

# **Bland Shire Council**

# **Business Paper**

# **Ordinary Council Meeting**

# 15 August 2017



www.blandshire.nsw.gov.au

## **OUR VISION, MISSION AND VALUES**



#### ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST A guiding checklist for Councillors, Officers and Advisory Committees

#### **Ethical Decision Making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

#### **Conflict of Interest**

 A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Office of Local Government and, Nonpecuniary – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only).

#### The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest

#### **Identifying Problems**

1st - Do I have private interest affected by a matter I am officially involved in?

- 2<sup>nd</sup> Is my official role one of influence or perceived influence over the matter?
- 3rd Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

#### Agency Advice

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Advisory Committee members by various pieces of legislation, regulation and Codes.

Contact	Phone	Email	Website
Bland Shire Council	6972 2266	council@blandshire.nsw.gov.au	www.blandshire.nsw.gov.au
ICAC	8281 5999	<u>icac@icac.nsw.gov.au</u>	www.icac.nsw.gov.au
	Toll Free:		
	1800 463 909		
Office of Local	4428 4100	dlg@dlg.nsw.gov.au	www.dlg.nsw.gov.au
Government			
NSW Ombudsman	9286 1000	nswombo@ombo.nsw.gov.au	www.ombo.nsw.gov.au
	Toll Free:	<i></i>	<u> </u>
	1800 451 524		
	1000 431 324		

## Common Acronyms Used in Bland Shire Council Reports and Documents

ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
AFZ	Alcohol Free Zone
AGM	Annual General Meeting
ALIA	Australian Library and Information Association
AMP	Asset Management Plan
AMRC	NSW Association of Mining Related Councils
BCA	Building Code of Australia
BDCP	Bland Development Control Plan
BEC	Business Enterprise Centre
BFMC	Bush Fire Management Committee
BFMP	Bush Fire Management Plan
BSC	Bland Shire Council
BWW	Business West Wyalong
CASA	Civil Aviation Safety Authority
CBD	Central Business District
CDAT	Community Drug Action Team
CDO	Community Development Officer
CENTROC	Central West Regional Group of Councils
CEO	Chief Executive Officer
CIV	Capital Improved Value
CLRS	Councillors
CPD	Continuing Professional Development
CPI	Consumer Price Index
CPP	Cowal Partnering Program
Cr	Councillor
CRO	Community Relations Officer
CSP	Community Strategic Plan
CSU	Childrens Services Unit
CT	Community Technology
CWA	Country Women's Association
DA	Development Application
DAES	Director Asset & Engineering Services
DCCDS	Director Corporate, Community & Development Services
DCP	Development Control Plan
DEMO	District Emergency Management Officer
DEOCON	District Emergency Controller
DisPlan	Disaster Plan (Local DisPlan, District DisPlan, State
	DisPlan)
DP	Delivery Program

DPI	Department of Primary Industries
EA	Executive Assistant
EAP	Employee Assistance Program
ED	Economic Development
EEO	Equal Employment Opportunity
EFO	Electoral Funding Authority
EOI	Expression of Interest
EPAA	Environmental Planning & Assessment Act
ERA	Eastern Riverina Arts
EWSA	Educator Workplace Safety Audit
EWW	Events West Wyalong
EYLF	Early Years Learning Framework
FAG	Financial Assistance Grant
FDC	Family Day Care
FFTF	Fit for the Future
FRRR	Foundation for Rural and Regional Renewal
FYI	For your information
GHMS	Grain Harvest Management Scheme
GIPA	Government Information (Public Access) Act
GM	General Manager
GTAN	Government Training & Assistance Network
GWCC	Goldenfields Water County Council
HACC	Home and Community Care
HR	Human Resources
ICAC	Independent Commission Against Corruption
IPART	Independent Pricing and Regulatory Tribunal
IPR or IP&R	Integrated Planning and Reporting
ITAV	It Takes A Village Program
JO	Joint Organisation
K&G	Kerb and gutter
KPI	Key Performance Indicator
LALC	Local Aboriginal Lands Council
LBDC	Little Bangs Discovery Club
LCGMCAC	Lake Cowal Gold Mine Closure Advisory Committee
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operations Centre
LEOCON	Local Emergency Operations Controller
LEP	Local Environmental Plan
LG	Local Government

LGA	Local Government Act or Local Government Area
LGNSW	Local Government New South Wales
LIAC	Legal Information Access Centre
LTFP	Long Term Financial Plan
Μ	Million
Manex	Management Executive
MHDA	Mental Health Drug & Alcohol
MLC	Member of the Legislative Council
MML	Murrumbidgee Medicare Local
MOW	Meals on Wheels
MoU	Memorandum of Understanding
MP	Member of Parliament
MPHN	Murrumbidgee Primary Health Network
MPR	Multi Purpose Room
MR	Main Road
MRU	Mobile Resource Unit
NAIDOC	National Aboriginal & Islander Observance Committee
NFAR	No further action required
NGO	Non-Government Organisation
NQF	National Quality Framework
NSRF	National Stronger Regions Fund
NSWEC	New South Wales Electoral Commission
NSWPLA	New South Wales Public Libraries Association
NSWRFS	NSW Rural Fire Service
OGM	Office of the General Manager
OLG	Office of Local Government
OP	Operational Plan
P&G	Parks & Gardens
PA	Per Annum
PC	Personal Computer
PCBU	Person Conducting a Business or Undertaking
PHaMs	Personal Helpers and Mentors
PLA	Public Library Association
POEO	Protection of the Environment Operations Act & Regulations
PSITAB	NSW Public Sector Industry Advisory Board
PSSA	NSW Primary Schools Sports Association
QBRS	Quarterly Budget Review Statement
R2R	Roads to Recovery
Rd	Road
RDA	Regional Development Australia

Rostered Day Off
Recreation
Riverina Eastern Regional Organisation of Councils
Royal Freemasons' Benevolent Institution
Rural Fire Service
Risk Management Action Plan
Roads & Maritime Services
Riverina Regional Library
Registered Training Organisation
Recreational Vehicle
Senior Economic Development & Tourism Advisor
State Environmental Planning Policy

SES	State Emergency Service
SH	State Highway
SLA	Service-level agreement
SLNSW	State Library New South Wales
SRC	Summer Reading Club
SRV	Special Rate Variation
St	Street
STW	Sewerage Treatment Works
TASAC	Tourist Attraction Signposting Assessment Committee
TCORP	Treasury Corporation
TSR	Travelling stock route
TVET	TAFE Delivered Vocational Education & Training

USU	United Services Union
UV	Unimproved Value
VC	Victoria Cross
VIC	Visitor Information Centre
VPA	Voluntary Planning Agreement
WAPS	Workforce Assessment Plan & Strategy
WHS	Work Health & Safety
WWBC	West Wyalong Bowling Club
WWFHG	West Wyalong Family History Group
WWRL	West Wyalong Rugby League



**Council Meeting Agenda** 

15 August 2017

### commencing at 6:30PM

#### 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 behalf of our community, - build a vibrant future together. ("Pause for Reflection").

#### 2.0 ATTENDANCE

#### 2.1 Councillors

Cr Bruce Baker Cr Rodney Crowe Cr Penny English Cr Kerry Keatley Cr Tony Lord Cr Liz McGlynn Cr Brian Monaghan Cr Murray Thomas Cr Jan Wyse

#### 2.2 Staff

General Manager – Ray Smith Director Asset & Engineering Services – Will Marsh Director Corporate, Community, Development & Regulatory Services – Adele Casey Executive Assistant – Julie Sharpe

#### 2.3 Apologies

#### 3.0 **CONFIRMATION OF THE MINUTES**

#### 3.1 Ordinary Meeting held on 18 July 2017

#### Confirmation

That the minutes of the Ordinary Council meeting held on 18 July 2017 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**

#### 6.0 **MAYORAL MINUTE**

The Mayor will make a presentation to Council from his recent personal visit to Dull, Perthshire in Scotland.

#### 7.0 **NOTICES OF MOTION**

#### 7.1 Meeting Opening (Cr Thomas)

Author: Murray Thomas

#### **Councillor Recommendation:**

#### 1. We open meetings with an acknowledgement of the traditional land custodians.

#### Introduction

Following discussion at recent council workshops, I submit the motion we simplify meeting openings with an acknowledgement of our traditional land custodians.

#### Conclusion

The recent changes to the Local Government Act requires all Councillors to pledge an oath at the beginning of their term. The oath relates to the full term of office.

#### **Financial Implications**

Nil.

#### 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

9.1	Disclosure of Interest Returns	13
9.2	West Wyalong Sports Stadium – Review of Casual Hire Rate for Schools for 2017/2018	14
9.3	Tourism Touch Screen for Visitors Information Centre	16
9.4	Stronger Country Communities Program – Project Priorities	18
9.5	Recognition of the Daniher Brothers	20
9.6	Charles Sturt University – Three Rivers University Department of Rural Health (UDRH)	21
9.7	26 <sup>th</sup> Annual National Town Crier Championships	22
9.8	Strengthening Communities Grant – West Wyalong Rodeo	24
9.9	Strengthening Communities Grant – Wyalong Art Group	26
Sectio	on 3 – Corporate, Community, Development & Regulatory Services	
9.10	Financial Statements – July 2017	27
9.11	Open Burning Policy	32
Sectio	on 4 – Asset & Engineering Services	
9.12	Liquid Trade Waste Policy	42
9.13	Sporting Field Closure Policy	96
9.14	Open Space/Sporting Facilities – Commercial Health & Fitness Providers	99
Sectio	on 5 – Reports for Information	
9.15	Community Services Report	103
9.16	Economic Development & Tourism Report – July 2017	105
9.17	Development Services Activity Report	110
9.18	Children's Services Monthly Update	112
9.19	Bland HACC Services Update	115
9.20	Bland Shire Library Monthly Update	117
9.21	Asset & Engineering Services Report	119

#### 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

#### 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 & COMMITTEE REPORTS**



Our Leadership - A well run Council acting as the voice of the community

DP10.6 Regular consultation with key industry, business and stakeholders

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

Committee	Date/s	Minutes attached
Australia Day Awards Committee of the Whole		
(Whole Council)		
Australian Rural Roads Group Inc		
(Mayor Lord,		
Cr McGlynn - alternate, Cr Thomas - alternate)		
Bland Rural Fire District Zone Liaison Committee (Cr Keatley)		
Bland – Temora RFS Zone Bushfire Management Committee (Cr Baker)		
Community Reference Group	11 <sup>th</sup> July 2017	✓
(Whole Council)	12 <sup>th</sup> September 2017	
Country Mayors Association of NSW (Mayor Lord)	11 <sup>th</sup> August 2017	
Cowal Gold Project Community Environmental	30 <sup>th</sup> August 2017	
Monitoring & Consultative Committee (CEMCC) (Mayor Lord)	29 <sup>th</sup> November 2017	
Goldenfields Water County Council Board (Cr McGlynn)	24 <sup>th</sup> August 2017	
Internal Audit Committee		
Lachlan Valley Noxious Plants Advisory Committee		
(Cr Crowe)		
Local Traffic Advisory Committee		
Murrumbidgee Primary Health Network Board (Cr Monaghan)	21 <sup>st</sup> June 2017	

Newell Highway Taskforce (Mayor Lord)	1 <sup>st</sup> March 2017 7 <sup>th</sup> June 2017	
NSW Association of Mining Related Councils (Cr McGlynn, Cr Thomas - alternate)	10/11 <sup>th</sup> August 2017	
NSW Public Libraries Association (Cr Wyse)	27 <sup>th</sup> April 2017	
Riverina Eastern Regional Organisation of Councils (REROC) (Mayor Lord)	1 <sup>st</sup> June 2017 3 <sup>rd</sup> August 2017	✓
Riverina Regional Library Advisory Committee (Cr Wyse)	8 <sup>th</sup> November 2017	
Riverina Regional Tourism (Cr English)		

#### **Recommendation:**

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

#### MINUTES OF THE BLAND SHIRE COMMUNITY REFERENCE GROUP MEETING HELD IN THE BLAND SHIRE COUNCIL CHAMBERS ON TUESDAY 11 JULY 2017 COMMENCING AT 6.30PM

Present:

Jill Funnell, Amanda Stitt, Barry Cooper, Frances Jackson, Lorraine West, Carol Barrett, Lurensa Rowling, Sue Cronin, Charles Kingston, Marina Uys, Johan Uys, Cr Jan Wyse, Cr Penny English, Cr Kerry Keatley, Cr Murray Thomas, Cr Bruce Baker, Cr Rodney Crowe, Cr Brian Monaghan (entered at 7:03pm), Ray Smith (General Manager), Craig Sutton (Community Relations Officer), Rebecca McDonell (Community Development Officer).

Apologies: Cr Tony Lord, Martin Lane, Gail Platz, Jeanette Kingston, Shirley McGrath, Monique Smith

#### WELCOME

Deputy Mayor Jan Wyse welcomed everyone to the meeting.

#### **BUSINESS ARISING**

#### 1. Motorcycle Friendly Town

The Deputy Mayor and General Manager advised that following discussions at previous Reference Group meetings, Council's June meeting had resolved to declare West Wyalong a motorcycle friendly town with the official opening scheduled for Saturday 14 October to coincide with the Ulysses Club Sydney Odyssey which will be held in West Wyalong from 13-15 October.

#### 2. RV Friendly Towns and Destinations

The Deputy Mayor advised that following discussions at previous Reference Group meetings, Council has resolved to make a formal application to the Campervan and Motorhome Club of Australia for Barmedman, Weethalle and Mirrool to be declared RV Friendly destinations and for Ungarie to be declared an RV Friendly Town.

Council will contact the operators of the West Wyalong caravan parks to discuss potential options for attracting additional RV tourism to West Wyalong.

#### 3. 125 Year Anniversary Celebrations

A report is being submitted to the July Council meeting recommending the establishment of a 125 Year Anniversary Celebrations Committee and calling for expressions of interest for membership of the committee. The anniversary celebrations will be held in 2019.

#### 4. Wyalong Wattle

The Deputy Mayor advised that the use and promotion of Wyalong Wattle can be considered in conjunction with the 125 year anniversary celebrations.

#### 5. Engraved pavers

The Deputy Mayor suggested the proposal be considered as part of the 125 year anniversary celebrations.

#### 6. The Wetlands

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General Manager

Mayor

The Deputy Mayor advised that Council's 2017-2018 budget includes an amount of \$60,000 for improvements to Cooinda Park and the matter will be considered when planning these improvements

#### **NEW BUSINESS**

#### 7. Brand the Bland Festival

Councillor Penny English presented a Power Point presentation regarding a proposed new Festival, "Brand the Bland".

The proposed Festival could include burger and steak cooking competitions, children's cooking and entertainment, beer tastings, a home brew competition and a beard design competition.

The event would also feature live music throughout the day from local bands and performers and a headline band/music act to help draw crowds.

Cr English suggested that the festival could possibly by held to coincide with the annual West Wyalong rodeo weekend.

She advised that she was looking to form a committee with a view to launching the Festival in 2018.

It was suggested by Charles Kingston that Cr English liaise with Events West Wyalong.

(At this stage: 6:51pm, Cr English left the meeting)

#### 8. Wyalong Art Group Public Mural Project

The chairperson of the Wyalong Art Group, Frances Jackson, addressed the meeting regarding a proposal to paint a public art mural on a blank wall in the Main Street.

Ms Jackson advised that a site had been identified and permission granted from the building owner. She unveiled a draft design for the works which was met with a positive and enthusiastic response from those in attendance.

She advised that the art group had been assisted by Council to achieve incorporation status which will allow them to seek grant funding towards the cost of the project. Ms Jackson indicated that the group intended to apply to Council for funding for paint and supplies.

#### 9. The Big Football - Ungarie

President of the Ungarie Advancement Group, Cr Kerry Keatley, and secretary Carol Barrett addressed the meeting regarding an Ungarie community proposal to construct a tribute to the Daniher brothers – Anthony, Terry, Neale and Chris – in recognition of their outstanding and unique achievements in Australian football.

On behalf of the community, the Advancement Group is interested in commissioning a sculpture of a large football at Bing Walder Park in Ungarie

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General Manager

Mayor

accompanied by signage recognising the achievements of the Daniher brothers.

Cr Keatley stressed that it was important that the project was driven and coordinated by the Ungarie community and that it had the full support of the Daniher family before proceeding further.

He indicated that the cost of the project had exceeded expectations and the Advancement Group may be seeking some assistance to raise the necessary funds in the future.

Various fundraising and project ideas were put forward and discussed with Cr Keatley to provide relevant updates in the future. The project will be discussed further at the next Ungarie Advancement Group meeting.

#### **10. Bland Shire Tree Change Promotion**

Barry Cooper suggested Council consider a program to attract skilled tradespeople and their families to relocate from major cities to the Bland Shire.

Mr Cooper said he believed there was a shortage of some trades in the Bland Shire and a promotional campaign highlighting the opportunities within the community may help attract new residents.

The General Manager advised that he has been in liaison with Regional Development Australia Riverina regarding a "country change" promotion among member Councils including a two day expo scheduled for Temora in September.

#### 11. History of Local Businesses

Amanda Stitt suggested Council consider a project detailing the history of local business houses as part of the 125 year anniversary celebrations.

She suggested that local schools may be interested in undertaking such a project as part of local history studies in 2018.

The Wyalong Museum was also mentioned as a valuable resource for information while an historic photo of the West Wyalong Pharmacy building that Cr Brian Monaghan displays within the modern day premises was referenced as an example of the interest the project would create.

#### 12. Public Toilets

Charles Kingston addressed the meeting about signage at public toilets in West Wyalong.

Mr Kingston said he was following up on previous representations to Council to install signage at each of the public toilets indicating where alternate toilet facilities are located.

Mr Kingston said there is on occasions a line up for public toilets, especially for women, and that the suggested signage could alleviate the problem by providing an immediate alternative.

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The General Manager said Council had previously considered the proposal but deemed it as unviable.

Jill Funnell suggested Council consider converting the recently refurbished and fully accessible toilets adjacent to Aberline's Ford to unisex toilets. Cr Crowe said he recently noted a similar arrangement at Parkes with Unisex toilets labelled "L" and "R" for the benefit of wheelchair users.

#### 13. Signage

Charles Kingston addressed the meeting regarding the lack of promotional signage for West Wyalong on the approaches to town.

He suggested Council consider updating the existing billboard near Marsden and investigate options for new billboards on each of the town approaches to promote West Wyalong and its landmarks and attractions – including the Wyalong Museum.

He also claimed signage for landmarks and attractions within Wyalong and West Wyalong should also be improved.

#### 14. General Business

Barry Cooper suggested Council seek investors for a private development proposal from about 2009 for an over-55 retirement village.

Mr Cooper was informed that after the proposal had fallen through, zoning of the area had been changed to residential land to accommodate new development.

Amanda Stitt congratulated Council on the recent improvements to the lights in the Main Street.

#### 15. DATE OF NEXT MEETING

The next Community Reference Group meeting will be held on Tuesday 12 September at the Bland Shire Council Chambers at 6.30pm.

#### 16. CLOSE

There being no further business the meeting closed at 7.29 pm.

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#### **RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS**

#### MINUTES OF THE BOARD MEETING HELD

#### Thursday 1 June 2017

Held at Commercial Club, Nathan Room, Gurwood Street, Wagga Wagga. Meeting opened at 9.35am,

#### **PRESENT**

Cr John Seymour	Coolamon Shire Council	
Tony Donoghue	Coolamon Shire Council	
Steve Pinnuck	Greater Hume Shire Council	
Cr Heather Wilton	Greater Hume Shire Council	
Cr Doug Meyer	Greater Hume Shire Council	Observer
James Davis	Junee Shire Council	
Cr Neil Smith	Junee Shire Council	
Cr Tony Lord	Bland Shire Council	
Ray Smith	Bland Shire Council	
Graeme Haley	Riverina Water County Council	
Cr Greg Verdon	Riverina Water County Council	
Gary Lavelle	Temora Shire Council	
Cr Rick Firman OAM	Temora Shire Council	
Cr Greg Conkey	Wagga Wagga City Council	
Robert Knight	Wagga Wagga City Council	
Phil Rudd	Goldenfields Water County Council	
Cr Rodger Schirmer	Lockhart Shire Council	
Peter Veneris	Lockhart Shire Council	
Ken Trethewey	Cootamundra-Gundagai Regional Council	
Stephen Sykes	Cootamundra-Gundagai Regional Council	
Rachel Whiting	RDA - Riverina	
Trudi McDonald	DPC	
Julie Briggs	REROC	
Tracey Cornell	REROC	

#### APOLOGIES

Apologies for non-attendance were received from Kay Whitehead, Paul Sullivan, Paul Braybrooks, Chris Manchester and Diana Gibbs.

Moved Cr H Wilton, seconded Cr N Smith that the apologies be accepted.

#### CARRIED

#### **CONFIRMATION OF MINUTES**

Moved Cr T Lord, seconded Cr J Seymour that the minutes of the meeting held on 6 April 2017 be confirmed.

#### CARRIED

#### **BUSINESS ARISING**

None.

#### CORRESPONDENCE

The Correspondence report was tabled.

Department of Planning and Environment – providing a copy of the Riverina Murray Regional Plan and requesting 3 representatives from REROC for the Co-ordination and Monitoring Committee. REROC addressed this at the April Board meeting where James Davis and Julie Briggs were nominated for the Committee along with a member of the Planning Technical committee.

*Tim Hurst, Acting CEO, Office of Local Government* – in response to our letter requesting establishment funding for the organisations that delivered the JO Pilots. He advises that "no decisions have been made regarding the final boundaries for JOs, or the specific funding arrangements for their establishment".

*Hon Michael McCormack MP* – in response to our letter asking about FAGs indexation. He advises that he is raising our concerns with his Ministerial and National Party colleagues.

*Local Government Procurement* – advising that they are intending to introduce retrospective change to our contractual arrangements which will result in a reduction in our rebate. Copy of letter to members the issue was left for discussion in the Executive Officer's Report.

Discussion took place regarding the reporting on outgoing correspondence from REROC. It was decided that for future REROC Board meetings, a list of outgoing correspondence will be included with the Correspondence List.

Moved Cr N Smith, seconded Cr J Seymour that the Correspondence be accepted.

CARRIED

#### **EXECUTIVE OFFICER'S REPORT**

J Briggs spoke to the written report.

Joint Organisations – there has been no further advice on JOs. REROC has written to the Minister advising that REROC continues to be concerned that the introduction of JOs will not provide a Return on Investment for our member councils. T McDonald advised that she has no update to provide on behalf of DPC.

Announcement of Local Government Cost Index and the Rate Peg – J Briggs advised we are continuing with the development of the Position Paper. A presentation has been prepared on the issues and was taken to the RAMROC Board meeting, who are keen to follow up with some action however we have not heard to what extent. CENTROC are also keen to follow up so we will continue to move forward working with both ROCs.

NDRAA Funding Guidelines – REROC has asked Daryl Maguire to arrange a meeting for us with Hon Troy Grant, Minister for Emergency Services to discuss changing the Guidelines to allow councils to use their own workers to deliver the road repairs funding through NDRAA. A meeting has been arranged with the Minister on 21 June which will be attended by Cr Firman, Tony Donoghue and Julie Briggs Local Government Procurement Change of Rebate – as advised in Correspondence, REROC has received advice from LGP that it is their intention to review the rebate arrangement that they have with ROCs and that they are not going to pay the full rebate that is currently owed for the July 2016 to June 2017 period. REROC's rebate for the first 6 months of 2016 was \$16,000. The Executive discussed the letter at its recent meeting and made a recommendation to the Board.

Moved Cr H Wilton, seconded Cr N Smith that REROC write to LGP and LGNSW advising that the letter they have sent advising of changes to the rebate scheme is a breach of contract if implemented for the July 2016 to June 2017 period; however REROC is willing to accept the letter as Notice that the rebate will change from 1 July 2017.

#### CARRIED

*Removal of Indexation on FAGs* – as councils would be aware, indexation has been re-instated however we are not sure to what level. Cr Firman advised that he has spoken to Michael McCormack and an adjustment to CPI needs to be made on ABS population figures to be released on 25 June before the final percentage can be released.

*Review of the NSW Public Lighting Code* – we have not received the final version of the Code yet.

*Regional Infrastructure Review* – J Briggs advised that REROC has written to the Review highlighting the need for the State to provide/fund enabling infrastructure for economic growth, primarily electricity and water. T McDonald asked member councils to email J Briggs with real examples/scenarios to be forwarded to DPC.

Container Deposit Scheme (CDS) for NSW – we understand the announcement of the Scheme Coordinator and the Network Operators are imminent. Councils who are interested in becoming Collection Agents will need to start thinking about resourcing. S Sykes advised that the Regulatory Impact Statement is now on public exhibition.

*Presentations to Member Councils* – Cr Firman and J Briggs have attend the Bland Shire Council meeting to give an address about REROC and will be visiting Temora in June and Junee in July.

*Newsletter* – the latest REROC May Newsletter has been distributed.

#### Moved Cr H Wilton, seconded Cr N Smith that the Executive Officer report be accepted.

#### CARRIED

#### **RESOURCE SHARING REPORT**

J Briggs spoke to the written report.

*Regional Roll out of LED Lighting* - we are continuing work on this project with the other ROCs. Graham Mawer is preparing a short paper on the issue.

*Fixing Country Roads Funding: Assessment of Bridges and Culverts* – this project is almost completed, 19 of the bridges and culverts assessed did not come up to HML standard. The Consultant has been asked to prepare further documentation on the works that need to be done to bring them up to HML standard.

*Planning Technical Group* – Lillian Parker from DPI gave a presentation on the *Right to Farm Policy* to the meeting on 18 April. As a result of discussions, it was agreed that we should try and organise an Intensive Farming planning workshop with staff from the DPI.

*Liquid Alum Tender* – this is due in August so we have started getting information together from member councils.

*Regional Code of Conduct Panel* – the documentation is currently being prepared for this and all member councils have agreed to participate.

*Riverina Spatial Information Group* – the next meeting was held on 31 May in Culcairn.

*REROC Scholarship with CSU* – we are still sorting out the arrangements for this however at this stage it appears that they will not be able to accommodate our original proposal whereby \$1,000 is taken from the Scholarship Fund and \$1,000 is provided directly by REROC.

Moved Cr H Wilton, seconded Cr N Smith that REROC advise CSU that the full amount of \$2,000 be drawn from the funds CSU holds. This will be done for the next 5 years with REROC reassessing its position at the end of that period.

#### CARRIED

*Community Solar event at Coolamon* – REROC was one of the sponsors of this event at Coolamon on 11 May. This identified a need for REROC to consider running another forum on solar that specifically addressed the technical issues in relation to implementation.

*Workforce Development Plans* – REROC has been contacted by Peter Evans who has been seconded to the OLG for 6 months to work with councils on their Workforce Development Plans. The Workforce Development sub-committee will be discussing how we might be able to utilise Mr Evan's services.

*Learning Seat* – REROC has been contacted again by this firm about a group procurement of their Learning Management System. This will be referred to the Workforce Development sub-committee for further discussion.

*Build a Bridge* – to be held this year from Monday 14 to Wednesday 16 August. Nigel Worne will be back again as the trainer after a break last year.

#### Moved Cr R Schirmer, seconded Cr G Conkey that the Resource Sharing report be accepted.

CARRIED

#### **TREASURER'S REPORT**

T Donoghue spoke to the written report.

Moved S Pinnuck, seconded Cr H Wilton that for 2017/18 REROC's base membership contributions be increased by \$10,000 in addition to the usual rate pegged increase, the membership fees to be distributed in the usual way, two-thirds as the base contribution and one-third on population.

CARRIED

Moved Cr H Wilton, seconded Cr R Schirmer that a REROC Investment account be opened by Coolamon Shire Council on REROC's behalf with the account signatories to be Tony Donoghue, Courtney Armstrong, Cr Rick Firman and Cr Neil Smith.

CARRIED

Moved Tony Donoghue, seconded Cr J Seymour that the REROC Budget for 2017/18 be approved as presented and the Finance Report for June be accepted.

CARRIED

#### WASTE FORUM REPORT

T Cornell spoke to the written report.

*No Time to Waste Conference* – this year's Conference will be held on Wednesday 7 June at the Rules Club. A copy of the Agenda was distributed to members. Numbers are currently low so we are hoping that registrations increase during the week.

*Community Recycling Centres* – promotion of the CRCs continues until the end of June. We have received the documentation from the Environmental Trust advising that our Final Report has been accepted. We have also received the final payment. Signage on the mobile trailer is currently being organised. We are currently visiting each participating LGA to talk to the community about the CRCs as well as undertaking surveys on-site at landfills.

*Recycling Education Campaign* – we have had to make some changes to the *Recycle Night? Recycle Right!* television commercials that were shown at the April Board meeting. Once the changes are finalised we plan to have the campaign on air by the end of the month.

*Plastic Bag Reduction Program* – this project is currently underway. 12,500 black re-usable shopping bags have been distributed to member councils who will provide them local supermarkets asking them to hand out the re-usable bags instead of single use plastic bags.

*New Regional Waste Strategy* – the Waste Forum is required by the EPA to update our Regional Waste Strategy for 2017-2021. The draft is due soon with the final version due by 31 December 2017.

Moved Cr N Smith, seconded Cr R Schirmer that the Waste Forum report be accepted.

CARRIED

#### YOUTH & COMMUNITY DEVELOPMENT NETWORK REPORT

T Cornell spoke to the written report.

Kate Hardy has commenced in the position of Project Officer for 12 hours a week. Kate will be working specifically on Take Charge & Volunteer and the Leadership Forum.

Take Charge Regional Leadership Forum – will be held on Thursday 31 August @ Joyes Hall, CSU. We have 2 speakers locked in and are currently negotiating with the third. We are also working on finalising the workshops. Once again, we will be asking each Mayor to send out the invitation to their local schools to attend the Forum. K Hardy will liaise with each of the councils in regards to this.

*Take Charge & Volunteer website* – K Hardy is currently working through the website and updating it and becoming familiar with it before she talks to councils about undertaking promotion of the site and commences visits to Volunteer Organisations.

*Funding* – we are yet to hear from Hon Bronnie Taylor MLC about the \$20,000 funding that we have requested to match the REROC funds of \$20,000 to further the Take Charge and Volunteer project.

## Moved Cr H Wilton, seconded Cr N Smith that the Youth & Community Development Network report be accepted.

CARRIED

#### CONTAMINATED LAND PROJECT REPORT

No report tabled.

#### **GENERAL BUSINESS**

*DPC update* – T McDonald distributed an update from the DPC office and spoke to it. She advised that there was no further information on the progress of the JO legislation.

*Board Reports* – it was agreed that page numbers should be added to the Board Reports to make them easier to reference.

#### **GUEST SPEAKER**

Senator Fiona Nash, Federal Minister for Local Government, Regional Development and Regional Communities addressed the members and took questions from the floor.

#### NEXT MEETING

The next meeting will be held on **Thursday 3 August 2017** at the Wagga Wagga City Council Chambers, Morrow Street, Wagga Wagga.

#### **CLOSURE**

Meeting closed at 12.00pm.

## **SECTION 2 – OFFICE OF THE GENERAL MANAGER**

### 9.1 Disclosure of Interest Returns



Our Leadership - A well run Council acting as the voice of the community

DP13.2 Develop, implement and promote best practice governance policies and procedures

Author: Executive Assistant

#### Introduction

Pecuniary Interest Returns for the period 1 July 2016 to 30 June 2017 are due for submission to Council by 30 September 2017 for Councillors and designated persons who held office at 30 June 2017.

At the time of completing this report all returns, with the exception of Cr McGlynn have been completed and the Disclosure of Interest Register is tabled for Council's information.

#### **Financial Implications**

Nil to this report.

#### Summary

Under Section 451 (3) of the Local Government Act 1993 a councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations.

#### **Recommendation:**

That Councillors note the Disclosure of Interest return requirements and accept the Disclosure of Interest Register as tabled.

## 9.2 West Wyalong Sports Stadium – Review of Casual Hire Rate for Schools for 2017/2018



Our Places - Maintain & improve the Shire's assets & infrastructure

DP 9.1 Responsibly manage asset renewal and maintenance for current and future generations.

Author: General Manager

#### Introduction

This report deals with further representations received from a number of local schools following the review of the proposed fees and charges for the use of the newly refurbished West Wyalong Stadium.

The schools are requesting that the casual hire rate of \$300.00 per day be charged on an hourly rate as most schools will only use the facility for up to two (2) hours at a time and the fee of \$300.00 may make it financially unviable for many of the smaller schools.

I am sure that it was never council's intention to place a financial burden on the schools for the use of this facility and accordingly it is being recommended that a separate casual hire rate specifically for schools be included in council's Revenue Policy.

#### **Financial Implications**

The overall result on the net costs of the Stadium will be better known after 12 months of operation at which time the fee structure can be reviewed again in consultation with the users.

#### Summary

A revised schedule of Fees and Charges is included as an attachment to this report and will need to be formally adopted as an addendum to council's Revenue Policy.

#### **Recommendation:**

- 1. That the report outlining the review of the proposed fees and charges for the use of the West Wyalong Stadium by local schools is received and noted;
- 2. That the attached revised schedule of fees and charges for the use of the West Wyalong Stadium be formally adopted as an addendum to council's 2017/18 Revenue Policy; and
- 3. That all local schools within the Shire be advised of council's decision and thanked for their input into the review process.



#### 2017/18 Fees and Charges Schedule – Addendum (August 2017) – West Wyalong Stadium

ACTIVITY	FEE/CHARGE 2017/18	GST STATUS	COSTING METHOD	COMMENT
WEST WYALONG STADIUM				
Domestic Competitions				
Basketball – Junior (including Aussie Hoops)	\$300 per session	Inclusive	Partial	Fees payable per season at time of booking
Basketball - Senior	\$300 per session	Inclusive	Partial	Fees payable per season at time of booking
Basketball – Ladies Day	\$200 per session	Inclusive	Partial	Fees payable per season at time of booking
Regular Casual Users				
Lifeball	\$5 per person per session	Inclusive	Partial	Fees payable at least monthly
Indoor Tennis	\$5 per person per session	Inclusive	Partial	Fees payable at least monthly
Casual Hire				
Casual Stadium hire including private events & functions	\$300 per day	Inclusive	Partial	Fees payable at time of booking
Casual Stadium hire - schools	\$50 per hour, maximum charge of \$200 per day	Inclusive	Partial	Fees payable at time of booking
Casual hire of meeting rooms/foyer area	\$20 per booking	Inclusive	Partial	Fees payable at time of booking Basketball, Lifeball & Tennis exempt
Training – Basketball team	\$250 per team	Inclusive	Partial	Fees payable at time of booking
Training – AFL, Soccer, Netball, etc	\$100 per booking	Inclusive	Partial	Fees payable at time of booking

## 9.3 Tourism Touch Screen for Visitors Information Centre



DP14.2 Attract a diverse range of visitors to the Shire

Author: Administration Officer – OGM

#### Introduction

With the reduction of hours in the Visitors Information Centre on Saturdays and Sundays, closing at 3pm rather than 5pm we still want to provide visitors to the Bland Shire with information outside these hours on where to stay, where to eat and what there is to see.

Investigations and research into different options of tourism touch screens and kiosks have identified the following to be the best option for our community.

Datatrax provides a Tourism Touchscreen specific to the tourism market. Features and benefits of this system include:

- Visitor information available 24 hours per day, 7 days per week
- Information about accommodation, food and local attractions
- Online capabilities including Google Maps, directions and local weather
- Custom-built homepage and links to specific pages highlighting chosen aspects of the Bland Shire
- A connection to a wider tourism market. Datatrax Touchscreens are currently available in 230 Visitors Information Centres across Australia, New Zealand and France. By joining the network updated tourist information about the Bland Shire will be available regionally, nationally and internationally
- Flexibility to move the screen to any chosen location. The screen is located on the inside of the building behind glass and the keypad will be on the glass facing outside, accessible to the visitor
- New technology allowing us to include multi-media pages including video, slides and audio
- Online features allow for remote updating, monitoring and maintenance by Datatrax staff
- Statistics will be available on request from Datatrax
- Installation only needs access to a power point and wifi

A touch screen can relieve pressure of visitors during normal library times. Visitors can choose to wait for service should the council staff be busy or they can get the information from the touch screen.

#### **Financial Implications**

There are sufficient funds in the 2017/18 Promote Tourism budget allocation to cover the initial cost for the unit and this will be compensated by savings achieved with the small reduction in the operating hours of the VIC on weekends.

Initial Cost: a set-up fee of \$750 24 Display pages includes National Network of \$2995

Annual Cost: Including software updates, technical support and replacement of unit in case of breakdown is \$3000 per year.

Contract is for a 3 year period. After the 3 years Council can renew the contract or cancel if they choose to do so.

#### Summary

With the reduction in opening hours for the visitor information service the Touchscreen unit will enable our visitors to access information 24 hours per day / 7 days per week. The Touchscreen will also be beneficial to visitors during busy periods when staff are occupied with the provision of Library programs and services.

The Tourism Touchscreen Network will provide Council with national exposure through our involvement and inclusion of information as an electronic brochure.

#### Recommendation:

That Council approve the acquisition and installation of the Datatrax Tourism Touchscreen.

## 9.4 Stronger Country Communities Program – Project Priorities



Our Places - Maintain & improve the Shire's assets & infrastructure

DP 9.1 Responsibly manage asset renewal and maintenance for current and future generations

Author: General Manager

#### Introduction

This report deals with the prioritisation of projects for submission of applications under the Stronger Country Communities Program as discussed at the August Workshop.

This particular funding program provides a specific allocation for each local government area and if that allocation is not fully expended in this first round the balance will carry forward to round 2 and will be cumulative.

The program is calling for applications with a minimum value of \$100,000.00 up to \$1m.

Applications open on 16<sup>th</sup> August and close on 13<sup>th</sup> September which only allows a short time frame to prioritise, obtain quotations, consult with the community and submit the applications.

The first step in the process is for council to prioritise a list of projects noting that when submitted the State Government will undertake its own phone poll to ascertain the community's project preferences.

Based on the discussions at the August Workshop the following projects have been listed in Council's initial priority. The only opportunity to alter these priorities will be at the August Council meeting.

- 1. Re-asphalt of the West Wyalong aerodrome landing strip;
- 2. Installation of re-fuelling facilities at the West Wyalong aerodrome;
- 3. Development of a Historic Nature reserve (incorporating Cooinda Park);
- 4. Upgrade of equipment at all Bland Shire playgrounds;
- 5. New waterslide for the Holland park pool complex;
- 6. Heating of the Holland park pool;
- 7. Upgrade of the Campdraft facilities at the West Wyalong showground;
- 8. Upgrade facilities at the West Wyalong rodeo grounds;
- 9. Extensions to the existing skate park;
- 10. Upgrade of facilities at the Weethalle showground;
- 11. Further improvements to the West Wyalong Stadium.

However, there are still submissions being received from community groups and therefore it will be necessary to submit an amended report on the evening of the meeting.

#### **Financial Implications**

There is no co-contribution required under this specific program unless a project exceeds \$1m.

#### Summary

While it is exciting and greatly appreciated that the NSW Government is showering regional NSW with an abundance of money the process is somewhat confusing. Also, the fact that there is so many funding programs becoming available at the same time makes it difficult for a council to determine which is the most appropriate program for each project when there is significant overlap in the criteria.

#### **Recommendation:**

That an updated report on the list of potential projects for submission under the Stronger Country Communities Program be tabled at the meeting.

## 9.5 Recognition of the Daniher Brothers



Author: General Manager

#### Introduction

Councillors will recall discussions at the August workshop of the endeavours of the Ungarie community to recognise the sporting achievements of the Daniher Brothers; Terry, Neale, Chris and Anthony.

The latest estimates now put this project cost at around \$30,000.00 and there was in principle support for council to advance this amount to the Ungarie Advancement Group to ensure that this project comes to fruition.

#### **Financial Implications**

Council has sufficient funds in the Community Facilities Reserve to provide such a loan and I would recommend that that the advancement of funds is by way of the payment of invoices for all necessary project works.

It is expected that through various fund raising opportunities and financial contributions from external bodies that this amount would be repaid to council in due course.

#### Summary

It was also agreed that council would make formal approaches to the Australian Football League (AFL), the Essendon Football Club and Sherrin Footballs for a financial or at least inkind contribution towards this initiative.

#### **Recommendation:**

- 1. That council agree to an advancement of funds of \$30,000.00 from the Community Facilities Reserve to the Ungarie Advancement Group for the design and construction of a monument recognising the sporting achievements of the Daniher Family;
- 2. That a formal approach be made to the Australian Football League (AFL), the Essendon Football Club and Sherrin Footballs for a financial or at least in-kind contribution towards this initiative.
- 3. That council be kept informed by the general manager of the progress of this project.

# 9.6 Charles Sturt University – Three Rivers University Department of Rural Health (UDRH) Our People - A Strong, healthy, connected and inclusive community

Author: Executive Assistant

#### Introduction

Charles Sturt University will hold the official launch and summit for the Three Rivers University Department of Rural health (UDRH) in West Wyalong, the geographical heart of the UDRH footprint, on Wednesday 30<sup>th</sup> August commencing at 10am in the Council Chambers.

The Three Rivers UDRH aims to improve the recruitment and retention of dental, nursing and allied health professionals in the Riverina and Central West regions. Following the launch, the Summit will bring together key partners interested in Rural and Indigenous Health to explore the opportunities presented by the Three Rivers UDRH.

An invitation is extended for interested Councillors to attend the launch and/or summit.

#### **Financial Implications**

There will be minimal costs to Council in providing the venue for the launch and summit.

#### Summary

The Three Rivers UDRH is a new federally funded alliance and program supporting allied health, nursing, midwifery and dentistry students in regional and rural Australia.

#### Recommendation:

- 1. That the report outlining Charles Sturt University's launch and summit of the Three Rivers University Department of Rural Health (UDRH) is received and noted;
- 2. That Councillors wishing to attend the launch and/or summit advise the General Manager by Monday 21<sup>st</sup> August.

## 9.7 26<sup>th</sup> Annual National Town Crier Championships



DP14.2 Attract a diverse range of Visitors to the Shire

Author: Executive Assistant

#### Introduction

Councillors will be well aware that Bland Shire Council lodged the successful bid to host the Ancient and Honourable Guild of Australian Town Criers' 26<sup>th</sup> Annual National Town Crier Championships on 5-7 September 2017.

Our rich gold mining history and bright future for the Bland Shire, together with the passion and warmth of our people inspired the theme "*hearts of gold*" and we are pleased to have partnered with Evolution Mining as the major event sponsor.

Registrations from competing Town Criers have now closed and preparations are well underway. There are an expected 40 official participants and guests including 17 Town Criers from across Australia and New Zealand.

The events team have compiled an exciting program of activities across the 3 days and an optional 4<sup>th</sup> day of village tours has been included to encourage our visitors to extend their stay. The program aims to showcase and support the local community wherever possible and a copy is provided for Councillors information.

Highlights and an overview of the program include:

- "Super Surprise Golden Shop and See" Partners Program this program will run over the full 3 days and was developed in consultation with Business West Wyalong. It aims to encourage local shopping and support for the business sector.
- Lake Cowal Mine a visit to the LCCC and tour of the mine is included. A unique draw was required for determining the order for each Town Crier to compete in the championships. The events team and Evolution Mining have included two unique experiences for the official draw order.
- Welcome Reception the local High School hospitality students will provide and serve the refreshments at the reception to be held in the Council Chambers on Tuesday 5<sup>th</sup> September at 6pm (prior to the Council Workshop).
- Community BBQ & Main Street Parade a free community BBQ and opportunities for everyone to meet and greet our visitors in Main Street from 9am on Wednesday 6<sup>th</sup> September.

- Championships the Championships will be a feature presentation at the West Wyalong Show from 1pm on Wednesday 6<sup>th</sup> September. The Show Society will provide a luncheon prior to commencement of the Championships.
- Awards Ceremony & Dinner to be held in Toppy Hall (historic Council Chambers) following the Championships. The Ungarie Community Band will be in attendance providing pre-dinner entertainment.
- West Wyalong / Wyalong Tours Council will provide the Community Care bus to take participants on a tour of various locations and points of interest in Wyalong and West Wyalong during the morning on Thursday 3<sup>rd</sup> September.
- Bland Shire Library the group will then return to the Library and meet with local interest groups followed by the "Super Surprise Golden Shop and See" draw and official close of the event.
- Optional Tours participants are encouraged and will be supported to extend their stay and visit local attractions and our Villages.

#### **Financial Implications**

There are sufficient funds allocated to meet the costs associated with hosting the Championships. Council has \$10,000 in its current budget for the event and as an event partner Evolution Mining will meet Council's expenses. The total estimate for the event program is \$12,000.

#### Summary

The National Town Crier Championships is a unique national event that will showcase the Bland Shire. The program has been developed with utilisation of a range of community groups, participation by a wide age demographic and will enable our community and hearts of gold to shine. The emphasis on our gold origins and the long term commitment from Evolution Mining compliment the theme and the proposed program.

Councillors are requested to RSVP their availability for attendance at the functions within the event program at your earliest convenience.

#### **Recommendation:**

That the report outlining the Ancient and Honourable Guild of Australian Town Criers' 26th Annual National Town Crier Championships hosted by Bland Shire Council from 5-7 September 2017 is received and noted.

# 9.8 Strengthening Communities Grant – West Wyalong Rodeo



DP 3.1 Develop and support a strong sense of community, providing advice and support to community groups

Author: Community Relations Officer

#### Introduction

The West Wyalong Horse Sports and Rodeo Association plans to hold its second annual rodeo during the October long weekend on Sunday 1 October.

After being washed out in October last year, the inaugural rodeo was postponed until January 2017 when an estimated crowd of up to 2000 people turned out at the rodeo grounds on Tallimba Road to support the event.

The rodeo returns to the original October long weekend date where it will once again be fully affiliated with the Australian Bushmen's Campdraft and Rodeo Association (ABCRA). Affiliation will allow riders to compete for full points towards the national finals in January and should ensure a large field of travelling competitors and fans.

The committee estimates that the total cost of running the October rodeo of \$39,550 including \$10,000 for the provision of stock and \$12,000 in prizemoney. The projected income for the rodeo is \$35,550 (including a \$3050 cash contribution from the committee) and the Horse Sports and Rodeo Association is seeking a \$4000 grant from Council to make up the shortfall.

#### **Financial Implications**

There is currently \$30,000 remaining in the Strengthening Communities Grant Fund.

#### Summary

The request falls within the parameters of Council's grant and donations policy and the Strengthening Communities guidelines.

Council provided support to the value of \$5800 for the inaugural rodeo in the 2016-2017 financial year.

Council's grants and donations policy recommends the level of funding provided to community groups for the provision of events and activities should reduce on a sliding scale of least 25 per cent per annum to work towards events and activities becoming self sustainable. As such, Council could usually consider providing funding up to \$4350 this year.

The West Wyalong Rodeo provides a significant tourism and economic boost to the local economy as well as providing a source of entertainment for the locals.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017

The Horse Sports and Rodeo Committee is committed to working with Council towards a sustainable event which will deliver multiple long term benefits to the community without relying on ongoing grant funding.

#### **Recommendation:**

That Council approve a Strengthening Communities Grant application from the West Wyalong Horse Sports and Rodeo Association for \$4000 in funding to support the West Wyalong Rodeo on Sunday 1 October 2017.

## 9.9 Strengthening Communities Grant – Wyalong Art Group



Author: Community Development Officer

#### Introduction

The Wyalong Art Group have applied for a Strengthening Communities Grant of \$2420 to assist with the cost of painting a public art mural in the Main Street of West Wyalong.

The Wyalong Art Group plans to complete the mural on the exterior brick wall of Splatter Art Gallery. The mural will depict a rural scene which includes silhouette figures of a man and rural animals with a brightly coloured sunset in the background. The design was chosen due to its relevance to the local community and to recognise the rich rural history of the Bland Shire. The mural will be painted by a number of local artists who are members of the Wyalong Art Group.

Permission to complete the mural has been provided by the owners of the building located at 190 Main Street on which the mural will be situated. It is hoped a project such as this will contribute to tourism within the area, strengthen a local interest in the arts and boost the morale of the local community.

The \$2420 requested from Council will be used to cover the cost of paint and materials required to complete the mural with a quote to this effect being provided by local hardware suppliers. In kind support to the value of \$2430 will be provided by the members of the Wyalong Art Group through the provision of painting the mural and management of the project.

It is hoped the project will be completed sometime in September/October 2017.

#### **Financial Implications**

There is currently \$30000 remaining in the Strengthening Communities Grant Fund.

#### Summary

The placement of a public art mural in West Wyalong has the capacity to contribute to a boost in tourism and the local economy, enhance a local interest in and appreciation of the arts and build the morale of community members.

#### **Recommendation:**

That Council approve a Strengthening Communities grant request of \$2420 from the Wyalong Art Group to assist with the cost of painting a large public art mural in the Main Street of West Wyalong.

# SECTION 3 – CORPORATE, COMMUNITY, DEVELOPMENT & REGULATORY SERVICES

## 9.10 Financial Statements – July 2017



Our Leadership - A well run Council acting as the voice of the community

DP10.4 Ensure the long term financial sustainability of Council through effective and prudent financial management

Author: Director Corporate, Community, Development & Regulatory Services

## STATEMENT OF BANK BALANCES, RATES COLLECTIONS AND INVESTMENTS FOR THE MONTH OF JULY, 2017.

#### BANK BALANCES AS AT 31<sup>st</sup> JULY, 2017

ACCOUNT	BALANCE		
General Fund BCard	\$ 1,002,718.94 \$15,990.00 <b>\$ 1,018,708.94</b>		
Invested Funds			
Fixed Deposits Deposits at Call	\$ 20,235,770.00 \$ 4,632,389.93 <b>\$ 24,868,159.93</b>		
Net Balance	\$ 25,886,868.87		
Percentage of investment to Net Balance	96.06%		
#### STATEMENT OF BANK BALANCES AS AT 31.07.17

#### SUBMITTED TO THE ORDINARY MEETING AUGUST 15TH, 2017

Balance as at	01.07.17	\$ 1,925,269.43
Add Receipts		
For month of J	uly 2017	\$ 1,054,058.30
Includes		
Receipt Date.	Receipt Name	Received Total
20/7/17	Narrendera Shire Council – Fixing Country Roads	\$ 377,908.00
Less Paymen		
For month of J	uly 2017	\$ 1,976,608.79
Includes		
Payment Date.	Payee Name	Payment Total
7/7/17	Statewide Mutual - Insurance 17/18	\$ 370,451.58
Cash Balance		\$ 1,002,718.94
Limit of Overd	aft Arranged with Bank	\$ 350,000.00

#### ACCOUNTS SUMMARY

The following is a summary of accounts paid for the period July 01, 2017 to July 31, 2017.

I CERTIFY,

That the accounts included in the accounts summary and totalling as detailed under:-

Fund		Voucher No.s	Total
Cheques		025236 - 025251	\$ 170,480.27
Auto-pay	Creditors	E011625 – E011847	\$ 1,291,915.45
Auto-pay	Payroll	2/7-23/7	\$ 478,446.19
July Bank Char	ges & Commission etc		\$ 1,321.41
Direct Debits		Repayments & Vehicle Lease	\$ 34,445.47

#### \$ 1,976,608.79

- 1. Are fully supported by vouchers and invoices and have been fully registered.
- 2. The responsible officer concerned has certified that the goods for which respective accounts are submitted have been rendered to order and/or that the services for which respective accounts are submitted have been rendered according to order.
- Official orders have been issued for the supply of such goods and services. The goods for which respective accounts are submitted have been checked with the entries in the goods order book.
- 4. The prices and computations of every account are correct.
- 5. The prices for the goods supplied or services rendered under the contract or quotation in accordance therewith and in all cases the prices charged are according to order and as far as I am able to ascertain fair and reasonable.
- 6. The provisions of the Local Government Act, 1993 and Regulations in connection therewith have been complied with.

Further I also certify that the Ledger has been reconciled with the bank statements for the last preceding monthly period.

Director of Corporate, Community & Development Services

#### CERTIFICATE OF GENERAL MANAGER

This accounts summary, a copy of which was submitted to each member of Council on the 15<sup>th</sup> August 2017, has been checked and is fully supported by vouchers and invoices. These vouchers have been duly certified as to receipt of goods, the rendition of services, to prices and computations, and to costings.

General Manager

#### CERTIFICATE OF CHAIRMAN OF ORDINARY MEETING

I certify that this accounts summary, covering amounts totalling \$1,976,608.79 was submitted to the Ordinary Meeting on the 15<sup>th</sup> August 2017 and that the amounts are presented to Council for confirmation of payment.

Chairman of Ordinary Meeting

#### **RATES REPORT**

#### Below is a summary of outstanding rates

Total rates income levied (2017/18)	\$9,461,253.24
Rates received as at 31/07/2017	\$425,659.77
% of rates received to date	4.50%

The total rates income includes rates in arrears and accumulated interest.

#### Recommendation

- 1. That Council receive and note the statement of Bank Balances, Rates Collections and Investments for the month of July, 2017
- 2. That Council confirms the payment of accounts, for the period 01 July to 31 July 2017, summarised in the accounts summary totalling \$1,976,608.79

DATE	INVESTED WITH WHOM	INVESTED AMOUNT	TERM	YIELD	DATE DUE
17-July-2017	Bank of QLD (Term Deposit)	1,000,000.00	184 days	2.55%	17-January-2018
31-October-2016	NAB (Term Deposit)	1,000,000.00	304 days	2.77%	31-August-2017
21-June-2017	NAB (Term Deposit)	1,000,000.00	334 days	2.53%	21-May-2018
L4-November-2016	NAB (Term Deposit)	1,500,000.00	304 days	2.79%	14-September-2017
04-May-2017	Rural Bank (Term Deposit)	1,000,000.00	188 days	2.60%	08-November-2017
19-June-2017	Bankwest (Term Deposit)	2,000,000.00	270 days	2.50%	16-March-2018
8-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
8-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
8-September-2016	Bendigo Bank (Term Deposit)	400,000.00	366 days	2.90%	08-September-2017
20-March-2017	People's Choice (Term Deposit)	500,000.00	184 days	2.59%	20-September-2017
16-March-2017	AMP (Term Deposit)	1,000,000.00	277 days	2.75%	18-December-2017
15-March-2017	Bank of QLD	1,000,000.00	216 days	2.60%	17-October-2017
15-June-2017	AMP (Term Deposit)	2,000,000.00	365 days	2.60%	15-June-2018
29-November-2016	Westpac (FRN)	2,000,000.00	1826 days	3MBBSW+1.2%	29-November-2021
02-February-2017	AMP (Term Deposit)	1,000,000.00	180 days	2.75%	01-August-2017
17-March-2017	Credit Suisse (FRN)	1,035,770.00	1453 days	3MBBSW+1.95%	19-March-2021
11-April-2017	AMP (Term Deposit)	1,000,000.00	275 days	2.75%	11-January-2018
30-June-2017	Beyond Bank (Term Deposit)	2,000,000.00	60 days	2.70%	29-August-2017
	ANZ Deposit at Call	50,826.05	Cash at Call		
	CBA Deposit at Call	4,581,563.88	Cash at Call		

I certify that the above investments have been made in accordance with Section 625 of the Local Government Act 1993, the Regulation and Council's Investment Policies.

I certify that the above investment has been reconciled with Council's General Ledger Accounts.

Director Corporate Community & Development Services

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017

# 9.11 Open Burning Policy



DP13.2 Develop, implement and promote best practice governance policies and procedures

#### Author: Manager Development and Regulatory Services

#### Introduction

At the June Council meeting it was resolved to place the draft Open Burning Policy on public exhibition for a period of 21 days and to give delegated authority to the General Manager to adopt the policy if no submissions were received. As Council received a submission during the exhibition period the draft policy is required to be referred back to the Council.

The aim of the policy is to establish guidelines for burning that will reduce the health and environmental impacts of unregulated burning. The policy clarifies Council's responsibilities under the Protection of the Environment Operations (Clean Air) Regulation 2010.

During the public exhibition period Council's Manager Development and Regulatory Services met with the Zone Manager, Steve Holden, of the Bland – Temora Zone NSW Rural Fire Service who reviewed policy and requested minor amendments to clarify RFS procedural matters. The RFS have welcomed the policy and are supportive of the intended outcomes.

Council received one submission during the exhibition period:

The introduction of the policy is unnecessary and a waste of council resources and finances. The policy will not reduce or have any effect on the air quality of the Shire.

**Comment:** Unregulated burning is a significant contributor to air pollution in urban areas. Some material commonly burnt within urban areas is unnecessary and the burning of vegetation in or near urban areas causes the most concern for residents.

Enforcement of the policy is hard and the penalties are not consistent when compared to other offences.

**Comment:** Council is already required to enforce the Protection of the Environment Operations (Clean Air) Regulation 2010. The policy aims to provide the community with clear guidelines and a means to enable the approval of burning in some circumstances. The penalties within the policy are those that are applicable under the Protection of the Environment Operations (Clean Air) Regulation 2010.

The land size chosen is quite large should be reduced.

**Comment:** Approval to burn is not required on land greater that 4000m<sup>2</sup> and only under certain circumstances. An approval will be required to be obtained for open burning on land with an area of less than 4000m<sup>2</sup> which are generally located in urban areas or in close proximity to other dwellings.

Council should put in place better waste disposal and waste recycling before introducing such a policy.

**Comment:** The policy does not seek to address waste disposal or recycling. The policy aims to clarify for the community their obligation under the Protection of the Environment Operations (Clean Air) Regulation 2010.

Council has not included any evidence why the Rural Fire legislation is insufficient for lawful burning and enforcement.

**Comment:** The policy specifically relates to Council's obligation under the Protection of the Environment Operations (Clean Air) Regulation 2010. While there may be some overlap between the role of Council and the Rural Fire Service the policy provides a clear framework on the regulatory role of each organisation.

There is no real public alarm or demand for such a policy and this is simply not required. Rangers need to concentrate on animal control, illegal dumping and parking issues not worrying about Mrs Jones grandson burning leaves in her backyard because council does not provide a greens waste bin.

**Comment:** The burning of leaves in a backyard has the potential to cause a nuisance to adjoining property owners. Council receives a number of complaints relating to unauthorised burning each year and this policy seeks to provide a clear regulatory framework.

Council needs to modernise and understand that green waste bins and recycling bins can bring revenue to Bland.

**Comment:** The provision of green waste and recycling bins is not relevant to this policy. Green waste can be disposed of at the West Wyalong Landfill for a small charge and there are free paper and cardboard recycling bins at Kurrajong Waratah.

This open burning policy is unnecessary and not required or requested by Rural Fire Service and therefore it should be rejected outright.

**Comment:** The policy is necessary to provide a clear regulatory framework for Council staff, the Rural Fire Service and the community. The policy has been discussed with the Rural Fire Service who fully support the implementation of the policy.

#### **Financial Implications**

There are no financial implications as a result of the adoption of this policy.

#### Summary

The intent of the Open Burning Policy is to effectively manage Council's obligations under the Protection of the Environment Operations (Clean Air) Regulation 2010. The policy will provide a framework for both Council and the Rural Fire Service as there had previously been some confusion regarding the role of each organisation in the regulation of burning in urban areas. **Recommendation:** 

That Council adopt the Open Burning Policy as amended.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017



## POLICY STATEMENT

# **OPEN BURNING POLICY**

### POLICY ADOPTED: < Date policy adopted by Council...>

#### Policy Objective:

To establish guidelines for the safe burning on land with minimal health and environmental impact.

#### **Policy Statement:**

#### 1 Background

The Protection of the Environment Operations (POEO) (Clean Air) Regulation 2010 allows Councils to approve open air burning of material in certain instances and in certain areas. The POEO (Clean Air) (Regulation) 2010 clause 12 states that:

- 1) A person must not burn anything:
  - a) in the open, or
  - b) in an incinerator,

in a local government area specified in Part 1 of Schedule 8 except in accordance with an approval.

Maximum penalty: 100 penalty units (in the case of a corporation) or 50 penalty units (in the case of an individual).

- 2) A person must not burn any vegetation:
  - a) in the open, or
  - b) in an incinerator,

in a local government area specified in Part 2 of Schedule 8 except in accordance with an approval.

Maximum penalty: 100 penalty units (in the case of a corporation) or 50 penalty units (in the case of an individual).

- 3) A person must not burn anything (other than vegetation):
  - a) in the open, or
  - b) in an incinerator,

in a local government area specified in Part 3 of Schedule 8 except in accordance with an approval.

Maximum penalty: 100 penalty units (in the case of a corporation) or 50 penalty units (in the case of an individual).

Bland Shire Council is listed in Schedule 8 of the Protection of the Environment Operations (Clean Air) Regulation 2010 Part 2: Areas in which burning is of vegetation is prohibited except with

approval; and Part 3: Areas in which all burning (other than vegetation) is prohibited except with approval or in relation to certain domestic waste.

#### 2 Aim

The aim of this policy is to ensure the protection of public health and the environment. Further, this policy aims to reduce actions that may impact upon air quality and/or increase the risk of bushfire.

Note: The document outlines the procedure to gain approval to conduct a burn outside of the declared Bush Fire Danger Period (usually 1 October to 31 March). To determine if the activity you are proposing is exempt from the Council approval process, see Section 6: Burning where approval is not required.

#### 3 Land to which this Policy Applies

This policy applies to all land within the Bland Local Government Area.

#### 4 Burning Activities for which Approval is Required

The following information outlines the type of burning for which this policy applies. Other burning activities may require a separate approval from the Rural Fire Service.

#### a) General burning for which Council approval is required.

The open burning of dry and dead vegetation that is not easily disposed of at Council Waste Management Facilities. This applies to any vegetation matter. A permit to burn must also be obtained from the Rural Fire Service during the Bush Fire Danger Period (usually 1 October to 31 March).

#### b) Notification to the Rural Fire Service is required:

Before burning for any purpose (except for a fire for cooking or recreational purposes), notice must be provided to all adjoining landowners/occupiers as well as the Rural Fire Service 24 hours prior to burning.

#### c) Burning that is Prohibited

The burning of domestic, business, building, industrial and hazardous waste is classed as a prohibited activity and may have adverse impact upon the community and the environment. This type of material is not to be burnt unless through a licensed incinerator and must be disposed of through the appropriate waste facility.

#### 5 Burning Activity where an Approval from Bland Shire Council is not required

Open burning is allowed without the need for approval on property greater than 4,000m<sup>2</sup> on land zoned RU1, RU5 and R5 under Council's Local Environmental Plan 2011. Open burning is only approved during the Approved Open Burning Period (usually April – September) and only under the following circumstances:

- A fire is conducted as part of a routine agricultural management activity (eg: burning stubble, orchard prunings, diseased crops, weeds or pest animal habitats, pasture for regenerative purposes or any other legitimate agricultural activity). See Definitions for a full description of this activity.
- 2. The disposal of certain types of dry and dead vegetation
- 3. An easily controlled fire for cooking or barbequing, with the fire area covering 1m x 1m or less.

- 4. To conduct an easily controlled fire for recreation purposes (eg: camping, scouting, picnicking), excluding bonfires, with the fire area covering Im x 1m or less.
- 5. To conduct training in methods of fire fighting by an authorised person.
- 6. In a licensed incinerator meeting the requirements of the Environmental Protection Authority.
- 7. To carry out bush fire hazard reduction work under and in accordance with the Rural Fires Act 1997, however it should be noted that, the hazard reduction certificate is not providing permission to burn, it may only state that burning can be conducted as part of this activity.

Note: You may need an environmental approval if:

- You are modifying native vegetation
- The activity could threaten endangered species and or result in air or water pollution and/or soil erosion.
- 8. To destroy, by burning, any prohibited plant or drug under the Drug Misuse and Trafficking Act 1985
- 9. To burn any animal that has died or is suspected to have died of a disease proclaimed under the Stock Diseases Act 1923 or the Exotic Diseases of Animals Act 1991.

Note: Approval to Burn will not be given during the bush fire danger period between 1 October and 31 March or during a local bushfire danger period as determined by the Rural Fire Service.

Note: A permit may be available for other zones subject to approval from the Rural Fire Service and Bland Shire Council. During the Fire Danger Period on days of Total Fire Ban and/or Very High Fire Danger all burning activities are suspended.

Note: Before burning for any purpose (except for a fire for cooking or recreational purposes), notice must be provided to all adjoining landowners/occupiers as well as the Rural Fire Service 24 hours prior to burning.

Note: Properties located within 8km of forestry land or NPWS land may be required to notify the Office of Environment and Heritage or the Forestry Corporation of their intention to conduct burning activities.

#### 6 Restricted Materials

The following materials must not be burnt at any time within the Bland Local Government Area and must be disposed of or recycled in the appropriate manner at a licensed waste facility:

- General domestic waste
- Tyres
- Coated wires
- Paint containers and residues
- Solvent containers and residues
- Timber treated with copper chromium arsenate (CCA) or pentachlorophenol (PCP)
- Any material that may cause an explosion

#### 7 Open Burning requiring Approval

To conduct an open burn other than those indicated in Section 6, an application must be submitted to Council. If approved, the landowner will receive the approval to burn designating a period of up to 21 days during which the burn may occur. The following conditions will be imposed on any approval:

All non-agricultural burning may be approved subject to the following conditions:

1. The burning activity must not be dangerous or present a risk to any building or land.

- The burning must be prepared and conducted in line with the published NSW Rural Fire Service document "Standards for Pile Burning".
- 3. Only dry and dead vegetation which grew on the premises may be burnt on the premises.
- 4. The material to be burnt is greater than five (5) metres from a designated watercourse or water body. Where this is not possible, appropriate erosion control and revegetation measures should be implemented as part of the activity.
- Only vegetation which cannot be easily disposed of through Council's Waste Management Facilities may be burnt.
- 6. The fire must be attended by a competent person for the duration of the activity and have sufficient fire-fighting resources on hand to safely maintain the fire.
- For tree waste, all combustible material must be removed at least a two (2) metre radius of the material to be burnt.
- Burning should only take place when weather conditions are calm and predicted to remain so.
- The NSW Rural Fire Service may determine that the nominated date for burning is not suitable for burning due to weather conditions or fire activity.
- 10. The burning does not cause nuisance conditions or a smoke hazard outside the property of the burn.
- 11. Land owners/managers must notify the Rural Fire Serivce, Bland Shire Council and adjoining neighbours at least 24 hours prior to lighing.
- 12. Land owners/manger must obtain written approval from Bland Shire Council at least two(2) weeks prior to burning.
- 13. The provision of the Protection of the Environment Operations (Clean Air) Regulation 2010 must be fully complied with.
- 14. The provision of the Rural Fires Act 1997 must be fully complied with:
  - a. For burning outside the nominated open burning period, written approval must be gained from the Rural Fire Service
  - b. Even with written approval, fires must not be lit on declared days of total fire ban.

#### Definitions:

**Approval to Burn:** An approval granted by Council as per the Protection of the Environment Operations (Clean Air) Regulation 2010, generally granted outside the designated Fire Danger Period.

**Approved Open Burning Period:** Generally from April through to September but may be restricted or extended depending upon current environmental conditions. To confirm this period contact the Rural Fire Service.

**Asset Protection Zone (APZ):** The APZ is listed in the Rural Fire Service Planning for Bushfire Protection 2006 guide. It is described as the "area surrounding a development managed to reduce the bush fire hazard to an acceptable level" The APZ is only relevant to new Council Development Applications. For Hazard Reduction Burning, a permit to burn is required through the Rural Fire Service.

**Designated Watercourse/Water Body:** includes any river, creek, stream, drain, drainage reserve, stormwater drain, brook, rivulet, dam, lake, pond, channel, gutter, billabong, oxbow lake or any other area, wet or dry, that contains or is likely to contain or receive or pass rainwater, flood water or any other water.

**Dry and Dead Vegetation:** is defined as vegetation that does not have any living tissue or foliage present, i.e. does not contain any green leafy or woody material.

**Easily Disposed Vegetation:** includes material that by their size and nature can be transported to Council's Waste Management Facility. This includes grass clippings, small loads of tree waste and chipped tree waste.

**Very High Fire Danger:** is caused by a combination of dry vegetation and hot, dry windy weather and is monitored and declared by the NSW Rural Fire Service.

**General or Domestic Waste:** includes any waste produced through normal activities. This includes but is not limited to plastics, metals, paper and paper products, food and food wrapping (including plastic, paper and metal), chemicals and chemical containers, aerosol cans, electrical items, household appliances, computers and computer accessories, and any other waste item associated with domestic, business and industrial activities.

**Material that May Cause and Explosion:** includes any material that by its contents or construction may result in an explosion when heat or flame is applied. For example, ammunition, aerosol cans, petroleum, paint, solvent and chemical containers and sealed food items.

**Open Burning:** the act of burning material in open air, outside of a purposefully built area such as an internal domestic fire place or stove.

**Permit to Burn**: A permit granting permission to burn by the Rural Fire Service as per the Rural Fires Act 11997 and applicable to the Fire Danger Period.

#### Routine Agriculture Management Activity: includes

- i. The burning of vegetation for the purposes of clearing\* (other than for construction), or
- ii. The burning of stubble, orchard prunings, diseased crops, weeds or pest animal habitats on farms, or
- iii. The burning of pasture for regenerative purposes.

\* Other permits may be required through the appropriate authority in respect to the burning for clearing.

**Total Fire Ban Day:** a day(s) when fires are likely to escape and be difficult to contain. These days are declared by the Rural Fire Service. More information can be obtained by contacting the NSW Rural Fire Service.

#### **Responsibilities:**

Not applicable

Recommended Practices: Nil

#### **References:**

Bland Local Environmental Plan 2011. Exotic Diseases of Animals Act 1991. NSW Rural Fire Service. (2006). Planning for bush fire protection. NSW Rural Fire Service. NSW Rural Fire Service. Standards for pile burning. Protection of the Environment Operations (Clear Air) Regulation 2010. Rural Fires Act 1997 Stock Diseases Act 1923.

#### Appendices:

Not Applicable

#### Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	<title director="" of="" r<="" th="">&lt;th&gt;esponsible&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;EDRMS Doc. ID&lt;/th&gt;&lt;th&gt;&lt; Contact Records.&lt;/th&gt;&lt;th&gt;.&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Superceded Policy&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Date of Adoption/&lt;br&gt;Amendment&lt;/th&gt;&lt;th&gt;Revision Number&lt;/th&gt;&lt;th&gt;Minute Number&lt;/th&gt;&lt;th&gt;Review Date&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;Related Council Polic&lt;/th&gt;&lt;th&gt;y / Procedure&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;/th&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;</title>		

# **SECTION 4 – ASSET & ENGINEERING SERVICES**

# 9.12 Liquid Trade Waste Policy



Our Places - Maintain & improve the Shire's assets & infrastructure

DP 7.2 Effectively manage and maintain existing stormwater and sewerage infrastructure.

Author: Director Asset and Engineering Services

#### Introduction

The current policy was adopted in December 2013 and has now been reviewed. The policy content was and is heavily dictated to by the NSW State Government. On review no change was needed to the body of the report and the only change is the addition of an action block at the end of the policy to match council's current format. A copy of the policy is attached.

#### Financial Implications None

**Recommendation:** 

That Bland Shire Council re-adopt the Liquid Trade Waste policy.



# BLAND SHIRE COUNCIL LIQUID TRADE WASTE POLICY

For Discharge of Liquid Trade Waste to the Sewerage System

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## 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 (BOD**<sub>5</sub>): 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 offsite. 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 byproducts (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.

# 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 objectives<sup>1</sup> 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

Bland Shire Council – Liquid Trade Waste Policy

<sup>&</sup>lt;sup>1</sup> 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 nonresidential 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 miniplater ultrasonic washing precious stone cutting	Miniplater vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required
Mixed business (minimal hot food)	<ul> <li>&gt; 1000 L/d general purpose pit required</li> <li>Floor waste basket and sink strainer required (see Note 3).</li> <li>Housekeeping practices (see Note 4).</li> </ul>
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 management<sup>2</sup> context. It will be based on the discharge meeting Council's requirements<sup>3</sup>. 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 policy<sup>4</sup>
- 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

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

<sup>&</sup>lt;sup>2</sup> Integrated Water Cycle Management Guidelines for NSW Local Water Utilities, DWE, October 2004.

<sup>&</sup>lt;sup>3</sup> 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

<sup>&</sup>lt;sup>4</sup> 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.

Parameter*	Limits <sup>#</sup>
	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 <sub>5</sub>	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.
рН	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 Radiation Control Act 1990.

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

cont ...

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\* See Glossary for explanation of terms

<sup>#</sup> Refer to *Australian Sewage Quality Management Guidelines, June 2012*, WSAA for recommended analytical methods

Parameter	Maximum concentration (mg/L)
Acceptance guideline limits for inorga	nic compounds
Ammonia (as N)	50
Boron	5
Bromine	5
Chlorine	10
Cyanide	1
Fluoride	20
Nitrogen (Total Kjeldahl)	100
Phosphorus (total)	20
Sulphate (as SO₄)	500
Sulphide (as S)	1
Sulphite (as SO <sub>3</sub> )	15
Acceptance guideline limits for organ	ic compounds
Benzene	0.04
Toluene	0.5
Ethylbenzene	11
Xylene	11
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

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

cont ....

\* Refer to Table 3

Parameter	Maximum concentratio n (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	
otal heavy metals excluding minium, iron and manganese		g/L and subject to ling requirements	

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

<sup>\*</sup> Where hexavalent chromium (Cr<sup>6+</sup>) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr<sup>3+</sup>), prior to discharge into the sewer. Discharge of hexavalent chromium (Cr<sup>6+</sup>) from chromate compounds used as corrosion inhibitors in cooling towers is not permitted.

<sup>#</sup> 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*<sup>5</sup> in the use of common pool resources, sound regulation of sewerage and trade waste requires implementation of **all** the following integrated measures.

- 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*<sup>6</sup>, 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 charges<sup>7</sup> and trade waste fees and charges<sup>8</sup> 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.

<sup>&</sup>lt;sup>5</sup> 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*).

<sup>&</sup>lt;sup>6</sup> In accordance with the NSW Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, 2002.

<sup>&</sup>lt;sup>7</sup> In accordance with page 29 of the NSW Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002.

<sup>&</sup>lt;sup>e</sup> In accordance with Appendices D and I of the *Liquid Trade Waste Regulation Guidelines, 2009.* Bland Shire Council – Liquid Trade Waste Policy

# 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.*<sup>9</sup>

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 underperformance (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)

#### 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 Bland Shire Council – Liquid Trade Waste Policy

<sup>&</sup>lt;sup>3</sup> 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:
## 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 shipto-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.

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 cas (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			

 Table 4:
 Liquid trade waste discharges with automatic assumed concurrence

.

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

<sup>\*</sup> Also includes fish shop (fresh fish for retail)

<sup>#</sup> 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 school<sup>10</sup>, 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-treatment<sup>11</sup> 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 hall<sup>12</sup>, 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.

<sup>&</sup>lt;sup>10</sup> If significant hot food preparation is carried out, Category 2 charges may be levied by Council.

<sup>&</sup>lt;sup>11</sup> Excludes low impact activities, listed under Category 1.

<sup>&</sup>lt;sup>12</sup> If the type and size of kitchen fixtures installed enable catering for large functions.

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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

(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**<sup>+</sup> 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<sup>#</sup>.

#### 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.

Substance	Concentration (mg/L)	
Biochemical Oxygen Demand (BOD <sub>5</sub> )	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 (SO₄)	50*	

#### Table 5: Deemed concentration of substances in domestic sewage

<sup>#</sup> 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.

Liquid Trade Waste Excess Mass Charge (\$) = 
$$\frac{(S-D) \times Q \times U}{1,000}$$
 (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  $BOD_5$  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).

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

Where C = the charging rate (\$/kg) for BOD<sub>5</sub> 600mg/L.

Actual BOD = the concentration of BOD<sub>5</sub> 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 BOD<sub>5</sub> 600mg/L

\$1.96/kg for BOD<sub>5</sub> 1200mg/L

\$5.05/kg for BOD<sub>5</sub> 2400mg/L

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

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

#### 3.7.6 Food waste disposal charge<sup>13</sup>

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

<sup>&</sup>lt;sup>13</sup> 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 x (actual pH – approved pH)<sup>#</sup> x 2 (actual pH – approved pH)<sup>#</sup> (3)

<sup>#</sup> 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

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

Case 2: pH measured 11.0

Charging rate (\$/kL) = 0.38 x [11-9] x 2 [11-9] = \$3.04/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.

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

(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<sub>n</sub> is the BOD non-compliance excess mass charging rate.

$$U_{n} = 2C \times \frac{(A - 300 \ mg \ / \ L)}{600 \ mg \ / \ L} \times 1.05 \frac{(A - 600 \ mg \ / \ L)}{600 \ mg \ / \ L} + 4C \times \frac{(Actual \ BOD \ - \ A)}{600 \ mg \ / \ L} \times 1.05 \frac{(Actual \ BOD \ - \ A)}{600 \ mg \ / \ L}$$
(5)

For example, if C = \$0.623/kg,  $BOD_5$  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):

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.

N – CHARGING CATEGORY	Yes	A A ANNUAL NON- as residential severage bill with Appropriate sewer USAGE CHARGE/kL	A ANNUAL TRADE WASTE s FEE	A RE-INSPECTION FEE se (when required)	6 G TRADE WASTE USAGE CHARGE/KL	S SEPTIC WASTE DISPOSAL CHARGE	O CHARGES/kg	A A NON-COMPLIANCE sa TRADE WASTE USAGE CHARGE/KL	<ul> <li>NON-COMPLIANCE</li> <li>EXCESS MASS/kg and pH CHARGES/kL (if required)</li> </ul>
2S	Yes	Yes <sup>17</sup>	Yes	Yes <sup>17</sup>	No	Yes	No	No	No
3	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes

#### Table 6: Summary of trade waste fees and charges<sup>14</sup>

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.

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Category 2 - $14.1/kL (2011/12$)
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<sup>17</sup> Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system

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<sup>&</sup>lt;sup>14</sup> 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).

<sup>&</sup>lt;sup>15</sup> Not applicable for dischargers exempted in Table 1.

<sup>&</sup>lt;sup>16</sup> 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\$)

#### 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:

- 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]

## 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 thisday of	)	
	)	
20 in the	)	
presence of:	)	
	)	
	)	
[name of Director]	)	[signature of Director]
	)	
		•••••••••••••••••••••••••••••••••••••••
[name of Director/Secretary]		[signature of Director/Secretary]

#### Executed by the Applicant (individual):

[signature of witness]

e,

#### **ANNEXURE 1**

Anı	nexure	
A. Th	e Council	
1.	Full Name of Council	
2.	ABN	
3.	Address	
4.	Telephone	
5.	Emergency Contact	
	Telephone	
B. Th	ne 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	
Applic	cant's Representative	
Posta	I Address	
Facsi	mile	
Email		
Cound	cil's Representative	
Posta	l address	
Facsi	mile	
Email	address	
E.	PUBLIC LIABILITY INSURANO	CE
Minim	num 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<sup>#</sup>.

#### Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under <u>section 68</u> of <u>the Act</u> 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:** <u>Section 90</u> (2) of <u>the Act</u> 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<sup>#</sup>.

#### 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 <u>section 638</u> of <u>the Act</u> (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 <u>Sydney Water Act 1994</u> or the <u>Hunter Water Act 1991</u>.

#### 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
<u>Section 626</u> (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to <u>section 68</u>	\$330
<u>Section 627</u> (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 <u>section 68</u> , carry out the activity otherwise than in accordance with the terms of that approval	\$330

<sup>#</sup> "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

Ref	BLAND LIQUID TRADE WASTE F	Unit	2013/14	2014/15	2015/16
	A. APPLICATION FEES (as per Council's	Unit	2013/14	2014/10	1
3.7.1	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		
373	C. Re-Inspection Fee	Item	Nil	\$40.0	\$80.00
0.1.0					
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 <sup>#</sup> 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	Nit	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				
070			Itom		
3.7.8	Non-compliance penalty		Item		
	Council may seek compensation for its costs infrastructure, incurred fines and other matter or unapproved liquid trade waste discharge to	s resulting fr	om illegal, pi		

#### Authorisation:

Status	Committee	N/A					
	Manex	N/A					
Owner	Director Engineerin	ing Services					
EDRMS Doc. ID	398794	398794					
Superceded Policy							
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date				
3 December 2013	0		2016				
28 June 2017	1		2022				

## **Related Council Policy / Procedure**

## 9.13 Sporting Field Closure Policy



Author: Director Asset and Engineering Services

#### Introduction

The original policy was adopted in May 2012 and has now been reviewed in line with recent comments from councillors and public. On review the format and content of the report has been totally changed to suit the current situation. A copy of the policy is attached.

Financial Implications None

**Recommendation:** 

That Bland Shire Council adopt the Sporting Field Closure policy.



## POLICY STATEMENT

## SPORTING FIELD CLOSURE

#### Policy Objective:

This policy document is intended to apply in situations where Bland Shire Council's sportsgrounds are affected by weather conditions, and the decision to play or train on sportsgrounds adversely affected may cause damage to the playing surface or the safety of the users. For the purpose of this policy, damage is defined as impact on the field that is beyond normal wear and tear.

#### Policy Statement:

This policy allows for the implementation of a standardised process for assessing the suitability of grounds for playing when impacted by weather conditions with direct involvement of Bland Shire Council, to increase the transparency of the process for all users and stakeholders thus assisting to manage the impacts for other organised and passive usage, address the risk management and safety of all users.

#### **Responsibilities:**

Responsibility for determining ground closures including what areas and for what period remain the responsibility of Bland Shire Council and this decision will be made, where possible, two days prior to the activity:

- Bland Shire Councils' ground maintenance staff forward information on ground conditions to the Co-Ordinator Urban
- Co-Ordinator Urban decides, on information received, whether to close or leave the ground open.
- The Bookings Officer (Administration Officer Engineering Services) will contact nominated sport and user representatives to discuss availability of grounds.

#### **Recommended Practices:**

## A decision by Bland Shire Council to close the sportsground will be based mainly on:

- Safety and the potential for injury to users.
- The sport played and the potential for damage to the playing service.
- The weather, during prolonged and / or extreme weather conditions.
- The condition of the ground when inspected
- No sporting club, school or user group have the authority to approve use of sporting grounds when Bland Shire Council has closed the grounds.
- Sporting clubs, schools or user groups using closed fields will be liable for the full cost of repairs.

*Note:* Irrespective of the above Bland Shire Council may, at any time, withdraw the use of the ground or part thereof. (ie, if it is deemed to be unplayable).

Penalty - failure to abide by ground closure ruling

The practice for fining sporting clubs, schools or user groups shall be as follows:

Council will:

- Inspect and photograph the damaged grounds.
- Establish culpability in consultation with, the sporting club, school or user group.
- Determine the fine based on the cost to restore the facility.
- Issue a fine in writing to the offending facility hirer.

If the fine is not paid the offending, sporting club, school or user group will not be allocated any future use of Bland Shire Councils facilities.

*Note:* In some instances where damage to the ground is excessive Bland Shire Council may close the facility to enable necessary remediation works to be undertaken.

Dispute Resolution

If there is dispute with regard to the closure of a ground, the sporting club, school or user group will refer the dispute to the General Manager of Bland Shire Council, in writing for determination. The General Managers decision shall be final.

EDRMS Doc. ID	359990		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	<b>Review Date</b>
15 May 2012	0		
28 June 2017	1		28 June 2023

Related Council Policy / Procedure		

# 9.14 Open Space/Sporting Facilities – Commercial Health & Fitness Providers



Our Places - Maintain & improve the Shire's assets & infrastructure

DP 5.1 Facilitate the delivery of accessible services and infrastructure.

Author: Director Asset and Engineering Services

#### Introduction

The current policy was adopted in October 2009 and has now been reviewed. On review no change was needed to the body of the report and the only change is the addition of an action block at the end of the policy to match council's current format. A copy of the policy is attached.

Financial Implications None

Recommendation:

That Bland Shire Council re-adopt the Open Space/Sporting Facilities – Commercial Health & Fitness Providers.


## POLICY STATEMENT

### OPEN SPACE/SPORTING FACILITIES – COMMERCIAL HEALTH & FITNESS PROVIDERS

#### **Policy Objective:**

The parks / reserves are highly valued by the Bland Shire community. These open spaces are an attractive environment that encourages a healthy and active lifestyle.

Bland Shire Council supports opportunities for the community to participate in safe, supervised health and fitness activities that enhance physical and social wellbeing. Commercial health and fitness providers are increasingly recognising the attraction of conducting such activities in these pleasant outdoor environments.

The Council has adopted developed principles that will guide the Council's management of the use of the Council reserves by commercial health and fitness groups. This system aims to manage these activities in a manner that balances industry needs, supports safe, physical wellbeing activities, provides protection of natural assets and maintains community access and amenity.

#### Policy Statement:

- The Council supports managed commercial health and fitness groups using Council owned or managed reserves, with the primary consideration given to land management and conservation, community access and amenity.
- Formalised bookings will be aligned with the current seasonal sportsground allocation processes.
- Applications will only be taken from trainers and instructors who have appropriate insurance cover and qualifications.
- The terms of use will ensure that social, cultural and environmental impacts are minimised and that activities will only be in appropriate designated areas.
- Under the conditions of the Council permit;
  - o Apart from special exception groups generally will not exceed 15 participants.
  - o Conduct must not be aggressive or intimidating.
  - o Noise cannot disturb the "quiet enjoyment" of other users or residents.
  - o Signage will not be permitted.
  - o There must be no damage or obstruction to any assets.
  - o Any equipment used must be portable by an individual by hand.
- Fees will balance the commercial nature of the activity with the community health benefits. The half yearly fee structure aims to recover direct costs of the application process and extent of usage to assist in the effective management of the use of public open space.

EDRMS Doc. ID	329292			
Superceded Policy				
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date	
20 October 2009	0		October 2011	
28 June 2017	1		28 June 2023	

## **Related Council Policy / Procedure**

Open Space/Sporting Facilities- Commercial Health & fitness Providers Procedure

## **SECTION 5 – REPORTS FOR INFORMATION**

#### **Recommendation:**

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

- 9.15 Community Services Report
- 9.16 Economic Development & Tourism Report July 2017
- 9.17 Development Services Activity Report
- 9.18 Children's Services Monthly Update
- 9.19 Bland HACC Services Update
- 9.20 Bland Shire Library Monthly Update
- 9.21 Asset & Engineering Services Report

## 9.15 Community Services Report



DP3.1 Develop and support a strong sense of community, providing advice and support to community groups DP3.2 Provide cultural activities and community programs that foster social development and community wellbeing

#### Author: Community Development Officer

#### Stronger Country Community Fund Forum

Council staff attended the Stronger Country Community Fund Forum in Cootamundra on Tuesday 18 July. The purpose of the forum was to inform the community and local government staff about the current Stronger Country Community Grant program that has recently been launched by the state government. Council was informed that approximately 1.5 million dollars has been earmarked for the delivery of infrastructure projects within the Bland Shire over the next two years and encouraged Council and the community to work together in identifying suitable projects. Council has since encouraged community groups and organisations to come forward with ideas for suitable shovel ready projects.

#### **Local Government Week**

#### Local Government Week Education – Ungarie Central School

Community Services staff had the pleasure of attending Ungarie Central School on Tuesday 1 August to deliver three mock council meeting sessions to students from year five to year ten. Council staff were extremely impressed with the critical thinking skills and initiative shown by students in coming to rational and calculated decisions regarding mock issues facing the community. The students engaged well with the activities and enjoyed receiving some giveaways as a token of appreciation for their participation on the day.



#### Story Time with the Deputy Mayor

Deputy Mayor Jan Wyse was a special guest during Storytime in the Bland Shire library on Thursday 3 August. Cr Wyse read two books; 'Opposnakes' and 'Can you see Sasoon?' and participated in singing songs and craft activities before joining children, parents and carers for a special morning tea as part of Local Government Week celebrations.

Storytime is always a hit with those who attend with the special Local Government week session no exception.



#### Volunteer Appreciation/ Local Government Week Movies at Midday

Council was please to have over 30 community members attend the Volunteer Appreciation/Local Government Week Movie at Midday and light lunch on Thursday 3 August. Those who attended were treated to a special presentation from the Deputy Mayor who thanked all community volunteers' for their tireless contribution to the Bland Shire and noted the significant financial contribution that volunteers make to the local economy. The Deputy Mayor further touched on the impact volunteering has not only those who are beneficiaries of the contribution of volunteers, but also to those who volunteer themselves. A screening of the highly inspiring movie 'Hidden Figures' followed the formalities and was thoroughly enjoyed by all who attended.



#### Bland, Dull and Boring

The Mayor's personal visit to Dull in Scotland sparked an international media frenzy, providing priceless publicity for the Bland Shire.

Council was inundated with media requests from across the world with news of the alliance and the Mayor's visit reported on some of the biggest television and radio stations and newspapers across the globe.

Interviews with the Mayor upon his arrival in Dull were beamed across the world while the General Manager conducted a well received live cross with Weekend Today in the hours prior to the Mayor's visit. The Deputy Mayor has also been approached for an interview with "That's Life" magazine.

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017

## 9.16 Economic Development & Tourism Report – July 2017



DP14.2 Attract a diverse range of Visitors to the Shire DP15.2 Continue ongoing engagement and communication with the Shire's existing industry and business including support for diversification and alternate industry or business DP15.3 Lobby for and work with industry, government and education providers to ensure Bland Shire residents and businesses have access to competitive telecommunication services DP16.2 Through partnerships with stakeholders foster our education, learning and training industry and increase employment opportunities within the Shire

Author: Senior Economic Development & Tourism Advisor

#### Introduction

Bland Shire Council July 2017 Economic Development & Tourism Report

#### **Financial Implications**

Nil

#### **BEC Visual Merchandising**

The BEC and Bland Shire Council delivered a successful one on one Visual Merchandising consultation to ten businesses in West Wyalong on Tuesday 4 and Wednesday 5 July 2017.

#### **BEC E-Commerce Workshop**

The BEC and Bland Shire Council will be delivering an E-Commerce workshop on Monday 14 August from 6pm – 9pm and one on one consultations commencing on Tuesday 15 August.

#### **Newell Highway Website Analytics**

	January	February	March	April	Мау	June	July
	2017	2017	2017	2017	2017	2017	2017
Pageviews	12,710	9,904	13,570	14,467	12,789	14,554	15,959
Visits	5,157	3,998	5,842	5,775	5,088	5,748	6,274
Visitors	4,046	3,228	4,687	4,581	4,016	4,491	4,923
Desktop	35.3%	39.2%	37.8%	34.7%	36.6%	38.9%	32.8%
Mobile	45.7%	40.7%	42.8%	44.8%	42.6%	40.7%	45.6%
Tablet	18.9%	20.1%	19.4%	20.5%	20.9%	20.4%	21.6%





MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017

#### 70<sup>th</sup> MAAA National Model Aircraft Championships 23 – 30 April 2018

At the recent MAAA Council Conference held in Tasmania, the proposal submitted by NSWFFS, to hold the 70<sup>th</sup> Nationals in West Wyalong, was unanimously approved. The dates that the 70<sup>th</sup> MAAA National Model Aircraft Championships will be held in West Wyalong are 23 – 30 April 2018. Bland Shire Council staff and Mayor met with the some of the organisers in West Wyalong recently.



#### **2017 Bland Shire Events**

DATE	AUGUST EVENTS	LOCATION
Aug 5-6	Australian Yard Dog Championships	West Wyalong
Aug 12	West Wyalong Markets	West Wyalong
Aug 19	Tallimba Debutante Ball	Tallimba
Aug 20	Weethalle Show	Weethalle
Aug 27	Clay Target Shooting Competition	West Wyalong

DATE	SEPTEMBER EVENTS	LOCATION
Sept 2	West Wyalong Show Ball	West Wyalong
Sept 5-7	26 <sup>th</sup> Annual National Town Criers Championships	West Wyalong
Sept 6	West Wyalong Show	West Wyalong
Sept 9	Landmark Gold Nugget & West Wyalong Campdraft	West Wyalong
Sept 9	West Wyalong Markets	West Wyalong
Sept 19	Evolution Mining Emergency Rescue Competition	West Wyalong
Sept 21-22	NSW Emergency Rescue Competition	West Wyalong
Sept 23-24	Clay Target Open Shoot	West Wyalong

DATE	OCTOBER EVENTS	LOCATION
Oct 1	West Wyalong Rodeo	West Wyalong
Oct 14	Mirrool Silo Kick	Mirrool
Oct 14	West Wyalong Markets	West Wyalong
Oct 14	Ulysses Motorcycles in West Wyalong	West Wyalong
Oct 21-22	Wings of West Wyalong NSW Free Flight	West Wyalong
Oct 22	Clay Target Shooting Competition	West Wyalong
Oct 27-29	Aussie-fest In the West Festival	West Wyalong
Oct 30	Clay Target Shooting Competition	West Wyalong

DATE	NOVEMBER EVENTS	LOCATION
Nov 11	West Wyalong Markets	West Wyalong
Nov 12	Crooked Mile Show & Shine	West Wyalong
Nov 18	Riding for the Disabled Barn dance	Tallimba
Nov 26	Clay Target Shooting Competition	West Wyalong

DATE	DECEMBER EVENTS	LOCATION
Dec 1	Business West Wyalong Christmas Carnival	West Wyalong
Dec 8	West Wyalong Christmas Markets	West Wyalong
Dec 16	Carols by Candlelight	West Wyalong



#### **Visitor Information Centre Statistics**



#### Type of Enquiry during July 2017 18 16 15 16 14 12 12 10 8 108 6 6 4 2 1 2 0 0 0 foodand Bev. etc whattoseeldo VCC Wetlands Toilets 80015 SiloArt Direction Accommodat Intern MUSEU camp Brochu Souver Servi

Other: include questions about car repairs, free camping and fruit fly.

July VIC Statistics during Library Hours: 281. Please note that this includes:

- 254 visitors / inquiries in person
- 27 phone /email inquiries

## 9.17 Development Services Activity Report



Author: Manager Development and Regulatory Services

#### **Planning and Building Activities Update**

#### **Development Applications**

The Council has received the following Development Applications during July 2017:

Application	Address	Development
No.		
DA2018/0001	1 Robert Street, Ungarie	Alterations & additions to dwelling
DA2018/0003	114 Hilliers Lane, West Wyalong	Electricity generating works
DA2018/0004	105 Railway Road, West Wyalong	Carport
DA2018/0005	16 North Street, West Wyalong	Garage
DA2018/0006	47 Boltes Lane, West Wyalong	New single storey dwelling
DA2018/0007	65 Bulga Street, Weethalle	Subdivision (Creation of one additional Lot)
DA2018/0008	203 Main Street, West Wyalong	Change of use to include accommodation
DA2018/0009	26 Lady Mary Drive, West Wyalong	Storage shed
DA2018/0011	27 Parkes Street, Barmedman	Storage shed
DA2018/0013	Bellarwi Road, West Wyalong	Relocated dwelling
DA2018/0014	Wollongough Street, Ungarie	Alterations & additions to dwelling

The following DA applications were approved during July 2017:

Application No	Address	Development	Approval Date
DA2017/0098	16-19 Calleen Street,West Wyalong	Industrial shed	19/7/2017
DA2017/0101	124 Neeld Street, Wyalong	Storage shed	19/7/2017
DA2017/0102	6 Grenfell Street, West Wyalong	Alterations & additions to dwelling	10/7/2017
DA2017/0104	124 Main Street, West Wyalong	Use of footpath advertising sign	13/7/2017
DA2017/0105	95 Pine Street, West Wyalong	New single storey dwelling	12/7/2017
DA2017/0106	Boltes Lane, West Wyalong	Rural storage shed	10/7/2017
DA2018/0001	1 Robert Street, Ungarie	Alterations & additions to dwelling	19/7/2017

#### **Planning Certificates**

During July 2017 Council issued 35 section 149 Planning Certificates.

#### **Heritage Conservation Activities**

Works have commenced at Top Town Tavern with the external painting completed. All works have been completed at Wyalong House.

#### **Regulatory Activities Update**

#### **Dog Attacks**

There were **no** dog attacks reported during July 2017.

#### Companion Animal Seizure and Impound Activities July 2017

Seizure Activities:	Dogs	Cats
Seized	2	1
Returned to Owner	1	0

Impounding Activities:	Dogs	Cats
Animals in pound at start of month	5	3
Incoming Animals		
Transferred from Seizure Activities	1	1
Dumped at Pound	19	3
Surrendered	2	0
Total Animals in Pound	27	7

Outgoing Animals		
Released to Owner	2	0
Euthanased	2	1
Rehoused	14	5
Sold	1	0
Died at Pound	1	0
Stolen	0	0
Escaped	0	0
Total Animals Leaving Pound	20	6
Animals in Pound at end of Month	7	1

## 9.18 Children's Services Monthly Update



Our People - A Strong, healthy, connected and inclusive community

DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resources Unit Vacation Care and Toy Library services)

Author: Children's Services Coordinator

#### Staffing

Advertising has occurred for CSU casuals. Closing date is 31 July 2017.

Training attended this month includes:

• Regional conference - Goulburn

#### **Bland Preschool**

Preschool classes recommenced operation for Term 3 on Tuesday 18 July after the school holiday break.

- Pyjama Day (week) was held to raise money for foster children. A total of \$153.40 was raised.
- Parent Committee Meeting was held on Monday 31 July with review of Term 2 events, with the family movie night noted as a highlight. These meetings are held at the beginning of each term to allow for consultation and participation of the committee in the service programs.

#### Pyjama Week at Preschool



#### **Family Day Care**

Recruitment of an additional educator in Temora has been completed which now brings the total number of registered educators with the scheme to 15. There are currently vacancies for care with Temora educators and minimal vacancies in West Wyalong.

Follow up training has occurred with the educators and staff for the Harmony web system. The Coordination Unit is now processing all attendance records within the new system. Coordination Unit staff have undergone the Educator Portal training and a procedure for this system is under development and will be sent to educators for review next month.

#### **Mobile Resource Unit**

#### Vacation Care

The July Vacation Care Program was very successful, some days proving to be popular and getting booked out early. Highlights of the program were the excursions days, including ice skating and splatter art gallery and the pyjama day.

Vacation Care attendance numbers:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week One	6	18	18	14	6
Week Two	7	17	18	24	n/a



#### <u>Playgroup</u>

The service recommenced operation for Term 3 on Tuesday 18 July. The planned change to venues has occurred with Mirrool and Tullibigeal now added to the schedule.

#### Ungarie Preschool

Enrolment numbers are currently at 15 children.

Parents are giving lots of positive verbal feedback on our new digital communication program 'Kindyhub' as follows:

- Liking the ease of access to their children's weekly photos and the evaluations being sent via email or mobile app.
- Happy to be able to see the things children are doing at preschool digitally on a regular basis

#### It Takes a Village (ITAV)

ITAV recommenced session this month at two venues as follows:

- Naradhan Art Class with Clairre Cumming from Splatter Gallery Attendance: 5 Families consisting of 7 Adults and 5 children
- Corinella Senior First Aid course. Facilitator: Tod Healey Attendance: 5 Adults





## 9.19 Bland HACC Services Update



Author: Community Care Coordinator

#### **Activity Days**

In July our groups travelled to Weethalle to look at the Silo Art and explore around the town. The group first travelled to Ungarie, where they had morning tea and collected the Ungarie group members. They then all travelled to Weethalle, they enjoyed the morning looking at the Silo Art, visited the Whistle stop and enjoyed lunch at the club.

Groups are enjoying the arranged trips each month as many of the clients are unable to drive and they enjoy getting out and looking around the Shire. Some of the places we have visited in the past and are planning on visiting in the future are the original home towns of some of the clients. They enjoy going back and reminiscing and telling stories of yesteryear.

#### **Coffee Morning**

Our ladies continue to enjoy the Thursday morning coffee and chat. We have a small group but many that attend do not get out to other events due to no transport. The cold weather is keeping some of the members of the group away but they have said they will be back when it warms up a little.

#### **Bland Blokes**

The men continue to come for coffee and chat on the Tuesday morning. Many of the men are from the original group with a few new ones coming from time to time. The group is always on the lookout for new members.

#### My Age Care

My Aged Care is causing some problems for the groups getting new members as they do not want to go through the assessment from someone from out of town. All clients must first contact My Aged Care, check for eligibility and complete an assessment prior to being eligible to receiving service. With the changes in aged care, this is the only way providers can take on new clients.

#### **Gentle exercise**

We have had a lot of enquiry from community members about a gentle exercise group as the group that did run at the hospital has finished. Council is currently investigating options to forming a gentle exercise group to fill the gap. The hospital now runs a 'Stepping On' program but this only runs for 6-8 weeks and will only run about twice a year. As such, staff are working with Murrumbidgee Local Health Districts' Stepping On Coordinator to try and get the Gentle exercise group going.

#### NDIS

With the introduction of the NDIS in the area we are just waiting to see the impact it may have on the community and on the services needed in the community. Some new services have been identified and we will work with clients in an attempt to meet their needs.

Council's services continue to have enquiries from locals and family members seeking assistance for their local loved ones. We provide the services we can and refer clients to other services as required, always ensuring we try to assist in meeting the clients needs. We continue to service the various townships of the Shire and are always looking for new opportunities that maybe needed and that fit within our funding agreement.

# 9.20 Bland Shire Library Monthly Update

DP4.1 Facilitate Council events to build social capital and a sense of belonging within the community

DP3.4 Foster a community learning culture optimising our physical and virtual spaces

Author: Senior Library Officer

#### Local Government Week

The library celebrated Local Government Week with Cr Wyse participating in its regular Thursday morning Storytime as a guest storyteller.







#### Children's Book Week 18 – 25 August

Each year, across Australia, the Children's Book Council of Australia (CBCA) brings children and books together by celebrating Children's Book Week. This year the theme is Escape to Everywhere. As in past years, Bland Shire Library will join in the celebrations – utilising Book Week to promote the library's services and programs.

An art/writing competition (based on this year's theme) has been distributed to all schools within the Bland Shire, including home school families. All entries will be displayed in the library during Book Week and September. The library is also organising a variety of activities, based around the theme and the Book of the Year shortlist, for the various visiting school groups to participate in.

#### Author Visit 11- 15 September

John Heffernan's visit in September has been finalised. All schools within the Bland Shire including Naradhan and home school families will participate in this event.



MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF BLAND HELD IN THE COUNCIL CHAMBERS WEST WYALONG ON TUESDAY 15 AUGUST 2017

#### Library Statistics - July 2017

- 370 Information Requests (slightly up on last month's figure) û
- 394 Customer Service Requests ♣ this figure includes ninety-nine (99) IT assists û
- 423 Computer Usage (slightly down on last month's figure) 4
- 29 adults attended regular programs in the library during July ↓
- 141 children attended <u>regular</u> programs in the library this figure includes 33 school students and 67 children for the library's school holiday program
- 281 Visitor Information Requests this figure relates to normal library opening hours only and includes 27 phone requests ↓
- 13 Programs were held in July 4

Statistics remain steady if slightly lower than the previous month. However, this could be attributed to the school holiday break.

#### Conclusion

The Library team continue to provide quality services meeting both the requirements under the NSW Library Act, Council's policies and procedures and Integrated Planning and Reporting outcomes.

#### Financial Implications Nil

## 9.21 Asset & Engineering Services Report



Our Places - Maintain & improve the Shire's assets & infrastructure

DP9.1Responsibly manage asset renewal and maintenance for current and future generations DP9.4 Maintain parks, ovals and recreational facilities to approved standards

Author: Director Asset & Engineering Services

#### 1. Village maintenance

- All parks mown and tidied
- Village main streets swept and rubbish removed
- Trees trimmed and fallen branches picked up
- Village entrances and streets mown and trimmed
- All village park play grounds inspected for safety
- Irrigation checks carried out at Barmedman, Tallimba, Ungarie and Mirrool
- Weethalle cemetery new path, water line / tap installed, main st kerb repair, pot holes filled.

#### 2. Park maintenance

- Main street gardens tidied, watered and replanted
- McCann park, Barnado park and small parks and areas mown, trimmed and maintained
- Council chambers lawns and gardens maintained
- · Aero drome slashing, inspections and maintenance work carried out
- McCann park prepared for Saturday markets
- Parks aerated
- Basket ball stadium maintenance carried out
- Reg Rattey lights powered up

#### 3. Ovals maintenance

- Maintenance to sporting ovals and surrounds
- Maintenance to lawn and monument cemetery
- Maintenance to Herridge park, Cooinda park and Wyalong court house
- Irrigation checks carried out
- Line marking for rugby league, Australian rules, touch football, school athletics and soccer
- Redman oval new irrigation controller installed
- Perseverance oval lights repaired and soil conditioner applied
- Ron Crowe oval soil conditioner applied
- Park street rec surrounds aerated

#### 4. Town maintenance

- Star lane cleaned and tidied
- Town areas mown and trimmed
- Town trees trimmed and watered when needed
- Small pot holes repaired in roads
- Clean out town drains
- West Wyalong and Wyalong spraying on nature strips carried out
- Back filled low areas on nature strips
- Street sweeping in main street
- Dead trees removed in town
- Foot path and K&G repairs carried out
- Airport gravel run way maintenance carried out

#### 5. Noxious Weeds/Environmental

- The following noxious weeds and other controls were undertaken:
  - African Boxthorn Richards Lane
  - Wild Radish Gunns Road, Crown Camp Road, Lake Road.
  - Coolatai Grass Newell Highway, Tallimba Township
- General weed control
- Tree sucker control Buralyang Road, Quandialla Road, Ariah Park Road, Bellarwi Road, Kolkilbertoo Road, Wargin Road, Merringreen Road, Naradhan Road, Collins Lane, Ridleys Lane, Beckom Road, Alleena Road, South Yalgogrin Road, Sandy Creek Road, Payne's Road, Buddigower Road, Kittos Lane, Quandong Lane.
- Roadside Slashing Kildary Road, Alleena Road, William Crossing Road, Waarabila Road, Greens Lane, Quandialla Road, Euroka Road, Mary Gilmore North, Wargin Road, Bellarwi Road.