

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 16**WATER METER POLICY****(P13-1, W1-1)****RECOMMENDATION** that:

The Water Meter Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Water Meter Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Water Meter Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Water Meter Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Water Meter Policy will assist in the administration, management and maintenance of the water meters within the Warren Shire Council Local Government Area. It provides effective guidelines that will assist in ensuring the objective functions of the water meter are carried out in accordance with statute and common law, regulation and national standards. It will also ensure the conduct of those entering the Water Meter Policy is in accordance with reasonable and practical standards. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Water Management Act 2000

RISK IMPLICATIONS

Warren Shire Council's Water Meter Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Water Meter Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Water Meter Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Water Meter Policy with the minor amendments, as the Water Meter Policy intent remains the same.

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ITEM 16

WATER METER POLICY

CONTINUED

CONCLUSION

The Water Meter Policy should be adopted with only minor changes, as it provides effective guidelines that will assist in ensuring the objective functions of the water meters are carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Water Meter Policy

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WATER METER POLICY

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POLICY REGISTER

WATER METER POLICY

Policy adopted:	22nd February 2018 (Minute No. 35.2.18)
Reviewed:	27th September 2018 (Minute No. 214.9.18)
File Ref:	P13-1, W1-2

WARREN SHIRE COUNCIL

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ITEM 16

WATER METER POLICY

CONTINUED

DOCUMENT CONTROL

Issue.	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 35.2.18 (22nd February 2018)
1.1		Amended	Council Minute No. 214.9.18 (27th September 2018)
<u>2.0</u>	<u>Sylvester Otieno, DMES, April 2025</u>	<u>Added – Policy Review, Second Edition</u>	

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WATER METER POLICY

CONTINUED

Warren Shire Council Policy – Water Meter

1. PURPOSE:

This Policy outlines the responsibilities that Warren Shire Council (Council) and property owners have for the installation, maintenance and management of water meters.

Each individual property connected to Council's reticulated potable water supply, and irrigation supply will be metered independently, such that water demand can be measured, managed and be relied upon as a justifiable basis for water supply charges.

2. SCOPE:

This Policy applies to cover all aspects of water meters including the installation, maintenance, measuring of supply, and access to meters, accuracy and testing.

Water meters measure the amount of water used. This measurement helps to accurately charge customers for the water they have used. It also helps customers to gauge their own water use. All premises should have their own water meter. The water meter should be located towards the front of the property, near the left or right boundary, but within one (1) metre of the boundary. There is to be a minimum of 300mm clearance around each meter. In duplexes, flats/ units or strata titled properties; there may be one master meter with sub meters servicing each of the dwellings.

Properties connected to Council drinking water and irrigation water are fitted with a separate water meter for each supply. Council will supply the most appropriate size of meter for each property. Residential properties will be fitted with 20mm meters for drinking water. Council owns the water meter, but it is the responsibility of the property owner to ensure that the meter is not damaged and is accessible for reading.

3. POLICY:

A. Meter Installation:

Council is responsible to supply and fit a water meter assembly when installing a connection to Council's water supply, the cost of the meter assembly and installation is borne by the property owner as outlined in Council's Fees and Charges.

The size of the connection (and thus the size of the meter) is determined by Council, with reference to guidelines in AS/ NZS 3500.1:2015 and Plumbing Code of Australia. Generally, the water service is to be in a position determined by Council in accordance with existing crossroad conduits, mains tapings, and the like.

All meters are to be installed above ground. In cases where the Divisional Manager Engineering Services determines that an above ground meter will adversely impact on the adequate function of a driveway, formed walkway, gate, fence line or other such immovable structure the meter may be placed in a pit.

Water meters are only to be installed, maintained and replaced by Council. The water supply may be disconnected for a few minutes whilst carrying out this work. Meters will be replaced as soon as possible after having registered 5,500 kilolitres, or as deemed warranted by the Divisional Manager Engineering Services. Only water meters conforming to AS3565 or having achieved patented approval under the relevant code are to be used in Council's water service connections.

Where Council's Divisional Manager Engineering Services determines that it is not financially practical to install a water meter, the property owner will be subject to a non-metered charge in accordance with Council's Fees and Charges.

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CONTINUED

Warren Shire Council Policy – Water Meter

Domestic dwellings are to be serviced by one (1) potable water meter and one (1) river water meter only, with each connection being a 20mm water connection. Council's maintenance responsibility of a water service ceases at the outlet of a water meter or the outlet of a backflow prevention device that has been fitted to a water meter by Council staff.

B. Alteration:

Any alteration to the water service connection from, and including, the water meter back to the water main, is the responsibility of Council. The water service connection and its components (water meter, jump valve, and fittings) always remain the property of Council. Council may consider a written request to alter the location or size of a water service connection and if approved the cost of the works will be met by the property owner in advance. Any alteration to the water service on the property owner's side of the water meter is the responsibility of the owner of the connected property.

It is an offence under Section 636 of Local Government Act, 1993 to tamper or interfere with the normal operation of water meters or to unlawfully remove a water meter.

C. Meter Access:

Meters are read by Council employees every three (3) months, with accounts being issued shortly after the meter reading is taken. The reading taken from the meter forms the basis for determining the water usage charges at the connected property.

If the meter cannot be accessed because of locked gates, fences, dogs or other obstructions, Council may estimate the consumption at the connected property based on the same period of the previous year. If the meter remains inaccessible the property owner or resident will need to make arrangements so that actual meter readings can be obtained. The property owner must also make arrangements at the property owner's costs to have the meter made accessible.

If a meter reading cannot be obtained because the meter has stopped registering or is damaged, your account (usage) will be based on an estimated consumption which will be calculated on a basis that is representative of the previous consumption pattern.

D. Meter Damage:

The property owner will be responsible for the cost to repair or replace a damaged water meter, unless the damage is the direct result of Council workmanship.

If a water meter has been stolen from the property, the property owner or resident is required to inform Council immediately. Council will install a new meter and the property owner will be required to pay the relevant fee for the new meter.

E. Meter Accuracy/ Meter Testing:

The property owner can request that the water meter at the property be tested, if the property owner considers that the meter is not accurately recording the amount of water used on the connected property. The payment of a Meter Test Fee will be required prior to the test being conducted. Warren Shire Council will remove the meter and install a replacement meter. The testing is conducted by an independent company using a National Association of Testing Authorities (NATA) accredited procedure. Warren Shire Council will advise the property owner of the test results and make a written report available on request.

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WATER METER POLICY

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Warren Shire Council Policy – Water Meter

Warren Shire Council will refund the Meter Test Fee if the meter is found to be faulty by + or – 4%. If the meter is faulty and the water account has been overcharged, Council will also refund the additional water costs. If the meter is found to be undercharging, the property owner will not be charged for the additional water used.

F. Meter Replacement:

Council has a meter replacement program for 20mm meters where the meter is replaced when they reach their economic life. The economic life a Water Meter is 7 years or on reaching a meter count of 5,500kilolitres. Council will also arrange to replace a meter if it is found to be defective (may have stopped registering), if it is damaged or if it can no longer be reasonably maintained. Meters can only be replaced by a Council Water staff member.

G. Records:

Water meters that have been replaced by new meters will be identified on a register by serial number and residential address of where it was removed from. These meters will be kept in storage for a period of 12 months after which they will be disposed of. Prior to disposal a Destruction/ Disposal Certificate will be raised with all relevant information of the Water Meter recorded on the Certificate. Certificates will be stored on the Council's Record Management System.

H. References:

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Water Act 2000
- Plumbing Code of Australia
- AS 3500.1:2015 (Water Supply) Section 5.3 (reference to proximity to other services (i.e. electrical cables, gas pipelines)
- AS 3656 Meters for Water Supply – Cold water meters

4. POLICY REVIEW:

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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ITEM 17

WATER CARTERS POLICY

(P13-1, W1-1)

RECOMMENDATION that:

The Water Carters Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Water Carters Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Water Carters Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Water Carters Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Water Carters Policy will assist in the administration and, management of the water carting within the Warren Shire Council Local Government Area. It provides effective guidelines that will assist in ensuring water carting is carried out in accordance with statute and common law, regulation and national standards. It will also ensure the conduct of undertaking water carting is in accordance with reasonable and practical standards. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Water Management Act 2000

Public Health Act 2010

RISK IMPLICATIONS

Warren Shire Council's Water Carters Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Water Carters Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Water Carters Policy has been reviewed with only minor grammatical amendments and some minor content changes.

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WATER CARTERS POLICY

CONTINUED

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Water Carters Policy with the minor amendments, as the Water Carters Policy intent remains the same.

CONCLUSION

The Water Carters Policy should be adopted with only minor changes, as it provides effective guidelines that will assist in ensuring water carting is carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Water Carters Policy

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WATER CARTERS POLICY

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POLICY REGISTER

Water Carters Policy

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed:



File Ref:

P13-1, W1-1

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WATER CARTERS POLICY

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DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27 th September 2018)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Second Edition</u>	

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WATER CARTERS POLICY

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Warren Shire Council Policy – Water Carters Policy

1. PURPOSE

For a wide variety of reasons, some residents, rural properties, or businesses in the Warren Shire Council LGA need town bore water delivered to their properties by an independent water carter.

This policy exists to regulate water carter businesses operating in the Warren Shire Council LGA to ensure they comply with all relevant environmental, public health and financial requirements associated with drawing town bore water and selling this water to customers.

This Policy has been developed so that:

- Regardless of method of potable water delivery, all residents in the Warren LGA can rely on a safe water supply;
- Council and its food business customers comply with the NSW Health/NSW Food Authority NSW Guidelines for Water Carters 2012;
- Council can implement best practice by working to the Water Services of Australia Standpipe and Hydrant Metering Code of Practice 2014; and
- Council can be assured of full revenue recovery for production of water, provision of infrastructure to legally access Council's water reticulation system and administration of the subsequent licencing system.

2. POLICY

2.1 Draw Water from Council's Reticulated Water Supply System

2.1.1 Subject to terms and conditions, Council will grant Section 68 Approval (Local Government Act 1993) to draw water from Council's reticulated water supply system for two different categories of water carter businesses:

- a) Town Bore water deliveries for human consumption
- b) Town Bore water deliveries not for human consumption

2.1.2 All water carters who require access to legally draw water from the Warren Shire Council water supply system are required to enter into a Licence Agreement with Council prior to operation. This Licence Agreement may be annual or temporary. Any breach of the terms and conditions of the Licence Agreement by the water carter will result in the invalidation of the Licence Agreement and loss of access for the water carter to legally draw water from Councils' water supply system.

2.1.3 All water carters will operate on a pre-paid account for consumption charges. In certain circumstances, Council may approve a water carter for a monthly credit account which will require full payment of the account within 30 days from the date of Invoice issue.

2.1.4 The Licence Agreement requires full payment of all establishment, annual, consumption and other applicable fees and charges as set out in Councils' annual Fees and Charges.

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WATER CARTERS POLICY

CONTINUED

Warren Shire Council Policy – Water Carters Policy

2.1.5 Council will not enter into a Licence Agreement with a water carter business aiming to deliver town bore water for human consumption until the vehicle and associated apparatus has been inspected and approved for operation by Council's Health and Development Services Manager. If the Approval from Council's Health and Development Services Manager is revoked for any reason, the Licence Agreement will automatically become invalid. Water carters can only draw water from approved metered standpipes provided by Warren Shire Council. Fixed water fill points are available at Warren and Nevertire.

2.1.6 Where an Automated Water Fill Station (AWFS) is provided, the water carter must ensure they draw water in full compliance with all terms and conditions of their Licence Agreement.

2.1.7 Where a manual water fill point is provided, the water carter must ensure they draw water in full compliance with the terms and conditions of their Approval. This includes completing the Monthly Water Carter Returns for every water fill, in addition to the Logbook records required by NSW Health. These Returns are to be fully paid to Council by the 15th of the following month.

2.2 Food Business and Water Quality Management to Sell Water

2.2.1 Subject to terms and conditions, Council will grant a water carter business Section 68 Approval (Local Government Act 1993) to sell drinking water drawn from Council's water supply system only for town bore water deliveries for human consumption.

2.2.2 All water carters who require legal approval to sell town bore water for human consumption within the Warren Shire Council LGA are required to obtain an inspection-based Approval prior to operation. Such approval of the water carter vehicle and associated apparatus will lapse on 30 June each year.

2.2.3 In addition to the annual inspection for approval renewal, inspections of the water carter vehicle and associated apparatus may be conducted as considered necessary by Council. This includes bacteriological testing.

2.2.4 In regard to cleaning, maintenance, disinfection of equipment; provision, accuracy and efficacy of records and the supply of safe drinking water, the water carter must be able to demonstrate compliance with the relevant provisions of:

- Local Government General Regulation 2005;
- Food Act 2003 (NSW);
- Australia New Zealand Food Standards Code;
- The Public Health Act 2010;
- Public Health Regulation 2012; and
- NSW Guidelines for Water Carters 2012.

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ITEM 17

WATER CARTERS POLICY

CONTINUED

Warren Shire Council Policy – Water Carters Policy

3. DEFINITIONS

ADWG: Australian Drinking Water Guidelines

AWFS: Automated Water Fill Station

Potable Water: Drinking water complying with ADWG standards.

4. KEY RESPONSIBILITIES

Position	Area	Responsibility
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and guidelines.
Managers	Executive	To communicate, implement and comply with this Policy and related guidelines.
Overseers and Foremen	All Sections	To plan, action, communicate, implement and comply with this Policy and related guidelines as it impacts your areas of responsibility.
Council Staff/ Workers	Council	To comply with this Policy and related guidelines.

5. REFERENCES

- Local Government Act 1993 No. 30;
- Local Government (General) Regulation 2005;
- Water Services Australia Standpipe and Hydrant Metering Code of Practice 2014;
- NSW Public Health Act 2010;
- NSW Public Health Regulations 2012; and
- NSW Health/NSW Food Authority NSW Guidelines for Water Carters 2012.

6. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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ITEM 18

WATER AND SEWERAGE PRICING POLICY

(P13-1, S5-1, W1-1)

RECOMMENDATION that:

The Water and Sewerage Pricing Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Water and Sewerage Pricing Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Water and Sewerage Pricing Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Water and Sewerage Pricing Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Water and Sewerage Pricing Policy will assist in the administration, and management water and sewerage pricing within the Warren Shire Council Local Government Area. It provides effective guidelines that will assist in ensuring the pricing is carried out in accordance with statute and common law, regulation and national standards. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Water Management Act 2000

RISK IMPLICATIONS

Warren Shire Council's Water and Sewerage Pricing Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Water and Sewerage Pricing Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Water and Sewerage Pricing Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Water and Sewerage Pricing Policy with the minor amendments, as the Water and Sewerage Pricing Policy intent remains the same.

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WATER AND SEWERAGE PRICING POLICY

CONTINUED

CONCLUSION

The Water and Sewerage Pricing Policy should be adopted with only minor changes, as it provides effective guidelines that will assist in ensuring water and sewerage pricing are carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with adequate and safe water supply that is appropriately priced for all consumers.
- 4.2.4 Provide Warren and the villages of Nevertire and Collie with adequate and environmentally water supply that is appropriately priced for all consumers.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Water and Sewerage Pricing Policy

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WATER AND SEWERAGE PRICING POLICY

CONTINUED



POLICY REGISTER

WATER AND SEWERAGE PRICING POLICY

Policy adopted: 1.12.11 Minute No. 378.12.11

Reviewed:



File Ref: P13-1, S5-1, W1-1

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WATER AND SEWERAGE PRICING POLICY

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Warren Shire Council Policy –Water and Sewerage Pricing

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 378.12.11 (1 st December 2011)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Second Edition</u>	

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ITEM 18

WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

1. INTRODUCTION

A Pricing Policy has been developed by the ~~Lower Macquarie~~Western Councils Water Utilities Alliance to provide uniformity in the setting of water supply, sewerage and liquid trade waste prices and charges across the eight Councils of the Alliance.

The Policy complies with the pricing criteria developed by the NSW Office of Water.

Each Council will set its own prices and charges, on an annual basis, in line with the requirements of this Policy.

2. OBJECTIVE

The aim of this Pricing Policy is to ensure uniformity across all members of the Alliance Councils in the setting of fees and charges for water supply, sewerage and liquid trade waste services.

3. FULL COST RECOVERY

Full cost recovery is considered essential for the ~~long-term~~long-term financial viability of water supply and sewerage services and for communicating the value of the services to customers through cost reflective pricing signals.

Full cost recovery involves annually raising sufficient revenue to cover the operation, maintenance and administration costs, together with the current cost depreciation of water supply and sewerage infrastructure.

Policy Statement

- Alliance Councils will set each year's water supply tariff to raise the required revenue as disclosed in Council's current Strategic Business Plan based on a careful estimate of the volume of water to be supplied to customers over the next financial year.
 - Annually setting the water supply tariff on the above basis allows the Councils to respond to any changes in the available supply and customer demand, whilst continuing to raise the required annual revenue through the Typical Residential Bill (TRB) in accordance with the Strategic Business Plan. While maintaining the TRB and annual revenue, Council will adjust its annual water supply charges as necessary in order to raise the required revenue.
 - Achieving its full cost recovery for water supply in periods of drought and water restrictions is a challenge requiring a careful response on the above basis.
- The basis for estimating the residential water to be supplied per property will be:
 1. Each Council will annually review any trends in the residential water supplied per property in its TBL Performance Report, paying particular attention to the results for the last 2 years. In April each year, the LWU will review its water production for the first 9 months of the current financial year, comparing those volumes with the corresponding volume for the previous 2 financial years. In ~~general~~general, the **initial estimate** of residential water to be supplied per property should be on the basis of its results for the last 2 years, together with 'fine tuning' on the basis of the current year's water production.

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ITEM 18

WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

1. INTRODUCTION

A Pricing Policy has been developed by the ~~Lower Macquarie~~Western Councils Water Utilities Alliance to provide uniformity in the setting of water supply, sewerage and liquid trade waste prices and charges across the eight Councils of the Alliance.

The Policy complies with the pricing criteria developed by the NSW Office of Water.

Each Council will set its own prices and charges, on an annual basis, in line with the requirements of this Policy.

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Full cost recovery involves annually raising sufficient revenue to cover the operation, maintenance and administration costs, together with the current cost depreciation of water supply and sewerage infrastructure.

Policy Statement

- Alliance Councils will set each year's water supply tariff to raise the required revenue as disclosed in Council's current Strategic Business Plan based on a careful estimate of the volume of water to be supplied to customers over the next financial year.
 - Annually setting the water supply tariff on the above basis allows the Councils to respond to any changes in the available supply and customer demand, whilst continuing to raise the required annual revenue through the Typical Residential Bill (TRB) in accordance with the Strategic Business Plan. While maintaining the TRB and annual revenue, Council will adjust its annual water supply charges as necessary in order to raise the required revenue.
 - Achieving its full cost recovery for water supply in periods of drought and water restrictions is a challenge requiring a careful response on the above basis.
- The basis for estimating the residential water to be supplied per property will be:
 1. Each Council will annually review any trends in the residential water supplied per property in its TBL Performance Report, paying particular attention to the results for the last 2 years. In April each year, the LWU will review its water production for the first 9 months of the current financial year, comparing those volumes with the corresponding volume for the previous 2 financial years. In ~~general~~general, the **initial estimate** of residential water to be supplied per property should be on the basis of its results for the last 2 years, together with 'fine tuning' on the basis of the current year's water production.

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WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

2. Council will identify whether either of the last 2 years in its TBL Report or the first 9 months of the current financial year involved extreme climatic conditions (e.g. a very wet year, or a very hot dry year). In which case an adjustment will be applied to the initial estimate in Step 1 above.
3. Councils will then consider whether there will be a change in the drought water restrictions for its system in the next financial year in comparison with the present circumstances, e.g.:
 - introduction of new significant drought water restrictions;
 - removal or significant easing of existing drought water restrictions.If so, it should apply a relevant adjustment to the value in Step 2 above.
4. Where the proposed water usage charge/~~K~~L for the next financial year will involve a significant real increase over the present charge, Councils will estimate the impact of the price elasticity of demand (PED) and apply it to the Step 3 value. Some iteration may be needed in order to obtain the Typical Residential Bill required to achieve full cost recovery.
Reported PEDs are generally in the range -0.7 to 0. It is suggested that the PED should generally be estimated based on a 'mid-range' value of 0.2. In addition, sensitivity should be calculated for PEDs of -0.1 and -0.3 using the table and graphs on page 4.

In addition, Councils will review the volumes of **non-residential water supplied** over the last 3 years to identify any changes or trends, especially among large water users. Any new industries with significant water use should be identified and account should be taken of any industries which have ~~closed down~~~~closed~~.

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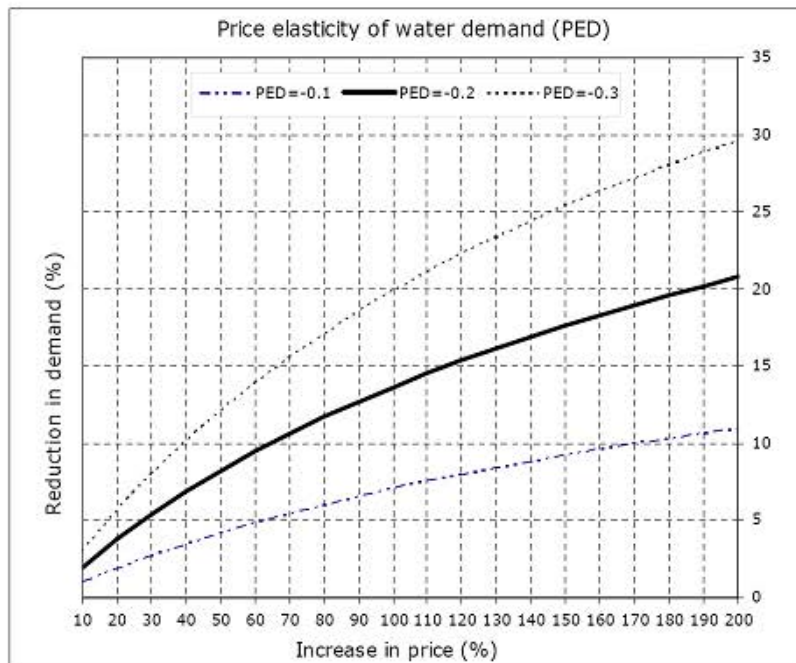
WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

Price Elasticity of Water Demand (PED)

Increase in Price (%)	Reduction in Water Demand (%)		
	PED=0.1	PED=0.2	PED=0.3
10	1.0	2.0	3.0
20	1.9	3.8	5.7
30	2.7	5.4	8.0
40	3.5	6.9	10.2
50	4.2	8.2	12.2
60	4.8	9.5	13.9
70	5.4	10.6	15.6
80	6.0	11.7	17.1
90	6.5	12.7	18.5
100	7.0	13.7	19.9
110	7.5	14.6	21.1
120	8.0	15.4	22.3
130	8.4	16.2	23.4
140	8.8	16.9	24.4
150	9.2	17.7	25.4
160	9.6	18.3	26.3
170	9.9	19.0	27.2
180	10.3	19.6	28.0
190	10.6	20.2	28.8
200	10.9	20.8	29.6



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ITEM 18

WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

4. WATER PRICING

4.1 Water Usage Revenue

- The Best Practice Management of Water Supply and Sewerage Guidelines, 2007 require NSW local water utilities (LWUs) with over 4,000 connected properties to raise at least 75% of residential revenue from water usage charges. Smaller utilities need to raise at least 50% of such revenue from usage charges.
- The reason for requiring at least 75% (or 50%, as appropriate) of revenue from usage charges is to ensure residents receive a strong pricing signal to encourage them to use water wisely.
- The 75% requirement does not increase the Typical Residential Bill (TRB), which is the principal **indicator of the overall cost** of a water supply system and is the bill paid by a residential customer using the utility's average annual residential water supplied per property. It only raises the usage component of the bill, whilst lowering the fixed component.

Policy Statement:

Warren Shire Council will set water supply usage charges such that they will raise at least 50% of revenue of usage charges, in conjunction with other [LMWUA-Western Councils Water Utilities Alliance](#) member councils.

4.2 Access Charges

Policy Statement:

Warren Shire Council will set water supply access charges in accordance with the principles outlined under Section 3: Full Cost Recovery and Section 4.1: Water Usage Revenue outlined above.

5. SEWERAGE PRICING

Policy Statement:

Warren Shire Council will annually set sewerage charges in accordance with the following criteria:

- Full cost recovery;
- Residential properties: a uniform annual sewerage bill per residential property;
- Non-residential properties: a two-part tariff with an appropriate sewer usage charge / ~~K~~**k**L for non-residential properties, plus an access charge based on the capacity requirements that their discharge and load places on the overall sewerage system (collection, distribution and treatment), relative to residential customers;
- No land value component in sewerage charges.

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WATER AND SEWERAGE PRICING POLICY

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Warren Shire Council Policy –Water and Sewerage Pricing

6. LIQUID TRADE WASTE FEES & CHARGES

Best practice liquid trade waste pricing requires appropriate annual trade waste fees and re-inspection fees for all liquid trade waste dischargers.

These fees are in addition to the non-residential sewerage bill.

Councils must also levy an appropriate trade waste usage charge for trade waste dischargers with prescribed pre-treatment, and appropriate excess mass charges for large trade waste dischargers (>about 20 KL/d) and for dischargers of industrial waste.

The Liquid Trade Waste Fees and Charges can be calculated using the charges specified in Appendix I of the *Liquid Trade Waste Regulation Guidelines, April 2009* as published by the NSW Office of Water.

Water Utilities have the option of calculating their own Fees and Charges, independent of those published in the Guidelines; but these will need approval from the Trade Waste Section of the Office of Water.

Policy Statement:

- o Warren Shire Council has developed and adopted a Liquid Trade Waste Policy in accordance with the Liquid Trade Waste Regulation Guidelines, NSW Department of Water & Energy, April 2009.
- o Warren Shire Council will annually set trade waste fees and re-inspection fees for all defined liquid trade waste dischargers, which will be in addition to the non-residential sewerage bill; such charges to be set in line with those stipulated by the NSW Office of Water in the *Liquid Trade Waste Guidelines, April 2009*, annually adjusted in line with CPI movements for Sydney in the preceding 12 months to December.
- o Trade waste dischargers with prescribed pre-treatment and large trade waste dischargers (>20 KL/d) will be charged excess mass charges as defined in the adopted Liquid Trade Waste Policy.

7. DEVELOPER CHARGES

Developer charges are up front charges levied to recover part of the infrastructure costs incurred in servicing new developments or additions / changes to existing developments.

The power for local government councils to levy developer charges for water supply, sewerage and stormwater derives from section 64 of the *Local Government Act 1993* by means of a cross reference to sections 305 to 307 of the *Water Management Act 2000*.

Developer charges for water supply and sewerage (section 64 contributions) and section 94 contributions involve the same underlying principle – development creates a demand for services, and it is therefore equitable that new development pays a contribution towards the capital cost of infrastructure and facilities required to meet that demand.

Developer charges serve two related functions:

1. they provide a source of funding for infrastructure required for new urban development; and
2. they provide signals regarding the cost of urban development and thus encourage less costly forms and areas of development.

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ITEM 18

WATER AND SEWERAGE PRICING POLICY

CONTINUED

Warren Shire Council Policy –Water and Sewerage Pricing

Policy Statement:

At present Warren Shire Council is exempt from developer charges as growth has been less than five (5) new lots per annum over the last five (5) years and this trend is expected to continue.

8. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

8.9. REFERENCES

1. Best Practice Management of Water Supply and Sewerage Guidelines, NSW Government, 2007 (available at www.water.nsw.gov.au).
2. Pricing Principles for Local Water Authorities, Independent Pricing and Regulatory Tribunal of NSW, 1996.
3. National Guidelines for Residential Customers' Water Accounts 2006, Natural Resource Management Ministerial Council.
4. Integrated Planning & Reporting Guidelines for local government in NSW, 2010 (available at www.dlg.nsw.gov.au).
5. Integrated Planning & Reporting Manual for local government in NSW, 2010 (available at www.dlg.nsw.gov.au).
6. Liquid Trade Waste Regulation Guidelines, NSW Office of Water, 2009 (available at www.water.nsw.gov.au).
7. Circular LWU 11 and Pricing Information Sheets 1 to 4, NSW Office of Water, March 2011.
8. Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, NSW, 2002.
9. NWI Pricing Principles, April 2010 (available at www.nwc.gov.au).
10. Local Government Code of Accounting Practice and Financial Reporting Guidelines 2009-10, NSW (available at www.dlg.nsw.gov.au).
11. Wise Water Management – A Demand Management Manual for Local Water Utilities, Water Services Association of Australia, 1998.
12. Water Supply, Sewerage and Trade Waste Pricing Guidelines, NSW 2002.
13. NSW Water and Sewerage Strategic Business Planning Guideline, NSW Office of Water, March 2011.
14. Water Supply and Sewerage Management Guidelines, NSW 1991.

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Policy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 19 **SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES POLICY** **(P13-1, S5-1, W1-1)**

RECOMMENDATION that:

The Sewerage Junctions, Connections, Maintenance and Responsibilities Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Sewerage Junctions, Connections, Maintenance and Responsibilities Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Sewerage Junctions, Connections, Maintenance and Responsibilities Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Sewerage Junctions, Connections, Maintenance and Responsibilities Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Sewerage Junctions, Connections, Maintenance and Responsibilities Policy will assist in the administration, management and maintenance of the sewerage junctions, connections, within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993
Public Health Act 2010

RISK IMPLICATIONS

Warren Shire Council's Sewerage Junctions, Connections, Maintenance and Responsibilities Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Sewerage Junctions, Connections, Maintenance and Responsibilities Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Sewerage Junctions, Connections, Maintenance and Responsibilities Policy has been reviewed with only minor grammatical amendments and some minor content changes.

**Policy Report of Divisional Manager Engineering Services
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ITEM 19

SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES
POLICY

CONTINUED



POLICY REGISTER

Sewerage Junctions, Connections, Maintenance and Responsibilities Policy

Policy adopted: 27th October 2022 Minute No. 272.10.22

Reviewed:

File Ref: P13-1, S5-1, W1-1

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ITEM 19

SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES POLICY

CONTINUED

Warren Shire Council Policy - Sewerage Junctions, Connections, Maintenance and Responsibilities

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Raymond Burns Town Services Manager	First Edition	Council Minute No. 272.10.22 (27 th October 2022)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Second Edition</u>	

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ITEM 19

SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES POLICY

CONTINUED

Warren Shire Council Policy - Sewerage Junctions, Connections, Maintenance and Responsibilities

1. PURPOSE

The objective of this policy is to ensure that all connections to Council's Sewerage System conform to Council's requirements and that the property owner's responsibilities in relation to the connection are clearly spelt out.

2. BACKGROUND

Council's Sewerage System transports sewage to Council's treatment plant. The integrity of the system allows council to manage its Public, Environmental and Health responsibilities.

3. POLICY

Council will provide and maintain one (1) (150mm diameter) connection (junction) to each separately assessable lot for the purpose of draining sewage upon application by the owner/applicant. [Figure 1 illustrates the connection and responsibilities of Council and Property Owner.](#)

The cost to the owner/applicant shall be the standard connection fee as applicable at the time.

The connection fee will cover Council installing all infrastructure from the exit point of the residence/buildings service line (includes boundary riser for the respective lot).

The owner/applicant is responsible for the installation of the service line from the residence/building to the entry point of the tee ~~piece~~ to house the boundary riser (this work must be completed by a certified plumber and must meet all relevant regulations).

A Sewerage Service Application Connection form must be completed and paid for prior to the connection.

After connection, the property owner will be responsible for ensuring that all infrastructure within their property is adequately protected.

If the infrastructure is found to be damaged within the property, the owner will (at their cost) be required engage a licensed plumber to repair or replace any infrastructure damaged.

The property owner will (at their cost) be required to engage a licensed plumber to clear all blockages of any pipework that is on the residence/buildings side of the boundary riser.

All debris from any such blockage must be captured and removed from the pipe work and not simply pushed into Council's Sewerage System.

Council will recover from the property owner any costs that council incurs as a result of [Council](#) having to locate a boundary riser inspection opening that has been covered over by the property owner. OR Council having to clear its sewerage system [as a result of](#) debris being pushed downstream from the property owners blocked pipeline.

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SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES POLICY

CONTINUED

Warren Shire Council Policy - Sewerage Junctions, Connections, Maintenance and Responsibilities

Should Council be required to provide a new connection point due to damage from tree roots or other courses emanating from the property, the property owner may be required to adjust their own pipework at their own cost.

From ~~time-to-time~~time-to-time Council will, carry out inspections and or testing to ensure that only approved/appropriate connections have been made to Council's Sewerage System. Where unapproved or inappropriate connections are discovered, such connections must be removed at the ~~owners~~owner's cost

In any instant where the property owner wants any sewage connection infrastructure moved or installed in the first instance in a position that is not the most strategic for Council, these works will be completed at the property owners/~~applicants~~applicant's cost.

Where the applicant has created a subdivision, additional connections to the main are to be carried out by Council at the ~~applicants~~applicant's cost.

When the applicant's plumber exposes a boundary riser and finds it has been damaged, the applicant must advise Council who will be responsible for the rectification of the damage. Should the line between the junction point and the boundary riser be found to be damaged due to earth movement Council will repair the damage at its expense.

Where the ~~applicants~~applicant's agent damages the line between the junction point and the boundary riser when excavating to locate it Council will repair the damage at the applicants cost.

4. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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ITEM 19

SEWERAGE JUNCTIONS, CONNECTIONS, MAINTENANCE & RESPONSIBILITIES POLICY

CONTINUED

Warren Shire Council Policy - Sewerage Junctions, Connections, Maintenance and Responsibilities

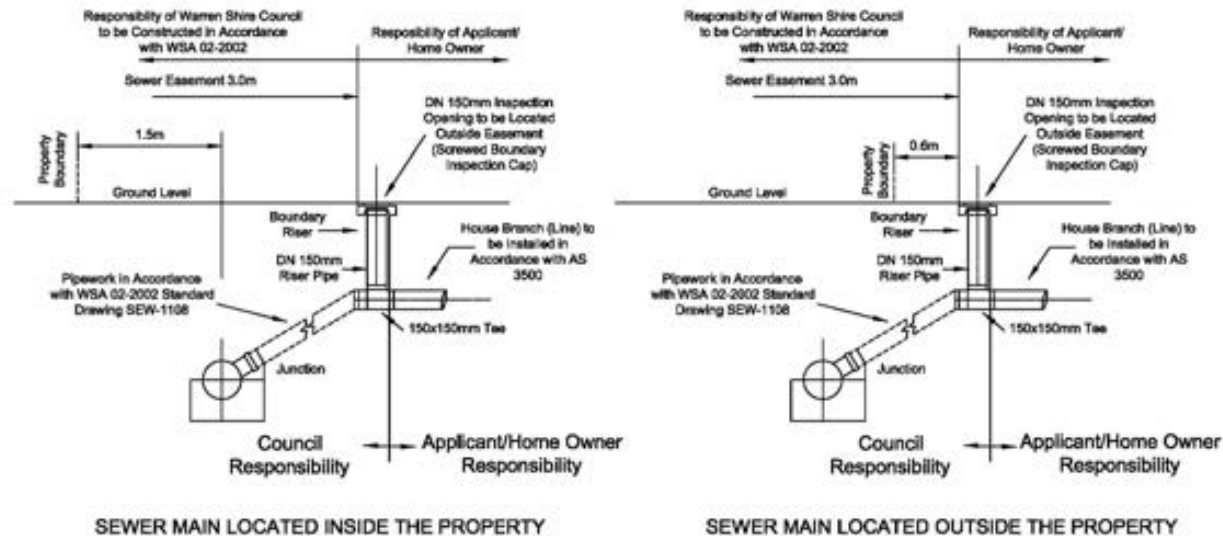


Figure 1: Typical Sewerage Connection and Responsibilities

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ITEM 20 ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY
(P13-1, S5-1, W1-1)

RECOMMENDATION that:

The On-Site Sewage Management Systems (Septics) Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the On-Site Sewage Management Systems (Septics) Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's On-Site Sewage Management Systems (Septics) Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Sewerage Junctions, Connections, Maintenance and Responsibilities Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The On-site Sewage Management Systems (Septics) Policy will assist in the administration, management and maintenance of the On-site Sewage Management Systems (Septics) with the Warren Shire Council Local Government Area. It provides effective guidelines that will assist in ensuring the objective functions of the on-site sewage management systems (septics) are carried out in accordance with statute and common law, regulation and national standards. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Public Health Act 2010

RISK IMPLICATIONS

Warren Shire Council's On-Site Sewage Management Systems (Septics) Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the On-Site Sewage Management Systems (Septics) Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the On-site Sewage Management Systems (Septics) Policy has been reviewed with only minor grammatical amendments and some minor content changes.

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ITEM 20 ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY CONTINUED

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment or not adopting the Policy. Council should adopt the On-Site Sewage Management Systems (Septics) Policy with the minor amendments, as the On-Site Sewage Management Systems (Septics) Policy intent remains the same.

CONCLUSION

The On-Site Sewage Management Systems (Septics) Policy should be adopted with only minor changes, as it provides effective guidelines that will assist in ensuring the objective functions of the on-site sewage management systems (septics) are carried out in accordance with statute and common law, regulation and national standards.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.4 Provide Warren and the villages of Nevertire and Collie with adequate and environmentally water supply that is appropriately priced for all consumers.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

On-Site Sewage Management Systems (Septics)

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ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTINUED



POLICY REGISTER

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

Policy adopted: 24th June 2010 Minute No. 194.6.10

Reviewed:



File Ref:

P13-1, S4-1

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ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTINUED

Warren Shire Council Policy – On-site Sewage Management Systems (Septics)

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Minute No. 194.6.10 24th June 2010
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Second Edition</u>	

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ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTINUED

Warren Shire Council Policy – On-site Sewage Management Systems (Septics)

1. INTRODUCTION

1.1 Name

This Policy will be known as Warren Shire Council Onsite Sewage Management Policy.

1.2 Commencement

This Policy will commence operation on 7th June 2010.

1.3 Aims and objectives

The aim of this Policy is to ensure that On-Site Sewage Management Systems meet acceptable environmental and health performance standards. Specific objectives include:

- o Prevention of public health risk;
- o Protection of surface water;
- o Protection of groundwater;
- o Protection of land;
- o Conservation and reuse of resources;
- o Protection of community amenity.

1.4 Policy purpose

The purpose of the Policy is to:

- o Guide landholders towards sustainable on-site management of domestic sewage and wastewater.
- o Protect and enhance the quality of public health and the environment in the long term within the warren shire council local government area.
- o Assist council to prioritise resources for the efficient regulation and monitoring of on-site sewage management systems within its local government area.

1.5 Definitions

For the purposes of this Policy the following definitions apply:

Human waste storage facility - means a device for holding or disposing of human waste, including a cesspit, septic tank, septic closet, water closet, chemical closet, humus closet and combustion closet.

Non-perennial watercourse or water body - means a non-perennial watercourse as identified on the key to a 1:100 000 topographical map produced by Land and Property Information NSW.

Perennial watercourse or water body - means a perennial watercourse as identified on the key to a 1:100 000 topographical map produced by Land and Property Information NSW.

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ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTNUED

Warren Shire Council Policy – On-site Sewage Management Systems (Septics)

Operate a system of sewage management - means to hold or process, or re-use or otherwise dispose of, sewage or by-products of sewage, whether or not the sewage is generated on the premises on which the system of sewage management is operated. This includes the following:

- a) use artificial wetlands, transpiration mounds, trenches, vegetation and the like in related effluent application areas;
- b) to hold or process sewage that is to be subsequently discharged to into a public sewer.

Regulation - is the Local Government (Approvals) Regulation 2005.

Related effluent application area - in relation to a sewage management facility, means the area of land, if any:

- a) where it is intended to dispose of the effluent and any byproducts of sewage from the facility; or
- b) to which the effluent and by-products are intended to be applied.

Sewage - includes effluent, being any matter or thing, whether solid or liquid or a combination of solids and liquids, which is of a kind that may be removed from a human waste storage facility, sullage pit or grease trap, or from any holding tank or other container forming part ~~of, or of~~ used in connection with a human waste storage facility, sullage pit or grease trap.

Sewage management facility - means:

- a) a human waste storage facility; or
- b) a waste treatment device intended to process sewage, and includes a drain connected to such a facility or device.

1.6 Outcomes

As a result of achievement of the aims and objectives of this Policy, the following outcomes will be achieved;

- o The impacts of on-site sewage management facilities on the environment will be minimised through appropriate selection, design, siting, construction, operation and maintenance.
- o Identification of the location of all on-site sewage management facilities and a creation of a database of these systems that will be maintained.
- o A partnership will be developed between Council, householders and service agents supporting continuing improvement of on-site sewage management.
- o The owners of on-site sewage management facilities will be aware of the need for ongoing maintenance.
- o The owners of on-site sewage management facilities will understand the need to obtain approvals.
- o Council will recover some of the costs of implementing this Policy by charging fees.
- o Qualifications and accreditation processes for third parties to certify maintenance work and/or compliance with approval standards for all types of systems will be specified.

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ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTINUED

Warren Shire Council Policy – On-site Sewage Management Systems (Septics)

- o Through consultation, local service agents will be aware of qualification and accreditation procedures.
- o On-site waste management systems will be inspected upon a frequency as defined within this Policy.

1.7 Relevant legislation

Legislation relevant to this Policy that Council will consider includes:

- o Local Government Act 1993.
- o Local Government (General) Regulation 2005.
- o The Environmental Planning and Assessment Act 1979.
- o Public Health Act 1991.
- o Protection of the Environment Operations Act 1997.
- o Accreditation of all human waste treatment devices by NSW Health.
- o Environment and Health Protection Guidelines (On-site Sewage Management for Single Households) by Department of Local Government, Environment Protection Authority, NSW Health, Land and Water Conservation and the Department of Urban Affairs and Planning.

1.8 Australian standards

Australian Standards relevant to this Policy and that Council will consider includes:

- o AS/NZS 1547 - On-site Domestic-wastewater Management.
- o AS3500 - Plumbing and Drainage Code as amended.
- o AS 1546 - On-site Domestic Wastewater Treatment Units (part 1 applies to septic tanks)
- o AS4419 - Soils for Landscaping and Garden Use
- o AS2698: - Plastic Pipes and Fittings for Rural Applications

Part I Polyethylene, micro irrigation pipes

Part II Polyethylene, rural pipes

Part III Mechanical joint fittings for use with polyethylene micro irrigation pipes

- o AS3000 - Wiring Rules - Electrical Installation - Buildings, Structures and Premises
- o AS1319 - Safety Signs for the Occupational Environment

1.9 Application

This Policy applies to all domestic development on lands within Warren Shire local government area without Town/Village disposal system.

Critical areas for consideration include all villages and areas where small area subdivisions have or are likely to occur. Within these areas there are a number of dwellings located in close proximity and commonly adjacent to waterways.

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 20

ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTICS) POLICY

CONTINUED

Warren Shire Council Policy – On-site Sewage Management Systems (Septics)

1.10 Exemptions

The Minister of Local Government has not granted consent for the inclusion of any exemptions within this Policy. As a result, Council is unable to grant any exemptions from the provisions of this Policy. Future exemptions may be available through a Local Approvals Policy (LAP) with the prior consent of the Director General, Department of Local Government under section 162 of the Local Government Act 1993. The LAP must ~~specifying~~specify circumstances in which a person is exempt from the requirement to obtain council approval to operate a system of sewage management.

2. IMPLEMENTATION

2.1 Process Outline

Implementation of Policy will include:

- o Lodgement of an application for approval.
- o Review of the applications received.
- o Identification of high, medium and low risk installations.
- o Initially, inspection of installations will be conducted in ~~high-risk~~high-risk areas. Medium and low risk areas will be inspected during the approval process.
- o Upgrading of installations where necessary.
- o Levying of fees in accordance with this Policy. Fees will be identified annually in Council's Management Plan.

2.2 Existing Systems

On-site systems owners that previously notified Council of the presence of their system have been registered to operate the system. Approval to operate the system will be ~~dependant~~dependent upon the system continuing to operate in a manner that does not produce environmental or health risk to the site occupants or the wider environment.

Where appropriate Council may require an application for renewal to be submitted. Applications for renewal of an approval to continue to operate an on-site sewage management system are to be accompanied by a certificate of inspection issued by Council or a service technician / certifier accredited under this Policy. To ensure a consistency of approach all inspections will utilise the appropriate inspection checklist that is available from Council.

2.3 New Systems

All new systems or altered systems are required to be certified as compliant with the necessary standards by the issue of a Compliance Certificate.

At completion of installation or alteration of a system, a Compliance Certificate is to be issue prior to commencement of use.

2.4 Applications for Approval

An application for approval to install, construct or operate a sewage management facility will be accompanied by;

- o A Plan drawn to scale, and showing location of:
 - i. the sewage management facility proposed to be installed or existing on the premises, and
 - ii. any related effluent application areas, and
 - iii. any existing or proposed buildings or facilities on the site including any environmentally sensitive areas located within 100 metres of the

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sewage management facility or effluent application areas.

- o Specifications of the sewage management facility proposed to be installed or constructed on the premises concerned. Specifications to include details of pump sizes, air pump capacities, tank capacities and ~~cross-sectional~~cross-sectional details.
- o A geotechnical site assessment detailing the topography, soil composition and vegetation of any effluent application areas related to a proposed sewage management facility. The report is to provide information indicating that the proposed system ~~is capable of providing~~can provide long term effluent disposal.

The report is to be prepared by a suitably qualified geotechnical specialist or other person approved by council and be certified as complying with the requirements of the Environmental 85 Health Protection Guidelines (On-site Sewage Management for Single Households) and Australian / New Zealand Standard 1547 - On-site Domestic-wastewater Management.

- o A statement by the owner or applicant indicating:
 - (i) the number of or probable number of persons residing in the premises,
 - (ii) the number of rooms capable of being used as a bedroom, and
 - (iii) other factors as may be relevant to the capacity of the proposed sewage management facility or site conditions that may influence the operation of the facility.
- o Operation and maintenance details are required to identify:
 - (i) the operation and maintenance requirements for the sewage management facility,
 - (ii) the proposed operation, maintenance and servicing arrangements intended to meet those requirements, and
 - (iii) the action to be taken in the event of a breakdown in, or other interference with system operation.

A submission for approval is required to consist of no less than three (3) copies of the information.

2.5 Site Risk Assessment

Council will categorise installations Warren Shire according to the degree of risk of each installation to the environment or health. The categories will rank sites into low, medium and high risk in terms of their likely impact.

Factors that determine risk category are:

- o Site area / location
- o Number of occupants
- o Distance from disposal area to nearest body of water
- o Distance from nearest bore or well used for domestic water supply
- o Distance from disposal area to property boundaries
- o Soil erosion
- o Landfall / slope
- o Arrangements for stormwater diversion
- o Proximity to human activity

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- o Flood inundation potential
- o Surface water
- o Water Table
- o Swimming Pools

2.6 Risk Category

Following receipt of an application for approval to install or operate an on-site sewage management system, an evaluation will be undertaken to identify the risk category of the system. The evaluation will be made in accordance with the site risk assessment as set out in section 2.5 of this Policy and the information provided in the application. Council will determine the risk category in accordance with the following:

Where at least **one** "high" risk factor exists, the system will be classified as having a risk assessment of "high".

Where no "high" risk factors exist, but at least **one** "medium" risk factor exists, the system will be classified as having a risk assessment of "medium".

Where all individual risk factors are "low", the system will be classified as having a risk assessment of "low".

Assessment criteria factors will be considered individually based on the objective criteria within this Policy. Council may choose to include additional criteria to reflect specific issues relevant to a particular site.

The risk category will be utilised to determine the frequency of inspection and ~~licensing~~ periods. Below is an indication of inspection frequency:

- o **Low-risk** - to be inspected every ten (10) years.
- o **Medium-risk** - to be inspected every five (5) years.
- o **High-risk** - to be inspected every twelve months.

Aerated Wastewater Treatment Systems (AWTS): inspection to occur according to the assessed risk determined by Council at the time of the assessment.

NOTE: The AWTS must also be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer and Council, at cost to the owner and the resultant certificate provided to Council for registration.

2.7 System Performance

An installation that is failing to operate in accordance with the aims and objectives of this plan may be re-categorised as a ~~high-risk~~ **high-risk** installation.

Council may issue an order under the provisions of clause 47 (1) of the Local Government Act 1993 to require a system to be altered to restore performance to the acceptable standard.

2.8 Risk Category Review

When an installation has been categorised by Council, and the owner believes that the category is inappropriate, an application for review may be submitted. The application is required to include sufficient information to allow a review of the classification and be accompanied by the appropriate fee.

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2.9 Risk Re-categorisation

To encourage appropriate management and maintenance of on-site sewage management systems, Council may reclassify the risk category. Council will notify property owners where it is considered that a re-categorisation is proposed.

Re-categorisation of installations may be as follows:

- o High to medium risk - where over a period of three years of continuous licensed operation, a particular installation has been shown, to be operating in accordance with this plan,
- o Medium to low risk - where over a period of five years of continuous licensed operation, a particular installation has been shown to be operating in accordance this plan,
- o Properties that change ownership will have the system returned to its original categorisation. Council will notify new property owners of the re-categorisation and the requirement to obtain an approval to operate the system.

2.10 System Inspections

Where system re-registration is required, the system will be inspected by Council or by a person who is registered with Warren Shire Council as an accredited person.

The ~~licensed~~ owner or operator of a system may be authorised to certify that the system is operating in accordance with this Policy if granted an approval by Council.

Council may inspect any system at any time to ensure maintenance of the standards.

An accredited certifier or service person is required to certify that an aerated waste treatment system is operating in accordance with the standards.

Council proposes to monitor the application of this Policy by conducting inspections of approximately 5% of all installations annually.

2.11 Fees

Council may impose fees for applications for approval to install or operate a system of sewage management, the implementation of inspections of any premises, facilities or maintenance of records. The approved fee will be listed in Council's Management Plan.

3. ADMINISTRATION

3.1 Records

Council will register all applications and details of the determination in a register. It will include details of, applicant, property descriptions, type of installation, date of application, any site inspections, determination of the application, and date of issue of any approval or refusal and any other relevant details.

The register may be kept in electronic format.

3.2 Approval Renewal

A renewal of an approval may be required where the system is:

- a) due to have its approval to operate renewed
- b) due to be serviced according to its operational guidelines

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- c) in need of repair
- d) requiring replacement
- e) to be installed
- f) to be altered, modified or attended to in terms of operational adjustment
- g) to be certified by persons other than the Council.

3.3 Renewal Notification

Notification will be sent at least two months prior to the expiry date of the current approval. The notification will include an application form for renewal and details of the information required to be submitted with the application.

3.4 Accredited Certifiers AWT Systems.

The minimum requirements necessary before a person may be considered for accreditation by Warren Shire Council to service and maintain an AWT system is:

- have completed an appropriate course of instruction with an accredited college or similar body in the maintenance and operation of AWT systems;
- have demonstrated knowledge in the area of:
 - i) system design and treatment processes
 - ii) operation and maintenance requirements
 - iii) performance standards for environment and health protection
 - iv) regulatory requirements and obligations
 - v) consumer's rights
 - vi) occupational health and safety requirements
 - vii) environment protection responsibilities

3.5 Accredited Service Technicians Non AWT Systems.

The minimum requirements necessary before a person may be considered for accreditation by Warren Shire Council to service and maintain septic tanks, irrigation fields, absorption fields and trenching and the like are:

Tradesman qualification as a plumber and drainer have demonstrated knowledge in the area of:

- i) system design and treatment processes
- ii) operation and maintenance requirements
- iii) performance standards for environment and health protection
- iv) regulatory requirements and obligations
- v) consumer's rights
- vi) occupational health and safety requirements
- vii) environment protection responsibilities

3.6 ~~Licensed~~Licensed Owner/Operator Certification

The minimum requirements necessary for a person who is a ~~licensed~~licensed owner/operator of a system to be able to self certify a system is;

- o completion of an approved management or maintenance course, or
- o registration with Council as competent to manage/maintain a system.

3.7 Policy Review

This Policy will be reviewed every four years within the twelve-month period after each general Council election or more often as necessary.

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4. INFORMATION SOURCES

- Environment and Health Protection Guidelines. On-site Sewage Management for Single Households. Issued by Department of Local Government, Environment Protection Authority, NSW Health, NSW Department of Land and Water Conservation and the Department of Urban Affairs and Planning.
- On-site Sewage Management Strategy prepared by Bourke Shire Council.
- On-site Sewage Management Strategy prepared by Narromine Shire Council

5. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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ITEM 21 DRINKING WATER QUALITY POLICY

(P13-1, W1-1)

RECOMMENDATION that:

The Drinking Water Quality Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Drinking Water Quality Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Drinking Water Quality Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Drinking Water Quality Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Drinking Water Quality Policy will assist in ensuring that drinking water provided by Council complies with all regulatory requirements. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993
Public Health Act 2010

RISK IMPLICATIONS

Warren Shire Council's Drinking Water Quality Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Drinking Water Quality Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Drinking Water Quality Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should adopt the Drinking Water Quality Policy with the minor amendments, as the Drinking Water Quality Policy intent remains the same.

CONCLUSION

The Drinking Water Quality Policy should be adopted with only minor changes.

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ITEM 21

DRINKING WATER QUALITY POLICY

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LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with adequate and safe water supply that is appropriately priced for all consumers.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Drinking Water Quality Policy

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DRINKING WATER QUALITY POLICY

CONTINUED



POLICY REGISTER

DRINKING WATER QUALITY POLICY

Policy adopted: 11th December 2014 Minute No. 316.12.14

Reviewed: 6th December 2018 Minute No. 274.12.18

File Ref: P13-1, W1-1

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DRINKING WATER QUALITY POLICY

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Warren Shire Council – Drinking Water Quality Policy

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Kerry Jones	First Edition	Council Minute No. 274.12.18 (6th December 2018)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Second Edition</u>	

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ITEM 21

DRINKING WATER QUALITY POLICY

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Warren Shire Council – Drinking Water Quality Policy

1. BACKGROUND

Development of a drinking water quality policy is an important step in formalising the level of service to which the drinking water supplier is committed and in increasing focus on water quality management throughout the organisation.

2. OBJECTIVE

This policy sets out Warren Shire Council's commitment to the effective management of drinking water and the associated distribution system, to provide responsible, safe and sustainable drinking water that meets the evolving needs of our customers, stakeholders and communities.

3. SCOPE

All managers and employees involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the drinking water quality management system.

4. DEFINITIONS

Distribution system:	a network of pipes leading from a treatment plant to customers' plumbing systems.
Drinking water:	water intended primarily for human consumption (but excluding bottled water, for the purposes of this policy).
Drinking water quality:	the systematic and documented evaluation of activities, documents, management system procedures and other supporting information that outlines the supplier's systems for the safe supply of drinking water.
Stakeholders:	can affect or be affected by the organization's actions, objectives and policies.
Catchments:	area of land that collects rainfall and contributes to surface water (streams, rivers, wetlands) or to groundwater.
Multiple-barrier:	use of more than one preventive measure as a barrier against hazards.
Quality system:	organisational structure, procedures, processes and resources needed to implement quality management (AS/NZS ISO 8402:1994).
Risk:	the likelihood of a hazard causing harm in exposed populations in a specified time frame, including the magnitude of that harm.

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DRINKING WATER QUALITY POLICY

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Warren Shire Council – Drinking Water Quality Policy

5. POLICY

In partnership with relevant health authorities and stakeholders Warren Shire Council will:

- Maintain and continually improve a Drinking Water Quality Management System (DWQMS) to adequately manage drinking water quality risks to customers and the public.
- Manage water quality from catchments to customers' services by using a risk-based approach in which potential threats to water quality are identified and managed to minimise any risks to drinking water quality.
- Ensure that employees and contractors involved in the supply of drinking water are appropriately trained and understand their responsibility for ensuring that water quality is protected.
- Use a risk-based approach that complies with regulatory requirements and the ADWG to identify and control potential threats to drinking water quality.
- Undertake regular water quality monitoring to verify that water quality supplied to customers complies with regulatory requirements and meets customer expectations.
- Establish regular monitoring of the quality of drinking water and effective reporting mechanisms to provide relevant and timely information and promote confidence in the water supply and its management.
- Integrate the needs and expectations of our customers, stakeholders, communities and regulators into our water supply planning and decision-making process.
- Align our water quality systems and processes with the framework's proactive and multiple barrier approach to best practice water quality management.
- Target and implement research and innovation activities across the organisation to understand drinking water quality and emerging issues.
- Participate in and support appropriate research and development activities to ensure continuous improvement.

6. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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ITEM 22

BACKFLOW PREVENTION POLICY

(P13-1, W1-1)

RECOMMENDATION that:

The Backflow Prevention Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Backflow Prevention Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Backflow Prevention Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Backflow Prevention Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Backflow Prevention Policy will assist in ensuring that there is no cross-connection of potable water by grey water. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

Public Health Act 2010

RISK IMPLICATIONS

Warren Shire Council's Backflow Prevention Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Backflow Prevention Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Backflow Prevention Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Backflow Prevention Policy with the minor amendments, as the Backflow Prevention Policy intent remains the same.

CONCLUSION

The Backflow Prevention Policy should be adopted with only minor changes.

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ITEM 22

BACKFLOW PREVENTION POLICY

CONTINUED

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with adequate and safe water supply that is appropriately priced for all consumers.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Backflow Prevention Policy

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ITEM 22

BACKFLOW PREVENTION POLICY

CONTINUED



POLICY REGISTER

BACKFLOW PREVENTION POLICY

Policy adopted: 25th June 2020 Minute No. 111.6.20

Reviewed:



File Ref:

P13-1, W1-1

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ITEM 22

BACKFLOW PREVENTION POLICY

CONTINUED

Warren Shire Council – Backflow Prevention Policy

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Kerry Jones 10th June 2020	First Edition	Manex Committee – 16 June 2020 Council Minute No.111.6.20 (25th June 2020)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Policy Review/ Second</u> <u>Edition</u>	

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ITEM 22

BACKFLOW PREVENTION POLICY

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Warren Shire Council – Backflow Prevention Policy

1. OBJECTIVE

The objectives of the Backflow Prevention Policy are:

- To separate and protect the potable water supply from real or potential hazards by the installation of backflow devices.
- To minimise cross connection and thus reduce the possibility of backflow.
- To contain any real or potential hazard within the boundaries of the consumer's property.
- To ensure that non potable water from each end user does not infiltrate the Council water supply.

2. INTRODUCTION

Backflow is the reverse flow of water or other liquid from a potentially polluted source into the town's water supply. This is caused by several conditions:

- Backsiphonage – is where the pressure in the reticulation system becomes less than atmospheric, this causes water from connected properties to flow backwards into the town's supply, e.g. water main break.
- Backpressure – is when the consumer's water pressure is greater than the pressure in the town's water supply.
- Cross-connection – is a direct or indirect physical connection of a potable water supply to a line that is non-potable, e.g. town water supply to a rainwater supply.

Warren Shire Council as the supplier of water to the public, undertakes to provide safe drinking water to the consumer's property. Council ensures this by protecting the systems from contamination or pollution. With this in mind, Council aims to make all new and existing water connections compliant with the Local Government Act and Australian Standards.

3. POLICY

Property owners are to meet the full cost of complying with this Policy. All properties must comply with the requirements of the Plumbing Code of Australia, 2019 and AS/NZS 3500:1 or this Policy which ever requires the highest protection level.

All properties within Warren Shire Council area that are connected to a water reticulation system require a backflow prevention device for containment at the property boundary as follows;

- Domestic Services: All domestic meters will have a dual check device as a minimum requirement. These are incorporated within the water meters provided by Council for 20mm and 25mm meters, larger meters will require separate devices. All dual check valves for domestic use are non-testable.
- Commercial/Industrial Services: Owners of properties with meters larger than 25mm will be required to install an appropriate backflow prevention device – usually a Dual Check Valve – subject to an assessment of the property's water use activities.
- Hose Taps: Hose taps within 18 metres of a zone protected area within the same premises shall have a backflow protection device of the same hazard rating as the zone protection adjacent to which it is installed (AS/NZS 3500.1). This will mainly apply to high hazard rating areas such as chemical mixing etc.
- All external domestic garden hose taps are to have a vacuum breaker device (AS/NZS 3500.1).

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BACKFLOW PREVENTION POLICY

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Warren Shire Council – Backflow Prevention Policy

- o The device required will be identified by the hazard rating detailed in AS/NZS 3500:1 Section 4 table 4.1 and table F1, F2 and F3.

4. HAZARD RATINGS

- o High Hazard: Any condition, device or practice within the water supply system and its operation, which has the potential to cause death.
- o Medium Hazard: Any condition, device or practice within the water supply system and its operation, which could endanger health.
- o Low Hazard: Any condition, device or practice within the water supply system and its operation, which would constitute a nuisance but not endanger health.

Customers are responsible for arranging the installation and maintenance of the backflow prevention devices in accordance with AS/NZS 3500:1. The maintenance and testing of backflow prevention devices shall be carried out by authorised persons, who are accredited to carry out testing procedures to AS/NZS 3500:1 at the property owner's expense.

5. ZONE OR INDIVIDUAL PROTECTION

Boundary containment will have equal to or higher rated protection than any individual or zone requirement. A containment backflow prevention device is required regardless of zone or individual protection. As Warren Shire Council cannot guarantee the integrity of zone or individual protection on a customer's site, we cannot guarantee the protection of the drinking water supply from backflow unless the site is contained at the boundary. The device to be installed on the property is determined by the hazard rating of the processes on site. If the hazard rating varies due to multiple business processes, the highest rating should be applied.

6. CROSS CONNECTION

Where, in the opinion of Council, a potential or physical cross-connection is found in the water service at any property, the property owner shall upon written advice by Council ensure that such a cross-connection is immediately disconnected or altered to comply with Council's requirements or otherwise be removed. Failure to comply within the period nominated by Council may result in the immediate restriction or disconnection of the property from Council's water supply.

7. FIRE SERVICES

Separate hydrant and sprinkler services require the installation of a double check valve assembly. On a separate hydrant and sprinkler fire service at a non-residential property, the device shall be installed close to where the water service crosses the property boundary, prior to any booster assembly. A hydraulic design is required for any fire service assembly,

- Unit demand of 4 and greater, and
- 32mm assemblies or greater.

All designs are to be submitted by a competent person (Plumbing Code of Australia, 2019) along with Warren Shire Council's design/compliance certificate. Backflow prevention devices reduce pressure and must be taken into account during the design process.

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BACKFLOW PREVENTION POLICY

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Warren Shire Council – Backflow Prevention Policy

8. EXISTING PROPERTIES WITHOUT BACKFLOW PREVENTION

In cases where Council becomes aware that an existing connection does not have backflow prevention protection, Council will instruct the property owner to comply with this Policy within seven (7) days of receipt of Council's notice. If the property owner fails to comply with Council's notice, Council's delegated plumber will enter the property, under Sections 191, 191A or 192 of the Local Government Act, and install a backflow prevention device (supplementary containment, zone or individual devices). All costs incurred by Council taking this action will be met by the property owner.

9. RAINWATER TANKS WITH COUNCIL SUPPLY BACK UP CONNECTION

The Department of Health does not recommend consumption from rainwater tanks where a potable supply is provided. Council does not permit the interconnection of rainwater tanks with the potable or non-potable supplies.

Where interconnection does occur, rainwater tanks are to have:

- a dual check valve as zone and containment protection if the tank is above ground; or
- a testable double check valve as zone and containment protection if fully or partially buried (Plumbing Code of Australia, 2019).

10. STANDPIPES

Council has a number of fixed standpipes in each township available where bulk water is required directly from the main (i.e. flow rates, pressure requirements etc). Private non-fixed standpipes are not to be used to draw water under any circumstances. If a standpipe is required, a Council employee will supply, install and monitor the water supply from a Council standpipe at the applicant's cost (as per Council's published fees and charges).

11. TESTABLE DEVICES

In some circumstances, backflow devices require annual testing to ensure that they are operating appropriately (i.e. devices containing a high hazard property rating such as chemical mixing, stock drinking troughs, water tanker filling points etc). Council will maintain a data base of all registered backflow devices. All testable devices must be registered with Council tested on installation and then annually at the owner's expense.

12. REFERENCES

The backflow Policy adheres to:

- NSW Local Government Act 1993 Section 124 Order 5.
- NSW Local Government (Water Services) Regulation 1999 Part 4 Clause 22.
- Plumbing Code of Australia (PCA), 2019
- NSW Plumbing and Drainage Act, 2011
- NSW Plumbing and Drainage Regulation, 2017
- Australian Standard AS/NZS3500:1 – Section 4.

13. MEASURE OF SUCCESS

Measure by the adherence to the Policy and Procedure outlined in the Policy.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 25th April 2025

ITEM 22

BACKFLOW PREVENTION POLICY

CONTNUED

Warren Shire Council – Backflow Prevention Policy

14. **POLICY REVIEW**

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

**Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025**

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 23 CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL UNDERGROUND ASSETS POLICY CONTINUED

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Construction in the Vicinity of and Protection of Council Underground Assets Policy with the minor amendments, as the Construction in the Vicinity of and Protection of Council Underground Assets Policy intent remains the same.

CONCLUSION

The Construction in the Vicinity of and Protection of Council Underground Assets Policy should be adopted with only minor changes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 4.2.1 Sustainably manage the Shire's limited water resources
- 4.2.2 Ensure the town water usage complies with our licenced allocations.
- 4.2.3 Provide Warren and the villages of Nevertire and Collie with adequate and safe water supply that is appropriately priced for all consumers.
- 4.2.4 Provide Warren and the villages of Nevertire and Collie with adequate and environmentally water supply that is appropriately priced for all consumers.
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Construction in the Vicinity of and Protection of Council Underground Assets Policy

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 23

CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL
UNDERGROUND ASSETS POLICY

CONTINUED



POLICY REGISTER

CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL UNDERGROUND ASSETS POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 

File Ref: P13-1, S5-1, W1-1

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
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ITEM 23

CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL UNDERGROUND ASSETS POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0	Kerry Jones Town Services Manager	First Edition	Council Minute No. 214.9.18 (27th September 2018)
<u>2.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Added Policy Review/</u> <u>Second Edition</u>	

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 25th April 2025

ITEM 23

CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL UNDERGROUND ASSETS POLICY

CONTINUED

Warren Shire Council – Construction in the Vicinity of and Protection of Council Underground Assets Policy

1 PURPOSE

Under Section 59A of the Local Government Act 1993 (the Act), Council is the owner of all works of water supply, sewerage and stormwater drainage installed in or on land by council (~~whether or not~~ whether the land is owned by council). The Act provides council access to any land required to operate, repair, replace, maintain, remove, extend, disconnect, improve or do any other things that are necessary or appropriate to any of its works to ensure that, in the opinion of council, the works are used in an efficient manner for the purposes for which the works were installed.

Unrestricted building of structures or other construction activities close to underground assets can increase the probability of damage to those assets, restrict access to those assets and increase the cost of their maintenance and repair. This ~~policy~~ Policy details the requirements for performing private construction activities in vicinity to public underground assets in various circumstances.

2 POLICY

~~In order to~~ To protect Council's underground assets, the following applies:

- The construction and erection of structures in the vicinity of Council's underground assets may be possible. ☐
- Prior approval to build or carry out work in the vicinity of Council's underground infrastructure is required. This approval is a condition to any Development Approval or Construction Certificate.
- If Council approves the erection of a new structure in the vicinity of an underground asset, it will require measures set out in the policy and procedure to safeguard the integrity of the asset and the structure.
- The proponent shall provide to Council's with a report and plans from a Certified Practising Structural Engineer certifying that the design of the proposed structure does not place additional loading on Council's underground assets.
- Reports and plans from building designers/contractors will not be accepted.
- The construction and erection of structures **OVER** sewer rising mains, major sewer trunk mains, stormwater mains, water mains, Council optic fibre conduits, sewer junctions, inspection shafts, manholes, pits or in easements is prohibited.
- Where construction activities are carried out on public land the procedure outlines the requirements to locate and protect Council's underground assets.
- This ~~policy~~ Policy and procedure ~~applies~~ apply to works issued by Private certifiers.

This Policy will be applied by following Council's *Construction in the Vicinity of and Protection of Council Underground Assets Procedure* which specifies in detail the processes and matters to be considered.

3 DEFINITIONS

Underground Asset: Any underground pipe, valve, pit, main, shaft or structure etc. owned by Council.

Sewer Pipes: Any pipes that convey sewage by gravity.

Sewer Rising Mains: Pipes that convey sewage under pump pressure.

Water Mains: Pipes that convey drinking water under pressure.

Recycled Water Mains: Pipes that convey recycled water under pressure.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 23

CONSTRUCTION IN THE VICINITY OF AND PROTECTION OF COUNCIL UNDERGROUND ASSETS POLICY

CONTINUED

Warren Shire Council – Construction in the Vicinity of and Protection of Council Underground Assets Policy

Council Optic Fibre Conduits: Conduits that carry Council's optic fibre network

Stormwater Pipes: Any pipes that convey stormwater by gravity.

Inspection Shaft: This is the pipe rising to ground level that defines the connection point between the owner's pipes and Council's assets.

Manhole: Used to provide direct access to the sewer system for maintenance activities. Manholes are located where sewer pipes change direction or approximately every 120 metres on straight sections. Manholes are usually constructed of concrete and are level and 50mm above the surrounding finished surface so that groundwater or surface water does not drain through the manhole lid.

Construction Activities: Any structures (e.g. buildings, houses, outbuildings, carports, garden sheds, retaining walls, pools, fences, driveways etc.), earthworks (e.g. cutting and/or filling, directional drilling etc.) or any other works that may have the potential to impact Council's underground assets.

Easement: Land dedicated for water supply, sewerage, drainage and Council optic fibre assets. Not all land has ~~easements~~~~easements~~, and not all assets are located in easements. If land has an ~~easement~~~~easement~~, it will be shown on the Deposited Plan and described in the Section 88b Instrument attached to the land title.

Private Certifier: As defined by the Building Professional Board and relevant legislation.

4 KEY RESPONSIBILITIES

General Manager

To lead staff through delegated authority in their understanding of this Policy.

Divisional Manager Engineering Services

To ensure the commitment made within this Policy is implemented and met.

Manager Health and Development Services

To ensure the commitment made within this Policy is implemented and met.

Town Services Manager

To oversee compliance with, and coordination of the Policy.

Council Officers

To promote the use of, and knowledge of this Policy.

5 REFERENCES

- *Local Government Act 1993;*
- *Local Government (General) Regulation 2005;*
- *AS/ NZS 3500 National Plumbing and Drainage Code;*
- *National Construction Code 2016 – Volume 3 – Plumbing Code of Australia*

6 POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL
Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 24

LINE MARKING OF SPORTING FIELDS

(P13-1, S21-1)

RECOMMENDATION that:

The Line Marking of Sporting Fields Policy be adopted, with minor amendments.

PURPOSE

To advise Line Marking of Sporting Fields Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Line Marking of Sporting Fields Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Line Marking of Sporting Fields Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Line Marking of Sporting Fields Policy will assist in the administration, and management line marking of sporting fields within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

RISK IMPLICATIONS

Warren Shire Council's Line Marking of Sporting Fields Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Line Marking of Sporting Fields Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Line Marking of Sporting Fields Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Line Marking of Sporting Fields Policy with the minor amendments, as the Line Marking of Sporting Fields Policy intent remains the same.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 24

LINE MARKING OF SPORTING FIELDS

CONTINUED

CONCLUSION

The Construction in the Line Marking of Sporting Fields Policy should be adopted with only minor changes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, cemeteries, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Line Marking of Sporting Fields Policy

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 24

LINE MARKING OF SPORTING FIELDS

CONTINUED



POLICY REGISTER

Line Marking of Sporting Fields

Policy adopted: 24th April 1996 Minute No. 18149.96

Amended: 24th September 1998 Minute No. 327.9.98

File Ref: P13-1, S21-1

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WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 24

LINE MARKING OF SPORTING FIELDS

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Minute No. 18149.96 24 th April 1996
2.0		Second Edition	Minute No. 327.9.98 24 th September 1998
<u>3.0</u>	<u>Sylvester Otieno,</u> <u>DMES, April 2025</u>	<u>Policy Review, Third</u> <u>Edition</u>	

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
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ITEM 24

LINE MARKING OF SPORTING FIELDS

CONTINUED

Warren Shire Council Policy – Line Marking of Sporting Fields

1. **OBJECTIVE**

To provide a guide for staff and sporting organisations regarding frequency for provision by Council of line marking of sporting fields.

2. **POLICY STATEMENT**

As required (Maximum)

Victoria Oval

Rugby League

3 per season

Rugby Union

3 per season

Little Athletics

3 per season

Netball

3 per season

Carter Oval

Junior Soccer

3 per season

Noel Waters Oval

Junior Soccer

3 per season

Plus, the marking of fields for any inter-town finals if required.

3. **POLICY REVIEW-DETAILS**

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

**ITEM 25 UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE,
VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY (P2-1, P2-11)**

RECOMMENDATION that:

The Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy be adopted, with minor amendments.

PURPOSE

To advise the Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Utilisation of Council Plant and Equipment Used by Charitable, Service, Voluntary and Community Organisations Policy will assist in the administration, and management of Council plant and equipment used by charitable, service, voluntary and community organisations within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Local Government Act 1993

RISK IMPLICATIONS

The Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation has been deemed not required as the Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy has been reviewed with only minor grammatical amendments and some minor content changes.

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

**ITEM 25 UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE,
VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY CONTINUED**

OPTIONS

Council has the option of amending the Policy or adopting the Policy without amendment. Council should adopt the Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy with the minor amendments, as the Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy intent remains the same.

CONCLUSION

The Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy should be adopted with only minor changes.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 3.2.1 Maintain community assets (swimming pools, library, council buildings, parks, gardens, reserves, Water Meter, aerodrome, stormwater and water and sewer infrastructure) to acceptable community standards
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations Policy

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 25

UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE,
VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY CONTINUED



POLICY REGISTER

UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE, VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY

Policy adopted: 23rd March 1995 Minute No. 116.3.95

Reviewed: 24th September 1998 Minute No. 326.9.98

File Ref: P2-1, P2-11

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 25

UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE, VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY CONTINUED

Warren Shire Council – Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 116.3.95 (23 RD March 1995)
2.0		Second Edition	Council Minute No. 326.9.98 (24 th September 1998)
<u>3.0</u>	<u>Sylvester Otieno, April 2025</u>	<u>Policy Review, Third Edition</u>	

WARREN SHIRE COUNCIL

Policy Report of Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 25

UTILISATION OF COUNCIL PLANT AND EQUIPMENT BY CHARITABLE, SERVICE, VOLUNTARY AND COMMUNITY ORGANISATIONS POLICY CONTINUED

Warren Shire Council – Utilisation of Council Plant and Equipment by Charitable, Service, Voluntary and Community Organisations

1. OBJECTIVE

To streamline and control the utilisation of Council Plant and equipment by charitable, service, voluntary and community organisations within the Council vote for donations.

2. POLICY STATEMENT

That Council owned plant and equipment be available to charitable, service, voluntary and community organisations throughout the Shire subject to the following conditions:

- a) The use of the Council plant and equipment be of a minor nature only.
- b) Applications for permission to utilise such plant and equipment shall be made in writing to Council.
- c) Where possible Council shall not be responsible for the payment of wages and salaries to an operator or other Council employee involved.
- d) A suitable Council operator shall be used to operate Council plant and equipment while on loan at all times.
- e) The availability of plant and equipment is subject to Council's own requirements.
- f) The organisation borrowing the plant and equipment will be responsible for any damage, etc. caused while so engaged by the organisation or in transit to or from the site where such is to be used by the organisation.
- g) Council will provide appropriate Workers Compensation and Public Liability insurance for the plant and equipment and Council employee engaged on the work of the organisation.
- h) Where possible the utilisation of Council plant and equipment be undertaken outside normal Council working hours.
- i) The cost of hire of the Council plant and equipment and labour be charged to Council's Vote for Donations.
- j) The amount of utilisation of Council plant and equipment and labour by charitable, service, voluntary and community organisations be limited to the amount of funding available within Council's Vote for Donations.
- k) Appropriate records be maintained of the use of Council plant and equipment and labour by charitable, service, voluntary and community organisations in order to ensure that budgetary constraints of Council's Vote for Donations ~~is~~are adhered to.
- l) The policy for utilisation of Council plant and equipment by charitable, service, voluntary and community organisations to commence 1st July 1995.

3. ~~POLICY REVIEW DETAILS~~

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

(P13-1, S19-1)

RECOMMENDATION:

That the Private Swimming Pool and Barrier Inspection Policy be adopted, with minor amendments.

PURPOSE

To advise Council that the Private Swimming Pool and Barrier Inspection Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Private Swimming Pool and Barrier Inspection Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Private Swimming Pool and Barrier Inspection Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Private Swimming Pool and Barrier Inspection Policy details a program for the inspection of swimming pools, within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act and under Section 22B of the Swimming Pool Act 1992.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Private Swimming Pool and Barrier Inspection Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Private Swimming Pool and Barrier Inspection Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Private Swimming Pool and Barrier Inspection Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

RISK IMPLICATIONS

Warren Shire Council's Private Swimming Pool and Barrier Inspection Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Private Swimming Pool and Barrier Inspection Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

STAKEHOLDER CONSULTATION

Consultation is not required as the Private Swimming Pool and Barrier Inspection Policy has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should adopt the Private Swimming Pool and Barrier Inspection Policy with the minor amendments, as the Private Swimming Pool and Barrier Inspection Policy intent remains the same.

CONCLUSION

The Private Swimming Pool and Barrier Inspection Policy should be adopted with only minor changes, as it details a program for the inspection of swimming pools, within the Warren Shire Council Local Government Area.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Private Swimming Pool and Barrier Inspection Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 26 PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

ATTACHMENT - PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY



POLICY REGISTER

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 1st April 2025

File Ref: P13-1, S19-1

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27 th September 2018)
1.1	Maryanne Stephens	Minor amendments	Council

WARREN SHIRE COUNCIL
Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
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ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

Warren Shire Council – Private Swimming Pool and Barrier Inspection Policy

1. PURPOSE & SCOPE

This Policy document has been developed in response to Section 22B of the *Swimming Pools Act 1992* (the “Act”) and details a program for the inspection of swimming pools¹ (both outdoor and indoor) that are situated, or proposed to be constructed or installed, on premises on which a residential building, a moveable dwelling or tourist and visitor accommodation is located.

22B Mandatory pool inspection program by local authority

- (1) *A local authority must, within 6 months after the commencement of this section, develop and adopt a program for the inspection of swimming pools in its area to ensure compliance with the requirements of this Part.*
- (2) *Within 12 months after the commencement of this section, the program must make provision for the inspection, at least once every 3 years, of any swimming pool situated on premises on which there is tourist and visitor accommodation or more than 2 dwellings.*
- (3) *The program is not to require the inspection of a swimming pool in respect of which there is a valid certificate of compliance or a relevant occupation certificate.*
- (4) *A local authority must inspect swimming pools in its area in accordance with its program.*
- (5) *The regulations may make provision for or with respect to the development and adoption of programs for the inspection of swimming pools including:*
 - (a) *the form and content of programs, and*
 - (b) *the manner in which the public is to be consulted during the development of any such program, and*
 - (c) *the carrying out of inspections under the program.*
- (6) *In this section:*
dwelling has the same meaning as in the Standard Instrument.

This document aims to;

- I. increase pool safety in the Warren Local Government Area; and
- II. explain the steps that Council will take to inspect swimming pool safety barriers to ensure compliance with the requirements of ‘Part 2 - Access to Swimming Pools’ of the Act and the relevant Australian Standards.

2. INTERPRETATION & RELATED LEGISLATION

The legislation & regulation that apply to this program include the following, as amended from time-to-time;

- *Swimming Pools Act 1992* (the Act);
- *Swimming Pools Regulation 2018* (the Regulation);

All relevant definitions are as per the above documents. Where there is any inconsistency between this Policy document and the Act and Regulation, the Act and Regulation shall prevail.

¹ Section 3 of the Act states that a “**swimming pool** means an excavation, structure or vessel:

- (a) that is capable of being filled with water to a depth greater than 300 millimetres, and
- (b) that is solely or principally used, or that is designed, manufactured or adapted to be solely or principally used, for the purpose of swimming, wading, paddling or any other human aquatic activity, and includes a spa pool, but does not include a spa bath, anything that is situated within a bathroom or anything declared by the regulations not to be a swimming pool for the purposes of this Act.”

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

Warren Shire Council – Private Swimming Pool and Barrier Inspection Policy

Note, this Policy is not a substitute for the Act and Regulation. It is to be read and followed in conjunction with the Act and Regulation. All Staff undertaking duties or work relating to swimming pool barrier inspections (including but not limited to inspections, reporting, compliance, certification and enforcement) must comply with the provisions of the Act and Regulation.

3. BACKGROUND

The Office of Local Government (OLG) has undertaken a comprehensive review of swimming pool legislation resulting in amendments to the Act and Regulations aimed at improving child safety in and around swimming pools and reducing the number of preventable child drownings.

While it is recognised by the OLG that **the most effective way to prevent drownings is for children to be adequately supervised by a parent or other responsible adult** they have also identified the need for the installation and maintenance of appropriately designed swimming pool safety barriers.

To this end the Act and Regulation requires all councils in New South Wales to develop and implement a program for the inspection of swimming pools in their area to ensure swimming pool safety barriers are being maintained in accordance with the relevant standard. Such a program must be developed in consultation with the local community.

This program has been developed in accordance with the statutory requirements of the Act and Regulation.

4. INSPECTION PROGRAM

4.1 Swimming Pool Register

All owners of a residential premise or tourist and visitor accommodation on which a swimming pool is located must register their pool on the NSW Government Swimming Pool Register. An owner's failure to register a swimming pool is an offence that can attract a penalty²

The Swimming Pool Register will also record whether or not a swimming pool has been inspected by an appropriately qualified person and if a current 'Certificate of Compliance' has been issued.

Council will rely on the Swimming Pool Register to determine what swimming pools are required to be inspected from time-to-time.

4.2 Certificate of Compliance & Non-Compliance

When a swimming pool has been inspected and it is found to comply with the relevant pool safety barrier requirements a satisfactory inspection will be recorded in the Swimming Pool Register and a swimming pool Certificate of Compliance will be issued. A Certificate of Compliance cannot be issued if a swimming pool has not been registered on the state-wide register.

Either the Council or an accredited certifier can issue a Certificate of Compliance, which remains valid for three (3) years from the date of issue as long as the swimming pool safety barrier is maintained and there are no grounds for a formal direction to be issued.

Similarly, a newly constructed swimming pool that is constructed pursuant to a development consent or a complying development certificate should be issued with an Occupation Certificate at the conclusion of the development certifying that the swimming pool safety barrier complies with the Act.

² At the date of adopting this Policy the maximum penalty for this offence is 20 penalty units.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

Warren Shire Council – Private Swimming Pool and Barrier Inspection Policy

An Occupation Certificate certifying compliance with the Act will also remain valid for three (3) years from the date of issue as long as the swimming pool safety barrier is maintained and there are no grounds for a formal direction to be issued.

Premises with a current Certificate of Compliance or a relevant Occupation Certificate will not require a Council inspection unless Council receives a complaint and there is good reason to believe that the swimming pool safety barrier no longer complies.

If a pool is found non-compliant, the owner must be issued with a certificate of non-compliance via the NSW Swimming Pool Register within seven days of the inspection. A certificate of non-compliance is valid for 12 months from the date of issue. A written notice (inspection report) detailing reasons for the noncompliance and steps to be taken to meet the requirements for compliance must also be issued (~~Regulation clause 18B & 18BA~~) Regulation Clause 20(3)(d)

A certificate of non-compliance must be in the form approved by the Chief Executive of the Office of Local Government.

4.3 Inspection Regime

Council will aim to undertake inspections of swimming pools (both outdoor and indoor) that are situated on premises on which a residential building, a moveable dwelling or tourist and visitor accommodation is in accordance with the following guidelines to ensure compliance with the Act and Regulation;

- (a) In response to complaints - All complaints received by Council concerning inadequately fenced or unauthorised swimming pools are recorded in Council's Customer Request Management system and will be inspected as a matter of priority **within 72 hours** as prescribed by the Act. Generally, the investigation of complaints will be undertaken in accordance with the requirements of Section 29A of the Act.
- (b) Assessment of building certificate applications - All building certificate applications for properties on which there is a swimming pool will include an inspection of the swimming pool safety barrier.
- (c) Proactive observations - Where a swimming pool is observed by Council's Building and other Compliance Officers and the swimming pool safety barrier appears deficient and/or there is no current Certificate of Compliance or relevant Occupation Certificate the matter will be recorded in Council's Customer Request Management system and inspections will be undertaken as per item (a) above.
- (d) Notifications from accredited certifiers - Any accredited certifier who is unable to issue a Certificate of Compliance and issues a notice under Section 22E of the Act is required to provide Council with a copy of the notice. On receipt of the notice Council will undertake an inspection of the swimming pool under this program.
- (e) Inspection requests by owner - All inspections requested under Section 22C of the Act by the owner of a premises on which a swimming pool is situated will be carried out within **ten (10) days**.
- (f) Sale of land inspection requests - The *Conveyancing (Sale of Land) Regulation ~~2010~~ 2019* will require any contract for the sale of land on which there is a swimming pool to include a copy of either a valid Certificate of Compliance or a relevant Occupation Certificate. Inspections requested by the owner of the land to enable the sale of a premises or part of a premises, will be carried out by Council within **ten (10) days**, as prescribed by the Regulation.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 26

PRIVATE SWIMMING POOL AND BARRIER INSPECTION POLICY

CONTINUED

Warren Shire Council – Private Swimming Pool and Barrier Inspection Policy

- (g) Lease of land inspection requests - The *Residential Tenancies Regulation 2010* 2019 will require landlords of premises on which there is a swimming pool to provide a copy of a valid Certificate of Compliance or a relevant Occupation Certificate at the time a residential tenancy is entered into. Inspections requested by the owner of the land to enable the lease of a premises or part of a premises, will be carried out within **ten (10) days**, as prescribed by the Regulation.
- (h) Random checks from state-wide Swimming Pool register - As resources permit, Council may randomly select properties from the state-wide Swimming Pool register that do not have a current Certificate of Compliance (or relevant Occupation Certificate). Priority will be given to inspecting older swimming pools that have never had a Certificate of Compliance (or relevant Occupation Certificate). Once a property has been selected, Council will write to the owner and request that they make arrangements for an inspection either by a Council Officer or an accredited certifier.

4.4 Inspection Fees

Any inspection of a swimming pool safety barrier carried out by Council pursuant to this program will be charged an inspection fee in accordance with Clause ~~18A~~ 19 of the Regulation.

The required inspection fees are adopted annually by Council and listed in Council's 'Fees and Charges' schedule. Any request for an inspection must be accompanied by the prescribed fee.

Council will not issue a Certificate of Compliance until all required inspection fees are paid, as prescribed by Section 22D of the Act.

5. ENFORCEMENT

While Council aims to achieve compliance through the effective education and engagement of swimming pool owners, it is likely that the initiation of enforcement action will be required from time-to-time. In this regard the Act details the enforcement action that is available including 'notices of intention to give a direction', directions and penalties.

Where a Council inspection demonstrates that the pool poses a significant risk to public safety, action should be taken under section 23 of the Swimming Pools Act 1992 immediately.

6. REPORTING OBLIGATIONS

Pursuant to Regulation clause 18BC, Council must report for the the purposes of section 22F (2) of the Act, in its annual report, the number of inspections under Division 5 of Part 2 of the Act that:

- (a) were inspections of tourist and visitor accommodation, or
- (b) were inspections of premises on which there are more than 2 dwellings, or
- (c) resulted in the council issuing:
 - (i) a certificate of compliance under section 22D of the Act, or
 - (ii) a certificate of non-compliance under clause ~~18BA~~ 20(3)(d) of this Regulation.

7. REVIEW PERIOD

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 27 COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY (P13-1, P15-10)

RECOMMENDATION:

That the Community Awareness - Activity Development Policy be adopted.

PURPOSE

To advise Council that the Community Awareness - Activity Development Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Community Awareness - Activity Development Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Community Awareness - Activity Development Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Community Awareness - Activity Development Policy requires that those developments that may have a potential effect on public amenity in a residential zone will be subject to additional notification and advertising requirements, within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Community Awareness - Activity Development Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Community Awareness - Activity Development Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Community Awareness - Activity Development Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

RISK IMPLICATIONS

Warren Shire Council's Community Awareness - Activity Development Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Community Awareness - Activity Development Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 27 COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY CONTINUED

STAKEHOLDER CONSULTATION

Consultation is not required as the Community Awareness - Activity Development Policy has been reviewed with nil amendments.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should adopt the Community Awareness - Activity Development Policy with nil amendments, as the Community Awareness - Activity Development Policy intent remains the same.

CONCLUSION

The Community Awareness - Activity Development Policy should be adopted with only minor changes, as it is considered fit for purpose and relevant.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 1.2.1 Maintain ongoing community engagement to instil a strong collaborative environment with the community
- 5.1.1 Undertake regular community engagement activities in accordance with the Community Engagement Strategy
- 5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Community Awareness - Activity Development Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
Council Community Room on Thursday, 24th April 2025

ITEM 27

COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY

CONTINUED

ATTACHMENT - COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY



POLICY REGISTER

COMMUNITY AWARENESS DEVELOPMENT /ACTIVITY POLICY

Policy adopted: 28th September 1989 Minute No. 473.9.89

Reviewed: 23rd February 2012 Minute No. 48.2.12
6th December 2018 Minute No. 274.12.18
23rd September 2021 Minute No. 207.9.21

File Ref: P13-1 and P15-10
(previous file ref: 2890/82)

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 27

COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY

CONTINUED

Warren Shire Council – Community Awareness/Activity Development Policy

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	James Cleasby		Council Minute No. 274.12.18 (6th December 2018)
1.1	Maryanne Stephens	Adjoining zone clarification	Council Minute No. 207.9.21 (23rd September 2021)
1.2	Maryanne Stephens	Minor amendments	Council Minute No.

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Policy September 2021.docx

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 27

COMMUNITY AWARENESS - ACTIVITY DEVELOPMENT POLICY

CONTINUED

OBJECTIVE - POLICY STATEMENT

Adjoining property owners and tenants within a residential zone, of which a Development Application or Section 68 Application (Local Government Act 1993) has been lodged, involving the Development/Activity types listed below are to be notified in writing of the proposal advising that plans are available for inspection at the Council Chambers. Comments or objections will be received in writing up to 14 days from the date of receipt of the notice.

Development/Activities requiring written notification to adjoining land owners and tenants include:

- Commercial development;
- Industrial development;
- Residential flat buildings;
- Hotel/Motel Accommodation;
- Tourist Apartments;
- Caravan Parks;
- Camping Grounds;
- Animal Boarding or Training Facilities;
- Veterinary Hospitals;
- Events or Ceremonies held annually on private property;
- Temporary use of Land;
- Self-Storage Units;
- Service Stations; and
- any development Council deems to have a potential effect on public amenity.

All development listed above of which a Development Application or Section 68 application under the Local Government Act 1993 has been lodged is to be advertised in a local paper and Council's social media platforms advising plans are on display at the Council Chambers and comments or objections will be received in writing up to 14 days from the date of 1st advertisement.

Residential zone includes:

RU5 Village

R1 General Residential

R5 Large Lot Residential

Review

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 28

COMPANION AND FERAL ANIMAL POLICY

(P13-1, D5-1)

RECOMMENDATION:

That the Companion and Feral Animal Policy be re-adopted.

PURPOSE

To advise Council that the Companion and Feral Animal Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Companion and Feral Animal Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Companion and Feral Animal Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Companion and Feral Animal Policy aims to minimise euthanasia rates, and to provide direction on the euthanasia of feral and/or infant companion animals, in accordance with Section 64 and 64A of the Companion Animals Act 1998. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Companion and Feral Animal Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Companion and Feral Animal Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Companion and Feral Animal Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

RISK IMPLICATIONS

Warren Shire Council's Companion and Feral Animal Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Companion and Feral Animal Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 28

COMPANION AND FERAL ANIMAL POLICY

CONTINUED

STAKEHOLDER CONSULTATION

Warren Shire Council's Companion and Feral Animal Policy is automatically revoked at the expiration of 12 months after the election. There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation is not required as the Companion and Feral Animal Policy has been reviewed has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should re-adopt the Companion and Feral Animal Policy with the minor amendments, as the Companion and Feral Animal Policy intent remains the same.

CONCLUSION

The Companion and Feral Animal Policy should be re-adopted should be adopted with only minor changes, as it provides direction on the euthanasia of feral and/or infant companion animals, in accordance with Section 64 and 64A of the Companion Animals Act 1998

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 4.4.2 Actively manage pests
- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Companion and Feral Animal Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
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ITEM 28

COMPANION AND FERAL ANIMAL POLICY

CONTINUED

ATTACHMENT - COMPANION AND FERAL ANIMAL POLICY



POLICY REGISTER

COMPANION AND FERAL ANIMAL POLICY

Policy adopted: 6th December 2018 Minute No. 274.12.18

Reviewed: 2nd April 2025

File Ref: D5-1

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
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ITEM 28

COMPANION AND FERAL ANIMAL POLICY

CONTINUED

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Maryanne Stephens	Minor amendments	Council Minute No. 274.12.18 (6th December 2018)
1.1	Maryanne Stephens	Minor amendments	Council Minute No.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 28

COMPANION AND FERAL ANIMAL POLICY

CONTINUED

Warren Shire Council – Companion and Feral Animal Policy

POLICY AIMS

- To minimise the euthanasia of companion animals impounded at the Warren Shire Council Animal Shelter by considering all possible alternatives to euthanasia and where practicable, to adopt these alternatives on every occasion.
- Recognises that euthanasia of feral and infant companion animals within the minimum holding period may be necessary when advised by a veterinarian.
- Complies with Sections 64 and 64A of the *Companion Animals Act 1998* (the 'Act')

DEFINITIONS

Companion Animal – dog or cat, that are wearing a collar, identification tag or are microchipped **MUST NOT** be deemed Feral.

Feral – wild, or existing in a state of nature and showing no signs of domestication.

Infant – the animal is in the first period of existence and refers to an animal that is not able to feed and fend for itself.

The 'Act' - refers to the *Companion Animals Act 1998*

Warren Shire Council Pound

Warren Shire Council Animal Pound is established under the provisions of the Act. While it is a shelter dedicated to responsible re-homing and minimal euthanasia, it is not a shelter in the sense of being a safe haven where an animal may live out the remainder of its life.

Minimal euthanasia and maximum re-homing

Notwithstanding, section 64(5) of the Act requires that before destroying a seized animal, Council consider whether there is a possible alternative and, if practicable, adopt this alternative.

Alternatives to the Warren Shire Council Pound euthanasia are to include, but not be limited to the following:

- Working with identified owners of impounded companion animals to encourage them to reclaim their pets.
- Pro-active marketing to encourage and maximise opportunities for the responsible rehoming of a range of impounded animals, including puppies, kittens, adult and mature pets.
- Actively networking and engaging with individuals, community groups and animal rescue organisations exempt from companion animal registration under the Act to transfer the animal and maximise re-homing opportunities.

Feral & infant animals

Section 64(2) of the Act outlines that feral and infant companion animals may be destroyed prior to the standard holding period in accordance with any adopted Council Policy.

Feral companion animals are generally received at the Warren Shire Council Pound in a poor condition, are difficult to handle and accommodate and are not suitable to be re-homed. Caging feral companion animals causes stress on the animal.

Infant companion animals require vast amounts of resources and time to raise, have a low resistance to diseases and are generally unlikely to survive being impounded.

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ITEM 28

COMPANION AND FERAL ANIMAL POLICY

CONTINUED

Warren Shire Council – Companion and Feral Animal Policy

This Policy authorises the humane euthanasia of feral or infant companion animals prior to the standard holding period if it is based on advice provided by a veterinarian

Euthanasia guidelines

Council believes that fit and healthy companion animals that are suitable for re-homing should not be subject to euthanasia. Council nevertheless reluctantly accepts that in certain circumstance such euthanasia is necessary, in particular where there is a long-term shortage of appropriate homes for companion animals.

Circumstances where minimal euthanasia may be considered acceptable include, but are not limited to the following:

- At the request of the identified owner of a companion animal that has been surrendered due to attacking a person or animal (other than vermin) and / or a dangerous or aggressive temperament.
- Where all other veterinary treatments have failed or where pain, injury, illness or suffering cannot be ameliorated or exceed manageable levels.
- Where companion animals are vicious, dangerous or unmanageable due to their behaviour or temperament.
- Where the companion animal is a restricted breed type dog or has been declared to be a menacing or dangerous dog under the Act.

In the unfortunate event of companion animals being subject to euthanasia, in all cases it will be performed by way of lethal injection, in a humane manner and by suitably licensed veterinarian, in that it:

- Is painless;
- Is performed out of public view to avoid distress;
- Produces rapid loss of consciousness and death;
- Interrupts consciousness and reflexes simultaneously;
- Requires minimum restraint;
- Avoids excitement and causes minimal psychological stress to the animals;
- Is appropriate for the age of the animal;
- Exhibits consistent and predictable action;
- Is easily and safely administered by properly trained personnel; and
- Causes minimal emotional effects to operator and observers.

Review

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

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WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

(P13-1, L3-7.1)

RECOMMENDATION:

That the Keeping of Stock in Residential Areas Policy, be re-adopted.

PURPOSE

To advise Council that the Keeping of Stock in Residential Areas Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Keeping of Stock in Residential Areas Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Keeping of Stock in Residential Areas Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Keeping of Stock in Residential Areas Policy has been developed to recognise the potential issues associated with keeping stock in residential areas and to provide effective guidelines that will assist when dealing with the keeping of stock in residential areas. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Keeping of Stock in Residential Areas Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Keeping of Stock in Residential Areas Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Keeping of Stock in Residential Areas Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

RISK IMPLICATIONS

Warren Shire Council's Keeping of Stock in Residential Areas Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Keeping of Stock in Residential Areas Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday, 24th April 2025

ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED

STAKEHOLDER CONSULTATION

Warren Shire Council's Keeping of Stock in Residential Areas Policy is automatically revoked at the expiration of 12 months after the election. There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation is not required as the Keeping of Stock in Residential Areas Policy has been reviewed has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy with the minor amendments Council should re-adopt the Keeping of Stock in Residential Areas Policy, as the Keeping of Stock in Residential Areas Policy intent remains the same.

CONCLUSION

The Keeping of Stock in Residential Areas Policy should be re-adopted should be adopted with only minor changes, as it provides effective guidelines that will assist when dealing with the keeping of stock in residential areas.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Keeping of Stock in Residential Areas Policy.

WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
to the Ordinary Meeting of Council to be held in the
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ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED

ATTACHMENT - KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY



POLICY REGISTER

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

Policy adopted: 9th December 1999 (Minute No 363.12.99)

Reviewed: 6th December 2018 (Minute No. 274.12.18)
23rd June 2016 (Minute No 142.6.16)
28th February 2013 (Minute No 41.2.13)
21st May 2009 (Minute No 152.5.09)
3rd April 2025

File Ref: L3-7.1, P13-1

WARREN SHIRE COUNCIL

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ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED

Warren Shire Council – Keeping of Stock in Residential Areas Policy

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Maryanne Stephens		Council Minute No. 274.12.18 (6th December 2018)
1.2	Maryanne Stephens	Minor amendments	Council Minute No.

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WARREN SHIRE COUNCIL
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ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED

Warren Shire Council – Keeping of Stock in Residential Areas Policy

POLICY AIMS

- A. To recognise the potential public health, safety and convenience issues caused by the keeping of stock in residential areas.
- B. To provide guidelines for the public and Council employees or agents where the keeping of stock in residential areas is concerned.

DEFINITION

Residential Area Definition -

- | | | |
|------------------|---|--|
| Warren | - | R1 General Residential zone coloured pink within Warren Shire LEP Map. |
| Nevertire | - | RUS Village zone coloured dark pink within Warren Shire LEP Map. |
| Collie | - | RUS Village zone coloured dark pink within Warren Shire LEP Map. |

POLICY STATEMENT

That stock shall be prohibited from being kept within the residential areas of the Warren Shire Council.

BUSH FIRE HAZARD REDUCTION

A person may apply to the Local Land Services (LLS) to obtain a temporary grazing permit subject to Council's written approval. This is to permit stock to de-vegetate a nominated area within the residential area, to reduce the bush fire hazard loading upon that land.

REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

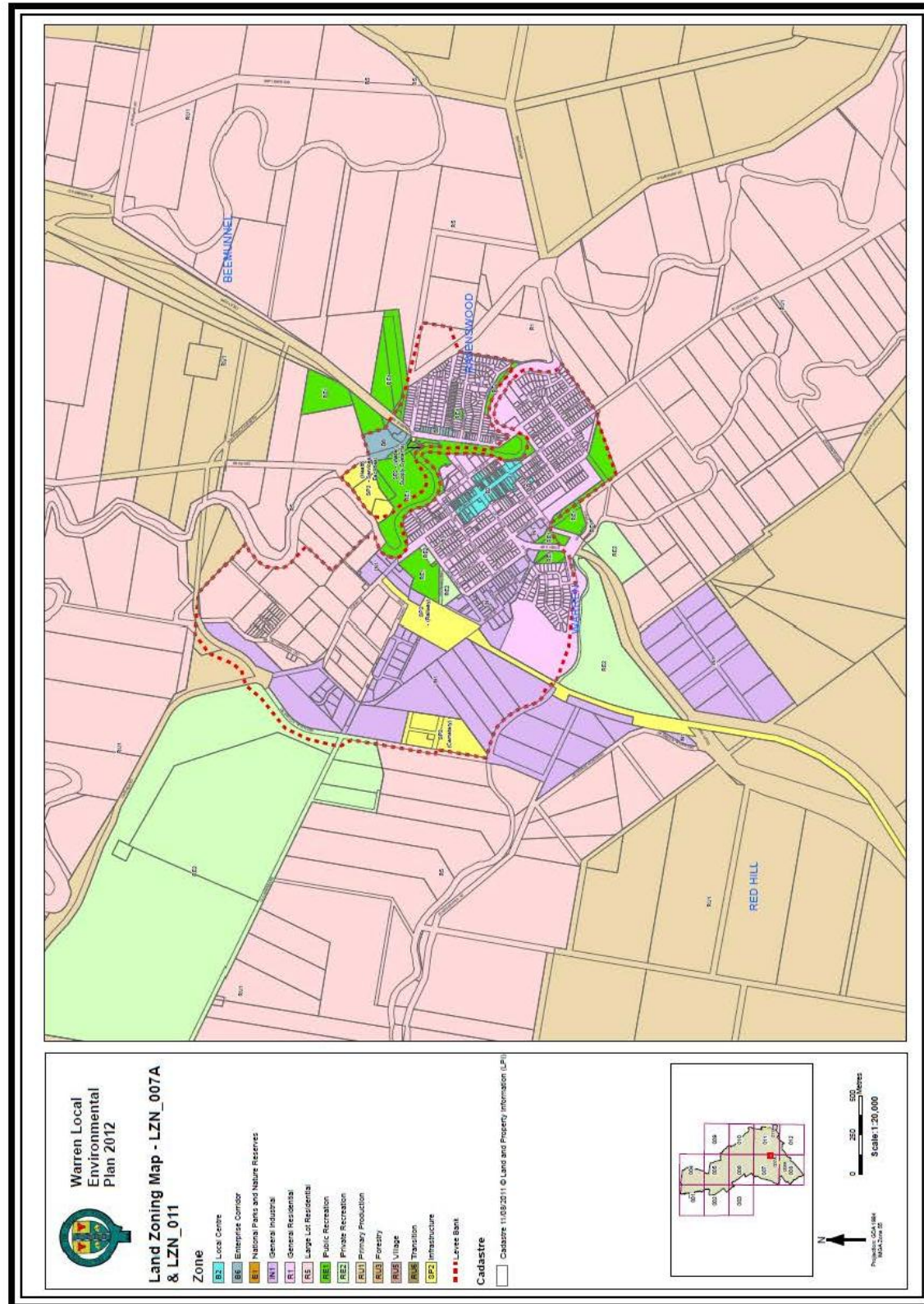
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ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED



WARREN SHIRE COUNCIL

Policy Report of the Manager Health & Development Services
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ITEM 29

KEEPING OF STOCK IN RESIDENTIAL AREAS POLICY

CONTINUED



WARREN SHIRE COUNCIL

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ITEM 30

WORKING DOGS POLICY

(P13-1, D5-1)

RECOMMENDATION:

That the Working Dogs Policy be re-adopted.

PURPOSE

To advise Council that the Working Dogs Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Working Dogs Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Working Dogs Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Working Dogs Policy provides an avenue for the evidence to demonstrate a working dog and the issues associated with working dogs, within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Working Dogs Policy is a requirement of the Local Government Act 1993 that apply to Council.

Working Dogs Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If Council decides to amend the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Working Dogs Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

RISK IMPLICATIONS

Warren Shire Council's Working Dogs Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Working Dogs Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

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ITEM 30

WORKING DOGS POLICY

CONTINUED

STAKEHOLDER CONSULTATION

Warren Shire Council's Working Dogs Policy is automatically revoked at the expiration of 12 months after the election. There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation is not required as the Working Dogs Policy has been reviewed has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should re-adopt the Working Dogs Policy with the minor amendments, as the Working Dogs Policy intent remains the same.

CONCLUSION

The Working Dogs Policy should be re-adopted, as it provides an avenue for the evidence to demonstrate a working dog and the issues associated with working dogs, within the Warren Shire Council Local Government Area.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

- 5.2.2 Proactively manage known compliance risks
- 5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Working Dogs Policy.

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ITEM 30

WORKING DOGS POLICY

CONTINUED

ATTACHMENT - WORKING DOGS POLICY

Warren Shire Council Policy –Working Dogs



POLICY REGISTER

WORKING DOGS POLICY

Policy adopted: 28th October 2010 Minute No. 349.10.10

Reviewed: 4th April 2025

File Ref: P13-1, D5-1

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ITEM 30

WORKING DOGS POLICY

CONTINUED

Warren Shire Council Policy –Working Dogs

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Maryanne Stephens		Council Minute No. 349.10.10 (28th October 2010)
1.1	Maryanne Stephens	Minor amendments	Council Minute No.

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ITEM 30

WORKING DOGS POLICY

CONTINUED

Warren Shire Council Policy –Working Dogs

A working dog means a dog used primarily for the purpose of droving, tending, working or protecting stock, and includes a dog being trained as a working dog, as defined under the Companion Animals Act 1998

Council's Authorized Officer can request to witness the dog droving, tending, working or protecting stock as proof of the dog being a working dog.

The owner of the dog must supply the details of the property the dog is/will be working at, and the contact details of the owner of the property so Council's Authorized Officer can check such claims.

If the owner cannot prove the claim, the appropriate registration will be required. The location at which the dog is ordinarily kept does not suffice as proof of a working dog.

A working dog does not necessarily have to be a specific breed e.g. kelpie, cattle, as long as it can demonstrate skills that is considered to be sufficient as proof of claim as a working dog.

Hunting dogs and guard dogs are not working dogs under the Companion Animals Act 1998.

A companion animal not otherwise required to be registered under the Act that is taken into the custody of a council (including in a council pound) or an approved animal welfare organisation must be registered under the Act before it is returned to its owner from that custody.

REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

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ITEM 31

KEEPING OF HORSES POLICY

(P13-1, L3-7)

RECOMMENDATION:

That the Keeping of Horses Policy be readopted.

PURPOSE

To advise Council that the Keeping of Horses Policy requires to be adopted, as per Section 165(4) and 161 of the Local Government Act.

BACKGROUND

Warren Shire Council's Keeping of Horses Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993, unless the Council revokes it sooner. The Keeping of Horses Policy has been reviewed with only minor grammatical amendments and some minor content changes.

REPORT

The Warren Shire Council Keeping of Horses Policy has been developed to recognise the potential issues associated with keeping horses in residential areas and to provide effective guidelines that will assist when dealing with the keeping of horses in residential areas within the Warren Shire Council Local Government Area. The Policy is required under Section 158 of the Local Government Act.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The Keeping of Horses Policy is a requirement of the Local Government Act 1993 that apply to Council.

Warren Shire Council's Keeping of Horses Policy is automatically revoked at the expiration of 12 months after the election, the re-adoption of the Policy should review the content to ensure that it is current and fit for purpose. If the Council proposes to adopt the Policy, it may publicly exhibit the amended Policy or if the Council is of the opinion that the amendments are not substantial, it may adopt the amended Policy without further public exhibition.

Consultation is not required as the Keeping of Horses Policy has been reviewed with only minor grammatical amendments and some minor content changes, shown in red in the attached policy.

RISK IMPLICATIONS

Warren Shire Council's Keeping of Horses Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Keeping of Horses Policy is adopted to ensure that Council is complying with the Local Government Act 1993 and Regulations.

WARREN SHIRE COUNCIL

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ITEM 31

KEEPING OF HORSES POLICY

CONTINUED

STAKEHOLDER CONSULTATION

Warren Shire Council's Keeping of Horses Policy is automatically revoked at the expiration of 12 months after the election. There is a need for Council to review their existing Policy to ensure that it continues to be appropriate.

Consultation is not required as the Keeping of Horses Policy has been reviewed has been reviewed with only minor grammatical amendments and some minor content changes.

OPTIONS

Council has the option of amending the Policy, adopting the Policy without amendment or not adopting the Policy. Council should re-adopt the Keeping of Horses Policy with the minor amendments, as the Keeping of Horses Policy intent remains the same.

CONCLUSION

The Keeping of Horses Policy should be adopted should be adopted with only minor changes, as it has been developed to recognise the potential issues associated with keeping horses in residential areas and to provide effective guidelines that will assist when dealing with the keeping of horses in residential areas within the Warren Shire Council Local Government Area.

LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.2.2 Proactively manage known compliance risks

5.3.3 Ensure a quality customer service focus by Council staff

SUPPORTING INFORMATION /ATTACHMENTS

Keeping of Horses Policy.

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ITEM 31

KEEPING OF HORSES POLICY

CONTINUED

ATTACHMENT - KEEPING OF HORSES POLICY



POLICY REGISTER

KEEPING OF HORSES POLICY

Policy adopted: 9th December 1999 (Minute No 363.12.99)

Reviewed: 6th December 2018 (Minute No. 274.12.18)
23rd June 2016 (Minute No 141.6.16)
28th February 2013 (Minute No 41.2.13)
21st May 2009 (Minute No 152.5.09)

File Ref: L3-7, P13-1

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ITEM 31

KEEPING OF HORSES POLICY

CONTINUED

Warren Shire Council – Keeping of Horses Policy

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0	Maryanne Stephens		Council Minute No. 274.12.18 (6th December 2018)
1.1	Maryanne Stephens	Minor amendments	Council Minute No.

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ITEM 31

KEEPING OF HORSES POLICY

CONTINUED

Warren Shire Council – Keeping of Horses Policy

POLICY AIMS

- A. To recognise the potential public health, safety and convenience issues caused by the keeping of horses in residential areas.
- B. To provide guidelines for the public and Council employees or agents where the keeping of horses is concerned.

DEFINITION

Residential Area Definition -

- | | | |
|------------------|---|--|
| Warren | - | R1 General Residential zone coloured pink within Warren Shire LEP Map. |
| Nevertire | - | RUS Village zone coloured dark pink within Warren Shire LEP Map. |
| Collie | - | RUS Village zone coloured dark pink within Warren Shire LEP Map. |

POLICY STATEMENT

That horses shall be prohibited from being kept within the residential areas of the Warren Shire Council.

BUSH FIRE HAZARD REDUCTION

A person may apply to the Local Land Services (LLS) to obtain a temporary grazing permit subject to Council's written approval. This is to permit a horse/s to de-vegetate a nominated area within the residential area, to reduce the bush fire hazard loading upon that land.

REVIEW

This Policy should be reviewed every 4 years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

WARREN SHIRE COUNCIL

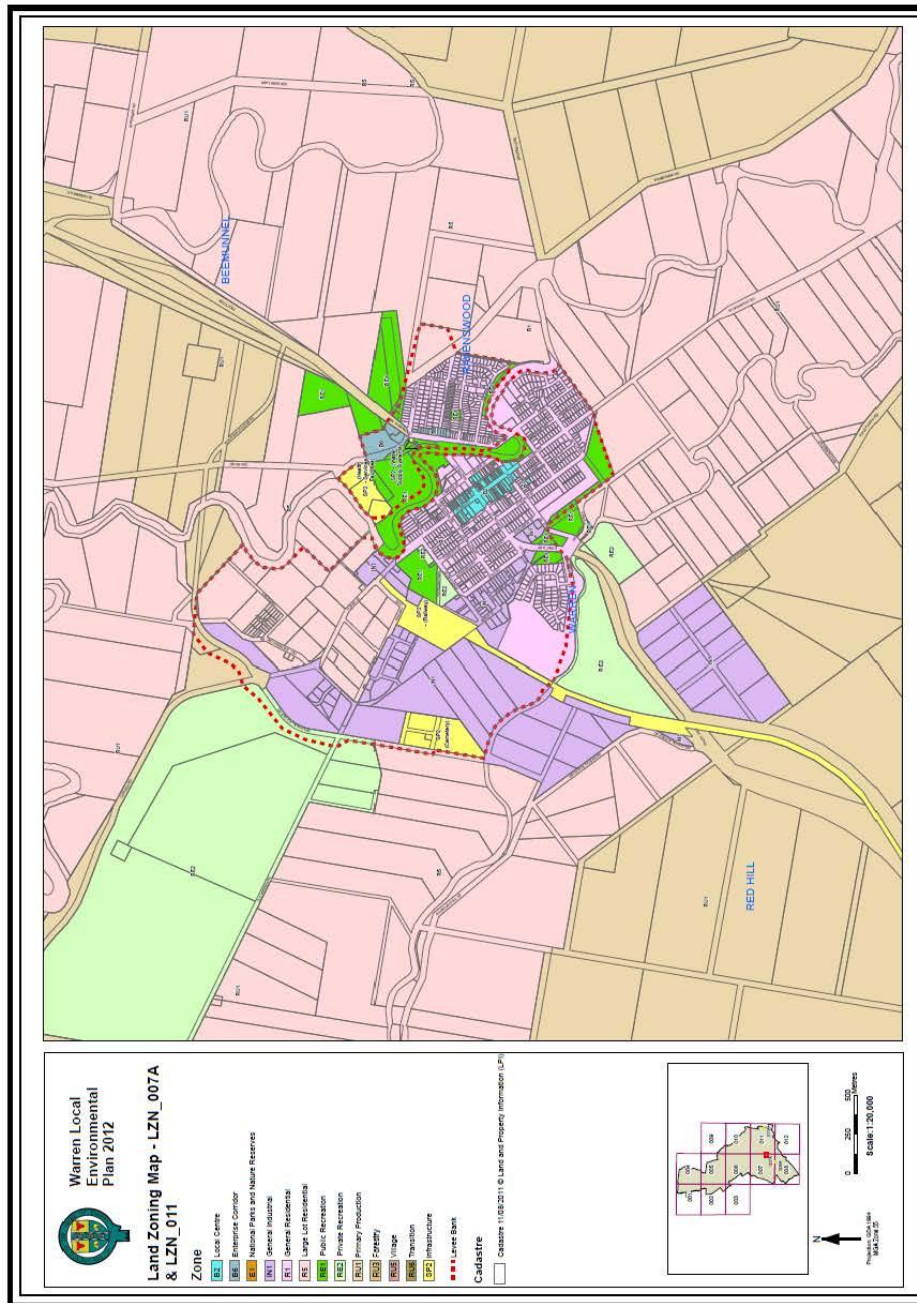
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KEEPING OF HORSES POLICY

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KEEPING OF HORSES POLICY

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