



BLAND SHIRE COUNCIL
west wyalong

Bland Shire Council

Business Paper

3 December 2013



OUR VISION, MISSION AND VALUES





AGENDA

COUNCIL MEETING

3 December 2013

1.0 INTRODUCTION

Let us acknowledge the Wiradjuri people, their elders past and present, traditional custodians of the land we now share. Let us be inspired by the resilience, innovation and perseverance of past generations. Let us honour those who protect this great land, may you draw strength from your God or Faith so that we may, here today, on this proud past, - build a vibrant future together. ("Pause for Reflection").

2.0 ATTENDANCE

2.1 Councillors

Cr P Grellman
Cr L Hampton
Cr K Keatley
Cr T Lord
Cr L McGlynn
Cr B Monaghan
Cr L Pike
Cr N Pokoney
Cr P Templeton

2.2 Staff

General Manager – Ray Smith
Director Asset & Engineering Services – Will Marsh
Director Corporate Community & Development Services– Adele Casey
Acting Executive Assistant – Leanne Black

2.3 Apologies

3.0 CONFIRMATION OF THE MINUTES

3.1 Ordinary Meeting held on 19 November 2013

- **Confirmation**

That the minutes of the Ordinary Council meeting held on 19 November 2013 be confirmed as a correct record of proceedings.

- **Corrections**

- **Business Arising**

4.0 DECLARATIONS OF INTEREST

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss the person or another person with whom the person is associated.

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision a person might make in relation to a matter.

Councillor/Officer	Item	Nature of Interest

5.0 PUBLIC FORUM

5.1 Presentation by Council Auditors.

6.0 MAYORAL MINUTE

7.0 NOTICES OF MOTION

8.0 DELEGATES & ADVISORY COMMITTEE REPORTS

Section 1 – Delegates & Advisory Committee Reports & Minutes *(for information)*

9.0 STAFF REPORTS

That the Council receive the staff reports.

Section 2 – Office of the General Manager <i>(reports for decision)</i>		
9.1	Monthly Status Report	9
9.2	Report on 2012 Local Government Elections	14
9.3	New Electoral District of Cootamundra	22
9.4	Code of Conduct Complaints Report	24
9.5	Expressions of Interest for the Operation of a Visitor Information Centre	25
9.6	Proposal for a New Indoor Sporting Complex	29
Section 3 – Corporate Community & Development Services <i>(reports for decision)</i>		
9.7	Cultural Development Grant – West Wyalong Regional Music Inc.	34
Section 4 – Asset & Engineering Services <i>(reports for decision)</i>		
9.8	NSW Road Naming Policy – Geographical Names Board	35
9.9	Old Light Poles – Ron Crowe Oval	64
9.10	Liquid Trade Waste Policy	66
9.11	Sunshine Park Mirrool	119
9.12	White Tank Lane, Waters Lane & IGA Carpark	120
Section 5 – Reports for Information		
9.13	Asset & Engineering Services Report	123
9.14	Community Services Report	125
9.15	Children Services Monthly Update	126
9.16	Development Statistics – November 2013	127
9.17	Ranger Activities	130

10.0 URGENT BUSINESS WITHOUT NOTICE

11.0 QUESTIONS AND STATEMENTS

- Matters to be dealt with arising out of the proceedings of former meetings of the Council
- Other Matters

12.0 CLOSURE OF THE MEETING TO DISCUSS CONFIDENTIAL BUSINESS UNDER THE PROVISIONS OF SECTION 10A(2) OF THE LOCAL GOVERNMENT ACT

12.1 Planning Proposal – Neeld Street, Wyalong

Local Government Act {Section 10A(2)(a)}

The matters and information are personal matters concerning particular individuals (other than councillors).

13.0 RESUMPTION OF THE MEETING AND CONSIDERATION OF RECOMMENDATIONS OF THE CLOSED SECTION OF THE MEETING

14.0 CLOSE OF THE MEETING

SECTION 1 – DELEGATES & ADVISORY COMMITTEE REPORTS

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP15.2 Working in partnership with community groups, advisory committees, Government Departments, businesses and Council staff

Officer's Recommendation:

That the Council receive and note the delegate and advisory committee reports from Councillors and Advisory Committee meeting minutes as presented.

Section 1 – Delegates & Advisory Committee Reports & Minutes (for information)

Committee	Date/s	Minutes attached
Access Advisory Committee <i>(Cr Grellman)</i>	6 th December 2013	
Bland Creek Catchment Management Committee <i>(Cr Hampton, vacant)</i>		
Bland Rural Fire District Zone Liaison Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>		
Bland – Temora RFS Zone Bushfire Management Committee <i>(Cr Grellman, Cr Keatley - alternate)</i>		
Cowal Gold Project Community Environmental Monitoring & Consultative Committee (CEMCC) <i>(Mayor Pokoney, Cr McGlynn - alternate/observer, Cr Hampton - observer)</i>	4 th December 2013	
Cultural Advisory Committee <i>(Cr McGlynn, Cr Keatley, vacant)</i>		
Goldenfields Water County Council Board <i>(Cr Templeton)</i>	20 th December 2013	
Health & Wellbeing Advisory Committee <i>(Cr Lord, Cr Monaghan, Cr Grellman, Cr McGlynn)</i>		
Heritage Advisory Committee <i>(Cr McGlynn, Cr Grellman, vacant)</i>	4 th December 2013	
Indigenous Advisory Committee <i>(Cr McGlynn, vacant)</i>		

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

Lachlan Catchment Management Authority Local Government Coordinating Committee <i>(Cr Hampton, vacant)</i>		
Local Traffic Advisory Committee <i>(Mayor Pokoney, Cr Grellman - alternate)</i>	3 rd December 2013	
Murrumbidgee Medicare Local Board <i>(Cr Monaghan)</i>		
Museums Advisory Committee <i>(Cr Lord, vacant)</i>	30 th January 2014	
Newell Highway Taskforce <i>(Cr Lord)</i>		
NSW Association of Mining Related Councils <i>(Cr McGlynn, Cr Hampton)</i>		
Plant Committee <i>(Cr Grellman, Cr Templeton, Cr Lord)</i>		
Public Libraries NSW South-West Zone		
Riverina Eastern Regional Organisation of Councils (REROC) <i>(Mayor Pokoney)</i>		
Riverina Regional Tourism <i>(Cr Lord)</i>	13 th December 2013	
Tourism Advisory Committee <i>(Cr Lord, Cr Hampton)</i>	14 th November 2013 5 th December 2013	✓

MINUTES OF THE BLAND SHIRE VISITOR ECONOMY AND TOURISM ADVISORY COMMITTEE HELD IN THE FOYER ROOM ON Thursday 14 NOVEMBER 2013 COMMENCING AT 5:40 pm

Our prosperity

Ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP16.0 Community satisfaction with the quantity and quality of tourist information and resources provided

DP19.0 Visitors and tourists are welcomed and make a positive contribution to the community and economy

DP19.3 Visitor information is kept relevant and up to date

DP21.0 Promote leading edge communication technology to link everyone within and outside Bland Shire

DP21.2 Analyse, interpret and promote emerging social trends and Government initiatives in technology to benefit the community

Author: Jeff Stien Senior Economic Development & Tourism Advisor

Officer's Recommendation:

That the minutes of the 10 October 2013 Visitor Economy and Tourism Advisory Committee be confirmed.

Present: Cr. Tony Lord, Martin Lane, Amanda Stitt, Des Delanie, Peg Mrowka, Jeff Stien (Senior Economic Development & Tourism Advisor).

Apologies: Mal Carnegie, Bernie Couzens

ITEM 1 CONFIRMATION OF MINUTES

That the minutes of the Bland Shire Council Visitor Economy and Tourism Advisory committee meeting held on 10 October 2013 be confirmed.

Moved: A Stitt Seconded: M Lane

CARRIED

ITEM 2 CORRESPONDENCE

Correspondence In:

- Riverina Regional Tourism

Correspondence Out:

- Eastern Riverina Destination Management Organisation
- Riverina Regional Tourism

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

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MAYOR

ITEM 3 MATTERS ARISING FROM MINUTES

- The Gold Trails will be represented at the finals of the NSW State Tourism Awards.
- Cr. Lord, the General Manager and the Senior Economic Development and Tourism Advisor attended the Riverina Regional Tourism Eastern Riverina Destination Management Organisation meeting in Temora on Friday on 27 September. The following business paper was presented by the General Manager to the October Council Meeting:

9.8 Eastern Riverina Destination Management Organisation (ERDMO)



DP16.0 Community satisfaction with the quantity and quality of tourist information and resources provided

Author: General Manager

Officer's Recommendation:

That Council confirms its membership of the Eastern Riverina Destination Management Organisation.

Officer's Recommendation:

1. That Council nominate one councillor and one staff member as delegates to the Eastern Riverina Destination Management Organisation.
2. That Council support the nomination of one of these delegates as Chairperson of the Eastern Riverina Destination Management Organisation.
3. That Council support the nomination of one of these delegates to membership of the new Riverina Regional Tourism Organisation.

Introduction

The Eastern Riverina Destination Management Organisation (ERDMO) comprises of the LGA's of Bland; Coolamon; Cootamundra; Gundagai; Junee; Lockhart; Temora and Wagga Wagga. This group of council's represents a 'cluster' within the Riverina Regional Tourism Organisation (RRTO) boundaries.

The first meeting of this group was held in Temora on 27 September 2013 and a copy of the notes taken at that meeting are included as an attachment to this report.

Also arising from that meeting it was resolved as follows:

Structure

That the ERDMO appoint the following positions:

- Chairperson – to be elected on a 12 month basis each October – November
- Vice Chairperson - to be elected on a 12 month basis each October – November
- Secretary – to be provided by Bland Shire Council

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 22 OCTOBER 2013

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MAYOR

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

Representation

That each member LGA have two (2) representatives to be determined by the individual councils. Such representation can be any combination of councillor, staff member or tourism industry representatives.

There will be two (2) representatives elected from the ERDMO to sit on the RRTO Board.

Voting Rights

Each member LGA will have just the one (1) vote.

The Chairperson will have a casting vote given that there is an even number (8) of member councils.

Meetings

That in the immediate short term meetings will be held on a monthly basis and will rotate amongst member councils.

The next meeting will be hosted by Bland Shire Council on Friday 29 November 2013 and further details of venue, time and agenda are to be provided.

Conclusion

It is important that Bland Shire Council is well represented in the ERDMO to ensure that our Shire receives equal and adequate consideration when determining tourism projects and events within this cluster. It is for this reason that I have recommended that not only does council nominate a councillor and a staff member but also that council supports the nomination of our councillor delegate as chairperson of the ERDMO.

Council will also note from the minutes that Bland Shire Council will provide the secretariat for this group as another means of maintaining a high profile within the group.

I also believe that at the appropriate time council nominates a councillor for membership of the RRTO Board which will be renewed early in 2014.

Financial Implications

There will be no increase in the contribution to the RRTO in the current financial year. However, Government funding for the current Organisation will end on 31 December 2013, when the current Board is up for renewal. It has been indicated to council that sufficient funds will remain in the current RRTO budget to see them through to 30 June 2014.

I have requested an early indication as to when each member council of the RRTO will be advised of any future contributions to ensure that there is ample time for consideration prior to developing the 2014-2015 budget.

There are currently funds in the 2013-2104 budget for the development of a Bland Shire Council specific Destination Management Plan and I would strongly suggest that these funds remain intact until the future of a Regional Destination Management Plan has been confirmed.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 22 OCTOBER 2013

.....
MAYOR

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

At the October Council meeting the Council resolved the following:

9.8 Eastern Riverina Destination Management Organisation (ERDMO)

Council Recommendation:

12102013 RESOLVED on the motion of Cr Lord seconded Cr McGynn that Council confirms its membership of the Eastern Riverina Destination Management Organisation. **CARRIED**

Council Recommendation:

13102013 RESOLVED on the motion of Cr McGlynn seconded Cr Hampton that Council nominate one councillor and one staff member as delegates to the Eastern Riverina Destination Management Organisation. **CARRIED**

Council Recommendation:

14102013 RESOLVED on the motion of Cr McGlynn seconded Cr Pike that Council nominate Cr Lord and the Senior Economic Development & Tourism Advisor as delegates to the Eastern Riverina Destination Management Organisation. **CARRIED**

Council Recommendation:

15102013 RESOLVED on the motion of Cr McGlynn seconded Cr Keatley:

- 1. That Council support the nomination of one of these delegates as Chairperson of the Eastern Riverina Destination Management Organisation.**
- 2. That Council support the nomination of one of these delegates to membership of the new Riverina Regional Tourism Organisation. CARRIED**

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 22 OCTOBER 2013

.....
MAYOR

7

- At the November Visitor Economy & Tourism Advisory Committee Meeting, the Committee did not agree with the following priorities that were assigned to the tourism projects by Councillors at the Council workshop. The Chair of Visitor Economy & Tourism Advisory Committee was also not at the October Council workshop. By setting priorities it will affect and may exclude projects for funding applications. Some of the priorities are also necessary to be able to apply for funding. Other local government organisations have developed or are in the process of developing similar projects. With

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

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MAYOR

Tourism worth \$35m in the Cowra Shire, \$21m in the Forbes Shire, \$15m in Narrandera Shire, \$36m in Parkes and \$34m in Young all have accredited stand alone Visitor information Centres.

<u>Tourism Projects – Priorities</u> <u>As at 5 November 2013</u>
HIGH – (Cultural Centre including) A Visitor Information Centre (Call for EOI's)
HIGH - Cooinda Reserve Precinct including Wetlands, Poppet Head and Rotary Park
HIGH - Airport, gliding and car clubs
LOW - Augmented reality, holograms and Apps
MEDIUM - Bird Trails
HIGH - Bland Shire Heritage, Gold Trails and Tours
HIGH - Interpretive signs gold, tin, flowers, birds, eucalyptus, indigenous, history and heritage (\$10,000.00 IN 2014/15 Budget FOR Main Street)
VERY LOW - Development of a content management and online booking and payment systems, social media including smart phone, electronic tours tablet, photo library and promotional videos in English and other languages
HIGH - Events and prospectus (Calendar of 'repeat events: local & regional)
HIGH - Destination Management Plan
HIGH - Newell Highway brochure, website and promotions
HIGH - West Wyalong brochure
LOW - Hotels & Clubs of the Bland Shire & Surrounding areas
HIGH – Russell Drysdale Monument and interpretive sign
MEDIUM / HIGH - Notable people sculptures, Reading of the Riot Act and Sporting Icons
VERY LOW – Taleeban
LOW - Vivid Bland Shire
LOW - Bike Trails
LOW - Forests, National Park and Reserves
LOW - Farm stays
LOW - Bland Shire's murals need to be assessed and repainted if necessary and other opportunities need to be identified
LOW – Geocaching
MEDIUM / HIGH = WiFi access in the main street
HIGH – Development of the Airport (Subject to planning implications)
HIGH – Events Tourism (Sporting)
HIGH – Support for gliding events
LOW - Local Government Games to be staged in West Wyalong

- The Sir Russell Drysdale monument is progressing.
- The attendees at the two gliding events were impressed with the support of Bland Shire Council and the Bland Shire Community and will return for future events.
- The 21st Anniversary of the Mirrool Silo Kick had 400 visitors for the event.

ITEM 5 GENERAL BUSINESS

- The Visitor Economy & Tourism Advisory Committee congratulated all those involved in the up keep and presentation of the parks and gardens in the Bland Shire including the

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

Community Rose Garden, Lions Park Precinct and the southern entrance on the Newell Highway.

- The Visitor Economy & Tourism Advisory Committee would like to thank the Bland Shire Council for the erection of signs at Lake Cowal.
- With the number of larger caravans, camper trailers and fifth wheelers passing through West Wyalong the car park opposite the Council Chambers needs to be redesigned to accommodate these larger vehicles.
- Recent Newell Highway promotional activities include Greg Grainger, articles in the PGA Golf Magazine, a visit by the Travel Tart and Sydney Weekender will be in Narrandera in November.
- Updating the heritage map of the Bland Shire is included in the Bland Shire Heritage, Gold Trails and Tours.
- The Visitor Economy & Tourism Advisory Committee will consider holding some meetings at Bland Shire villages next year and this will be discussed at the next meeting.

ITEM 6 DATE OF NEXT MEETING

The date will be confirmed for Thursday 5 December 2013 with the meeting to be held at the Tattersall's Hotel at 5.30pm.

ITEM 7 CLOSE

Meeting closed at 6:50pm.

SECTION 2 – OFFICE OF THE GENERAL MANAGER

9.1 Monthly Status Report

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14.3 Ensure the General Manager takes on a high level role in implementing the Community Strategic Plan and associated documents

Author: Executive Assistant

Officer's Recommendation:

That the information contained in the December 2013 monthly status report be received and noted.

Introduction

At its June 2011 meeting Council approved for the submission of a "Monthly Status Report" to each ordinary Council meeting for effective monitoring and recording of Council's decisions and actions taken.

This course of action creates greater transparency for staff responsible for implementing Council decisions and provides Councillors with a more accurate outcome of their decision making process.

When the action required from each decision is completed the item will be deleted from the report.

Conclusion

The actions taken by staff in implementing Council decisions and detailed in the Monthly Status Report be received and noted.

Financial Implications

Nil to this report

MONTHLY STATUS REPORT - COUNCIL MEETING RESOLUTIONS FOR ACTION

Blue shading indicates action completed

COUNCIL RESOLUTIONS 20 NOVEMBER 2012

Item Number	Action By	Council Resolution/Action Required	Outcome
MATCHING FUNDS FOR THE BLAND SHIRE HERITAGE, GOLD TRAILS AND TOURS - RUSSELL DRYSDALE MONUMENT - 24112012	GM	That Bland Shire Council endorses the Russell Drysdale Bronze monument and interpretive sign to be installed on the Tattersall's Hotel corner.	SEDATO to follow up next stage of this project. 13/12: stool to be removed from design, DES to source template to determine most suitable location 29/1: template available, onsite meeting to be scheduled 7/5: GM to follow up with SEDTA 3/7: Location of the sculpture has been determined and the Bronze work is now proceeding. 6/8: sculpture expected in October 15/10: Official opening proposed for early 2014 with Govt reps in attendance. 5/11 Sculpture has arrived and will be installed in the new year. Interpretive panel in hand.

COUNCIL RESOLUTIONS 16 APRIL 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
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MULTIPURPOSE CULTURAL PRECINCT INCLUDING A VISITOR INFORMATION CENTRE - 11042013	DCCDS	That the Council confirms the inclusion of a Visitor Information Centre in the current investigations and scope for a multipurpose cultural/exhibition space and that the findings of the investigations be presented to Council for further consideration and consultation.	Investigations Underway and ongoing 6/8: to be discussed at special Council Workshop on 13/8/2013 20/8: GM to inspect proposed new property development in Main St for further consideration of options. 5/11 GM has inspected.
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COUNCIL RESOLUTIONS 20 AUGUST 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
Liquid Trade Waste Policy - 22082013	DAES	That the draft Liquid Trade Waste Policy be put to the community for comment.	Advertised 15/10: awaiting Government response

COUNCIL RESOLUTIONS 17 SEPTEMBER 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
Awning - Park Street Recreation Ground - 03092013	DAES	1. Seek the view of the Park St Recreation Committee in regard to this development. 2. Produce cost estimates for erecting an awning at the Park St Recreation Ground over the existing concrete slab.	In hand - letter sent 15/10: awaiting response from User Group

Road Trains At Graincorp West Wyalong - 28092013	DAES	1. That Bland Shire Council approve in principle that the extra route be used by GrainCorp for Road Trains 2. That the Director Engineering Services be authorised to negotiate the funding from GrainCorp to correct any geometry of the road as determined by the design. 3. That once any needed works are completed on the roadway, the Director of Engineering Services be authorised to give the final approval for road train usage on this extra section of roadway.	In hand 15/10: awaiting response from GrainCorp. 5/11 Negotiations are continuing. 19/11 Completed
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COUNCIL RESOLUTIONS 22 OCTOBER 2013

Item Number	Action By	Council Resolution/Action Required	Outcome
Executive Certificate For Elected Members - 08102013	GM	1. That Council agree in principle to participate in the Executive Certificate for Elected members program. 2. That the General Manager liaises with councillors and LGNSW to establish an appropriate timetable for conducting the program in West Wyalong.	Arrangements are in hand to conduct this program early in 2014.
Eastern Riverina Destination Management Organisation (ERDMO) - 12102013	GM	That Council confirms its membership of the Eastern Riverina Destination Management Organisation.	Advice has been forwarded to RRTO. Completed
Eastern Riverina Destination Management Organisation (ERDMO) - 13102013	GM	That Council nominate one councillor and one staff member as delegates to the Eastern Riverina Destination Management Organisation.	Nominations will be confirmed at the meeting of the ERDMO on 15.11.13. Completed
Eastern Riverina Destination Management Organisation (ERDMO) - 14102013	GM	That Council nominate Cr Lord and the Senior Economic Development & Tourism Advisor as delegates to the Eastern Riverina Destination Management Organisation.	Nominations will be confirmed at the meeting of the ERDMO on 15.11.13. Completed

Eastern Riverina Destination Management Organisation (ERDMO) - 15102013	GM	1. That Council support the nomination of one of these delegates as Chairperson of the Eastern Riverina Destination Management Organisation. 2. That Council support the nomination of one of these delegates to membership of the new Riverina Regional Tourism Organisation.	Nominations will be confirmed at the meeting of the ERDMO on 15.11.13. Completed
Payment of Expenses and Provision of Facilities to Councillor Policy - 20102013	DCCDS	1. That the Council place the Payment of Expenses and Provision of Facilities to Councillor Policy on public exhibition for a period of 28 days. 2. That if no submissions are received, the Council give delegated authority to the General Manager to adopt the Policy.	On public exhibition
Splatter Gallery & Café - Business Assistance Funding - 30102013	GM	That Council approve \$6,000 in Business Assistance Funding to Claire Cumming, owner of Splatter Gallery & Café for the establishment of an art gallery, painting and photograph framing business and café at 192 Main Street West Wyalong.	5/11 Arrangements are in hand for the distribution of funds to the applicant. Completed.

COUNCIL RESOLUTIONS 19 NOVEMBER 2013

Allocation from Budget for Installation of Heritage Plaques - 03112013	DCCDS	1. That Council allocate \$10,000 to the design and installation of Heritage Plaques from the 2013/2014 budget. 2. That \$10,000 for additional Heritage Plaques be included for consideration in the 2014-2015 budget	
West Wyalong Golf Course - Request for Assistance - 15112013	GM	That Council holds this matter over until the December meeting pending receipt of further information.	

9.2 Report on the 2012 Local Government Elections

Our leadership

setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14. To provide quality leadership, governance and management.

Author: General Manger

Officer's Recommendation:

That the report from the NSW Electoral Commissioner on the 2012 Local Government Elections be received and noted.

Introduction

Council is in receipt of the final report from the NSW Electoral Commissioner on the results of the 2012 Local Government Elections.

The Report includes a 'snapshot' of the elections as well as a summary of each individual council's results that had the NSWEC undertake their election process.

A copy of both of these sections of the overall Report is included as attachments to this report.

Conclusion

It is interesting to note some of the more pertinent aspects of the Report.

- The NSWEC conducted the elections in 136 of the 152 council areas in NSW
- The NSWEC managed the roll of 4,776,599 electors
- The NSWEC processed 3,953 candidate nominations
- In 2012 there were 21 Councils with more than 50 candidates
- In 2012 there was 1 council with more than 100 candidates (Campbelltown 102)
- The overall voter participation rate was – 82.1%
- Bland Shire Council's participation rate was – 83.1%
- The average cost per rural council was - \$91,126.00
- The cost to Bland Shire Council was - \$37,544.00
- The average overall cost per elector was - \$6.49
- The average cost per elector for Bland Shire Council was – \$8.66

The full report can be downloaded from:

http://elections.nsw.gov.au/data/assets/pdf_file/0006/132684/LGE2012_Report_-_PROOFED_FINAL.pdf

Financial Implications

The total cost of the 2012 elections was met from the appropriate 2012-2013 budget allocation of \$40,000.00.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

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MAYOR

Section 1: Local Government Elections Snapshot

The NSWEC conducted the 2012 Local Government Elections in 136 council areas on Saturday, 8 September 2012. This was 91.6% of the total number of NSW councils. The list of councils using the services of the NSWEC is provided in Appendix A.

Table 3: 2012 Local Government Elections Due, Contested and Uncontested Elections

	Due	Contested	Uncontested
Councillor elections – Divided councils	162	139	23
Councillor elections – Undivided councils	91	85	6
Councillor elections – Total	253	224	29
Mayoral elections	26	26	-

In conducting these elections, the NSWEC:

- managed the roll for 4,776,599 electors (including those in areas where the council administered the election);
- processed total of 3,953 candidate nominations (including nominations subsequently withdrawn);
- provided services for 3,939 candidates;
- conducted 293 individual elections in 135 wards and 89 undivided council areas including:
 - 224 contested councillor elections
 - 29 uncontested councillor elections
 - 26 contested mayoral elections;
 - referenda for 8 councils;
 - polls for 6 councils;
- counted 2,929,094 votes for councillor positions;
- managed 2,539 polling places;
- oversighted 64 Returning Officers in the field; and
- employed 12,115 election staff.

Table 4: 1999, 2004, 2008 and 2012 Local Government Elections Activity Statistics

	1999	2004	2008	2012(a)
Total councils with elections due	152	142	148	136
Total contested elections	167	338 (b)	332	250
Councils with contested Mayoral elections	21	26	27	26
Councils with uncontested elections	1	6	5	16
Candidates	4,552	4,962	4,620	3,939(c)
Contested Positions	1,552	1,464	1,474	1,187
Deferred elections	24 (d)	17 (d)	14	0
No. Councils with 100+ candidates	n/a	5	Nil	1
No. Councils with 50+ candidates	n/a	35	32	21

	1999	2004	2008	2012(a)
Referenda	n/a	18	15 councils 17 questions	8 councils 8 questions
Polls	n/a	9	8 councils 15 questions	6 councils 6 questions
Website hits over 3 months	n/a	343,000	10,769,827	19,371,973
Website – Unique Visitors (e)	n/a	n/a		501,701

Source: SEO Annual Reports 1999/2000 and 2003/2004.

(a) Does not indicate total across NSW. It reflects only the number for elections conducted by the NSWEC ie 136 councils (90.7%)

(b) Includes 8 deferred elections and 1 mayoral election held 26 June 2004

(c) Does not include candidates for uncontested elections

(d) Elections were deferred pending finalisation of amalgamation proposals

(e) Unique Visitors is a more accurate measure than 'website Hits' and the NSWEC will use this indicator for future elections

Table 5: 2004, 2008 and 2012 Local Government Elections Engagement by Electors

	2004	2008	2012
Voter participation rate	85.2%	83.4%	82.1% (a)
Informality rate	7.0%	7.1%	7.9% (a)
Enrolment	4.3 million	4.5 million	4.8 million

(a) In 2012, this figure can only be calculated for those 136 elections conducted by the NSWEC

Table 6: 2008 and 2012 Local Government Elections Financial Indicators

Benchmark	2008 Local Government Elections (all councils)	2012 Local Government Elections (councils with NSWEC n=136)
Average cost per elector	\$5.71	\$6.49
Average cost per metropolitan council	\$369,550	\$387,818
Average costs per rural council	\$92,796	\$91,126
Highest actual cost	\$821,700 for Blacktown City Council (114,277 electors and 5 elections)	\$983,431 for Blacktown City Council (188,208 electors and 5 elections)
Lowest cost for a council with contested elections	\$8,600 for Jerilderie Council (1,196 electors with 1 election)	\$11,432 for Jerilderie Council (1,132 electors with 1 election)
Lowest cost for a council with no contested elections	\$4,100 for Conargo Council ⁱⁱⁱ	\$3,283 for Conargo Council ⁱⁱⁱ
Final total cost	\$25.9 million	\$23.4 million

Election Timetable

The regulated election period began on Monday, 30 July, and ended at 6pm on Saturday 8, September 2012.

Table 7: 2012 Local Government Elections Key Election Dates

Key task	Date
Close of Authorised Rolls*	Monday, 30 July 2012
Close of nominations	noon Wednesday, 8 August 2012
Pre-poll voting opens	Monday, 27 August 2012
Registration of 'how to vote' material opened	Wednesday, 8 August 2012
Registration 'how to vote' material closed	Friday, 31 August 2012
Postal voting applications closed	5pm Monday, 3 September 2012
Declared Institution voting started	Monday, 3 September 2012
Declared Institution voting closed	Wednesday, 7 September 2012
Pre-poll voting closed	Friday, 7 September 2012
Election Day	Saturday, 8 September 2012
Return of postal votes closed	6pm Monday, 10 September 2012

* For nominations and roll printing purposes.

Bland Shire Council Report

Election Summary

Poll declared by Saturday, 15 September, 2012

Councillor elections, successful candidates

Councillor name	Party Affiliation
BLAND, Robert	-
GRELLMAN, Peter	-
HAMPTON, Leeanne	-
KEATLEY, Kerry	-
LORD, Tony	-
MONAGHAN, Brian	-
McGLYNN, Liz	-
POKONEY, Neil	-
TEMPLETON, Peter	-

For full details of results see website –
www.pastvtr.elections.nsw.gov.au/LGE2012/bland-shire-council.html

For a breakdown of voting by Vote Type (Ordinary, Declared Institution/Pre-poll, Postal, Provisional/Silent) see the *Councillor Election* page of the above website, on the *Final Results* tab select 04 - *Enrolment and Voting by Aggregated Vote Type Report*.

Enrolment

Total Electors	4,352
Residential roll	4,351
Non-residential roll	1
SmartRolled Electors (30/7/11 – 30/7/12)	211

Participation and Informality

Participation rate	83.1%
Formal votes	3,508
Informal votes	110
Total votes	3,618
Informality rate	3.0%

Failure to Vote

Penalty Notices Issued	480
Rate of Failure to Vote ¹³	11.1%

Election Costs

Total Cost of the Bland Shire Council 2012 Election

\$37,554.00

Cost per elector

\$8.66

Bland Shire Council Statutory Advertising Campaign Expenditure

Nominations	\$210.00
Candidates and polling places	\$1,080.00
Uncontested elections	\$0.00
Results	\$168.00
TOTAL	\$1,458.00

Election Services

Elector Enquiry Centre

The Elector Enquiry Centre answered 102 calls from postcodes within Bland Shire Council area.

NSWEC Website

There were 532 unique visitors to Bland Shire Council election web page.

Braille Ballot Papers

No braille ballot papers were requested or printed.

Returning Officer

Geoffrey Lark

¹³ Percentage of Penalty Notices Issued to Enrolment (as shown on Authorised Roll)

Returning Officer's Office

Forbes Region Returning Officer's Office
1-5 Bandon Street
Forbes NSW 2871

Councils in Region

Bland Shire Council, Forbes Shire Council, Lachlan Shire Council and Parkes Shire Council

Staffing

Office Manager	1
Senior Office Assistant	0
Office Assistants	0
Polling Place Managers	7
Polling Place Assistants	0
Deputy Polling Place Managers	0
Declaration Vote Issuing Officer	0
Election Officials	9
Council Count Manager	0
Part Day Election Officials	0
Total Staff	17

Polling Places

Pre-poll Centres	3
Declared Institutions	2
Election day Polling Places	8

Pre-poll centre locations

Forbes Region Returning Officer's Office, West Wyalong Pre-Poll, Sydney Town Hall

Polling place locations

For 2012 map and polling places see –
www.pastvtr.elections.nsw.gov.au/LGE2012/bland-shire-council.html

Advertising

Statutory Campaign

The Council requested that the statutory advertisements be placed in the following press:

West Wyalong Advocate

Candidates

Nominations withdrawn

No Councillor nominations were withdrawn.

Councillor Candidates

Total Candidates	14
Female Candidates	3
Male Candidates	11

Names of all candidates

Councillor Candidates	Party Affiliation
AIDEN, Chris	-
BLAND, Robert	-
BUTTENSCHAW, Andrew	-
COOPER, Barry	-
GRELLMAN, Peter	-
HAMPTON, Leeanne	-
KEATLEY, Kerry	-
LORD, Tony	-
McGLYNN, Liz	-
MONAGHAN, Brian	-
POKONEY, Neil	-
PRATT, Janice	-
PRICE, Darren	-
TEMPLETON, Peter	-

9.3 New Electoral District of Cootamundra

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP 14. To provide quality leadership, governance and management

Author: General Manager

Officer's Recommendation:

That the Hon. Katrina Hodgkinson MP be advised that while Council appreciates her dilemma in choosing which electorate to represent in the future, Council believes that it is not in a position to be indicating any political preference for an upcoming State election.

Introduction

Council is in receipt of correspondence from the Hon. Katrina Hodgkinson MP in relation to the establishment of the new electoral district of Cootamundra. A copy of Ms. Hodgkinson's letter is included as an attachment to this report.

Ms. Hodgkinson is seeking advice from Council about future State parliamentary representation at the March 28 2015 State elections.

Initially I was uncertain as to precisely what advice Ms. Hodgkinson was seeking from Council so I made enquiries through her electoral office. Ms. Hodgkinson is basically seeking an indication as to whether or not she should continue to represent the western portion of her former electorate of Burrinjuck, which come the 2015 elections will be the electorate of Cootamundra or should she be considering standing for the electorate of Goulburn which is primarily the eastern portion of the former electorate of Burrinjuck.

Conclusion

I think that this is a difficult call for Council to be indicating a political preference for an upcoming State election.

I understand that Ms. Hodgkinson has been a very effective representative for her electorate over the past 16 years but I believe that it would be solely her decision as to which electorate she should choose to represent in the future.

I should add that the current member for Murrumbidgee, the Hon. Adrian Piccoli, will be in the same situation as his electorate has also been disestablished as a result of the recent electoral redistribution.

Financial Implications

Nil to this report.

Hon. Katrina Hodgkinson MP

MEMBER FOR BURRINJUCK | MINISTER FOR PRIMARY INDUSTRIES | MINISTER FOR SMALL BUSINESS

Ref: 13U019c-gb

Mr Ray Smith
General Manager
Bland Shire Council
PO Box 21
WEST WYALONG NSW 2671

File: GR - SL - RP	Action
Action Officer: CM	W
REC'D	18 NOV 2013
ORIG: copy to: SECO	Bland Shire Council

Dear Mr Smith *Ray,*

As Council is no doubt aware, the Electoral Redistribution Commissioners have recently announced the boundaries that will apply at the next state election that will be held on 28 March 2015.

As a result of this redistribution the electoral district of Burrinjuck has been disestablished with its eastern portion moved into the district of Goulburn and the western portion moved to the newly named electoral district of Cootamundra. By the next state election I will have served my constituents as the Member for Burrinjuck for 16 years.

However, with the Burrinjuck electorate being almost equally divided on a geographical basis, an area difference of only three percent, I have to give serious consideration for which of the two electorates I shall stand at the 2015 NSW State Election. Before I make this decision I am consulting widely in my existing and possible new constituencies, to seek their views about their future State Parliamentary representation, and I am writing to all of the Councils that will be located in both electoral districts.

As such I would be very grateful to receive Council's considered advice on this matter. I look forward to hearing from you.

Yours sincerely



The Hon KATRINA HODGKINSON MP
Member for Burrinjuck
Minister for Primary Industries
Minister for Small Business

13.11.13

burrinjuck@parliament.nsw.gov.au www.burrinjuck.com
133 Comur Street Yass NSW 2582 PO Box 600 Yass NSW 2582
ph +61 2 6226 3311 fax +61 2 6226 3345 Freecall 1800 002 580



9.4 Code of Conduct Complaints Report

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP14. To provide quality leadership, governance and management

Author: Corporate Services Coordinator

Officer's Recommendation:

That the Code of Conduct Complaints report for the period 1 September 2012 to 31 August 2013 be received and noted.

Introduction

Under the new Model Code of Conduct framework the Council's complaints coordinator must report on a range of complaints statistics to the Council and to the Division of Local Government within three months of the end of September each year (see clauses 12.1 and 12.2 of the Model Code Procedures).

The Code of Conduct statistical report for the reporting period 1 September 2012 to 31 August 2013 was forwarded to the Division of Local Government on 30th September 2013 and is attached to this report.

Financial Implications

Nil

9.5 Expressions of Interest for the Operation of a Visitor Information Centre

Our prosperity

ensuring a vibrant and sustainable future

Vision: Growing our population and jobs

DP 19.2 Work with the tourism industry to identify and develop products and services that appeal to visitors of the Shire.

DP 19.3 Visitor information is kept relevant and up to date.

Author: General Manager

Officer's Recommendation:

That Council adopt the draft Expression of Interest for the Operation of a Visitor Information Centre and call for submissions with a closing date of 31 January 2014.

Introduction

Councillors will be well aware of the current and past debate on the issue of a Visitor Information Centre with such debate focusing on a perceived need to establish a 'stand alone' VIC.

The current arrangement, which is based in Council's Library, provides a limited service to visitors and tourists due mainly to the restricted hours. The VIC is not open on Saturday afternoon's or Sundays when the majority of visitors / tourists to town are looking for such a facility.

This report does not address the options of a 'stand alone' VIC and only focuses on the calling of Expressions of Interest for the operation of a VIC by existing local business operators or possibly, by a community group.

I have attached to this report a draft EOI which will still require some input from councillors before it is formally advertised. The EOI should address the basic criteria required by Council to ensure that if the VIC moves from the Library that the level of service is increased.

Council will also need to consider any financial implications of having this service under the management of a private entity.

I have obtained information from the NSW Accredited Visitor Information Centre Network on what would be required for a VIC to become accredited and a copy is included as an attachment to this report. However, I believe that at this stage the criteria to gain such accreditation will be too onerous on Council or a private operator.

Past studies have shown that the key services that are expected by visitors / tourists from VIC's are information on attractions in the area, information on things to see and do in the area, information on places to eat / shops / services, information on accommodation / places to stay in the area.

Conclusion

The Draft EOI still requires refinement and I would appreciate any councillor input prior to the meeting.

Council should also be aware that many travellers seek information on road conditions and road closures during times of flood or fire. This adds to the responsibility of Library staff that always endeavours to obtain such information.

Financial Implications

Any financial implications are still to be determined and it may be more appropriate to wait for any submissions before committing to any specific expenditure on this matter.

There is no specific budget allocation for the operation of the VIC within the Library. However, an amount of \$16,000.00 is included in Tourism Overheads to help meet the cost of Library staff time that is dedicated to VIC tasks. This amount is based on 12 hours per week.



EXPRESSIONS OF INTEREST OPERATION OF A VISITOR INFORMATION CENTRE WEST WYALONG

Council is seeking Expressions of Interest from local business operators that may wish to undertake the operation of a Visitor Information Centre on behalf of Bland Shire Council.

While the final details of such a partnership will be negotiated between Council and a preferred operator some of the basic criteria will be as follows:

- Hours of Operation – Minimum of 9.00am to 5.00pm - 6 days per week
- Area Required for Display – Minimum of 30sqm
- Financial Considerations – Please indicate if you would be seeking financial support from Council and if so to what extent?
- Suitable Public and Disabled Access and Parking – Including parking for caravans
- Provision of or easy access to public amenities – including disabled

The closing date for submissions is Friday 31 January 2014.

Further enquiries can be made to the General Manager Ph. 6972 2266 or
rsmith@blandshire.nsw.gov.au

ACCREDITATION LEVELS - OVERVIEW OF ACCREDITATION CRITERIA

Please read through this document in its entirety to ensure you familiarise yourself with every aspect and requirement of achieving and maintaining Accreditation. The following table briefly outlines the differences between the Levels of Accreditation.

Criteria Area	Level 1	Level 2	Level 3
Opening Hours	Open 363 days per year and for a minimum of 56 hours per week	Open 363 days per year for a minimum of 43 hours per week	Open a minimum of 5 days per week (including weekends) for a minimum of 7 hours per day
Primary Function	An Accredited Visitor Information Centre whose primary function is disseminating visitor information.		A business or information centre where the provision of information may or may not be the primary function, can be a mixed or private business (eg. museum, craft shop)
Scope of Information Provision	Local, regional and Statewide information provision.		Local information provision only.
Staffing	<p>A minimum of one full time permanent staff member with appropriate experience.</p> <p>Ongoing training and professional development for staff.</p> <p>Training program to include staff induction, customer service ongoing staff training and product familiarisation program.</p> <p>Maintenance of personnel records</p>		<p>May be staffed by volunteers.</p> <p>Training program to include staff induction, customer service ongoing staff training and product familiarisation program.</p> <p>Maintenance of personnel records</p>
Management and Planning	Operates in accordance with a Business Plan and Operations Manual.		Operates in accordance with both Business Plan and Operations Manual and with guidelines set up by the endorsing Level 1 or 2 AVIC or local Council.
Application Requirements	<p>Application direct from the Visitor Information Centre to the Accredited Visitor Information Centre Network Secretariat.</p> <p>Requires the submission of a Business/Marketing Plan relevant to Visitor Information Centre component of the business</p>		<p>Application must be endorsed by a local Level 1 or 2 AVIC or local Council</p> <p>Requires the submission of a Business/Marketing Plan relevant to Visitor Information Centre component of the business</p>
Annual Accreditation Fees	\$880.00 inc GST	\$880.00 inc GST	\$385.00 inc GST

9.6 Proposal for a New Indoor Sporting Complex

Our infrastructure *Reviewing, renewing & improving our core community assets*

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

DP 11.4 – Maintain parks, ovals and recreation facilities to approved standards and budget.

Author: General Manager

Officer's Recommendation:

1. That Council commence investigations into the available options to establish a new indoor recreation facility or to upgrade and expand the existing indoor facility;
2. That funds for this purpose be made available from the current budget allocation for this purpose;
3. That the General Manager establishes a staff team to oversee these initial investigations;
4. That the General Manager endeavour to engage all possible stakeholders in this process.

Introduction

Council is in receipt of correspondence from Melissa Ryan, on behalf of a 'working party' that has been established to improve the Indoor Recreational facilities for Bland Shire. A copy of the correspondence is included as an attachment to this report.

This group is requesting that Council meet the cost of obtaining estimates for both the upgrade and expansion of the existing indoor facility as well as a new complex located in the Park Street recreation precinct.

A list of potential features / inclusions has been identified by the working party and is detailed in their submission to Council. However, for the purpose of public scrutiny and accountability, that list has been reproduced below.

- 4 x Full size Netball Courts (3 min) – with adequate courtside space and ceiling height to host major events i.e.: Distance between the court and any obstructions meeting Netball Australia/NSW standards.
- 4 x Full size Basketball Courts (min 3) - with adequate courtside space and ceiling height to host major events i.e.: Distance between the court and any obstructions meeting Basketball Australia/NSW standards.
- 4 x Full size Volleyball Courts (3 min) with adequate courtside space and ceiling height to host major events i.e.: Distance between the court and any obstructions meeting AVF/NSW standards.
- A configuration that supports the facility being used for other multi sports such as, indoor tennis, indoor soccer, indoor cricket.
- Gymnasium – a space to accommodate a range of equipment offered in most small/medium commercial Gymnasium facilities

- Hydrotherapy pool – or pool to swim against or (lap pool) 25m, (solar?)
- Spectator seating – Seating to enable good spectator viewing. An ability to create a “show court” with one of the courts. Tiered 500 capacity.
- Canteen – kitchen facilities appropriate for a site of this size and usage.
- 2 x Meeting rooms (min 16m² each) to accommodate 15 persons each – dividing door between so space can be used for training/courses etc. Storage cupboards , sink in each room
- Office space for Centre management (min 16m²)
- Toilets and Change Rooms – Male, female and disabled facilities for patrons and visitors – as per current standards
- Showers – to current standards. Solar hot water facility.
- Crèche area – a play room – 25m²
- Heating & Cooling – For playing areas and other spaces.
- Parking – sealed parking area to meet current standards
- Retail/commercial space – 2 x 50m², For possible rental to future business
- Storage areas for equipment.
- First Aid room/facility
- Connection to electricity/gas/water/sewerage

Conclusion

I am aware that the committee for the management of the existing indoor facility has been in discussion with a company in regard to obtaining estimates for the upgrade / expansion of that facility.

Council needs to ensure that the process of assessing the options for either a new facility or an upgrade of the existing facility is undertaken in a transparent way and that we engage with all possible stakeholders.

Financial Implications

Funds have been allocated in the current budget for such investigation in the amount of \$50,000.00 (Job No. 1010-0470-0009).

Mr R Smith
General Manager
Bland Shire council
West Wyalong NSW 2671
26th November 2013

Dear Ray

Over recent years the outdoor recreational facilities throughout Bland Shire have been substantially upgraded. This is a credit to the Bland Shire Council and the sporting organisations of the area. The Shire is recognised as having outdoor sporting facilities of a high standard.

However, in terms of indoor facilities there is a distinct shortfall in the availability of quality resources for the Bland Shire community. The only existing facility available is the "Sports Stadium" located in Short Street, West Wyalong. This facility is ageing and in need of repair (despite the valiant efforts of a small committee dedicated to the building). It does not meet the standards and physical requirements required (too small) to host major Basketball, Volleyball or Netball tournaments.

Having an Indoor recreational facility that will meet community needs and expectations for the next thirty to forty years is critical to the overall wellbeing of the community. A modern facility would represent a significant improvement in the current quality of indoor recreational facilities for our Shire resulting in:

- Greater sporting and recreational options for residents
- Economic benefits through hosting events
- Increased tourism for the Shire
- Improved health opportunities for the community

You would be aware of our group and the work being done to improve the Indoor Recreational facilities for Bland Shire for current and future generations. To this end our working party has put together a list of facilities it would like to see included in a Multi-purpose facility such as the one proposed here.

We have been informed that Council has put aside funds to assist in covering the costs of obtaining estimates and technical advice for a project such as this. We ask that these costings be presented in a manner that allows our group to be flexible with the inclusions.

We ask that you please obtain construction/supply estimates associated with the provision of the attached list of facilities at the following two locations.

1. At the existing stadium site which will also need to incorporate the upgrade of existing facilities to a similar standard as that of a new facility.
2. At the Park St Recreation site adjacent to the existing Discus facilities – currently DEC utilised land with the High School.

The financial estimates Council obtains will provide our working party with the information it needs to evaluate the cost benefits of each of the sites proposed. This will be done in conjunction to comparing the relative benefits/disadvantages of the two sites in other ways.

The technical information will also enable our group to prioritise the inclusions of the multi-purpose centre and better define the overall concept and project, to “cut our cloth” so to speak. To include and exclude the items listed.

We would then like to make a presentation to Council for further considerations.

Notionally the Multi Purpose Centre would possess the following features

- 4 x Full size Netball Courts (3 min) – with adequate courtside space and ceiling height to host major events ie: Distance between the court and any obstructions meeting Netball Australia/NSW standards.
- 4 x Full size Basketball Courts (min 3)- with adequate courtside space and ceiling height to host major events ie: Distance between the court and any obstructions meeting Basketball Australia/NSW standards.
- 4 x Full size Volleyball Courts (3 min) with adequate courtside space and ceiling height to host major events ie: Distance between the court and any obstructions meeting AVF/NSW standards.
- A configuration that supports the facility being used for other multi sports such as, indoor tennis, indoor soccer, indoor cricket.
- Gymnasium – a space to accommodate a range of equipment offered in most small/medium commercial Gymnasium facilities
- Hydrotherapy pool – or pool to swim against or (lap pool) 25m, (solar?)
- Spectator seating – Seating to enable good spectator viewing. An ability to create a “show court” with one of the courts. Tiered 500 capacity.
- Canteen – kitchen facilities appropriate for a site of this size and usage -
- 2 x Meeting rooms (min 16m² each) to accommodate 15 persons each – Dividing door between so space can be used for training/courses etc. Storage cupboards , sink in each room
- Office space for Centre management (min 16m²)
- Toilets and Change Rooms – Male, female and disabled facilities for patrons and visitors – as per current standards
- Showers – to current standards .Solar hot water facility.
- Crèche area – a play room – 25m²
- Heating & Cooling – For playing areas and other spaces.
- Parking – sealed parking area to meet current standards
- Retail/commercial space – 2 x 50m² For possible rental to future business
- Storage areas for equipment.
- First Aid room/facility
- Connection to electricity/gas/water/sewerage

It is important that the information provided by Council offers our group the ability to compare the cost of providing the same quality of facilities at two different locations - so we are comparing "apples with apples".

The financial implications for our community to complete such a large project remain largely unknown. We are very aware of the financial constraints felt at all levels of government. We realise there will be many decisions, assessments, negotiations and presentations to be completed to bring this proposal to fruition.

Council's support in obtaining the information requested here is a vitally important step in this process. Your support is greatly appreciated.

Yours Sincerely

Melissa Ryan

On behalf of the Multi-purpose Stadium Working Party

SECTION 3 – CORPORATE, COMMUNITY & DEVELOPMENT SERVICES

9.7 Cultural Development Grant – West Wyalong Regional Music Inc

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP3.2 Promote, facilitate and support a thriving cultural/regional arts community

Author: Community Relations Officer on behalf of the Cultural Advisory Committee

Cultural Advisory Committee Recommendation:

That Council approves the Cultural Development Grant application from West Wyalong Regional Music Inc for the amount of \$1550 inclusive of GST.

Introduction

West Wyalong Regional Music Inc (WWRMI) has applied for a Cultural Development Grant to provide funding support to hold the West Wyalong Winter Strings School in July, 2014.

WWRMI plans to engage the expertise of tutors from the Orange Regional Conservatorium to run a three day workshop in West Wyalong on July 12-14 which culminates in a concert showcasing individual, group and orchestral performances.

The tutors teach a range of instruments and cover all ages with a diverse range of abilities.

WWRMI expect to attract 29 participants in the Winters Strings School and an audience of 120 people at the concert.

The total budget for the project is \$11,859 and WWRMI is requesting a contribution from Council of \$1550. Each of the 29 projected participants in the program will be asked to contribute \$150 each for a total participant contribution of \$4350. WWRMI is also seeking additional grant funding from other sources.

Conclusion

The request aligns strongly with the priorities identified in Council's Cultural Plan including – provide and facilitate opportunities of local and touring performances and exhibits; promote, support and nurture art and cultural development in the Shire and support and promote local arts practice and increase community participation and provision of a cultural event.

Financial Implications

There is currently \$4700 available in Council's Cultural Development Grant budget.

SECTION 5 – ENGINEERING SERVICES

9.8 NSW Road Naming Policy - Geographical Names Board

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

15.2 Work in partnership with community groups, advisory committees, Government Departments businesses and Council staff

Author: SENIOR ASSET MANAGEMENT OFFICER

Officer's Recommendation:

Council support the principals of the Geographical Names Board "NSW Road Naming Policy" and commence the process to rename duplicate road names within our Local Government area.

Introduction

The Geographical names Board (GNB) adopted the NSW Road Naming Policy on 24th October 2013. A copy of that Policy is tabled with this report and attention should be drawn to "Principal 4- Uniqueness, Duplication" on page 14 of the document.

Duplicated Road names within our LGA are shown in the below table.

Andersons Lane North Yalgogrin	Gordons Lane Barmedman	Rees Lane North
Andersons Lane Weethalle	Gordons Lane Wyalong	Rees Lane South
Barrons Access Ungarie	Green Lane Barmedman	Richards Lane West Wyalong
Barrons Lane East	Green Street Wyalong	Ridleys Lane Girral
Barrons Lane West	Gun Club Road Wyalong	Ridleys Lane West Wyalong
Boltes Lane East	Gunn Road Barellan	Russells Lane Ardlethan
Boltes Lane West	Harts Lane Naradhan	Showground Road Barmedman
Boltes Road	Harts Lane West Wyalong	Showground Road West Wyalong
Brownes Lane Weethalle	Henleys Lane Ungarie	Spackmans Lane West Wyalong
Browns Lane Alleena Tallimba	Henleys Lane West Ungarie	Spackmans Lanes Tallimba
Browns Lane West Wyalong	Kikoira Street Tallimba	Staniforths Lane Lake Cowal
Bygoo Lane	Lawrence Lane Weethalle	Staniforths Lane Tallimba
Bygoo Road 1	Lawrence Road Barmedman	Sutcliffes Lane Aria Park
Bygoo Road 2	Lees Lane Alleena	Sutcliffes Lane Wyalong
Cartwrights Lane North Yalgogrin	Lees Lane Weethalle	Thompsons Lane Kikoira
Cartwrights Lane Wyalong	Mandamah Forrest Road Aria Park	Thomsons Lane Beckom
Cattles Lane Weethalle	Mandamah Road Barmedman	Wargin Road West Wyalong

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

Cattles Lane West Wyalong	Meachams Lane Alleena	Wargin Trig Road Barmedman
Collins Lane West Wyalong	Meachams Lane Girral	Wilga Steet Ungarie
Collins Lane Wyalong	Morangarell Lane	Wilga Street Kikoira
Cross Lane Mirrool	Mud Hut East Road Weethalle	Wilsons Lane Lake Cowal
Crosses Lane Tallimba	Mud Hut West Road Weethalle	Wilsons Lane West Wyalong
Danahers Lane Barellan	Mulgas Lane Kikoira	Worners Lane Kikoira
Danihers Lane Ungarie	Mulgas Lane West Wyalong	Yiddah Road Wyalong 1
Fishers Lane Barellan	Pine Lane Ungarie	Yiddah Road Wyalong 2
Fishers Lane Mirrool	Pine Street Wyalong	Youngs Lane Lake Cowal
Fullers Lane Ungarie	Quandong Lane West Wyalong	Youngs Lane Lake Cowal
Fullers Lane Wyalong	Quandong Street Naradhan	Youngs Lane Weethalle

Council has also received external requests to rename the roads/lanes in the table below.

Crooks Lane	Club Lane	Court Lane
North Lane		

Council experiences firsthand the issues encountered not only by government services but also by the community in dealing with ambiguous address information and in particular the delivery of emergency and other services that are impeded when road names are not officially and correctly recorded.

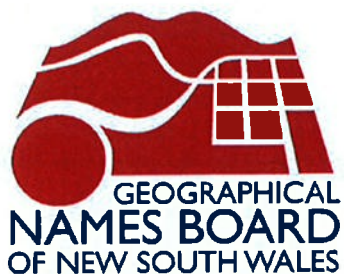
As part of this process Council will provide all road names and addresses within our LGA to the GNB to ensure that the correct names are mapped and recorded with the appropriate authority.

Conclusion

The naming of roads in NSW is now standardised to ensure that the process is transparent and easy to understand for regulatory bodies and members of the community. A consistent approach to road naming benefits emergency services, transport and goods and service delivery and provides opportunities for community consultation when determining road names

Financial Implications

This task will be performed using existing Council resources.



New South Wales Road Naming Policy

Version 1.0
Formally adopted by the
Geographical Names Board
24 October 2013

Contents

List of Figures	3
List of Tables	3
Glossary.....	4
1 Introduction.....	5
1.1 What is this document?	5
1.2 Why is there a need for a New Road Naming Policy?	5
1.3 Who should use this document?	5
1.4 What does this document replace?	5
1.5 What is the role of the Geographical Names Board?	6
2 Road Naming Authority and Legislation.....	7
2.1 Who can name roads?.....	7
2.2 What is the legislation for naming roads?.....	7
2.3 What are the systems for naming roads?.....	8
2.4 Which roads are covered by this document?	9
2.5 What is the NSW Gazetteer of Road Names?	10
3 General Principles	11
3.1 Principle 1 - Ensuring Public Safety and Service Delivery	11
3.2 Principle 2- Language.....	11
3.3 Principle 3 - Roads to be Named.....	12
3.4 Principle 4 - Uniqueness, Duplication.....	14
3.5 Principle 5 - Acceptable Road Names.....	14
3.6 Principle 6 - Commemorative Road Names	15
3.7 Principle 7 - Road Extents	15
3.8 Principle 8 - Suffixes, Prefixes and Directional Indicators.....	17
3.9 Principle 9 - Amending Road Names	17
3.10 Principle 10 - Road Types	17
3.11 Principle 11 – Cross-Jurisdictional Naming or Renaming	17
Appendix A- Road Types.....	18
Appendix B- Duplicated Localities in NSW.....	21
Document control	26

List of Figures

Figure 3-1 An example of a short cul de sac with only three address sites.	13
Figure 3-2 Example showing where the extent of a road name changes as it passes through a town.	13
Figure 3-3 Unconnected sections of road- one section needs to be renamed	15
Figure 3-4 Road broken by development. One section needs to be renamed	16
Figure 3-5 Road names apply for entire extent of road	16

List of Tables

Table 2-1 Road Naming Authority Responsibilities	7
Table 2-2 Roads to be named in NSW and their status types	9

Glossary

ANZLIC	Australia New Zealand Land Information Council
AS/NZS 4819	Australian and New Zealand Geographic Information- Rural and Urban Addressing Standard AS/NZS 4819: 2011
CGNA	Committee for Geographic Names Australasia
Council	NSW Local Council, Municipal Council, City Council, Shire Council or Local Government
CPAS	Comprehensive Property Addressing System
GCOAD	Geocoded Comprehensive Official Addressing Database
GNA	<i>Geographical Names Act (1966)</i>
GNB/ The Board	Geographical Names Board of New South Wales
GPN	Gazetteer of Place Names
GRN	Gazetteer of Road Names
LPI	Land and Property Information NSW
NAWG	NSW Addressing Working Group
NORNS	NSW Online Road Naming System
Penalty Unit	As at 1 July 2013, under the provisions of s17 of the <i>Crimes (Sentencing Procedure) Act (1999)</i> , one Penalty Unit is equivalent to \$110.
The Regulations	<i>Roads Regulation (2008)</i>
RMS	Roads & Maritime Services
RNA	Road Naming Authority. The authority responsible for naming of a road or part of a road.
Roads Act	Roads Act 1993
ROW	Right of Way
The Secretariat	The Secretariat of the Geographical Names Board
Toponymy	The scientific study of place names (toponyms), their origins, meanings, use and typology.

1 Introduction

1.1 What is this document?

This document is the *NSW Geographical Names Board (GNB) policy on the naming, renaming and reserving of names for roads in New South Wales*. It is provided for under Section 5 of the *Geographical Names Act 1966*. Encompassed in the policy are General Principles (Section 3) that conform to the road naming principles outlined in various sections of the Australian Standard for addressing, *AS/NZS 4819:2011 Rural and Urban Addressing*.

The Policy is the basis for standardised and unambiguous road naming procedures across the State.

The policy repeals and replaces all existing GNB policies and guidelines in respect to road names in New South Wales. The policy does not apply retrospectively. Naming arrangements that pre-date this policy are not subject to its terms.

1.2 Why is there a need for a New Road Naming Policy?

The board experiences firsthand the issues encountered not only by government services but also by the community in dealing with ambiguous address information and the delivery of emergency and other services are impeded when road names are not officially and correctly recorded. This *Road Naming Policy* supports the NSW Comprehensive Property Addressing System (CPAS) program in its key objectives:

- to make sure an address is applied that is unambiguous and locatable and will not require change in the future
- to provide a single source of address information for NSW
- to streamline processes through reform of the administrative and regulatory framework information is pushed out to them or alternatively they can pull it/subscribe to it as required.

1.3 Who should use this document?

This document is for the naming or renaming of roads in New South Wales. The principles, procedures and processes for road naming will be useful for anyone interested in the naming of roads, from a local resident or land developer to a government employee. The main users of this document will be road naming authorities, which are most often the local governments responsible for the administration of an area in which a road is located. Other agencies include Roads and Maritime Services (RMS) and Crown Lands.

Section 2.1 provides details of naming responsibilities for agencies.

1.4 What does this document replace?

The document is aligned with the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) and the replaces the following documents previously issued by the GNB:

- *Guidelines for the Naming of Roads* (2013)
- *The Naming and Addressing of Private Roads and Roads in Community Subdivisions* (2013)
- *Road Naming in NSW* (2013).

1.5 What is the role of the Geographical Names Board?

The GNB is governed by the *Geographical Names Act 1966* which provides it the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference. As such, the Board is at the forefront of international 'best practice' methodologies in the field of toponymy. The Board ensures its practices, guidelines and policies adhere to international standards in this area. By doing this, issues dealing with duplication, orthography, position and extent in regards to place names are minimised.

To ensure the Board's decisions are based on sound academic research, the Board has constituted a Technical and Scientific sub-committee that investigates issues pertaining to linguistic consistency for names relating to traditional Aboriginal languages, investigations relating to nomenclature issue and ongoing training and research programs for the Board.

The NSW Geographical Names Board (GNB) is committed to providing NSW with the best possible service and to ensuring public safety when it comes to location information. The role of the Board in the road naming process is to set policy and processes for all road naming proposals in NSW, and to compile, maintain and publish a list of road names (the NSW Gazetteer of Road Names- as per s.5(2) of the Geographical Names Act). It is also responsible for the determination of all appeals by Road Naming Authorities wanting to challenge a road naming decision. In addition to this, the Board offer advice to the government agencies in the selection of names for major roads and highways.

In support of the CPAS program objectives, the board has undertaken a review of the *Geographical Names Act 1966* to identify where it can add the best value for both the community and government. The board is also ensuring appropriate representation through the appointment of counsellors; the most recent appointment from NSW Fire and Rescue, representing all emergency services. The board ensures that members and counsellors are either end users of address information (e.g. Australia Post) or they are directly involved in the addressing process (e.g. Local Government).

Representation on the GNB consists of:

- Surveyor General of NSW
- Chief Surveyor of NSW
- State Library
- Department of Planning and Infrastructure
- Geographic Society of NSW
- The Royal Australian Historical Society
- NSW Local Aboriginal Land Council
- Local Government and Shires Association of NSW
- Community Relations Commission of NSW
- Counsellor for Historical Issues
- Counsellor for Australia Post
- Counsellor for Linguistics & Aboriginal Languages
- Counsellor for Emergency Services (NSW Fire and Rescue)
- Counsellor for Urban Development (UDIA)

Further information on the Board is available from the GNB website www.gnb.nsw.gov.au.

2 Road Naming Authority and Legislation

2.1 Who can name roads?

In New South Wales responsibility for the naming of roads resides with those authorities responsible for either the maintenance of the roads or jurisdictional oversight for the area the road is located in (i.e. private roads within their local government area), in conjunction with the Board. In most instances the authority will be the local government with jurisdiction for the area where the road is located, or, in the case of a state highway, for example, the relevant authority is the RMS. Table 2-1 below outlines the relevant authorities based on the classification of the road.

Public and community involvement is encouraged and anyone can make submissions to a road naming authority for the naming of a road. All road name proposals shall conform to the GNB Principles for road naming, as contained in General Principles of this document.

Table 2-1 Road Naming Authority Responsibilities

Road Class	Road Naming Authority
State Roads, including National Highways	RMS (<i>Roads Act 1993, Roads Regulation 2008</i>)
Regional Roads and Local Roads	Local Council (<i>Roads Act 1993, Roads Regulation 2008</i>)
Road over rail bridges on most State, Regional and Local roads	Rail Access Corporation, RMS or Local Council (<i>Roads Act 1993, Roads Regulation 2008</i>)
Private roads, Crown Roads, ROW's, Easements	The Local Council with jurisdiction over the area in which the road is located. Proposals should be generated by the developer in consultation with the Local Council. The Council verifies a proposal prior to submitting to the GNB for consideration.
Other roads	Other bodies such as State Forests, Federal Airports Corporation, Sydney Ports, National Parks and Wildlife Service or Private Sector Tollway Operators.

2.2 What is the legislation for naming roads?

Road naming is legislated under the *Roads Act 1993*. This Act empowers the authority in charge of the road with the rights to name it. When naming an un-named road or renaming a previously named road the authority shall follow the process outlined in the *Roads Regulation 2008*. This regulation requires the authority to:

- publish notice of its proposal in a local newspaper
- serve notice of its proposal on the prescribed authorities listed in Regulation 7.1

The list of prescribed authorities includes:

- (i) Australia Post
- (ii) Registrar-General
- (iii) Surveyor-General
- (iv) Chief Executive of the Ambulance Service of NSW
- (v) Fire and Rescue NSW
- (vi) NSW Rural Fire Service
- (vii) NSW Police Force
- (viii) State Emergency Service
- (ix) New South Wales Volunteer Rescue Association Incorporated
- (x) for classified roads – Roads and Maritime Services.

As per the Regulations, the notice shall state that written submissions on the proposed name may be made to the roads authority and shall specify the address to which, and the date by which, any such submissions should be made.

If, after consultation has occurred, the naming authority decides to proceed with the proposed name, they shall, as per the Regulations:

- publish notice of the new name in the NSW Government Gazette and in a local newspaper. In the case of a road that is being named for the first time a brief description of the location of the road should be given
- inform the prescribed authorities listed in Reg. 9 (b) of the Regulation of the new name, giving sufficient particulars to enable the road to be identified.

Road naming authorities are able to delegate the gazettal requirements and some of their notification requirements of the *Roads Regulation 2008* to the Surveyor-General, as Chair of the GNB. NORNS includes an option for the authority to request the Surveyor-General, and therefore the Board, to meet any agreed notifications and gazettal requirements of the Regulations on their behalf.

2.3 What are the systems for naming roads?

The NSW Addressing Working Group (NAWG) was formed by the NSW Spatial Council in 2009. Through a review of NSW processes, legislation, systems and governance related to addressing the NAWG determined that there are significant costs and risks for NSW associated with the existing situation. The NAWG developed an address vision for NSW and the CPAS program was established in July 2011 to realise the NSW Address Vision.

The program will ensure that there is one source of truth for NSW address information. Hosted by Land and Property Information (LPI) CPAS will be a centralised system based on the National Address Management Framework (NAMF) and the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011).

Within this system an online road naming workflow, referred to as the NSW Online Road Naming System (NORNS) has been developed to assist authorities with the road naming proposal process. A more detailed explanation is available from the User Manual available on the GNB website.

2.4 Which roads are covered by this document?

The general principles and policies outlined in this document cover ALL roads in NSW, regardless of the authority or custodianship (i.e. they can be public or private roads). Table 2-2 outlines the range of categories of road types required to be named in NSW, which are grouped based on 'official' or 'unofficial' status. Further discussion on this topic is included in Principle 3 – Roads to be Named.

Table 2-2 Roads to be named in NSW and their status types

Status	Type	Description	Examples
Official	Addressable	Road name as endorsed by the responsible authority, approved and gazetted by the GNB	The name of a road in a locality, i.e. <i>George St, Sydney</i> . A local road name as it applies to a stretch of highway running through the centre of a town e.g. <i>Liverpool Road, Croydon</i> .
	Administrative	Road name assigned by Roads and Maritime Services to designated State roads	<i>Hume Highway, Croydon</i> is the official Administrative name, however the (also official) name for addressing purposes is <i>Liverpool Road</i> . In some localities, particularly rural, <i>Hume Highway</i> may be simultaneously the official addressing and administrative name.
Unofficial	Allas	Local name, usually signposted or mapped but not gazetted by the GNB	<i>Oberon Road</i> in place of the official name, <i>O'Connell Road</i> .
	Colloquial	An informal name without any status	e.g. <i>Sydney Road</i> when used locally in place of the official addressable name <i>Great Western Highway</i> .
	Historical	A name that is no longer in use	<i>Lower Coast Road</i> (now <i>Lawrence Hargrave Drive</i>).
	Proposed	A name given by a road naming authority in the process of being approved	A name designated on a plan of subdivision that has been issued for pre-approval purposes.
	Reserved	A name that has been approved for future use by a road naming authority	The road has not yet been constructed, and the extent and type of the road might not yet be known.
	Route	Name given by an authority that is not a naming authority. E.g. Tourist Authority	<i>Grand Circular Tourist Drive</i> .

2.5 What is the NSW Gazetteer of Road Names?

Under s.5(2) of the Geographical Names Act the GNB may 'compile, maintain and publish a list of roads'. The GNB refer to this list as the "Gazetteer of Road Names" (GRN). The GRN is held within the CPAS maintained by LPI.

The GRN contains the following information for each road of NSW:

- Road Name
- Road Type
- Status and Status Type
- Extent
- Locality
- Local Government Area
- RNA
- Date Approved by the Board (if relevant)
- Date Gazetted (if relevant)
- Date pre-approval expires (if relevant)
- Date deprecated (if relevant)
- Related Names (e.g. alias or historical names- if relevant)
- Etymology (if relevant)
- Suitability Assessment Form (if relevant- refer to Procedure 13)
- Details of public consultation and notification (if relevant)

The GRN is accessed via GCOAD define address instances for sites across NSW. There are a range of status types available for roads held within the GRN. These are defined in Section 2.4. When used in combination with the status types for address numbers, road types, localities and geocodes, these statuses can assist in determining the status of an address in NSW.

3 General Principles

The following 11 general principles for the naming of roads conform to the road naming principles outlined in various sections of *AS/NZS 4819:2011 Rural and Urban Addressing*. They are designed to ensure that naming practices in NSW will be of the highest possible standard and will result in intuitively clear road names for all, minimising confusion, errors and discrimination.

3.1 Principle 1 - Ensuring Public Safety and Service Delivery

Road names shall not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency responses and other public services (such as mail) are determined by the clarity of road names and their extents, and all road name proposals shall ensure that operations will not be adversely affected. Emergency and other public services shall also actively discourage the use of road names which are known to be unofficial.

For example, a road naming authority may redesign the traffic flow for a road that results in portions of a road no longer being connected. In such instances Principle 9 - Amending Road Names states that renaming action shall occur and defines the time periods that apply. This is particularly important to ensure public and operational safety are prioritised.

3.2 Principle 2- Language

1.1. Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road.

1.2. Road names should be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.

1.3. Diacritical marks (symbols such as ´, ¸ or ¨) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.

1.4. The following types of punctuation as used in Australian English shall not be included as part of a road name: period (.), comma (,), colon(:), semi-colon(;), quotation marks(""), exclamation mark(!), question mark(?), ellipsis(...), hyphen(-), dash (/) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.

1.5. An apostrophe mark shall not be included in road names written with a final 's', and the possessive 's shall not be included. e.g. *St Georges Terrace* not *St George's Terrace*. Apostrophes forming part of an eponymous name shall be included (e.g. *O'Connor Road*).

1.6. A road name shall not include a preposition (e.g. *Avenue of the Allies*).

1.7. Road names shall not include the definite article (*the*) as the sole name element of a road name (e.g. *The Esplanade* is not acceptable).

1.8. A road name shall not be abbreviated or contain an abbreviation, initial or acronym (e.g. *Mount*, not *Mt*) except that *St* shall be used for *Saint*.

1.9. For the purposes of consistency, names starting with *Mc* or *Mac* shall not have a space included between the *Mc* or *Mac* and the rest of the name.

1.10. A road name shall not include Arabic numerals (e.g. 3 or 4th) or Roman numerals (e.g. IV or X). Where numbers are included in a road name they shall be written in full (e.g. *Fifth Avenue*, *Ten Mile Road*).

1.11. A road name shall have the same spelling as any name from which it is derived.

1.12. A road name shall not include initials (e.g. *J Jones Road* is not acceptable).

3.3 Principle 3 - Roads to be Named

All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of a naming authority) that are generally open to the public or to services shall be named in accordance with these principles. This includes, but is not limited to, highways, motorways and freeways; bike paths, bridle paths or walking tracks; roads within complexes such as universities, hospitals and retirement villages; roads within national parks and pedestrian only roads, such as malls.

Roads covered in this policy, and the responsible naming authorities are discussed in more detail in Section 2.

The delivery of emergency and other services are often impeded for residents and businesses when private road names are not officially recorded. In order to minimise confusion, to standardise address assignment and support emergency services, all road naming principles, policies and processes shall be applied to private roads in NSW. Long driveways providing access to minimal amounts of dwellings are not automatically considered to be private roads, and owner/occupiers have no authority to erect signs for such driveways, unless given consent from the Local Council. This same principle applies to pathways, in cases where naming is not considered necessary for addressing purposes.

Unformed roads (usually surveyed but unconstructed) should not be named unless a name is required for addressing purposes.

Short roads with five or less address sites need not be named if the address sites within the road can be assigned numbers within the adjoining road. Short roads that are named shall preferably have a short name. See example in Figure 3-1 below.

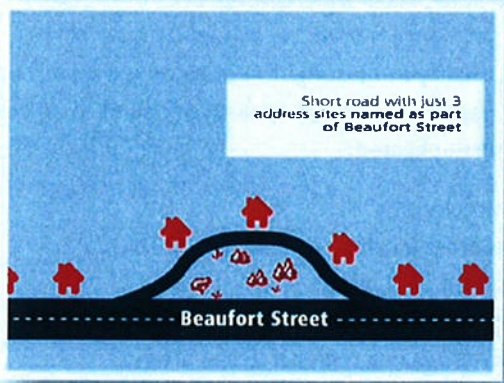


Figure 3-1 An example of a short cul de sac with only three address sites.

The use of an unofficial road name (a name that has not been endorsed by a naming authority) for addressing purposes is not acceptable. Such a road shall be assigned an official name (a name that has been endorsed by a naming authority and approved and gazetted by the Board), and each road shall have only one official name for addressing purposes.

As shown in the example in Figure 3-2 a classified highway may include a section that is also assigned a local name where it passes through a town or suburb. Nonetheless, each section of road shall have only one official name for addressing purposes. In this example, within the town the official name for addressing purposes is Brooke Street.

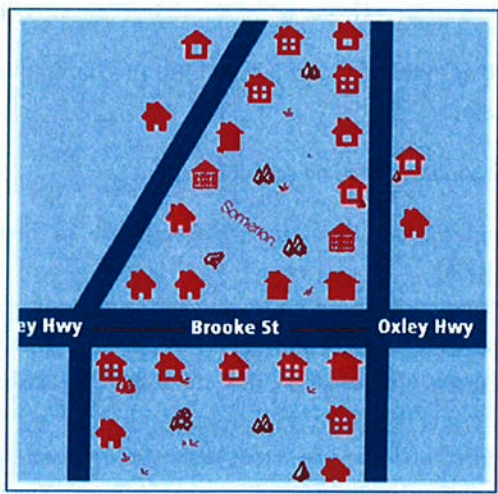


Figure 3-2 Example showing where the extent of a road name changes as it passes through a town.

3.4 Principle 4 - Uniqueness, Duplication

Uniqueness is the most essential quality to be sought in proposing a new road name. A road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the road type. Road names shall not be duplicated:

- Within the same address locality.
- Within an adjoining address locality.
- Within a local government area, and
 - o Within 10 kilometres in a metropolitan urban area
 - o Within 20 kilometres in a regional urban area
 - o Within 30 kilometres in a rural area
 - o Within 50 kilometres in remote areas.
- Within a duplicated address locality anywhere in NSW (refer to list in Appendix B)

3.5 Principle 5 - Acceptable Road Names

Names of early settlers, war servicemen and women and other persons who have contributed to the heritage of an area, local history themes, flora, fauna, ships etc. are usually most suitable for applying to roads.

Gender diversity in the selection of names is encouraged. Aboriginal names are also supported and shall be in a local language chosen in consultation with the Local Aboriginal Land Council.

Local interest groups, developers or individuals may work with the naming authority to locate/define new names according to these suggestions.

When selecting road names, the following shall be considered:

- Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).
- Road names shall not be misspelt. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.
- Commercial and Business names shall not be used, particularly where the name can be construed to be promoting the business. However, business names no longer in use and which promote the heritage of an area are acceptable. Refer Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.
- The use of given or first names in conjunction with a surname is not normally acceptable, but may be considered if required to provide uniqueness for a significant name.
e.g .Robert Askin Drive might be acceptable if there is already an Askin Road. However, the use of given names as a method for defining uniqueness of a road name, can only be applied in limited circumstances and use of a Suitability Assessment form is required.

3.6 Principle 6 - Commemorative Road Names

Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time.

The initials of a given name are not to be used in any instances. Where a given name is to be used it shall be spelt in full.

Naming authorities should make every effort to gain consent from family members of the person who is being commemorated. Supporting evidence that shows attempts by a council to consult with family members should be provided during the lodgement of the proposal., but it is acknowledged that some names may be from an era for which this is not possible.

3.7 Principle 7 - Road Extents

The extent of a named road shall be defined by the formed road, and shall include only one section navigable by vehicles or foot. Unconnected navigable sections, such as where separated by an unbridged stream or a physical barrier, shall be assigned separate names.

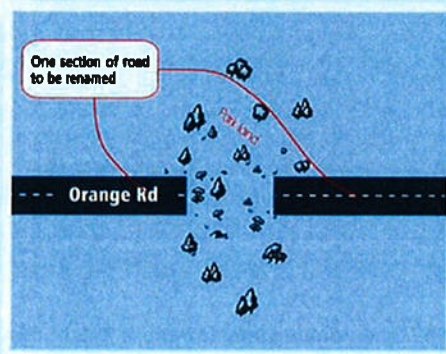


Figure 3-3 Unconnected sections of road- one section needs to be renamed

When a road extent is broken into separate sections by redevelopment or redesign, the name shall only be retained on one section and the other section(s) renamed as part of the development process.

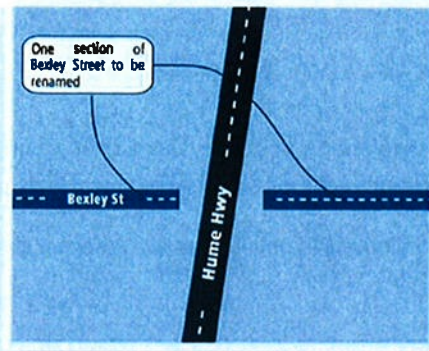


Figure 3-4 Road broken by development. One section needs to be renamed

The extent of each road shall be mapped according to the centreline of the road, and the name should apply from one end of the road to the other i.e. the point where the road finishes or intersects with other roads.

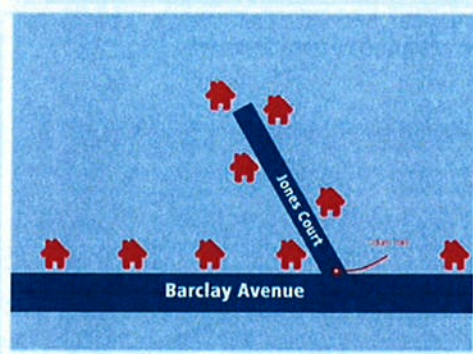


Figure 3-5 Road names apply for entire extent of road

A classified highway may be split by a section that is assigned a local name where it passes through a town. Each section of road shall have only one official name for addressing purposes. Refer to Figure 3-2 for an example.

3.8 Principle 8 - Suffixes, Prefixes and Directional Indicators

A road name shall not include qualifying terminology, a cardinal indicator or a similar prefix (e.g. *Upper, Lower, Old, New, East, West*) unless the road name is derived from a name which includes it.

A directional or similar device shall not be used as a suffix to uniquely define road extremities. e.g. *Boundary Road East* and *Boundary Road West*.

Origin to destination names, such as *Bathurst-Oberon Road* shall not be used. It is too easy for such names to be confusing as there are too many aliases e.g. *Bathurst Road, Oberon Road, Oberon-Bathurst Road*.

3.9 Principle 9 - Amending Road Names

Road names are intended to be enduring, and the renaming of roads is discouraged unless there are compelling reasons for a change. Issues that can prompt renaming include the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues and addressing problems. Where there are significant reasons for a change the GNB encourages authorities to undertake renaming action in conformity with these principles.

3.10 Principle 10 - Road Types

All road names shall include a road type selected from the list of acceptable road types in Appendix A. An exception to this mandatory assignment of road types only occurs on pre-approval of names for planning purposes or reserving of names, in which case the type might not yet be known.

Descriptions of the road types assist in the selection of types that suitably describe a road's characteristics, and they should be chosen with the ultimate configuration of the road in mind. For example, a road which is a cul-de-sac in the early development of an estate should be given a *through road type* if it is planned to be a through road by the time the development is completed.

Road types shall not be used to distinguish different roads of the same name or similarly sounding or spelt names. For example, the roads *Lambert Street, Lambert Close* and *Lambert Lane* are considered to be duplicates, which are not acceptable under Principle 4 - Uniqueness, Duplication. The same applies to *Brown Street, Brown Crescent* and *Browne Lane* (or similar combinations).

3.11 Principle 11 - Cross-Jurisdictional Naming or Renaming

Where naming or amendments to an existing road are required, and the extent crosses local government boundaries the Council with the most residents affected by any naming or proposed change shall take the lead in these negotiations. Where a road is named the whole road shall be named (as per Principle 7) and therefore a road spanning one or many local government areas shall have the approval of all RNAs prior to being considered for gazettal.

Appendix A- Road Types

The road types shall be selected from those suitable as either open-ended roads, cul-de-sac, or pedestrian only roads, as applicable.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	<input checked="" type="checkbox"/>		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			<input checked="" type="checkbox"/>
Avenue	Av	Broad roadway, usually planted on each side with trees.	<input checked="" type="checkbox"/>		
Boardwalk	Bwik	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			<input checked="" type="checkbox"/>
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	<input checked="" type="checkbox"/>		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	<input checked="" type="checkbox"/>		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	<input checked="" type="checkbox"/>		
Chase	Ch	Roadway leading down to a valley.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Circuit	Cct	Roadway enclosing an area.	<input checked="" type="checkbox"/>		
Close	Cl	Short, enclosed roadway.		<input checked="" type="checkbox"/>	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	<input checked="" type="checkbox"/>		
Court	Ct	Short, enclosed roadway.		<input checked="" type="checkbox"/>	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.			
Crest	Crst	Roadway running along the top or summit of a hill.	<input checked="" type="checkbox"/>		
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross- streets.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Entrance	Ent	Roadway connecting other roads.	<input checked="" type="checkbox"/>		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	<input checked="" type="checkbox"/>		
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	<input checked="" type="checkbox"/>		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	<input checked="" type="checkbox"/>		
Glade	Gld	Roadway usually in a valley of trees.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	<input checked="" type="checkbox"/>		
Grove	Gr	Roadway that features a group of trees standing together.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Highway	Hwy	Main road or thoroughfare, a main route.	<input checked="" type="checkbox"/>		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	<input checked="" type="checkbox"/>		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			<input checked="" type="checkbox"/>
Mews	Mews	Roadway in a group of houses.		<input checked="" type="checkbox"/>	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	<input checked="" type="checkbox"/>		
Parkway	Pwy	Roadway through parklands or an open grassland area.	<input checked="" type="checkbox"/>		
Passage	Psge	Narrow street for pedestrians.			<input checked="" type="checkbox"/>
Path	Path	Roadway used only for pedestrian traffic.			<input checked="" type="checkbox"/>
Place	Pl	Short, sometimes narrow, enclosed roadway.		<input checked="" type="checkbox"/>	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		<input checked="" type="checkbox"/>	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	<input checked="" type="checkbox"/>		
Quays	Qys	Roadway leading to a landing place alongside or projecting	<input checked="" type="checkbox"/>		

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
		into water.			
Ramp	Ramp	Access road to and from highways and freeways.			
Retreat	Rtt	Roadway forming a place of seclusion.			
Ridge	Rdge	Roadway along the top of a hill.			
Rise	Rise	Roadway going to a higher place or position.			
Road	Rd	Open way or public passage primarily for vehicles.			
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.			
Steps	Stps	Route consisting mainly of steps.			
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.			
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			
Terrace	Tce	Roadway usually with houses on either side raised above the road level.			
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.			
Trail	Trl	See 'Track'.			
View	View	Roadway commanding a wide panoramic view across surrounding areas.			
Vista	Vsta	Roadway with a view or outlook.			
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.			
Wharf	Whrf	A roadway on a wharf or pier.			

Appendix B- Duplicated Localities in NSW

Locality Name	LGA
Alison	Dungog
Alison	Wyong
Back Creek	Bland
Back Creek	Gloucester
Back Creek	Gwydir
Back Creek	Palerang
Back Creek	Tenterfield
Back Creek	Tweed
Bakers Creek	Gloucester
Bakers Creek	Nambucca
Bakers Creek	Uralla
Balmoral	Lake Macquarie
Balmoral	Wingecarribee
Barry	Blayney
Barry	Upper Hunter
Black Creek	Hastings
Black Creek	Tumut
Boat Harbour	Lismore
Boat Harbour	Port Stephens
Broadwater	Bega Valley
Broadwater	Lismore
Burra	Palerang
Burra	Tumbarumba
Cabbage Tree Island	Ballina
Cabbage Tree Island	Greater Taree
Carrington	Great Lakes
Carrington	Newcastle
Colo	Bathurst Regional
Colo	Hawkesbury
Dalwood	Ballina
Dalwood	Singleton
Darlington	Singleton
Darlington	Sydney
Deep Creek	Clarence Valley
Deep Creek	Kempsey
Deep Creek	Kyogle
Dural	Hornsby
Dural	Singleton
Elderslie	Camden

Locality Name	LGA
Elderslie	Singleton
Ellerslie	Tumut
Ellerslie	Wentworth
Enmore	Armidale Dumaresq
Enmore	Marrickville
Glenroy	Albury
Glenroy	Tumbarumba
Gowrie	Singleton
Gowrie	Tamworth Regional
Green Hills	Guyra
Green Hills	Tumbarumba
Green Point	Gosford
Green Point	Great Lakes
Greendale	Bega Valley
Greendale	Liverpool
Greenlands	Cooma-Monaro
Greenlands	Singleton
Hill Top	Snowy River
Hill Top	Wingecarribee
Hillgrove	Armidale Dumaresq
Hillgrove	Wagga Wagga
Hillsborough	Lake Macquarie
Hillsborough	Maitland
Huntley	Orange
Huntley	Wollongong
Kings Plains	Blayney
Kings Plains	Inverell
Kingswood	Bega Valley
Kingswood	Penrith
Kingswood	Tamworth Regional
Lambs Valley	Glen Innes Severn
Lambs Valley	Singleton
Lansdowne	Bankstown
Lansdowne	Greater Taree
Lilli Pilli	Eurobodalla
Lilli Pilli	Sutherland Shire
Limeburners Creek	Great Lakes
Limeburners Creek	Hastings
Long Plain	Inverell
Long Plain	Tumut
Long Point	Campbelltown
Long Point	Singleton

Locality Name	LGA
Lyndhurst	Armidale Dumaresq
Lyndhurst	Blayney
Maryland	Newcastle
Maryland	Tenterfield
Mayfield	Newcastle
Mayfield	Oberon
Mayfield	Palerang
Mayfield	Shoalhaven
Medway	Wellington
Medway	Wingecarribee
Milroy	Gunnedah
Milroy	Mid-Western Regional
Mogo	Eurobodalla
Mogo	Mid-Western Regional
Morven	Glen Innes Severn
Morven	Greater Hume
Mount Olive	Oberon
Mount Olive	Singleton
Nelson	Bega Valley
Nelson	The Hills Shire
Oxley	Balranald
Oxley	Warren
Paddys Flat	Bombala
Paddys Flat	Kyogle
Paddys River	Tumbarumba
Paddys River	Wingecarribee
Paling Yards	Bathurst Regional
Paling Yards	Oberon
Penrose	Wingecarribee
Penrose	Wollongong
Pretty Beach	Gosford
Pretty Beach	Shoalhaven
Punchbowl	Canterbury
Punchbowl	Clarence Valley
Razorback	Mid-Western Regional
Razorback	Wollondilly
Red Hill	Tamworth Regional
Red Hill	Tumut
Red Hill	Warren
Riverview	Gwydir

Locality Name	LGA
Riverview	Lane Cove
Rocky Creek	Gwydir
Rocky Creek	Inverell
Rocky River	Tenterfield
Rocky River	Uralla
Rose Valley	Cooma-Monaro
Rose Valley	Kiama
Rosewood	Hastings
Rosewood	Tumbarumba
Sandy Creek	Cobar
Sandy Creek	Upper Hunter
Sherwood	Clarence Valley
Sherwood	Kempsey
Sherwood	Kyogle
Silverwater	Auburn
Silverwater	Lake Macquarie
Smiths Creek	Clarence Valley
Smiths Creek	Kyogle
Smiths Creek	Tweed
South Arm	Clarence Valley
South Arm	Nambucca
Spring Hill	Orange
Spring Hill	Wollongong
Springfield	Cooma-Monaro
Springfield	Gosford
Springvale	Lithgow
Springvale	Wagga Wagga
St Clair	Penrith
St Clair	Singleton
Stony Creek	Bega Valley
Stony Creek	Mid-Western Regional
Summer Hill	Ashfield
Summer Hill	Dungog
Swan Bay	Port Stephens
Swan Bay	Richmond Valley
The Gap	Richmond Valley
The Gap	Wagga Wagga
The Rocks	Bathurst Regional
The Rocks	Sydney
Torryburn	Dungog
Torryburn	Uralla

Locality Name	LGA
Washpool	Clarence Valley
Washpool	Great Lakes
Westdale	Tamworth Regional
Westdale	Tumbarumba
Willow Vale	Kiama
Willow Vale	Wingecarribee
Wog Wog	Bega Valley
Wog Wog	Palerang
Woodburn	Richmond Valley
Woodburn	Shoalhaven
Woodlands	Eurobodalla
Woodlands	Wingecarribee
Woodstock	Cowra
Woodstock	Inverell
Woodstock	Shoalhaven
Yarras	Bathurst Regional
Yarras	Hastings
Yellow Rock	Blue Mountains
Yellow Rock	Shellharbour

Document control

Document	Date
Status	First edition
Version	1.0
Version Date	24 October 2013
Author	Training Committee
Owner	Geographical Names Board of New South Wales (the Board)

Change history

Version	Version date	Authorised by	Change details
1.0	24 October 2013	The Board	

Document approval

Name	Role	Section to be approved

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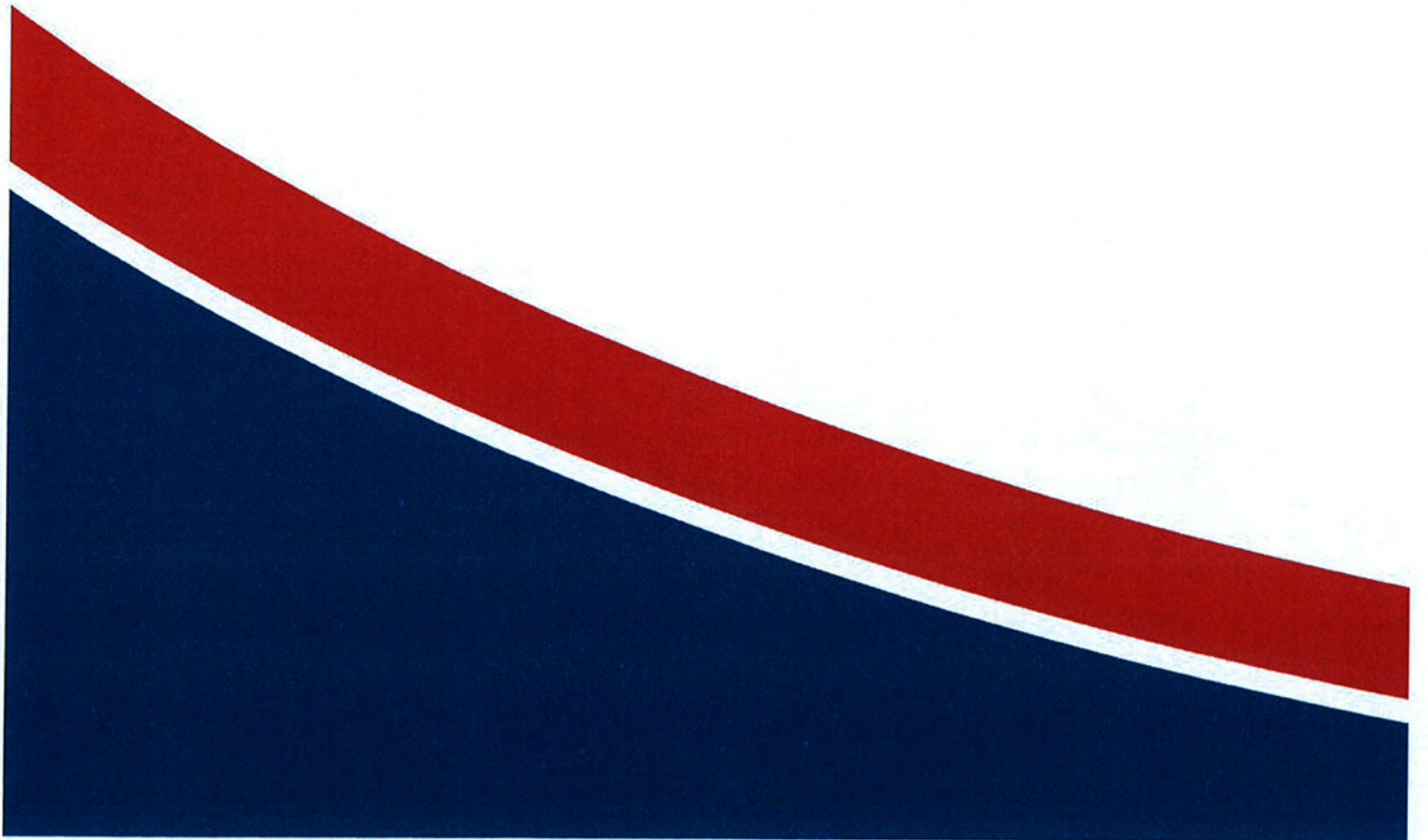
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9.9 Old Lights & Poles - Ron Crowe Oval

Our infrastructure *Reviewing, renewing & improving our core community assets*

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author: Wayne Broad – Senior Town & Village Co-ordinator

Officer's Recommendation:

That Council considers the request by the West Wyalong Charity Campdraft Committee for the donation of the lights and poles.

Introduction

Written request by West Wyalong Charity Campdraft Committee

I am writing on behalf of the West Wyalong Charity Campdraft Committee. It has recently come to our attention that there are two, 21 meter concrete light poles complete with lights at Ron Crowe Oval that are to be decommissioned & replaced as part of the lighting upgrade. We would like to ask that Council may consider donating these poles & lights to our club for installation at our Frank Glennan Arena facility at the West Wyalong Showground. We propose that the removal of these poles would be done by local contractors with expertise in this field, at no cost to Council and we will work within whatever timeline is required to facilitate the removal so as to not inconvenience Council's upgrade.

We already have permission from the West Wyalong Showground Trust for installation of such lighting as we have previously submitted two Grant applications to the Department of Sport & Recreation for installation of similar lighting facilities. Unfortunately these applications have been unsuccessful due to the demand greatly outweighing the available funding. I can send copies of the latest grant application and associated paperwork should you wish to see it. This would help provide you with confidence that we know what is required and have the knowledge to complete such an installation.

Your consideration of this matter would be greatly appreciated and would greatly assist the local horse enthusiasts in the future of their sport. The installation of lighting facilities at the Frank Glennan Arena would not only be of benefit to the West Wyalong Charity Campdraft Club, but also the West Wyalong Pony Club, West Wyalong Horse Sports, West Wyalong Yard Dog Association & the West Wyalong Showground Trust & Show Committees. Lighting would enable all of these organisations to further promote and grow their sports in the future. It would also enable the town to draw in future events that could be held under lights to benefit the tourism aspect of West Wyalong. Our Frank Glennan Arena is already heralded as the best ground in the Southern Campdraft Association and would have no problem gaining future Championships once we have lighting. These types of events would draw approximately 300-600 competitors and spectators to West Wyalong being held over 2-3 days.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

Conclusion

West Wyalong Charity Campdraft Committee's written request is the only letter Council has received at this time. Other organisations have shown a verbal interest in the lights.

Financial Implications

Nil

9.10 Liquid Trade Waste Policy

Our infrastructure

Reviewing, renewing & improving our core community assets

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author Director Assets & Engineering Services

Officer's Recommendation

That the Draft Liquid Trade Waste Policy be adopted.

Background

The Council considered a report regarding the Draft Liquid Trade Waste Policy at its meeting held on 20 August, 2013. It was adopted, with this draft policy to be put to the community for comment. After the close of the comment period, Council had only received one comment, and this was from the NSW Government requesting Council send a copy to them for them to look at. The NSW Government has now replied including some minor changes, mainly in the reference areas. The Policy has been adjusted to accommodate these comments and the revised draft is attached.

Conclusion

That the Draft Liquid Trade Waste Policy be adopted.

Financial Implications

Nil.



BLAND SHIRE COUNCIL
west wyalong

BLAND SHIRE COUNCIL LIQUID TRADE WASTE POLICY

For Discharge of Liquid Trade Waste to the Sewerage System

Revised DRAFT

Table of Contents

PURPOSE OF THIS POLICY.....	4
GLOSSARY.....	5
BACKGROUND.....	9
What is Liquid Trade Waste?.....	9
Objectives.....	9
Scope of this Policy.....	10
PART 1: EXEMPTIONS.....	11
1.1 Exemptions from obtaining approval of liquid trade waste discharge.....	11
PART 2: CRITERIA FOR APPROVAL TO DISCHARGE LIQUID.....	13
TRADE WASTE INTO BLAND SHIRE COUNCIL'S.....	13
SEWERAGE SYSTEM.....	13
2.1 Factors for Consideration.....	13
2.2 Discharge Quality.....	14
2.3 Prohibited Substances.....	14
2.4 Stormwater Discharges from Open Areas.....	14
2.5 Food Waste Disposal Units.....	15
2.6 Devices that Macerate or Pulverise Waste.....	15
2.7 Use of Additives in Pre-treatment Systems.....	15
PART 3: Framework for regulation of liquid trade waste.....	20
3.1 The NSW framework for regulation of sewerage and trade waste.....	20
3.2 Alignment with the national framework for wastewater source management.....	21
3.3 Application Procedures.....	22
3.4 Approval of applications.....	23
3.5 Concurrence.....	24
3.6 Liquid trade waste charging categories.....	27
3.7 Liquid Trade Waste Fees and Charges.....	30
3.7.1 Application fee.....	30
3.7.2 Annual trade waste fee.....	30
3.7.3 Re-inspection fee.....	31
3.7.4 Trade waste usage charge.....	31
3.7.5 Excess mass charges.....	31
3.7.6 Food waste disposal charge.....	32
3.7.7 Non-compliance charges.....	32
3.7.8 Non-compliance penalty.....	34
3.7.9 Discharge of stormwater to the sewerage system.....	34
3.7.10 Septic and pan waste disposal charge.....	35
3.7.11 Responsibility for payment of fees and charges.....	35
3.8 Monitoring.....	36
3.9 Liquid Trade Waste Services Agreement.....	36

3.10	Enforcement of approvals and agreements	37
3.11	Modification and revocation of approvals	37
3.12	Prevention of waste of water	38
3.13	Effluent improvement plans	38
3.14	Due diligence programs and contingency plans.....	38
ATTACHMENT 1 - SAMPLE LIQUID TRADE WASTE SERVICES AGREEMENT BETWEEN BLAND SHIRE COUNCIL AND [APPLICANT]		39
ATTACHMENT 2 - PROVISIONS IN THE LOCAL GOVERNMENT (GENERAL) REGULATION 2005 IN REGARD TO ACCEPTANCE OF LIQUID TRADE WASTE INTO THE SEWERAGE SYSTEM		48
ATTACHMENT 3 - LIQUID TRADE WASTE FEES & CHARGES.....		1

Revised DRAFT

PURPOSE OF THIS POLICY

This policy sets out how council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Sewerage and Trade Waste (section 3.1 on page 20). The policy is concerned with the approval, monitoring and enforcement process for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges. It has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Bland Shire Council **may** accept trade waste into its sewerage system as a **service** to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

Impacts of poor liquid trade waste regulation include:

- Grease, oil, solid material, if not removed on-site, can cause sewer chokes and blockages and the discharge of untreated sewage to the environment.
- Strong waste may cause sewage odour problems and corrosion of sewer mains, pumping stations and sewage treatment works.

A person wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the *Local Government Act 1993*, obtain prior approval from Bland Shire Council. Discharging liquid trade waste without an approval is an offence under section 626 of the Act.

The procedure for approval is governed by Chapter 7 of the *Local Government Act* and is subject to the *Local Government (General) Regulation 2005*.

Under clause 28 of the *Local Government (General) Regulation*, a council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS) has concurred with the approval.

Under section 90 (2) of the *Local Government Act*, the Director General, DTIRIS may give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

GLOSSARY

Assumed Concurrence: Council may apply to the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS) for authorisation to assume concurrence for Classification B or Classification S activities. Requests for assumed concurrence need to be forwarded to the NSW Office of Water. If granted, Council will no longer need to forward such applications for concurrence.

Automatic Assumed Concurrence: Bland Shire Council has been authorised to assume concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application for concurrence.

Bilge Water: minor amounts of water collecting in the bilge of a vessel from spray, rain, seepage, spillage and boat movements. Bilge water may be contaminated with oil, grease, petroleum products and saltwater.

Biochemical Oxygen Demand (BOD₅): The amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

Biosolids: Primarily organic solid product produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

Bunding: Secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

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

Chemical Toilet: Toilet in which wastes are deposited into a holding tank containing a deodorizing or other chemicals; wastes are stored and must be pumped out (and chemical recharged) periodically.

Commercial Kitchen/Caterer: For the purpose of these Guidelines, a commercial kitchen is a premise that is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition would not apply to a food processing factory supplying pre-prepared meals to an airline company or similar.

Concurrence is required before a council may approve an application for the discharge of liquid trade waste (including septic tank and pan waste) to the sewerage system. It is a requirement under section 90(1) of the Local Government Act and clause 28 of the *Local Government (General) Regulation 2005* that council obtain the written concurrence of the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS) prior to approving such waste to be discharged to the council's sewerage system. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

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

Director General: In this document Director General means the Director General of the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS).

Due Diligence Program: A plan that identifies potential health and safety, environmental or other hazards (eg. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

Effluent: The liquid discharged following a wastewater treatment process.

Effluent Improvement Plan (EIP): The document required to be submitted by a discharger who is not meeting the acceptance limits for discharge waste quality set down in Council's approval conditions and/or liquid trade waste agreement. The document sets out how the discharger will meet the acceptance limits for the discharge of liquid trade waste to the sewerage system within the agreed timeframe.

Galley Waste: In this Policy, a liquid waste from a kitchen or a food preparation area of a vessel; solid wastes are excluded.

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

Housekeeping: is a general term, which covers all waste minimisation activities connected with the way in which operations within the premises are carried out.

Industrial Discharges: Industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes.

Local Government Regulation: *Local Government (General) Regulation 2005* under the *Local Government Act 1993*.

Liquid Trade Waste: Liquid trade waste means all liquid waste other than sewage of a domestic nature.

Mandatory Concurrence: For the liquid waste in Classification C, councils will need to obtain concurrence for each discharger. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

Methylene Blue Active Substances (MBAS): These are anionic surfactants (see Surfactants definition) and are called MBAS as their presence and concentration is detected by measuring the colour change in a standard solution of methylene blue dye.

Minimal Pre-treatment: For the purpose of this Policy includes sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

National Framework for Wastewater Source Management: refer to section 3.2

NSW Framework for Regulation of Sewerage and Trade Waste: refer to section 3.1

NSW Office of Water (NOW): In accordance with the Public Sector Employment and Management (Departments) Order 2011, from 4 April 2011 the NSW Office of Water is a separate office within the Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS). The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

Open Area: Any unroofed process, storage, washing or transport area potentially contaminated with rainwater and substances which may adversely affect the sewerage system or the environment.

Pan: For the purpose of this Policy "pan" means any moveable receptacle kept in a closet and used for the reception of human waste.

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

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

- (a) a building of any description or any part of it and the appurtenances to it
- (b) land, whether built on or not
- (c) a shed or other structure
- (d) a tent
- (e) a swimming pool
- (f) a ship or vessel of any description (including a houseboat)
- (g) a van.

Prescribed Pre-treatment Equipment is defined as standard non-complex equipment used for pre-treatment of liquid trade waste, eg. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of *Liquid Trade Waste Regulation Guidelines, 2009*).

Primary Measurement Device: A device such as a gauging pit, weir tank or flume installed in the liquid trade waste discharge line suitable for installation of instrumentation for flow measurement. In cases of commercial flows this can mean a removable section of pipe (in the fresh water supply to the trade waste area) and the installation of a check meter.

Septage: Material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.

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

Septic Tank Effluent: The liquid discharged from a septic tank after treatment.

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

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

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

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

Sullage: Domestic wastewater excluding toilet waste.

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

Suspended Solids (SS): The insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter. Previously also referred to as non-filtrable residue (NFR).

Total Dissolved Solids (TDS): The total amount of dissolved material in the water.

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

Revised DRAFT

BACKGROUND

What is Liquid Trade Waste?

Liquid trade waste is defined in the *Local Government (General) Regulation 2005* as below:

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

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

- business/commercial premises (eg. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist)
- community/public premises (including craft club, school, college, university, hospital and nursing home)
- industrial premises
- trade activities (eg. mobile carpet cleaner)
- any commercial activities carried out at a residential premises
- saleyards, racecourses and from stables and kennels that are not associated with domestic households
- septic tank waste, chemical toilet waste, waste from marine pump-out facilities and established sites for the discharge of pan content from mobile homes/caravans to the sewerage system.

While septic tank, pan and ship-to-shore pump-out waste are defined as trade waste, specific procedures need to be applied to their management as the waste is often transported from its source to the sewerage system. Accordingly, specific references to these wastes are provided in this policy where necessary.

Liquid trade waste excludes:

- toilet, hand wash basin*, shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (ie. domestic sewage)
- common use (non-residential) kitchen and laundry facilities in a caravan park
- residential swimming pool backwash.

* Used for personal hygiene only

Objectives

The objectives¹ of this policy are:

- to protect public health
- to protect the health and safety of Bland Shire Council employees
- to protect the environment from the discharge of waste that may have a detrimental effect
- to protect Bland Shire Council assets from damage
- to assist Bland Shire Council to meet its statutory obligations

¹ The above objectives are consistent with the *National Framework for Sewage Quality Management* on page 17 of the *Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).

- to provide an environmentally responsible liquid trade waste service to the non-residential sector
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors
- to promote water conservation, water recycling and biosolids reuse
- to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

Scope of this Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
- Part 2 specifies the criteria which Bland Shire Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- Part 3 specifies the framework for regulation of liquid trade waste, including the NSW Framework for Regulation of Sewerage and Trade Waste, alignment with the *National Framework for Wastewater Source Management*, application procedures, liquid trade waste discharge categories, liquid trade waste services agreements, monitoring of liquid trade waste discharges, liquid trade waste fees and charges, modification or revocation of approvals, prevention of waste of water and contaminated stormwater discharges from open areas.

PART 1: EXEMPTIONS

1.1 Exemptions from obtaining approval of liquid trade waste discharge

Table 1: Exemptions

This table lists commercial business activities that the Director General, DTIRIS has consented to an exemption from the requirement to apply for approval for liquid trade waste discharge to the sewerage system. Each such business must meet the standard requirements specified below. An annual trade waste fee applies to each such discharger.	
Activity	Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies are not to be flushed into the toilet.
Delicatessen – no hot food prepared	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Dental technician (no X-ray)	Plaster arrestor required.
Doctor's surgery (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket and sink strainer required (see Note 3). Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket and sink strainer required (see Note 3).
Funeral parlour	Floor waste basket required. Formaldehyde is not to be discharged to the sewer.
Hairdressing	Floor waste basket and sink strainer (where available).

Activity	Requirements
Jewellery shop <i>miniplate</i> <i>ultrasonic washing</i> <i>precious stone cutting</i>	Miniplate vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
Mixed business (minimal hot food)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units carpet cleaning garbage bin washing	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Floor waste basket and sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Pet shop – retail	Floor waste basket and sink strainer required (see Note 2).
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Sandwich shop, salad bar, juice bar, coffee shop (no hot food prepared)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Notes:

1. Where “required” is used it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a floor waste basket.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - (a) Floor must be dry swept before washing.
 - (b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - (c) Use of a food waste disposal unit is not permitted.

PART 2: CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE INTO BLAND SHIRE COUNCIL'S SEWERAGE SYSTEM

2.1 Factors for Consideration

Bland Shire Council's decision to accept liquid trade waste into its sewerage system is on the basis of a preventive risk management framework for managing risks to the sewerage system within an integrated water cycle management² context. It will be based on the discharge meeting Council's requirements³. When determining an application to discharge liquid trade waste to the sewerage system, Bland Shire Council will consider the following factors:

- The potential for the liquid trade waste discharge to impact on public health
- The possible impacts the discharge may pose to the environment (land, water, air, noise, or nuisance factors)
- The potential impacts of the discharge on the health and safety of the Bland Shire Council's employees
- The possible impact of the discharge on Council's sewerage infrastructure or sewage treatment process
- The capability of the sewerage system (both transportation and treatment components) to accept the quality and quantity of the proposed liquid trade waste discharge
- The impact the liquid trade waste will have on the ability of the sewerage scheme to meet its Environment Protection Authority licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy⁴
- The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the sewage treatment process
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed safeguards if the pre-treatment system fails
- Whether appropriate safeguards are proposed to avoid the discharge of other, non-approved wastes to the sewerage system

² *Integrated Water Cycle Management Guidelines for NSW Local Water Utilities, DWE, October 2004.*

³ In considering options for waste management to drive resource efficiency, the following order of preference set out on page 80 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAA will be adopted:

- Avoidance
- Minimisation
- Re-use
- Recovery of energy
- Treatment
- Disposal

⁴ The quality of trade waste from some low risk commercial activities in Classification A will exceed guideline limits in Council's trade waste policy. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs and properly operates and maintains the required pre-treatment equipment (refer to Table 4 on page 25 and Tables 7 to 9 of *Liquid Trade Waste Regulation Guidelines, 2009*). Similarly, septic and pan waste may exceed some guideline limits.

- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the sewerage system
- Whether prohibited substances are proposed to be discharged
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls
- Waste minimisation and water conservation programs
- The adequacy of the proposed due diligence program and contingency plan, where required.

2.2 Discharge Quality

Bland Shire Council has guideline limits for the acceptance of discharges, as set out in Table 2 on pages 16. Council may vary the guideline limits for a particular sewage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

2.3 Prohibited Substances

Some substances are not suitable for discharge to the sewerage system. Table 3 on page 19 sets out those substances which must not be discharged to the sewerage system. Bland Shire Council may not grant approval for the discharge of these substances to the sewerage system unless it is specifically approved under section 68 of the Local Government Act.

2.4 Stormwater Discharges from Open Areas

Stormwater is a prohibited discharge under this policy. The ingress of stormwater into the sewerage system can cause operational problems to the system and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Therefore, Council does not generally accept the discharge of stormwater to the sewerage system.

However, it is recognised that it may not always be possible or practical to prevent all stormwater entering the sewerage system at some liquid trade waste premises. The discharge of limited quantities of first flush stormwater from sealed areas will be considered where roofing cannot be provided because of safety or other important considerations. The discharge from unsealed areas is not permitted.

Before the stormwater will be considered for discharge to the sewerage system, the applicant must provide the following information:

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the open area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging

- where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first flush to be limited to first 10 mm of storm runoff)
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible.

Note: Trade waste charges for the acceptance of stormwater to the sewerage system are indicated in section 3.7.9 on page 34.

2.5 Food Waste Disposal Units

The use of food waste disposal units (also known as in-sinkerators, in-sink food waste disposers, or garbage grinders) is not permitted. Existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor. For existing premises, a food waste disposal charge will be levied based on the number of beds in the hospital or nursing home (refer to section 3.7.6 on page 32).

If the hospital or nursing home kitchen is refurbished, the food waste disposal unit must be removed.

2.6 Devices that Macerate or Pulverise Waste

Macerators and any other similar devices that are used for pulverising of solid waste are not authorised to connect to Council's sewerage system. Solid waste includes, but is not limited to, sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan and urine containers.

Therefore Bland Shire Council will not accept any discharges from such devices into its sewerage system.

2.7 Use of Additives in Pre-treatment Systems

Bland Shire Council does not allow solvents, enzymes, bioadditives, and odour control agents to be used in pre-treatment systems (except neutralising chemicals designated for the pre-treatment) except by specific written application and subsequent approval.

Table 2: Guideline limits for acceptance of liquid trade wastes into sewerage system

Parameter*	Limits [#]
General acceptance guideline limits	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅	Normally, approved up to 600 mg/L. In some cases higher concentration for low mass loadings may be acceptable, if the treatment works has sufficient capacity and odour will not be a problem.
Suspended solids	Concentrations up to 600mg/L may be acceptable.
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the <i>Radiation Control Act 1990</i> .

cont ...

* See Glossary for explanation of terms

[#] Refer to *Australian Sewage Quality Management Guidelines, June 2012, WSAA* for recommended analytical methods

Table 2 (Cont.) – Guideline limits for acceptance of liquid trade wastes into sewerage system

Parameter	Maximum concentration (mg/L)
Acceptance guideline limits for inorganic compounds	
Ammonia (as N)	50
Boron	5
Bromine	5
Chlorine	10
Cyanide	1
Fluoride	20
Nitrogen (Total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO ₄)	500
Sulphide (as S)	1
Sulphite (as SO ₃)	15
Acceptance guideline limits for organic compounds	
Benzene	0.04
Toluene	0.5
Ethylbenzene	1
Xylene	1
Formaldehyde	30
Phenolic compounds (except pentachlorophenol)	5
Petroleum hydrocarbons (non-flammable)*	30
Pesticides general (except organochlorine and organophosphorus)*	0.1
Polynuclear Aromatic Hydrocarbons (PAHs)	5

cont ...

* Refer to Table 3

Table 2 (Cont.) – Guideline limits for acceptance of liquid trade wastes into sewerage system

Parameter	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Acceptance guideline limits for metals		
Aluminium	100	-
Arsenic	1	2
Cadmium	1	6
Chromium*	3	15
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	1	6
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	30
Nickel	3	15
Selenium	1	15
Silver	2 [#]	6
Tin	5	15
Zinc	5	15
Total heavy metals excluding aluminium, iron and manganese	less than 30 mg/L and subject to total mass loading requirements	

* Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr⁶⁺) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

This limit is applicable to large dischargers. The concentration of silver in photoprocessing waste where a balancing tank is provided is not to exceed 5 mg/L.

Table 3: Substances prohibited from being discharged into the sewerage system

- organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil
- any flammable or explosive substance
- discharges from 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the *Local Government (General) Regulation 2005*)
- solid matter
- any substance assessed as not suitable to be discharged into the sewerage system
- waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer *Australian Sewage Quality Management Guidelines, June 2012, WSAA*
- any other substances listed in a relevant regulation.

PART 3: Framework for regulation of liquid trade waste

3.1 The NSW framework for regulation of sewerage and trade waste

Due to the *Tragedy of the Commons*⁵ in the use of common pool resources, sound regulation of sewerage and trade waste requires implementation of **all** the following integrated measures.

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*⁶, with commercial sewerage developer charges to ensure new development pays a fair share of the cost of the required infrastructure.
3. Full cost recovery with appropriate sewer usage charges⁷ and trade waste fees and charges⁸ in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices under section 222 of the *Protection of the Environment Operations Act 1997*. Orders may also be issued and penalties imposed for offences under sections 626, 627 and 628 of the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

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

⁵ In the absence of appropriate controls and measures (such as conditions of approval, a sewer usage charge, a trade waste usage charge, a non-compliance trade waste usage charge, excess mass charges, non-compliance excess mass charges and penalty notices), it would be in the economic interest of each trade waste discharger to minimize their efforts and expenditure on control and pre-treatment of their trade waste before discharging it to the sewerage system. In the past, failure to implement these measures has caused multi-million dollar damage to sewerage networks, pumping stations and treatment works (refer to the examples shown on pages 30, 47 and 48 of the *Liquid Trade Waste Regulation Guidelines, 2009*).

⁶ In accordance with the *NSW Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002*.

⁷ In accordance with page 29 of the *NSW Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002*.

⁸ In accordance with Appendices D and I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

3.2 Alignment with the national framework for wastewater source management

The NSW framework for regulation of sewerage and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.⁹

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

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

⁹ The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012*, WSAA:

COMMITMENT

1. Commitment to Wastewater Source Management

SYSTEM ANALYSIS and MANAGEMENT

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

SUPPORTING REQUIREMENTS

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

REVIEW

11. Evaluation and Audit
12. Review and Continual Improvement

3.3 Application Procedures

To obtain Council's approval to discharge liquid trade waste to Council's sewerage system, a discharger must lodge an application in writing. Application forms are available from Bland Shire Council. If a person wishes to discharge liquid trade waste to the sewerage system but is not the owner of the premises, the person must obtain the owner's consent to the application.

The applicant must provide the following information:

- site owner's full name, address, contact telephone number
- address of the business/industry where discharge to the sewerage system will occur
- name of contact person for the premises and telephone contact for the business/industry
- type of process/activity generating the liquid trade waste
- normal hours of business operation
- rate of discharge, including
 - the average per day, maximum per day and per hour, and
 - hours of the day during which discharge will take place
- characteristics of wastes, including
 - nature of source
 - expected maximum and average concentrations of pollutants

(Where sampling and testing are required to establish the quality of the liquid trade waste, the testing should be carried out in accordance with the procedures set out in the *Standard Methods for the Examination of Water and Wastewater* published by the American Public Health Association, American Water Works Association and Water Pollution Control Federation.)

- chemicals to be used – supply Material Safety Data Sheets
- details of any proposed pre-treatment facilities, location and site plan. Details should include:
 - pre-treatment process details
 - internal wastewater drainage
 - pump size
 - rising main size, length and profile
 - system operational characteristics
 - operational procedures
 - provisions for sampling and flow measurement, where required
 - proposed connection point to the sewerage system
- flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities
- maintenance schedule for pre-treatment equipment, including contractor's details
- stormwater drainage plan
- measures for prevention of stormwater ingress into the sewerage system
- location, nature and chemical composition of all substances stored/used on site

- justification for disposing of the waste into the sewerage system over other possible options (if any)
- methods of disposal for other wastes that are not discharged to the sewerage system
- any relevant environmental impact assessments
- any additional information as requested by Council.

The following information needs to be provided in regard to the discharge of septic tank and pan waste to the sewerage system:

- identification of the pump out service provider
- proposed method of discharge including plans and drawings if appropriate
- details of any proposed facilities for a disposal point, location and site plan (if applicable). Details should include the proposed connection point to the sewerage system
- security arrangements at the proposed disposal site (if applicable)
- the provision of freshwater for hosing down where needed
- bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable
- the use of odour inhibiting or other chemicals, if any, and their dosage rates
- statement that septic effluent will not be mixed with septage or grease trap pump out, ie. dedicated tankers will be used for each type of waste
- for boat/marina facility – the type and number of vessels either moored at the marina and/or would utilise the pump-out facility on a regular basis:
 - private
 - commercial.

Bland Shire Council may, under section 86 of the Local Government Act, request an applicant to provide more information to enable it to determine the application.

3.4 Approval of applications

Where an application is approved, Council will notify the applicant as soon as practical of the approval and any conditions of the approval. The duration of the approval will be as stated in the approval. In cases where Council requires a discharger to enter into a liquid trade waste services agreement (refer to section 3.9 on page 36), Council will issue a deferred commencement approval under section 95 of the Local Government Act requesting the discharger to do so within the time specified in Council's letter. In such cases, the approval will not be operative until the agreement has been executed by the discharger.

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

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

An approval to discharge liquid trade waste to Council's sewer is not transferable. A new application must be lodged and a new approval obtained if there is a change of the approval holder or the activity. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

3.5 Concurrence

If Council supports an application and has a notice stating that concurrence of the Director General, Department of Trade and Investment, Regional Infrastructure and Services (DTIRIS), can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence in accordance with the requirements of section 90(1) of the Local Government Act. The NSW Office of Water provides concurrence on behalf of the Director General, DTIRIS.

Liquid trade waste discharges are divided into four (4) classifications for the purpose of the concurrence process:

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

All councils have been authorised to assume concurrence for Concurrence Classification A liquid trade waste discharges. These are listed in Table 4 and Bland Shire Council will not need to seek concurrence for approval of trade waste applications for these activities.

Table 4: Liquid trade waste discharges with automatic assumed concurrence

Commercial retail food preparation activities	Other commercial activities
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary with no X-ray)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher shop (retail)	Cooling tower
Café/coffee shop/coffee lounge	Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries)
Canteen	Dental surgery/dental specialist
Cafeteria	Dental technician
Chicken/poultry shop (only fresh chickens/game sold)	Doctor's surgery, medical centre - plaster casts (no X-rays)
Chicken/poultry shop (retail BBQ/charcoal chicken)	Florist
Club (kitchen wastes)	Funeral parlour, morgue
Commercial kitchen/caterer	Hairdressing (includes barbers)
Community hall/civic centre	Jewellery shop
Day care centre	Laboratory (pathology/analytical)
Delicatessen	Laundry or laundromat (coin operated)
Doughnut shop	Lawnmower repairs
Fast food outlet (McDonalds, KFC, Burger King, Pizza Hut, Red Rooster, etc.)	Mechanical repairs/workshop
Fish shop (retail – fresh and/or cooked)	Mobile cleaning units
Food caravan	Optical service
Fruit and vegetable shop (retail)	Pet shop (retail)
Function centre	Photographic tray work/manual development
Hotel	Plants retail (no nursery)
Ice cream parlour	School (Primary and Secondary)
Juice bar	Stone working

Commercial retail food preparation activities	Other commercial activities
Mixed business	Swimming pool/spa/hydrotherapy
Motel	Vehicle washing (by hand/wand, automatic car wash, external truck wash or underbody/engine degrease only)
Nightclub	Venetian blind cleaning
Nursing home kitchen	Veterinary /animal kennels with X-ray
Nut shop	Waterless minilab
Patisserie	
Pie shop	
Pizza shop	
Restaurant	
Salad bar	
Sandwich shop	
School canteen	
Supermarket (with butcher/delicatessen/ seafood/or charcoal chickens)	
Take-away food outlet	

Notes:

The volume of liquid trade waste must not exceed 5 kL/d or 1000 kL/a except in the case of commercial retail food preparation activities, where up to 16 kL/d is included in this category. If the waste discharged to the sewer exceeds these volumes, the application must be treated as Concurrence Classification B. Discharges over 20 kL/d must be treated as Classification C.

3.6 Liquid trade waste charging categories

Four (4) classifications of liquid trade waste have been established for concurrence purposes, Classification A, B, C and S (refer section 3.5 on page 24). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3 (pages 28 and 29).

Figure 1 below shows that Classification A dischargers fall into Charging Category 1 or Category 2. Classification B dischargers fall into Charging Category 2, except for a few dischargers with low impact on the sewerage system which fall into Category 1. Classification S dischargers fall into Charging Category 2S. Classification C dischargers fall into Charging Category 3.

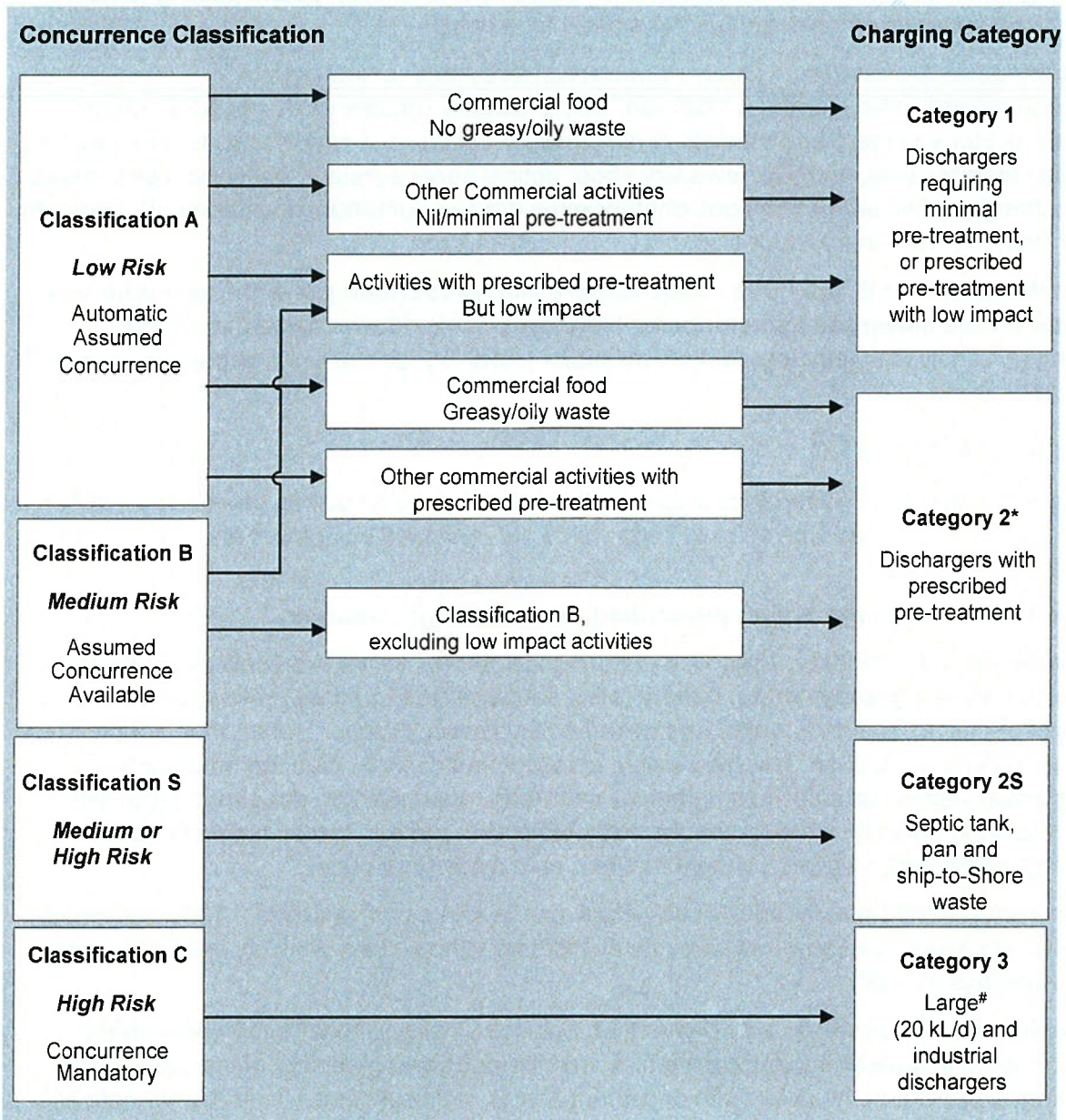


Figure 1: Charging categories for trade waste

* Also includes fish shop (fresh fish for retail)

Except shopping complexes and institutions (hospital, educational facilities, etc.). These will be charged as Category 2 in accordance with activities carried out on the premises.

Category 1 Discharger

Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system. In addition, Category 1 includes dischargers requiring prescribed pre-treatment but with low impact on the sewerage system.

Classification A activities – Commercial retail food preparation activities that do not generate an oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), café/coffee shop/coffee lounge, canteen, community hall (minimal food), day care centre, delicatessen, fruit and vegetable shop, hotel, ice cream parlour (take away only), juice bar, mixed business, motel, nightclub, nut shop, pizza cooking/reheating (no preparation or washing up on-site, pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar, take away food outlet.

Classification A activities – Other commercial activities: animal wash, beautician/hairdressing, crafts < 1000 L/d, dental surgery (plaster casts, no X-ray unless digital), doctor's surgery and medical centre (plaster casts, no X-ray), florist, funeral parlour, mobile cleaning units, morgue, jewellery shop, optical service (retail), pet shop, plants retail (no nursery), public swimming pool, photographic (tray work/manual development), venetian blind cleaning, veterinary (no X-ray).

Classification A or B activities – dischargers with prescribed pre-treatment with low impact on the sewerage system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry, primary and secondary school¹⁰, vehicle washing.

Category 2 Discharger

Category 2 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring a prescribed type of liquid trade waste pre-treatment equipment and whose effluent is well characterised.

Trade Waste dischargers with prescribed pre-treatment¹¹ include:

Classification A activities: Premises that **prepare and/or serve hot food or foods that generate an oily/greasy waste:** bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen, butcher, café/coffee shop/coffee lounge, cafeteria, canteen, fast food outlet, chicken/poultry shop, club, community hall¹², commercial kitchen/caterer, nursing home, patisserie, supermarket, doughnut shop, fish shop (cooking on-site), function centre, hotel, ice cream parlour, motel, nightclub, pizza cooking, restaurant, sandwich shop/salad bar, take away food outlet.

Other commercial Classification A activities: car detailing, craft activities > 1000 L/d, dental surgery with X-ray, lawnmower repairs, mechanical workshop, stone working, veterinary (with X-ray), waterless mini-lab.

Classification B activities: auto dismantler, bus/coach depot, construction equipment maintenance and cleaning, equipment hire, maintenance and cleaning, glass cutting and grinding, graphic arts, hospital (with or without X-ray), medical centre (with X-ray), optical services (at medical or educational facilities, workshops), oyster processing – shucking, panel beating, photographic lab, radiator repairer, screen printing, service station forecourt, shopping complex, water wash mini-lab, X-ray radiologist.

¹⁰ If significant hot food preparation is carried out, Category 2 charges may be levied by Council.

¹¹ Excludes low impact activities, listed under Category 1.

¹² If the type and size of kitchen fixtures installed enable catering for large functions.

Other Classification A activities: fish shop (fresh fish for retail).

Category 2S Discharger

Category 2S dischargers are those conducting an activity of transporting and/or discharging septic tank or pan content waste into the sewerage system.

Trade waste dischargers include the following Classification S activities:

Classification S activities: bus/rail coaches/caravan/motor home/caravan park waste dump points, mooring/marina dump points, pan waste, portable chemical toilet waste, septage, septic tank effluent, ship-to-shore pump-outs (galley waste and toilet waste).

Category 3 Discharger (large or industrial waste dischargers)

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes (over 20 kL/d) of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds 20 kL/d becomes a Category 3 discharger, except shopping complexes and institutions (eg. hospitals, educational facilities, correctional facilities, etc.)

Large trade waste dischargers and other Classification C activities include: abattoir, bakery (wholesale), brewery, cooling towers, cosmetics/perfumes manufacture, dairy processing (milk/cheese/yoghurt/ice cream etc.), food processing (cereals/cannery/condiments/ confectionary/edible oils/fats/essence/ flavours/fish/fruit juice/gelatine/honey/meat/pickles/ smallgoods/tea and coffee/vinegar/yeast manufacture etc.), fruit and vegetable processing, flour milling, glue manufacturer, egg processing, pet food processing, plants nursery (open areas), potato processing, poultry processing, saleyards, seafood processing, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tip leachate, transport depot/ terminal, water treatment backwash, wholesale meat processing, winery, wine/spirit bottling.

Dischargers of industrial waste include the following Classification C activities: acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cyanide hardening, detergent/soaps manufacture, drum washing, electroplating, engine gearbox reconditioning, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacture, ink manufacture, laboratories (excluding those in Category 2), liquid wastewater treatment facility (grease trap receival depot and other pump-out waste depot), metal finishing, metal processing (refining/rumbling/ non-cyanide heat treatment/phosphating/ photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pharmaceuticals manufacture, plaster manufacture, powder coating, printing (newspaper, lithographic), sandblasting, slipway, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/ spinning/scouring), truck washing (internal), waxes and polishes.

Phasing-in of charges

As indicated on page 24 of the *Best-Practice Management of Water Supply and Sewerage Guidelines, 2007*, the non-residential sewerage bills for customers facing a large increase as a result of implementing best-practice pricing are to be phased in over a period of five (5) years. Large increases in trade waste fees and charges may be phased in over a period of up to three (3) years.

3.7 Liquid Trade Waste Fees and Charges

Bland Shire Council provides sewerage and liquid trade waste services on a commercial basis, with full cost recovery through sewerage and liquid trade waste fees and charges. Council's proposed fees and charges are advertised annually for public comment in its draft Management Plan. In addition to the trade waste fees and charges described below, Council may elect to include any trade waste charges shown in Appendix I of the *Liquid Trade Waste Regulation Guidelines, 2009*.

Liquid trade waste discharged to the sewerage system from industrial, commercial or other non-residential customers can impose significant costs on sewage transport and treatment facilities. To recover these costs and to ensure removal of existing significant cross-subsidies from residential customers, in addition to a two-part tariff with an appropriate **sewer usage charge/kL** for non-residential sewerage, appropriate fees and charges are levied for liquid trade waste.

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

- Application fee
- Annual trade waste fee
- Re-inspection fee
- Trade waste usage charge
- Septic tank and pan waste disposal charge
- Excess mass charges
- Food waste disposal charge
- Non-compliance trade waste usage charge
- Non-compliance excess mass charge and pH charge
- Non-compliance penalty.

3.7.1 Application fee

The application fee recovers the cost of administration and technical services provided by Bland Shire Council in processing applications for approval to discharge liquid trade waste to the sewerage system. The application fee will be allocated on the basis of the category into which the discharger is classified and reflects the complexity of processing the application. Application fees will be set annually by Council.

3.7.2 Annual trade waste fee

The purpose of this fee is to recover the cost incurred by Council for administration and the scheduled inspections each year to ensure a liquid trade waste discharger's ongoing compliance with the conditions of their approval.

As part of an inspection, Bland Shire Council or its agents may undertake monitoring of the liquid trade waste discharges from premises or business. Such monitoring may include but is not limited to, flow measurement and the sampling of the liquid trade waste. **Where more than one (1) instance*** of such monitoring is undertaken by Council, or its agents, in a financial year, the cost involved may be recovered from the discharger.

Annual liquid trade waste fees are determined on the basis of the category of the discharger and are proportionate to the complexity of their inspection and administration requirements. Annual trade waste fees will be set by Council. Where the discharger is required to pay for monitoring this will be charged on the basis of full cost recovery[#].

3.7.3 Re-inspection fee

Where non-compliance with the conditions of an approval has been detected and the discharger is required to address these issues, Council will undertake re-inspections to confirm that remedial action has been satisfactorily implemented. Council will impose a fee for each re-inspection. The re-inspection fee will be set annually by Council on the basis of full cost recovery. A re-inspection may include the monitoring of liquid trade waste discharges, the cost of which may be recovered from the discharger.

3.7.4 Trade waste usage charge

The trade waste usage charge is imposed to recover the additional cost of transporting and treating liquid trade waste from Category 2 dischargers.

Trade Waste Usage Charge (\$) = Q x \$*/kL

Where Q = Volume (kL) of liquid trade waste discharged to sewer.

3.7.5 Excess mass charges

Excess mass charges will apply for substances discharged in excess of the deemed concentrations in domestic sewage shown in Table 5 below. For excess mass charge calculation, equation (1) below will be applied.

Table 5: Deemed concentration of substances in domestic sewage

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

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

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

$$\text{Liquid Trade Waste Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U}{1,000} \quad (1)$$

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

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

Q = Volume (kL) of liquid trade waste discharged to the sewerage system.

U = Charging rate (\$/kg) for discharge of substance to the sewerage system.

Charging rates (U) used in equation (1) are as shown in Council's Annual Management Plan.

With regard to BOD, equation (1) applies for BOD₅ up to 600 mg/L.

Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in equation (2). Equation (2) provides a strong incentive for dischargers to reduce the strength of waste. In addition, equation (5) on page 34 will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

U_e is the excess mass charging rate for BOD (\$/kg).

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

Where C = the charging rate (\$/kg) for BOD₅ 600mg/L.

Actual BOD = the concentration of BOD₅ as measured in a sample

For example if C = \$0.623/kg, equation (2) would result in the following excess mass charging rates:

\$0.623/kg for BOD₅ 600mg/L

\$1.96/kg for BOD₅ 1200mg/L

\$5.05/kg for BOD₅ 2400mg/L

The excess mass charge for BOD is calculated using equation (1):

$$\text{Excess Mass Charge for BOD (\$)} = \frac{(S - D) \times Q \times U_e}{1,000}$$

3.7.6 Food waste disposal charge¹³

Where Council has permitted the use of a food waste disposal unit for an existing hospital, nursing home or other eligible facility, the following additional food waste disposal charge will be payable annually.

Food Waste Disposal Charge (\$) = B x UF

Where B = Number of beds in hospital or nursing home.

UF = Annual charging rate (\$/bed) for a food waste disposal unit at a hospital or nursing home.

3.7.7 Non-compliance charges

Category 1 and 2 Dischargers

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

Category 1 Discharger - \$*/kL

Category 2 Discharger - \$*/kL

Category 3 Discharger

¹³ For existing installations only. New installations are not permitted.

Non-compliance pH charge

Equation (3) is used for waste with pH being outside the approved range. This equation provides an incentive for dischargers to apply appropriate pH correction so their waste remains within the approved pH limits. Council may require industrial and large dischargers to install and permanently maintain a pH chart recorder or data logger as control of pH is critical to minimising odour and corrosion problems in the sewerage system.

Charging rate for pH where it is outside the approved range for the discharger =

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

absolute value to be used.

K = pH coefficient = \$* and needs to be adjusted in accordance with changes in the CPI.

Example: Council has approved the pH range 8.0 to 9.0 for a large discharger generating high strength trade waste in order to prevent corrosion and odour problems in the sewerage system.

Case 1: pH measured 7.0

$$\text{Charging rate (\$/kL)} = 0.38 \times [7 - 8] \times 2^{[7 - 8]} = \$0.76/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate (\$/kL)} = 0.38 \times [11 - 9] \times 2^{[11 - 9]} = \$3.04/\text{kL}$$

Non-compliance excess mass charges

Where a discharge quality fails to comply with the approved concentration limits of substances specified in Council's approval conditions (or the acceptance criterion listed in Council's trade waste policy), Council incurs additional costs in accepting and treating that waste. Council may also face problems with the effluent and biosolids management.

In order to recover Council's costs, equation (4) shall apply for non-compliance excess mass charges, except for BOD where equation (5) shall apply.

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S - A) \times Q \times 2U}{1,000} + \frac{(S - D) \times Q \times U}{1,000} \quad (4)$$

Where:

S = Concentration (mg/L) of substance in sample.

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

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

U = Excess mass charging rate (\$/kg) for discharge of pollutant to sewerage system, as shown in Council's Annual Management Plan.

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

Non-compliance excess mass charges for BOD

If a discharger has failed to meet the approved maximum concentration of BOD on two or more instances in a financial year, the non-compliance excess mass charging rate for BOD U_n will be levied on the basis of equation (5):

U_n is the BOD non-compliance excess mass charging rate.

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

(5)

For example, if C = \$0.623/kg, BOD₅ actual (measured) level is 2400mg/L and the approved maximum concentration of BOD (A) is 1000mg/L, equation (5) would result in a non-compliance excess mass charging rate of \$8.02/kg.

Non-compliance Excess Mass Charge for BOD is calculated using equation (1):

$$\text{Non-compliance Excess Mass Charge (\$)} = \frac{(S - D) \times Q \times U_n}{1,000}$$

The non-compliance excess mass charges shown above are in lieu of the excess mass charges in section 3.7.5.

NB. Council will continue applying the above non-compliance excess mass charge until the quality of discharge complies with Council's approved quality (or the trade waste policy) limits, within the time frame determined by Council for remedying the problem. If the discharger fails to rectify the problem within this time frame, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system and may also be required to pay a 'non-compliance penalty' as indicated in the following section.

3.7.8 Non-compliance penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Refer also to section 3.10 on page 35.

3.7.9 Discharge of stormwater to the sewerage system

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the *Local Government (General) Regulation 2005* and this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. A charge of \$*/kL will be applied to Category 3 dischargers in accordance with the non-compliance trade waste usage charge, if approval is granted to accept the above waters. Excess mass charges will be also applied in accordance with section 3.7.5.

3.7.10 Septic and pan waste disposal charge

This charge is imposed to recover the cost of accepting and treating septic tank and pan waste.

Septic tank and pan waste disposal charge (\$) = Q x S

Where: Q = Volume (kL) of waste discharged to sewer.

S = Charging rate in \$/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Management Plan.*

3.7.11 Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade services provided by Council. This includes property owners of marina, caravan park, etc., if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases premises any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

Council will charge a septic tank and pan waste disposal charge for services it provides to transporters of septic tank and pan waste tankered and discharged to the sewerage system.

Table 6: Summary of trade waste fees and charges¹⁴

CHARGING CATEGORY	APPLICATION FEE	ANNUAL NON-RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE CHARGE/kL	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON-COMPLIANCE TRADE WASTE USAGE CHARGE/kL	NON-COMPLIANCE EXCESS MASS/kg and pH CHARGES/kL (if required)
1	Yes ¹⁵	Yes	Yes	Yes	No	No	No	Yes ¹⁶	No
2	Yes	Yes	Yes	Yes	Ye	No	No	Yes ¹⁶	No
2S	Yes	Yes ¹⁷	Yes	Yes ¹⁷	No	Yes	No	No	No
3	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes

All dischargers of liquid trade waste to Council's sewerage system should be aware that they are subject to prosecution and imposition of fines under the *Local Government Act 1993* and the *Protection of the Environment (Operations) Act 1997* and Regulations. In addition to fines, Council may recover costs of damages and fines incurred by Council as a result of an illegal liquid trade waste discharge.

¹⁴ In addition, a Food Waste Disposal Charge will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to section 3.7.6 on page 32).

¹⁵ Not applicable for dischargers exempted in Table 1.

¹⁶ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:

Category 1 - \$1.54/kL (2011/12\$)

Category 2 - \$14.1/kL (2011/12\$)

¹⁷ Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system

3.8 Monitoring

Bland Shire Council will carry out inspections of the premises of all liquid trade waste dischargers and their treatment facilities at least once per annum. Inspections of commercial premises preparing hot food may be carried out at least four (4) times per annum (refer to page 30 in section 3.7.2). Monitoring of the large and industrial dischargers is to be carried out as specified in the approval conditions.

The applicant may be required to monitor the liquid trade waste discharge as a condition of an approval or agreement. They may also be required to pay for any sampling and testing of liquid trade waste undertaken by Council.

For this purpose, an inspection/sampling point, where the waste can be inspected and sampled, will be specified in the approval and/or agreement. This point will normally be located after the pre-treatment facility. The discharger may need to install a suitable method of flow measurement.

Council may require the discharger to:

- install a permanent primary measurement device
- measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system)
- install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume
- provide a system which allows obtaining a flow weighted composite sample.

Testing of samples is to be undertaken by a NATA-registered or other laboratory recognised by the NSW Office of Water (NOW) to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

3.9 Liquid Trade Waste Services Agreement

In addition to its approval under the Local Government Act, Council may require certain dischargers, including those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or industrial waste (Concurrence Classification C discharges) or Classification S into its sewerage system to execute a liquid trade waste services agreement (refer to Attachment 1). The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council (refer to section 3.4 on page 23). The conditions will be binding on the applicant and the Council. The agreement will be for a period of up to five (5) years. No discharge is to be made to Council's sewerage system until an agreement or an interim agreement has been executed.

Provision can be made in the agreement for (in addition to Council's approval conditions):

- additional conditions for discharge of liquid trade waste
- cancellation of the agreement and/or order to cease the discharge if the discharger is found to be in breach of the agreement or the liquid trade waste approval or, in the opinion of Council, the waste is adversely affecting the sewerage system or the environment
- entry by Council officers to inspect the liquid trade waste collection, treatment, monitoring and disposal systems
- the applicant to notify Council in advance of any changes that may affect the quality and quantity of the liquid trade waste
- the amount of bond/security to be lodged with Council prior to discharging to the sewerage system.

3.10 Enforcement of approvals and agreements

(see the attached sample agreement at Attachment 1 on page 40)

Failure to obtain Council's approval to discharge liquid trade waste into the sewerage system, or failure to comply with the conditions of the approval is an offence under s. 626 and s. 627 of the Local Government Act 1993. In addition, these offences are prescribed as penalty notice offences under the Act and Council may issue a penalty notice (ie an on the spot fine) to such discharger.

Furthermore, sections 628 and 634 to 639 list other offences related to water, sewerage and stormwater drainage.

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty notice to such a discharger.

Any person who fails to comply with the terms or conditions of a liquid trade waste services agreement (ie. there is a breach of the agreement) will be required to indemnify the Council against any resulting claims, losses or expenses in accordance with section 8 of the agreement. Suspensions may also apply and may include a notice to cease the discharge.

3.11 Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system in any of the following circumstances:

- if the approval was obtained by fraud, misrepresentation or concealment of facts
- for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval
- for failure to comply with a requirement made by or under the *Local Government Act 1993* relating to a condition of the approval
- for failure to comply with a condition of the approval.

3.12 Prevention of waste of water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Attachment 2) to waste or misuse water.

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

3.13 Effluent improvement plans

Where the existing liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

3.14 Due diligence programs and contingency plans

For *Concurrence Classification A*, a discharger is not required to submit either a due diligence program or a contingency plan.

A discharger may be required to submit a due diligence program and a contingency plan for *Concurrence Classification B* or *Classification S* where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

For *Concurrence Classification C*, a discharger may need to provide a due diligence program and contingency plan to Council within six (6) months and three (3) months respectively of receiving a liquid trade waste approval.

It should be noted that:

1. If the discharger has an accredited environmental management system in place, a due diligence program and contingency plan may not be required. However, proof of accreditation must be provided to Council with the application. The EMP may not include all necessary provisions in regard to trade waste. In such cases Council may require that a suitable due diligence program and contingency plan be developed and submitted to Council.
2. Where Council considers there is potential risk to the sewerage system from a discharge, it may request a due diligence program and contingency plan to be submitted prior to commencing the discharge.

**ATTACHMENT 1 - SAMPLE LIQUID TRADE WASTE SERVICES
AGREEMENT BETWEEN BLAND SHIRE COUNCIL AND
[APPLICANT]**

Revised DRAFT

Liquid Trade Waste Services Agreement

Between

1. The Bland Shire Council

and

2. The Applicant

Recitals

- A. The Council is the owner and operator of a sewerage system within the _____ area.
- B. The Applicant has made application to the Council to discharge liquid trade waste from the Premises into the Council's sewerage system.
- C. The application has been approved by the Council on certain conditions ("the Approval"), including the condition that the Council and the Applicant enter into this Agreement.
- D. The Director General of the Department of Trade and Investment, Regional Infrastructure and Services has concurred in the Approval in accordance with clause 28 of the *Local Government (General) Regulation 2005*.
- E. The Approval does not operate until this Agreement has been executed by both parties.
- F. The parties enter this Agreement in consideration of the mutual promises contained herein.

Operative Part

1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise requires:

"Act" means the *Local Government Act 1993* (NSW).

"Annexure" means the annexure to this Agreement.

"Annual Management Plan" means the annual management plan of the Council, as adopted by the Council from time to time.

"Applicant" means the entity named as such in the Annexure.

"Approval" means the approval described in Recital C.

"Council" means the council named as such in the Annexure.

"Liquid Trade Waste Services" mean the making available by the Council of its sewerage system for connection to the Premises, for the purpose of discharge by the Applicant of its liquid trade waste.

"Premises" means the premises described in the Annexure.

1.2 Unless the context otherwise requires:

- (a) A reference to this Agreement is a reference to this Agreement, including the Annexure, as amended from time to time in accordance with its terms
- (b) A reference to the discharge of liquid trade waste means the discharge of liquid trade waste by the Applicant from the Premises to the Council's sewerage system
- (c) A reference to any legislation is a reference to such legislation as amended from time to time
- (d) Where the Applicant is comprised of more than one person, each obligation of the Applicant will bind those persons jointly and severally and will be enforceable against them jointly and severally.

2. Liquid Trade Waste Services

The Council will provide the Liquid Trade Waste Services to the Applicant on the terms of this Agreement.

3. Additional conditions for discharge of liquid trade waste

- 3.1 The Applicant may discharge liquid trade waste to the Council's sewerage system in accordance with the Approval and subject to this Agreement.
- 3.2 The Applicant must comply with all applicable Acts, regulations, by laws, proclamations and orders and with any lawful direction or order given by or for the Council or any other competent authority.
- 3.3 The Applicant must not discharge liquid trade waste contrary to this Agreement or the Approval or in any manner which may have an adverse effect on any person or property (including the sewerage system and the ecological system in the waters, land or area receiving sewage treatment works effluent or biosolids), or which may cause the Council to be in breach of any applicable Act, regulation, by law, proclamation or order or of any lawful direction given by or for any competent authority.
- 3.4 The Applicant must at its own cost monitor its discharges in accordance with the requirements set out in the Approval and must maintain records of such monitoring for inspection by the Council for such period as may be specified in the Approval.
- 3.5 The Council will carry out routine sampling and testing of the waste stream.
- 3.6 Where any flow-metering device is installed, the Applicant must at its own cost cause the device to be calibrated at least annually by a person or company approved by the Council. The Applicant must obtain a calibration certificate and provide a copy of the certificate to the Council within one month of receiving it.
- 3.7 If the Applicant is required to cease discharging liquid trade waste for any period, then the Applicant must cease discharging such waste for the period specified.

- 3.8 Where the Applicant ceases to discharge waste in the circumstances prescribed in clause 3.7, the Council may, at its discretion, elect to refund part of the annual trade waste fee on a pro rata basis, calculated according to the period of suspension.
- 3.9 If this Agreement is terminated, the Applicant must immediately cease to discharge liquid trade waste.

4. Fees and charges

- 4.1 In accordance with the section 560 of the *Local Government Act 1993*, Council will levy all water supply, sewerage and liquid trade waste fees and charges on the owner of the property.
- 4.2 In consideration of provision of the Liquid Trade Waste Services, the fees and charges as specified in the Council's Annual Management Plan and notified by Council to the owner and the Applicant must be paid to the Council, including fees for sampling and testing by Council in accordance with the Approval.
- 4.3 Fees and charges payable will include both non-residential sewerage charges and liquid trade waste fees and charges.
- 4.4 All monies payable to the Council must be paid within the time specified in the notice of charge.

5. Term

- 5.1 This Agreement will commence from the date it is signed on behalf of the Council, and will continue until the Applicant's Approval is revoked or the Applicant permanently ceases to discharge liquid trade waste pursuant to the Approval, whichever is the earlier. Upon such revocation or permanent cessation of the approved activity this Agreement shall automatically terminate by operation of this clause.
- 5.2 Termination of this Agreement is without prejudice to any accrued rights or obligations of either Party.

6. Powers of the Council

- 6.1 The Council may enter the Premises at a reasonable hour in the daytime or at any hour during which business is in progress or is usually carried on at the Premises for the purpose of conducting any inspection, examination, testing, monitoring or sampling to determine whether the Applicant is complying with the conditions of this Agreement.
- 6.2 The Applicant acknowledges that the Council has statutory powers available to it under the *Local Government Act 1993* and other Acts to issue orders and directions to the Applicant in relation to the discharge of liquid trade waste. The Applicant undertakes to comply with each such order or direction that may be notified by the Council to the Applicant within the time specified for compliance in that order or direction.
- 6.3 The Applicant releases the Council from any liability to the Applicant for any loss or damage due to the disruption of the Applicant's business arising out of the exercise of Council's rights pursuant to this clause.

7. Information supplied by the Applicant

- 7.1 The Applicant warrants that all information in its application for approval is true, complete and accurate to the best of its knowledge.
- 7.2 The Applicant must immediately notify the Council in writing of any error or omission in that information or any change to the information of which the Applicant becomes aware.

7.3 The Applicant must not provide any false or misleading information to the Council.

8. Indemnity

8.1 The Applicant indemnifies the Council from and against any claims, losses or expense (including legal costs on a solicitor and client basis) which the Council pays, suffers, incurs or is liable for as a result of:

- (a) any unlawful, negligent, reckless or deliberately wrongful act or omission of the Applicant or its personnel or agents in connection with the discharge of liquid trade waste, including (without limitation) such acts or omissions which cause damage to property, personal injury or death
- (b) a breach of this Agreement by the Applicant.

8.2 The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any unlawful, negligent, reckless or deliberately wrongful act or omission of the Council caused or contributed to the liability or loss.

9. Insurance

The Applicant must effect and maintain for the term of this Agreement a public risk policy of insurance in the minimum of the sum specified in the Annexure and must, upon request by the Council, produce evidence of such insurance to the Council.

10. Bond

- 10.1 The Applicant must pay to the Council a bond in the sum specified in the Annexure.
- 10.2 The Council may at any time and without prior notice to the Applicant have recourse to the bond for the recovery of any sum due and owing by the Applicant to the Council.
- 10.3 Where the applicant fails to cease discharging trade waste as prescribed in clause 3.7, the Council may require the applicant to forfeit 50% of the bond.
- 10.4 The Council must return the bond to the Applicant, less any amount deducted by the Council under this clause, upon termination of this Agreement.

11. No assignment

The Applicant may not assign or otherwise transfer its rights and/or obligations under this Agreement.

12. Notices

12.1 A notice under this Agreement must be:

- (a) in writing, directed to the representative of the other party as specified in the Annexure
- (b) forwarded to the address, facsimile number or the email address of that representative as specified in the Annexure or the address last notified by the intended recipient to the sender.

12.2 A notice under this Agreement will be deemed to be served:

- (a) in the case of delivery in person - when delivered to the recipient's address for service and a signature received as evidence of delivery
- (b) in the case of delivery by post - within three business days of posting
- (c) in the case of delivery by facsimile – at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient

(d) in the case of delivery by email, on receipt of confirmation by the recipient that the recipient has received the email.

12.3 Notwithstanding the preceding clause 12.2, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5 pm (local time in that place) it will be deemed to have been duly given or made at 9 am (local time at that place) on the next business day in that place.

13. Variation

13.1 If the Applicant's Approval to discharge liquid trade waste from the Premises is varied, this Agreement shall be deemed to be varied in accordance with the variation made to that approval or to the fees, by operation of this clause.

13.2 In addition to automatic variation under clause 13.1, this Agreement may be varied by written agreement of the parties, provided that a variation to this Agreement that is inconsistent with:

- (a) the Approval, including rights granted under, and conditions attached to, the Approval
- (b) any applicable legislation; or
- (c) Council's Annual Management Plan in respect of applicable fees and charges, shall have no force or effect.

14. Severability

If any part of this Agreement is prohibited, void, voidable, illegal or unenforceable, then that part is severed from this Agreement but without affecting the continued operation, so far as possible, of the remainder of this Agreement.

15. Applicable law

15.1 This Agreement is governed by, and must be construed in accordance with, the laws in force in the State of New South Wales.

15.2 Each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales and the courts of appeal there from.

16. Rights cumulative

The rights and remedies provided under this Agreement are in addition to, and not exclusive of, any other rights or remedies provided by law.

Executed as an agreement

Execution by the Council:

THE COMMON SEAL OF) (Corporate Seal)

..... was affixed this)

..... day of 20.....)

in the presence of:)

.....)

General Manager)

and)

.....)

[print name of witness])

[signature of General Manager]

Executed by the Applicant (corporate entity):

.....

.....

[signature of witness]

The **COMMON SEAL** of.....)

.....PTY LIMITED)

was affixed this day of)

)

.....20..... in the

presence of:

.....

[name of Director]

.....

[name of Director/Secretary]

)
)
)
)
)
)
)
)

.....

[signature of Director]

.....

[signature of Director/Secretary]

Executed by the Applicant (individual):

Signed by:

[name of Applicant]

This..... day of.....20.....

in the presence of:

.....

[print name of witness]

)
)
)
)
)

.....

[signature of Applicant]

.....

[signature of witness]

Revised DRAFT

ANNEXURE 1

Annexure

A. The Council

- 1. Full Name of Council _____
- 2. ABN _____
- 3. Address _____

- 4. Telephone _____
- 5. Emergency Contact _____
Telephone _____

B. The Applicant

- 1. Full Name of Applicant _____
- 2. ABN _____
- 3. Business or Trading Name _____
- 4. Address _____

- 5. Telephone _____
- 6. Emergency Contact _____
Telephone _____

C. The Premises

- 1. Lot and DP Number: Lot(S) _____ DP _____
- 2. Location _____

- 3. Description _____
- 4. Nature of Business _____

D. Notices

- Applicant's Representative _____
- Postal Address _____

- Facsimile _____
- Email _____
- Council's Representative _____
- Postal address _____

- Facsimile _____
- Email address _____

E. PUBLIC LIABILITY INSURANCE

Minimum cover: \$ _____

F. BOND \$ _____

ATTACHMENT 2 - PROVISIONS IN THE LOCAL GOVERNMENT (GENERAL) REGULATION 2005 IN REGARD TO ACCEPTANCE OF LIQUID TRADE WASTE INTO THE SEWERAGE SYSTEM

Local Government (General) Regulation 2005

Clause 25 Matters to accompany applications relating to discharge into sewers

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

Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under [section 68 of the Act](#) to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General of the Department of Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

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

Clause 32 Disposal of trade waste

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

Clause 159 Prevention of waste and misuse of water

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

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

137A Substances prohibited from being discharged into public sewers

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

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

- (1) The council may, at any reasonable time:
- (a) inspect any service pipe connected to a water main, and
 - (b) inspect any drain connected to a sewer main, and
 - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (e) inspect any pre-treatment devices connected to the council's sewerage system.
- (2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,
"pre-treatment device" means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

SCHEDULE 12 – Penalty notice offences

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

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Regulation Guidelines, April 2009*.

ATTACHMENT 3 - LIQUID TRADE WASTE FEES & CHARGES

BLAND LIQUID TRADE WASTE FEES & CHARGES					
Ref		Unit	2013/14	2014/15	2015/16
3.7.1	A. APPLICATION FEES (as per Council's annual fees and charges)				
	Council recovers the cost of administration and technical services provided in processing applications				
	A-1 Application Fees				
	Category 1 Discharger	Item	Nil	\$110	\$215
	Category 2 Discharger	Item	Nil	POA	POA
	Large Discharger	Item	Nil	POA	POA
	Industrial Discharger	Item	Nil	POA	POA
	A-2 Renewal of Existing Approval (dependent on level of assessment required)				
	Category 1 Discharger	Item	Nil	POA	POA
	Category 2 Discharger	Item	Nil	POA	POA
	Large Discharger	Item	Nil	POA	POA
	Industrial Discharger	Item	Nil	POA	POA
	A-3 Change of Ownership, no change in conditions				
	Category 1 Discharger	Item	Nil	Nil	Nil
	Category 2 Discharger	Item	Nil	Nil	Nil
	Large Discharger	Item	Nil	Nil	Nil
	Industrial Discharger	Item	Nil	Nil	Nil
3.7.2	B. ANNUAL FEES (as per Council's annual fees and charges)				
	Annual Trade Waste Fee				
	Category 1 Discharger	Item	Nil	\$45.00	\$95.00
	Category 2 Discharger	Item	Nil	\$85.00	\$170.00
	Large Discharger	Item	Nil	\$282.00	\$564.00
	Industrial Discharger	Item	Nil		
3.7.3	C. Re-Inspection Fee	Item	Nil	\$40.0	\$80.00
3.7.4	D-1 Trade Waste Usage Charges				
	Category 1 Discharger with appropriate equipment		Nil		Nil
	Category 1 Discharger without appropriate pre-treatment	kL	Nil	\$0.85	\$1.56
	Category 2 Discharger with* appropriate pre-treatment	kL	Nil	\$0.85	\$1.56
	Category 2 Discharger without appropriate pre-treatment	kL	Nil	\$7.20	\$14.36
3.7.6	D-2 Food Waste Disposal Charge	bed	Nil	\$14.00	\$28.00
3.7.10	D-3 Tankered Waste				
	Chemical Toilet	kL	Nil	\$7.80	\$15.68
	Septic Tank Waste	kL	Nil	\$10.45	\$20.90

3.7.5	E. EXCESS MASS CHARGES		2013/14	2014/15	2015/16
	Aluminium	kg	Nil	\$0.35	\$0.70
	Ammonia* (as N)	kg	Nil	\$1.00	\$2.08
	Arsenic	kg	Nil	\$35.53	\$70.53
	Barium	kg	Nil	\$17.26	\$35.26
	Biochemical oxygen demand (BOD) [up to 600mg/L]	kg	Nil	\$0.35	\$0.71
	Biochemical oxygen demand (BOD) [601 – 1200mg/L]	kg	Nil	\$1.10	\$2.22
	Biochemical oxygen demand (BOD) [1201 – 2400mg/L]	kg	Nil	\$2.80	\$5.72
	Boron	kg	Nil	\$0.35	\$0.71
	Bromine	kg	Nil	\$7.10	\$14.10
	Cadmium	kg	Nil	\$163.24	\$326.24
	Chloride	kg	Nil	Nil	Nil
	Chlorinated hydrocarbons	kg	Nil	\$17.26	\$35.26
	Chlorinated phenolics	kg	Nil	\$750.31	\$1,410.31
	Chlorine	kg	Nil	\$0.74	\$1.44
	Chromium	kg	Nil	\$11.51	\$23.51
	Cobalt	kg	Nil	\$7.36	\$14.36
	Copper	kg	Nil	\$7.36	\$14.36
	Cyanide	kg	Nil	\$35.53	\$70.53
	Fluoride	kg	Nil	\$1.72	\$3.52
	Formaldehyde	kg	Nil	\$0.72	\$1.44
	Oil and Grease* (Total O&G)	kg	Nil	\$0.60	\$1.27
	Herbicides/defoliants	kg	Nil	\$352.72	\$705.72
	Iron	kg	Nil	\$0.72	\$1.44
	Lead	kg	Nil	\$17.26	\$35.26
	Lithium	kg	Nil	\$3.56	\$7.06
	Manganese	kg	Nil	\$3.56	\$7.06
	Mercaptans	kg	Nil	\$35.53	\$70.53
	Mercury	kg	Nil	\$1175.52	\$2,350.52
	Methylene blue active substances (MBAS)	kg	Nil	\$0.35	\$0.71
	Molybdenum	kg	Nil	\$0.35	\$0.71
	Nickel	kg	Nil	\$11.51	\$23.51
	Nitrogen* (Total Kjeldahl Nitrogen – Ammonia) as N	kg	Nil	\$0.09	\$0.18
	Organoarsenic compounds	kg	Nil	\$352.72	\$705.72
	Pesticides general (excludes organochlorins and organophosphates)	kg	Nil	\$352.72	\$705.72
	Petroleum hydrocarbons (non-flammable)	kg	Nil	\$1.36	\$2.36
	Phenolic compounds (non-chlorinated)	kg	Nil	\$353	\$706
	Phosphorous* (Total P)	kg	Nil	\$0.74	\$1.44
	Polynuclear aromatic hydrocarbons	kg	Nil	\$7.36	\$14.36
	Selenium	kg	Nil	\$25.63	\$49.63
	Silver	kg	Nil	\$0.65	\$1.30
	Sulphate* (SO4)	kg	Nil	\$0.7	\$0.15
	Sulphide	kg	Nil	\$0.71	\$1.44
	Sulphite	kg	Nil	\$0.80	\$1.56
	Suspended Solids* (SS)	kg	Nil	\$0.45	\$0.91

	Thiosulphate	kg	Nil	\$0.12	\$0.25
	Tin	kg	Nil	\$3.50	\$7.06
	Total dissolved solids* (TDS)	kg	Nil	\$0.03	\$0.06
	Uranium	kg	Nil	\$3.50	\$7.06
	Zinc	Kg	Nil	\$7.36	\$14.36
3.7.7	F. NON-COMPLIANCE CHARGES (Category 3 Discharger)				
	Non-compliance pH charge		Nil	\$0.19	\$0.39
	Non-compliance excess mass charge				
3.7.8	Non-compliance penalty		Item		
	Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharge to the sewerage system.				

9.11 Sunshine Park Mirrool

Our infrastructure *Reviewing, renewing & improving our core community assets*

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author Director Engineering Services

Officer's Recommendation

That the matter regarding the capital upgrade of the existing Sunshine Park fence be considered during the discussions for the 2014 - 2015 capital works program.

Background

During the Mirrool forum in September, the matter of a replacement fence around Sunshine Park, similar to that at Herridge Park, was discussed. The community suggested that Council could buy the fence and that the community erect it. The community was asked to measure up the length of fence required and submit it to Council so that a cost estimate could be prepared. Council is now in receipt of a letter from the Mirrool Silo Kick Section 355 Committee (received 11 November, 2013) with the length of fence and number of gates required. The estimated cost of purchasing this fence and delivering it to Mirrool is \$10,400.

Conclusion

Since there is currently no money allocated for these works in the 2013 -2014 budget, it is recommended that the capital upgrade of the existing Sunshine Park fence be considered during the discussions for the 2014 -2015 capital works program.

Financial Implications

Nil

9.12 White Tank Lane, Waters Lane and IGA Car Park

Our infrastructure

Reviewing, renewing & improving our core community assets

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

11. Ensure that public places and facilities are well maintained and easily accessible to foster community pride in their infrastructure

Author

Director Engineering Services

Officer's Recommendation

That the concept plan for the upgrade of White Tank Lane and the carpark adjacent to IGA be adopted.

Background

After the finish of the Main Street project, attention was turned to the road and pedestrian connections to the IGA store. Included in these discussions was the refurbishment of the IGA car park with an intention to lease the car park to IGA once the work was finished. Many preliminary designs have been seen and discussed, and many different alternatives considered until a final design was sent to IGA management and the business community for comment. The IGA management has come back in favour of the plan and made only a few minor comments (i.e. placing a pedestrian crossing in the car park and labelling particular car spaces). The plan has been adjusted accordingly and a copy of the plan is attached. The business community is yet to reply.

Council staff hope to start this project in February 2014 and since the next Council meeting is in the third week of February, Council staff are submitting the plan for Council approval on the understanding any reasonable adjustments required by the business community will be actioned at the time of construction.















Conclusion

That the plan be adopted so that works can commence in early February.

Financial Implications

The money for these works has been allocated from many sources within the 2013-2014 budget.

Legend

-  Bollard
-  R4-4 SHARED ZONE/40KM SIGN
-  R4-5 END SHARED ZONE/40KM SIGN
-  R2-6 NO RIGHT TURN SIGN
-  R5-400 NO STOPPING
-  RMS Flat Top Road Hump
-  Building
-  Garden
-  Dish Drain
-  Trees (chinese-olms)
-  Seat
-  Trolley Bay
-  Fence
-  Gate



FILE No.	SHEET No.	NO. OF SHEET
JOB No.	1	6
ESTIMATE No.		
SHEET TITLE:	PLAN	

BLAND SHIRE COUNCIL

IGA Car Park & White Tank Lane

REVISIONS	DATE
DATE	
BY	
FOR	
REASON FOR CHANGE	
APPROVED BY	
DATE	

APPROVED	DATE
----------	------

SCALE	DESIGNED	MEM	MEM
DATUM	DRAWN	MEM	MEM
SURVEYED	PASSED		
FIELD BOOK			
LEVEL BOOK			

SECTION 6 – REPORTS FOR INFORMATION

Officer's Recommendation:

That the following reports, provided for information only, be received and noted:

- **9.13 Engineering Services Report**
- **9.14 Community Services Report**
- **9.15 Children Services Monthly Update**
- **9.16 Development Statistics – November 2013**
- **9.17 Ranger Activities**

9.13 Engineering Services Report

Our infrastructure *Reviewing, renewing & improving our core community assets*

Vision: Maintaining and improving the Shire's assets and infrastructure in a changing climate

13. *Ensure that public places and facilities are well maintained and easily accessible.*

Author: Director – Engineering Services

Introduction

The following work was carried out:-

1. NATIONAL AND STATE ROAD MAINTENANCE

Routine maintenance as per single invitation contract carried out on MR57 South & SH17.

2. REGIONAL ROADS MAINTENANCE

Bitumen patching and guide posting carried out on MR57 north and MR231.

3. SHIRE ROADS MAINTENANCE

Bitumen patching carried out on the following;

- Quandialla Road
- Kikoira Road
- Kolkilbertoo Road

Gravel Resheeting FAG

Naradhan Road 5.9 km

Contract Flood Damage Resheeting

Gun Club Road 1.1 km

Gubbatta Road 0.7 km

Rutledges Lane 3.5 km

Flood Damage

Jillett Road 4.73 km

Gibbons Lane 1.2 km

Morangorell Road 2.6 km

Timothys Lane 4.8 km

Warners Lane 1.8 km

Bradburys Lane 1.5 km

Mud Hut West 8.8 km

Nobbys Lane 1.665 km

Kirpy Programme

Morangorell Road 13.5 km

Guide posting has been done on a number of rural sealed roads, minor gravel patching has been done on a number of unsealed roads within the Shire, slashing of sealed road shoulders is in progress and sucker spraying is in progress on various sealed roads within the Shire.

4. TOWN AND VILLAGE MAINTENANCE

Regular street sweeping, mowing of towns and villages carried out.

Bitumen patching carried out in the streets of West Wyalong, Barmedman and Ungarie.

Firebreaks have been completed in all shire villages.

NOXIOUS WEEDS/ENVIRONMENTAL

A successful Sustainable Lifestyle Expo was held on the 18th October.

Noxious Weeds staff held a display at the Orange Field Day with the new Lachlan Valley Weeds Display trailer which Bland Shire commissioned the building of.

Mowing of Council land for hazard reduction was carried out at West Wyalong, Wyalong, and Ungarie.

The following noxious weeds and other controls were undertaken:

- **General Weed control** – West Wyalong nature strips and drains, West Wyalong treatment works, Dog pound, West Wyalong Cemetery.
- **St Johns' Wort** - Wyalong-Condobolin Road, Youngareen Road, Thulloo Road, Scotts Lane, Goldfields Way, Wells Lane, Davies Lane, Murphy's Lane, Merringreen Road, Wamboyne Road, Bodels Lane, Lake Road, Crown Camp Road, Gibsonvale Road, Harrington's Lane, Hatelys Lane, Cattles Lane, Greaves Lane, Grahams Lane, Euroka Road, Morangorell Road, Mandamah Forest Road.
- **Wild Radish** – Greaves Lane, West Wyalong-Condobolin Road.
- **Mexican Poppy** – Weja, Ungarie, Girral, Calleen.
- **Shoulder vegetation control (spraying)** –Ariah Park Road, Mandamah Forest Road, Tallimba Road, Ariah Park Road, Buralyang Road, Blow Clear Road, Bygoo Road.
- **Roadside vegetation control (sucker spraying)** – Bygoo Road, Merringreen Road, West Wyalong-Condobolin Road, Wamboyne Road.
- **Ant control** – Barmedman, West Wyalong, Ungarie.
- **Hazard reduction burn off** – Naradhan.

Sporting ovals

- Maintenance to all ovals and surrounds
- Maintenance to monument and lawn cemetery
- Maintenance to Herridge, Rotary and Cooinda parks
- Maintenance to Wyalong court house
- Leaking valves repaired at park street rec
- Line marking for touch , cricket and athletics
- Irrigation checks carried out on all ovals and pumping stations
- Ovals sprayed for broadleaf weeds
- Ovals sprayed with wetting agent
- Ovals sprayed to stop summer weeds

9.14 Community Services Report

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP3. Nurture a strong sense of community and enrich the cultural life for the residents of the Bland Shire

Author: Community Relations Officer

Australia Day

The Australia Day nominations closed on Friday, November 22 with strong entries across most categories. There was a large influx of entries in the final days which resulted in nominations surpassing the number received last year. Preparations are in full swing for the local celebrations. The West Wyalong Lions Club has once again agreed to prepare and serve their famous Australia Day breakfast. In consultation with the Town Band, local solicitor Mel Gallagher has agreed to donate her time to sing the national anthem at the Bland Shire Australia Day breakfast. The Australia Day Council is yet to announce the allocation of Ambassadors for 2014.

Community movie nights

Bland Shire Council has secured the rights to screen hit new film Backyard Ashes for the enjoyment of the community this month. Council has partnered with the West Wyalong Rotary Club to hold free community movie nights in Ungarie on Friday December 13 and West Wyalong on Saturday December 14. The Ungarie event will double as a fundraiser for the Ungarie Hall Committee, who will cook a barbecue and sell popcorn on the night while Rotary will raise funds during the Saturday night event. Backyard Ashes was filmed entirely in Wagga and supported financially by Wagga Wagga City Council.

Christmas lights map

Bland Shire Council will once again produce a Christmas lights map for distribution to the community in the lead up to Christmas. Community members are being encouraged to register their address for inclusion on the map.

International Day of People with DisAbility

Council's Access Advisory Committee will host International Day of People with DisAbility celebrations at Café Peckish in McCann Park on Friday, December 6. Special guest speaker will be Brett Stanford, who is featured in the book "There is Always Hope Just Alter Your Dreams". Brett was a talented sportsman and typical knockabout 20-something male before an accident changed his life forever. The celebration will also include the presentation of Access Awards.

Access All Areas Film Festival

Council has secured the rights to host the Access All Areas Film Festival. The collection of highly acclaimed and entertaining short films will be featured at a date to be finalised in January.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

9.15 Children Services Monthly Update

Our people

Our greatest and most important asset

Vision: A strong, healthy, connected and cohesive community

DP 4.5 Provide quality and affordable Family Day Care, Mobile Resource Unit, Vacation Care and Preschool services

Author: Manager Library and Children's Services

Mobile Resource Unit (MRU):

Play Groups

All playgroups are continuing to provide fun and socialisation for the children and families that attend. Attendance numbers fluctuate from week to week especially during harvest times. Staff are currently planning on wrapping up the year with parties at each of the six venues during December. The service will close from 20th December 2013 and recommence the first week of February 2014.

Ungarie Preschool

The preschool staff and children are currently preparing for their end of year activities which will include a performance, party and end of year presentation to be held on the 12th December 2013.

Vacation Care

Staff are currently planning the summer holiday program. Dates offered for Vacation Care will be two weeks from 13th to 24th January 2014.

Family Day Care (FDC):

Bland/Temora Family Day Care was evaluated against the National Quality Standards in October as part of the Department of Education and Communities Assessment and Rating process. The service staff and three educators were visited over a three day period as part of the assessment which included observation, interviews and provision of evidence.

We received our result and are very happy to announce that we have an overall rating of Meeting National Quality Standard. Congratulations and thanks go out to all of the FDC educators, staff and families on this terrific outcome.

Changes to the Education and Care Regulations regarding a reduction in ratios from 1:5 to 1:4 come into effect as of the 1st January 2014. This has had an impact on the spaces we can provide next year with an overall reduction of 20% in spaces available.

Recent changes to staffing at the Coordination Unit have occurred with one staff resignation and one member commencing maternity leave as of late October. Recruiting is currently underway to fill the maternity leave position until April and the PPT Support Officer position will be advertised in January 2014.

It Takes A Village (ITAV):

The Naradhan, Tallimba and Kikiora sessions have continued to run this term with the ongoing support of the service. Naradhan and Kikiora have been utilising the crafts and toys provided and will receive some special Christmas crafts shortly.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 3 DECEMBER 2013

.....
MAYOR

9.16 Development Statistics – November 2013

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP17. Lead the community by example with sustainable, effective, efficient and customer focused practices

Author: Manager Development Services

Officer's Recommendation:

That the report on Council's Development Statistics be received.

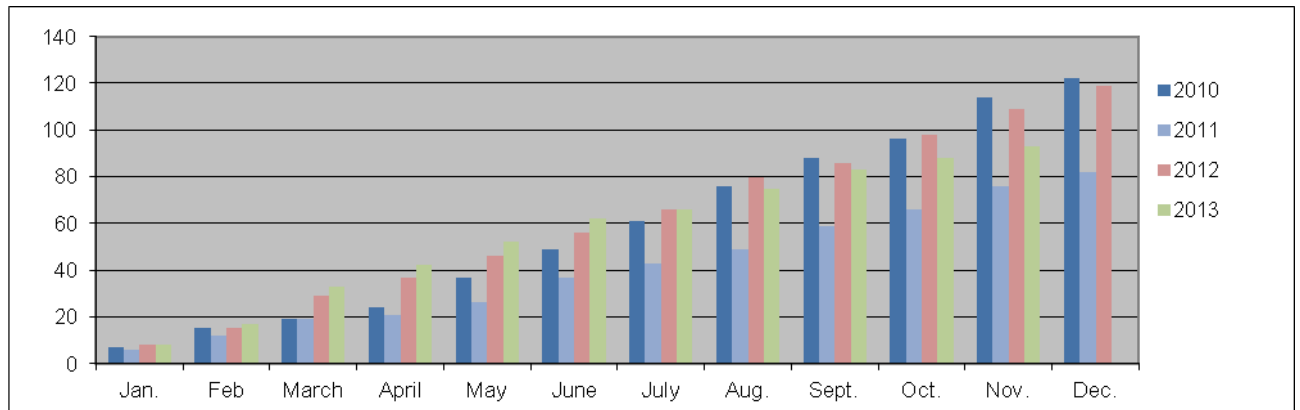
Introduction Development Applications

The following table details the number and value of development applications received by Council, up to 22 November 2013.

Development Type	Current Year			
	November 2013		Year to Date 1.01.13 – 22.11.13	
	Number	Value \$	Number	Value \$
Residential	3	42,000	34	3,376,771
Industrial	1	48,890	1	48,890
Commercial	1	11,912	24	7,579,501
Rural Residential	0	Nil	5	774,025
Subdivisions	0	Nil	4	Nil
Other	0	Nil	25	735,350
TOTAL	5	102,802	88	12,514,537

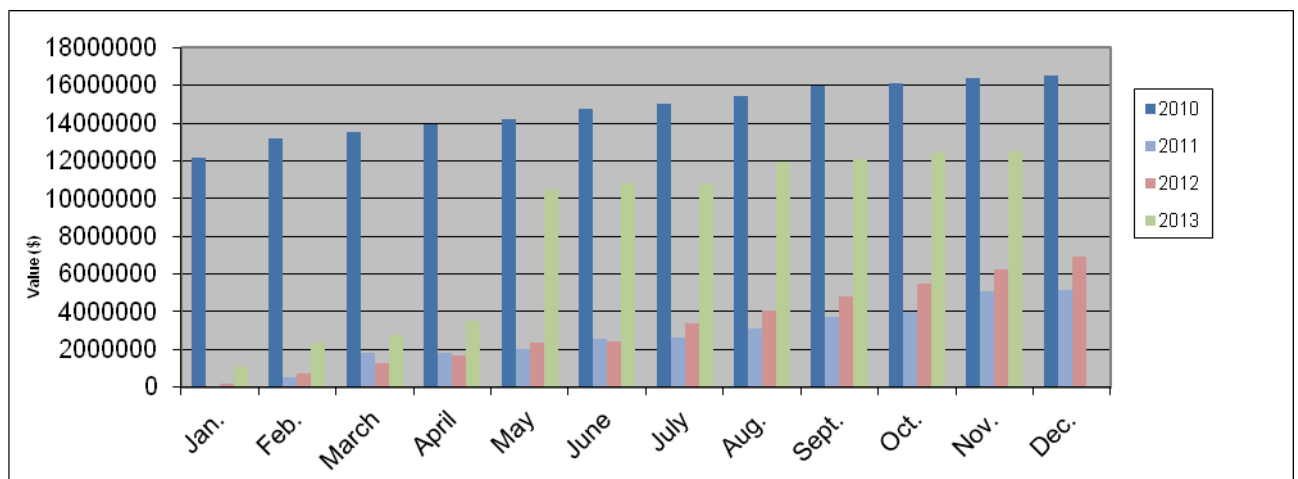
Number of Development Applications

The following graph details the cumulative total number of development applications received by month comparing 2010 to 2013.



Value of Development Applications

The following graph details the cumulative value of development applications received by month comparing 2010 to 2013.



Note: Seniors Living Development on Ungarie Road, contributed to the spike in value of development applications January 2010.

Summary – November 2013

- The following Development Applications were determined all by approval up to 22 November 2013:

App No.	Property	Development
DA/2014/002	57 Grenfell Street, West Wyalong	Subdivision
DA/2014/023	78 Perseverance Street, West Wyalong	Removal of two trees
DA/2014/025	27 Gladstone Street, West Wyalong	Storage shed

- Construction Certificates issued - One (1)
- Complying Development Certificates issued- One (1)
- Activity Applications issued - Nil
- Building Certificates issued - Nil
- Subdivision Certificates issued - Nil
- Occupation Certificates issued - Three (3)
- Completion Certificates issued- Nil
- Section 149 Certificates issued - Eighteen (18)

Conclusion

For information

Financial Implications

Nil

9.17 Ranger Activities

Our leadership

Setting a benchmark for community standards

Vision: A well run council acting as the voice of the community

DP17. Lead the community by example with sustainable, effective, efficient and customer focused practices

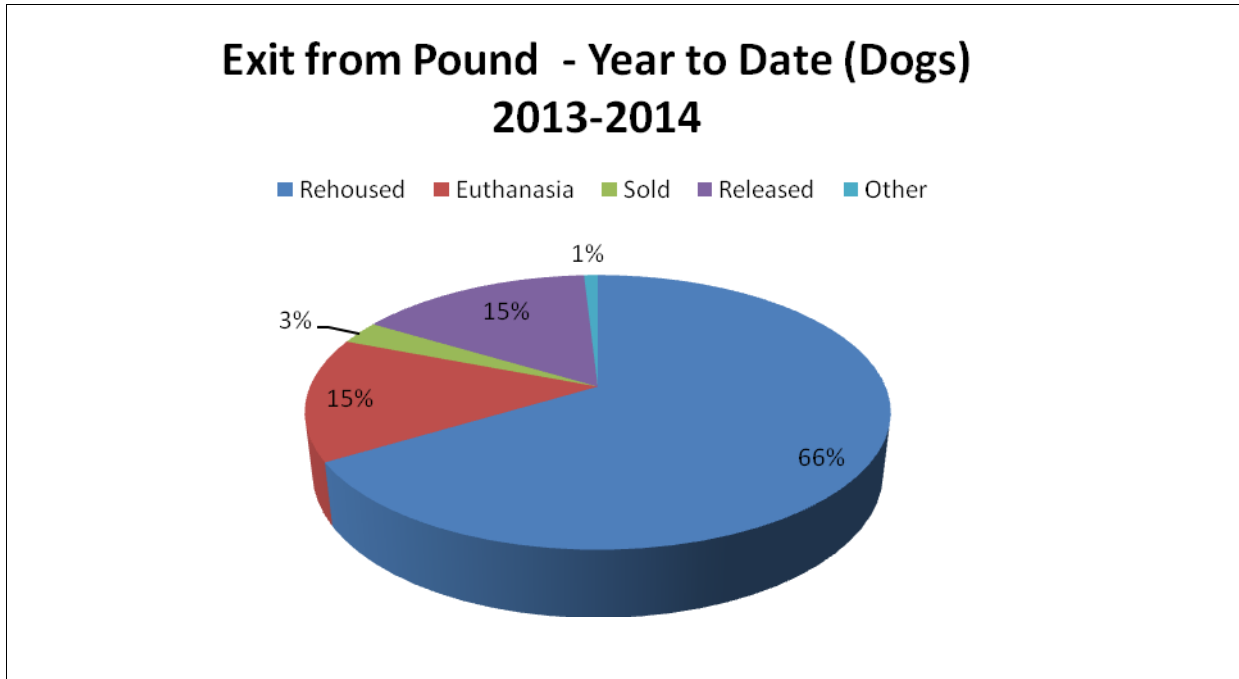
Author: Manager Development Services

COMPANION ANIMAL ACTIVITIES

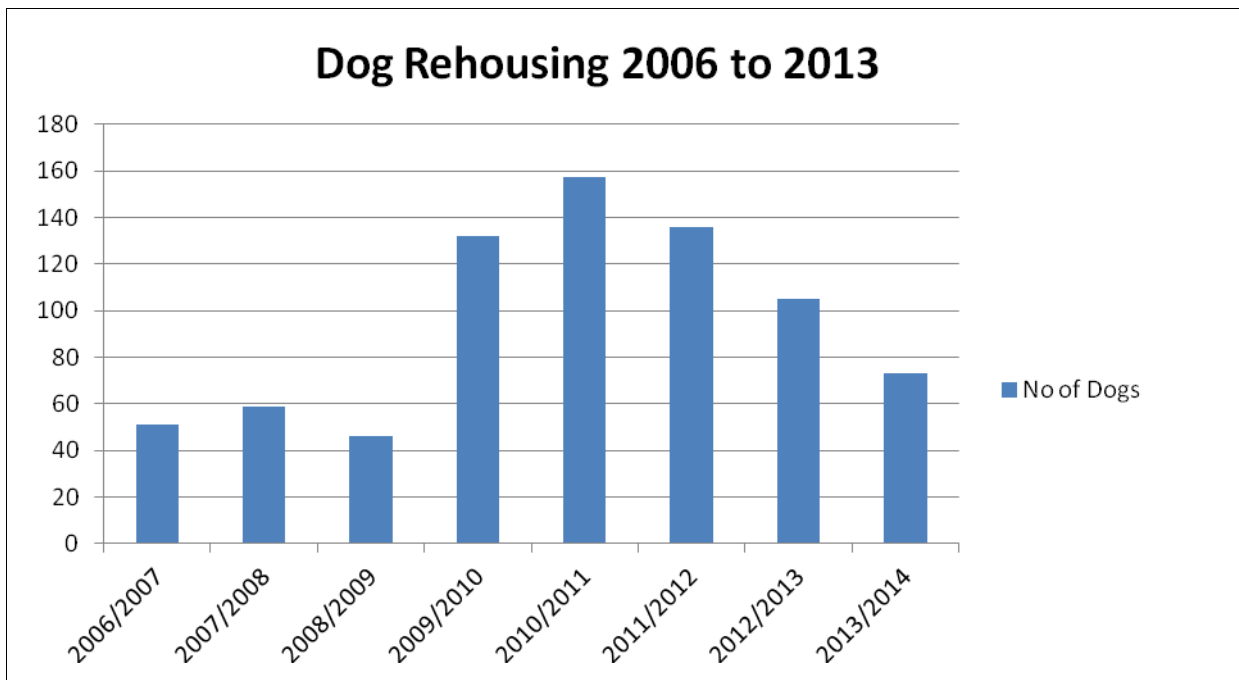
The following table summarises the management of companion animals between 1 November 2013 and 22 November 2013:

	Dogs	Cats
Seizure Activities:		
Seized	0	0
Returned to Owner	0	0
Transferred to Pound from Seizure Activities	0	0
Animals in Pound at start of month	11	0
Dumped	1	7
Surrendered	2	0
Total Animals in Pound	14	7
Released to Owner	2	0
Euthanased	1	6
Sold	0	0
Stolen from Pound	0	0
Escaped	0	0
Died at Pound	0	0
Rehoused	10	0
Total Animals Leaving Pound	13	6
Animals in Pound at end of month	1	1

The following chart summarises the methods in which companion animals (dogs) exit the pound:



The following chart summarises the rehousing statistics from 2006 to 22 November 2013:



Conclusion

For information only.

Financial Implications

Nil