

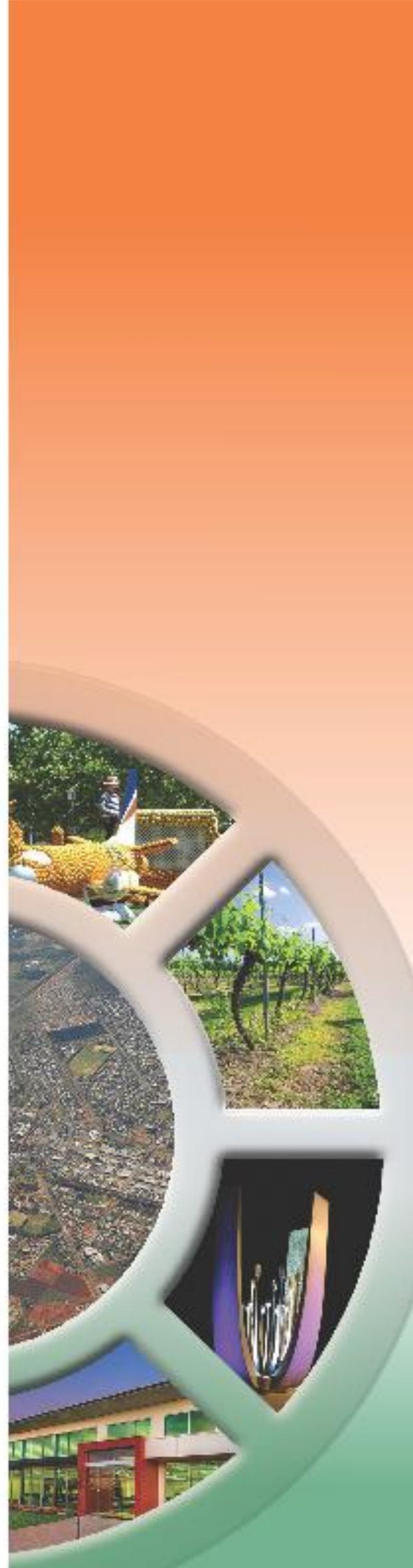


Ordinary Meeting

Tuesday, 22 July 2025

ATTACHMENTS UNDER SEPARATE COVER

- CL03 Endorsement of Child Safe Policy, Child Safe Code of Conduct and Child Safe Reporting Policy for Public Exhibition**
- CL04 Review of Council's Local Policies 2025 - Tree Preservation Order, Tree Policy and Onsite Detention Policy**
- CL07 Organisation Structure - Review**



ATTACHMENTS UNDER SEPARATE COVER

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Child Safety Policy GOV-CP-316 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/02/2022	22/047	25/03/2022

2 Policy Objective

This policy outlines our commitment to child safety and how we fulfill our legal obligations under relevant legislation, including the Children and Young Persons (Care and Protection) Act 1998, Child Protection (Working with Children) Act 2012, Child Protection (Working with Children) Regulation 2013, Children's Guardian Act 2019.

This policy serves as a clear guide for workers who interact with children in our workplace. For the purpose of this policy, any reference to 'worker' includes employees, Councillors, contractors or sub-contractors, work experience participants, trainees and apprentices, labour hire employees, volunteers, student placements, and any other individual engaged in work activities on behalf of Council.

This policy is part of Council's ongoing commitment to protecting the children from harm and abuse. It:

- outlines the child safe practices our organisation has put in place to minimise the risks to child safety
- sets out what is required from staff, including volunteers and others who interact with our organisation, so they know what is expected from them to keep children safe.

~~This policy outlines Council's commitment to creating and maintaining a child safe organisation. Council supports children and young people having safe and happy experiences in our community, accessing our facilities and in the care of our services.~~

~~The policy applies to all officers of Council, including all employees, Councillors, contractors, volunteers and outlines their obligations in keeping children safe.~~

The policy will inform other Council policies, strategies and actions that align with the continual enhancement of child safety in all Council activities.

3 Policy Statement

3.1 Statement of Commitment to Child Safety

~~We believe children and young people have the right to be respected, empowered and safe. We are committed to our responsibilities in keeping them safe and listening to their views.~~

To keep children safe, we commit to:

- implementing the 10 Child Safe Standards
- providing a safe and supportive environment for all children
- making sure that children are not exposed to any form of harmful conduct or abuse
- empowering children to participate in decisions that affect them and share any concerns they may have



- making sure children know who to approach if they feel unsafe or have any child safety concerns.

As a child safe organisation, we commit to:

- educating everyone involved in our organisation about what it means to be a child safe organisation, so that we can prevent, detect and effectively respond to child abuse
- making sure everyone involved in our organisation knows how to appropriately respond to complaints, allegations, disclosures and breaches to our Child Safe Code of Conduct
- welcoming feedback to continuously improve our child safe policies, procedures and practices
- making sure that when family and community members interact with our organisation, they are aware that child safety is everyone's responsibility, and their behaviour aligns with our child safe practices.

3.2 Child Safe Standards

The Office of the Children's Guardian introduced the Child Safe Standards to improve the way organisations provide services for children and young people to prevent and respond to child abuse that may occur within organisations.

Council is committed to the Child Safe Standards which are:

- Standard 1: Child safety is embedded in organisations leadership, governance and culture
- Standard 2: Children participate in decisions affecting them and are taken seriously
- Standard 3: Families and communities are informed and involved
- Standard 4: Equity is upheld, and diverse needs are taken into account
- Standard 5: People working with children are suitable and supported
- Standard 6: Processes to respond to complaints of child abuse are child focused
- Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Standard 8: Physical and online environments minimise the opportunity for abuse to occur
- Standard 9: Implementation of the Child Safe Standards is continuously reviewed and improved
- Standard 10: Policies and procedures document how the organisation is child safe.

3.3 Involving families, children and young people in decision-making

Council supports the active participation of families and children in our services, programs and events.

Council will provide accessible opportunities and encourage children to take part in decisions that affect them now and in the future. This is to:

- help us better meet their needs and interests
- involve them in their community
- encourage them to share their ideas and opinions



- teach them a new skill.

Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours.

Our child-related policies and procedures are easily accessible on Council's website for people who access our services and events, including children, parents, carers and community members.

Wherever applicable, we inform children and young people about what they can do if they feel unsafe.

3.4 Child Safe Practices

3.4.1 Supervision of Children

Council will ensure adequate supervision of children by:

- Adhering to appropriate child-to-staff ratios;
- Ensuring the number of adults in supervisory roles is suitable for the location, planned activity and number of children present.

3.4.2 Social media use and online communication

Staff and volunteers must never communicate privately with children online or on social media. Any necessary online communication should include the child's parent or carer in the correspondence.

3.4.3 Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

3.4.4 Physical contact

Physical contact with children must be limited and only occur when necessary and appropriate (e.g. for safety, reassurance, or assistance with activities). All personnel are expected to maintain healthy and respectful physical boundaries at all times.

3.4.5 Inappropriate conversations

Conversations with children must remain appropriate, avoiding any discussion of intimate, explicit, or sexual topics. Staff and volunteers must model respectful, age-appropriate communication and uphold professional standards in all interactions.

3.4.6 Gifts and benefits

Staff and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.



3.4.7 Illness and injury management

Management of illness or injuries occurring at Council facilities must be reported and if required, first aid administered in a safe space within lines of sight of other adults. Incidents must be recorded on an Incident Form.

3.4.8 Recruitment and selection

Council employs a fit for purpose recruitment and selection process for all direct contact work with a child or young person where contact is a usual part of and more than incidental to the work as defined by the *Child Protection (Working with Children) Act 2012*.

Council must assess whether a position constitutes child-related employment prior to undertaking recruitment and appointment. A current Working with Children Check (WWCC) is required for all child-related work. Council's internal Recruitment and Selection policy (HR-PO-212) and **Child Safe Recruitment, Induction and Training Policy (New)** provide guidance to ensure the most suitable person is recruited to any new or vacant position within Council in accordance with legislative requirements.

3.4.9 Training and induction

Council will meet its training and induction obligations by ensuring that all Council, employees, Councillors, volunteers and contractors are inducted in child safety. Council employees, Councillors, volunteers and contractors will be provided with training to support their understanding of Council's commitment to child safety and that everyone has a role to play in safeguarding children. Staff training required will be determined according to the level of interaction staff have with children in their day to day activities.

3.5 Reporting a child safety concern or complaint

All Council employees, Councillors, volunteers and contractors must comply with legal requirements and report known, suspected or alleged child abuse, misconduct or inappropriate behaviour. Requirements and processes are outlined in Council's Child Safe Reporting **Procedure Policy**.

Council must immediately take the appropriate steps to assess and minimise any further risk of harm, as well as report the matter to the relevant oversight agencies and/or Police. Council will support relevant authorities' investigations into allegations of abuse or risk of harm to children and young people.

Council will meet its mandatory reporting obligations and will take action to protect children and young people at risk of significant harm. A reportable allegation is made where a child, young person, or adult makes an allegation, based on a reasonable belief that a Councillor, employee, contractor, or volunteer of Griffith City Council has been, or allegedly been, involved in the harm or abuse of a child or young person. All reportable allegations of child abuse must be reported to Council's Child Protection Officer.

Where there are concerns that a child or young person is suspected to be at risk of significant harm, staff who are 'mandatory reporters' are required to report these concerns to the Department of Communities and Justice (DCJ) Child Protection Helpline.

Staff who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the Child Protection Helpline. The Child Protection Helpline receives reports via either telephone on PH: 132 111 or via eReporting.



Mandatory reporting requirements are outlined in the Children and Young Persons (Care and Protection) Act 1998.

3.6 Privacy and confidentiality

Council is committed to protecting an individual's right to privacy. All personal information considered during the process of reporting or investigation will be collected and managed in accordance with Council's Privacy Management Plan. Personal information will only be disclosed to another party if there is a legislative requirement for such disclosure.

3.7 Risk management

Council recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and this informs all associated policies, strategies and actions.

To ensure Council maintains a child safe culture all Council employees, Councillors, volunteers and contractors will be informed, resourced and supported to understand their role in providing a child safe environment.

Identifying risks to children and young people and implementing controls to mitigate these risks is an essential factor in keeping children safe. Child Safety Risk Management Plans will document how the safety and welfare of children and young people participating in events, programs and services delivered by Council are managed.

Child Safety Risk Management Plans are required for:

- Each Council facility where children and young people attend
- Events programs or services provided by Council employees delivered outside of a Council facility where children and young people are expected to attend.

3.8 Roles and responsibilities

Everyone in our organisation is expected to carry out the requirements specific to their role to keep children safe. This includes:

- upholding Council's commitment to child safety
- upholding the behaviours set out in our Child Safe Code of Conduct
- meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management
- taking part in regular reviews of our child safe documents
- reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations
- completing child safe training.

3.8.1 Council

Publicly commits to child safety and embeds a child safe culture as adopted in Council's Child Safe Code of Conduct.



3.8.2 General Manager

The General Manager is responsible for ensuring that Council fulfils its responding and reporting obligations and to notify the **Office of the Children's Guardian (NSW)** when an allegation of child abuse is made against a Council employee, Councillor, volunteer or contractor. The General Manager is responsible for ensuring that Councillors are informed and supported to understand their role in providing a child safe environment.

3.8.3 Directors and Managers

Directors and Managers are responsible for ensuring compliance with this policy and that all Council employees, contractors and volunteers are informed, resourced and supported to understand their role in providing a child safe environment.

3.8.4 Child Protection Officer

Council's Governance Manager has been appointed as the Child Protection Officer and their responsibilities are:

- provide ongoing support and response to concerns about the safety and wellbeing of children while engaged in services, programs or events delivered by Council.
- to notify the Office of the Children's Guardian (NSW) when an allegation (of which they are aware) of child abuse is made against a Councillor, employee, volunteer or contractor.

3.8.5 Council employees, Councillors, Contractors and Volunteers

Council employees, Councillors, Contractors and Volunteers shall adhere to the requirements of this policy, reportable conduct and responding and reporting obligations and be able to demonstrate their awareness of their child safety responsibilities.

Council employees, Councillors, Contractors and Volunteers are to be aware of their obligations outlined in Council's Code of Conduct and Child Safe Code of Conduct.

All Council staff should be aware that the appointment by Council of a Child Protection Officer does not remove mandatory reporting obligations that other Officers of Council may have under s27 of the *Children and Young Persons (Care and Protection) Act 1998*.

All staff shall adhere to their responding and reporting and reportable conduct obligations and take action when a child or young person is at risk of significant harm.

3.9 Community Strategic Plan

Council's Community Strategic Plan outlines the community's main priorities for the future and includes strategies for achieving them. The Community Strategic Plan objective "4.1 Make our community **healthy and safe**" is supported by the Child Safe policy.

4 Definitions

Child

A person who is under the age of 16 years.

Complaint

Any suggestion of abuse or harm that is disclosed, witnessed or demonstrated by a child.

**Abuse**

A term used to refer to different types of harm or maltreatment including physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.

Working with Children Check

A requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years or a bar against working with children.

Young person

A person who is over the age of 16 years but under the age of 18 years.

Psychological abuse (emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse

This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

5 Exceptions

Not applicable

6 Legislation

This policy complies with and supports implementation and compliance with the following policies and instruments, but is not limited to:

Children's Guardian Amendment (Child Safe Scheme) Bill 2021
Advocate for Children and Young People Act 2014
Child Protection (Offenders Prohibition Orders) Act 2004
Child Protection (Offenders Registration) Act 2000



Child Protection (Working with Children) Act 2012
Child Protection (Working with Children) Regulation 2013
Children and Young Persons (Care and Protection) Act 1998
Children and Young Persons (Care and Protection) Regulation 2012
Children's Guardian Act 2019
Government Information (Public Access) Act 2009
Ombudsman Act 1974
Privacy and Personal Information Protection Act 1998
State Records Act 1998
Local Government Act 1993
Young Offenders Act 1997
NSW Child Safe Scheme

7 Related Documents

(GC-CP-404) Code of Conduct Policy
Griffith City Council's Child Safe Code of Conduct
(HR-PO-212) Recruitment and Selection Policy
Child Safe Reporting Policy (New)
Child Safe Recruitment, Induction and Training Policy (New)
Child Safe Resources Council Intranet and website

8 Directorate

Economic & Organisational Development



Acknowledgement

I acknowledge and confirm:

- I have received a copy of Council's Child Safe Policy;
- I have read and will comply with Council's Child Safe Policy; and
- I understand there may be disciplinary consequences if I fail to comply with Council's Child Safe Policy, including up to termination of my employment.

Name:

Signed:

Date:



Child Safe Code of Conduct

Griffith City Council's Statement of Commitment to Child Safety

To keep children safe, we commit to:

- implementing the 10 Child Safe Standards
- providing a safe and supportive environment for all children
- making sure that children are not exposed to any form of harmful conduct or abuse
- empowering children to participate in decisions that affect them and share any concerns they may have
- making sure children know who to approach if they feel unsafe or have any child safety concerns.

As a child safe organisation, we commit to:

- educating everyone involved in our organisation about what it means to be a child safe organisation, so that we can prevent, detect and effectively respond to child abuse
- making sure everyone involved in our organisation knows how to appropriately respond to complaints, allegations, disclosures and breaches to our Child Safe Code of Conduct
- welcoming feedback to continuously improve our child safe policies, procedures and practices
- making sure that when family and community members interact with our organisation, they are aware that child safety is everyone's responsibility, and their behaviour aligns with our child safe practices.

Introduction

At Griffith City Council, we are committed to supporting the safety of all children, with a zero-tolerance approach to abuse. This includes a culture where preventing and reporting abuse is encouraged and supported.

All staff and volunteers are responsible for promoting the safety, wellbeing and empowerment of children. This includes understanding and responding to children's diverse needs and cultural considerations.

Our Child Safe Code of Conduct sets out how we expect adults in our organisation to behave around children to help prevent harm and abuse in our physical spaces and online.

Engaging in unacceptable behaviour is a breach of our Child Safe Code of Conduct and may result in disciplinary action.



Different types of child harm and abuse

Child abuse takes many forms. It can include psychological, physical and sexual abuse, grooming, misconduct and lack of appropriate care as defined below.

Psychological abuse (emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

Sexual abuse

This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of our Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Acceptable and unacceptable behaviours in our organisation

I will:

- treat all children with respect
- uphold the rights of the child and always prioritise their needs
- make sure the needs of all children remain the paramount focus of any decision-making
- listen to and value the ideas and opinions of all children, and respond to them appropriately
- welcome all children and their families and carers, and ask them to participate in decisions around child safety
- actively promote safe and inclusive practices for all children, including those with diverse needs, circumstances and backgrounds, including children with disability



- adhere to Council's child safe policies, procedures and practices
- participate in all compulsory child safe training
- include a child's parent or carer in any direct online communication or correspondence.
- when transporting a child at work, take all reasonable steps to ensure at least two adults are travelling with the child at all times or put in place a suitable arrangement between my organisation and the parents or carers of the child. If the child is alone, they must sit in the back seat of the vehicle.
- let the organisation know about any out-of-hours contact with any children in the care of our organisation or who interact with our services, and make sure there is a valid reason for this contact and parents or carers are also aware of this contact.
- take all reasonable steps to protect children from harm and abuse, and report and act on any concerns or allegations
- report any conflicts of interest such as a relationship with a child that is outside the organisation
- raise concerns with management if risks to child safety are identified
- take a child seriously if they disclose harm or abuse and follow the correct procedures for responding to a disclosure
- make sure breaches of the Child Safe Code of Conduct and any instances of concerning behaviour from adults are reported immediately
- respect the privacy of children, and their families, and keep all information about child protection concerns confidential.

I won't:

- condone or participate in unsafe, harmful or abusive behaviour towards children, including psychological, physical and sexual abuse, grooming, misconduct or lack of appropriate care
- ignore or disregard any concerns, suspicions or disclosures of child abuse
- exaggerate or trivialise child abuse issues
- persistently criticise or denigrate a child
- use hurtful, discriminatory or offensive behaviour or language with children
- verbally assault a child, or create a climate of fear
- deliberately prevent a child from forming friendships
- engage in unwarranted and inappropriate touching involving a child
- be alone with a child without supervision or adequate risk management in place
- have contact after hours with children



- encourage a child to communicate with me in a private setting, including online or on social media
- give personal gifts or benefits of any kind to a child unless direct permission has been given from the parent or carer
- share details of sexual experiences with a child
- use sexual language or gestures in the presence of children
- show sexual, violent or other inappropriate images to a child
- take videos or images of children interacting with the organisation or under the care of the organisation on a personal device without permission from the organisation
- share videos or images of children on social media without consent
- fail to report information to police or other relevant authorities if I know a child has been harmed or abused

Concerning behaviours

Concerning behaviours are behaviours that on their own may not constitute a breach of our Child Safe Code of Conduct but when viewed together may indicate grooming behaviour.

These include:

- Showing favour to one child over others
- Babysitting children without prior consent from the organisation
- Participating in the lives of children outside the service without a valid reason
- Crossing professional boundaries with the children in our care
- Spending time alone with children
- Being 'child centric', which means showing a preference for hanging out with children rather than adults.

Internal and external reporting obligations

You must follow all internal and external reporting obligations set out in our Council's Child Safe Reporting Policy.

Criminal offences for not acting to protect children

Some breaches of this Code of Conduct may need to be reported to NSW Police, the Office of the Children's Guardian or the Department of Communities and Justice.



It is a criminal offence for adults not to report to police if they know or believe that a child abuse offence has been committed. In addition, people employed in child-related work may be subject to a criminal offence if they fail to reduce or remove the risk of a child becoming a victim of child abuse.

The adult concerned should reach out to a manager / child safety officer within the organisation if they are unsure of what may need to be reported externally.

Penalties for staff or volunteers who breach our Child Safe Code of Conduct

Staff or volunteers who breach our Child Safe Code of Conduct but do not commit a criminal offence may still be subject to disciplinary action. This can include increased supervision, appointment to a different role, additional training, suspension or termination from the service.

If a staff member or volunteer shows patterns of concerning behaviour but do not commit a criminal offence, this may result in increased supervision and/ or additional training. If these behaviours of concern continue, the staff member or volunteer may be subject to disciplinary action, including appointment to a different role, suspension or termination from the service.

Agreement to abide by the terms of Child Safe Code of Conduct

I have read and agree to abide by the terms of this Child Safe Code of Conduct.

Name of staff member or volunteer

Role in organisation

Signature and date



Child Safe Reporting Policy GOV-CP-319

(PUBLIC POLICY) (New – replaces Child Protection Internal policy)

1. Policy History

Revision No.	Consultative/WHS Committee	SMT

2. Policy Scope

This policy applies to:

- All potential and current employees of Griffith City Council; and
- Any individual engaged by Council (in any paid or unpaid capacity) including the following who may be required to work with children and young people.
 - Councillors
 - Contractors and sub-contractors
 - Work experience participants placed within Council to work with children
 - Volunteers

3. Policy Objective

This policy sets out Council's policy on child safe reporting and complaint handling.

Everyone in our organisation must:

- know **what** to report, **who** to report to and **how** to report
- report any concerns about the safety or welfare of a child or young person immediately
- ensure the safety and wellbeing of the child is paramount when responding to a disclosure or allegation about a child being harmed or at risk.

Our reporting practices will be regularly reviewed and updated to make sure they remain effective and comply with legislation.

4. Policy Statement

4.1 Types of Complaints

All complaints should be reported. This includes:

- criminal conduct
- disclosures or reports of abuse
- [risk of significant harm \(ROSH\)](#)
- [reportable allegations \(an allegation that an employee has engaged in conduct that may be reportable conduct\)*](#)
- unacceptable behaviour around children and young people that breaches our [Child Safe Code of Conduct](#).



4.2 Making an external complaint / report

4.2.1 Who must make an external report

It can be a criminal offence for adults not to report to police if [they know, believe or ought reasonably believe that a child abuse offence has been committed against another person](#). In addition, it can be a criminal offence for people employed in an organisation that provides child-related services if [they fail to reduce or remove the risk of a child becoming a victim of child abuse](#).

4.2.2 Mandatory Reporting

Mandatory reporting is the requirement by law for selected classes of people to report suspected child abuse and neglect to government authorities. Mandatory reporting is regulated by the Children and Young Persons (Care and Protection) Act 1998 (the Care Act).

Staff members who work directly with children—such as those in childcare services, youth programs, Griffith City Library, Griffith Regional Art Gallery, Griffith Regional Theatre, Griffith Regional Sports Centre, Griffith Regional Aquatic Leisure Centre — are considered mandatory reporters. Additionally, individuals in management positions overseeing these services also bear this responsibility.

The [NSW Mandatory Reporter Guide](#) lists concerns that are reportable for Mandatory Reporters and will guide Council officials through the process of mandatory reporting.

In addition, children and young people, their families or advocates and members of the community who may interact with our services are encouraged to disclose and report to our organisation and will be supported when doing so.

4.3 How to make an external complaint / report

4.3.1 Reporting criminal conduct to the police

It is of the utmost importance that criminal allegations be reported to police at the earliest opportunity and guidance sought from police before taking any action that could compromise a criminal response.

Sometimes, it will be very clear that a report to police is required. For example, if you receive a report about sexual assault of a child, or a serious physical assault. At other times, it may be less clear. The NSW Police Force encourages all matters to be reported. It is critical that criminal allegations be reported immediately to police, as taking risk management action or commencing investigative steps before consulting with police may jeopardise a police investigation.

It is important to note that some failures to report criminal allegations to police will constitute a criminal offence. For example, s316A of the Crimes Act 1900 sets out an offence for concealing child abuse in relation to a failure to report a child abuse offence to Police. A failure to report allegations of criminal abuse of a child may also constitute reportable conduct in some circumstances.

Contact NSW Police on (02) 6969 4299 for anything you consider could be a criminal offence. This includes sexual assault, physical assault, grooming offences and producing, disseminating or possessing child abuse material.

For general enquiries, contact NSW Police on 131 444.

4.3.2 Reporting risk of significant harm (ROSH)

Any person in the community who has reasonable grounds to believe that a child or young person is at risk of significant harm (ROSH) can report to the Department of Communities and Justice (DCJ) on 132 111 (this is a 24-hour service).



Definitions of ROSH are set out in the [legislation](#) or on p.46 of the [OCG's Reporting Obligations and Processes handbook](#).

Mandatory reporters can also make an eReport through the [ChildStory Reporter Community](#) if they have reasonable grounds to suspect ROSH for a child.

4.3.3 Reportable allegations and reportable convictions under the Reportable Conduct Scheme

The Reportable Conduct Scheme is an allegation-based scheme. The threshold for making a notification to the Office of the Children's Guardian is that a reportable allegation has been made.

A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable conduct or that the employee is the subject of a conviction that is considered a reportable conviction.

Reportable Conduct includes sexual offences, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, failure to protect a child or failure to report if a child has been harmed, as well as any behaviour that causes significant psychological harm to a child (see full definitions of reportable conduct above).

Reportable allegations and reportable convictions must be reported to the Office of the Children's Guardian (OCG) within 7 days of the Head of Relevant Entity (General Manager) becoming aware of them.

This can be done using the 7 Day Notification [form](#) on the OCG's website.

4.4 Making an internal complaint/ report

4.4.1 Who must make an internal report

Everyone engaged to work or volunteer at Griffith City Council must make an internal report about any child abuse or misconduct concerns they either observe or are told about.

The person making the internal report will not be penalised. A failure to report, or preventing another person from reporting, will be considered misconduct.

4.4.2 How to make an internal report

Internal reporting by employees, contractors and volunteers

- Where there are urgent concerns for the child's health or life, or where the child is in immediate danger call NSW Police on 000.
- Report to your supervisor/Manager and the Director of Economic & Organisational Development.
- Breaches of the Child Safe Code of Conduct are to be reported to the General Manager and Director of Economic & Organisational Development.

Internal reporting by children and young people or their families or advocates, and other members of the community

Children and young people or their families or advocates, and other members of the community should make a report to the General Manager.



4.5 How complaints should be handled

4.5.1 Overview of the complaint-handling process

Once an allegation or complaint has been made, the following process should be followed:

1. steps are taken to identify and address any risks
2. the incident is recorded
3. reporting obligations are met, if necessary
4. an investigation is conducted, keeping everyone involved up to date with what is happening
5. ongoing support is offered to the child or young person as needed
6. the incident is reviewed and our child safe documents are updated, if necessary. This includes reviewing our Risk Management Plan.

4.5.2 Risk management on receiving an allegation or disclosure

It is the responsibility of the facility / department Manager to conduct a risk assessment after receiving an allegation, to ensure the safety of all people involved and maintain the integrity of any potential investigation.

4.5.3 Procedural fairness, including privacy and confidentiality

Any allegation of abuse must be treated in a fair, transparent and timely manner.

Workers subject to an allegation will be notified when a disciplinary hearing is to take place and what will occur at the hearing. We follow the obligations defined under the Privacy Act 1988 (Commonwealth).

Additionally:

- all reporting forms for complaints and allegations are stored securely and only accessed by those in the organisation with responsibility for oversight of the investigation
- information may be exchanged under Chapter 16A of the *Child and Young Persons (Care and Protection) Act 1998*, with other agencies who have responsibilities relating to the safety, welfare or wellbeing of children or young people
- our organisation maintains the privacy of those involved in accordance with our obligations under the *Privacy and Personal Information Protection Act 1998*
- if an incident is found to be substantiated, likely outcomes or responses will be determined from advice given by relevant authorities (police, DCJ or OCG).

6. Definitions

Child

Child means a person who is under the age of 16 years.

Young Person

Young Person means a person who is aged 16 years or above but who is under the age of 18 years.



Employee

An employee is any person who is employed by Council, whether or not they are employed to work directly with children, as well as anyone from outside Council who is engaged to provide services to children such as contractors, volunteers, students.

Psychological abuse (emotional abuse)

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

Physical abuse

This includes behaviours such as pushing, shoving, punching, slapping, kicking and unauthorised use of restraint.

Sexual abuse

This includes the sexual touching or sexual assault of a child, grooming, and production, distribution or possession of child abuse material.

Grooming

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

Misconduct

This is inappropriate behaviour that may not be as severe as abuse but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

Lack of appropriate care

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

Reportable conduct definitions

[Children's Guardian Act 2019](#) defines reportable conduct as:

- a sexual offence
- sexual misconduct
- ill-treatment of a child
- neglect of a child
- an assault against a child
- an offence under s 43B (failure to protect) or s 316A (failure to report) of the Crimes Act 1900
- behaviour that causes significant emotional or psychological harm to a child.

The definitions of harm and abuse listed below are based on those in [part 4, section 20](#) of the *Children's Guardian Act 2019*.

Sexual offence

A sexual offence is an offence of a sexual nature under a law of NSW, another state/territory, or the Commonwealth committed against, with or in the presence of a child, such as:

- sexual touching of a child



- a child grooming offence
- production, dissemination or possession of child abuse material.

An alleged sexual offence does not have to be the subject of criminal investigation or charges for it to be categorised as a reportable allegation of a sexual offence.

Sexual misconduct

Sexual misconduct of a child means any conduct with, towards or in the presence of a child that is sexual in nature (but is not a sexual offence). The following are examples of sexual misconduct:

- descriptions of sexual acts without a legitimate reason to provide the descriptions
- sexual comments, conversations or communications
- comments to a child that express a desire to act in a sexual manner towards the child, or another child.

Ill-treatment

Ill treatment of a child means conduct towards a child that is:

- unreasonable, and
- seriously inappropriate, improper, inhumane or cruel.

Ill-treatment can include a range of conduct such as making excessive or degrading demands of a child; a pattern of hostile or degrading comments or behaviour towards a child; and using inappropriate forms of behaviour management towards a child.

Neglect

Neglect of a child means a significant failure to provide adequate and proper food, supervision, nursing, clothing, medical aid or lodging for the child that causes or is likely to cause harm to the child, by:

- a person with parental responsibility for the child
- an authorised carer or an employee if the child is in the employee's care.

Neglect can be an ongoing situation of repeated failure by a caregiver to meet a child's physical or psychological needs, or a single significant incident where a caregiver fails to fulfil a duty or obligation, resulting in actual harm to a child or where there is the potential for significant harm to a child.

Examples of neglect include failing to protect a child from abuse or exposing a child to a harmful environment.

Assault

An assault can occur when a person intentionally or recklessly:

- applies physical force against a child without lawful justification or excuse - such as hitting, striking, kicking, punching or dragging a child, or
- causes a child to apprehend the immediate and unlawful use of physical force against them, such as threatening to physically harm a child through words and/or gestures.

Behaviour that causes emotional or psychological harm to a child

Behaviour that causes significant psychological or emotional harm is conduct that is intentional or reckless (without reasonable excuse), obviously or very clearly unreasonable and which results in significant emotional harm or trauma to a child.



For a reportable allegation involving psychological harm, the following elements must be present:

- an obviously or very clearly unreasonable or serious act or series of acts that the employee knew or ought to have known was unacceptable, and
- evidence of psychological harm to the child that is more than transient, including displaying patterns of 'out of character behaviour', regression in behaviour, distress, anxiety, physical symptoms or self-harm, and
- an alleged causal link between the employee's conduct and the significant emotional or psychological harm to the child.

Council's Child Safe Code of Conduct provides a list of unacceptable behaviours around children and young people that breach our Child Safe Code of Conduct. Many of these behaviours may not meet the threshold of 'reportable allegations' under the Reportable Conduct Scheme but may indicate a pattern of concerning behaviour.

7. Exceptions

None

8. Legislation

- Crimes Act 1900
- Child and Young Persons (Care and Protection) Act 1998
- Children's Guardian Act 2019
- Privacy Act 1988 (Commonwealth)
- Privacy and Personal Information Protection Act 1998.

9. Related Documents

(GOV-CP-316) Child Safe Policy
Child Safe Code of Conduct

10. Directorate

Economic and Organisational Development



Appendix 1 - Template for recording complaints and allegations

This form should be used to record a suspicion, allegation or disclosure of child abuse, or a complaint of unacceptable behaviour.

Your name and position

Name of the child or young person involved

Name of person making complaint

Name of person who the complaint was made against

1. Nature of the complaint: include time, date, location, what happened and who was involved (this can include observations of the child's behaviour).

2. Details of any injuries and if the child received medical attention.

Record No.:

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3. Accurately record what the child said when describing what happened – use their exact words – or record why you suspect abuse due to an indirect disclosure, such as a drawing or observed behaviour.

(In the case of an allegation of abuse, formal investigations and interviews will be carried out by DCJ and/or NSW Police. You must record what the child has said but unless it is your role to investigate, you should not interview the child.)

4. Details of anyone who saw what happened.

5. Does this complaint indicate the possibility of child abuse, such as physical abuse, psychological or emotional abuse, sexual abuse or neglect?

☐ Yes ☐ No

6. Who did you make a report to?

- ☐ NSW Police
☐ DCJ via ChildStory
☐ DCJ via 132 111
☐ OCG Reportable Conduct Directorate
☐ Internal reporting obligations (name the relevant department or person)
☐ Other (name them)

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7. People spoken to in relation to the matter (describe who was spoken to and why they were spoken to about the matter – include police officers, DCJ staff, OCG staff and anyone else you spoke to).

Date(s):

Child Safe Code of Conduct

Council officers include full-time, part-time, casual, temporary, term contract employees, volunteers, students on placement, contractors and Councillors.

You must:

- ✔ Treat children and young people with respect and value their ideas and opinions
- ✔ Act as positive role models in their conduct with children and young people
- ✔ Avoid any unnecessary physical contact with a child or young person
- ✔ Report any misconduct or inappropriate behaviour by other Council employees to their supervisor
- ✔ Contact the police if a child is at immediate risk of abuse – phone 000.
- ✔ Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to their supervisor or the Child Protection Helpline on 132 111

Those holding a Working with Children Check must:

- ✔ Act in accordance with this Code of Conduct outside of work, and note their behaviour, regardless of whether at work or not, may be subject to the Reportable Conduct Scheme.
- ✔ Should they become aware another Council employee poses a serious risk of abusing a child under 18 years of age, alert their supervisor and ensure measures are taken to remove or reduce the risk of abuse.
- ✔ Note 'failure to protect' where an employee has power to do so, may incur a penalty of up to two years' imprisonment.

You must not:

- ✗ Shame, humiliate, oppress, belittle or degrade children or young people
- ✗ Unlawfully discriminate against any child
- ✗ Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- ✗ Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- ✗ Be alone with a child or young person unnecessarily and for more than a very short time
- ✗ Develop a 'special' relationship with a specific child or young person for their own needs
- ✗ Show favouritism through the provision of gifts or inappropriate attention
- ✗ Arrange contact, including online contact, with children or young people outside of Council's services, programs and activities
- ✗ Photograph or video a child or young person without the consent of the child and their parent/s or guardian/s
- ✗ Work with children or young people while under the influence of alcohol or illegal drugs
- ✗ Engage in open discussions of a mature or adult nature in the presence of children
- ✗ Use inappropriate language in the presence of children.

Breaches of the Child Safe Code of Conduct can lead to disciplinary action up to and including termination of employment.





Tree Preservation Order PG-CP-401 (LOCAL POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13 Aug 1996	499	13 Aug 1996
2	14 Jan 2003	25	14 Jan 2003
3	11 May 2010	0142	11 May 2010
4	13 Aug 2013	0255	13 Aug 2013
5	22 Aug 2017	17/205	22 Aug 2017
6	23 Aug 2022	22/209	23 Aug 2022
<u>7</u>	<u>TBA</u>	<u>TBA</u>	<u>TBA</u>

2 Policy Objective

This policy allows for the removal of unsafe or unsuitable trees on public and non-rural land while encouraging replacement vegetation to ensure the tree canopy maintains visual amenity, special landscape characteristics, unique vegetation qualities, and the economic, social and ecological values within the Griffith LGA. For example, native vegetation supports the views and aspects that are important to our tourism industry and minimizes the risk of destabilisation of land, due to inappropriate tree removal.

The objectives of this policy are:

- The protection and conservation of treesTo protect and enhance trees and vegetation in non-rural area including street trees, park trees (including bushland) and trees on private property as an important community and tourism asset;
- The conservation of the natural heritageTo facilitate the removal or pruning of undesirable exotics, environmental weeds, noxious weeds, dangerous trees and any other inappropriate plantings e.g. that are causing damage to buildings or other infrastructure;
- The promotion of a shady and comfortable living environmentTo facilitate the removal or pruning of vegetation for maintenance of existing infrastructure; and
- The provision of environmental corridors for native fauna and floraTo minimise impacts to vegetation with high environmental value eg threatened ecological communities, threatened species and their habitats



3 Policy Statement

The following statements require an understanding of the definitions listed in section 4

3.1 ~~What actions~~Actions that require Council approval?

~~The ringbarking, cutting down, lopping, topping, removing, injuring, poisoning or wilful destruction of any tree or trees within urban areas, including villages.~~

Council approval is required for any tree work including, cutting down, lopping, topping, removal, of any tree or trees within urban areas, including villages.

Trees must not be ringbarked, injured, poisoned or wilfully destroyed within urban areas including villages.

3.2 ~~What is meant by 'tree'?~~

~~A 'tree' means a perennial plant more than one three metres in height, having a permanent woody self-supporting main stem or trunk. For the purposes of this plan those trees requiring approval will have attained:~~

- ~~• height of 3.5 3.0m, or~~
 - ~~• canopy diameter of 1 m3.0m, or~~
 - ~~• trunk diameter of 200 400mm at the ground.~~
- As per the definition of a tree

3.3 ~~What is meant by lopping?~~

~~Reducing the height or branch spread of the tree by more than 10%.~~

3.42 ~~What is excluded in this order?~~Exclusions from this order

- Removal or pruning of any fruit tree or pruning of any tree for regeneration. For example pollarding. Not all species of trees are suitable for pollarding and professional advice from a qualified arborist ought to be obtained
- Any tree which is dying or dead or which has become dangerous to human life or could cause significant property loss.
- Biosecurity Authorisation under the Biosecurity Act 2015

3.5 ~~If the tree/vegetation is a bushfire hazard can I remove it?~~ Tree removal for bushfire hazard reduction

~~You are able to remove/interfere with a tree or vegetation on land when:~~ Prior to the removal of a tree for bushfire hazard reduction



- (a) ~~(a) it is located within a recognised asset protection zone or fire trail and is a bushfire hazard, and Rural fires authorisation must be obtained under the Rural Fires Act 1997 e.g. in accordance with the NSW Rural Fires Act 1997, and~~
 - (b) The tree must be located within a recognised asset protection zone or fire trail and is a bushfire hazard, and
 - (c) ~~you have~~ Council has been advised ~~the council~~ in writing at least 14 days prior to ~~your the~~ action to remove/interfere with the tree(s)/vegetation and ~~council had previously advised you that~~
- ~~———— (i) the tree/vegetation was located within a asset protection zone or fire trail, and~~
~~———— (ii) the tree/vegetation was of a type that was likely to present a fire hazard~~
~~———— OR~~
~~———— (c) such action would protect human life, buildings or other property from imminent danger from a bushfire burning in the vicinity.~~

3.6 Approval

Approval is obtained by completing the Tree Preservation Order (PG-FO-401) form at Council's Customer Service Centre, 1 Benerembah Street, Griffith. You should make sure that you include a diagram showing where the tree you want to remove or lop is located and list reasons for the lopping/removal. This will assist the inspector in deciding whether to approve the request.

3.7 Development Applications

Approval to remove trees as defined by this policy is granted whereby a Development Application has been approved, and the tree in question is located directly within the footprint of the proposed building development. Other trees may also be removed where they have been indicated on the approved plans and not otherwise conditioned to be retained on the Notice of Determination.

3.8 Trees on Public Land

If you have issues with trees on public land phone Griffith City Council's Customer Service on 1300 176 077.

3.9 Trees on Neighbours Property

Council has no power to order the owner of a tree to remove or prune a tree on their property apart from under the provisions of the Biosecurity Act 2015.

When a tree is growing on a boundary, ownership is determined by which side of the boundary the centre of the trunk originated, or which side of the boundary, the majority of the trunk's diameter exists (at ground level).



If you have issues with trees on your neighbour's property, contact the Community Justice Centre (www.cjc.nsw.gov.au) on 1800 990 777 or via email cjc-info@agd.nsw.gov.au.

If all mediation attempts between neighbours fail, contact NSW Land and Environment Court (www.lawlink.nsw.gov.au/lec) on 02 9113 8200.

4 Definitions

Tree

A 'tree' is a perennial plant more than three metres in height, having a permanent woody self-supporting main stem or trunk. For the purposes of this plan those trees requiring approval will have attained:

- height of 3.0m, or
- canopy diameter of 3.0m, or
- trunk diameter of 400mm at the ground.

Lopping

Lopping is the action of removing branches and limbs, resulting in the reduction of height or branch spread of a tree by more than 10%. Lopping is different to pollarding.

Pollarding

Pollarding is a pruning technique where the upper branches of a tree are removed, typically to a specific height, to encourage dense, new growth. It's a way to control a tree's size and shape, often used in urban areas to manage tree size near power lines or buildings. Not all species of trees are suitable for pollarding and professional advice from a qualified arborist ought to be obtained.

~~None~~

5 Exceptions

~~None~~The removal or pruning of trees by Council on Council owned/managed land authorised by Griffith City Council and provided that an assessment of the tree work is carried out in accordance with this policy or in accordance with a plan of management for the land.

The removal of vegetation by Council in accordance with Council's Tree Policy shall be recorded in Council's Tree register.



6 Legislation

[State Environmental Planning Policy \(Biodiversity and Conservation\) 2021](#)
[State Environmental Planning Policy \(Vegetation in Non-Rural Areas\) 2017](#)
[Section 629 of the Local Government Act 1993](#)
[Environmental Planning and Assessment Act 1979](#)
[Biodiversity Conservation Act 2016](#)
[Local Land Services 2013](#)

None

7 Related Documents

None

8 Directorate

Sustainable Development



Tree Policy PG-CP- 402 (LOCAL POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	9 Oct 2007	0357	9 Oct 2007
2	9 Sep 2008	0363	9 Sep 2008
3	11 May 2010	0142	11 May 2010
4	13 Aug 2013	0255	13 Aug 2013
5	22 Aug 2017	17/205	22 Aug 2017
6	23 Aug 2022	22/209	23 Aug 2022
<u>7</u>			

2 Policy Objective

2.1 Tree Policy Aims

Introduction

This policy (document) is designed to help residents, property owners, authorities, Council officers, contractors, developers and those working with Council to understand the City's requirements for tree management.

The Policy Aims

1. The aim of the tree policy is to improve the quality of streetscapes, parklands and private land in urban areas within the Council area:
 - (a) Establishing and maintaining maximum tree canopy cover within the City including an optimal level of age and species diversity.
 - (b) Promoting efficient and cost-effective management of the urban trees.
 - (c) Integration of tree management with corporate goals and other policy objectives.
 - (d) Maintaining trees in a healthy condition through appropriate and recognised current practices.
 - (e) Providing criteria for the selection of trees and parklands that provides a more cohesive approach throughout the City.
 - (f) Selecting, situating, and maintaining trees appropriately to maximise their benefit and minimise hazards, nuisance, infrastructure and hard surface damage and maintenance costs.
 - (g) Providing a framework to ensure retention of trees where appropriate through the development process.
 - (h) Residents are to be aware that, when planting trees and shrubs, some areas within the Griffith LGACouncil have a high salt table.



- (i) Soil erosion should also be taken into consideration at all times and steps taken to overcome it.
- (j) Providing a framework to ensure space for the planting of trees (especially large trees) within the suburban development process.
- (k) Defining a framework and criteria for the listing and management of significant trees.
- (l) Informing and educating the community in regard to public tree management.
- (m) Maintaining an up-to-date computerised tree management system for street trees and trees in public open space.
- (n) Provides a mechanism which places a monetary value on Council's street trees.

3 Policy Statement

3.1 Tree Establishment and Protection for Private Development Sites

The City **considers** trees and vegetation important elements of the physical environment and understands the range of benefits they provide the community.

A fundamental aspect to the successful establishment of the new trees and preservation and management of existing urban trees is the provision of sufficient space to allow trees to grow and develop without conflicting with surrounding infrastructure with private development sites. This includes the protection of established trees from damage when changes to their surrounding environment occur.

Private developers will be **required** to protect large healthy trees through the development process and to set aside landscaped areas for new tree planting.

- (a) Landscaped envelopes that provide sufficient space to facilitate successful tree planting and establishment and will form an integral component of maintaining a treed city. The requirement for landscaped envelopes will encourage developers and residents to provide adequate space and undertake tree planting on private sites.
- (b) To assist with the preservation of established elements of Griffith's urban trees, protection of trees suitable for retention within development sites and those trees adjacent to development sites identified as potentially being impacted by such development will require protection. Property owners therefore will be required to protect identified trees.
- (c) Council will develop and maintain a set of tree protection guidelines (and Development Assessment conditions) to assist with preservation of trees on or adjacent to development sites (refer to "*Tree Preservation Policy*"). The retention of trees identified for preservation will be facilitated by the requirement to establish a Tree Protection Zone (TPZ) during development works. Tree protection zones establish a buffer zone around established trees sufficient for successful tree retention.



- (d) Preparation of a *Tree Management Plan* (TMP) will be required for development applications where retained trees within the site or adjacent the site will potentially be impacted by the development. The development site Tree Management Plan will be required to demonstrate adequate tree protection measures for individual or groups of trees to be retained.

3.2 The Value of Trees

Trees are highly valued in the City of Griffith and there is overwhelming support for the provision of treed landscapes. Trees are important to the liveability and identity of the city and provide a fundamental contribution to the amenity of our streets and parks. Trees are considered valuable as they:

- (a) Soften the built environment and lessen the visual dominance of buildings, creating a more pleasing environment for pedestrians and motorists.
- (b) Provide aesthetic benefits creating seasonal interpretation, providing texture, form, colour and scents which bring our streets to life. Trees can attract fauna and provide wildlife corridors through our villages.
- (c) Add economic value to properties and increase the desirability of a neighbourhood. They increase the attractiveness of commercial areas and can moderate the otherwise stark appearance of industrial areas.

Council places the following monetary values on trees to protect the new and existing trees that are on Council's streets and road verges:

- \$7000 for large established tree over six metres,
 - \$5000 for trees between four and six metres and
 - \$3000 for smaller trees
- (d) Council may progress legal action under the provisions of the Environmental Planning & Assessment Act 1979, against parties who remove trees without approval.

Good tree management is based on an understanding of the dynamic nature of the resource, balancing aesthetic and safety requirements, public attitude and perception and Council's commitment to engaging and working with the community.

All trees have a finite lifespan eventually requiring removal and replacement where appropriate. As trees age they require increasing management to maintain them in a safe and attractive condition. Therefore in order to sustain the landscape, maintain safety and meet public expectations, a well managed and coordinated approach is necessary when trees are planted and established, maintained and removed and refer to *Best Practice Manual – Tree and Tree Root Management*



3.3 Tree Assessment

Upon receipt of a request to remove a tree, an authorised, **qualified** Council officer or approved person shall assess the tree for its condition, suitability and significance.

Assessment of condition shall be based on:

- Health
- Structure
- Form
- Useful life expectancy
- Safety
- Damage caused

Assessment of suitability will be based on:

- Compatibility with surrounding streetscape or landscape
- Compliance with any existing streetscape policy or management plan
- Potential to cause damage
- Suitability of species to growing space and conditions

Criteria which **will not** be considered as justifying action:

- dropping of leaves, twigs or other litter,
- overshadowing of property,
- obscures, or otherwise detracts from advertising signage.

A tree will be considered significant if it:

- Has a major impact on the streetscape or landscape
- Has outstanding visual appeal
- Is very large (more than 15 m high or 10 m wide)
- Is very old (more than 40 years)
- Is one of locally rare species
- Provides a habitat for native fauna
- Has historical associations
- Is a remnant specimen

Note: Refer to Best Practice Manual – Trees and Tree Root Management by Statewide and Australian Standard [AS4343-AS4373](#) – 2007: Pruning of Amenity Trees.

3.4 Tree Planting

Replacement of trees is an essential component of the management of Council's tree assets.

The planting of trees on nature strips is an activity which is generally well received by residents and one for which Council receives much praise and very little criticism.



Management issues associated with street tree planting are prioritising of planting sites, planting locations, species selection and post planting maintenance.

3.4.1 Tree Planting – General

Griffith encourages community ownership and pride in public spaces and promotes tree planting as a means of achieving this aim.

To ensure a high level of consistency in tree quality and to assist with tree management:

- (a) Consistent street tree themes are implemented to prioritise community based street tree plans.
- (b) Rationalise inappropriate plantings – remove trees and shrubs that are adhoc or contribute to a perception of an unsafe place.
- (c) All tree planting undertaken on public managed land throughout the City are to comply with the Council requirements contained in this document and other relevant documents (refer to Best Practice Manual - 'Trees and Tree Root Management' by Statewide).
- (d) Tree planting proposed for developments and new subdivisions are to generally comply with the City of Griffith recommended species list and the City of Griffith tree retention, planting and establishment specifications (refer to Best Practice Manual – 'Trees and Tree Root Management' by Statewide).
- (e) Where appropriate, Council will provide advice to community members wishing to plant trees on private land to complement the landscape character of the City.

3.4.2 Tree Planting by Property Owners and Residents on Council Land

- (a) Residents must first seek and obtain permission from Council before planting trees and shrubs within the nature strip, other sites within the road reserve, within a Council managed park or any other public open space.
- (b) Residents can request Council to undertake tree planting within their street or road reserve. Council officers will advise the appropriateness and priority for tree planting and designate suitable tree species based on any relevant site master plan or existing street tree theme.
- (c) Council may be obliged to remove unauthorised plantings in nature strips or other sites within the road reserve, within a Council managed park or any other public open space.



- (d) No compensation will be available to persons for the removal of trees or shrubs planted on Council land without consent.
- (e) Where unauthorised vegetation is required to be removed, Council will generally provide notification to allow residents to remove the vegetation themselves. If a request to remove vegetation is not actioned within four weeks, Council staff or contractors will remove the planted material without further notification.

3.5 Planting Location

Selection of an appropriate planting site is a crucial factor in determining the long term viability and cost effectiveness of a street tree. A poorly positioned tree has the potential to diminish the visual appeal of a streetscape, cause structural damage, become hazardous or require excessive spending on maintenance and pruning.

Planting sites should be chosen to comply with existing landscape character of the street and the preferences of adjacent residents, while allowing for the functional limitations imposed by the street environment.

3.6 Species Selection

Street Tree Species selection shall take into account and be based on the following:

- Existing streetscape character.
- Environmental conditions.
- Growing space and conditions.
- Traffic conditions.
- Scale of the street.
- Existing themes.
- Proximity of underground services.

3.6.1 Utilities and Services

Street Tree shall not be planted:

- Within 1 metre of a storm water drain pipe
- Within 1 metre of a sewer
- Within 1 metre of a residential water supply main including a water service or future connection to water mains.
- ~~Within 2 metres of a fire hydrant or drainage pit.~~
- Within 1 metre of a Utility Provider's inspection pit.
- Within 1 metre of underground electricity cables.
- Within 1 metre of a gas main
- ~~Within 2 metres of a fire hydrant or drainage pit.~~
- Within 3 metres of an electricity pole (except for species which at maturity, have a canopy spread of less than 4 metres and a potential height of no more than 4 metres).



• ~~Gas Mains within 1m.~~

3.7 Traffic Safety

- (a) Trees shall not be planted within 10 metres of an intersection or pedestrian crossing.
- (b) Shrubs over 600mm in height shall not be planted within 10 metres of an intersection or pedestrian crossing.
- (c) Only trees with a clean trunk to 2 metres shall be planted at least 10 metres from an intersection or pedestrian crossing.
- (d) Only trees with a clean trunk to 2 metres or shrubs lower than 600 mm shall be planted within 5 metres of a vehicle crossover.

3.8 Planting in Parks

Tree planting in parks shall be in accordance with park management plans. Where no management plan exists and there is community pressure for tree planting in a particular park, the park shall be assessed by the Parks and Gardens Manager and prioritised according to:

- Existing tree cover
- Level of community interest
- Level of park usage

Where planting is deemed to be warranted and no management plan exists, species selection shall be made by Parks and Gardens Manager based on:

- Existing landscape character
- Environmental conditions
- Submissions by residents
- Effect on local fauna Fire Safety

3.9 Trees Planted by Residents

Planting of trees by residents should only be undertaken with the cooperation of Council officers as part of a community planting scheme.

Unauthorised planting of street trees by residents shall be discouraged but recently planted trees shall be allowed to remain provided they are:

- Of a suitable species which is compatible with the surrounding streetscape,
- Good quality specimens.
- In a suitable location.
- Planted to Council standards.
- Species non-threatening to underground services.



Where a tree does not meet these conditions, the Council may remove the tree or arrange for its appropriate pruning in accordance with Clause 3.4.1(c).

3.10 Tree Pruning Goals

Council trees shall be pruned to:

- Maintain public safety through the removal of structurally unsound limbs.
- Maintain tree health through the removal of dead or diseased material.
- Maintain prescribed clearances from services and traffic thoroughfares.
- Maintain tree form through the removal of misshapen limbs.
- Minimise future work requirements through the removal of potential problems at an early stage.

3.11 Standard

Tree pruning shall be in accordance with Australian Standard *AS4373 - 2007: Pruning of Amenity Trees* for Tree Pruning

3.11.1 Tree Pruning

Griffith City Council will maintain appropriate tree management standards. Any operation that is known to be detrimental to long-term tree health would not be appropriate.

- (a) All pruning undertaken on trees within the Griffith Local Government Area will comply with ~~AS4343~~ AS4373 - 2007: *Pruning of Amenity Trees*. This Standard describes methods for pruning of trees and encourages correct and uniformed practices. It is for use on amenity trees and includes formative pruning, hazard reduction, selective pruning and thinning.
- (b) Council will maintain tree clearances in accordance with current and relevant State Government legislation and relevant standards.
- (c) Council will prune under and around electrical services, with overhead pruning to be carried out by the Utility Provider or their agent. Council will assist with clearing.
- (d) If a resident requires the pruning of a Council tree, residents or property owners are advised to request the pruning service be carried out by the Council.
- (e) Residents have the legal right to prune overhanging foliage and branches from a tree, whether public or private that overhangs their property line. However residents must endeavour to undertake any pruning of overhanging trees in accordance with AS 4373-~~1996~~2007: *Pruning of Amenity Trees*. Council will request residents to notify Council prior to works being undertaken.



- (f) No resident is entitled to remove branches or foliage outside their property line on public land.
- (f) Should residents or property owner damage a Council Street or park tree, make a tree structurally unsound or compromise the aesthetics of the tree through inappropriate pruning, Council will seek reimbursement of the damage for lost amenity and value of that tree.

3.12 Pruning of Council Trees by Residents

Pruning of Council owned trees by anyone other than Council staff or contractors engaged by Council shall not be permitted.

3.13 Clearances

Trees shall be pruned to maintain the following clearances:

Powerlines: As per the Utility Provider's Guidelines ([see Appendix A](#)).

Footpaths: 2.5 m to lowest foliage or limb.

Driveways: 3.0 m to lowest foliage or limb.

Roadways: 3.5 m at kerb, 4.5 m over road to lowest structural limb.

Street Names: to be visible from 50 m in either direction.

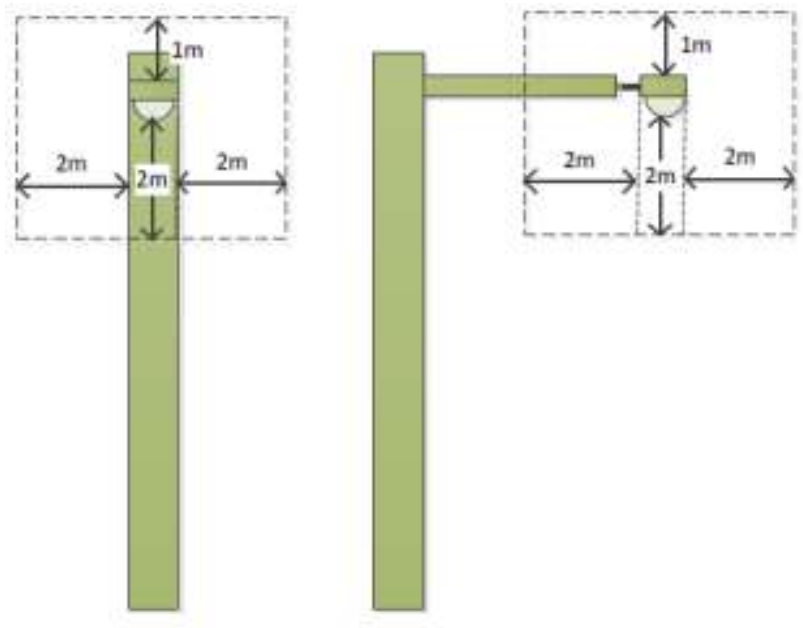
Traffic Sight Lines: vehicles approaching an intersection must be visible to pedestrians and other vehicles from the following distances:

Speed Limit (kph)	Distance (m)
40	40
60	60
80	80
120	120

Road Signs: must be visible from the distance outlined above.

Street Lights: must be able to radiate clearly to ground level at 45 degrees.

Vegetation trimming clearances for street lights shall be in accordance with the requirement specified below.



Essential Energy Streetlighting Clearances

Maintenance of Vegetation surrounding streetlights is the responsibility of the streetlight owner. Where a streetlight is supplied electricity by an overhead cable, Essential Energy will ensure Vegetation is pruned at least 2m to the sides and underneath, and 1m above, the lantern. Reference – Essential Energy Vegetation Management Plan CEOP8008

3.14 Tree Removals - General

Griffith City Council will maintain healthy and aesthetically pleasing landscape by removing dead, poor performing, hazardous and inappropriate trees.

- (a) Council will only authorise the removal of trees when one or more of the Tree Removal Criteria in the *Best Practice Manual 'Trees and Tree Root Management' by Statewide* are met, see section 3.3. ~~This may include but is not restricted to dead or dying trees, trees that demonstrate an extreme public nuisance, trees included in the street tree rejuvenation programs and trees that pose a hazard to public safety.~~



- (b) ~~Residents will request Requests for~~ the removal of a tree within public land ~~by will be considered submitting when~~ a request for removal ~~is submitted to the Council's~~ Parks and Gardens Department. Council ~~will may~~ authorise resident and property owner requests for tree removal when one or more of the criteria set out in the "Tree Removal Criteria" in the *Best Practice Manual 'Trees and Tree Root Management' by Statewide* are met.
- (c) As appropriate to the scale of the works, Council may inform and consult with residents and affected persons on street tree removal decisions prior to the works being undertaken in a road reserve. In circumstances where Council decides to inform ~~friends of groups~~, the community **and** residents immediately adjoining or adjacent to the site ("visually" affected by the tree's removal) shall be given fourteen (14) days written notice of the proposed action.
- (d) Residents may make written submissions objecting to the decision to remove a tree, which will be considered before any works occur unless the tree is deemed to be hazardous.
- ~~(e) Compensation will be payable to Council for the economic value of a tree when a resident or developer is granted approval for If a resident or developer requests the removal of street trees on Council's road reserves and streets to allow development then the The following Table will guide the fee may be payable to Council if the removal is approved within the policy guidelines or by resolution of Council.~~
- ~~• \$7000 for large established tree over six metres~~
 - ~~• \$5000 for trees between four and six metre and~~
 - ~~• \$3000 for trees under four metres.~~

3.14.1 Tree Removals in Parklands and Other Council Managed Land

- (a) As appropriate to the scale of the works, Council may inform and consult with residents and affected persons on the tree removal decisions prior to the works being undertaken in parklands and other Council managed land. In circumstances where Council does inform the community, residents immediately adjoining or adjacent to the site ("visually" affected by the tree's removal), Park Committees and Friends of Groups are to be given fourteen (14) days written notice of the proposed action.

3.14.2 Tree Removal – Dead or Dangerous

- (a) Where a street tree or tree in parkland or other Council managed land is determined by Council or an approved contractor to be dead or diseased Council is not obliged to inform affected residents. The rationale for this is that the tree may be dangerous and therefore pose a hazard to public safety.

3.14.3 Tree Removal Associated with Infrastructure Improvements by Council or Public Authority



There will be instances where utilities, Council and other public authorities require the removal of trees to facilitate the construction of new infrastructure or the maintenance of existing infrastructure.

- (a) When alternatives to tree removal cannot be established and the infrastructure works require the removal of the trees or the works will have detrimental impact on the health and structure of the trees the affected residents may be notified of the proposed tree removal.

3.15 Significant Trees

Significant trees within Griffith City Council will be identified by listing in a-Council's tree register and appropriately managed. Once identified, protection for individual trees or groups of trees within the local government area will be provided as appropriate. Significant trees may include but not be limited to those trees that may be of environmental, historical or cultural, or botanical significance to the City of Griffith.

3.15.1 Significant Trees

Trees which are considered significant shall not be removed unless;

- They are dead or dying;
- They pose a hazard which cannot be alleviated through means other than removal;
- They are causing structural damage which cannot be alleviated through means other than removal.

AND

A thorough consultation process has taken place which shall include:

- Notification in writing to affected residents, community groups and landowners;
- Report to Council;
- A press release to local newspapers;
- An appropriate period for lodgement of objections.

Where the Parks and Gardens Manager has recommended that a tree be removed but has received objections from concerned parties, he/she shall attempt to allay the concerns of the objector or pursue alternatives to removal. If removal remains the preferred option but the objection remains, the matter shall be referred to Council for consideration.

4 Definitions

NoneStreet Tree – A tree planted within the road corridor



5 Exceptions

None

6 Legislation

~~None~~ [State Environmental Planning Policy \(Biodiversity and Conservation\) 2021](#)
[State Environmental Planning Policy \(Vegetation in Non-Rural Areas\) 2017](#)

7 Related Documents

Tree Preservation Order Policy – PG-CP-401
[Statewide Best Practice Manual “Trees and Tree Roots”](#)

8 Directorate

Infrastructure & Operations

APPENDIX A – Essential Energy Trees and Powerlines

Trees and powerlines



Improving the way we manage vegetation near powerlines to improve how our communities look.

Why does Essential Energy need to manage trees?

Trees growing into or falling onto powerlines pose a significant safety and power supply risk to our community.

Essential Energy and landowners have shared responsibilities under the NSW Electricity Supply Act 1995 for preventing trees from impacting electricity network operation.

How are trees trimmed?

Most trees near our powerlines network are trimmed using arborist techniques.

Why does Essential Energy require some trees to be removed?

Trees are only removed where:

- > It is necessary to protect the power lines or safety of persons or property near the power lines
- > Alternatives (such as undergrounding the powerline) are known to not be feasible (including economically feasible)
- > Acting in accordance with our Vegetation Management Plan.

Who will remove the tree?

Where a tree must be removed, Essential Energy employs qualified vegetation management specialists to consult with the tree owner to explain why and how the tree removal must occur.

Tree removal must be undertaken in a safe manner and sometimes this requires powerline de-energisation or road traffic control.

Examples of trees Essential Energy may seek to remove



Poor tree health posing safety risk.



Fast branch regrowth exceeding trimming frequency.



Tree physically unable to live outside of clearance space.




Does not respond to directional pruning techniques.



Aesthetics of the tree after pruning are unacceptable such that it would be more appropriate to fully remove.

APPENDIX A – Essential Energy Trees and Powerlines

Trees and powerlines



How often are trees near powerlines inspected?

Inspection cycle times are dependant upon factors such as rate of growth, possible fire risk, climate and type of vegetation.

Will I be notified if work is required?

Essential Energy will consult with the landholder if vegetation is identified as encroaching upon or has the potential to encroach upon minimum safe vegetation clearances.


Notification of intended vegetation works may include:

- > An initial site inspection to scope required works
- > Discussions with the landholder, either verbal or by Notification letter, advising the scope of work
- > Notification letters provide details of work required and include contact details
- > Landholder notification is provided for works involving tree removal and consent is sought prior to work commencing.

Managing street trees?

Essential Energy will work with Councils in a cooperative manner to ensure effective vegetation management in the best interests of the community as a whole.

Essential Energy will consult with councils where specific street trees are identified for removal.



Scan QR code to learn more.
More information on how and why Essential Energy manages vegetation near powerlines can also be found at essentialenergy.com.au/trees

Who should I speak to if I have further questions?

For vegetation enquiries call **13 23 91**
For supply interruptions call **13 20 80**

If you see trees or tall growing vegetation touching or overhanging powerlines, please call Essential Energy on **13 23 91** so we can investigate.

If you see a tree in contact with powerlines following hazardous weather or any other incident, call us immediately and ensure all onlookers remain at least **8 metres clear**.

Comments:



Onsite Detention CS-CP-404 (LOCAL POLICY)

Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	11 Oct 2011	0353	11 Oct 2011
2	13 Aug 2013	0255	13 Aug 2013
3	23 Sep 2014	0312	23 Sep 2014
4	22 Aug 2017	17/205	22 Aug 2017
5	23 Aug 2022	22/209	23 Aug 2022

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Glossary

AHD	Australian Height Datum
PMF	Probable Maximum Flood
AEP	Annual Exceedance Probability - The change of flood of a given or larger size occurring in any one year, usually expressed as a percentage, e.g. if a peak flood discharge of 500m ³ /s has an AEP of 5% it means that there is a 5% chance (that is one-in-20 chance) of a 500m ³ /s or larger events occurring in any one year
OSD	On-site Stormwater Detention
SRD	Site Reference Discharge
SSR	Site Storage Requirement
WSUD	Water Sensitive Urban Design

1 Introduction

1.1 Background

A comprehensive assessment of flooding within the Griffith area has been completed and is outlined in the following studies:

- Aerodrome Overland Flow Flood Study (2010)
- Aerodrome Overland Flow Floodplain Risk Management Study and Plan (2011)
- CBD Overland Flow Flood Study (2012)
- CDB Overland Flow Floodplain Risk Management Study and Plan (2013)
- Lake Wyangan Flood Study (2012)
- Lake Wyangan Floodplain Risk Management Study and Plan (2013)
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 1
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 1



- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 2
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 3
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 4
- Griffith Main Drain J and Mirrool Creek Floodplain Risk Management Study and Plan (2015)

The studies determined that flooding presents significant financial and consequential risk to properties, business and agriculture within the Griffith LGA.

At Griffith, the Main Branch Canal forms a significant barrier to discharge from the majority of urban areas. Run-off generated within urban areas ponds behind Main Branch Canal until it is discharged via a number of subways situated beneath the Main Branch Canal. The present arrangement of subways do not have sufficient capacity to adequately convey the existing peak discharge generated within their respective sub-catchments.

The findings from the flood studies completed for the Griffith LGA highlight the need to manage the discharge of run-off within the LGA. Specifically, there is a need to ensure that any future development within the LGA does not exacerbate existing flood issues.

The construction of buildings, roads, paved areas and similar features is likely to increase the impermeable proportion of the catchment area. An increase in the proportion of impermeable land typically generates an increase in the peak and volume of run-off. Additionally, it may reduce the available flood warning time for properties located downstream.

Accordingly, there is a need for an On-site Stormwater Detention Policy to provide guidelines for the management of run-off from development areas, which covers both new developments and modifications to existing developments.

1.2 Policy Statement

The primary aim of the OSD policy is to ensure that new developments and redevelopments do not increase the volume or peak discharge of run-off within a catchment or modify the temporal distribution of stormwater discharge whereby flood impacts are adversely affected at sites situated downstream during critical storm events up to and including the 1% AEP event.

The OSD solution should create a sustainable solution for stormwater flow management, which complements any Water Sensitive Urban Design (WUSD) aspects of the development. There should be neither increase in the site discharge to the downstream drainage system nor reduction in the volume of storage provided unless specifically allowed in the following sections.

1.3 Objectives

The On-Site Stormwater Detention (OSD) Policy for the Griffith City Council LGA has been developed to manage the discharge of stormwater from new dwellings,



developments, sub-divisions and alterations to existing dwellings/developments. The objectives include the following:

- restrict peak flows from developments to which OSD restrictions apply, for all events up to and including the 1% AEP event, to estimated peak flows under pre-development conditions.
- ensure that development does not adversely affect the volume and temporal distribution of run-off conveyed via existing subways;
- manage the volume and distribution of run-off conveyed via secondary and tertiary drainage channels situated within the floodplain;
- prevent increases in downstream flooding and drainage problems that could:
 - increase flood losses
 - damage public assets
 - reduce property values
 - require additional expenditure on flood mitigation or drainage works.
- reduce post development peaks, throughout the catchment, to as close to natural levels as practical;
- encourage integration of OSD systems into the architectural design and layout of the development so that adequate storage areas are included in the initial stages of the site design;
- encourage integration of the OSD facilities into a sustainable overall water management plan for the site; and,
- require construction supervision of OSD systems by the OSD designer to improve construction standards.

1.4 Areas to Which the Policy Applies

It is important to recognise that two different types of flooding occur within the Griffith Local Government Area. The division in flooding has arisen from the varying types of geography within the Main Drain 'J' catchment and the presence of man-made structures, especially the Main Branch Canal. In general, the two types of flooding may require different approaches towards on-site stormwater detention management.

Differentiating the basis for determining on-site detention is derived from the location of the development site relative to the Main Branch Canal. Typically, areas situated to the north of the Main Branch Canal are locations where it is imperative that run-off is retained on site. However, within certain areas to the south of the Main Branch Canal, there may be benefit gained from allowing run-off to freely discharge off-site.

2 OSD Assessment Requirements

The assessment of OSD requirements has been developed in consideration of the cumulative impact of urbanisation on run-off within the Griffith Local Government Area.



2.1 Developments to Which OSD Applies

OSD requirements generally apply to all types of development and redevelopment on both flood liable and flood-free sites. These include but are not limited to the following:

- all subdivisions;
- single dwellings on lots created by a subdivision approved, unless a communal OSD system was constructed as part of the subdivision;
- all commercial, industrial and special-use developments and buildings;
- town houses, villas, home units, duplexes and dual occupancies;
- semi-detached residential/commercial and residential/industrial properties;
- buildings, car parks and other sealed areas of public sport and recreational facilities;
- single dwellings, extensions and additions;
- sites that include WSUD and water re-use .
- tennis courts;
- roads, car parks, paths and other sealed areas; and
- public buildings.

Consideration will be given to variations to the OSD only where it has been proven conclusively that infiltration/recycling or reuse of run-off will invariably reduce the site stormwater discharge for the full range of storm events and infiltration will not contribute to urban salinity.

2.2 Developments to Which OSD Does Not Apply

The Griffith OSD policy does not apply to:

- sub-divisions of existing dual occupancies where no changes to the buildings or site are proposed;
- boundary adjustments and consolidations of allotments where no additional lots are created;
- minor developments, minor additions and repairs where the proposed development area is less than 100 m² (subsequent minor developments or additions shall require OSD).
- change of use where no physical changes to the outside of the building are proposed;
- new developments in subdivisions where OSD has already been provided for the entire subdivision (this will be assessed on a case by case basis);
- developments which do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.

2.3 Area of the Site to Which OSD Applies

Generally, OSD applies to the entire site, but there may be exceptions in certain circumstances, as follows:



2.3.1 Additions & extensions

On an already-developed property, the OSD requirements apply only to the area of the new development, provided run-off from previously developed areas can be excluded from the OSD storage.

2.3.2 Dual occupancies

Where an additional dwelling is proposed on a lot with an existing dwelling, the OSD requirements will relate to the additional dwelling and a curtilage for anticipated paths, driveways and paved areas. In the absence of details on the plans, the curtilage will be taken as 10% of the area of the proposed second dwelling. Where two or more dwellings are constructed on the same lot at the same time, the OSD requirements will be applied to the entire site.

2.3.3 Subdivision of an existing residential property

When an existing residential property is subdivided to create a single additional lot, the OSD requirements will relate only to the area of the new allotment. The OSD storage facilities may be located on the remainder of the original property, provided the combined peak discharge (from both lots) is no greater than if the OSD systems were located on the new lot.

2.3.4 Subdivisions creating new public or private roads and paths

The OSD requirements apply to the whole development area including roads and paths, not just the individual lots. The best solution will normally be for the detention storage to be located on one lot for the whole subdivision.

2.3.5 Undeveloped portions of a lot

Portions of large lots which are unaffected by the development may be excluded from the area to be controlled by the OSD systems, provided flows from these areas can be diverted around the OSD system. Council approval must be obtained before excluding portions of a lot from the OSD requirements.

2.3.6 Floodways

Creeks, waterways and drainage swales that carry major concentrated flows around the storage area are defined as floodways. The area of the floodway can be excluded from the site area for the purpose of calculating the site storage requirements, provided that the area is protected from development by an appropriate covenant or easement.



2.3.7 New development or redevelopment

Where the proposed development is of a vacant site or a complete redevelopment of an already-developed property, the OSD requirement will relate to the unsealed area of the property.

2.3.8 Battle-axe blocks

The access driveway to battle-axe blocks shall be included in the site area used for calculation of the site storage requirements.

2.4 Policy Variations

Council will consider requests to vary control standards or provide/contribute to alternative storage facilities in accordance with the procedures outlined in Appendix A. For equity reasons, where OSD is waived for a particular site, equivalent expenditure on measures providing environmental and/or community benefits from the development, such as water quality improvements, will be required.

In some situations, where the site is flood prone and the watercourse flows through the site, Council may accept the provision of additional mainstream flood storage in lieu of OSD. In these cases, the storage must be available over the full range of storm events and allow for the fact that mainstream flood levels will tend to decrease over time. The additional storage required is expected to be comparable but not less than the site's OSD storage requirement. Any such provision will need to be considered in the context of the preliminary floodway line which has been developed for Main Drain 'J' and its tributaries.

3 Control Standards

3.1 Catchment Areas to the North of Main Branch Canal

Flooding and drainage issues within catchments situated to the north of the Main Branch Canal are exacerbated by the presence of man-made embankments. Of these, the Main Branch Canal is the most significant barrier overland flow, which causes floodwaters to pond behind the embankment for flood events up to and including the 1% AEP event. Discharge of waters ponded behind the Main Branch Canal is controlled via a series of "subways" which are located along the Main Branch Canal. The areas covered by the OSD Policy are identified on Figure 1.

3.1.1 Site Reference Discharge

The Site Reference Discharge (SRD) for the orifice outlet is 65 L/s/ha.

On a case by case basis, with the written approval from Council's Director of Utilities, The Site Reference Discharge can be adjusted in accordance with the procedures outlined in Section 5.1 of the Upper Parramatta River Catchment Trust On-site Stormwater Detention Handbook.



This has been derived from consideration of the critical storm for the the 1% AEP event occurring in catchments situated to the north of Main Drain 'J'.

3.1.2 Site Storage Requirements

The Site Storage Requirements (SSR) is determined by the consultant and shape of the storage so as to ensure a maximum discharge of 65 L/s/ha at the critical the 1% AEP storm.

3.1.3 Minimum outlet size

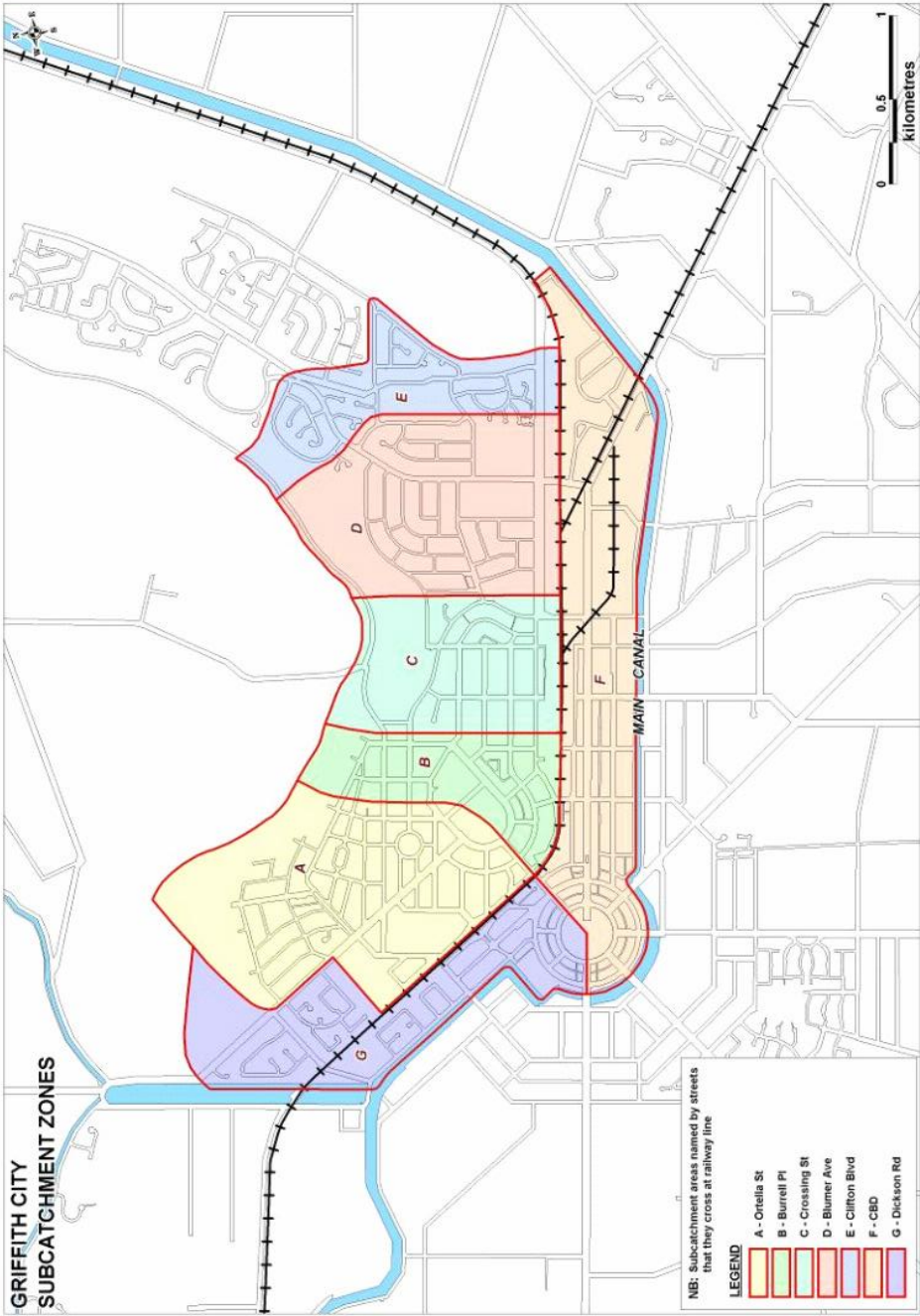
To reduce the likelihood of the primary or secondary outlets being blocked by debris, the outlet openings shall have a minimum internal diameter or width of at least 25 mm and shall be protected by an approved mesh screen. Minimum 90mm diameter pipelines within developments will only be accepted.

3.1.4 Ponding depths

Guidelines to assist in determining depths and frequencies of ponding for different classes of storages are given in Table 1 Suggested Ponding Depths for Various Storm Events.



Figure 1 Griffith Urban Sub Catchment



**Table 1 Suggested Ponding Depths for Various Storm Events**

STORAGE AREA TYPE	SUGGESTED DEPTH	FREQUENCY OF INUNDATION
Pedestrian areas	Beginning to pond	5% AEP
	50 mm	1% AEP
Parking and driveways	Beginning to pond	10% AEP
	100 mm	5% AEP
	200 mm	1% AEP
Gardens	Beginning to pond	100% AEP
	200 mm	50% AEP
	400 mm	10% AEP
	600 mm	1% AEP
Private courtyards (where the area is between 25 -60 metres squared)	Beginning to pond	20% AEP
	300 mm	5% AEP
	600 mm	1% AEP
Paved recreation in common areas	Beginning to pond	6 times per year

It is emphasised that these are general guidelines that will be varied according to the nature of the development and the location of the storage. The maximum depth of ponding in above ground storages is 600 mm.

Council may approve deeper ponding in individual cases where the applicant demonstrates that safety issues have been adequately addressed. For example warning signs and or fencing should be installed where the depth exceeds 600 mm or adjacent to pedestrian traffic areas.

3.1.5 Safety fences

Surface storages should be constructed to be easily accessible, with gentle side slopes permitting walking in or out. A maximum gradient of 1(V):4(H) (ie. 1 vertical to 4 horizontal) will be required on at least one side to permit safe egress in an emergency. Where steep or vertical sides are unavoidable, due consideration should be given to safety aspects, such as the need for fencing or steps or a ladder, both when the storage is full and empty. Balustrades (fences) must comply with the Building Code of Australia while safety fences should comply with the Swimming Pool Act 1992.

3.1.6 Internal drainage system

The stormwater drainage system (*including surface gradings, gutters, pipes, surface drains and overland flowpaths*) for the property must:



- be able to collectively convey all run-off to the OSD system in a the 1% AEP event with a duration equal to the time of concentration of the site; and
- ensure that the OSD storage is by-passed by all run-off from neighbouring properties and any part of the site not being directed to the OSD storage, for storms up to and including the the 1% AEP event.

3.1.7 Signage

Small OSD signs (*refer* Figure N3 in the Appendix of the Upper Parramatta Trust Onsite Stormwater Detention Handbook) shall be located in or near the OSD facility to alert future owners of their obligations to maintain the facility.

OSD Warning Signs (see Figure N1 of the Upper Parramatta Trust Onsite Stormwater Detention Handbook) are only required for OSD systems where deemed necessary by a Council because of the depth and/or location of the storage.

Signs are required at each entry into confined spaces, such as deep pits or underground storages. Guidance on the size of signs and appropriate materials is given in Appendix N of the Upper Parramatta River Catchment Trust On-Site Storm Water Detention Handbook.

3.2 Catchment Areas to the South of Main Branch Canal

On Site Stormwater Detention requirements for development catchment areas to the south of the main branch canal will be assessed on a case by case basis. The villages of Yoogali, Hanwood & Yenda will be required to limit post development flows to pre development flows. In some instances, release of excess stormwater earlier on in a rainfall event may be more beneficial when considering the overall impacts on flooding.

4 Assessment and Approval of OSD

4.1 Development Approvals for Subdivisions

In general, OSD requirements are imposed at the subdivision stage, in the following manner:

- Development Application – submission and approval of a conceptual layout of the OSD system (Stormwater Concept Plan);
- Submission of Engineering Plans – submission and approval of the detailed design, including calculations and construction plans and details; and
- Release of Subdivision Certificate/Linen Plans – submission and approval of work-as-executed drawings, certificates of hydraulic compliance, and legal instruments on property titles protecting the OSD system.



An OSD system should be constructed at the time of subdivision and not deferred until the construction of the individual dwellings, except if it is proven that there are site restrictions (See Section 4 of the Upper Parramatta Trust Onsite Stormwater Detention Handbook).

4.2 Development Approvals and Construction Certificates

When the OSD requirements are implemented through the development approval and construction certificate process, the approval is in three stages:

- Development Application – submission and approval of a conceptual layout of the OSD system (Stormwater Concept Plan);
- Construction certificate – submission and approval of the detailed design, including calculations and construction plans and details;
- Final Approval (Occupation Certificate) – submission and approval of work-as-executed drawings, certificates of hydraulic (and structural, if required) compliance and legal instruments protecting the OSD system.
- If the OSD system was constructed at the subdivision stage on individual allotments, the system should be re-certified at final approval (i.e. Occupation Certificate) to ensure it will function as designed and that run-off from the roof, paved areas and landscaped areas is directed to the OSD system.

5 References

- Engineers Australia, 'Australian Rainfall and Runoff – A Guide to Flood Estimation'; Books 1 to 9.
- Upper Parramatta River Catchment Trust (1999), 'On-site Stormwater Detention Handbook', Third Edition, December 1999.

Griffith City Council Organisation Structure

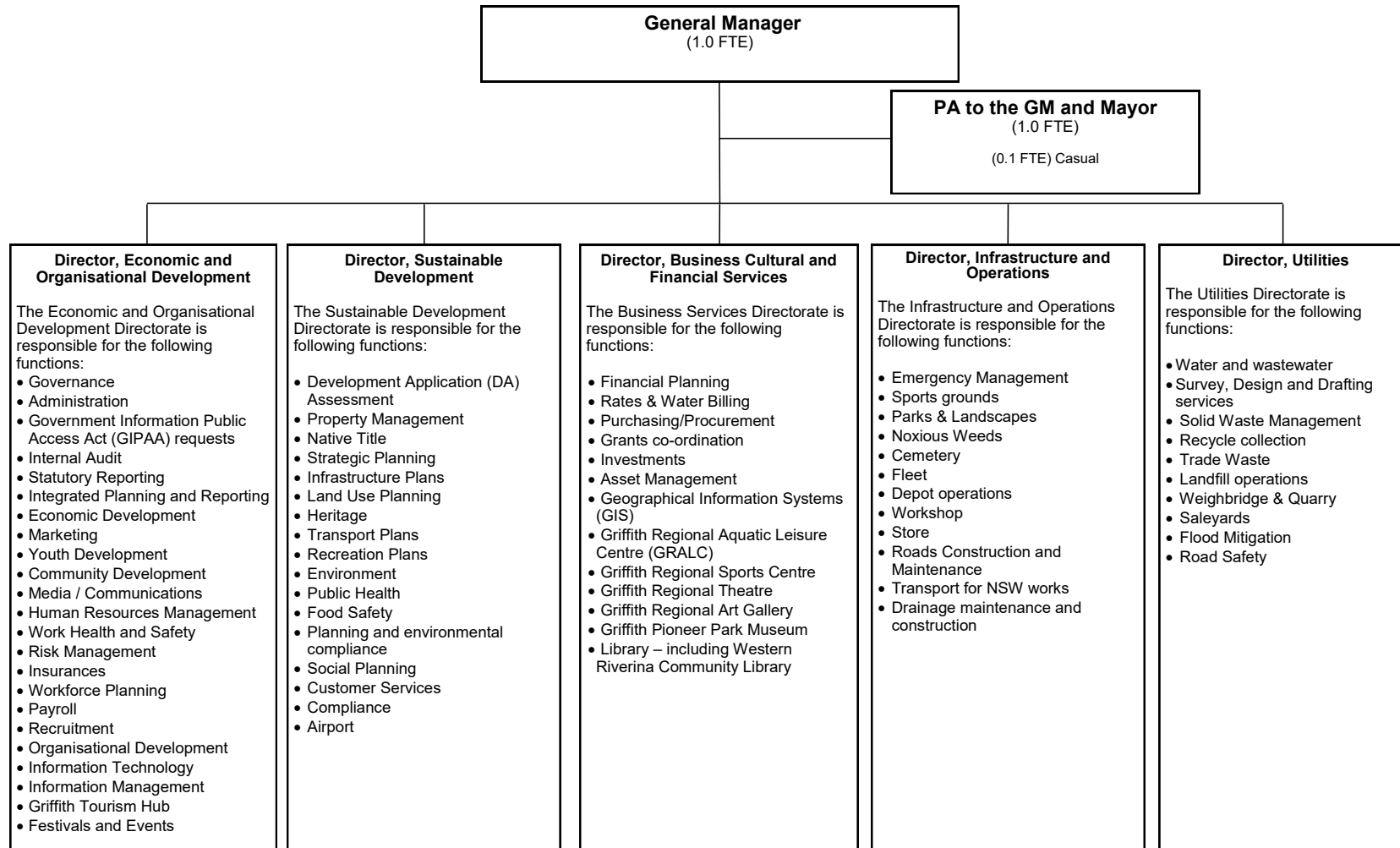


Figure 1

Updated 30/06/2025

Economic and Organisational Development

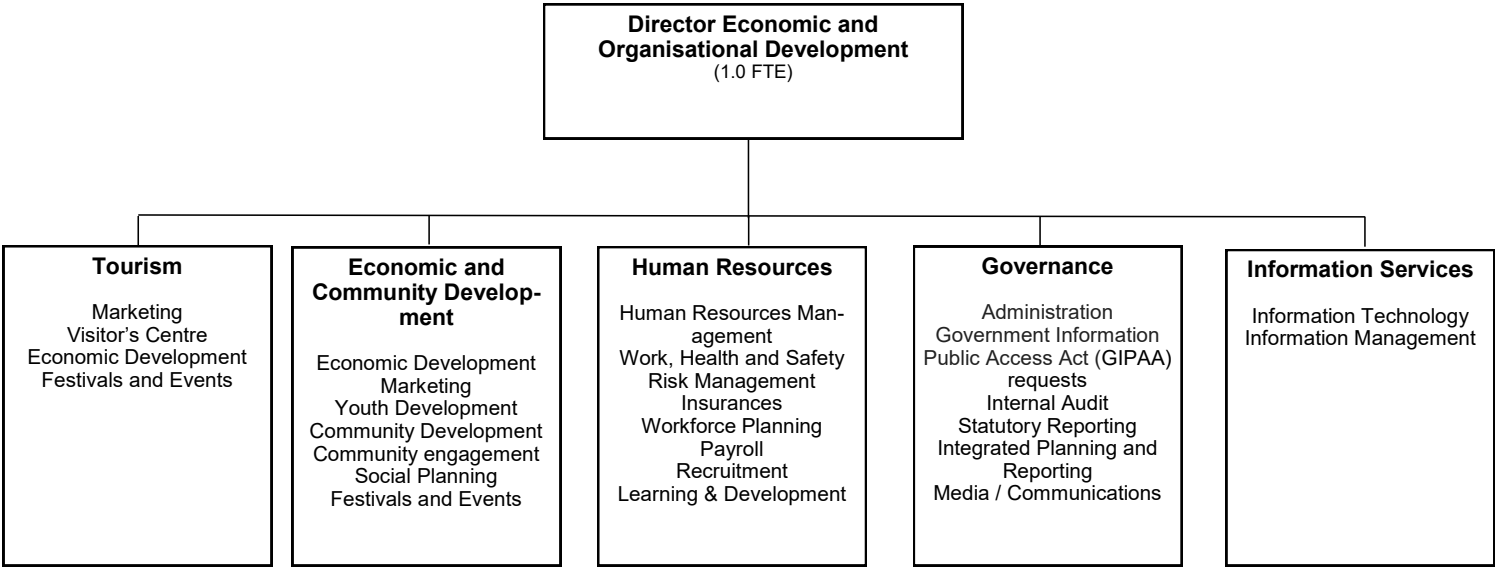


Figure 2

Updated 30/06/2025

Economic and Organisational Development (Governance, Communications and Integrated Planning)

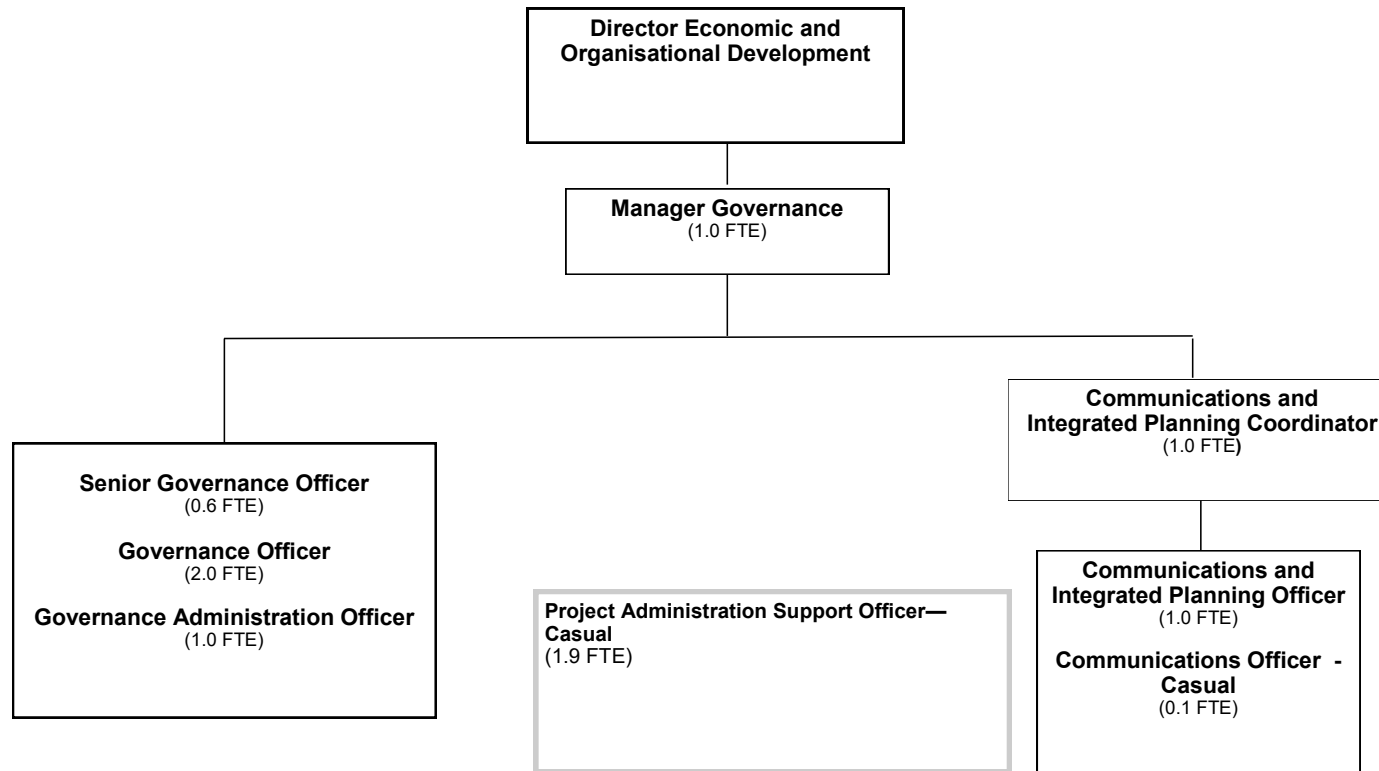


Figure 3

Updated 30/06/2025

Economic and Organisational Development (Information Services)

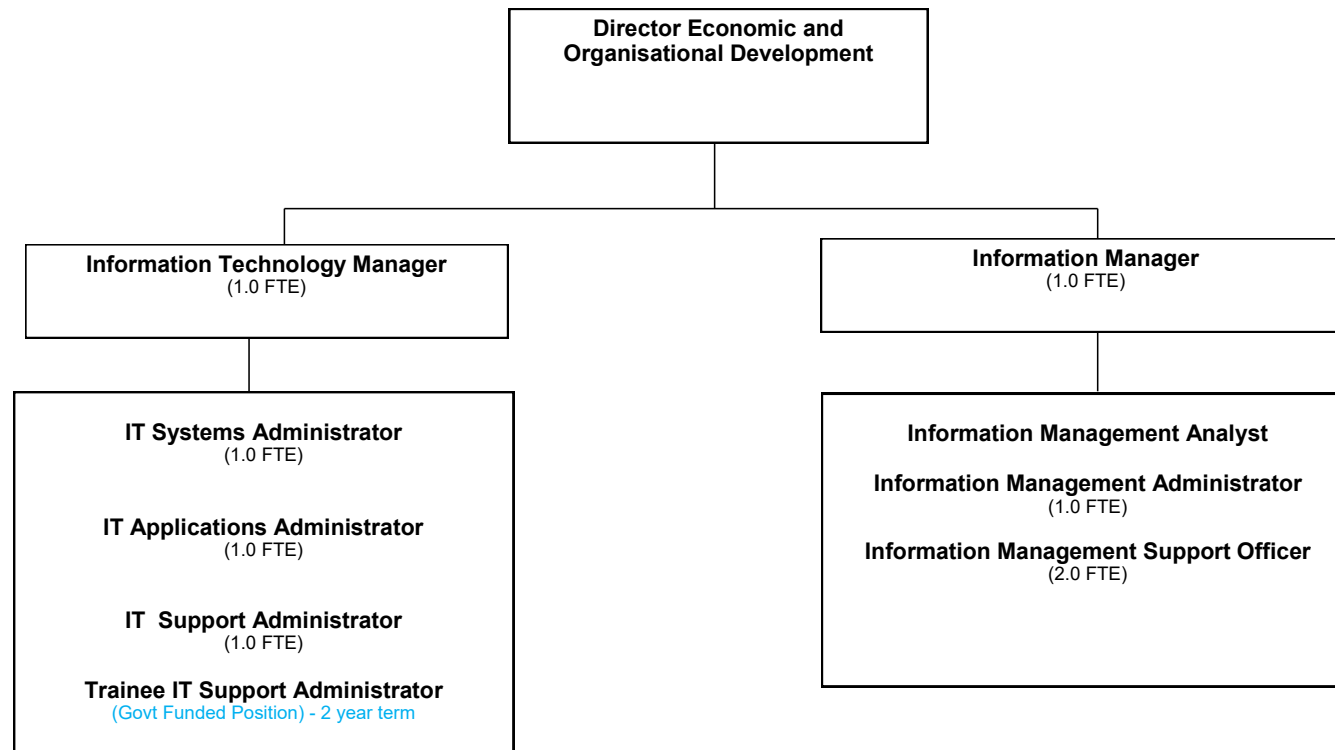


Figure 4

Updated 30/06/2025

Economic and Organisational Development (Human Resources & Workforce Planning)

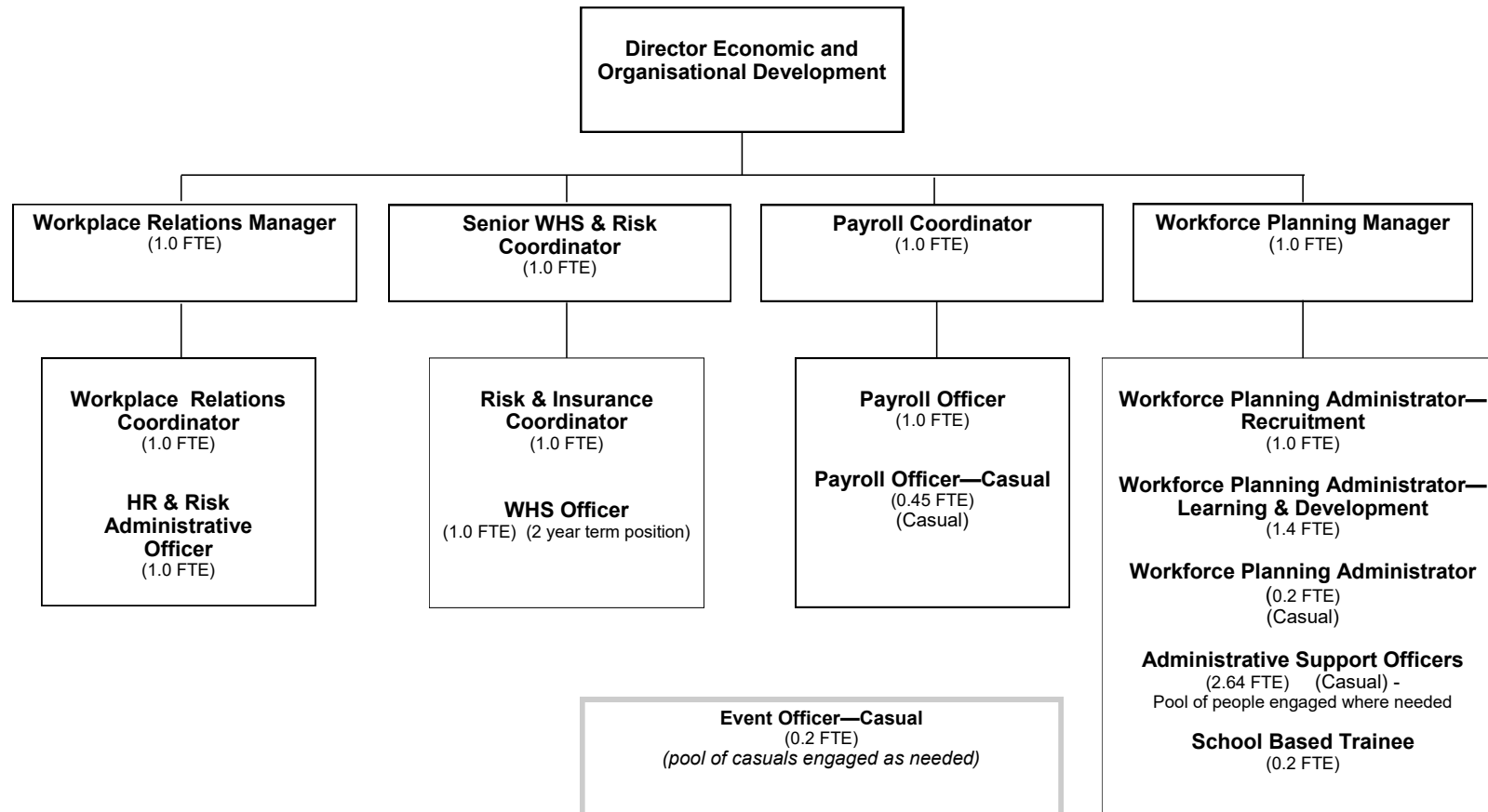


Figure 5

Updated 30/06/2025

Economic and Organisational Development (Tourism and Economic Development)

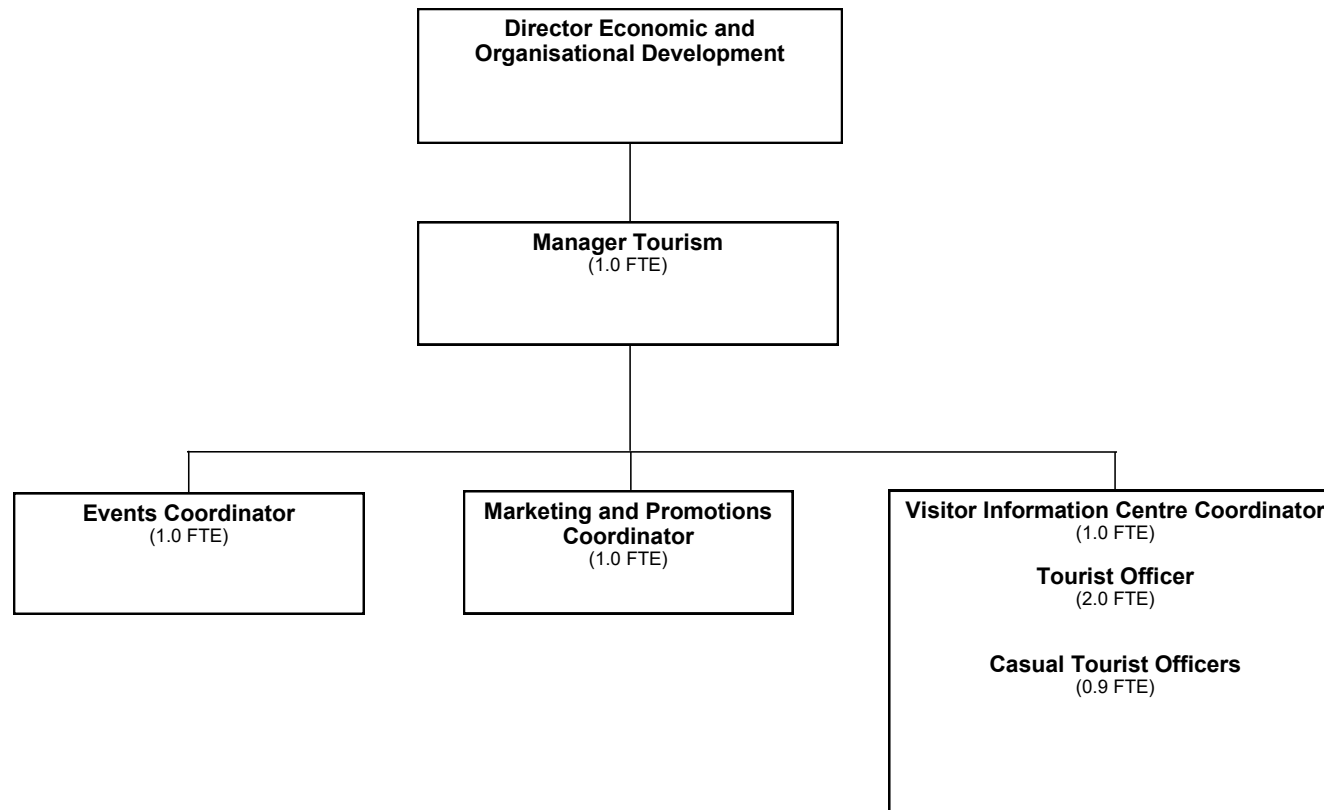


Figure 6

Updated 30/06/2025

Economic and Organisational Development (Community Development)

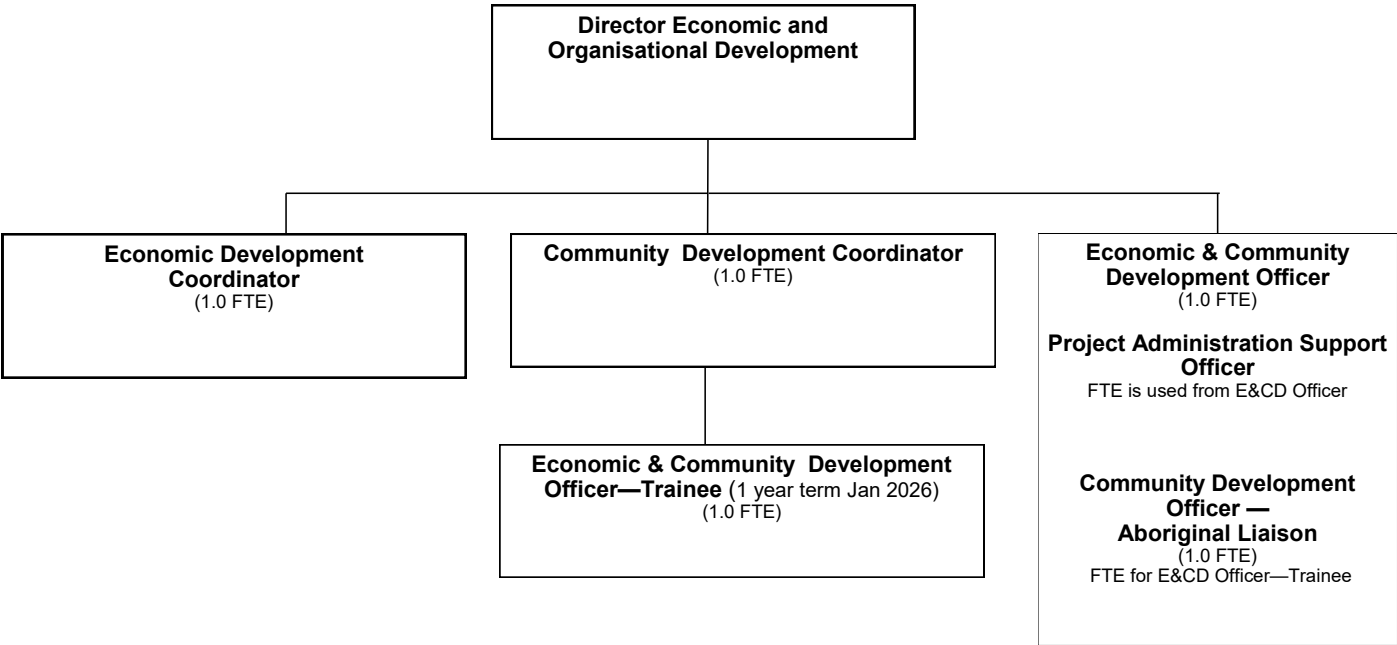


Figure 7

Updated 30/06/2025

Sustainable Development

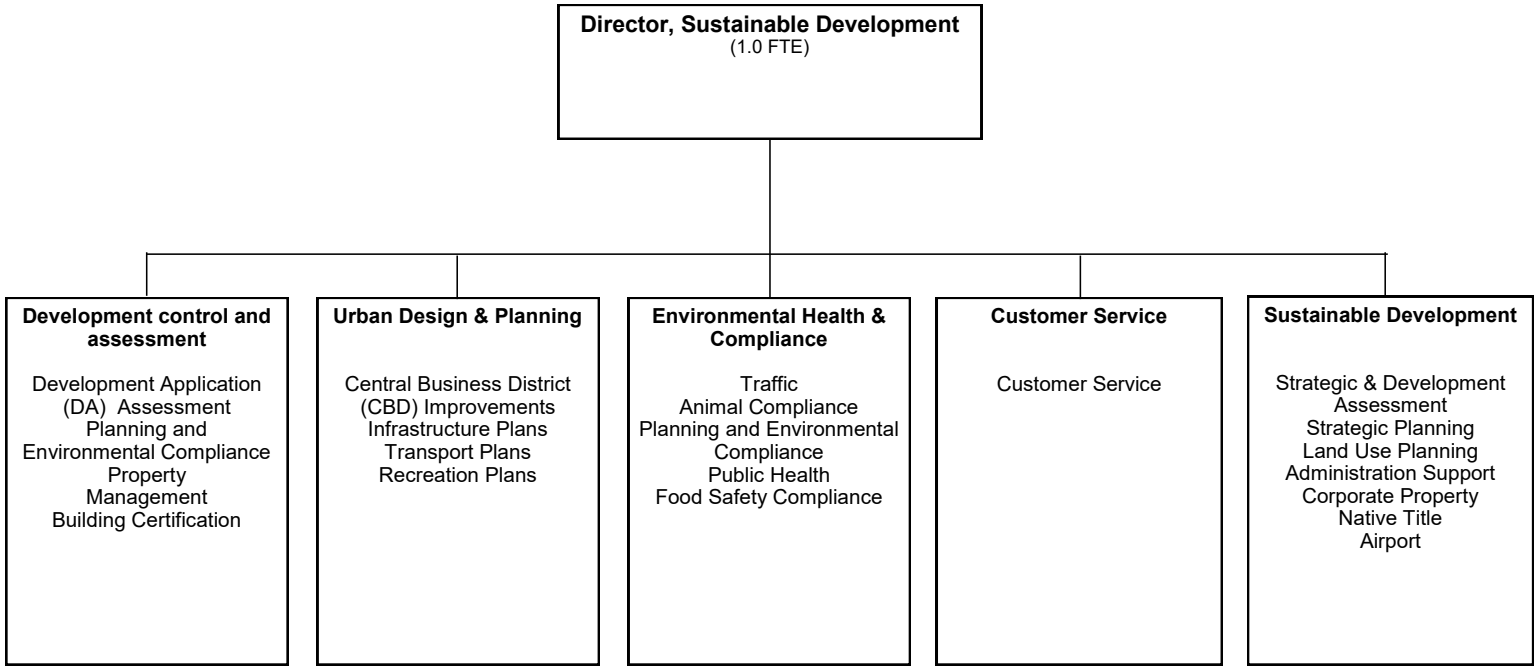


Figure 8

Updated 30/06/2025

Sustainable Development (Customer Service & Sustainable Development)

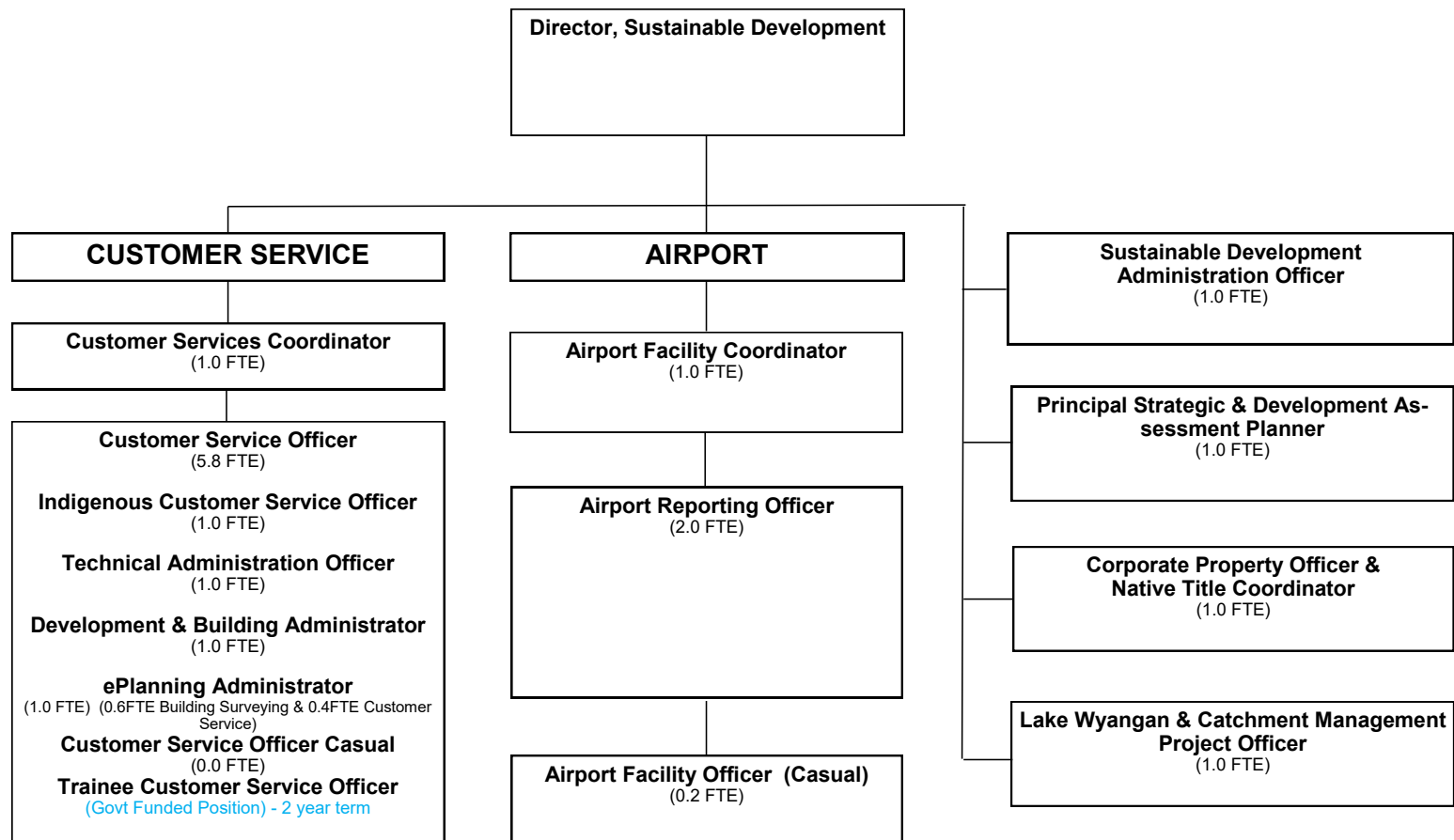


Figure 9

Updated 30/06/2025

Sustainable Development (Development Control and Assessment)

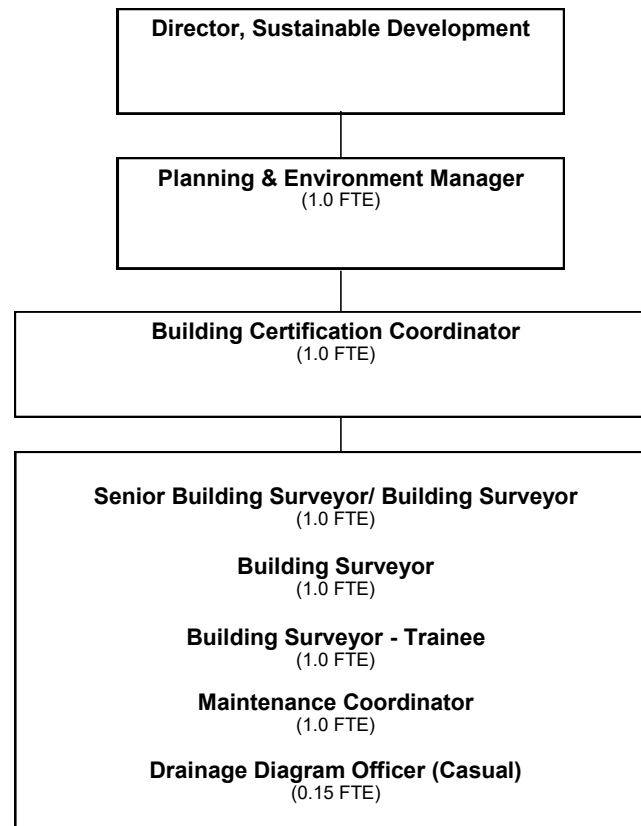


Figure 10

Updated 30/06/2025

Sustainable Development (Compliance)

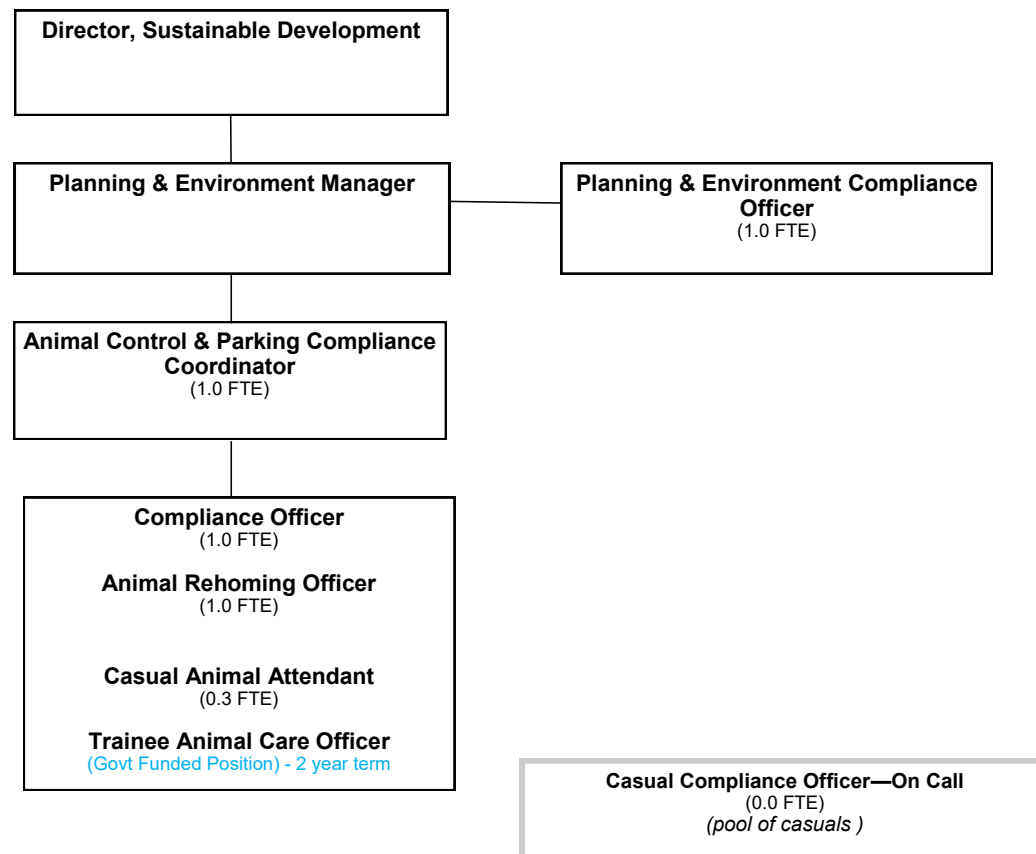


Figure 11

Updated 30/06/2025

Sustainable Development (Planning, Environment & Health)

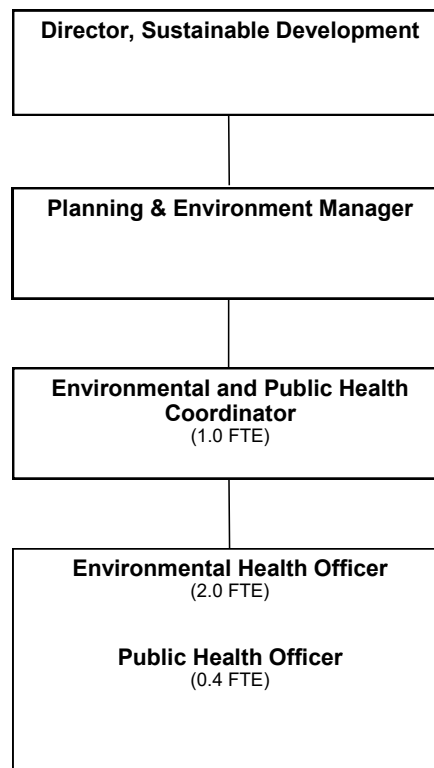


Figure 12

Updated 30/06/2025

Sustainable Development (Planning, Environment and Health—Continued)

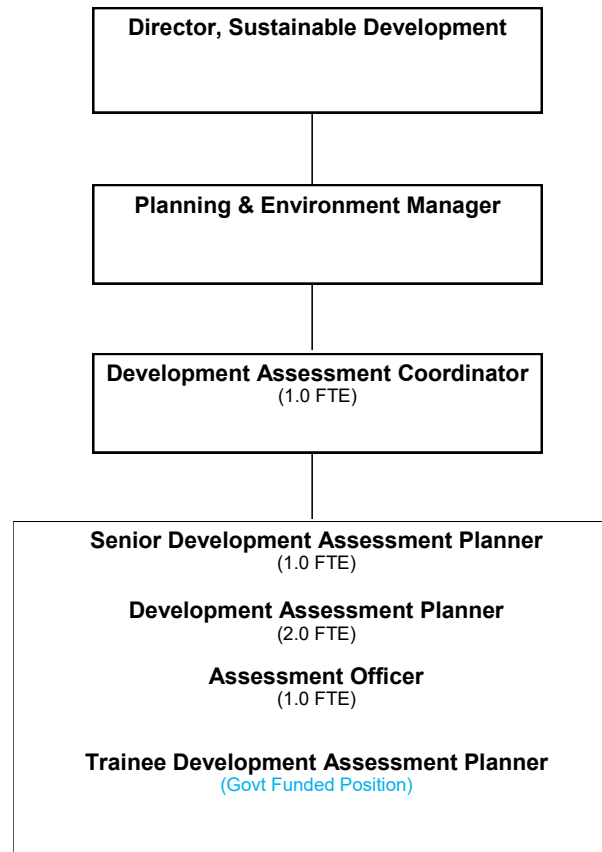


Figure 13

Updated 30/06/2025

Sustainable Development (Planning, Environment and Health—Continued)

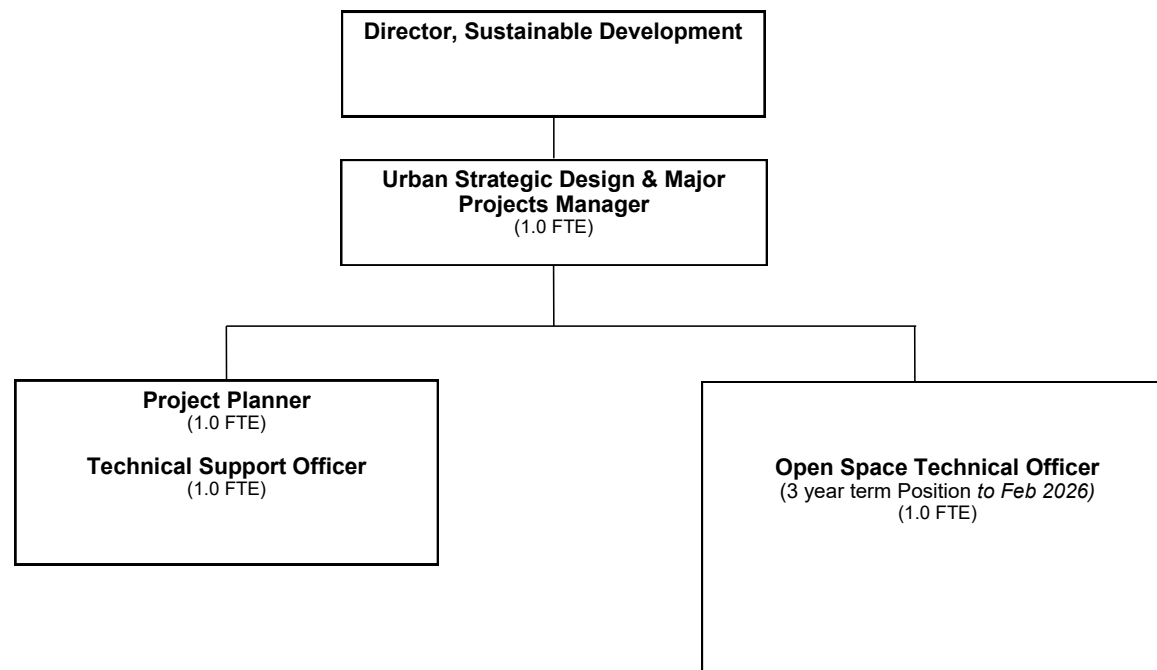


Figure 14

Updated 30/06/2025

Business, Cultural & Financial Services

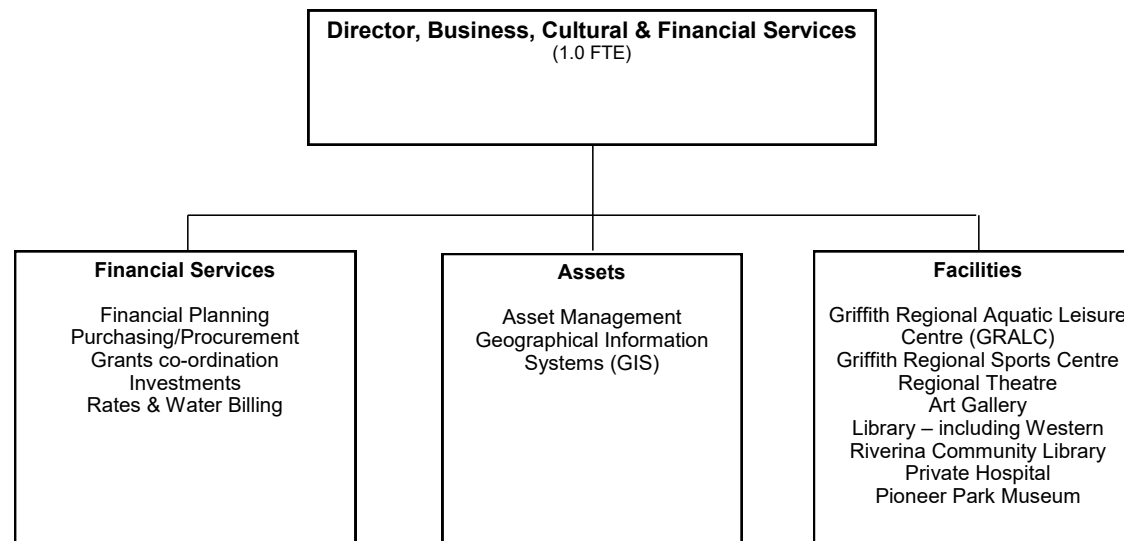


Figure 15

Updated 30/06/2025

Business, Cultural & Financial Services (Financial Services)

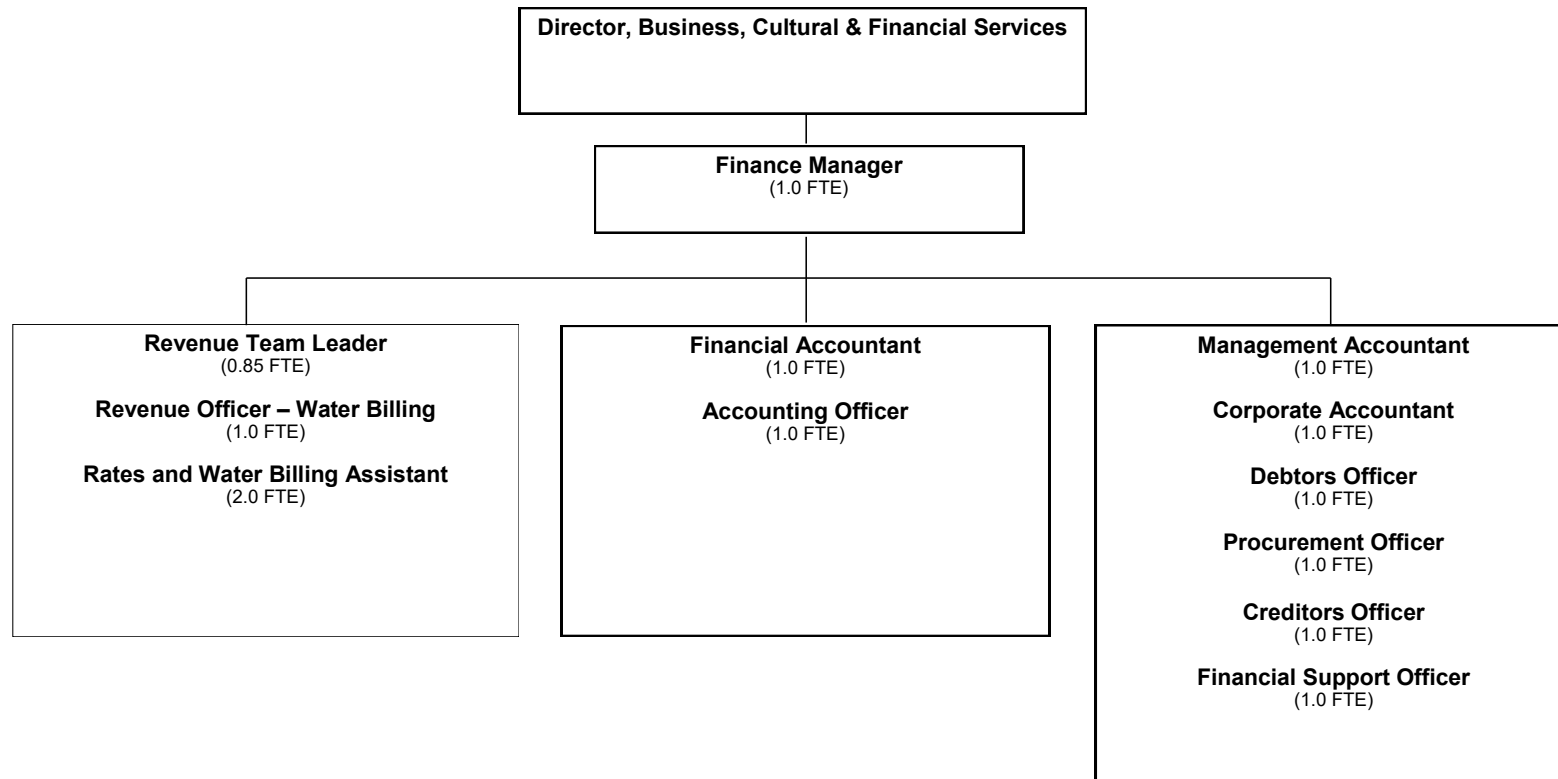


Figure 16

Updated 30/06/2025

Business, Cultural & Financial Services (Assets)

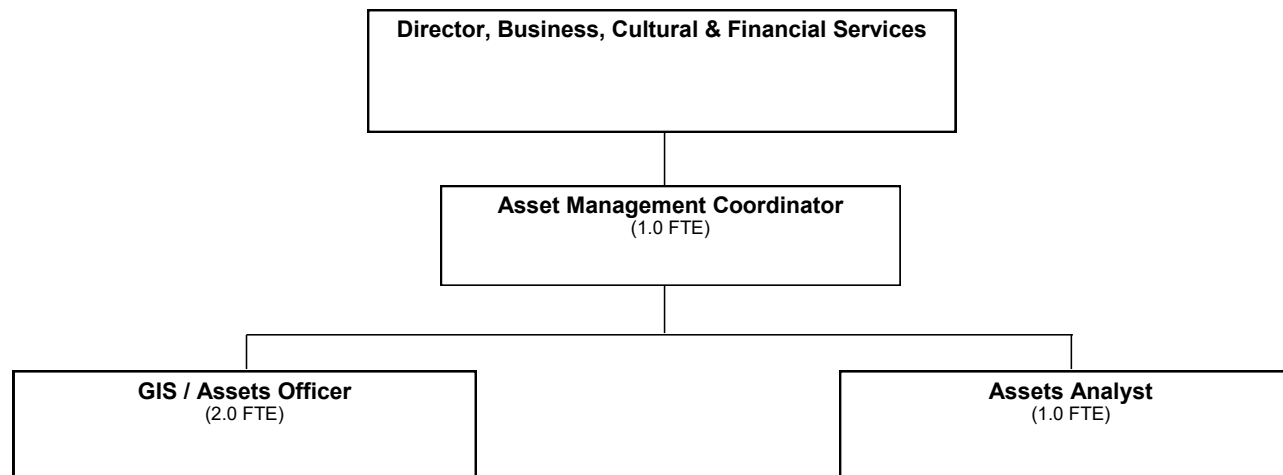


Figure 17

Updated 30/06/2025

Business, Cultural & Financial Services

(Facilities—Library)

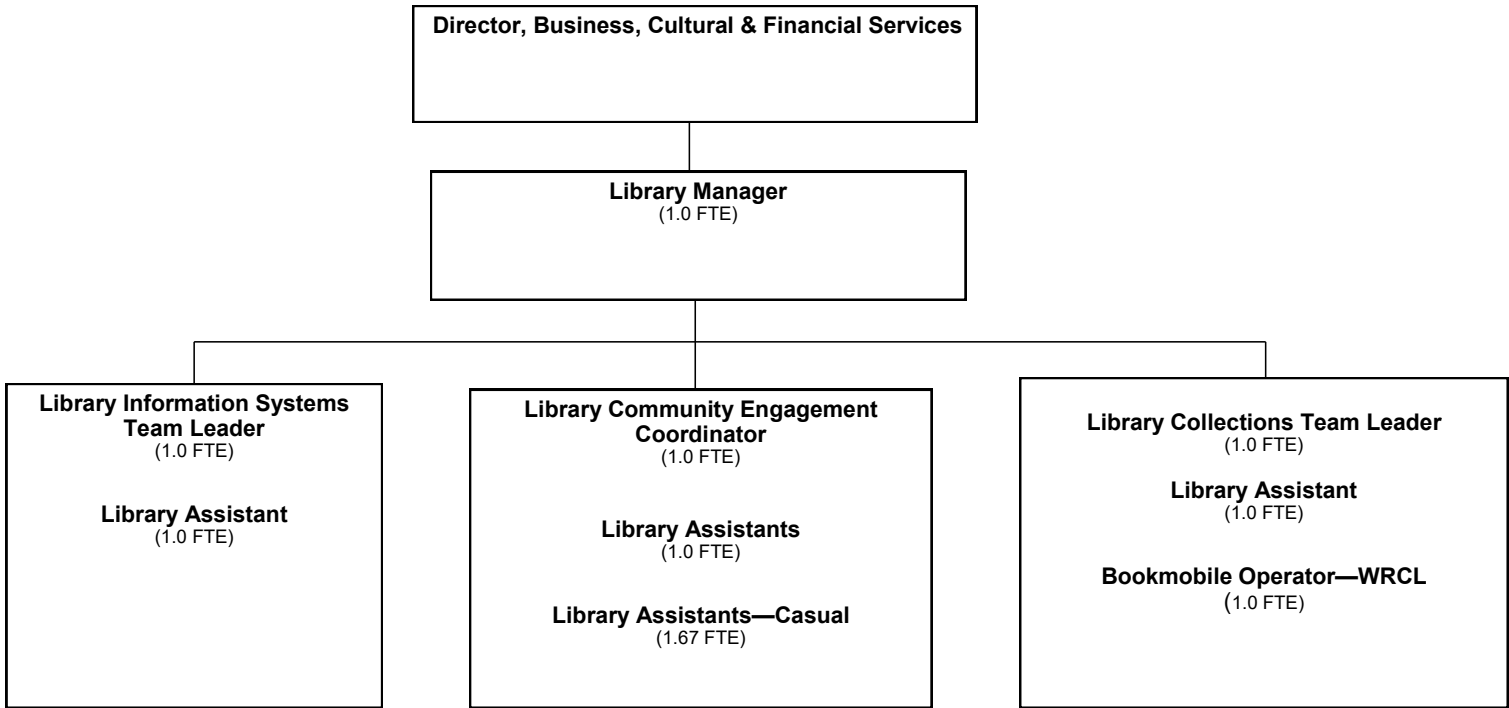


Figure 18

Updated 30/06/2025

Business, Cultural & Financial Services (Facilities—Theatre, Art Gallery & Museum)

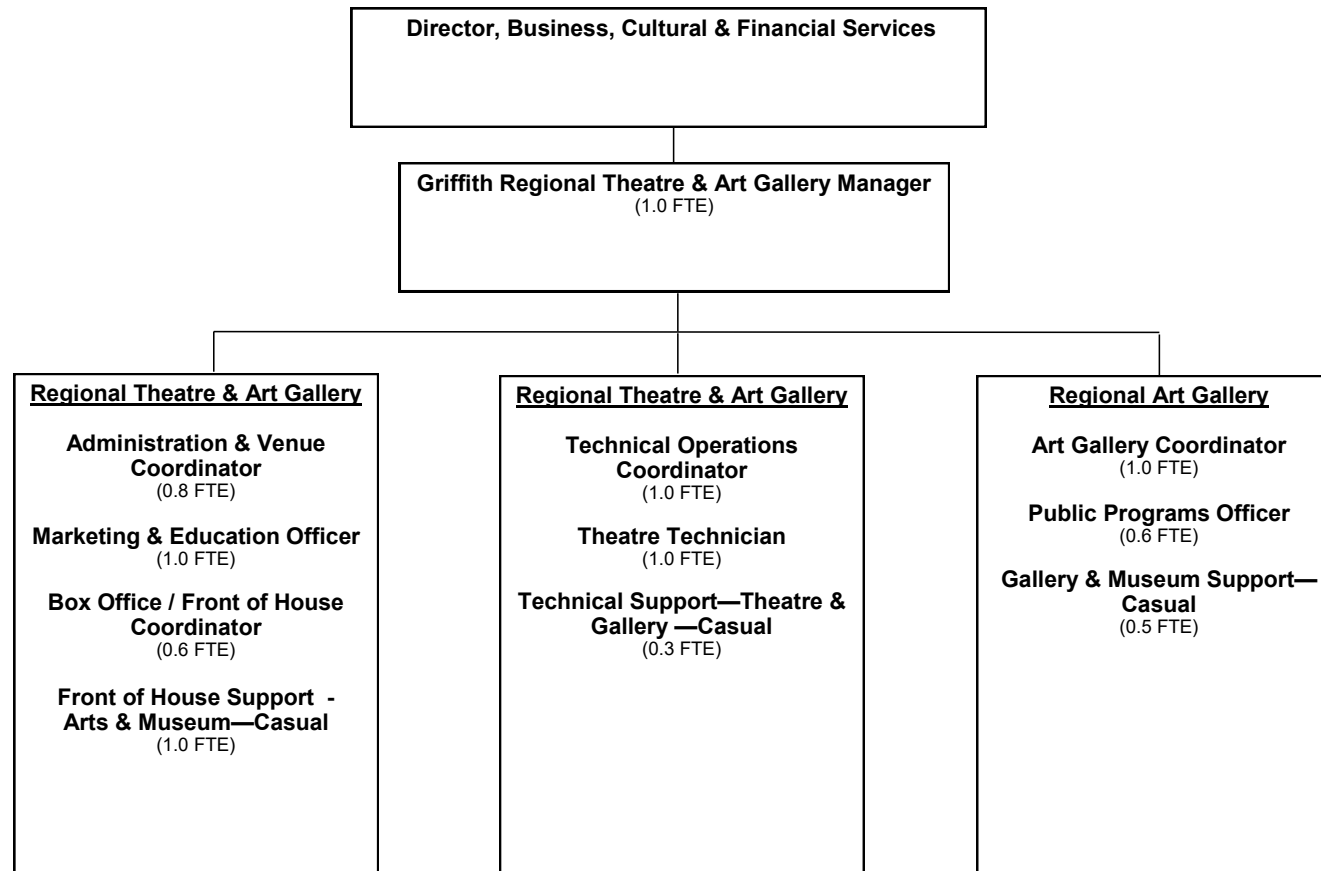


Figure 19

Updated 30/06/2025

Business, Cultural & Financial Services

(Facilities - Pioneer Park)

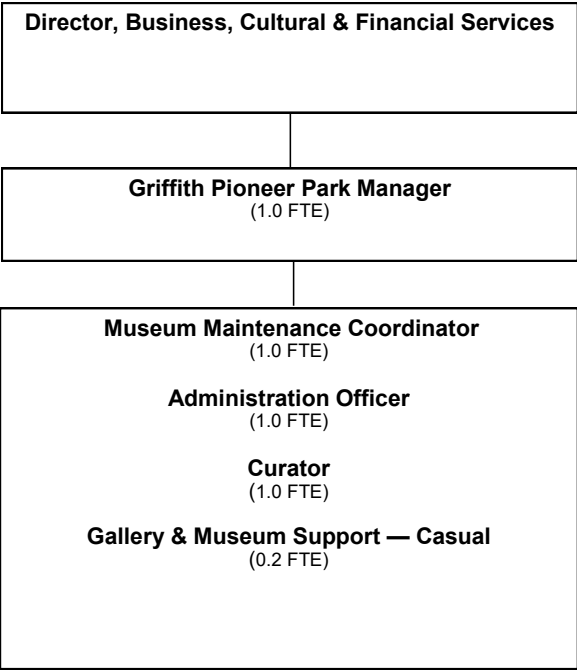


Figure 20

Updated 30/06/2025

Business, Cultural & Financial Services

(Facilities - Griffith Regional Sports Centre)



Figure 21

Updated 30/06/2025

Business, Cultural & Financial Services (Facilities - GRALC)

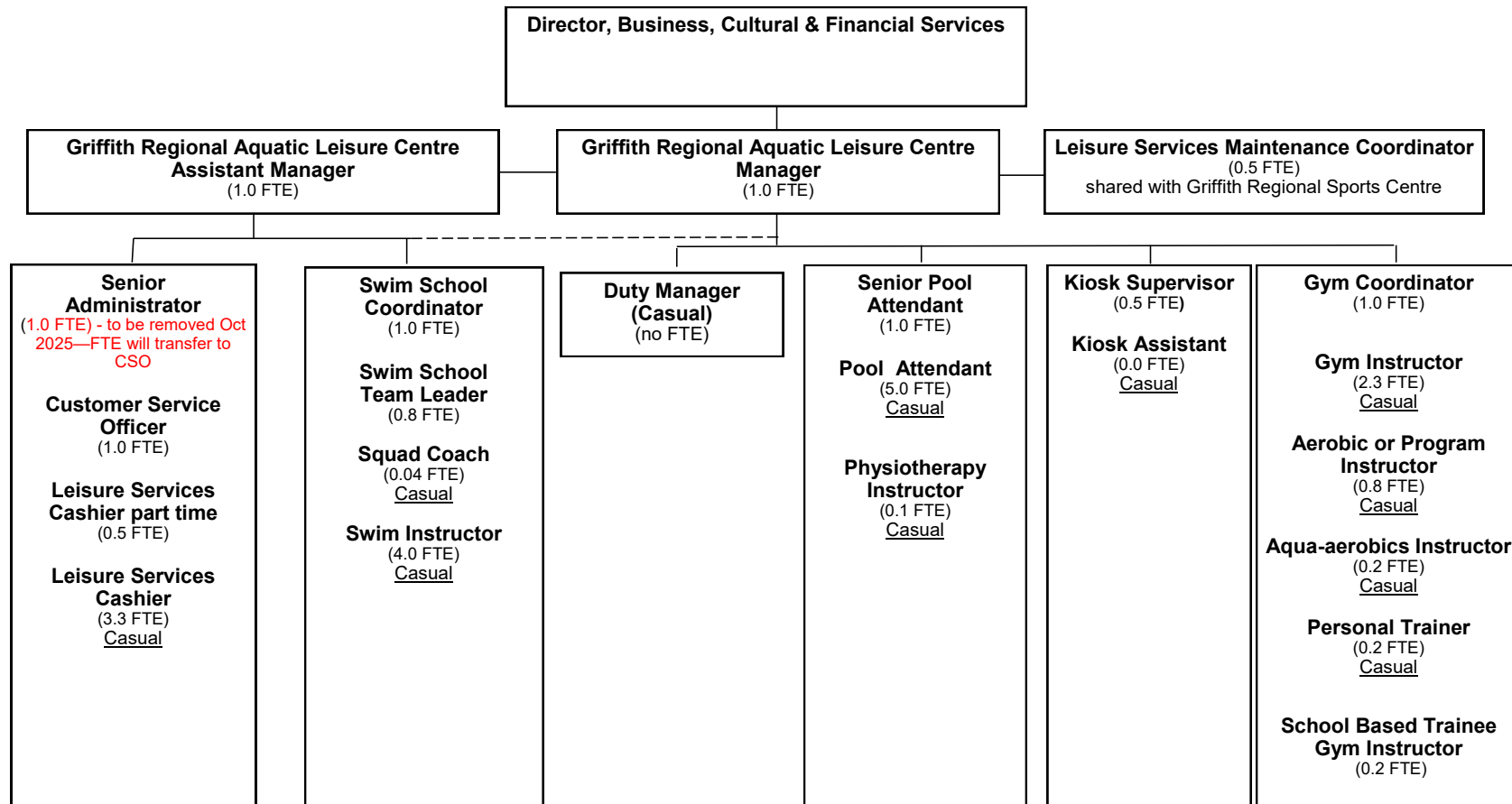


Figure 22

Updated 30/06/2025

Infrastructure and Operations

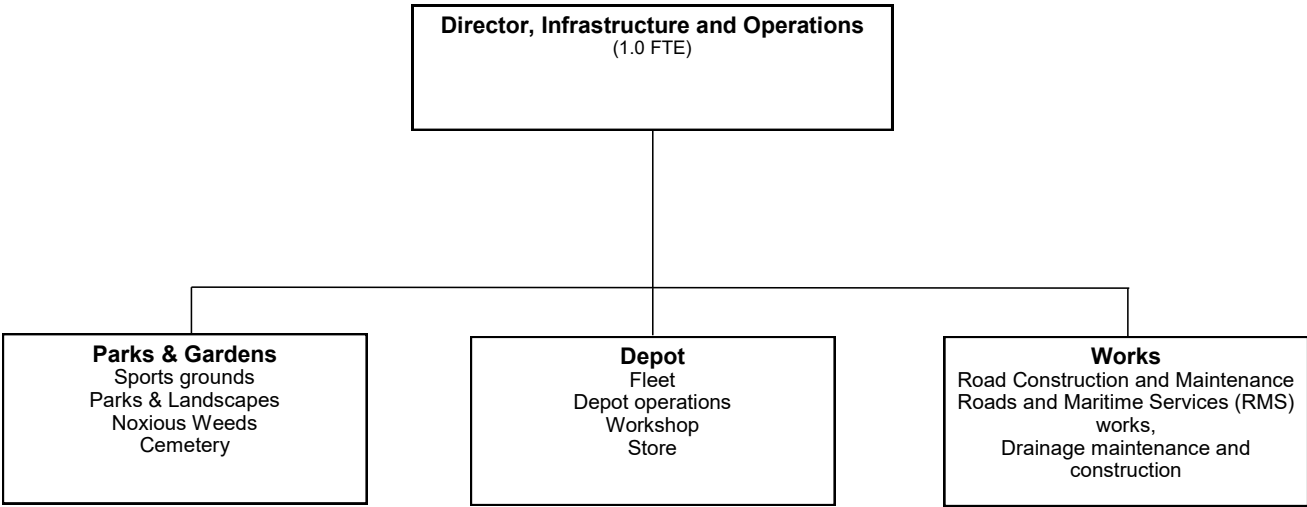


Figure 23

Updated 30/06/2025

Infrastructure and Operations

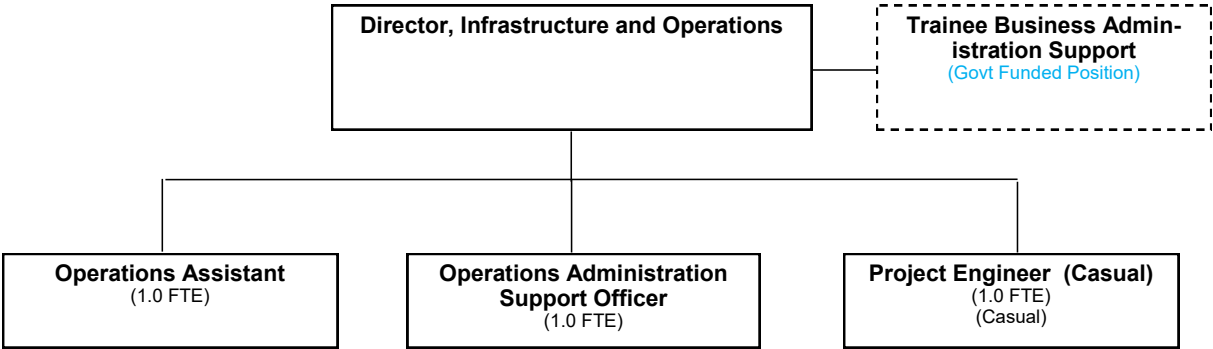


Figure 24

Updated 30/06/2025

Infrastructure and Operations (Parks and Gardens)

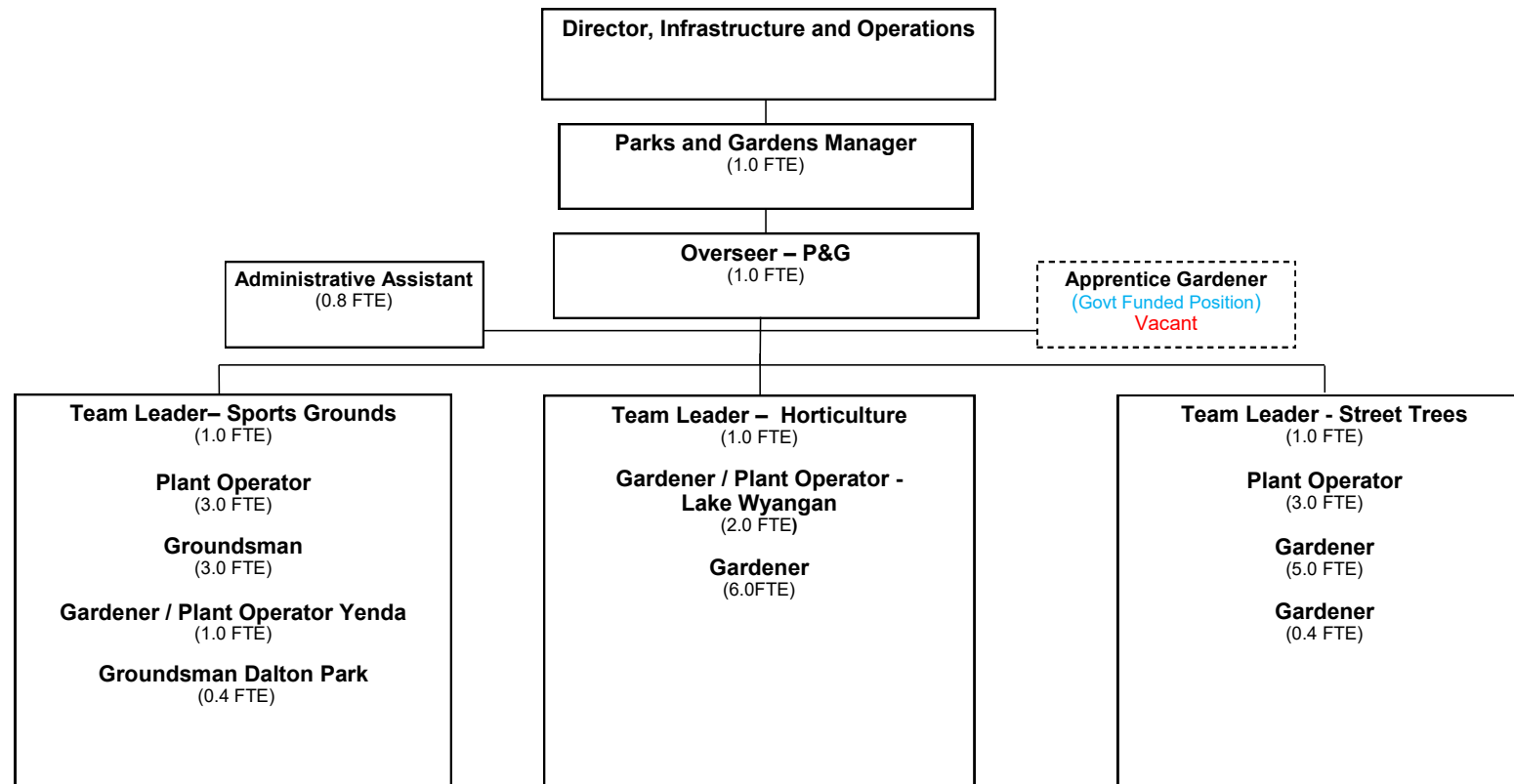


Figure 25

Updated 30/06/2025

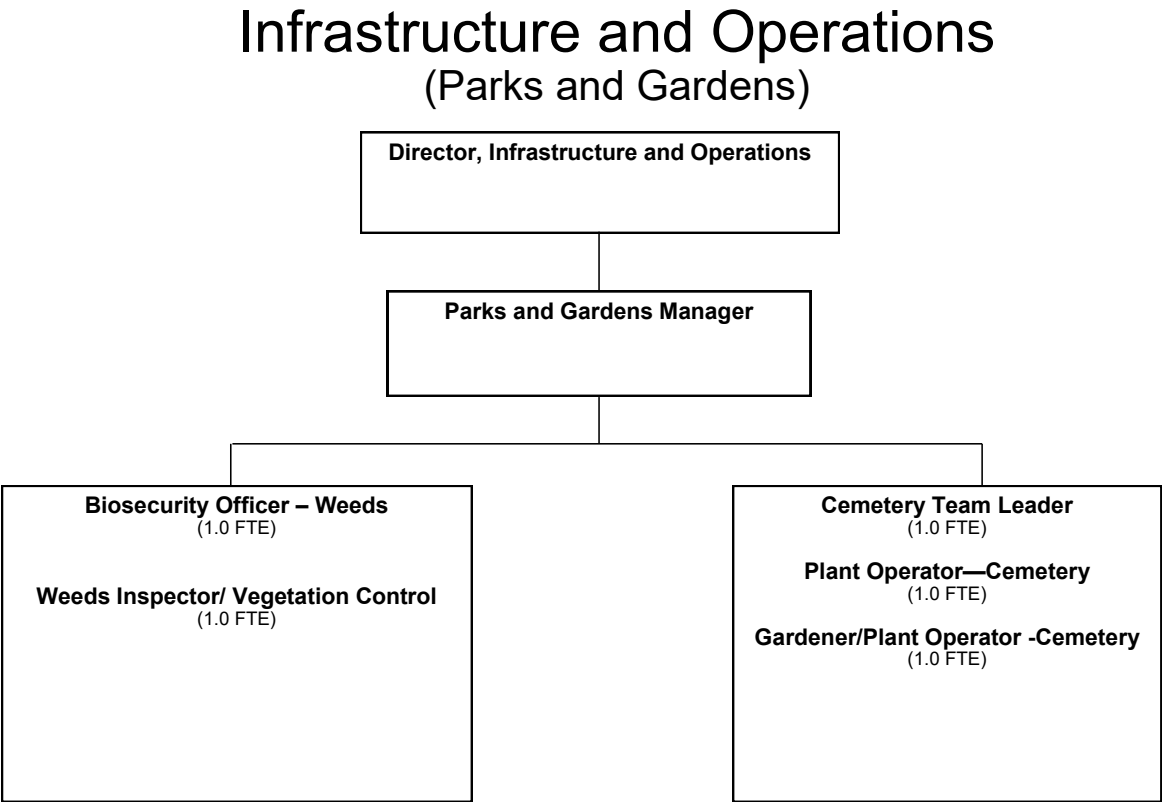


Figure 26

Updated 30/06/2025

Infrastructure and Operations (Depot)

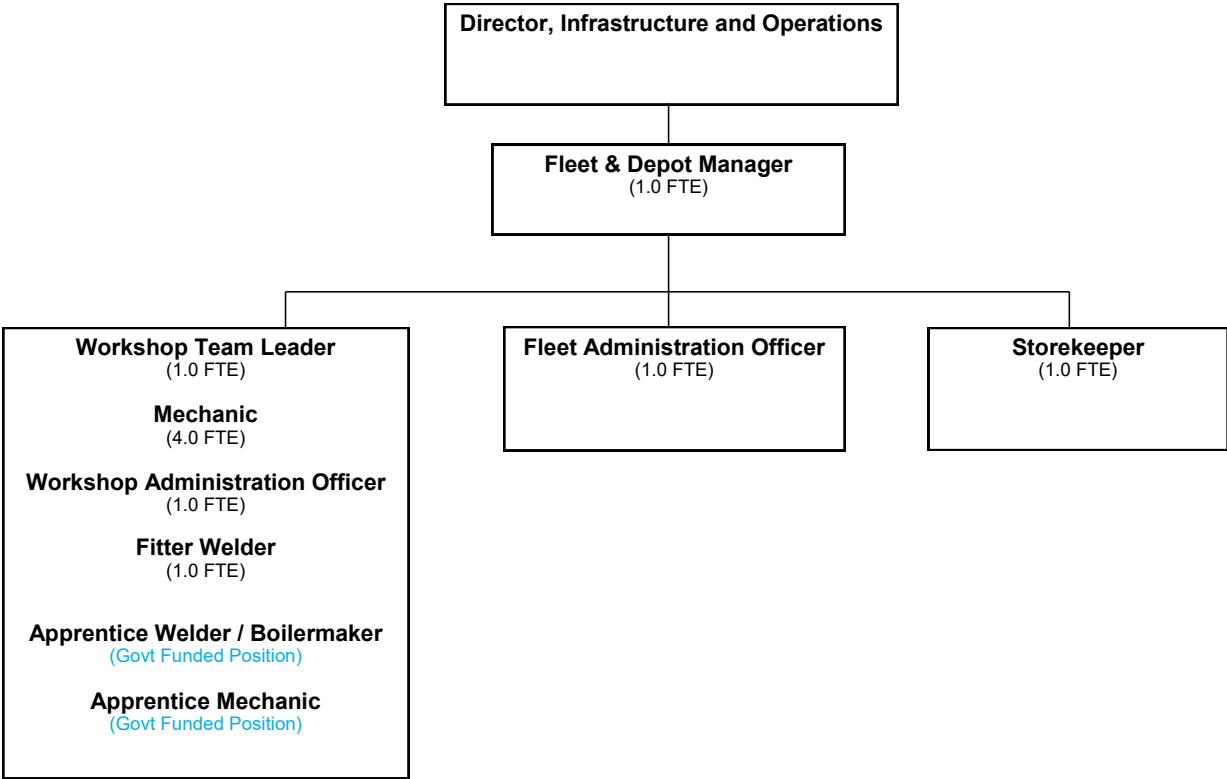


Figure 27

Updated 30/06/2025

Infrastructure and Operations (Works)

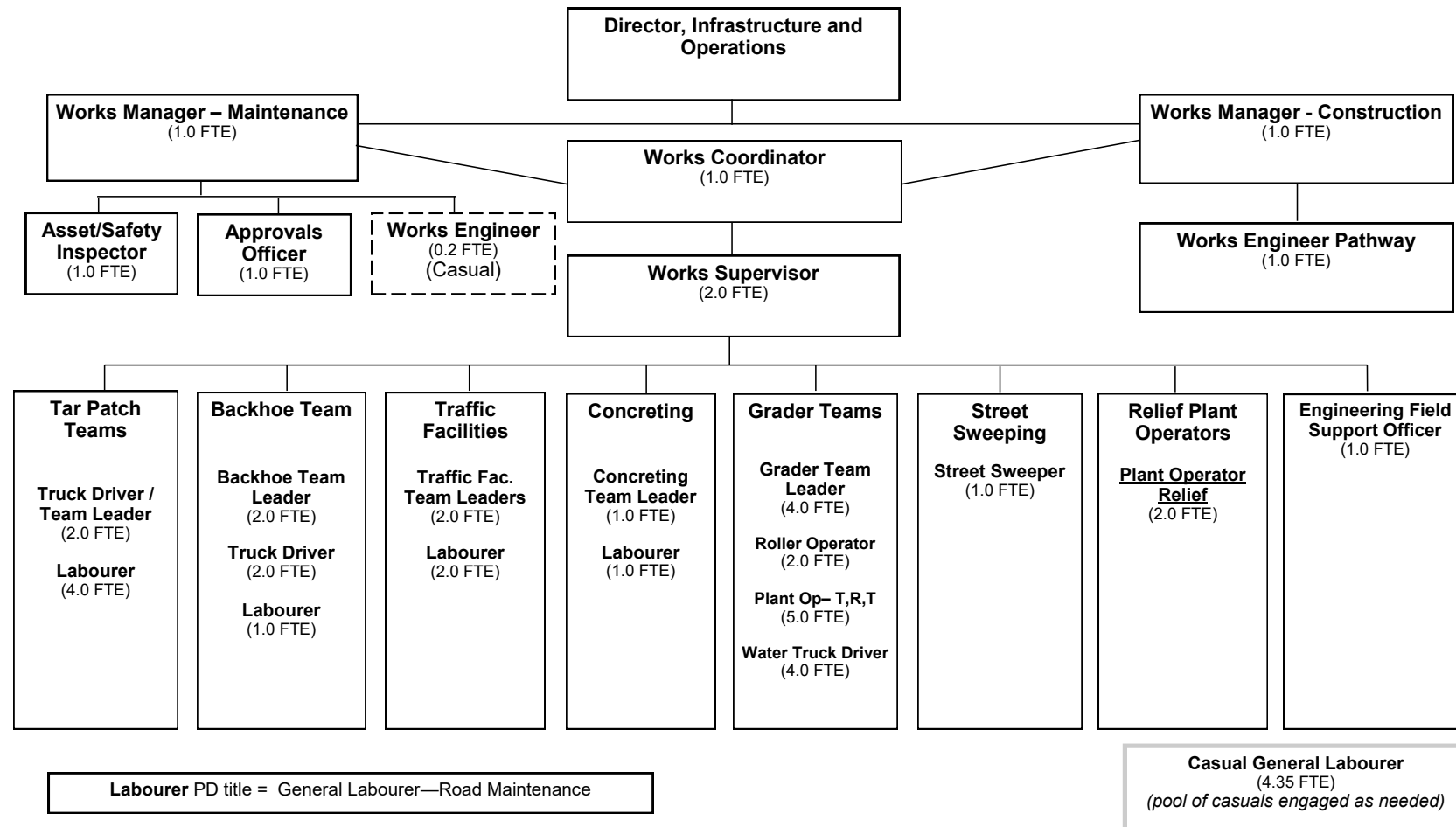


Figure 28

Updated 30/06/2025

Utilities Directorate

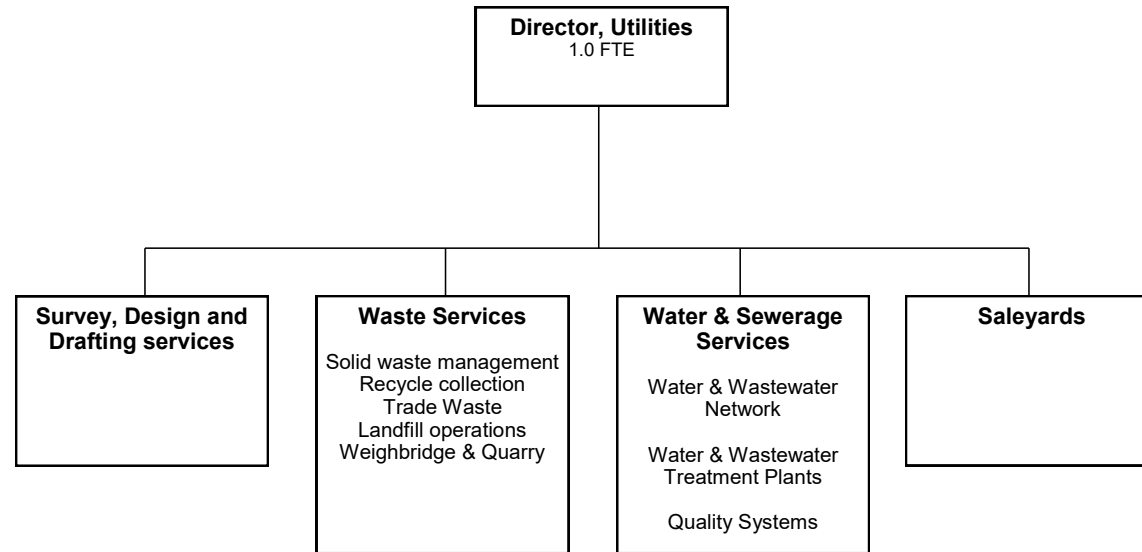


Figure 29

Updated 30/06/2025

Utilities (Survey, Design and Drafting Services)

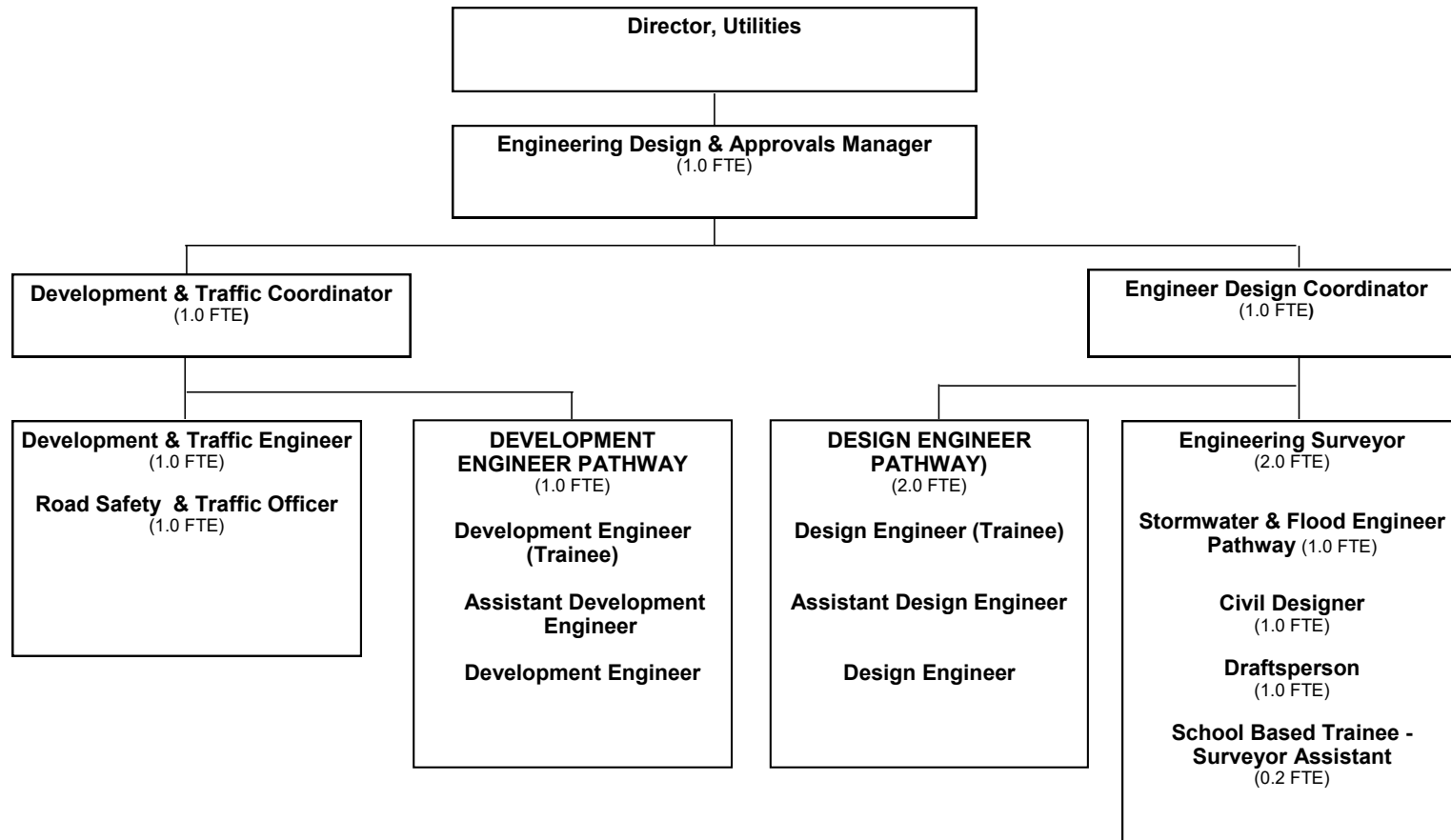


Figure 30

Updated 30/06/2025

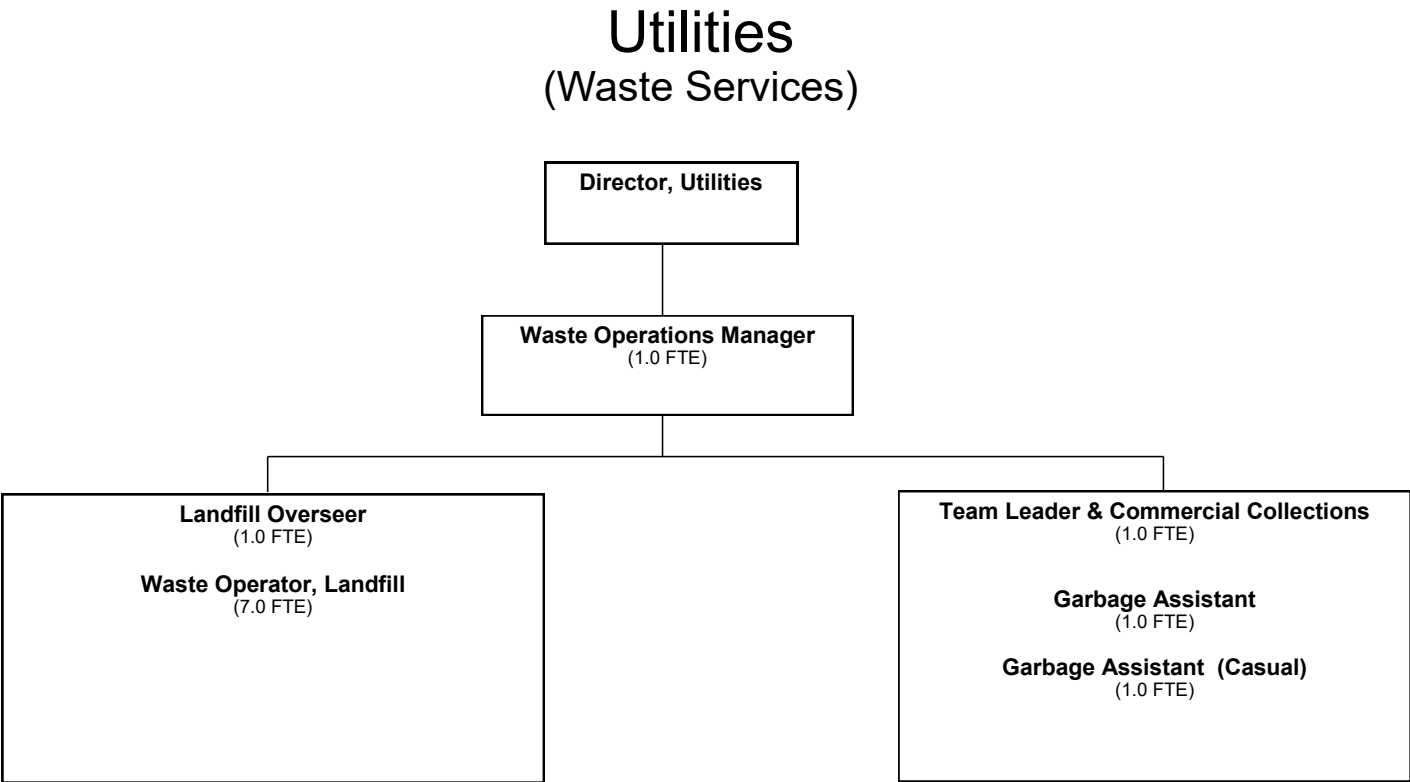


Figure 31

Updated 30/06/2025

Utilities (Water & Sewerage Services)

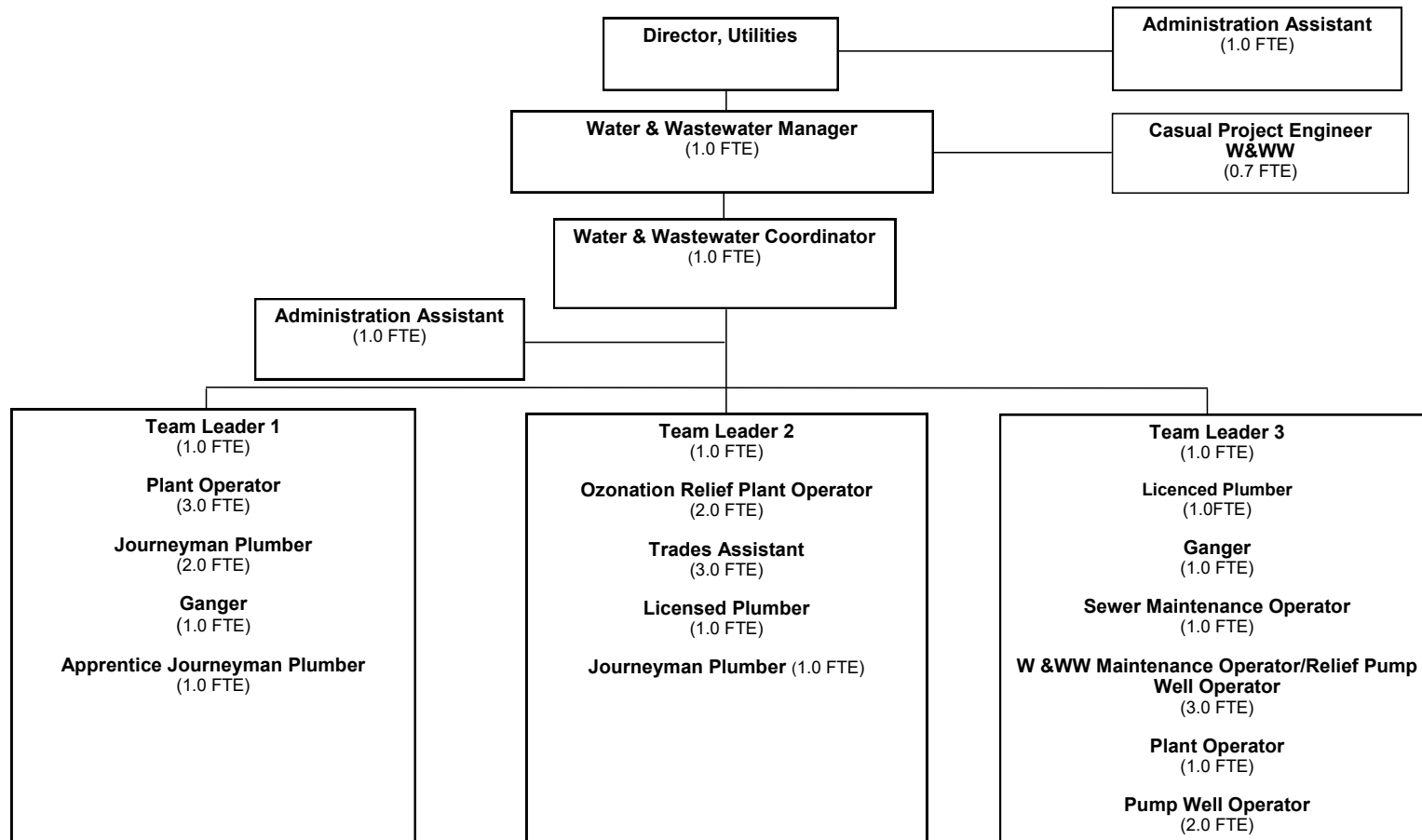


Figure 32

Updated 30/06/2025

Utilities (Water & Sewerage Services—Continued)

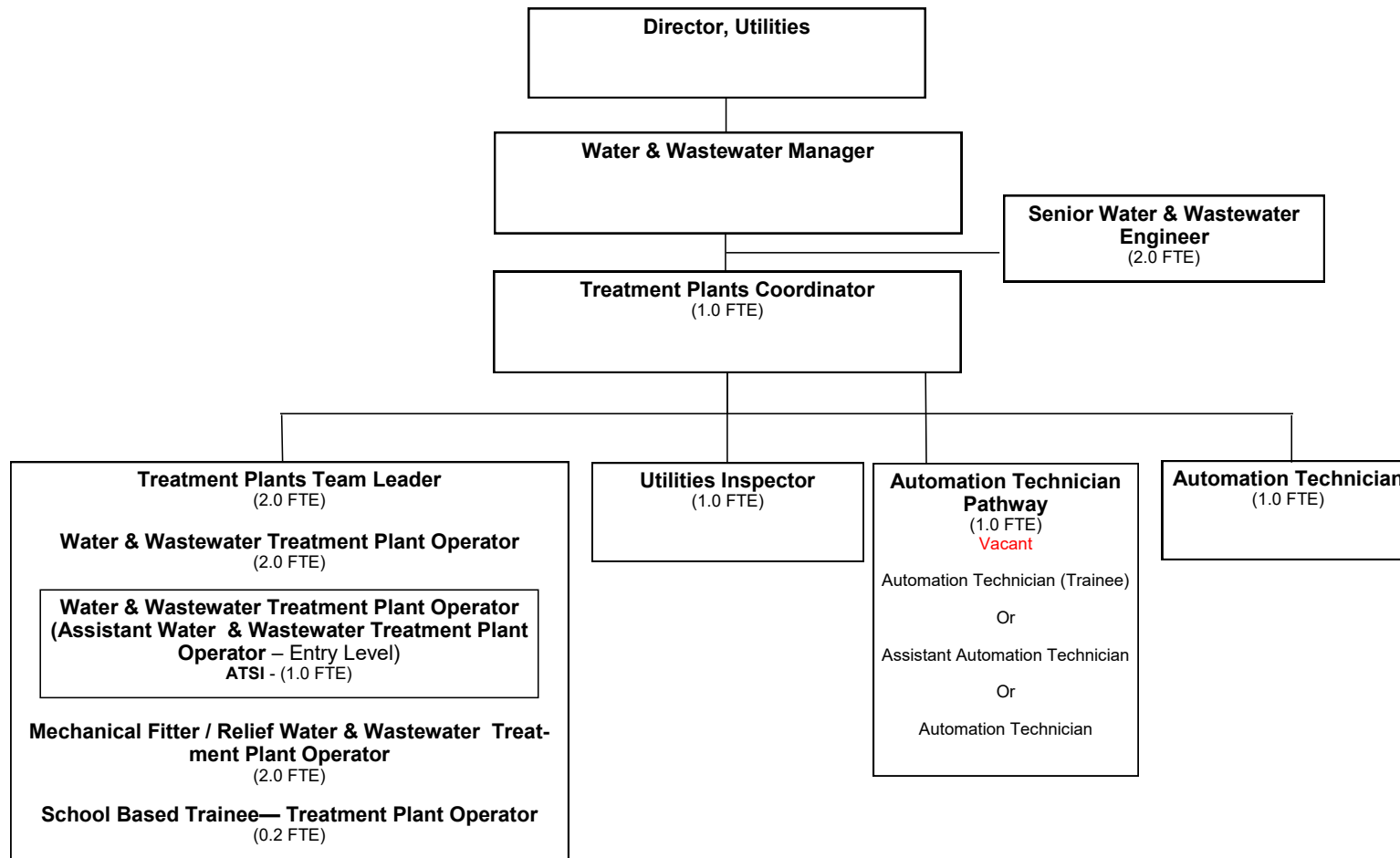


Figure 33

Updated 30/06/2025

Utilities
(Water & Sewerage Services—Continued)

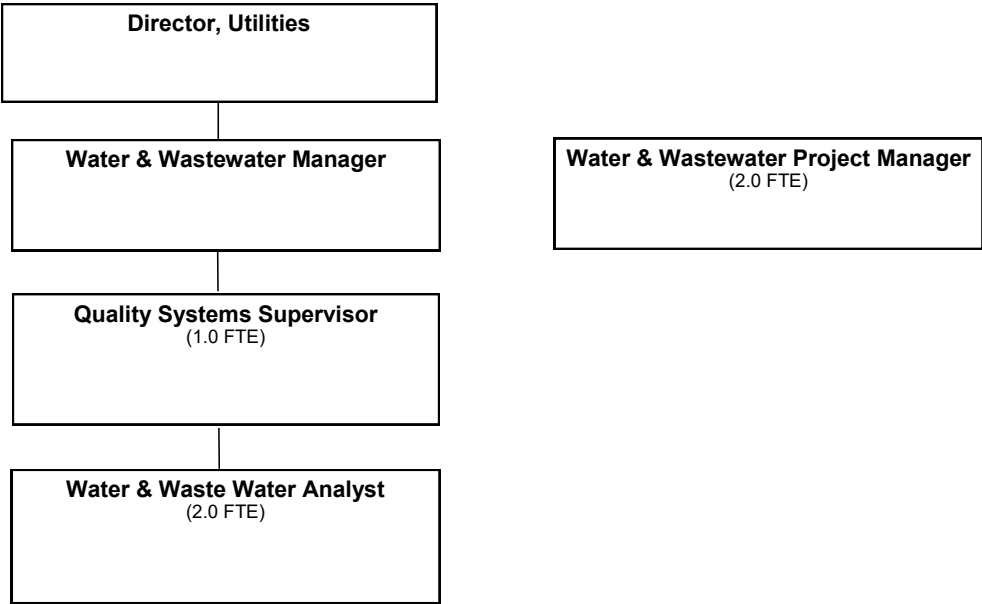


Figure 34

Updated 30/06/2025

Utilities (Saleyards)

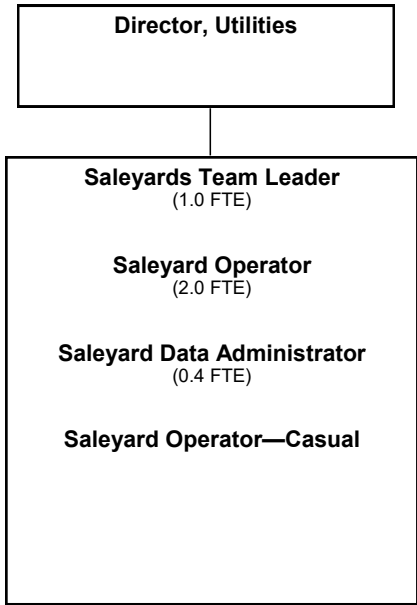


Figure 35

Updated 30/06/2025

FTE Count

Directorate	Permanent				Term Temporary Po- sitions	Total
	Permanent	Trainees/ Apprentices	School Based Trainees	Total		
General Manager / PA	2.0			2.0		2.0
Economic & Organisational Development	36.0	1.0	0.2	37.2	1.0	38.2
Sustainable Development	39.2	3.0		42.2	2.0	44.2
Business Cultural & Financial Services	48.65		0.2	48.85		48.85
Infrastructure & Operations	91.6	4.0		95.6		95.6
Utilities	76.4		0.4	76.8		76.8
TOTAL	293.85	8.0	0.8	302.65	3.0	305.65

Figure 36

Updated 30/06/2025