

Policy Review (to be placed on exhibition)

- Public Art
- Sporting and Recreational Facilities Seasonal Hire
- Art Acquisition Policy
- Records Management Policy
- Waste Minimisation
- Stormwater Disposal - Urban Land
- Water And Sewer Construction By Private Contractor

POLICY

Policy name	Public Art Policy
Responsible manager(s)	Divisional Manager Community and Recreation Development
Contact officer(s)	Coordinator Creative Arts Development
Directorate	Community, Arts and Recreation Services
Approval date	
Outcome area	2. Celebrated creativity, culture and learning
Strategy	2.1 Support and encourage the expression of our vibrant creative arts sector
Delivery program	2.1.1 Develop and promote creative arts activities and industries
Operational plan	2.1.1.2 Provide opportunities for the community to participate in creative arts

Purpose

The purpose of this Policy is to encourage, promote, guide, facilitate and assist with the planning, development, procurement, implementation and care of public art in Eurobodalla. Moreover, the policy supports the important role public art plays in a lively, representative cultural identity and supports the wellbeing of the community.

Policy aims:

The policy aims to guide Council to:

- Encourage art in public places in Eurobodalla.
- Raise the profile, recognition, understanding and appreciation of public art and its development.
- Aspire to install public art that complements and enhances the natural and built environments of Eurobodalla and reflects its unique character, history, values and aspirations.
- Guide and facilitate a coordinated and strategically planned approach to the development and management of public art in Eurobodalla.
- Consider public art in Council's strategic directions, policies and planning controls.
- Encourage the production and installation of high quality, innovative public art that is meaningful, relevant, diverse in character and aesthetically pleasing.
- Provide for public art in Eurobodalla that is adequately resourced and effectively managed.
- Ensure that public art in Eurobodalla is appropriately preserved, conserved and where necessary, restored.
- Appropriately acknowledge and record public art in a public art register that is established and maintained.
- Ensure that public art in Eurobodalla is sustainable in social, cultural, environmental and economic terms.
- Promotes engagement in the arts to support recovery from recent disasters including bushfire, Covid 19 and floods.

Policy statement

1	Application This policy applies to the whole Eurobodalla community. For the purpose of this policy, roadside memorials, the naming of parks, reserves, sports fields and memorial seats are not included.
----------	--

2	Public Domain This Policy applies to public art located in the public domain under the care and control of Council
3	Public Art Public art enhances the quality of public domains such as business precincts, parks and community spaces by making them more attractive. Public art also contributes to the cultural legacy for the future. The fabrication of site specific public art is the ideal mechanism to increase amenity usage, attractiveness and vitality, animate spaces and provide innovative solutions for functional requirements. Public art also includes a range of other designed features in the public arena such as street furniture, decorative pavement, ephemeral (non-permanent) pieces and lighting treatments as examples.
4	Culture and Community Permanent and transitory or ephemeral public art works reinforce and highlight cultural traditions, heritage and reflect the community's temperament and distinctive qualities. Public art has the capacity to engage community members, excite, amuse, challenge; foster public discourse, humour and reinvigorate a community's sense of place, pride, identity and connection and therefore contribute to our community's resilience and recovery.

Implementation

Requirements		Responsibility
1	Strategy A Public Art Strategy has been adopted by Council, which provides the strategic directions and framework for the ongoing development and integration of public art into the public domain. The Public Art Strategy has been adopted to support the development of public art in our local government area for use by the range of stakeholders that may integrate public art into a range of community and environmental contexts. The Public Art Strategy is guided by six principles: <ol style="list-style-type: none"> 1. Public art will create a dialogue about the destination and locality of Eurobodalla 2. Art will support a culture of imagination and engagement about lived and remembered experience 3. Art will partner with urban design, landscape and architectural design and construction 4. Innovative, contemporary thinking will guide public art in in Eurobodalla 5. Support for creatives and creative industries will underpin art development 6. Artworks will be well managed, safe, durable and easy to maintain. The Public Art Strategy can be accessed via this link: Public-Art-Strategy.pdf (nsw.gov.au)	Coordinator Creative Arts Development

2	Code of Practice This policy will be implemented by following Council's Public Art Policy Code of Practice. This is a document that provides the framework and requirements for the process for the development of public art in the shire.	Coordinator Creative Arts Development
3	Staff Under supervision, applicable council staff will be responsible for ensuring that policies are implemented appropriately within their work area.	Council Officers
3	Public Art Advisory Committee All requests for placement of public art in the public domain will be reviewed by the Public Art Advisory Committee (PAAC) that is comprised of community members with expertise and experience with public art and/or urban design. The PAAC will make recommendations to Council for endorsement.	Coordinator Creative Arts Development
4	Installation When Council receives offers of public art as a gift to the community there is also a requirement to install and/or light the artwork. Installation and lighting costs will need to be considered as a part of the 'gift' by the donor. Council will cover the cost of engineering advice to confirm installation requirements are to standard and the artwork is structurally sound. The cost of installation will be determined on a case-by-case basis. Installation requirements will be included in recommendations and reports to Council.	Coordinator Creative Arts Development
5	Concerns Concerns received regarding this policy will be recorded on council's Customer Service Request (CSR) or records system and handled in accordance with council's Customer Service Requests Policy. They will be used to analyse the history of concerns and to help determine follow up actions.	Council Officers
6	Complaints Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with council's Complaints Policy.	Public Officer
7	Consultation Consultation regarding this policy will occur as relevant and may include legislative bodies, other relevant legislation, industry guidelines, Council's Public Art Advisory Committee and public comment.	As applicable

Review

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

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

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

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

Performance indicator	Data source(s)
Community Concerns	Council records
Customer Feedback Survey Responses	Surveys

<p>The effectiveness of the policy will be measured by;</p> <ul style="list-style-type: none"> • Level of awareness of and implementation of the policy by community and staff. • Satisfaction in the project implementation of the process. • Evaluation of individual projects. • Public sentiment about public art in the Shire • Internal review by staff. This would include all staff involved in producing public art works 	Public Art Advisory Committee
---	-------------------------------

Governance

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

Related legislation and policies

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

Related external references

Name	Link
Division of Local Government	www.dlg.nsw.gov.au/

Definitions

Word/Term	Definition
Public Art	For the purpose of this policy, the term public art includes but is not limited by any or the combination of the following public arts practices:
Traditional Arts Practices	Sculpture, painting, billboards, murals, screens, photography, mosaic installations, soundscapes, street art.
Multi-media	Works using digital imagery, film, video, photography and cybernetics.
Landscape design	Interpretations through land art, landscape as earthworks, and designed landscape as installations.
Functional design	Architectural forms, facades, furniture, textiles, carpets, door handles, glass features, paving, pathways, floors, walls, windows, doors, stairways, fencing, bollards and street furniture, exercise equipment and playgrounds.
Signage	Works using graphics, lighting design, re –interpreted industrial artefacts and designs
Ephemeral Art	An experience constructed by artists making site-responsive milieus. Transient works captivated in memories of the experience. (kinetic art, performance, fluid works, lighting design, temporary installations, flash mob, chalk art).
Memorials	Something designed to preserve or commemorate the <u>memory</u> of a person, anniversary, etc., as a monument or event.
Monuments	Something erected in memory of a person, event, etc., as a building, pillar, or statue.

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	26 Apr 2006	Council	06/84	96.0152	Policy commenced - Cultural Plan 2006-2010
2	22 Sep 2009	Council	09/291	E09.3418 E96.0152	Policy retained, report G09.99
3	27 Aug 2013	Council	13/246	E13.7095 E96.0152	Updated Policy Template, updated review date. Report O13/131.
4	27 June 2017	Council	17/214	E16.0297 E96.0152	Reviewed and readopted at start of new council term.

Internal use

Responsible officer		Divisional Manager Community, Arts & Recreation services		Approved by	Council
Min no	17/214	Report no	GMR17/021	Effective date	27 Jun2017
File no	E96.0152	Review date	Sep 2020	Pages	5

POLICY

Policy name	Sporting and Recreational Facilities Seasonal Hire
Responsible manager(s)	Divisional Manager, Recreation Services
Contact officer(s)	Coordinator Recreation Development
Directorate	Community, Art and Recreation Services
Approval date	
Outcome area	1. Strong communities, desirable lifestyles
Strategy	1.3 Encourage and enable healthy lifestyle choices
Delivery Program	1.3.2 Plan for and provide a safe and accessible network of recreation and community facilities
Operational Program	1.3.2.1 Provide a booking service for recreation and community facilities and promote use of the facilities

Purpose

The purpose of the Sporting and Recreational Facilities Seasonal Hire policy is to provide a clear framework for users of Council's sporting facilities, guiding the allocation of facilities by clearly identifying allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements from clubs and users;
- responsibilities of the user groups;
- responsibilities of Council; and
- by providing a framework that is equitable and easily administered.

The policy aims to:

- efficiently and effectively use Eurobodalla community resources
- encourage participation in sports and recreational activities by Eurobodalla residents
- minimise potential over-use of ovals with efficient facility allocation and the elimination of inappropriate use
- match quality of playing surfaces to level of competition to be played at the ground
- enhance positive user attitudes and responsibility towards facilities
- ensure the provision of a range of quality, accessible recreation and sporting facilities
- ensure Council's policies and requirements for Sporting Facilities Seasonal Hire are readily accessible and understandable to the public.

Policy statement

1	Application <p>This policy applies to all sporting grounds and facilities owned by Eurobodalla Shire Council or under the control of Council.</p>
2	Terms and Conditions <p>The Sporting and Recreational Facilities Seasonal Hire Policy forms the basis for the terms and conditions of the agreement governing the use of Council facilities and hireable open space and sports fields. It is important for users to fully read and ensure they understand all sections of the policy. Any breach of one or more of these conditions may, at the discretion of Council, result in the use of the facility or grounds being withdrawn.</p>

3	<p>Facility Use</p> <p>Facility allocations are issued to clubs that apply for the use of grounds and/or facilities by completing the application process outlined in this document by the required date.</p> <p>As participation trends change, Council may review the practice of allocating facilities to provide for efficient and equitable use. Council may require a sharing of facilities, but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation of resources. Where possible all efforts would be made for clubs to retain the same primary “home ground” season after season.</p> <p>While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.</p>
4	<p>Seasonal Allocations</p> <p>Application for use of Council reserves on a seasonal basis must be submitted prior to the nominated dates, and on the forms provided by Council. Summer reserve allocations close on the first Wednesday of August and winter reserve allocations close on the first Wednesday of February each year. The seasonal hire agreements take effect during the following dates:</p> <p><i>Winter season 1 March – 30 September</i> <i>Summer season 1 September – 31 March.</i></p>
5	<p>Pre-Season Training and Finals</p> <p>Pre-season training and finals are not included within the seasonal agreement if they fall outside of the seasonal agreement dates as proposed above.</p> <p>For finals, clubs (or associations who organise finals) are required to make a booking for finals games with Council by COB on the Tuesday following the last home and away season match. If this request has not been lodged by this time, sports ground renovation work or other user groups may be scheduled on the ground.</p> <p>If the clubs have necessary pre-season requirements outside of the seasonal hire dates, they should contact the Council’s booking office to arrange pre-season requirements. No fee will apply for pre-season training for the 2 weeks prior to the start of the seasonal hire period. No fee will apply for finals played within two weeks of the end of the seasonal hire period.</p> <p><i>Where the seasonal hire dates overlap, use of the facility will be negotiated between the relevant clubs, with priority of use allocated to the outgoing seasonal hirer.</i></p>
6	<p>Casual Facility Use</p> <p>In addition to use by sporting clubs, grounds are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events. Council supports sporting ground use by these groups and will allocate grounds upon request, with consultation with tenant clubs and providing this does not result in overuse of grounds or be of detriment to competition use. Seasonal Hire events will take priority over casual hire use.</p>

7	<p>School Use of Sports Grounds and Facilities</p> <p>As with community groups and residents, schools within Eurobodalla regularly use sports grounds for school sport, sports days and physical activity.</p> <p>Council supports sports ground use by school groups and will allocate grounds upon request providing this does not result in overuse of grounds or be of detriment to competition use by seasonal user groups.</p> <p>School use will be limited to school hours. Where schools require use of grounds outside of school hours, tenant clubs will be consulted to determine that there is no conflict of use.</p> <p>Applications from schools are required prior to using sporting ovals and facilities.</p>
8	<p>Annual Events that use some Sports Grounds and Facilities</p> <p>Eurobodalla Shire Council allows some grounds and facilities to be used for annual events. Clubs will be made aware when lodging their seasonal hire submission with Council for one of the affected grounds/facilities. In regard to annual events, affected clubs will be notified of any annual event on their ground prior to an agreement being finalised.</p>
9	<p>Insurance</p> <p>Prior to commencing use of Council facilities each season, all clubs are required to provide a Certificate of Currency as stated below.</p> <p>Public Liability Insurance Policy in the name of the Hirer for an amount of not less than twenty million dollars (\$20,000,000) in respect to any one claim or such greater sum as the Hirer may reasonably require. Public Liability insurance must also include the Goods Sold extension (this is to provide cover for food and drink being prepared or supplied on the premises) and an appropriate clause naming Eurobodalla Shire Council and the Minister for Crown Lands as 'interested parties'.</p>

Implementation

Implementation steps		Responsibility
1	<p>Code of Practice</p> <p>This policy will be implemented by following Council's Sporting and Recreational Facilities Seasonal Hire Code of Practice, which specifies in detail the plan, procedures and matters to be considered.</p>	Council Officers
2	<p>Concerns</p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council Officers
3	<p>Consultation</p> <p>Consultation regarding this policy will occur as relevant with key stakeholders and may include legislative bodies, other relevant legislation, industry guidelines, and public comment. Public submissions regarding this policy are invited for consideration during the policy exhibition period.</p>	Key Stakeholders

Review

This policy will be reviewed every 4 years. This policy may also be reviewed and updated as necessary when the *Model Code of Conduct for Local Councils in NSW* is reviewed, updated and/ or republished by the OLG; or when council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Sporting Facilities Hire.

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

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

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

Performance indicator	Data source(s)
Community Concerns or Complaints	Council Records
Customer Feedback Survey Responses	Surveys

Governance

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

Related legislation and policies

Name	Link
Code of Practice	www.esc.nsw.gov.au

Related external references

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

Change history

Version	Approval date	Approved by	Minute	File No	Change
1	24 Nov 2009	Council	09/291	E06.0375 E09.3418	Policy adopted
2	23 Jul 2013	Council	13/172	E06.0375 E13.7095	Renamed from Active Recreation Seasonal Hire Policy; aims added; Policy Statement expanded.
3	10 Sep 2013	Council	13/274	E06.0375	Amended and re-adopted.
4	8 Aug 2017	Council	17/273	E06.0375 E96.0152 E16.0297	Reviewed and updated.
5	TBA	Council	TBA	TBA	Reviewed and retained at start of new Council term. No substantive changes.

Internal use

Responsible manager	Director, Community, Arts and Recreation Services			Approved by	Council
Minute	TBA	Report no	TBA	Effective date	TBA
File No	E06.0375 E96.0152	Review date	Aug 2022	Pages	5

DRAFT

POLICY

Policy name	Art Acquisition Policy
Responsible manager(s)	Divisional Manager, Community Development and Participation
Contact officer(s)	Coordinator Creative Arts Development
Directorate	Community, Arts and Recreation Services
Approval date	
Outcome area	2. Celebrated creativity, culture and learning
Strategy	2.1 Support and encourage the expression of our vibrant creative arts sector
Delivery program	2.1.1 Develop and promote creative arts activities and industries
Operational plan	2.1.1.2 Provide opportunities for the community to participate in creative arts

Purpose

The purpose of this Policy is to set out a framework and guideline for Council's acquisition of artwork in any media for display or instalment in any of Council's facilities. It will guide and facilitate the development and maintenance of an art collection of excellence and significance to Eurobodalla Shire.

The purpose of this policy is to:

- Ensure acquired artworks reflect our Shire's unique character, history, values and aspirations.
- Guide and facilitate a coordinated and strategically planned approach to the acquisition and management of an art collection.
- Encourage and ensure the acquisition of high quality, innovative artworks that are meaningful, relevant, diverse in character and aesthetically pleasing.
- Ensure that acquired artworks are appropriately recorded, maintained and where necessary, restored.

The purpose of a Council art collection is to:

- Broaden local knowledge and foster an appreciation, understanding and enjoyment of the visual arts.
- Facilitate the development of a repository of work of artists of renown who have lived and worked in the region.
- Raise the profile and recognition of local arts practitioners and build a visual identity of Eurobodalla through their work.
- Support economic development and creative economy within the local art community.
- Foster cultural enrichment through the acquisition of artworks of excellence.
- Enhance the spaces of Eurobodalla Shire Council buildings.

Policy statement

1	<p>Application</p> <p>This Policy applies to the acquisition of artworks intended for indoor display. This includes, but is not exclusive to, two and three dimensional, contemporary or historical visual artworks of excellence or objects, artworks or memorabilia relating to the social and cultural history of Eurobodalla. The acquisition or commissioning of art in the public domain is guided by the Public Art Policy.</p>
----------	---

Implementation

Requirements		Responsibility
1	<p>Strategy</p> <p>This Policy will be supported by Council's Creative Arts Strategy and the Public Art Strategy which provides the directions for the ongoing development of arts activity and creative industries.</p> <p>Creative Arts Strategy Public-Art-Strategy</p>	Coordinator Creative Arts Development
2	<p>Code of Practice</p> <p>This Policy will be implemented by following Council's Art Acquisition Policy Code of Practice. This is a document that provides the framework and requirements for the process for the development of a Council art collection.</p>	Coordinator Creative Arts Development
3	<p>Funding</p> <p>Council has established an Art Reserve Fund for acquisitions toward the permanent art collection. The fund is the primary source to draw upon for the acquisition of artworks.</p>	
4	<p>Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Council officers
5	<p>Concerns</p> <p>Concerns received regarding this policy will be recorded on Council's Customer Service Request (CSR) or records system and handled in accordance with Council's Customer Service Requests Policy. They will be used to analyse the history of concerns and to help determine follow up actions.</p>	Council officers
6	<p>Complaints</p> <p>Complaints received regarding this Policy will be lodged with the Public Officer and handled in accordance with Council's Complaints Policy.</p>	Public Officer
7	<p>Consultation</p> <p>Consultation regarding this Policy will occur as relevant and may include legislative bodies, other relevant legislation, industry guidelines and public comment.</p>	As applicable

Review

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

Note: Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2024.

This policy may also be reviewed and updated as necessary when legislation requires it; or council's functions, structure or activities change; or when technological advances or new systems change the way that council manages public art.

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

Performance indicator	Data source(s)
Community concerns	Council records
Customer feedback survey responses	Surveys
The effectiveness of the policy will be measured by: <ul style="list-style-type: none"> • Level of awareness of and implementation of the policy by community and staff. • Satisfaction in the project implementation of the process. • Evaluation of individual acquisitions. • Internal review by staff. 	Coordinator Creative Arts Development

Governance

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

Related legislation and policies and plans

Name	Link
Local Government Act 1993	www.austlii.edu.au
Creative Arts Action Plan	
Public Art Policy	Public Art policy (nsw.gov.au)

Related external references

Name	Link
Division of Local Government	www.dlg.nsw.gov.au/

Definitions

Word/Term	Definition
Acquisition	Artworks acquired by Council through purchase, commission, donation, bequest, loan or award.

Artwork	A physical two or three dimensional object that expresses the author's imagination or ideas or fulfils a primarily aesthetic function.
Contemporary artwork	Artworks created in the 21 st Century
Historical artwork	Artworks created prior to the 21 st Century
Memorabilia	Object esteemed for its social, cultural or historical value.

Change history

Version	Approval date	Approved by	Change

Policy title	Records Management
Responsible manager(s)	Corporate Manager Governance and Administrative Services
Contact officer(s)	Coordinator Customer Service and Information
Directorate	Corporate and Commercial Services
Approval date	
Outcome area	9. Innovative and Proactive Leadership
Strategy	9.2 Ensure financial sustainability and support the organisation in achieving efficient ongoing operations
Delivery Program	9.2.1 Provide effective, friendly, customer service and information
Operational Plan	9.2.1.3 Provide effective records management

Purpose

Eurobodalla Shire Council's Records Management Policy provides records and information management guidance to deliver effective records and information management which in turn supports and facilitates good business across all operating environments.

The policy also ensures that Eurobodalla Shire Council records management meets legislative requirements in relation to capture, control, use, maintenance, disposal, sentencing and archiving.

Policy aims

This policy aims to:

- Ensure the capture and creation of full and accurate Council records;
- Protect, maintain and control Council records;
- Appropriately use and provide access to Council records;
- Maintain a records management system and securely store records;
- Ensure records are appraised and disposed of appropriately;
- Follow and utilise the regulations and services of State Archives and Records for training, state archiving and compliance.

Policy details

1	Application This policy applies to all external and internal records, which are handled, received or generated by Eurobodalla Shire Council in the course of its business or functions, regardless of the records' physical format or media type. All records made or received by Eurobodalla Shire Council or an individual staff member during the course of Council business or functions, are corporately owned by Council, and therefore subject to the records management policy and procedures of Council. Any information or data which is not required to be compiled, recorded or stored by Council in the course of its business or functions is not a record held by Council, for the purposes of this policy. Information which is unsolicited and not relevant to Council's business or functions is not a record held by Council, for the purposes of this policy.
2	Legislation

	<p>Eurobodalla Shire Council complies with relevant legislation such as:</p> <ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Government Information (Public Access) Act 2009</i> • <i>Privacy and Personal Information Protection Act, 1998</i> • <i>State Records Act 1998</i> • <i>General retention and disposal authority: local government records GA39</i> • <i>General retention and disposal authority: Childcare Service FA404</i> • <i>Health Records and Information Privacy Act 2002</i> • <i>Model Code of Conduct for Local Councils in NSW, 2020</i> • <i>Evidence Act 1995</i> <ul style="list-style-type: none"> - Electronic copies can be introduced to court as evidence – original document rule is removed and copies, including digital, are acceptable. • <i>Electronic Transactions Act 2000</i> <ul style="list-style-type: none"> - Digital communication is deemed to have equivalence to paper versions in most situations.
3	<p>Creation and capture</p> <p>Records are to be created in the normal course of conducting business to provide evidence and facilitate business. They are to be created automatically as part of a business transaction or consciously created to document business or activity that has been done.</p> <p>It is the responsibility of the sender to capture correspondence they send externally and internally. Incoming correspondence from an external source is to be captured by the initial recipient of the correspondence.</p>
3.1	<p>Records management system</p> <p>All Eurobodalla Shire Council records are required to be captured within Council's record-management system. Electronic records and paperless systems of storage and retrieval are used in preference to hardcopy.</p> <p>Council's electronic and hardcopy incoming mail are to be captured in the Council Records Management System in a timely manner upon arrival and distributed through a registration process to enable efficient and effective response from staff and Councillors.</p> <p>Outgoing correspondence and business records are to be stored electronically in the Records Management System by the respondent or Council representative dealing with the item of business.</p>
3.2	<p>Record identification</p> <p>Records are to be registered into the corporate Records Management System as soon as they are received or created to enable immediate identification and location. All electronic documents are to be allocated a document number when stored in the electronic storage system.</p>

3.3	<p>Record location</p> <p>The location of physical records are to be maintained in a recording system that ensures that physical items can be located as required. All staff are responsible for keeping this system up to date and accurate.</p> <p>Electronic records are to be located in Eurobodalla Shire Council's Record Management System.</p>
4	<p>Registration, control and protect</p> <p>All incoming correspondence is to be assessed and categorised according to its content, intent and actions required. Records are then to be registered into the Eurobodalla Shire Council Record Management System and assigned for information or action to an appropriate person or persons within the Council and stored according to its category and level of sensitivity. Council's Record Management System is to be adequately secured and protected from violation, and unauthorised access or destruction.</p> <p>Records will be kept in accordance with the necessary retrieval, preservation and storage requirements as determined by the <i>State Records Act 1998</i>.</p>
4.1	<p>Registration and control</p> <p>Registration and keying of an electronic record involves creating the meta data and identifiers of the record:</p> <ul style="list-style-type: none"> • Reading and assessing the record • Application of a unique identifying number known as a document ID • Application of a quick add profile where possible • Linking to applicable indexes such as customer, land id and subject • Application of a descriptor of the record known as a precis • Classifying the record • Applying security or access levels • Assignment of a business process to a person or persons for information or action.
4.1	<p>Record Classification</p> <p>Eurobodalla Shire Council will classify its records using a thesaurus classification scheme of State Records Authority of NSW - 'Key words for Councils'.</p> <p>This classification system provides a consistent method across local government and covers terminology common to business functions and activities undertaken by councils and records created or received by councils in the course of its business.</p>
4.2	<p>Record Security</p> <p>Registration of records in to the Records Management System at Eurobodalla Shire Council will apply access and security settings to all electronic records in line with organisational functions, activities, transactions to provide security and confidentiality.</p> <p>Hard copy records are to be recorded, controlled and tracked through the Records Management System and stored in locked storage systems that are accessed only by authorised personal.</p>

5	Use and access to records
5.1	<p>Public access to records</p> <p>Public access to Eurobodalla Shire Council's records will be dealt with in accordance with relevant provisions of the <i>Government Information (Public Access) Act 2009</i>, <i>Privacy and Personal Information Protection Act 1998</i>, <i>Health Records and Information Privacy Act 2002</i>, <i>Copyright Act 1968</i>, <i>NSW Privacy Code of Practice for Local Government</i>, Council's Privacy Management Plan, and relevant Council policy and procedure.</p>
5.2	<p>Access by elected members</p> <p>Access to Eurobodalla Shire Council's records by elected members will be via the General Manager and Public Officer in accordance with the <i>Local Government Act 1993</i> and the current version of the Office of Local Government NSW <i>Model Code of Conduct for Local Councils in NSW</i>.</p>
5.3	<p>Access to records by employees and contractors</p> <p>Access to and use of Eurobodalla Shire Council's records by employees and contractors will be in accordance with the designated access and security classifications.</p> <p>When records are removed from storage, the staff member using the file will be responsible for its security. The Records Management System is to record file movement out of storage and between officers.</p> <p>Records will not leave Eurobodalla Shire Council premises unless it is for the purposes of property inspections or movement between offices. If possible, a copy of relevant documents should be taken to meetings etc. outside Council premises.</p> <p>Staff will not take record files home. If it is necessary to work on a file at home, a copy of relevant documents should only be used.</p>
6	<p>Store and maintain records</p> <p>Eurobodalla Shire Council will ensure the safe custody and proper preservation for the records it has control of.</p> <p>When hard copy records are identified as State Archives and are no longer required for use by an organisation, custody will be transferred to the State Records Authority.</p>
6.1	<p>Paper based records</p> <p>Eurobodalla Shire Council will store its archive, paper based records in a clean, secure environment, within an accessible distance from the Council Administration Centre.</p> <p>Records are labelled and packaged and a system is to be used to track and locate records.</p>
6.2	<p>Digital records</p> <p>Eurobodalla Shire Council stores its digital records in a corporate system.</p> <p>Meta data is to be applied to all digital records.</p> <p>The system must capture, maintain and provide access to the electronic records and have security access levels for authorised users.</p>

6.3	Transfer of State Records The Government Records Repository (GRR) manages records storage services for semi-active records created by NSW public sector bodies, including Government agencies, local councils, public hospitals and universities. Eurobodalla Shire Council will transfer appraised hard-copy state archives to the GRR.
7	Disposal of records All records kept by Eurobodalla Shire Council will undergo appraisal before being disposed of in accordance with the <i>General retention and disposal authority: local government records</i> , produced by the State Records Authority of New South Wales and approved under section 21(2)(c) of the <i>State Records Act 1998</i> .
8	Disaster recovery/ business continuity All reasonable steps are to be taken to ensure that Council's records are at minimal risk of damage or loss due to accident or disaster. Council will develop and maintain a disaster recovery plan or business continuity plan which details all procedures to be followed in the event of a disaster. The plan will include all information necessary to implement the procedures. In the event of an accident or disaster Council will take all reasonable steps to ensure records are conserved according to current best practice.

Implementation

Requirements		Responsibility
1	Councillors All elected Councillors are to create and maintain records relating to their role in line with legislation and state policies and procedures for the management of records. Political and personal records of Councillors are exempt, however all correspondence and email sent and received via Council's records management systems (including Councillor email addresses) is subject to the public disclosure provisions of the <i>Government Information Public Access Act 2009</i> . Access to Eurobodalla Shire Council's records by elected councillors will be via the General Manager and Public Officer in accordance with the <i>Local Government Act 1993</i> .	Councillors
2	General Manager In accordance with section 335 of the <i>Local Government Act 1993</i> , the General Manager is "to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council".	General Manager
3	Managers All managers are to ensure that there are records management processes established to manage the records under their control. They	Managers

	are also to ensure that all new staff are inducted as to their records management responsibilities.	
4	Staff All staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.	Council officers
5	Corporate Manager Governance and Administrative Services The Corporate Manager Governance and Information is responsible for providing a records management service which complies with Eurobodalla Shire Council Records Management Policy and procedures, and NSW State Records Office requirements.	Corporate Manager Governance and Administrative Services
6	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Proposed substantive changes to this policy will be placed on public exhibition with public submissions invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary when legislation requires it; to ensure consistency with current legislation; if Council's business, functions, structure or activities change; or when technological advances or new systems change the way that Council manages its Records.

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

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

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

Definitions

Term	Definition
Archives	Archives are records that are appraised as having continuing value (i.e. they need to be kept permanently). They may have continuing value because they meet an ongoing legal or evidential requirements, or because they meet a research need for an organisation or community. Archives can be in any format, including digital. Archives provide:

	<ul style="list-style-type: none"> • ‘Long term memory’ enabling better planning, decision making, access to past experience, expertise, knowledge and historical perspective. • Evidence of continuing rights, entitlements and obligations • Instruments of power, legitimacy and accountability. • A source of understanding and identification • A vehicle for communicating political, social and cultural values.
Appraisal	Appraisal is the process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.
General Disposal Authority (GA39)	The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government’s operations.
Government Record	A record created or received by a government organisation or a government organisation employee in the course of their work for the organisation.
Record	<p>Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (<i>State Records Act 1998</i> Section 3, <i>Government Information Public Access Act</i> Schedule 4 Clause 10).</p> <p>The knowledge of a person is not a record for the purposes of this policy.</p>
Record disposal	Disposal is by way of depositing records in the State Archives, managing the records as designated by State Archives, or by destruction in accordance with policy.
Significant records	Significant records contain information, which is of administrative, legal, fiscal, evidential or historical value, and are not recorded elsewhere on the public record. They describe an issue, record who was involved, why a decision was made, and may include actual guidelines.
State Archive	Records that are appraised as having continuing value and have been selected for permanent preservation.
Digital record	<p>Records that have been manipulated, transmitted or processed by a computer or electronic device. For the purpose of this policy it is digital information, captured at a specific point in time that is kept as evidence of Council business activity. Digital records include:</p> <ol style="list-style-type: none"> 1. Records that are ‘born digital’ such as email, web pages, digital photographs, and GIS files or data base records. 2. Scanned versions of paper records that have been digitised in business processes. <p>Corporate telephone and mobile phone data and recording (voicemail, messages, call logs etc) does not constitute a digital record for the purposes of this policy.</p>

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	www.esc.nsw.gov.au/council/governance/council-policies
<i>Local Government Act 1993</i>	www.legislation.nsw.gov.au/view/html/inforce/current/act-1993-030
<i>Government Information (Public Access) Act 2009</i>	www.legislation.nsw.gov.au/view/html/inforce/current/act-2009-052
<i>Privacy and Personal Information protection Act, 1998</i>	www.legislation.nsw.gov.au/#/view/act/1998/133
<i>State Records Act 1998</i>	www.legislation.nsw.gov.au/inforce/0af9a3e2-72ac-ef57-83b5-9bd797f62f37/1998-17.pdf
<i>General retention and disposal authority: local government records GA39</i>	www.records.nsw.gov.au/recordkeeping/rules/retention-disposal-authorities
<i>Health Records and Information Privacy Act 2002</i>	www.legislation.nsw.gov.au/view/html/inforce/current/act-2002-071
<i>Evidence Act 1995</i>	https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1995-025
<i>Electronic Transactions Act 2000</i>	www.legislation.nsw.gov.au/view/html/inforce/current/act-2000-008

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
State Archives and Records	Archives State Archives and Records NSW

Supporting documents

Name	Link
Public Access to Information at Eurobodalla Shire Council	www.esc.nsw.gov.au/council/governance/public-access-to-information

Change history

Version	Approval date	Approved by	Minute	File	Change
1	22 Sep 2009	Council	09/291	06.0380 E09.3418	Policy reviewed and adopted.

2	10 Sep 2013	Council	13/272	E13.7095 E06.0380	Updated template, review date, references, extensively revised and expanded
3	12 Sep 2017	Council	17/291	E16.0297 E06.0380	Reviewed and updated (start of new Council term)
4		Council	TBA	TBA	Reviewed and updated (start of new Council term) Report

Internal use

Responsible officer		Corporate Manager Governance and Administration Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	E06.0380	Review date	Jul 2022	Pages	9

DRAFT

Policy title	Waste Minimisation
Responsible manager(s)	Divisional Manager Waste Services
Contact officer(s)	Waste Services Support Officer
Directorate	Planning and Sustainability Services
Approval date	
Outcome area	4. Sustainable living
Strategy	4.2 Targeted reduction of waste with an emphasis on resource recovery and waste minimisation
Delivery Program	4.2.1 Provide sustainable waste services and infrastructure
Operational Plan	4.2.1.1 Build, renew, operate and maintain waste landfill sites and transfer stations

Purpose

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

Policy aims to

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

Policy details

1	Application This policy applies to solid waste received at the Shire's landfills and covers: <ol style="list-style-type: none"> 1. Waste to landfill reduction targets 2. Documentation of solid waste disposal and recycling 3. Community education regarding solid waste minimisation
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with the <i>Waste Avoidance and Resource Recovery Act 2001</i> available at Waste Avoidance and Resource Recovery Act 2001 No 58 - NSW Legislation
3	Waste to landfill reduction targets

	<p>Council aims to increase the recovery and use of secondary materials in the three major waste streams as per the NSW Waste and Sustainable Materials Strategy 2041 which sets the following targets:</p> <ul style="list-style-type: none"> • Municipal waste – from a baseline 43% (in 2016-2019) to 70% • Commercial and industrial waste – from a baseline 53% (in 2016-2019) to 70% • Construction and demolition waste – from a baseline 77% (in 2016-2019) to 80% <p>Further details are available in the <i>NSW Waste and Sustainable Materials Strategy 2041</i> at Waste and Sustainable Materials Strategy NSW Dept of Planning and Environment</p>
4	<p>Documentation of solid waste disposal and recycling</p> <p>Documentation of solid waste disposal and recycling materials quantities and types is to be maintained to support and verify progress towards the waste reduction targets and allow reliable reporting of data within Council and to external stakeholders.</p>
5	<p>Community education regarding solid waste minimisation</p> <p>Community information resources are to be continued and maintained to educate the community regarding solid waste minimisation and Council's waste minimisation projects, targets and achievements</p>

Implementation

Requirements		Responsibility
1	<p>Eurobodalla Waste Strategy</p> <p>Continue to implement the actions as outlined in the Eurobodalla Waste Strategy 2011-2018 available at Eurobodalla Shire Council Waste Strategy (nsw.gov.au)</p> <p>Implement the actions of the Regional Waste Strategy available at CRJO-Regional-Waste-Strategy-2018-23.pdf (nsw.gov.au)</p>	Council officers
2	<p>Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers
3	<p>Concerns</p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council officers
4	<p>Consultation</p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.</p>	As applicable

Review

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

The policy may be revoked by Council at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner. **Note:** *The next general local government election is expected to be held in September 2024.*

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

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit
Waste data provided to the annual report, landfill annual returns and the WARR report	Council reports and records

Definitions

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

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	Council policies Eurobodalla Council website (nsw.gov.au)
Eurobodalla Waste Strategy	Eurobodalla Shire Council Waste Strategy (nsw.gov.au)
Regional Waste Strategy	CRJO-Regional-Waste-Strategy-2018-23.pdf (nsw.gov.au)
Local Government Act 1993	Local Government Act 1993 No 30 - NSW Legislation
Protection of the Environment Operations Act 1997	www.legislation.nsw.gov.au/#/view/act/1997/156

Related external references

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

Change history

Version	Approval date	Approved by	Min No	File No	Change
---------	---------------	-------------	--------	---------	--------

1	22 Sep 2009	Council	09/291	E09.3418 E06.0373	Policy commenced
2	27 Aug 2013	Council	13/246	E13.7095 E06.0373	Reviewed and updated (start of new Council term)
3	25 Jul 2017	Council	17/237	E16.0297 E06.0373	Reviewed and updated (start of new Council term)
4	TBA	Council	TBA	TBA	Reviewed and updated (start of new Council term) Report

Internal use

Responsible officer		Director Planning and Sustainability Services		Approved by	Council
Minute		Report		Effective date	TBA
File	E06.0373	Review date		Pages	4

Policy title	Stormwater Disposal – Urban Land
Responsible manager(s)	Divisional Manager, Technical Services
Contact officer(s)	Design Coordinator
Directorate	Infrastructure Services
Approval date	
Outcome area	7. Connected and accessible places
Strategy	7.1 Work in partnership to provide a integrated transport network
Delivery Program	7.1.2 Provide a safe efficient and integrated transport network
Operational Plan	7.1.2.2 Build, renew and maintain the stormwater network

Purpose

This policy establishes Council's position in regard to stormwater disposal on urban land. It provides for orderly disposal and management of stormwater from development and assists in reducing the incidence of inundation of development from uncontrolled stormwater disposal.

Policy aims

- Promote an integrated framework for dealing with stormwater disposal;
- Ensure consistency and fairness in the manner in which the Council deals with developers and landowners;
- Ensure compliance with legislative requirements under the Local Government Act 1993, the Roads Act 1993, the Environmental Planning and Assessment Act 1979 and the Protection of the Environment Operations Act 1979;
- Take such steps as are appropriate to ensure the incidence of inundation of development from uncontrolled stormwater disposal; and
- Make the Council's policies and requirements for stormwater disposal readily accessible and understandable to the public.

Policy details

1	Application This policy applies to all new urban subdivisions, all infill development and existing development.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with the Local Government Act 1993 and Roads Act 1993

Implementation

Requirements		Responsibility
1	Consent process Provision for stormwater controls should be implemented as part of the development consent process to minimise off-site impacts, post development.	Council officers

2	<p>New Subdivision Development</p> <p>All new urban subdivisions shall be required to provide inter-allotment drainage to blocks that cannot discharge stormwater by gravity directly to a suitable drainage system.</p>	Council officers
3	<p>For Infill Development</p> <p>For single residential development, dwellings shall be connected to the street and/or to inter-allotment drainage via a gravity line where available.</p> <p>Where this is not achievable, property owners are encouraged to negotiate an inter-allotment stormwater drainage easement through the adjoining lot to allow connection to the street below.</p> <p>Where this is not achievable, single residential properties may connect to a suitably sized absorption trench, subject to the provision of a rainwater tank (4500L minimum) being plumbed into service the toilet and washing machine of the dwelling.</p> <p>For other than single residences, all infill development shall be required to discharge stormwater (over and above that captured for re-use) by way of an approved gravity line to the street and/or inter-allotment drainage line.</p> <p>This may require the creation and piping of an inter-allotment stormwater drainage easement.</p>	Council officers
4	<p>For Existing Development</p> <p>In cases where improved Council property (including roads) is not unusually adding to the stormwater discharge problems, Council declines to become involved in resolving stormwater discharge problems from one or more private blocks to one or more private downstream blocks.</p> <p>Council may give advice on possible solutions that might be adopted by the landowners affected. Landowners may choose to fund inter-allotment drainage schemes and connect to Council's stormwater system subject to approval of Council. An order or notice may be utilised such as under the <i>Environmental Planning and Assessment Act 1979</i> (development control) or <i>Protection of the Environment Operations Act 1979</i> (pollution control) where appropriate.</p> <p>Where damage to property is occurring or is likely to occur Council has discretionary power to issue notices or orders (Order No. 12) under Section 124 of the <i>Local Government Act 1993</i>.</p> <p>In cases where buildings and/or constructed hard surfaces on improved Council property is significantly adding stormwater discharge, Council develops a priority listing of remedial measures that will reduce the problem. These priority works will be progressively funded. Such works may include kerb and gutter and piping of stormwater easements.</p>	Council officers
5	<p>Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers

6	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
7	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

Review

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

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

Note: The next general local government election is expected to be held in September 2020.

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

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

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice	www.esc.nsw.gov.au/inside-council/council/council-policies
Local Government Act 1993	www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N
Roads Act 1993	www.austlii.edu.au/au/legis/nsw/consol_act/ra199373/
Environmental Planning and Assessment Act 1979	www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389
Protection of the Environment Operations Act 1979 POEO Act	www.austlii.edu.au/au/legis/nsw/consol_act/poteoa1997455

Related external references

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

Supporting documents

Name	Link
Stormwater Fact Sheet	www.esc.nsw.gov.au
Infrastructure Design Standard	www.esc.nsw.gov.au

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	24 Nov 2009	Council	09/369	E09.3418	Policy commenced
2	10 Sep 2013	Council	13/272	E13.7095	Reviewed and updated. Report O13/56
3	27 Jun 2017	Council	17/214	E16.0297 E16.0375	Reviewed and updated at start of new Council term Report GMR17/021
4	TBA	Council	TBA	TBA	Reviewed and updated at start of new Council term Report

Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute	TBA	Report	TBA	Effective date	TBA
File	E06.0375 E16.0297	Review date	Aug 2022	Pages	4

Policy title	Water and Sewer Construction By Private Contractors
Responsible manager(s)	Director Infrastructure Services
Contact officer(s)	Division Manager Water and Sewer
Directorate	Infrastructure Services
Approval date	
Outcome area	4. Sustainable living
Strategy	4.1 Maximise the efficient use and reuse of our water resources
Delivery Program	4.1.1 Provide a safe, reliable and sustainable town water supply and sewerage services
Operational Plan	4.1.1.1 Build, renew, operate and maintain water supply systems 4.1.1.2 Build, renew, operate and maintain sewerage systems

Purpose

Eurobodalla Shire Council's policy was developed to outline the arrangements necessary to guide water and sewer works undertaken by private contractors.

Section 68 of the *Local Government Act 1993* requires that water supply and sewerage work may only be carried out with the prior approval of Council.

Private contractors may undertake water and sewer works other than work on Council's live water and sewer assets in accordance with this and related policies.

To ensure the integrity of Council's water supply and sewerage systems and to control and minimise the impact of construction work on levels of service for customers, approval for construction work on Council's "live" water and sewer assets shall not be granted.

Construction work on Council's "live" water and sewer assets may only be carried out by Council staff or by Contractors directly engaged by Council.

Policy aims

- Ensure transparency, consistency and fairness in the manner in which Council deals with private contractors;
- Ensure compliance with legislative requirements under the *Local Government Act 1993*;
- Make Council's policies and requirements for Water and Sewer Construction by Private Contractor readily accessible and understandable to the public.

Policy details

1	Application This policy applies to construction work on water and sewer assets, including the construction of new assets and the connection of new infrastructure and services to Council's existing water and sewer infrastructure.
2	Legislation This policy ensures Eurobodalla Shire Council's compliance with Section 68 of the <i>Local Government Act 1993</i> .

Implementation

Requirements		Responsibility
1	<p>Implementation requirement</p> <p>Private contractors may undertake construction of new water and sewer assets with the prior approval of Council subject to compliance with Council's Engineering Design Standards Policy, payment of the appropriate fees and construction being in accordance with Council's Water and Sewerage Design and Construction Specification.</p> <p>Construction work on Council's live water and sewer assets may only be carried out by Council staff or by Contractors directly engaged by Council for that work, except for the following:</p> <ul style="list-style-type: none"> Licensed plumbers may install new sewer service connections where a sewer junction to the sewer main is already provided. <p>Council may undertake works for private parties subject to compliance with the same standards applying to private contractors and compliance with Council's Private Works procedures.</p>	Council officer
2	<p>Staff</p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>	Council officers
3	<p>Concerns</p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council officers Public officer
4	<p>Consultation</p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Substantive changes to this policy will be placed on public exhibition for 28 days with public submissions invited for consideration during the exhibition period.</p>	As required

Review

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

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

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

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

Performance indicator	Data source(s)
-----------------------	----------------

Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	Audit

Governance

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

Related legislation and policies

Name	Link
Related Council Policy or Code of Practice: Engineering Design Standards Policy	https://www.esc.nsw.gov.au/council/governance/council-policies
Local Government Act 1993	https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030

Related external references

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

Definitions

Word/Term	Definition
"Live" asset	An asset operated and managed by Council that is part of or connected to an existing water supply and sewerage system.

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	28 Oct 2008	Council	08/386	E91.2033 E06.0113	Policy commenced
2	10 Sep 2013	Council	13/272	E13.7095 E06.0113	Reviewed and updated (start of new Council term)
3	13 Jun 2017	Council	17/181	E16.0297 E06.0113	Reviewed and updated at start of new Council term GMR17/015
4	TBA	Council	TBA	TBA	Reviewed and updated (start of new Council term) Report

Internal use

Responsible officer	Director Infrastructure Services	Approved by	Council
Minute	TBA	Report	TBA
File	E06.0113	Review date	Aug 2022
		Pages	3