &amp;</p>	100%		<p>Youth Week was celebrated this year with the Council partnering with Intereach's ROAR program. The Council's library service has also partnered with Amaroo and Finley High School on an Oral History Project. Food insecurity is being addressed in our community with the Finley Showgrounds Committee, Finley Rotary and Council establishing for the first time a local distribution point for Moira Food Share. Additional support is also being provided to Tocumwal PreSchool Committee re: project management of the construction of new Long Day Care Centre Tocumwal together with in-kind Council support and</p>

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
						funding for carparking and access to the Centre.
3.1.1.2	Implement Children and Families Strategy 2019 - 2023	Director Strategic Planning and Development	Delivered on time and on budget  One new project or partnership initiated per annum	100%		Youth Week project undertaken and reported to Dept. This project focused on arts / culture with young people attending a workshop on comedic performance skills. Library staff conducted school holiday programs for younger children with participation in National Simultaneous Story Time 25 May 2022 a continuation of Library program's popular story time. Project managed by Council also has been the construction of the Tocumwal Early Learning Centre a key Children and Families Strategy action
3.1.2.2	Provide recreation facilities which support active lifestyle and ageing in place	Deputy Chief Executive Officer		100%		Masterplan for Barooga Recreation Reserve almost complete. Recreation Officer in place








**3.1.2: Facilitate all age healthy lifestyles and ageing in place**

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.1.2.1	Provide recreation facilities which support an active lifestyle and ageing in place	Director Strategic Planning and Development	Master Plan for each reserve by June 2022	100%		Barooga Recreation Reserve Master plan has been finalised this quarter with user groups. Also in the final stages of development is the Mary Lawson Reserve Master Plan. Published this quarter also were the results of survey of Tocumwal residents and business about the future of Town Beach - Tocumwal.

**3.1.3: Strengthen the inclusiveness and accessibility of our community**


OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.1.2.1	Review the Active Ageing and Disability Inclusion Plan	Director Strategic Planning and Development	<p>Participants/ Survey Respondents report high levels of satisfaction with the activity</p> <p>Participant numbers are maintained and or increased</p> <p>Based on participant surveys •                      Seniors Week • Youth Week •                      International Womens' Day • Mens' Health Week &amp; Childrens' Week</p>	100%		The Council's Disability Inclusion Plan was reviewed and adopted by the Council this quarter. No substantive changes were noted with limited engagement by carers and the broader community. The Council also completed this quarter the redevelopment of CWA Park using Everyone can Play Grant funding: the LGAs first fully inclusive and accessible play space.



### 3.1.4: Coordinate and facilitate the delivery of potable water, public health and safety services


OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.1.4.1	Develop an Integrated Water Cycle Management Strategy	Environmental Engineer	Strategy will guide and inform the management of the Council's Water Business	0%		Deferred due to change in regulation
3.1.4.2	Ensure potable water and sewer network is safe and functional	Environmental Engineer		100%		The activity is on-going and as per the Guidelines.
3.1.4.3	Monitor, control and report upon environmental contaminants and public health hazards - water, fire, refuse, buildings and air	Director Strategic Planning and Development	Quarterly report - Operational Plan comments	80%		Continuing, ongoing inspections of properties and land in the community with the current resource's available.
3.1.4.4	Coordinate and facilitate local emergency management committee	Operations Manager	Adopted by Local Emergency Management Committee	100%		The activity is on-going and as per schedule.
3.1.4.5	Implement the Berrigan Shire Adverse Events Plan	Deputy Chief Executive Officer		100%		Progressing
3.1.4.6	Develop and maintain local cemeteries and associated infrastructure	Deputy Chief Executive Officer	Annual Report	100%		Progressing. Cemeteries identified as a priority for a service review
3.1.4.7	Control and promote responsible ownership of companion animals	Director Strategic Planning and Development		100%		Companion animals reporting undertaken. Successful rehoming of animals via Council social media

### 3.2: Support community engagement through life-long learning, culture and recreation


#### 3.2.1: Provide opportunities for life-long learning, cultural expression and recreation

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.2.1.1	Coordinate and deliver local library services in accordance with Library Services Strategic Plan 2014 - 2018	Library Manager	<p>Completed on time and within budget</p> <p>Borrowings decline by less than 5% 2017/18 to 2020/21</p> <p>Door count increases 10% 2012/13 to 2016/17</p> <p>Customer survey 80% satisfied with library service</p>	100%		<p>Covid-19 had a major impact on Library Loans and Door Counts. Loans decreased approximately 30% due to more patrons staying home. Minimum home deliveries were done due to the fact that libraries were permitted to open but with a limit capacity, thus patrons could visit if they wished. Many utilised the diverse library eResources of BorrowBox and IndyReads. Visitors increased, as more computer illiterate patrons requested 2160 Border Passes and tech help. Staff were inundated with 2421 requests for the creation of MyGov accounts after vaccination proof had to be provided by all, which was their 'passport' to restaurants, supermarkets, businesses etc.</p>

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
						The Library Service underwent a huge transformation to assist all our patrons to become part of the digital inclusion necessary and expected to manage day-to-day procedures during the Covid-19 pandemic.
3.2.1.2	Strengthen community engagement and participation in Council activities	Director Strategic Planning and Development		100%		Libraries have continued to run programs story time, knitters and knatters, mahjong clubs in addition to school holiday activities. The newly created Recreation Officer role has also actively engaged our committees and worked closely with South West Arts on a youth focused initiative in Finley.
3.2.1.3	Financially contribute to and support South West Arts programs and activities	Deputy Chief Executive Officer	Three cultural activities implemented in partnership with South West Arts per year	100%		2021/22 financial contribution made. Partnership with SWA to offer DJ and Podcasting programs with NSW Government funding was successful.

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.2.1.4	Develop a public arts strategy	Director Strategic Planning and Development	Public Arts Strategy Adopted by Council	0%		Not progressed - no dedicated resources in Op Plan and no opportunity to progress in addition to competing priorities

**3.2.2: Facilitate and partner with local communities in the development of township plans**





OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
3.2.2.1	Coordinate and align community projects and activities with township masterplans	Director Strategic Planning and Development	75%	100%		Mary Lawson Master Plan completed. Extensive community engagement about the future of Tocumwal's Towns Beach was undertaken via survey of Tocumwal residents (600+) valid responses. Highlighted was the community preference that the area continue as a camp site with a balance to be sought between economic benefits, beach access for locals and day visitors




## 4: Diverse and Resilient Business


### 4.1: Strengthen and diversify the local economy through Investment in local jobs creation, retention and innovation


#### 4.1.1: Partner with government and industry to promote strategic investment in the development of economic assets and infrastructure needed to create jobs

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.1.1.1	Implement Berrigan Shire Economic Development Plan 2017 - 2021	Manager Economic Development & Tourism		100%		The Berrigan Shire Strategy for the Visitor Economy was adopted in the last quarter.
4.1.1.2	Develop industry profiles informed by strategic analysis of local conditions and relative competitive advantages	Manager Economic Development & Tourism	Social and Health Services Profile published December 2019	0%		Not progressing
4.1.1.3	Support collaborative planning, shared resourcing in local industry promotion of business and infrastructure development projects	Manager Economic Development & Tourism		100%		The Council facilitated a Workforce Roundtable in April bringing small to medium businesses together to discuss current staff shortages and to support possible solutions. Planning in this space is continuing.
4.1.1.4	Continue the development and marketing Tocumwal Aerodrome Industrial Precinct	Manager Economic Development & Tourism		100%		The has been no action in marketing the Tocumwal Aerodrome Industrial precinct as the Airpark blocks are fully sold. The opportunity for further development of an accommodation precinct in

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
						proximity to the Aviation Museum site is being evaluated by Urban Enterprise as part of the broader Murray Regional Tourism Accommodation Audit.
4.1.1.5	Investment in future economic development projects via strategic land purchases as and when these opportunities are identified or become available	Chief Executive Officer	Industry or Council acquire land and it is developed	100%		Land in Barooga is currently for sale however Council has decided to not seek to purchase the parcel and to allow the market to engage with the owners to develop the site in question.



**4.1.2: Support local enterprise through local economic and industry development initiatives and projects**



OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.1.2.1	Promote the development of business support groups / networks within the Shire	Manager Economic Development & Tourism	Annual	100%		The Council hosted a Workforce Roundtable in early April bringing a vast array of businesses together to discuss possible actions around the lack of employees and skills. The session was facilitated by Jane Harris from lead Diversity

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.1.2.2	Convene regular meetings of industry support groups and business networks in the Shire	Manager Economic Development & Tourism		100%		The Business and Industry Facebook group has continued to provide industry information throughout the 4th quarter. The Chamber Presidents Group has decided to review the meeting goals and procedures and this will be done at a workshop planned for August. Regular meetings of the Tourism network between Berrigan, Federation and Moira Shires continue to be postponed. Federation Council has indicated a reluctance to reinvigorate this program.
4.1.2.3	Upgrade Finley Saleyards	Deputy Chief Executive Officer		75%		Undergrounding of Hamilton St powerlines complete. New transport operator toilets complete. Sheep ramps manufactured however Essential Energy requirements have seen further delays. Survey for replacement of cattle pens to be undertaken.


## 4.2: Diversify and promote local tourism

### 4.2.1: Implement the Berrigan Shire Tourism Strategy

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.2.1.1	Invest in infrastructure that will add value to and increase the competitiveness of the Shire's Visitor Economy e.g.: Redevelopment of the Foreshore Reserve	Manager Economic Development & Tourism	Increase Visits to Tocumwal Foreshore	100%		The Tocumwal Foreshore building is a much-anticipated piece of infrastructure that will contribute to the Visitor Economy. The commercial tenancies downstairs have been leased and commenced trading in April. The Council will open an accredited Visitor Centre in the 3rd shop and shop fit-out is close to completion. The upstairs tenancy has been let.
4.2.1.2	Partner with industry and other levels of government on securing investment needed for Ports of the Murray and Murray River Adventure Trail Projects	Manager Economic Development & Tourism	Report Annually All Eligible Programs	100%		There has been no action required in this area during this quarter.





OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.2.1.3	Provide support to event proponents and organisers	Manager Economic Development & Tourism		100%		The Council supported the PGA Associates Championship in May 2022. This was the final tournament in the 3 year agreement and once again saw a full field of young professionals playing on the Tocumwal courses.
4.2.1.4	Facilitate local industry review and update of digital content and marketing	Manager Economic Development & Tourism		100%		Local review of content on the ATDW is an ongoing process. Council content for the ATDW has been updated in the past quarter.

#### 4.2.2: Partner regional Tourism Boards

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.2.2.1	Membership of regional tourism boards established to increase visitation and economic activity in the Murray Region of NSW and Murray River towns	Manager Economic Development & Tourism		100%		Attended all meetings for MRT as Board Member

### 4.3: Connect local, regional and national road, rail and aviation infrastructure

#### 4.3.1: Develop and promote Berrigan Shire regional transport and freight infrastructure

OP Action Code	OP Action	Responsible	What will be the result	YTD Progress	Status	Comments
4.3.1.1	Continue to advocate for the development of hardstand and serviced truck parking Tocumwal, Finley and Berrigan	Manager Economic Development & Tourism	The investment case is developed	100%		The Tocumwal Truck Stop project has progressed this year and will reach completion in 2023.
4.3.1.2	Lobby for upgrade of rail facilities, associated with Tocumwal rail line incl. line to Shepparton and Melbourne Ports	Manager Economic Development & Tourism	Funding is committed by Victorian and Commonwealth Governments	100%		There has been no action required in this area however the Council remains ready to contribute when/if required
4.3.1.3	Participate actively in efforts to upgrade Newell Highway and Midland Murray Valley highways particularly the Shepparton bypass.	Manager Economic Development & Tourism	Funding is committed by Victorian and Commonwealth Governments	100%		There has been no action required in this area in this quarter.
4.3.1.4	Operate the Tocumwal Aerodrome	Director Infrastructure	Annual Report Presented to Council on Aerodrome Operations Aerodrome maintains registration	100%		This is an on-going activity and there have been no major issues. There is a routine aerodrome users group meeting schedule to address/discuss any issue/s.

<b>Circular Details</b>	Circular No 22-22 / 8 August 2022 / A731312
<b>Previous Circular</b>	N/A
<b>Who should read this</b>	Councillors / General Managers / All council staff
<b>Contact</b>	Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Response to OLG

**The development of guidelines and a model policy on the lobbying of councillors.**

**What's new or changing**

- In recent investigations, (Operation Dasha, Operation Eclipse and Operation Witney), the Independent Commission Against Corruption (ICAC) has considered the corruption risks associated with the lobbying of councillors and made corruption prevention recommendations.
- Among other things, ICAC has recommended:
  - that the Office of Local Government (OLG), in consultation with the local government sector, develop guidelines to enhance transparency around the lobbying of councillors (ICAC has also made recommendations about the content of the guidelines), and
  - that the *Lobbying of Government Officials Act 2011* (the LOGO Act) is amended to ensure all provisions apply to local government.
- In response to ICAC's recommendations, OLG is proposing to develop guidelines to enhance transparency around the lobbying of councillors. The guidelines will be issued under s 23A of the *Local Government Act 1993*.
- OLG is also developing a model policy on lobbying to support councils to implement the guidelines. If adopted by councils, the policy will operate to supplement the provisions of their adopted codes of conduct.

**What this will mean for your council**

- OLG is undertaking consultation with councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of councillors.
- OLG is also seeking the views of councils on whether the LOGO Act should apply to local government.
- To assist with the development of the guidelines and model policy, OLG is seeking the following from councils:
  - councils' views and suggestions on ICAC's recommendations on the content of the proposed guidelines (set out in the attachment to this circular)
  - suggestions on what issues, behaviours and risks need to be addressed in the guidelines and model policy
  - information about what measures councils currently take to enhance transparency and promote honesty around the lobbying of councillors, and
  - copies of or links to councils' existing lobbying policies.
- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled '*Lobbying Guidelines*' and marked to the attention of OLG's Council Governance Team.

- Submissions should be made by COB **Monday 5 September 2022**.

### **Where to go for further information**

- Information about ICAC's corruption prevention recommendations in relation to the lobbying of councillors is provided in the attachment to this circular.
- ICAC's report on Operation Dasha is available [here](#).
- ICAC's report on Operation Eclipse is available [here](#).
- ICAC's report on Operation Witney is available [here](#).
- Information on the operation of the LOGO Act is available [here](#).
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

**Michelle Wood**

**A/Deputy Secretary, Crown Lands and Local Government**



## ATTACHMENT

### ICAC recommendations in relation to section 23A guidelines on the lobbying of councillors

#### Operation Dasha

##### Recommendation 8

That the Department of Planning and Environment (DPE), following a reasonable period of consultation, issues guidelines under section 23A of the *Local Government Act 1993* (LGA) to introduce measures to enhance transparency around the lobbying of councillors. The guidelines should require that:

- councils provide meeting facilities to councillors (where practical) so that they may meet in a formal setting with parties who have an interest in a development matter
- councils make available a member of council staff to be present at such a meeting and to prepare an official file note of that meeting to be kept on the council's files (any additional notes made by the member of council staff and/or the councillor should also be kept as part of the council's records)
- all councillors be invited when a council conducts formal onsite meetings for controversial re-zonings and developments, and
- council officers disclose in writing to the general manager any attempts by councillors to influence them over the contents or recommendations contained in any report to council and/or relating to planning and development in the local government area.

#### Operation Witney

##### Recommendation 9

That DPE ensures any guidelines issued pursuant to section 23A of the LGA regarding the lobbying of councillors (see Operation Dasha recommendation 8 above) include advice about:

- the nature and frequency of meetings between councillors and interested parties, including the need to ensure transparency around these interactions
- how and where to report concerns about lobbying practices
- the receipt of submissions outside of formal processes, including the transmission of material to specific councillors in a way that excludes other councillors and staff
- councillors' attendance at staff meetings with parties interested in an outcome
- councillor representations to staff arising from lobbying interactions, and
- the lobbying of councillors by interested parties with whom they have a pre-existing relationship.

##### Recommendation 10

That DPE updates the *Model Code of Conduct for Local Councils in NSW* to refer to any councillor lobbying guidelines and to reflect the substantive advice contained in the guidelines.

## ICAC recommendations and findings on the extension of the *Lobbying of Government Officials Act 2011* (the LOGO Act) to local government

### Operation Dasha

#### Recommendation 7

That the NSW Government amends the LOGO Act to ensure all provisions apply to local government.

### Operation Eclipse

#### Key finding 5

The local government sector faces considerable risk of undue influence and should be regulated by the LOGO Act.

Investigations conducted by ICAC and interstate anti-corruption commissions indicate that local councils are often the target of improper lobbying. However, local government officials are not “government officials” as defined by, and for the purposes of, the LOGO Act. The *Model Code of Conduct for Local Councils in NSW* does not explicitly refer to lobbying; however, it does contain general obligations in relation to ethical and honest conduct, as well as more detailed material covering:

- improper and undue influence
- inappropriate interactions
- use and security of confidential information
- recordkeeping.

Extending the provisions of the LOGO Act to local government would, among other matters, allow the lobbying regulator to provide guidance about the appropriate policies and procedures that would best suit the circumstances of local councils, particularly regarding matters about planning, land use, the environment and community amenities.