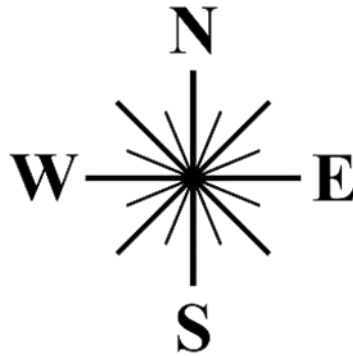


# **CENTRAL DARLING**



# **SHIRE COUNCIL**

## **ORDINARY COUNCIL MEETING**

## **ATTACHMENTS**

**WEDNESDAY, 25 MAY 2022**



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**Central Darling Shire Council  
Income & Expenses Budget Review Statement**

**April 2022**

	<b>Original Budget 2021/22 (\$000's)</b>	<b>Budget YTD (\$000's)</b>	<b>Actual YTD (\$000's)</b>	<b>Variance YTD (\$000's)</b>	<b>Variance %</b>	<b>Variance Notes</b>
<b>Income</b>						
Rates and Annual Charges	2,432	2,432	2,432	-	0%	
User Charges and Fees	9,388	8,986	10,729	1,743	19%	1
Interest and Investment Revenues	93	44	44	-	0%	
Other Revenues	382	377	412	35	9%	2
Grants & Contributions - Operating	8,644	6,770	12,173	5,403	80%	3
Grants & Contributions - Capital	16,084	7,757	7,757	-	-	
Net gain from disposal of assets	-	-	-	-	-	
<b>Total Income from Continuing Operations</b>	<b>37,023</b>	<b>26,366</b>	<b>33,547</b>	<b>7,181</b>	<b>27%</b>	
<b>Expenses</b>						
Employee Costs	5,532	4,610	4,782	(172)	(4%)	
Borrowing Costs	52	42	42	-	0%	
Materials & Contracts	8,437	8,075	10,539	(2,464)	(31%)	4
Depreciation	4,139	3,449	3,449	-	0%	
Other Expenses	2,596	1,686	1,558	128	8%	
<b>Total Expenses from Continuing Operations</b>	<b>20,756</b>	<b>17,862</b>	<b>20,370</b>	<b>(2,508)</b>	<b>(14%)</b>	
<b>Net Operating Result from Continuing Operations</b>	<b>16,267</b>	<b>8,504</b>	<b>13,177</b>	<b>4,673</b>	<b>55%</b>	
<b>Net Operating Result before Capital Items</b>	<b>183</b>	<b>747</b>	<b>5,420</b>	<b>4,673</b>	<b>626%</b>	

**General Notes**

**Income**

Rates and Charges are recognised as income when the rate is struck, generally the 1st of July

Grants and Contributions are generally recognised when received, unless previously invoiced.

**Expenses**

Council's insurance premiums have been expensed in the month of July and Council's budget reflects this.

Depreciation is not a cash expense.

**Variations**

1. Additional private works for Cobar Shire Council plus additional RMS Works \$1.551 Million
2. Unbudgeted receipt for NCBA.
3. Prepayment of Federal Assistance funding for 2023 of \$5.191 million
4. Increase in costs due to additional private works for Cobar Shire Council plus additional additional expenditure due to increased Block Grant Funding of \$900,000

## Central Darling Shire Council – Monthly Report – April 2022

### Introduction

This monthly report is prepared for the CDSC under the current Service Agreement (December 2021 to June 2022). The report captures work completed in April 2022 and sets out a proposed detailed work schedule for the month of May 2022. The report will also look forward to potential activities to be undertaken to 30 June 2022.

Of particular note is the impact of both the increased grant application and contract management work since the start of 2022. Please refer to the information on the second page for further details.

### April 2022 Update

- Finalise and submitted the following applications:
  - White Cliffs Gymkhana (\$10,000) under the Holiday Break Program (NSW) – note application was successful and event held – Acquittal now required.
  - CDSC Active Fest Application submitted via email 6 April 2022.
- Finalising EOI for the Community Aboriginal Liaison Officer under the Local Government Social Cohesion Grants program (NSW).
- Notified that the following grant applications were successful:
  - Preparing Australia Program – Darling River Flood Mapping, \$100,000 (ex GST).
- CDSC grant programs support including tracking, reporting and acquittal of all CDSC grant funding.
- Provided general grant and project management advice, including the Local Roads and Community Infrastructure Phase 3 application process.

### Proposed May 2022 Work Schedule

- Preparing applications for the following projects:
  - EOI for the Community Aboriginal Liaison Officer under the Local Government Social Cohesion Grants program (NSW) application (submitted 1 May 2022).
  - Darling Shire Floodplain risk management study and plan applications under the Floodplain Management Program (NSW) due 5 May 2022.
  - Crown Land Improvement Fund (NSW) due 3 June 2022 (CDSC to provide suitable projects).
  - Explore Off-farm Efficiency Grants Program with Telstra and prepare an application if required.
- Continue CDSC grant programs support including tracking, reporting and acquittal of all CDSC grant funding.
- Continue to explore and research grant funding opportunities to meet Council project priorities.

**Proposed June (and beyond) 2022 Schedule**

- Continue to work on and submit new grant applications due in June 2022, including matching CDSC project priorities with grant opportunities as they become available with a focus on funding for Streetscapes and review of the EMPlan.
- Continue grants administration advice and support.


**Summary of days worked**

Total Days under Service Agreement (to end June 2022)	Rolling Total Days Used	April 2022	Days Remaining to 30 June 2022
65	60.5	5.5	-1

Please note the overall cap of 65 days (13 months at 5 days per month from June 2021) has now been exceeded, with a day currently owed if no further hours were accrued in May and June. We anticipate the total days under the service agreement exceeded by the end of June 2022 will be between 10-15 days (\$12,000 to \$18,000 ex GST) assuming current rates of work. Please note that the current Federal Election may result in a reduction in regular activity due to the ‘Caretaker’ conventions.

As always, we are happy to discuss.

Prepared by:



**Andrew Morris**

**Director**

**3 May 2022**

Email: [andrew@morrispiper.com](mailto:andrew@morrispiper.com)

Mobile: 0427 015 580

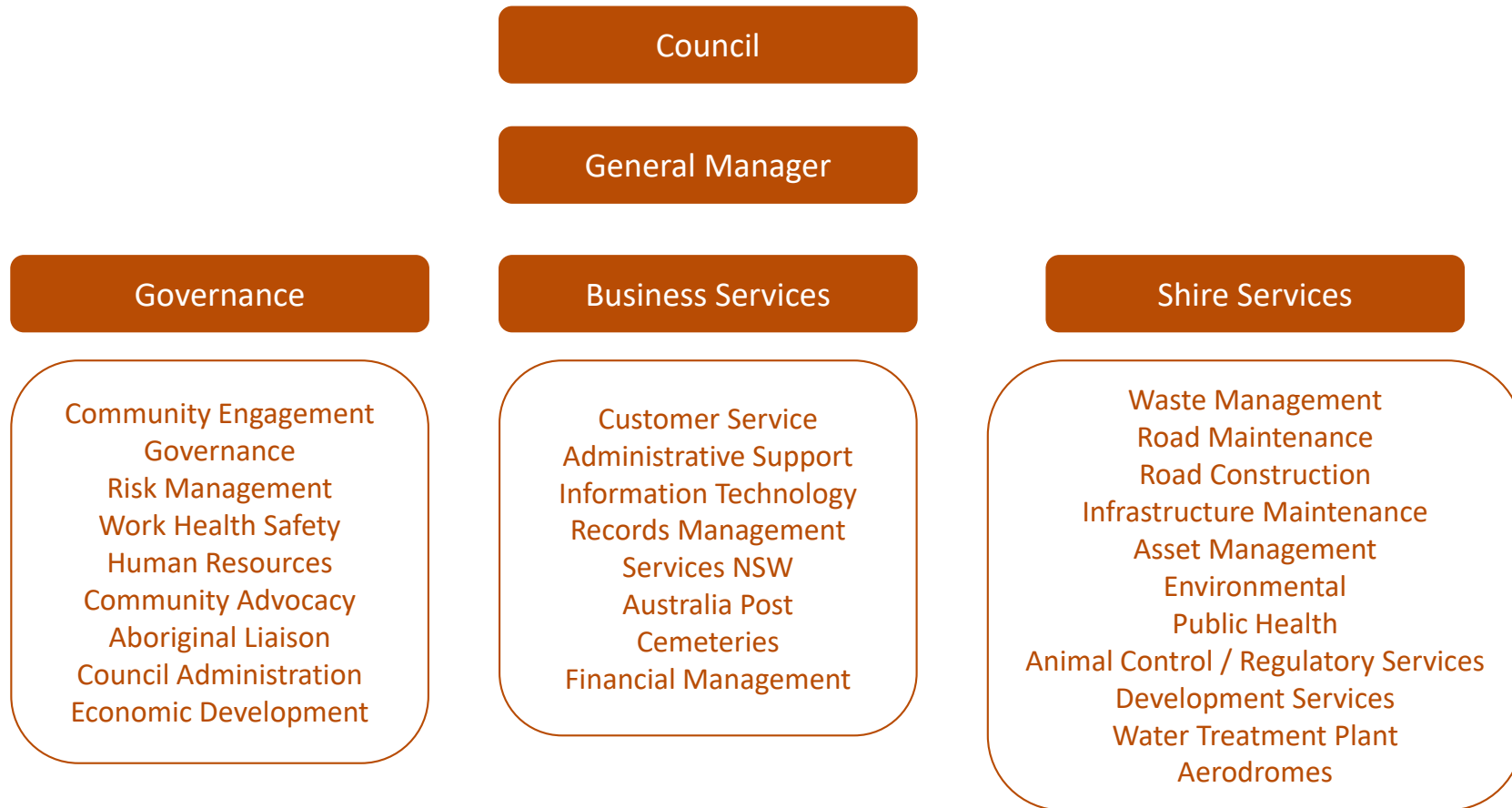
Grant Title	Column1	Total Approved Grant Funds	Grants Received 2019	Grants Received 2020	Grants Received 2021	Grants Received 2022	Grant Funding Received Prior to Current Financial Year	Grant Funding Received YTD 2022	Total Grant Funding Received	Grant Funding to be Received	Total Expended Prior to Current Financial Year	FY2022 Expended to date
Stronger Country Communities Fund Rounding 2	CAPITAL	\$ 1,395,084.00	\$ 460,377.00		\$ 460,377.00		\$ 920,754.00	\$ -	\$ 920,754.00	\$ 474,330.00	\$ 1,336,197.32	\$ 298,417.18
Stronger Country Communities Fund Rounding 3	CAPITAL	\$ 760,340.00			\$ 304,136.00		\$ 304,136.00	\$ -	\$ 304,136.00	\$ 456,204.00	\$ 154,605.40	\$ 162,714.00
Drought Communities Programme - Extension	CAPITAL	\$ 1,000,000.00	\$ 900,000.00				\$ 900,000.00	\$ -	\$ 900,000.00	\$ 100,000.00	\$ 1,105,159.58	\$ 25,225.71
Baaka Cultural Centre	CAPITAL	\$ 3,500,000.00					\$ -	\$ -	\$ -	\$ 3,500,000.00	\$ -	
Upgrade of Pooncarrie Road	CAPITAL	\$ 37,500,000.00	\$ 500,000.00	\$ 8,000,000.00	\$ 4,500,000.00	\$ 8,500,000.00	\$ 4,500,000.00	\$ 4,500,000.00	\$ 13,000,000.00	\$ 24,500,000.00	\$ 3,788,564.56	\$ 14,514,552.04
Local Roads and Community Infrastructure	CAPITAL	\$ 3,721,674.00		\$ 856,098.82	\$ 358,110.00	\$ 856,098.82	\$ 358,110.00	\$ 1,214,208.82	\$ 2,507,465.18	\$ 593,090.38	\$ 620,349.52	
DSP Council Capacity and Capability Building	CAPITAL	\$ 150,000.00	\$ 37,500.00			\$ 37,500.00	\$ -	\$ 37,500.00	\$ 112,500.00	\$ 167,385.43	\$ 30,680.78	
DSP Infrastructure / Employment Generation / Community Projects	CAPITAL	\$ 1,430,000.00	\$ 557,500.00			\$ 557,500.00	\$ -	\$ 557,500.00	\$ 872,500.00	\$ 753,915.02	\$ 170,632.21	
Wilcannia Showgrounds Stimulus Program	CAPITAL	\$ 130,000.00	\$ 130,000.00			\$ 130,000.00	\$ -	\$ 130,000.00	\$ -	\$ 108,936.39	\$ 19,286.62	
3BRF Ivanhoe Multi Service Outlet Project	CAPITAL	\$ 450,000.00				\$ -	\$ -	\$ -	\$ 450,000.00	\$ 87,770.08	\$ 472,951.33	
FWJO Toilet Facility Upgrades	CAPITAL	\$ 230,000.00	\$ 10,000.00	\$ 220,000.00		\$ 230,000.00	\$ -	\$ 230,000.00	\$ -	\$ 93,483.37	\$ 162,157.63	
FWJO Tourism Infrastructure Enhancement	CAPITAL	\$ 550,000.00	\$ 50,000.00	\$ 350,000.00		\$ 400,000.00	\$ -	\$ 400,000.00	\$ 150,000.00	\$ 85,857.01	\$ 93,429.13	
FWJO Tourism Technology	CAPITAL	\$ 220,000.00		\$ 145,000.00		\$ 145,000.00	\$ -	\$ 145,000.00	\$ 75,000.00	\$ 12,345.59	\$ -	
Local Investments Grant Agreement Menindee Rehabilitation- Exercise Project	CAPITAL	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	
Local Investments Grant Agreement: Ivanhoe Rehabilitation/Exercise Park	CAPITAL	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	
Local Investments Grant Agreement: Wilcannia Rehabilitation/Exercise Park	CAPITAL	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	
MDBEDP Victory Caravan Park Amenity Block Upgrade	CAPITAL	\$ 489,665.00			\$ 440,700.00	\$ -	\$ 440,700.00	\$ 440,700.00	\$ 48,965.00	\$ -	\$ 15,981.00	
Crown Reserve Improvement Fund - Tilpa	CAPITAL	\$ 103,714.00				\$ -	\$ -	\$ -	\$ 103,714.00	\$ -	\$ -	
Crown Reserve Improvement Fund - Victory	CAPITAL	\$ 130,000.00				\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ -	
Stronger Country Communities Fund Round 4												
Central Darling Pump Tracks Project	CAPITAL	\$ 752,409.00				\$ -	\$ -	\$ -	\$ 752,409.00	\$ -	\$ -	
Cultural Tourism Accelerator	CAPITAL	\$ 10,000.00				\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	
Management Plan for Crown Land	OPERATING	\$ 100,000.00				\$ -	\$ -	\$ -	\$ 100,000.00	\$ 105,566.03	\$ -	
Baaka Curatorial Co-ordination Project	OPERATING	\$ 15,000.00				\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	
DSP Council Strategic Planning	OPERATING	\$ 220,000.00	\$ 55,000.00			\$ 55,000.00	\$ -	\$ 55,000.00	\$ 165,000.00	\$ 12,723.58	\$ 47,306.64	
Menindee Rural Drought Emergency Funding												
Water Carting	OPERATING	\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	\$ 58,630.00	\$ -	
Financial Assistant Grant Entitlement 2021/2022 - Local Roads	OPERATING	\$ 1,710,939.00		\$ 853,288.00	\$ 441,392.00	\$ 853,288.00	\$ 441,392.00	\$ 1,294,680.00	\$ 416,259.00	\$ -	\$ -	
Financial Assistant Grant Entitlement 2021/2022 - Non Roads	OPERATING	\$ 4,689,329.00		\$ 2,267,835.00	\$ 1,247,096.00	\$ 2,267,835.00	\$ 1,247,096.00	\$ 3,514,931.00	\$ 1,174,398.00	\$ -	\$ -	
BAAKA Curation/CoOrdination Project	OPERATING	\$ 90,000.00				\$ -	\$ -	\$ -	\$ 90,000.00	\$ -	\$ -	
Baaka Corporation Establishment - Legal Cost	OPERATING	\$ 25,000.00		\$ 10,043.65		\$ 10,043.65	\$ -	\$ 25,000.00	\$ 14,956.35	\$ 10,043.65	\$ 1,211.00	
Regional NSW Planning Portal Grant	OPERATING	\$ 50,000.00		\$ 50,000.00		\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	\$ 9,454.25	\$ 4,960.00	
COVID-19	OPERATING	\$ 90,000.00			\$ 90,000.00	\$ -	\$ -	\$ -	\$ 90,000.00	\$ -	\$ 63,319.48	
Autumn Break 2022 - White Cliffs Gymkhana	OPERATING	\$ 10,000.00				\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	
Preparing Australia Program - Darling River												
Flood Mapping	OPERATING	\$ 100,000.00				\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	
Active Fest Event	OPERATING	\$ 10,000.00				\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	
		<b>\$ 59,758,154.00</b>	<b>\$ 460,377.00</b>	<b>\$ 2,320,000.00</b>	<b>\$ 13,561,778.47</b>	<b>\$ 7,077,298.00</b>	<b>\$ 16,342,155.47</b>	<b>\$ 6,987,298.00</b>	<b>\$ 23,344,409.82</b>	<b>\$ 36,428,700.53</b>	<b>\$ 8,483,727.64</b>	<b>\$ 16,703,174.27</b>

Total Expended	Total Unexpended Balance	Grant Completion Date	Oncost Applicable GST		
\$ 1,634,614.50	-\$ 239,530.50	30/06/2021	N	N	
\$ 317,319.40	\$ 443,020.60	30/06/2022	N	N	
\$ 1,130,385.29	-\$ 130,385.29	30/06/2021	N	N	
\$ -	\$ 3,500,000.00	30/06/2024	N	N	
\$ 18,303,116.60	\$ 19,196,883.40		Y	N	
\$ 1,213,439.90	\$ 2,508,234.10	30/06/2022	N	N	
\$ 198,066.21	-\$ 48,066.21	30/06/2022	N	N	
\$ 924,547.23	\$ 505,452.77	30/06/2022	N	N	
\$ 128,223.01	\$ 1,776.99	30/04/2022	N	N	
\$ 560,721.41	-\$ 110,721.41	30/12/2022	N	N	
\$ 255,641.00	-\$ 25,641.00	30/06/2023	N	N	
\$ 179,286.14	\$ 370,713.86	30/06/2023	N	N	
\$ 12,345.59	\$ 207,654.41	30/06/2023	N	N	
\$ -	\$ 15,000.00	30/04/2022	N	N	
\$ -	\$ 15,000.00	30/04/2022	N	N	
\$ -	\$ 15,000.00	30/04/2022	N	N	
\$ 15,981.00	\$ 473,684.00	30/04/2022	N	N	
\$ -	\$ 103,714.00	30/04/2022	N	N	
\$ -	\$ 130,000.00	30/04/2022	N	N	
\$ -	\$ 752,409.00	02/09/2022			
\$ -	\$ 10,000.00				
\$ -					
\$ 105,566.03	-\$ 5,566.03	30/06/2021	N	N	
\$ -	\$ 15,000.00	N/A	N	N	
\$ 60,030.22	\$ 159,969.78	30/06/2022	N	N	
\$ 58,630.00	\$ 21,370.00	30/06/2021	N	N	
\$ -	\$ 1,710,939.00	30/06/2022	N	N	
\$ -	\$ 4,689,329.00	30/06/2022	N	N	
\$ -	\$ 90,000.00	N/A	N	N	
\$ 11,254.65	\$ 13,745.35	N/A	N	N	
\$ 14,414.25	\$ 35,585.75	01/07/2021	N	N	
\$ 63,319.48	\$ 26,680.52	31/12/2021	N	N	
\$ -	\$ 10,000.00	30/06/2022	N	N	
\$ -	\$ 100,000.00	31/03/2024	N	N	
\$ -	\$ 10,000.00	30/06/2022	N	N	
<b>\$ 25,186,901.91</b>	<b>\$ 34,571,252.09</b>				



May 2022

# Organisational Structure





bf/mc

**The Hon Mark Coulton MP**  
Federal Member for Parkes

09 May 2022

The Administrator  
PO Box 165  
WILCANNIA NSW 2836

Dear Bob

Thank you for writing to me concerning the Central Darling Shire Council's agreement with the Royal Flying Doctor Service to install instrument landing equipment at its airports in Wilcannia, Ivanhoe and White Cliffs, outlining the implications with respect to Civil Aviation Safety Authority (CASA) regulations as they relate to Council's financial position.

As the federal election has been announced, the Australian Government currently assumes a caretaker role. This will continue until the election result is known or, in the event of a change of government, when the new government is appointed. Caretaker conventions prohibit the current Coalition Government from making major decisions that are likely to commit an incoming government, in the event of a change of government.

Should I have the honour of being re-elected as the Federal Member for Parkes, I will bring your concerns on this matter to the appropriate Minister once the election results have been finalised and the Cabinet has been sworn in.

Yours sincerely

A handwritten signature in black ink that reads "Mark Coulton".

Mark Coulton

**Email** [mark.coulton.mp@aph.gov.au](mailto:mark.coulton.mp@aph.gov.au)**Website** [www.markcoulton.com.au](http://www.markcoulton.com.au)

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# MORRIS & PIPER

A D V I S O R Y

FUNDING | STRATEGY | ADVICE

## Central Darling Shire Council (CDSC)

Proposal for extension of specialty grant services

10 May 2022



[morrispiper.com](http://morrispiper.com)

**MORRIS & PIPER**  
ADVISORY

Mr Greg Hill  
General Manager  
Central Darling Shire Council  
21 Reid Street  
Wilcannia NSW 2836

**Via email: [ghill@centraldarling.nsw.gov.au](mailto:ghill@centraldarling.nsw.gov.au)**

Dear Mr Hill,

As discussed recently with yourself and Mr Gordon Seeto, we are pleased to provide the following proposal for a continuation of our services into the 2022-23 financial year. Morris & Piper Advisory (M&PA) is ideally placed to assist Council to continue to take greater advantage of grant opportunities, manage funding requirements, and to support the crucial work Council carries out to support the community.

**Background:**

The 2021-22 Financial year will be the first full year period in which M&PA have supported Council, with the first half of the year focussing primarily on acquiring grants and the second half incorporating additional grant management services. By the end of 30 June 2022, we will have supported CDSC to apply for approximately \$20 million in grant funding, with grants management services spanning an even greater value of existing funding contracts.

Almost \$3.5 million in grant funding has been achieved thus far, with an average of \$550,000 per successful grant (noting the range of successful grants from \$10,000 to \$1.86 million). We also anticipate a number of current pending grant applications to be approved before the end of the financial year. This secured funding alone represents an approximate 4000% return on capital invested in M&PA, not including additional funding to be retained and expedited through our increasing grants management.

There have also been several grant opportunities we were not able to support CDSC within 2021-22 due to either a co-funding contribution being required, projects not being sufficiently scoped out enough, or agreement on projects not being reached in time. Due to our ongoing and increasingly in-depth relationship with Council, we expect to be able to capitalise on more of these missed grant opportunities in 2022-23.

**Current Agreement:**

Our current retainer arrangement is for \$6,000 (ex GST) per month which provides 5 days per month of M&PA services. This time allocation was originally focussed on seeking out and applying for grant funding opportunities which has been successful across a range of programs. However, since December 2021, M&PA has also provided additional contracts management services. M&PA engaged an experienced contract manager to aid Council in assessing the existing state of grants management progress across legacy grants as well as to support the contract management of existing and new grants.

Due to the increased grant activity (including a number of low value, but high impact community grants) and the additional support through contract management services, we estimate by the end of the financial year, should the current workload continue, we will be approximately 10-15 days or \$12,000 - \$18,000 (ex GST) in excess of the current arrangements.

**2022-23 Proposal:**

It is clear there is not only a continuing opportunity for Council to apply for and secure additional grant funding, but to increase and improve internal grants management processes to ensure Council is minimising risk factors in the delivery and contract management of grants funding, as well as accessing all contracted funds.

Based on the anticipated workload over the 2022-23, M&PA propose increasing the number of days allocated against the retainer which would also allow us to maintain the current services as well as undertake additional needed work for the CDSC such as feasibility studies, community consultations, specific report writing (e.g., Telecommunications Review).

Based on our assessment of Council needs, the ‘**Recommended Increase**’ will provide the strongest base moving forward based on existing and foreseeable successes. All options will benefit from our most discounted rate of \$1,200 (ex GST) per day, with the general inclusions as follows:

Existing Base Retainer	Minor Increase	Recommended Increase
<b>\$72,000*</b>	<b>\$86,400*</b>	<b>\$100,800*</b>
<ul style="list-style-type: none"> <li>● 5 days of dedicated time</li> <li>● Write and apply for 2-3 grants per month</li> <li>● Research and monitor grant opportunities</li> <li>● Additional report writing</li> <li>● Strategic support for Council to map and align priorities with funding opportunities</li> <li>● Gather information and evidence to support priority projects</li> </ul>	<p><b>Existing Base Retainer +</b></p> <ul style="list-style-type: none"> <li>● 1 extra day per month, including basic grants management support</li> </ul>	<p><b>Existing Base Retainer +</b></p> <ul style="list-style-type: none"> <li>● 2 extra days per month including comprehensive grants management support</li> </ul>

\*ex GST

Should the sum of work carried out under the agreed retainer arrangement result in the allocated days of the retainer being exceeded, then we would undertake any such additional work at our set retainer rate of \$1,200 (ex GST) per day.

Continuing to work on a retainer basis allows us maximum flexibility to serve the needs of Council as requirements can be fluid and often unpredictable. Our main aim is to ensure CDSC is comfortable with arrangements going forward and be able to budget appropriately for 2022-23.

In addition to the pricing structures outlined above, there will be times when additional costs are incurred in the performance of our services. These include travel and specialist advice (such as accounting, legal, etc.) and where these occur, they will be negotiated on a case-by-case basis.

**MORRIS & PIPER**  
ADVISORY

We will endeavour to ensure should the more comprehensive retainers be selected, M&PA staffing will be maintained to ensure relevant expertise in contract management as well as continuity of core service offerings. Both Ryan Piper and I would continue to work across your account to capitalise on each of our skill sets depending on the task at hand.

Thank you once again for the opportunity to present this proposal and we would be more than happy to meet with you or your team to discuss further if required.

In the meantime, please do not hesitate to contact me if you have any questions.

Yours sincerely

**Andrew Morris**

Director, Morris & Piper Advisory

Canberra, Australia

M: 0427 015 580

E: [andrew@morrispiper.com](mailto:andrew@morrispiper.com)

W: [morrispiper.com](http://morrispiper.com)

**MORRIS & PIPER**  
ADVISORY

**Attachment A: Morris & Piper Directors' Biographies.**

**Attachment B: Clients we have worked with.**

## Attachment A

### Morris & Piper Directors' Biographies



Andrew has spent most of his life living and working across regional and remote Australia. Over an extensive 30-year career in the Australian Public Service, he has held numerous regional and national program and policy roles from the Northern Territory, to the Kimberley, Far North Queensland and Tasmania. For the last 11 years he has lived and worked in Canberra.

Most recently, Andrew has been responsible for the national program management of a number of the Federal Government's regional programs, including the Building Better Regions Fund and Stronger Communities Program.

Andrew's particular area of interest and expertise is policy development and program delivery for northern, regional and remote Australia, especially in relation to Indigenous Australia. He has worked extensively in the Federal Government's Indigenous portfolio and has been the national program manager for the former Remote Infrastructure Program and was fundamental in establishing the Remote Australia Strategies element of the Indigenous Advancement Strategy.

After leaving the Australian Public Service in July 2020, Andrew co-founded Morris & Piper Advisory to support regional and remote communities and organisations to understand, access and manage the grants process.

Having extensive first-hand experience in the grant funding space has Andrew ideally placed to assist organisations in all aspects of the grant funding process, from first concepts right through to the final acquittal.



Ryan's career in Canberra has seen him work in federal bureaucracies and more importantly, politics for a number of years. He has advised top level ministers and a wide spectrum of Members and Senators on issues relating to funding programs and associated delivery, regional development initiatives, and infrastructure investment policy.






Through this experience, the problems facing regional and remote communities were clear, illuminating the need for no-nonsense advice, capability support and strategic Government advocacy.

Ryan co-founded Morris & Piper Advisory to ensure communities and organisations around the country could effectively access and take advantage of the programs and initiatives Governments were rolling out.

With a reputation in Parliament House as someone who got things done, managing stakeholders is what Ryan does best. Whether they be senior ministers, mayors, constituents or key stakeholders, Ryan approaches everyone with a collaborative and positive attitude enabling people and projects to come together.

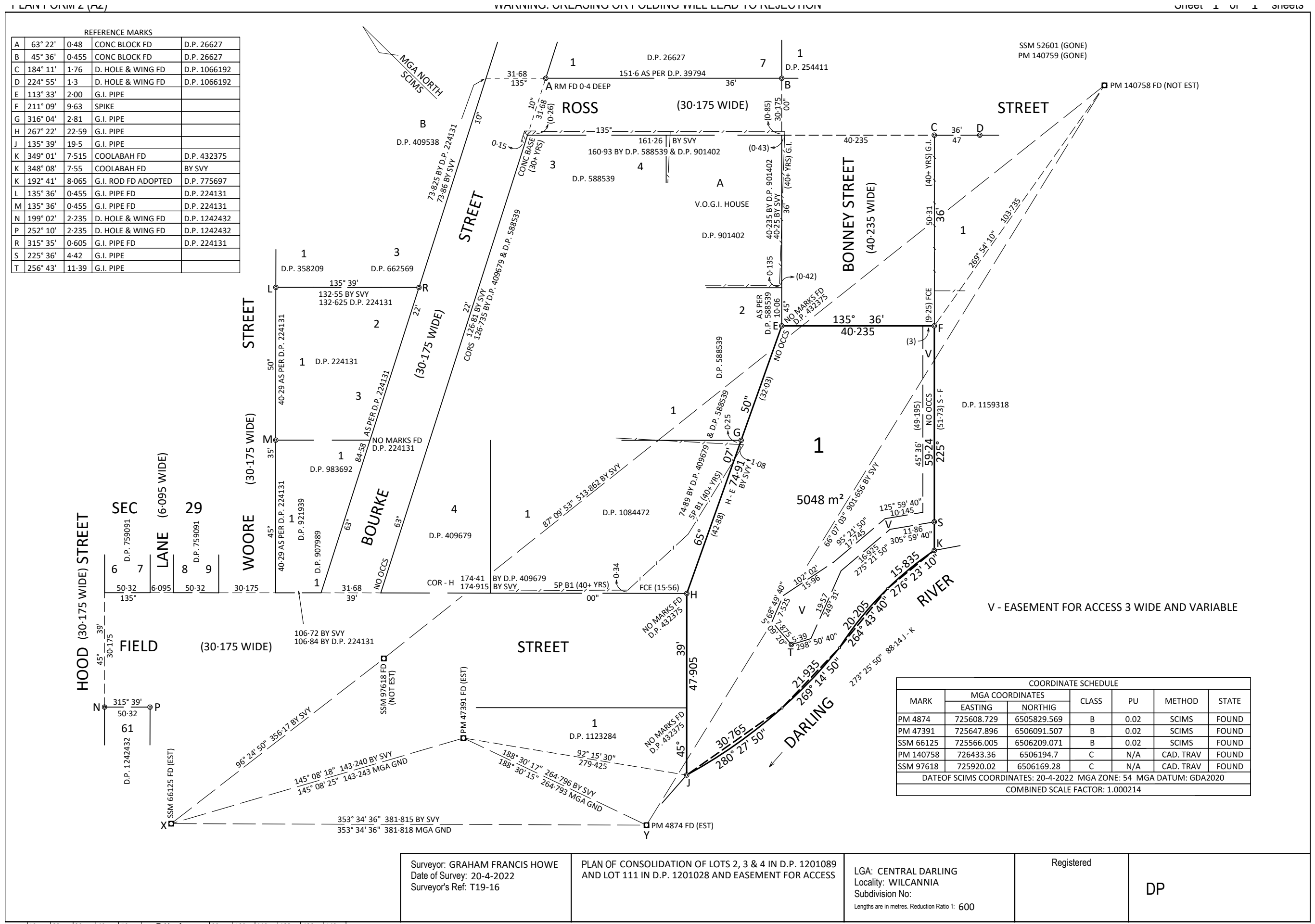
## Attachment B

### Sample of clients we have worked with

National Aboriginal Community Controlled Health Organisation	
 NACCHO	M&PA were selected as panel members, alongside 3 other reputable firms include KPMG, to assist NACCHO members in applying for a Federal Government Grant Capital Works program. We worked with 13 different member organisations across every single state, with 15 applications scoped, drafted, and submitted over a 6 week period.
Junee Licorice & Chocolate	
 JUNEE LICORICE & CHOCOLATE	M&PA were engaged to assist a private sector manufacturer in regional NSW to review a plant and infrastructure upgrade application for grant funding. The existing submission was meticulously reworked, refined and improved upon resulting in a successful \$1 million grant for the business. This means employment of an additional 15 locals and increased output of \$1.5 million per year for the company.
Yarrabah Aboriginal Shire Council	
 YARRABAH ABORIGINAL SHIRE COUNCIL	We are currently working with Yarrabah Aboriginal Shire Council to deliver a feasibility study into sustainable community garden options. The project involves a comprehensive community engagement strategy and consultation piece followed by a detailed feasibility study examining suitable options which meet community needs. Due to the strategy we deployed for community consultations, through hiring trusted local community advocates, our surveying exceeded expected participation and support rates from both community members and key stakeholders.
National Recovery and Resilience Agency	
 National Recovery and Resilience Agency	Working with this newly established Federal Government Agency, M&PA provided advisory services to the branch responsible for delivering a new \$600 million policy initiative. This included developing a high level strategic approach framing the implementation and pathway for the initiative to be deployed. We provided strategic and practical advice on program guideline design, risk management frameworks, consultation strategies and policy refinement inline with legislative requirements and demands. Our work was delivered under tight timeframes and the client was extremely satisfied with our advice and support.
Barkly Regional Deal	
 Australian Government	Auspiced by the Department of Infrastructure, Transport, Regional Development and Communications, M&PA worked with the Backbone Team of the Barkly Regional Deal to successfully produce a comprehensive and tailored set of guidelines, application forms and process to deliver \$6 million in grant funding to communities and organisations in the Barkly Region of the Northern Territory.

\*Cover photo By Tim Keegan - Flickr: Decisions, decisions!, CC BY-SA 2.0, <https://commons.wikimedia.org/w/index.php?curid=12747488>





**DRAFT ONLY**  
**INSTRUMENT SETTING OUT TERMS OF EASEMENTS INTENDED TO BE CREATED PURSUANT**  
**TO SECTION 88B, CONVEYANCING ACT, 1919**

(Sheet 1 of sheets)

PLAN OF CONSOLIDATION OF LOTS 2, 3 & 4 IN D.P. 1201089 AND LOT 111 IN D.P. 1201028  
 AND EASEMENT FOR ACCESS BEING SURVEYOR'S PLAN OF REFERENCE T19-16

**Full name and address**

**Of the owner of the land: Central Darling Shire Council**  
**P.O. BOX 165 WILCANNIA N.S.W. 2836**

**Part 1 (Creation)**

<b>Number of item shown in the intention panel on the plan</b>	<b>Identity of easement to be created and referred to in the plan</b>	<b>Burdened Lot</b>	<b>Benefitting Authority</b>
1	EASEMENT FOR ACCESS 3 WIDE AND VARIABLE (V1)	LOT 1	CENTRAL DARLING SHIRE COUNCIL

**Part 2 (Terms)**

**Terms of Easement For Access**

As provided in Schedule 8 of the Conveyancing Act 1919

Sheet 2 of sheets

Signed in my presence by the authorised person who is personally known to me

.....  
Signature of Witness

.....  
Signature of authorised person

.....  
Name of Witness (block letters)

.....

.....

.....  
Street Address and Occupation of Witness

# Central Darling Shire Council

**ICT Strategy Update (2021 – 2024)**

April 2021

**Prepared For:**

Gordon Seeto (Director - Business Services)

Greg Hill (General Manager)





### Year 1 Progress Update

- **Implementation of new three year service agreement that meets the councils overarching strategy**
  - New IT Managed Service Agreement has been implemented for the council which now includes ongoing strategic and budgeting consultation
  - Microsoft 365 tenancy being investigated for move to EFEX portal for simplified license management and rationalization
- **Finalisation of server migration to scalable Azure cloud environments**
  - Major migration project completed, EFEX working with CDSC staff on refining services and resolving any last issues
- **Upgrade of print fleet to bring in line with strategy and provide greater flexibility and security**
  - Print fleet upgrade has been approved with third party installation scheduled
  - EFEX to provide required IT information for the implementation of hardware and print management licensing
- **Completion of an initial security audit to provide a list of improvements and changes required to reach compliance**
  - EFEX discussing consolidated approach to cyber security audits and compliance with Far West Councils (Balranald / Wentworth / Central Darling)
  - EFEX is working with third party vendor on other possible solutions to assist in the creation of compliance and procedural documentation
- **Consultation on integrating major applications and software in use by CDSC**
  - Ongoing works required by EFEX for the implementation of a Single Sign On (SSO) environment for key CDSC applications
  - Updated Content Manager application configured to link directly with Microsoft Office suite
- **Consultation on most suitable applications for CDSC and standardization of software**
  - Ongoing works being completed by EFEX for the creation of Standard Operating Environments (SOE)
  - To be achieved through the use of Microsoft Intune
  - Investigation into larger enrolment of user mobile devices into the Microsoft Intune environment
- **Implementation of new collaboration and communication hardware at Wilcannia sites**
  - New video conferencing solution currently being implemented at Wilcannia Shire Office and Depot
- **Expansion of WAN to residential sites owned by CDSC**
  - Pricing and solution provided by EFEX for future expansion to residential sites as required
  - Ongoing investigation into fixed data service options for key CDSC sites (such as Starlink satellite)
- **Staged replacement of UPS hardware connected to critical network infrastructure (all major sites)**
  - UPS hardware replaced in Menindee and Wilcannia Shire Office
  - Additional replacements to be considered as required



### Cloud Server Solution Completion

#### ➤ Core Infrastructure

- Initial cloud server configuration based on expected resource requirements
- Adjustments made to remote user server due to the user access issues to the Practical application
- Adjustments made to environment replication server due to resource increase on remote user server
- Ongoing testing of server stability while staff operate from the environments
- Local network reconfiguration for secure access by all staff to new cloud environments

#### ➤ Third Party Applications

- Successful migration of Practical to cloud based server environments with minor connection issues to third party APIs and some staff configuration required
- Intramaps migrated with some ongoing issues to be resolved around secure connection to the cloud environments
- Content Manager migration completed through third party with assistance from EFEX including extended testing on the application as well as integration into Microsoft Office suite

#### ➤ User Integration

- Additional amendments made to user privilege list within Content Manager application
- Installation of Office suite into remote server environment for staff
- Configuration of new user VPN services and remote server shortcut on local devices

#### ➤ Initial Issue Resolution

- Series of issues raised by staff including access to the new remote server and missing applications, being resolved as they occur by the EFEX technical team

#### ➤ Ongoing Works

- Working with CDSC staff to resolve any issues being experienced with connection to the new server infrastructure
- Physical servers to be left in place for a 2 – 3 week period in the instance where data needs to be retrieved
- Physical servers to be decommissioned and stored at the Wilcannia Shire Office for archival purposes
- Replication server located at Broken Hill Council to be decommissioned and removed from environment



## Key Risk Mitigation Plan Progress

The strategies outlined previously in this document are designed to address the following risks:

### 1. Council Infrastructure

Ongoing investigation into updated internet services and data redundancy for remote CDSC sites due to the lack of technology available in the region

Ongoing investigation into user sign in to various applications as well as standard operating environments

Costs of WAN expansion to residential sites owned by CDSC provided and to be actioned ad hoc as required

### 2. Cyber Security

Updated cyber security quote to be provided by EFEX to assist in the creation and ongoing amendment of compliance documentation

Additional meetings required with key CDSC staff to discuss options moving forward

Further investigation required into the use of Microsoft security policies to assist in preventing data exfiltration

### 3. Backup & Disaster Recovery

Cloud based replication of cloud servers is now active providing multiple restoration points should data need to be restored or server environments reconstructed

Once migration of current Microsoft 365 licensing has been migrated to EFEX a full BCDR environment can be configured to protect mail, calendars, contacts as well as information stored in Teams and OneDrive

### 4. Staff Resource Plan

Updated internal workflows for service queries have been implemented by CDSC which has shown a marked improvement on the speed and quality of resolutions

Additional training to be provided to key CDSC staff to expand their base technology knowledge for common use platforms

Additional training still to be provided to all CDSC staff with regards to cyber security best practice

### 5. Single Point of Technology

Ongoing works being completed to migrate systems and information to EFEX to provide a single source of truth regarding ICT infrastructure and licensing

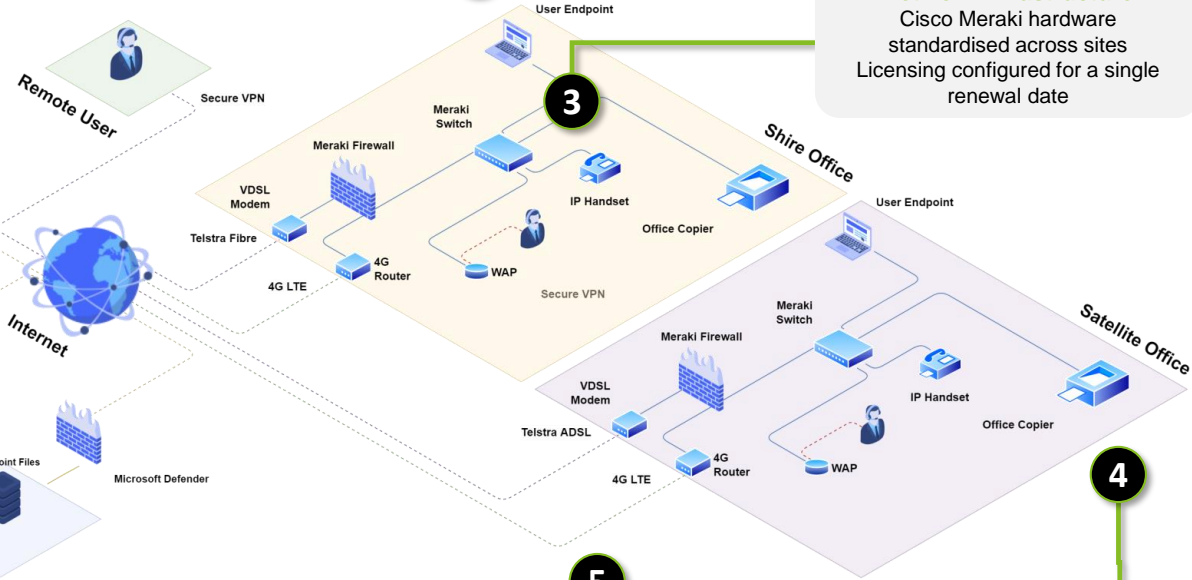
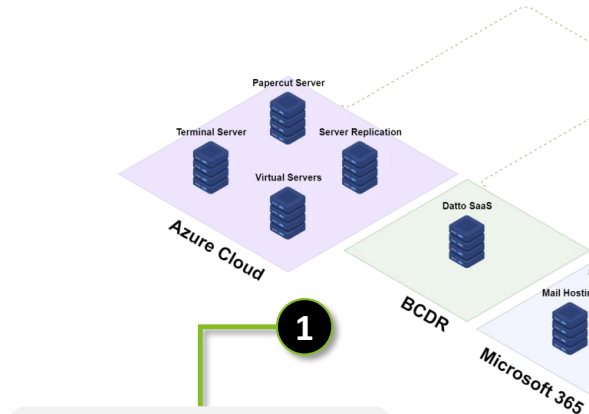
Print fleet currently being upgraded with Toshiba, EFEX assisting provider with access to server environments for drivers and Papercut MF licensing (details to be added to EFEX documentation)

**IT Services**  
 Consistent management meetings to discuss progress on projects and their alignment with the overarching strategy

**Hardware & Software**  
 Ongoing works for next FY hardware purchasing  
 Standard Operating Environments templates being configured

**Network Infrastructure**  
 Cisco Meraki hardware standardised across sites  
 Licensing configured for a single renewal date

**Cyber Security**  
 Implementation of staff training platforms for continually upskilling and awareness  
 Options required to increase compliance and procedural documentation related to security



**Data Services**  
 Continued investigation into suitable data services for remote sites

**Print Fleet**  
 Upgraded print fleet and management to reduce costs and provide flexibility





CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY



Central Darling Shire Council

On-Site Sewage Management  
(OSSM) Policy 2022 (Draft)

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CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

## CENTRAL DARLING SHIRE COUNCIL

### ON-SITE SEWAGE MANAGEMENT (OSSM) POLICY

#### Background

Central Darling Shire is the largest shire in NSW covering 53,000 square kilometres, however it has the smallest population of less than 2600 persons

The Administrative centre is located in Wilcannia while other centres of population include Menindee, Ivanhoe, White Cliffs, Sunset Strip and Tilpa.

Average rainfall varies across the Shire from 230mm at Menindee to 286mm in White Cliffs.

Temperatures are hot in Summer with an average of 95 days per year above 30 degrees C in Menindee, while White Cliffs has 130 days per year when they can expect the same.

It is estimated there are 800 On Site Sewage Management (OSSM) Systems throughout the Shire, systems vary greatly in age, design, installation, user loading and operation. User knowledge and maintenance standards have a great influence on the performance of each system.

#### **This policy sets out to:**

- Adopt a relationship approach with householders and service agents to provide continual support and improvement for the management of OSSM systems.
- Set out the process for the assessment and approval to install new OSSM systems as well as the on-going operation of each system.
- To ensure service agents for Aerated Wastewater Treatment Systems (AWTS) are approved by Council and the quarterly reports are submitted to Council and noted.
- Define Council's role in the effective regulation of OSSM systems in the Central Darling Shire LGA to ensure public health and the environment is protected.

CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

## 1.0 MATTERS TO CONSIDER

### 1.1 Legislation

This policy is to be read in conjunction with the latest available versions of:

- The Local Government Act 1993
- Local Government(General) Regulation 2005
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Plumbing and Drainage Act 2011; and
- Protection of the Environment Operations Act 1997
- Plumbing and Drainage Regulation 2017

### 1.2 Standards

**N.B All new human waste treatment devices shall be accredited by NSW Health Department;**

- AS3500 National Plumbing and Drainage Code
- AS1546 On-site Domestic Wastewater Treatment Units
- AS1547 On-site Domestic Wastewater Management
- AS1319 Safety Signs for the Occupational Environment

### 1.3 Guidelines

Department of Local Government-Environment and Health Protection Guidelines: On-site sewage management for single household

NSW Health Advisory Note 3 January 2017. Destruction, Removal or Reuse of Septic Tanks, Collection Wells, Aerated Wastewater Treatment Systems and other Sewage Management Facilities

“The Easy Septic Guide” Office of Local Government NSW

## 2. COUNCILS OSSM INSPECTION PROGRAMS

### 2.1 Maintenance of OSSM Database

Information collected during the approval process and any inspections will be included on this database to provide a comprehensive record of each OSSM on Council's data base.

### 2.2 Education/Promotion

It is important that owners of OSSM understand how their system operates and the possible consequences of a faulty or mismanaged system. Older houses with on-site systems may have been bought and sold a number of times and current owners may not know where the system is located.

### 2.3 Inspection of OSSMs

Council officers will audit individual sewage management facilities having regard to the performance standards specified in AS/NZS1547 – On-site Domestic Wastewater Management and the Environment and Health Protection Guidelines for “On-site Sewage Management for Single Households”.

Information will be recorded about the location, type and condition of the system in operation. Council may direct the property owner to carry out rectification works on the system to achieve compliance with the relevant statutory requirements for on-site wastewater management. AS/NZS1547 provides the requirements for primary and secondary treatment units and associated land application systems.

The circumstances in which Council will inspect an OSSM are as follows:

- Initial inspection of a new system.
- Initial inspection of an existing OSSM without a current “approval to operate”.
- Re-inspection of an existing OSSM due to failure, modification or upgrade
- Re-approval of an existing OSSM; and,
- Council becomes aware of a potentially failing OSSM.

### 2.4 Powers of Entry

Authorised Officers of Council under Section 191 of the Local Government Act 1993 allows those officers to enter premises for the purpose of enabling Council to exercise its functions.

This allows those Officers to enter a premises to determine if an Approval to Operate OSSM system under section 68 of the Local Government Act 1993 has been issued and the system is functioning satisfactorily.

### 2.5 Notice of Entry

CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

Council is required to advise owners of premises in writing a minimum of fourteen (14) days before their intention to enter a premises under Section 191 of the Local Government Act 1993.

It is not essential for the owners to be present at the time of the inspection as access to buildings is not required to inspect OSSM systems.

Property owners must ensure access to the property is possible (no locked gates for example) and safe for councils officers to do so (any livestock are secured from entering OSSM area including dogs.)

### **2.6 Risk rating for OSSM systems**

All OSSM within Central Darling LGA will be assigned a risk rating using the Risk Assessment Criteria outlined in **Appendix 2** of this Policy.

Each OSSM will be rated as one of the following risk categories-

- High risk two (2) years.
- Medium risk five (5) years.
- Low risk eight (8) years.

All new installations will be given an initial risk rating of High.

Council may change the risk assessment for an OSSM if two (2) successive routine inspections are found to be satisfactory for the same property owner.

### **2.7 Commercial properties**

All commercial properties with a OSSM installed , shall be given a High Risk rating in the first instance.

## **3. SUBDIVISION AND REZONING**

An on-site effluent disposal (land capability assessment) report prepared by a geotechnical engineer, soil geologist or other suitably qualified and competent person, experienced in on-site effluent disposal, shall accompany an application to subdivide or rezone in unsewered areas

### **3.1 SITE AND SOIL ASSESSMENT REPORT**

A site and soil assessment report (GEOTEC) will advise the most appropriate technology for the dwelling on the development. The report is to be prepared by an experienced and appropriately qualified wastewater consultant and in accordance with The Environment Protection Guidelines 1998- On-site Sewage Management for Single Households and AS/NZS1547. The consultant will refer to the current version of AS/NZS1547 in their report

#### **4.0 APPLICATIONS for OSSM's**

##### **4.1 Accreditation for OSSM Systems**

Under the provisions of Clauses 40 and 41, Local Government (General) Regulation 2005, a local Council must not approve of the installation of certain sewage management facilities unless they have been accredited by the NSW Department of Health.

The types of sewage management facilities to which accreditation includes:

- Septic tanks
- Collection well
- Aerated wastewater treatment systems
- Greywater treatment systems
- Wet and Dry Composting and incinerating toilets available for purchase by retail

The Current Register of Accredited Sewage Management Systems can be found at [www.health.nsw.gov.au](http://www.health.nsw.gov.au). The following information is required with any application to install a OSSM system.

- Full specifications of the on-site sewage management system to be installed and
- A copy of the current Certificate of Accreditation from the NSW Health Department.

##### **4.2 The application must also include the following information**

###### **Site Plan drawn to scale and including**

- a. The location of the proposed OSSM within the site together with accurate distances to any buildings, natural features such as dams, watercourses, bores and wells.
- b. The accurate location of the effluent disposal area in relation to the items outlined above.
- c. The location of any proposed structures such as swimming pools, tennis courts large sheds, which may impact on the effluent disposal area in the future.
- d. Any related drainage pipe, or naturally occurring features which may impact on the proposed OSSM.
- e. Slope of the site.
- f. All required buffer distances.

###### **Buffer Distances for Disposal of Effluent Areas**

Buffer zones ensure the health and amenity of premises and adjoining properties is protected Ensure sufficient land is available for human activities and contact with wastewater is minimized



**Table 1. Buffer Distances**

System	Recommended Buffer Distances
Treatment/Storage Tanks	* 6m if tanks are up-gradient and 3m if tanks are down-gradient of below ground potable water tanks *3m from land application *1.5m from dwelling
All land application systems	*100m to permanent surface water (e.g rivers, streams, lakes) *250m to domestic groundwater well, bore *40m to other waters (farm dams, intermittent waterways and drainage channels)
Surface spray irrigation	*6m if area up-gradient and 3m if area down-gradient of driveways and property boundaries *15m to dwellings *3m to paths and walkways *6m to swimming pools
Surface drip and trickle Irrigation	*6m if area up-gradient and 3m if area down-gradient of swimming pools, property Boundaries , driveways and buildings
Surface irrigation	*6m if area up-gradient and if area down-gradient of swimming pools, property boundaries, driveways and buildings
Absorption system	*12m if area up-gradient and 6m if area down-gradient of property boundary *6m if area up-gradient and 3m if down-gradient of swimming pools, driveways and buildings

**Specifications**

The application must be accompanied by a copy of the full NSW Health accredited specifications of the on-site sewage management system proposed to be installed or constructed on the premises together with specifications of the proposed effluent application system(s).

#### **Wastewater/Geotechnical Report**

A geotechnical report is to be submitted with the “Application to Install a System of Sewage Management” to determine the suitability of the site with respect to the on-site disposal of effluent.

- (a) This study is to be carried out by an experienced geotechnical engineering consultant, with associated testing being conducted by a NATA registered laboratory. Matters such as geology, (in particular soil profile and permeability) must be addressed.
- (b) This report must also state whether or not the proposed dwelling and the proposed effluent disposal area are located in a position and are of a design and capacity to ensure that all effluent arising from the dwelling can be disposed of on the site without causing nuisances and/or pollution, both in the short and the long term.
- (c) The report must reference compliance with AS/NZS1547:2012 and the Environment and Health Protection Guidelines – On-site Sewage Management for Single Households.
- (d) The final location of the dwelling on the land may be determined by the findings and recommendations of the required geotechnical report. The location of the dwelling should therefore not be finalised until the results of the geotechnical report is known.

A geotechnical report is not required to be submitted with an application to alter a system of sewage management where an increased load is proposed but no subsequent augmentation to the effluent disposal area. However advice from a geotechnical engineer in the form of a letter is required in this situation to recommend no additional effluent disposal is required or if augmentation is required, detailing the design.

#### **4.3 PERFORMANCE CRITERIA**

The Council must consider performance criteria when determining applications for Approval to Install, construct, alter, or operate on-site sewage management systems . The Local Government (General) Regulation 2005 (C1.44(1)) specifies minimum objectives, which are listed below:

- (a) The prevention of the spread of disease by micro-organisms;
- (b) The prevention of the spread of foul odours;
- (c) The prevention of the contamination of water;
- (d) The prevention of the degradation of soil and vegetation;
- (e) The discouragement of insects and vermin;
- (f) Ensuring that persons do not come into contact with untreated sewage or effluent in the ordinary activities on the premises concerned;
- (g) The minimisation of adverse impacts on the amenity of the premises and surrounding lands; and
- (h) If appropriate, provision for the reuse of resources including nutrients, organic matter and water.

CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

### **Climatic Conditions**

All applications should consider the average climatic conditions for the Central Darling LGA.

## **5.0 ASSESSMENT PROCESS**

### **5.1 Assistance and Advice**

It is the responsibility of the applicant to ensure that all required information is supplied to Council with the completed application form. Council staff are available to provide assistance and advice in ensuring that the application is complete prior to submission.

The application will be assessed and the applicant will be notified in writing of the determination. That is, the application has been

- (a) **Approved** subject to conditions of consent and amendments where required, or
- (b) **Refused** with an explanation if it is established that the proposal would not provide a satisfactory level of human health protection and environmental well-being.

An applicant or their contractor must not commence work on the installation of a system of an on-site sewage management without **prior written Approval** from Council.

### **5.2 Failing Systems**

Where a OSSM system is found to be failing and Council deems the failure to be a risk to Public Health and /or the Environment, Council will take appropriate action under the relevant Legislation to ensure the failing system is rectified. Action by Council can include revocation of an existing Approval to Operate.

## **6.0 AREAS SUBJECT TO FLOODING**

OSSM tanks shall be located above the 1% AEP (1:100) contour

Wastewater disposal areas shall be protected from surface water inundation by a suitable levee upstream to divert water away from such areas.

Renewing an existing system in a flood prone area will only be considered following a report from a suitably qualified person addressing the effects of flooding on the proposal.

## **7.0 PUMP OUT SYSTEMS**

With the exception of the sewerage scheme operated by Council at Wilcannia, pump out systems will only be considered as a last option and only considered where other options are precluded;

- New development should not have a pump out system.
- Pump out system if allowed will require a suitable and safe road access to allow pumping out to occur.
- The pump out system will include a septic tank and a collection well with a capacity of 125% of one week (weekly pump out )
- A pump out service provider is to dispose of all wastes at a licensed wastewater facility.
- A compatible gate valve and a cam locking fitting and cap is required to be fitted to the draw off line.
- Draw off line is to be protected from accidental damage.
- The collection well is to be fitted with an alarm which is audible and visual to indicate high water level.

## 8.0 MISCELLANEOUS

### 8.1 All OSSM's require Approval to Operate

All existing OSSM are required to be registered and have relevant council approval. An Approval to Operate will be issued if the system complies with S68 of the local Government Act 1993 and Councils policy.

The approval process will include;

- Update the OSSM database to determine any change of ownership or change of land use (subdivision for example);
- Complete a desktop audit to determine any systems not on the Data base, send application forms to all property owners ;
- Upon receipt of the application, arrange an inspection of the property to determine compliance or otherwise and to determine risk rating;
- Approval issued or refused, follow up action if required.

### 8.2 Process

The general process for obtaining an approval to operate an existing OSSM is:

- The operator (generally the landowner) must apply to Council for an approval to operate, or Council monitoring identifies a possible OSSM that has an expired approval and requires re-approval.
- An application for an Approval to Operate and the payment of the relevant fees are submitted to Council.
- A Council officer will inspect the site and complete an assessment to determine whether the system is functioning according to relevant standards.
- The risk rating for the OSSM is determined using the Matrix in Appendix 2 .

- An Approval to Operate with a set of conditions is sent to the landowner along with any other relevant information. The expiry date of the “Approval to Operate” will be included in this approval.

### **8.3 Renewal of “Approval to Operate” following change of Ownership of Property**

The Rates section of Council are to advise the Environment section of any land transfers to enable database to be updated and acted upon where appropriate.

New owners are forwarded an application for an “Approval to Operate” an OSSM .

The Local Government regulation allows for the purchaser of a property three months from the date of property transfer to obtain their own “Approval to Operate” from Council Inspection fees may apply in this instance.

Any person applying for a “Approval to Operate” within 28 days of the transfer of a property will have the existing Approval to Operate transferred retaining the existing expiry date.

### **8.4 Application to Alter or Modify an Existing OSSM**

Each application should first be discussed with Council to determine if a completely new application is required. A site and soil assessment report may be required by a consultant in Wastewater.

### **8.5 Ongoing Servicing of Aerated Water Treatment Systems (AWTS)**

All AWTS require regular servicing by an appropriately qualified service technician. The service would include, but not limited to, checks of the irrigation system, mechanical components of the system, quality checks of pH, free residual chlorine, clarity, sludge buildup;

A copy of the completed quarterly report by the service technician is to be sent to Council after each service, a copy is also to be available on site of the AWTS.

### **9.0 CESS PITS LONG DROPS**

Cess pits or Long drops have the potential to contaminate ground water and offer protection and harborage for vermin and insects. Unpleasant odour is also associated with these toilets.

Council will not accept any new applications for the installation of Pit Toilets. As an alternative the installation of a composting toilet would be suitable, any system proposed would require accreditation of the NSW Dept of Health and of Council.

CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

**10. FEES AND CHARGES**

Council charges fees for inspections and the issue of an Approval to Operate as detailed in Council's Operational Plan. These fees may change when fees are reviewed annually.

**11.0 REVIEW OF POLICY**

Council will review this policy from time to time as matters within the Policy change .Council welcomes feedback from the Public at any time.

## Appendix 1 Definitions

### **Aerated Wastewater Treatment System (AWTS)**

A wastewater treatment process typically involving the settling of solids and flotation of scum, oxidation and consumption of organic matter through aeration, clarification-secondary settling of solids, and disinfection of waste water before disposal

### **Buffer Distance**

The distance that a OSSM system including the effluent disposal area is situated from any habitable building boundary, recreational, area, watercourse, body of water, other environmentally sensitive areas as determined by Council

### **Council**

Central Darling Shire Council

### **Effluent**

The liquid discharged from an OSSM system

### **On-site Sewage Management (OSSM) System**

A System (including tanks and related effluent application area) that stores, treats and disposes of wastewater. Also referred to as an 'on-site sewage management system'

### **Pump-out**

A septic system where all accumulated wastewater is removed from site by a licensed waste service.

### **Regulatory Authority**

An authority that is empowered by statute to be responsible for managing or controlling an aspect of on-site domestic wastewater systems.

### **Scum**

Any material that collects on top of the primary wastewater treatment tanks.

### **Septic Tank**

A single or multiple chambered tank through which wastewater is allowed to flow slowly to permit suspended matter to settle and be retained. Bacteria digest organic matter within the system.

CENTRAL DARLING SHIRE COUNCIL

ON-SITE SEWAGE MANAGEMENT POLICY

**Sewage**

Waste matter that passes through sewers. Sewage includes any effluent of a kind referred to in the definition of waste.

**Sewerage**

The network of collection drains carrying domestic wastewater or effluent away from properties for off-site treatment.

**Sewage Management**

Any activity carried out for the purpose of holding or processing, or reusing or otherwise disposing of, sewage or by-products of sewage

**Sludge**

Mainly organic semi-solid product produced by wastewater treatment processes

**Suitably Qualified Geotechnical Consultant**

A suitably qualified person must have qualifications and experience relevant to the work being undertaken and must be eligible for membership of a relevant professional organization



# Appendix 2

## Risk Assessment Criteria

### INSPECTION CHECKLIST – ONSITE SEWAGE MANAGEMENT SYSTEM

Date of inspection: ..... Property Address: .....

Date of last inspection: ..... File No: .....

GENERAL	
Treatment method/System type	Septic / Aerated 1 / 2 tanks / Other
Disposal method	Ab trench / Pumpout / Surface or subsurface irrigation / Not installed / Other
Grey water system present	Yes / No Subsurface / trench/Other
<b>Type of tank</b>	Concrete / Plastic / Fibreglass / Baffled
Tank capacity	mm (dia) ltrs
Tanks/s located	Frontyard / Backyard / Side
Disposal area located	Frontyard / Backyard / Side
Lid above ground level	Yes / No
Condition of tank	Good / Cracked / Needs repair
Inspection openings	Accessible / Concreted / Inaccessible / Buried
Inlet junction	Clear / Blocked / In place Missing / Inaccessible
Outlet junction	Clear / Blocked / In place Missing / Inaccessible
Scum level	Low / (Med) / High / Not seen
Desludge required	Yes / No / Suggested
Filter installed	Yes / No / Suggested
Odour present at time of inspection	Yes / No
Surface water present at time of inspection	Yes / No

Disposal area dry at time of inspection	Yes / No / Damp but firm / Very damp / Water pooling
Disposal area maintained	Yes / No
Treatment tank distance from residence	
Disposal area distance from residence	
Distance from nearest body of water	
Is there are bore or well?	
Description of body of water	Creek / River Stormwater easement / Dam Permanent / Intermittent
Distance of tank from the nearest boundary	
Distance of disposal area from nearest boundary	
Distance of disposal area from nearest downhill boundary	
Is Stormwater runoff diverted away from the disposal area?	Yes / No
Septic Tank/Collection well AWTS Treatment tank	Yes / No
Are there any stony outcrops near the disposal area?	Yes / No
Number of bedrooms in house	
Number of adults / children in residence	Adults Children
Water source	Tank / Town / Bore
Geology / Soil type	
Slope	Flat / Gentle / Steep / Terraced (stepped)

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<b>SEPTIC</b>	
Is a collection well installed	Yes / No
Collection well level at time of inspection	Empty/Quarter/Half/Three quarters/Full/Overflowing
Collection well capacity	Litres                      mm (dia)
Water level %	
Number of absorption trenches	
Absorption trench dimensions	
<b>AERATED WASTEWATER TREATMENT SYSTEM</b>	
Manufacturers Name	
Aerator operational	Yes / No
Pump operational	Yes / No
Dimensions of irrigation area	
Type of sprinklers	Pop Up / Drip Lines / Subsurface / Fixed / Moveable
Sludge / Skimmer return to inlet junction	Yes / No
Number of sprinklers	
Are the irrigation lines buried	Yes / No
Are there at least two warning signs posted	Yes / No
AWTS Service Provider	
Date of last service report	

Work to be done:

.....  
 .....  
 .....

**RISK ASSESSMENT CRITERIA**

The property/system is assigned the appropriate risk if it satisfies one or more criteria. In the case where the property may fall into two categories the higher risk category will prevail.

**1. Area of property**

Less than 1.0 ha	HIGH
1.0 to 4.0 ha	MED
4.0 ha and above	LOW

**2. Distance from disposal area to nearest body of water**

Less than 100 metres from waterway, or 40 metres from dam	HIGH
100 to 200 metres from a waterway	MED
More than 200 metres	LOW

**3. Distance from disposal area to boundaries**

Less than 12m if area uphill and less than 6m if area downhill	HIGH
Otherwise	LOW

**4. Landfall/slope**

More than 20% (1 in 5)	HIGH
Less than 20% but more than 10% (1 in 10)	MED
Less than 10%	LOW

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### 5. Nearest bore or well used for domestic water supply

Less than 200 metres	HIGH
More than 200 metres but less than 300 metres	MED
More than 300 metres	LOW

### 6. Arrangements for stormwater diversion

No diversion	HIGH
Partially diverted	MED
Fully diverted	LOW

### 7. Type of system proposed /in use

a. Existing system:	
surface disposal (eg aerated) system	HIGH
sub-surface disposal, pre-geotechnical no report/no record	MED
sub-surface disposal, approved with geotechnical report	LOW
b. New system:	HIGH

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### 8. Proximity to human activity (eg recreational lawn areas, children’s play, food gardens)

Less than 6m if area is uphill and 3 m if area is downhill	HIGH
6 –20 m	MED
More than 20m	LOW

### 9. Topographical position/position on slope

In overland flow path	HIGH
Other	LOW

### 10. Development serviced by system

Other than single private dwelling	HIGH
Infrequent use (eg low load systems servicing sports facilities)	MED
Single private dwelling	LOW

### 11. In 1% AEP flood zone

Property inside	HIGH
Property outside	LOW

### 12. Water source

Reticulated town supply	HIGH
Bore, dam	MED
Rainwater tanks only	LOW

### 13. Surface water

Present in disposal area	HIGH
Not present	LOW

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### 14. Soil erosion

Present in or near disposal area  
Not present

HIGH  
LOW