

ATTACHMENTS



ORDINARY MEETING AGENDA

THURSDAY 28 SEPTEMBER 2017

~ REFERENCE TO ATTACHMENTS ~

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COBAR SHIRE COUNCIL



GIFTS AND BENEFITS POLICY

FILE: P5-106

RESPONSIBLE OFFICER: GENERAL MANAGER

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INTRODUCTION

The Policy provides a clear understanding of Councillor's and Employees responsibilities in relation to receiving or being offered gifts or benefits.

In carrying out their role for Cobar Shire Council, a Council official may be offered gifts or benefits in the course of their employment. The gift or benefit may be offered in good faith or to establish a business relationship or to display appreciation for an ongoing business relationship.

Given the potential for acceptance of gifts and benefits to be misinterpreted and to cause reputational damage to Council and Council officials involved, it is necessary that Council officials conduct themselves in accordance with Council's Gift and Benefits Policy in-conjunction with Council's Code of Conduct.

POLICY

Council officials (including Councillors, members of staff, delegates, contractors, consultants, volunteers and community representatives) must:

- a) Not seek or accept a bribe, or other improper incentive;
- b) Not take advantage of his or her official position to improperly influence other Councillors, members of staff or delegates in the performance of their professional duties for the purpose of securing a private benefit for themselves or for some other person;
- c) Not accept or acquire a personal profit;
- d) Offers of money (in any form) should not be accepted.

A person offered a bribe should refuse it and report the incident as soon as possible to the General Manager. Council will take the relevant steps in reporting this matter. In certain cases it will be reported to ICAC and other local authorities. Refer to the "Review" Section for further instructions on reporting.

LEGISLATION

The action undertaken in respect of gifts or benefits pertaining to elected members and employees is referenced in legislation in several areas. These areas are listed as follows as well as an extract from Council's Code of Conduct Policy:

Local Government Act 1993

Section 339A of the *Local Government Act 1993* specifies penalties in relation to misuse of office by Councillors and employees.

339A. Misuse of office

- (1) A councillor, an employee or a member must not procure the doing or not doing of anything by the council to gain, directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for:
 - a) the councillor, employee or member; or
 - b) a close associate of the councillor, employee or member; or
 - c) a member of the councillor's, employee's or member's family.

Penalty: Fine not exceeding 50 penalty units.

(2) In addition to any penalty imposed under this section, a court may make an order:

- a) barring the councillor from nominating as a candidate at any election for a period not exceeding 7 years; or
- b) dismissing the councillor or member from office.

Criminal Code Act 1924

Section 83 of the *Criminal Code Act 1924* provides for Criminal action on behalf of public officers.

83. Corruption of Public Officers

Any person who:

- 1. being a public officer, corruptly solicits, receives, or obtains, or agrees to receive or obtain, any property or benefit of any kind for himself or any other person on account of anything done or omitted, or to be done or omitted, by him in or about the discharge of the duties of his office; or
- 2. corruptly gives, confers, or procures, or promises or offers to give, confer, or procure, or attempt to procure, to, upon, or for any public officer, or any other person, any property or benefit of any kind on account of anything done or omitted, or to be done or omitted, by such officer in or about the discharge of the duties of his office – is guilty of a crime.

Charge: (a) Official corruption.
(b) Bribery of a public officer.

Councillors and Council employees are considered 'public officers' under the Criminal Code Act 1924 which has provision for the imposition of severe penalties, including imprisonment.

COBAR SHIRE COUNCIL'S - CODE OF CONDUCT POLICY

Cobar Shire Council's *Code of Conduct Policy*, which was adopted in February 2016, extract below:

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

GIFTS AND BENEFITS

- 5.1 Council Officials must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from them or from the Council.

- 5.2 Council Officials must take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

TOKEN GIFTS AND BENEFITS

- 5.3 Generally speaking, token gifts and benefits include:

- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business;
 - ii) council work related events such as training, education sessions, workshops;
 - iii) conferences;
 - iv) council functions or events;
 - v) social functions organised by groups, such as council committees and community organisations;
- b) invitations to and attendance at local social, cultural or sporting events;
- c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address);
- d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers;
- e) prizes of token value.

GIFTS AND BENEFITS OF VALUE

- 5.4 Notwithstanding clause 5.3, gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.

HOW ARE OFFERS OF GIFTS AND BENEFITS TO BE DEALT WITH?

- 5.5 Council Officials must not:

- a) seek or accept a bribe or other improper inducement;
- b) seek gifts or benefits of any kind;
- c) accept any gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty;
- d) accept any gift or benefit;
- e) accept an offer of cash or a cash-like gift, regardless of the amount.

-
- 5.6 For the purposes of clause 5.5(e), a “cash-like gift” includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
- 5.7 Where you receive any gift, or benefit, or token gift that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the General Manager. The recipient, supervisor, Mayor or General Manager must ensure that any gifts or benefits that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.

IMPROPER AND UNDUE INFLUENCE

- 5.8 Council Officials must not use their position to influence other council officials in the performance of their public or professional duties to obtain a private benefit. A Councillor will not be in breach of this clause where they seek to influence other council officials through the appropriate exercise of their representative functions.
- 5.9 Council Officials must not take advantage (or seek to take advantage) of their status or position with or of functions you perform for council in order to obtain a private benefit for yourself or for any other person or body.

RESPONSIBILITIES

The General Manager is to:

- Ensure that prompt and appropriate actions are available to address issues;
- Ensure that all Gifts, Benefits and Token Gifts are registered.

Council Officials are to disclose:

- Any Council official offered an unwelcomed and unsolicited gift or benefit should report the incident in writing to the General Manager. Such report, should include:
 - Date, time and place of the incident;
 - To whom the gift or benefit was offered;
 - Who offered the gift or benefit and contact details (if known);
 - The response to the offer;
 - Any other relevant details of the offer.

Where a Gift, Benefit or Token Gift is received that cannot reasonably be refused or returned, this must be disclosed promptly to the General Manager, or in the case of the General Manager to the Mayor and reported in the Gifts Register in accordance with this Policy.

A Council Official or an Employee must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a Councillor or an Employee to:

-
- Act in a particular way (including making a particular decision);
 - Fail to act in a particular circumstance otherwise deviate from the proper exercise of his or her official duties. A Councillor or an Employee must:
 - Not accept a gift of money;
 - Not seek any gift or benefit for themselves or anyone else as provided in section 339A of the Local Government Act 1993;
 - Not accept any gift or benefit offered for themselves or anyone else;
 - Report any offer of a gift or benefit for themselves or anyone else, to the General Manager, or in the case of the General Manager to the Mayor, within 7 days of the offer being made.

FAILING TO COMPLY WITH CONDITIONS OF THIS POLICY

Any Council Official may be subject to the provisions as detailed in *1.3 Legislative Context* of this policy depending on the nature and extent of the breach. Any Council officer failing to adhere to the Gifts and Benefits Policy may be subject to a range of administrative actions which, depending on the nature and extent of the breach, may result in employment termination or legal action.

GIFTS REGISTER

The General Manager will establish and maintain a Gifts Register. All offers of Gifts, Benefits and Token Gifts (including Gifts, Benefits and Token Gifts offered but refused) that are reported or declared are to be recorded in the Gifts Register.

The Register must include:

- The date of the offer;
- The name of the intended recipient;
- The name of the person/ organisation who offered the gift;
- The nature of the gift;
- The estimated value of the gift;
- Other relevant details including details of refusal or return of gift or benefit and details of how the benefit was used.

REPORTING OF GIFTS, BENEFITS AND TOKEN GIFTS

A Councillor or an Employee must report to the General Manager, or in the case of the General Manager to the Mayor:

- Any offer of a Gift, Benefit or Token Gift being made and refused;
- Any offer of a Gift, Benefit or Token Gift unable to be refused or returned.

A report is to be made and approved by the General Manager.

When offered a Gift or Benefit including a Token Gift, a Councillor or an Employee should make notes immediately after the incident has occurred, detailing the date, time, location, discussion and any other comments that could assist with later recollections of the circumstances of the offer. This is to be undertaken even if the gift or offer were not accepted.

REVIEW

The General Manager will review the Gifts Register every six months to ensure compliance with this Policy and will liaise with the Mayor on the issue.

In reviewing the register, the General Manager will review the submissions and any comments or observations made by the General Manager should also be recorded on the register in the space available.

DEFINITIONS

Councillors – means a person elected to Council and includes the Mayor and Deputy Mayor

Delegate – a person sent or authorised to represent others, in particular an elected representative sent to a conference.

Gift – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash – including “cash-like” gifts such as gift cards, gift vouchers, credit or debit cards with credit, prepayments, memberships or entitlements to discounts, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products.

Benefit – a non-tangible item which is believed to be of value to the receiver (i.e. preferential treatment such as a service, tickets to sporting, theatrical or music events, corporate hospitality at a corporate facility of sporting venue, a new job or promotion, preferential treatment such as queue jumping, access to confidential or sensitive information, discounted products for personal use, free or discounted travel, frequent flyer points and free training sessions, free or subsidized lavish meals or hospitality.

Bribe (“bribery” is defined as inducement by offering any undue reward by, or to, any person in public office to influence his or her behavior in that office and to incline that person to act contrary to the known rules of honesty and integrity) – a gift or benefit given specifically for the purpose of winning favors or to influence the decision or behavior of a Council official to benefit someone or something.

Nominal value – there is no monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received).

Significant value – a gift or benefit that has a value above the nominal value limit.

Conflict of interest – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Public perception – the perception of a fair-minded person in possession of the facts.

Gifts and Benefits Register – a register maintained by Council of all declared gifts and benefits. The Register is located in the General Manager’s Office.

GIFTS AND BENEFITS POLICY

AMENDMENT LIST

[illegible]

Cobar Shire Council

Notes to the Financial Statements
for the year ended 30 June 2017

Note 6c. Restricted cash, cash equivalents and investments – details

	2017	2017	2016	2016
	Actual	Actual	Actual	Actual
\$ '000	Current	Non-current	Current	Non-current
Total cash, cash equivalents and investments	14,299	—	10,601	—
attributable to:				
External restrictions (refer below)	7,277	—	6,186	—
Internal restrictions (refer below)	5,734	—	2,912	—
Unrestricted	1,289	—	1,503	—
	<u>14,299</u>	<u>—</u>	<u>10,601</u>	<u>—</u>

2017	Opening	Transfers to	Transfers from	Closing
\$ '000	balance	restrictions	restrictions	balance

Details of restrictions

External restrictions – included in liabilities
Nil

External restrictions – other

Developer contributions – general	(D)	382	99	—	481
Developer contributions – water fund	(D)	12	1	—	13
Developer contributions – sewer fund	(D)	87	4	—	91
Specific purpose unexpended grants	(F)	325	1,014	(325)	1,014
Water supplies	(G)	2,252	37	—	2,289
Sewerage services	(G)	1,932	192	—	2,124
Domestic waste management	(G)	1,172	825	(732)	1,265
EHC project		24	—	(24)	—
External restrictions – other		<u>6,186</u>	<u>2,172</u>	<u>(1,081)</u>	<u>7,277</u>
Total external restrictions		<u>6,186</u>	<u>2,172</u>	<u>(1,081)</u>	<u>7,277</u>

- D Development contributions which are not yet expended for the provision of services and amenities in accordance with contributions plans (refer Note 17).
- F Grants which are not yet expended for the purposes for which the grants were obtained. (refer Note 1 (b))
- G Water, sewerage, domestic waste management (DWM) and other special rates/levies/charges are externally restricted assets and must be applied for the purposes for which they were raised.

Cobar Shire Council

Notes to the Financial Statements
for the year ended 30 June 2017

Note 6c. Restricted cash, cash equivalents and investments – details (continued)

2017 \$ '000	Opening balance	Transfers to restrictions	Transfers from restrictions	Closing balance
Internal restrictions				
Plant and vehicle replacement	689	626	—	1,315
Library works	10	—	(10)	—
Financial Assistance Grant – Advance for 17/18	—	2,713	—	2,713
Employees leave entitlement	321	298	—	619
Cobar heritage centre	36	—	(36)	—
Mobile ablutions block	5	—	(5)	—
Airport terminal sewerage system	25	—	(25)	—
Building renewal	6	—	(6)	—
Children's services	78	37	—	115
Cobar youth council	7	1	—	8
Community sign	5	—	—	5
Computer and IT	130	—	(1)	129
Depot Upgrade	—	140	—	140
Flood study	23	—	(23)	—
LBV operational	215	8	(223)	—
Noxious weeds	4	—	(4)	—
Parks, gardens, etc.	71	50	—	121
Road works – shire roads	886	(497)	—	389
Sewerage works improvements	45	—	(45)	—
Waste management capital	80	—	(80)	—
Water capital projects	50	—	(50)	—
Youthie accessible toilets and storage	46	—	(46)	—
Truck wash	180	—	—	180
Total internal restrictions	2,912	3,376	(554)	5,734
TOTAL RESTRICTIONS	9,098	5,547	(1,635)	13,010

Cobar Shire Council

Income Statement

for the year ended 30 June 2017

Budget		Actual	Actual
2017	\$ '000	2017	2016
Income from continuing operations			
<i>Revenue:</i>			
5,652	Rates and annual charges	5,809	5,649
15,157	User charges and fees	12,510	8,600
195	Interest and investment revenue	356	338
300	Other revenues	298	285
12,277	Grants and contributions provided for operating purposes	16,180	13,809
2,261	Grants and contributions provided for capital purposes	1,286	835
<i>Other income:</i>			
—	Net gains from the disposal of assets	89	59
35,842	Total income from continuing operations	36,528	29,575
Expenses from continuing operations			
12,843	Employee benefits and on-costs	13,081	12,530
102	Borrowing costs	113	130
11,406	Materials and contracts	9,693	5,670
6,753	Depreciation and amortisation	6,553	6,740
3,000	Other expenses	3,198	2,792
34,104	Total expenses from continuing operations	32,638	27,862
1,738	Operating result from continuing operations	3,890	1,713
1,738	Net operating result for the year	3,890	1,713
1,738	Net operating result attributable to Council	3,890	1,713
(523)	Net operating result for the year before grants and contributions provided for capital purposes	2,604	878

Cobar Shire Council

Statement of Comprehensive Income
for the year ended 30 June 2017

\$ '000	Actual 2017	Actual 2016
Net operating result for the year (as per Income Statement)	3,890	1,713
Other comprehensive income:		
Amounts which will not be reclassified subsequently to the operating result		
Gain (loss) on revaluation of I,PP&E	1,477	(954)
Other movements	(17)	—
Total items which will not be reclassified subsequently to the operating result	1,460	(954)
Amounts which will be reclassified subsequently to the operating result when specific conditions are met		
Nil		
Total other comprehensive income for the year	1,460	(954)
Total comprehensive income for the year	5,350	759
Total comprehensive income attributable to Council	5,350	759

Cobar Shire Council

Statement of Financial Position
as at 30 June 2017

	Actual 2017	Actual 2016
\$ '000		
ASSETS		
Current assets		
Cash and cash equivalents	10,299	3,498
Investments	4,000	7,103
Receivables	3,363	1,755
Inventories	688	668
Other	42	—
Total current assets	18,392	13,024
Non-current assets		
Infrastructure, property, plant and equipment	295,859	295,640
Total non-current assets	295,859	295,640
TOTAL ASSETS	314,251	308,664
LIABILITIES		
Current liabilities		
Payables	1,391	1,104
Income received in advance	219	157
Borrowings	255	257
Provisions	2,181	2,029
Total current liabilities	4,046	3,547
Non-current liabilities		
Borrowings	1,332	1,553
Provisions	127	168
Total non-current liabilities	1,459	1,721
TOTAL LIABILITIES	5,505	5,268
Net assets	308,746	303,396
EQUITY		
Retained earnings	91,415	87,525
Revaluation reserves	217,331	215,871
Council equity interest	308,746	303,396
Non-controlling equity interests	—	—
Total equity	308,746	303,396

Cobar Shire Council

Statement of Changes in Equity
for the year ended 30 June 2017

	2017		Asset revaluation reserve	Other reserves	Council controlling interest	Non-controlling interest	Total equity
\$ '000	Retained earnings	21	21	21	21	21	21
Opening balance (as per last year's audited accounts)	87,525	215,871	215,871	—	303,396	—	303,396
Revised opening balance	87,525	215,871	215,871	—	303,396	—	303,396
a. Net operating result for the year	3,890	—	—	—	3,890	—	3,890
b. Other comprehensive income	—	1,477	1,477	—	1,477	—	1,477
– Revaluations: IPP&E asset revaluation rsve	—	(17)	(17)	—	(17)	—	(17)
– Impairment of Current Assets	—	1,460	1,460	—	1,460	—	1,460
Other comprehensive income	3,890	1,460	1,460	—	5,350	—	5,350
Total comprehensive income (c&d)	3,890	1,460	1,460	—	5,350	—	5,350
Equity – balance at end of the reporting period	91,415	217,331	217,331	—	308,746	—	308,746
	87,525	215,871	215,871	—	303,396	—	303,396
	85,812	216,825	216,825	—	302,637	—	302,637
	1,713	—	—	—	1,713	—	1,713
	—	(954)	(954)	—	(954)	—	(954)
	—	—	—	—	—	—	—
	—	(954)	(954)	—	(954)	—	(954)
	1,713	(954)	(954)	—	759	—	759
	87,525	215,871	215,871	—	303,396	—	303,396

Cobar Shire Council

Statement of Cash Flows
for the year ended 30 June 2017

Budget		Actual	Actual
2017	\$ '000	2017	2016
Cash flows from operating activities			
<u>Receipts:</u>			
5,600	Rates and annual charges	5,750	5,559
14,600	User charges and fees	12,240	9,048
195	Investment and interest revenue received	266	401
14,924	Grants and contributions	17,631	15,230
–	Bonds, deposits and retention amounts received	–	30
–	Other	(994)	1,607
<u>Payments:</u>			
(12,500)	Employee benefits and on-costs	(12,940)	(12,664)
(10,969)	Materials and contracts	(9,546)	(7,051)
(360)	Borrowing costs	(110)	(130)
(3,000)	Other	(3,170)	(3,479)
8,490	Net cash provided (or used in) operating activities	9,127	8,551
Cash flows from investing activities			
<u>Receipts:</u>			
–	Sale of investment securities	37,510	14,402
600	Sale of infrastructure, property, plant and equipment	361	560
<u>Payments:</u>			
–	Purchase of investment securities	(34,407)	(13,895)
(8,518)	Purchase of infrastructure, property, plant and equipment	(5,567)	(8,151)
(7,918)	Net cash provided (or used in) investing activities	(2,103)	(7,084)
Cash flows from financing activities			
<u>Receipts:</u>			
Nil			
<u>Payments:</u>			
(98)	Repayment of borrowings and advances	(124)	(663)
(129)	Repayment of finance lease liabilities	(129)	(78)
(227)	Net cash flow provided (used in) financing activities	(253)	(741)
345	Net increase/(decrease) in cash and cash equivalents	6,771	726
7,500	Plus: cash and cash equivalents – beginning of year	3,498	2,772
7,845	Cash and cash equivalents – end of the year	10,269	3,498
Additional Information:			
plus: Investments on hand – end of year		4,000	7,103
Total cash, cash equivalents and investments		14,269	10,601
Please refer to Note 11 for information on the following:			
– Non-cash financing and investing activities			
– Financing arrangements			
– Net cash flow disclosures relating to any discontinued operations			

Cobar Shire Council

General Purpose Financial Statements

for the year ended 30 June 2017

Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and professional pronouncements, and
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 28 September 2017.

Lilliane O Brady OAM
Mayor

Peter Abbott
Councillor

Peter Vlatko
General manager

Neil Mitchell
Responsible accounting officer

COBAR SHIRE COUNCIL



Draft Liquid Trade Waste Policy

FILE: P5-13

Responsible Officer:
Water and Sewer Manager

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 17). 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. 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 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 Primary Industries (DPI) has concurred with the approval.

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

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Glossary

Assumed Concurrence: Council may apply to the Director General of the Department of Primary Industries (DPI) 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: Councils have been authorised to assume concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application for concurrence.

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

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

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

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

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

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

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

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: Director General means the Director General of the Department of Primary Industries (DPI).

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.

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 Primary Industries (DPI) prior to approving such waste to be discharged to the Council's sewerage system. Such concurrence request is to be provided to the NSW Office of Water.

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. Such concurrence request is to be provided to the NSW Office of Water.

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 Primary Industries (DPI). All trade waste matters/applications for concurrence and policies for consent need to be forwarded to NOW.

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 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.

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.

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

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

Sullage: Domestic wastewater excluding toilet waste.

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

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

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

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

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 of this policy are:

- to protect public health
- to protect the health and safety of Council employees
- to protect the environment from the discharge of waste that may have a detrimental effect
- to protect Council assets from damage
- to assist Council to meet its statutory obligations
- to provide an environmentally responsible liquid trade waste service to the non-residential sector
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors
- to promote water conservation, water recycling and biosolids reuse
- to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

Scope of this Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
- Part 2 specifies the criteria which 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.

Exemptions

Cobar Shire Council

Exemptions*

For obtaining approval of liquid trade waste discharge

Table 1: Exemptions

This table lists commercial business activities that the Director General 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).

Activity	Requirements
Funeral parlour	Floor waste basket required. Formaldehyde is not to be discharged to the sewer.
Hairdressing	Floor waste basket and sink strainer (where available).
Jewellery shop <i>miniplater</i> <i>ultrasonic washing</i> <i>precious stone cutting</i>	Miniplater vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
Mixed business (minimal hot food)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Mobile cleaning units carpet cleaning garbage bin washing	20 micron filtration system fitted to a mobile unit. Floor waste basket required. Discharge is via grease arrestor (if available).
Motel (no hot food prepared and no laundry facility)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Nut shop	Floor waste basket and sink strainer required (see Note 3).
Optical service - retail	Solids settlement tank/pit required.
Pet shop – retail	Floor waste basket and sink strainer required (see Note 2).
Pizza reheating for home delivery	Housekeeping practices (see Note 4).
Sandwich shop, salad bar, juice bar, coffee shop (no hot food prepared)	Floor waste basket and sink strainer required (see Note 3). Housekeeping practices (see Note 4).
Venetian blind cleaning	Nil (see Note 2).

Notes:

1. Where "required" is used it means as required by Council.
2. If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
3. All drainage from floors in food preparation areas is required to pass through a floor waste basket.
4. Food preparation activities need to comply with sound housekeeping practices including:
 - (a) Floor must be dry swept before washing.

-
- (b) Pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up.
 - (c) Use of a food waste disposal unit is not permitted.

Criteria for approval to discharge liquid trade waste into council's sewerage system

2.1 Factors for consideration

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 management¹ context. It will be based on the discharge meeting Council's requirements². When determining an application to discharge liquid trade waste to the sewerage system, 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 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 Environment Protection Authority licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy³
- 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
- 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.

¹ *Integrated Water Cycle Management Guidelines for NSW Local Water Utilities, DWE, October 2004.*

² In considering options for waste management to drive resource efficiency, the following order of preference set out on page 6 of the *National Wastewater Source Management Guidelines, July 2008*, WSAA will be adopted:

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

³ 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 21 and Tables 7 to 9 of *Liquid Trade Waste Regulation Guidelines, 2009*). Similarly, septic and pan waste may exceed some guideline limits.

2.2 Discharge quality

Council has guideline limits for the acceptance of discharges, as set out in Table 2 on pages 14 to 16. Council may vary the guideline limits for a particular sewerage 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 17 sets out those substances which must not be discharged to the sewerage system. 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 run off)
- 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 30.

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 28).

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 Council will not accept any discharges from such devices to its sewerage system.

2.7 Use of additives in pre-treatment systems

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

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

Parameter*	Limits#
General acceptance guideline limits	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅ and Suspended Solids	Normally, approved at 300 mg/L each. Concentration up to 600mg/L and 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.
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 4,000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the <i>Radiation Control Act 1990</i> .

cont ...

* See Glossary for explanation of terms

Refer to *National Wastewater Source Management Guideline, July 2008*, WSAA for recommended analytical methods

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

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

cont ...

* Refer to Table 3

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

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

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

This limit is applicable to large dischargers. The concentration of silver in photo processing 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
- rain, surface, seepage or subsoil water, unless specifically permitted
- 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 *National Wastewater Source Management Guideline, July 2008, WSAA*
- any other substances listed in a relevant regulation.

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*⁴ in the use of common pool resources, sound regulation of sewerage and trade waste requires implementation of all the following integrated measures.

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*⁵, 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 charges⁶ and trade waste fees and charges⁷ 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.

⁴ Refer to page 3 of *National Wastewater Source Management Guideline, July 2008, WSAA*. Thus, in the absence of appropriate controls and measures (such as conditions of approval, a sewer usage charge, a trade waste usage charge, a non-compliance trade waste usage charge, excess mass charges, non-compliance excess mass charges and penalty notices), it would be in the economic interest of each trade waste discharger to minimize their efforts and expenditure on control and pre-treatment of their trade waste before discharging it to the sewerage system. In the past, failure to implement these measures has caused multi-million dollar damage to sewerage networks, pumping stations and treatment works (refer to the examples shown on pages 30, 47 and 48 of the *Liquid Trade Waste Regulation Guidelines, 2009*).

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

⁶ In accordance with page 29 of the *NSW Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002*.

⁷ In accordance with Appendices D and I of the *Liquid Trade Waste Regulation Guidelines, 2009*).

3.2 Alignment with the national framework for wastewater source management

The NSW framework for regulation of sewerage and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.⁸

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

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

⁸ The following 12 elements of the *National Framework for Wastewater Source Management* are set out on page 22 of the *National Wastewater Source Management Guideline, July 2008, WSAA*:

COMMITMENT

1. Commitment to Wastewater Source Management

SYSTEM ANALYSIS and MANAGEMENT

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

SUPPORTING REQUIREMENTS

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

REVIEW

11. Evaluation and Audit
12. Review and Continual Improvement

3.3 Application Procedures

To obtain Council's approval to discharge liquid trade waste to Council's sewerage system, a discharger must lodge an application in writing. Application forms are available from 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.

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 32), 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 Primary Industries (DPI), 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. All such concurrence requests will be provided to the NSW Office of Water.

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

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

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

4: Liquid trade waste discharges with automatic assumed concurrence

Commercial retail food preparation activities	Other Commercial activities
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary with no X-ray)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house / hostel kitchen	Car detailing
Butcher shop (retail)	Cooling tower
Café / coffee shop / coffee lounge	Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries)
Canteen	Dental surgery/dental specialist
Cafeteria	Dental technician
Chicken / poultry shop (only fresh chickens / game sold)	Doctors surgery, medical centre – plaster casts (no X-rays)
Chicken/poultry shop (retail BBQ/charcoal chicken)	Florist
Club (kitchen wastes)	Funeral parlour, morgue
Commercial kitchen/caterer	Hairdressing (includes barbers)
Community hall/civic centre	Jewellery shop
Day care centre	Laboratory (pathology/analytical)
Delicatessen	Laundry or laundromat (coin operated)
Doughnut shop	Lawnmower repairs
Fast food outlet (McDonalds, KFC, Burger King, Pizza Hut, Red Rooster, etc.)	Mechanical repairs/workshop
Fish shop (retail – fresh and/or cooked)	Mobile cleaning units
Food caravan	Optical Service
Fruit and vegetable shop (retail)	Pet shop (retail)
Function centre	Photographic tray work / manual development
Hotel	Plants retail (no nursery)
Ice cream parlour	School (Primary and Secondary)
Juice bar	Stone working
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 20). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3 (pages 24 to 25).

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

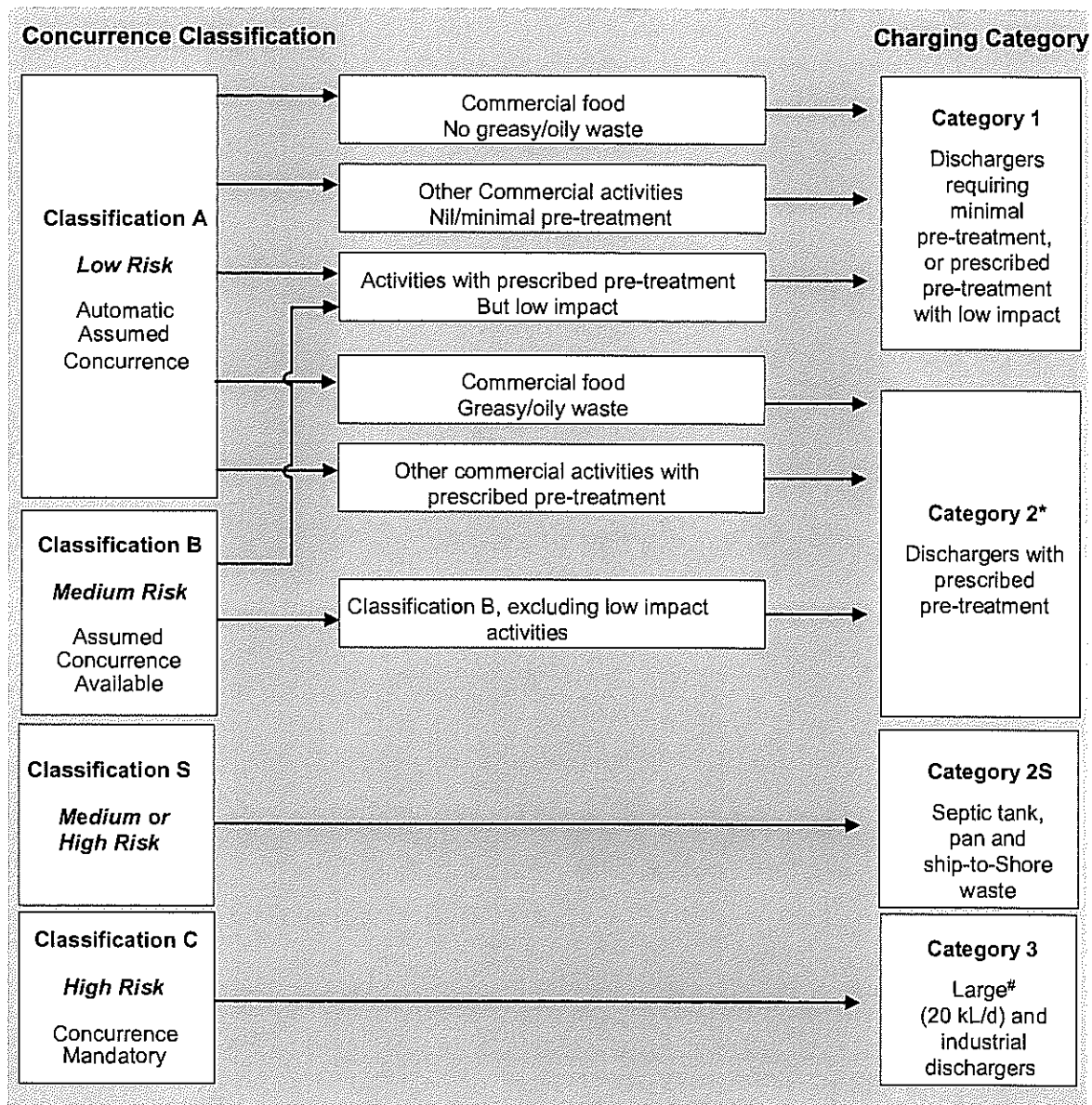


Figure 1: Charging categories for trade waste

* Also includes fish shop (fresh fish for retail)

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

Category 1 Discharger

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

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

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

Classification A or B activities – dischargers with prescribed pre-treatment with low impact on the sewerage system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry, primary and secondary school⁹, 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-treatment¹⁰ 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 hall¹¹, 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.

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

⁹ If significant hot food preparation is carried out, Category 2 charges may be levied by Council.

¹⁰ Excludes low impact activities, listed under Category 1.

¹¹ If the type and size of kitchen fixtures installed enable catering for large functions.

Category 2S Discharger

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

Trade waste dischargers include the following Classification S activities:

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

Category 3 Discharger (large or industrial waste dischargers)

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

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

Dischargers of industrial waste include the following Classification C activities: acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cyanide hardening, detergent/soaps manufacture, drum washing, electroplating, engine gearbox reconditioning, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, galvanising, glass manufacture, ink manufacture, laboratories (excluding those in Category 2), liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot), metal finishing, metal processing (refining/rolling/ 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

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

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

3.7.3 Re-inspection fee

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

3.7.4 Trade waste usage charge

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

Trade Waste Usage Charge (\$) = $Q \times \$1.38^*/\text{kL}$ (2007/08\$)

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

3.7.5 Excess mass charges

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

Table 5: Deemed concentration of substances in domestic sewage

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

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

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

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

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

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

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

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

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

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

Excess mass charges for BOD exceeding 600mg/L

If Council approves the acceptance limits for BOD 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 29 will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

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

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

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

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

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

\$0.623/kg for BOD₅ 600mg/L

\$1.96/kg for BOD₅ 1200mg/L

\$5.05/kg for BOD₅ 2400mg/L

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

$$\text{Excess Mass Charge for BOD (\$)} = \frac{(S-D) \times Q \times U_s}{1000}$$

3.7.6 Food waste disposal charge¹²

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.

Note: The recommended annual charging rate is \$23/bed (2007/08\$).

¹² For existing installations only. New installations are not permitted.

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 - \$1.38*/kL (2007/08\$)

Category 2 Discharger - \$12.68*/kL (2007/08\$)

Category 3 Discharger

Non-compliance pH charge

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

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

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

absolute value to be used.

K = pH coefficient = 0.346 (2007/08\$) 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 (\$/kL) = $0.346 \times [7 - 8] \times 2^{(7-8)} = \$0.69/\text{kL}$

Case 2: pH measured 11.0

Charging rate (\$/kL) = $0.346 \times [11-9] \times 2^{(11-9)} = \$2.77/\text{kL}$

Non-compliance excess mass charges

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

*These charging rates are in 2007/08\$ and should be indexed on the basis of the Consumer Price Index for Sydney.

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

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

Where:

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

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

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

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

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

Non-compliance excess mass charges for BOD

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

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

$$U_n = 2C \times \frac{(A - 300 \text{ mg/L})}{600 \text{ mg/L}} \times 1.05^{\frac{(A - 500 \text{ mg/L})}{500 \text{ mg/L}}} + 4C \times \frac{(\text{Actual BOD} - A)}{600 \text{ mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - A)}{500 \text{ mg/L}}} \quad (5)$$

For example, if $C = \$0.623/\text{kg}$, 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 $\$8.02/\text{kg}$.

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

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

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

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. Also included are fines under:

- *Protection of the Environment Operations Act 1997*, section 120(1) (Pollution of any waters by a discharger who fails to comply with the conditions of approval for discharge of liquid trade waste to sewer)
- *Local Government Act, 1993*, section 627 (Failure to comply with an approval), section 628 (Failure to comply with an order). Non-compliance penalties will be pursued by legal action.

3.7.9 Discharge of stormwater to the sewerage system

The discharge of stormwater, surface and subsoil waters to the sewerage system is prohibited under this policy. As indicated in section 2.4, the acceptance of first flush stormwater runoff may be permitted. A charge of \$12.68/kL (2007/08\$) will be applied to Category 3 dischargers in accordance with the non-compliance trade waste usage charge, if approval is granted to accept the above waters. Excess mass charges will be also applied in accordance with section 3.7.5.

3.7.10 Septic and pan waste disposal charge

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

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

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

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

3.7.11 Responsibility for payment of fees and charges

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

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

Table 6: Summary of trade waste fees and charges¹³

CHARGING CATEGORY	APPLICATION FEE	ANNUAL NON RESIDENTIAL SEWERAGE BILL WITH APPROPRIATE SEWER USAGE CHARGE/kL	ANNUAL TRADE WASTE FEE	RE-INSPECTION FEE (when required)	TRADE WASTE USAGE CHARGE/kL	SEPTIC WASTE DISPOSAL CHARGE	EXCESS MASS CHARGES/kg	NON COMPLIANCE TRADE WASTE USAGE HARGES/kg	NON-COMPLIANCE EXCESS MASS/kg and pH CHARGES/kL (if required)	NON-COMPLIANCE PENALTY (if required)
1	Yes ¹⁴	Yes	Yes	Yes	No	No	No	Yes ¹⁵	No	Yes
2	Yes	Yes	Yes	Yes	Yes	No	No	Yes ¹⁵	No	Yes
2S	Yes	Yes ¹⁶	Yes	Yes ¹⁶	No	Yes	No	No	No	Yes
3	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes

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

3.8 Monitoring

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 26 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.

¹³ 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 28).

¹⁴ Not applicable for dischargers exempted in Table 1.

¹⁵ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:

Category 1 - \$1.38/kL (2007/08\$)

Category 2 - \$12.68/kL (2007/08\$)

¹⁶ Only applicable if the discharger has a dump point located at their premises which is connected to the sewerage system

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 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 20). 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 34)

Any person who fails to obtain Council's approval to discharge liquid trade waste into the sewerage system, or fails to comply with the conditions of the approval, may be liable to a penalty as provided under the *Local Government Act 1993* (sections 626 to 628 and 634 to 639).

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 (ie. an on-the-spot fine) to such a discharger.

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

3.11 Modification and revocation of approvals

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

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

3.12 Prevention of waste of water

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

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

3.13 Effluent improvement plans

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

3.14 Due diligence programs and contingency plans

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

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

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

It should be noted that:

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

Attachment 1

Sample Liquid Trade Waste Services Agreement between [Council] and [Applicant]

Liquid Trade Waste Services Agreement

Between

1. The 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 Primary Industries 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.

<p>Executed as an agreement Execution by the Council: THE COMMON SEAL OF</p> <p>..... was affixed this</p> <p>.....day of 20.....</p> <p>in the presence of:</p> <p>.....</p> <p>General Manager</p> <p>and</p> <p>.....</p> <p>[print name of witness]</p> <p>Executed by the Applicant (corporate entity):</p>	<p>(Corporate Seal)</p> <p>.....</p> <p>[signature of General Manager]</p> <p>.....</p> <p>.....</p> <p>[signature of witness]</p>
<p>The COMMON SEAL of.....</p> <p>.....PTY LIMITED</p> <p>was affixed thisday of</p> <p>.....20..... in the</p> <p>presence of:</p> <p>.....</p> <p>[name of Director]</p> <p>.....</p> <p>[name of Director/Secretary]</p>	<p>.....</p> <p>[signature of Director]</p> <p>.....</p> <p>[signature of Director/Secretary]</p>

Executed by the Applicant (individual): Signed by: [name of Applicant] This.....day of.....20..... in the presence of: [print name of witness]	 [signature of Applicant] [signature of witness]
---	--

Annexure

A. The Council

1. Full Name of Council _____

2. ABN _____

3. Address _____

4. Telephone _____

5. Emergency Contact _____

Telephone _____

B. The Applicant

1. Full Name of Applicant _____

2. ABN _____

3. Business or Trading Name _____

4. Address _____

5. Telephone _____

6. Emergency Contact _____

Telephone _____

C. The Premises

1. Lot and DP Number: Lot(S) _____ DP _____

2. Location _____

3. Description _____

4. Nature of Business _____

D. Notices

Applicant's Representative _____

Postal Address _____

Facsimile _____

Email _____

Council's Representative _____

Postal address _____

Facsimile _____

Email address _____

E. PUBLIC LIABILITY INSURANCE

Minimum cover: \$ _____

F. BOND \$ _____

Attachment 2

Provisions in the *Local Government (General) Regulation 2005* in regard to acceptance of liquid trade waste into the sewerage system

Clause 25 Matters to accompany applications relating to discharge into sewers

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

Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General of the Department of Energy, Utilities and Sustainability* has concurred with the approval.

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

Clause 32 Disposal of trade waste

(1) An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.

(2) In imposing any such conditions, the council is to have regard to the matter set out in Table 5 to the Liquid Trade Waste Management Guidelines#.

Clause 159 Prevention of waste and misuse of water

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

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

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the NSW Office of Water 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*.

* From 4 April 2011 a reference to the Director General of the Department of Energy, Utilities and Sustainability is to be construed as a reference to the Director General of the Department of Primary Industries.

Liquid Trade Waste Policy

Amendment List

No.	Date Adopted	Minute No.	Date Commenced	Notified in Local Paper
1	26 April 2012	76.4.2012	1 July 2012	YES
2	28 Nov 2013	257.11.2013	29 Nov 2013	YES

**MINUTES OF THE COBAR SHIRE COUNCIL ECONOMIC TASKFORCE
MEETING HELD IN THE COUNCIL CHAMBERS
TUESDAY 29 AUGUST 2017 COMMENCING AT 5.30PM**

PRESENT

Lillian Simpson
Roy Simpson
Kirk Grogan
Michael Prince
Jill Prince
Miranda Riley (Projects Officer)
Peter Vlatko (General Manager)
Angela Shepherd (Director Corporate and Economic Development)

APOLOGIES

Clr Janine Lea-Barrett
John Stingemore
John Dineen
Heather Christie

MINUTES FROM THE PREVIOUS MEETING – TUESDAY 23 MAY 2017

RESOLVED:

That the minutes of the previous meeting held on Tuesday, 18 July 2017 be confirmed as a true and correct record of the proceedings of that meeting.

Miranda Riley/ Kirk Grogan

CARRIED

MATTERS ARISING FROM MINUTES

It was requested that a status report on resolutions be included in future agendas.

WEBSITE UPDATE

Taskforce members reviewed the skeleton of the tourism website and were asked for suggestions.

ACTION: Miranda to email to all members for suggestions and feedback.

PULPULLA ROAD

The value of this road to tourism was discussed. By improving the road, more tourists will be able to visit Mount Grenfell, thus injecting tourism dollars into the local economy.

RECOMMENDATION: That Council identify the Pulpulla Road as a high priority for its ability to contribute to tourism and economic development and that Council work with National Parks and Wildlife Service to establish a plan of action and budgets to maintain it to a standard suitable for all vehicle access.

TOURIST SIGNAGE IN COBAR TOWN LIMITS

It was noted there is a lack of signage to facilities in Cobar, including the Memorial Swimming Pool, Drummond Park, Ward Oval, the Dalton Park Racecourse, Tom Knight Oval, the Old Res and the Newey.

RECOMMENDATION: That Council investigate options of providing street signage to locate key facilities, such as the pool, sports facilities and water recreation areas.

REMPPLAN

Council has an economic and statistics tool – REMPLAN. A training day will be held with staff on 5 September 2017 and in conjunction with this, an information session will be held for Taskforce Members.

An invite will be distributed inviting members to attend a lunchtime information session.

CELEBRATING COBAR'S 2020 ANNIVERSARY

A workshop will be held as part of the next meeting to discuss potential ideas so they can begin to be costed.

RECOMMENDATION: That the celebrations to mark Cobar's 150th Anniversary be an item on Council's agenda and that projects be scoped and indicative budgets developed.

IMPROVING EFFICIENCIES FOR CONTRACTORS WORKING WITH THE MINES

Each mine has their own rules for contractors to abide by – this can lead to increased costs and reduced efficiencies for contractors working across mine sites. A recent improvement was that all mines now accept the same uniform. Other initiatives could reduce costs of doing business in Cobar.

RECOMMENDATION: That Council convene a meeting of major contractors to identify a list of ideas that could be undertaken to improve the efficiency of working across mine sites and reduce the costs of doing business in Cobar. Discuss options for implementing the ideas with the mines in Cobar Shire.

OTHER BUSINESS

- Council, the mines and businesses met with TAFE today in a bid to get more training options delivered in Cobar, in particular courses for apprentices or courses relevant to the mining industry. These meetings will continue in a bid to better coordinate provision of training to meet industry needs, locally.
-

NEXT MEETING

The next meeting will be held Tuesday, 10 October 2017 at 5.30pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.55PM



Statement of Environmental Effects

**Proposed NSW Ambulance Antenna
Dubbo Airport**

for Property Beyond

structural engineering
project management
residential design
civil engineering
registered surveyors
commercial design
geotechnical engineering
town planning
graphic representations
environmental drilling
construction management
mechanical engineering
industrial design
environmental consulting
nata accredited
testing laboratory
electrical engineering
interior design



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Dubbo . Mudgee . Bathurst . Parkes

Sep-16
(Our Reference: 25620_PR_001b.docx)

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Project No. 25620
Project Name: NSW Ambulance Tower
Client: Property Beyond
Report Reference 25620_PR_001a
Date: 22/9/16
Revision: Final

Prepared by:

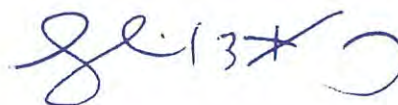


Erika Dawson

Senior Town Planner

*B. Urb. Reg. Plan (hons), Grad. Dip. Bushfire
Protection, Grad. Dip. Nat. Res.*

Reviewed by:



Jim Sarantzouklis RPIA

Director

B. Arts, Grad. Dip. Urb. Reg. Plan

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1.0 INTRODUCTION

1.1 Background

Barnson Pty Ltd has been engaged by Property Beyond to prepare information in support of a Development Application (DA) for a new NSW Ambulance Antenna at Dubbo Airport, on Lot 140 DP 1218690, known as 4R Cooreena Road, Dubbo.

The subject site is located on the northern side of Narromine Road, approximately 4.5kms north west of Dubbo. The site is part of a larger area (approx. 299ha) which contains the Dubbo Airport and associated infrastructure.

The project will consist of removal of the existing NSW Ambulance antenna and construction of a new antenna in a similar location. The purpose of the development is to provide improved communication for the ambulance service especially in the western region of NSW.

The site is zoned SP2 Infrastructure: Air Transport Facilities under *Dubbo Local Environmental Plan 2011*. The proposed development is permitted with consent as a telecommunication facility under the ISEPP 2007.

This application consists of:

- A completed development application form; and
- Three (3) copies of this written statement, including plans and an electronic copy.

1.2 Proponent

The proponent for the DA is NSW Ambulance.

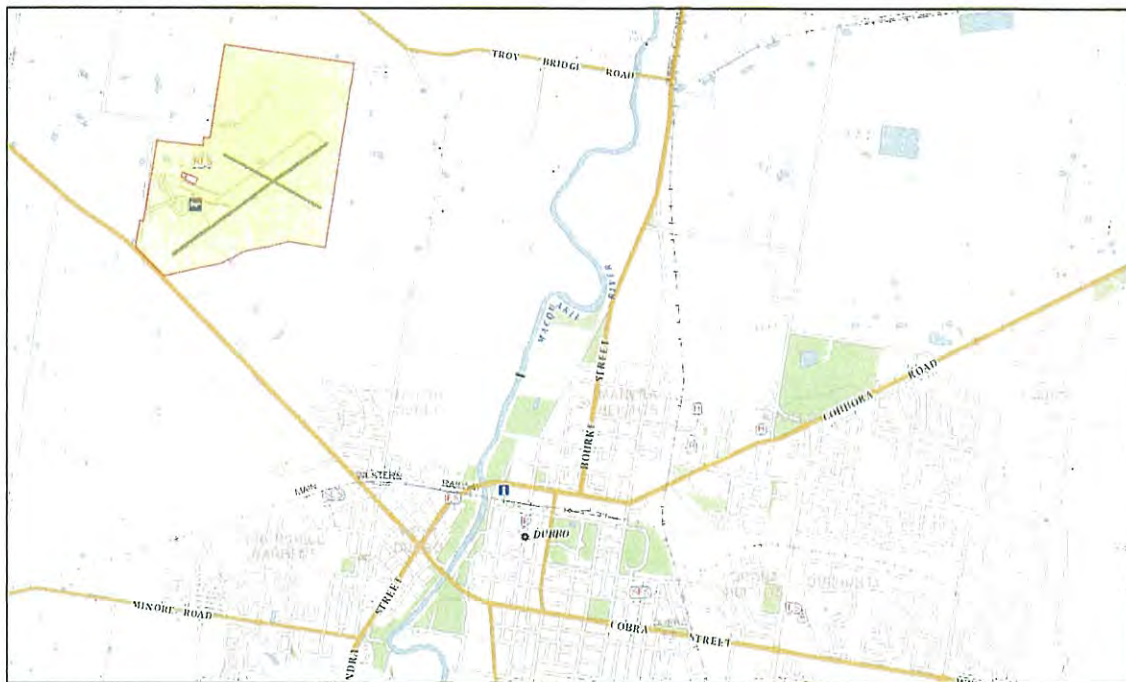
1.3 Consultant

Barnson Pty Ltd
Mr Jim Sarantzouklis
'Riverview Business Park'
Unit 1, 36 Darling Street
Dubbo NSW 2830

2.0 EXISTING ENVIRONMENT

2.1 Location and Title

The subject land is located on the northern side of Narromine Road, Dubbo, approximately 4.5km northwest of the Dubbo CBD. The site contains the existing Dubbo Airport and its associated infrastructure. See Location Plan at **Figure 1**.



Source: (NSW Land & Property Information, 2016)

Figure 1 – Site Location

A site survey plan is found at **Appendix A**. the site is irregular in shape with frontage to both Narromine and Cooreena Roads. It has an overall area of approximately 300ha. **Figure 2** illustrates the subject site.



Source: (NSW Land & Property Information, 2016)

Figure 2 – Site Aerial Photograph

2.2 Land Use

The subject site contains the Dubbo Airport and associated infrastructure, including an existing antenna for used by NSW Ambulance.

To the north and east of the site is RU2 Rural Landscape zoned land, to the south and south west is IN2 Light Industrial Zoned land, and to the west is IN3 Heavy Industrial Zoned land.

2.3 Topography and Soils

The site is relatively flat with a minor fall of $<1^\circ$ to the north.

In broad geological terms the site is underlain by the 'Pilliga Sandstone' unit. Parent rock is defined Quartz sandstone, conglomerate, siltstone and shale (Murphy & Lawrie, 1998).

The subject area is indicated as lying within the 'Goonoo' Soils Landscape group (gn), and is described as having Earthy Sands, Siliceous Sand, and Sandy Red Earths (Murphy & Lawrie, 1998). The soils have low fertility; acidic surface soils; seasonal waterlogging with sodic subsoils on lower slopes; high permeability on upper to mid-slopes. (Murphy & Lawrie, 1998).

2.4 Flora and Fauna

Vegetation on site is limited to regularly mown grasses and a few trees, shrubs and manicured gardens located outside of the airfield area. Some pockets of remnant woodland exist off site to the east and north east.

2.5 Noise Environment

The subject site is within the Dubbo Airport environs.

2.6 Natural Hazards

The site is not mapped as being flood prone or bush fire prone.

2.7 Visual Amenity

The subject site is located in a peri urban area. It is characterised by open paddocks and pockets of industrial buildings.

2.8 Services

The site is serviced by all urban utility infrastructure.

2.9 Access and Traffic

Access to the site is via Cooreena Road from Narromine Road/Mitchell Highway. Cooreena Road is a two-lane two-way bitumen sealed rural road. A gate to the site is also on Airport Drive which is via Cooreena Road.

2.10 Heritage

A search of the Aboriginal Heritage Information Management System (AHIMS) identified that there were no Aboriginal sites or places recorded on the site or within 1km of the site.

A search of the State Heritage Register and Dubbo LEP has determined that there are no items of heritage significance listed on with in the vicinity of the subject site.

3.0 PROPOSED DEVELOPMENT

3.1 Overview

The proposed development involves the erection of a new antenna and self-support tower on site for use by NSW Ambulance. The existing NSW Ambulance antenna and self-support tower will be removed post commissioning of the new antenna. The purpose of the new antenna is to provide NSW Ambulance with improved coverage and to overcome potential background noise impacts existing on communications quality particularly as frequencies become unavailable. Plans of the proposed development are provided in **Appendix A**.

3.2 New Antenna & Tower

The proposed Tandem Delta Antenna and associated self-support tower will be located approximately 12m to the west of the existing antenna facility as shown in **Appendix A**. The technical data sheet for the proposed antenna is provided in **Appendix B**. It shows the antenna will have an overall height of 30.5m (supported by a tower) and ground dimensions of 92m by 92m.

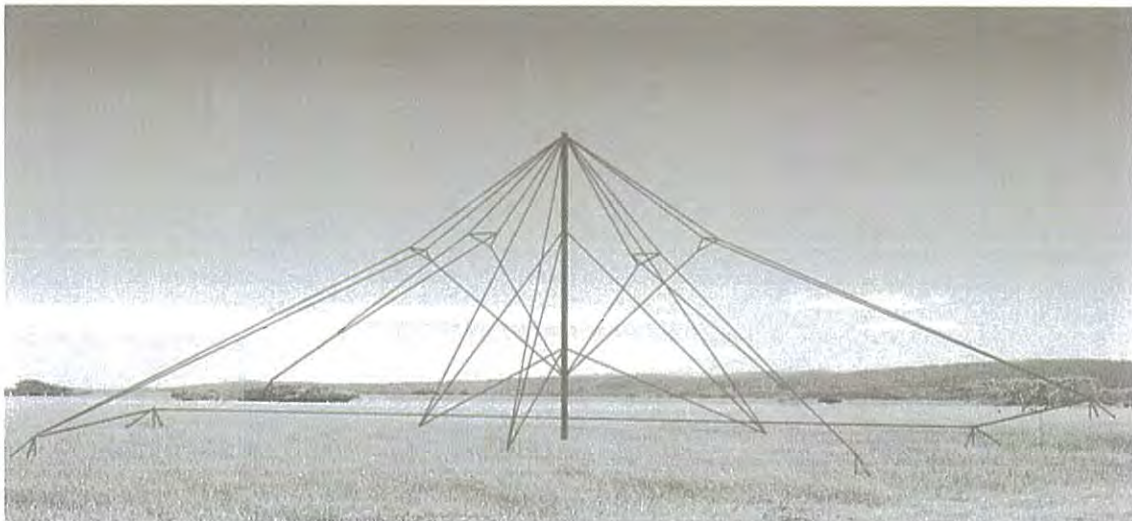


Figure 3 – Indicative render of proposed antenna

A new 100mm diameter conduit will be installed from the new tower to the existing ambulance shelter on site. A 700m pit will be installed at each end of this conduit. A new cable ladder would be constructed from the pit adjacent to the shelter into the wall of the shelter.

From the ambulance shelter a new 25mm diameter telecommunications conduit would be installed to the existing Telstra pit located to the south west as shown in Figure 250170-E1 attached at **Appendix A**.

3.3 Existing Antenna & Tower Removal

The existing self-support tower and associated antenna and cabling will be removed from site. **Plate 1** illustrates this existing infrastructure. It is proposed that all steelwork and cabling will be taken to a recycling facility.



Plate 1- Existing Antenna and Ambulance Shelter

The works are scheduled to commence in December 2016, with the project being completed in March 2017. The construction and demolition works would not generate significant traffic. It is likely that a truck would be required for removal of the existing tower along with light vehicles associated with the electrical and technical tradespeople. It is assumed that there would be approximately four light vehicle movements per day for a period of three weeks associated with the construction and demolition works.

4.0 LAND USE ZONING

The subject site is zoned part SP2 Infrastructure: Air Transport Facilities, part IN3 Heavy Industrial and part RU2 – Rural Landscape pursuant to *Dubbo Local Environmental Plan 2011* (LEP). The proposed development is located in the SP2 zone. The proposed development is for a Telecommunications Facility, which is permissible with consent under clause 115 of *State Planning Policy (Infrastructure) 2007* (ISEPP).

The permissibility of the proposed development is assessed in terms of the heads of consideration in Section 79C(1) of the *Environmental Planning & Assessment Act 1979*, which incorporates consideration of the ISEPP; LEP and the objectives and permissible uses outlined in the SP2 Zone.

5.0 PLANNING CONSIDERATIONS

5.1 Environmental Planning & Assessment Act 1979

5.1.1 Section 5A Assessment

Section 5A of the EP&A Act requires the following factors to be considered in making a determination of a DA:

- (a) *in the case of a threatened species, whether the action proposed is likely to have an adverse effect on the life cycle of the species such that a viable local population of the species is likely to be placed at risk of extinction,*
- (b) *in the case of an endangered population, whether the action proposed is likely to have an adverse effect on the life cycle of the species that constitutes the endangered population such that a viable local population of the species is likely to be placed at risk of extinction,*
- (c) *in the case of an endangered ecological community or critically endangered ecological community, whether the action proposed:*
 - (i) *is likely to have an adverse effect on the extent of the ecological community such that its local occurrence is likely to be placed at risk of extinction, or*
 - (ii) *is likely to substantially and adversely modify the composition of the ecological community such that its local occurrence is likely to be placed at risk of extinction,*
- (d) *in relation to the habitat of a threatened species, population or ecological community:*
 - (i) *the extent to which habitat is likely to be removed or modified as a result of the action proposed, and*
 - (ii) *whether an area of habitat is likely to become fragmented or isolated from other areas of habitat as a result of the proposed action, and*
 - (iii) *the importance of the habitat to be removed, modified, fragmented or isolated to the long-term survival of the species, population or ecological community in the locality,*
- (e) *whether the action proposed is likely to have an adverse effect on critical habitat (either directly or indirectly),*
- (f) *whether the action proposed is consistent with the objectives or actions of a recovery plan or threat abatement plan,*
- (g) *whether the action proposed constitutes or is part of a key threatening process or is likely to result in the operation of, or increase the impact of, a key threatening process.*

Comment: The subject site is heavily disturbed as a result of previous clearing and ongoing maintenance of the airport. The proposed development will not result in any additional clearing of vegetation. Considering the ecology within the study area, the proposal is unlikely to significantly affect any of the listed threatened species, populations or ecological communities or their habitats.

5.1.2 Section 79C(1) Heads of consideration

Section 79C(1) of the EP&A Act (as amended) requires the Council to consider various matters in regard to the determination of the Development Application.

In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application:

- (a) *The provisions of:*
 - (i) *any environmental planning instrument, and*
 - (ii) *any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and*
 - (iii) *any development control plan, and*
 - (iia) *any planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F, and*
 - (v) *the regulations (to the extent that they prescribe matters for the purposes of this paragraph), and*
 - (v) *any coastal zone management plan (within the meaning of the Coastal Protection Act 1979), that apply to the land to which the development application relates,*
- (b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality;*
- (c) *The suitability of the site for the development,*
- (d) *Any submissions made in accordance with this act or the regulations,*
- (e) *The public interest.*

The proposed development has been designed with consideration to the following matters, as outlined below.

5.2 Environmental Planning Instruments

5.2.1 State Environmental Planning Policy (Infrastructure) 2007

The proposed development is defined as a telecommunications facility under clause 113 of *State Planning Policy (Infrastructure) 2007* (ISEPP) which means:

- (a) *any part of the infrastructure of a telecommunications network, or*

- (b) *any line, cable, optical fibre, fibre access node, interconnect point, equipment, apparatus, tower, mast, antenna, dish, tunnel, duct, hole, pit, pole or other structure in connection with a telecommunications network, or*
- (c) *any other thing used in or in connection with a telecommunications network.*

Clause 115 of ISEPP provides that development for the purpose of telecommunications facilities can be carried out on any land by any person with development consent.

5.2.2 Dubbo Local Environmental Plan 2011

5.2.2.1 Land Use Table

The subject site is zoned SP2 – Infrastructure: Air Transport Facilities under *Dubbo Local Environmental Plan 2011* (Dubbo LEP). The objectives of the SP2 Zone are:

- *To provide for infrastructure and related uses.*
- *To prevent development that is not compatible with or that may detract from the provision of infrastructure.*

Comment: The proposed antenna development is not inconsistent with the objectives of the zone as it is replacing the existing NSW Ambulance antenna.

5.2.2.2 Siding Spring Observatory – Maintaining Dark Sky

Clause 5.14 of the LEP requires the consent authority, before granting development consent, to consider whether the development is likely to have an adverse effect on the observing conditions at the Siding Spring Observatory by taking into account the following matters:

- (a) *the amount and type of light to be emitted as a result of the development and the measures to be taken to minimise light pollution,*
- (b) *the impact of those light emissions cumulatively with other light emissions and whether the light emissions are likely to cause a critical level to be reached,*
- (c) *whether outside light fittings associated with the development are shielded light fittings,*
- (d) *the measures to be taken to minimise dust associated with the development,*
Note. *Dust tends to scatter light and increase light pollution.*
- (e) *the Dark Sky Planning Guideline published in the Gazette by the Secretary.*

Comment: The proposed development will not result in a change to light emitted. The development will not generate any dust. Therefore, the proposed development would not adversely affect the observing conditions at the observatory.

The proposed development would not result in the emission of light of 1,000,000 lumens or more.

5.2.2.3 Airspace Operations

Clause 7.7 of the LEP requires that consent authority cannot grant consent to a development that will penetrate the Obstacle Limitation Surface unless it has consulted with the relevant Commonwealth body, being the Civil Aviation Safety Authority (CASA). Further Clause 7.7 states:

- (3) *The consent authority may grant development consent for the development if the relevant Commonwealth body advises that:*
 - (a) *the development will penetrate the Obstacle Limitation Surface but it has no objection to its construction, or*
 - (b) *the development will not penetrate the Obstacle Limitation Surface.*
- (4) *The consent authority must not grant development consent for the development if the relevant Commonwealth body advises that the development will penetrate the Obstacle Limitation Surface and should not be constructed.*
- (5) *The consent authority must not grant development consent for development that will penetrate the Obstacle Limitation Surface unless the consent authority is satisfied that the development will not create an obstruction, hazard or other potential hazard to aircraft accessing the airport (including a hazard or potential hazard relating to light sources or bird strike).*

The proposed development will be located in the vicinity of the 310m contour on the Obstacle Limitation Surface Map as shown in **Figure 4**.



Figure 4 – Obstacle Limitation Surface Map

The ground level at the location of the proposed self-supporting tower is approximately at RL 281.75m AHD contour. As the proposed tower is 30.5m in height the application will need to be referred to CASA as it would exceed the OLS height by approximately 2.25m. However, as a replacement of an existing antenna and associated tower it is not expected that the development would create any significant obstruction or hazard.

An assessment of the proposed development in relation to the Obstacle Limitation Surface has been undertaken by Applied Connections Pty Ltd. It is proposed in **Appendix C**.

5.3 Draft Environmental Planning Instruments

No draft Environmental Planning Instruments are applicable to the subject site or development.

5.4 Dubbo Development Control Plan 2013

Clause 3.6.3 of *Dubbo Development Control Plan 2013* (Dubbo DCP) notes that any development on land being affected by the Obstacle Limitation Surface (OLS) Map is required to address clause 7.7 of the LEP. The subject site is affected by the OLS Map and clause 7.7 of the LEP is addressed in **Section 5.2** above.

5.5 Any Planning Agreement entered into

There are no known Planning Agreements entered into relevant to this development.

5.6 Any Matters Prescribed by the Regulations

For the purposes of Section 79C(1)(a)(iv) of the EP&A Act, Clause 92 of the *Environmental Planning and Assessment Regulations 2000* (EP&A Regulations) specifies (clause 92) the additional matters a consent authority must take into consideration when determining a DA. In relation to the proposed development these are outlined as follows.

5.6.1 Demolition Works

In relation to demolition works, the provisions of AS2601-2001 need to be considered. In this regard, all proposed demolition will be carried out in accordance with *Australian Standard AS2601: The demolition of structures*.

5.6.2 Dark Sky Planning Guidelines

The *Dark Sky Planning Guidelines* apply to development carried out in the Local Government Area of the City of Dubbo. The proposed development would not involve any lighting. A minor amount of dust could be generated during construction and demolition activities, which will be carefully managed. Therefore, the proposed development would not adversely affect the observing conditions at the observatory and thus be consistent with the *Dark Sky Planning Guidelines*.

5.7 Any Likely Impacts of the Development

5.7.1 Context & Setting

The proposed development involves the replacement of an existing NSW Ambulance Antenna and associated self-supporting tower with new like facilities slightly to the west of the existing site. The proposed development is consistent with the existing context and setting as shown in **Figure 5**.



Figure 5 – Photomontage of proposed development compared to existing

5.7.2 Access, Transport & Traffic

The development itself would not generate any traffic. Minor amounts of traffic would be generated during construction and demolition. It is not expected that this traffic would adversely affect the functioning or capacity of affected roads or intersections.

5.7.3 Utilities

Existing connections to utilities would be altered to enable connection of the new antenna facility. There are no known limitations to infrastructure capacity that would impact the development.

5.7.4 Heritage

The subject site is not known to contain any items of heritage significance. As the site is already significantly disturbed it is not expected that any items or objects of Aboriginal cultural heritage significance will be found on the site during earthworks and construction. However, should an item or object be found, work would cease and the Department of Environment and Heritage is to be notified.

5.7.5 Flora & Fauna

The proposed development would not involve the removal of any vegetation. Therefore, it is not expected to have any adverse impact on any flora, fauna or their habitats.

5.7.6 Waste

It is proposed that all steelwork and cabling from the demolition of the existing antenna and tower will be taken to a recycling facility. Any remaining material would be disposed of at an appropriate waste facility.

5.7.7 Noise & Vibration

The proposed development is not considered noise sensitive and therefore would not be adversely impacted by being located within the airport surrounds. The development would not generate any adverse noise or vibration impacts.

5.7.8 Social & Economic Impacts in the Locality

The proposed development would generate some limited positive economic impacts through employment during construction. The development is a relocation of existing facilities on site, consequentially there should be no real economic impacts as a result of the development.

The proposed development is not likely to have any measurable social impacts in the locality, however, it will provide for improved coverage and communication quality for Ambulance Officers. The site is perfectly located to provide expanded coverage across Western NSW.

5.7.9 Construction

A site establishment area can be provided onsite without interfering on traffic associated with the day to day activities of the airport.

5.8 Suitability of the Site for the Proposed Development

The suitability of the site for the proposed development has been addressed in the above sections of this report. There are no prohibitive constraints posed by adjacent development; there are adequate utilities and services available to the site; there are no hazardous land uses or activities nearby and ambient noise levels will not affect the development. The proposed development would not have any adverse impacts that would make it unsuitable for the site. There does not appear to be any zoning, planning or environmental matters that should hinder the proposed development of the site. In this regard, the site is considered to be suitable for the proposed development.

5.9 The Public Interest

The proposal is unlikely to create any negative impact on the operation of the airport and will improved communication facilities for NSW Ambulance Service. It is therefore deemed to be in the public interest.

6.0 CONCLUSION

It is recommended that the proposed NSW Ambulance Antenna and associated self-supporting tower development on Lot 140 DP 1218690, 11r Cooreena Road, Dubbo be supported on the following grounds:

- The proposal is considered acceptable in terms of the provisions of Section 79C of the Environmental Planning and Assessment Act 1979;
- The proposal is permissible with consent and consistent with the relevant development standards and provisions of the *State Environmental Planning Policy (Infrastructure)* 2007 and *Dubbo Local Environmental Plan 2011*;
- The proposal complies with the relevant provisions of the *Dubbo Development Control Plan 2013*;
- The proposed development is not anticipated to generate any adverse impacts in the locality;
- The proposed development is considered suitable for the site and its surrounds; and
- As frequencies generally become more difficult to reach up until 2020 the proposed antennae facility will provide the necessary communication for ambulance officers to carry out their duties across the state.

7.0 REFERENCES

Dubbo Local Environmental Plan 2011

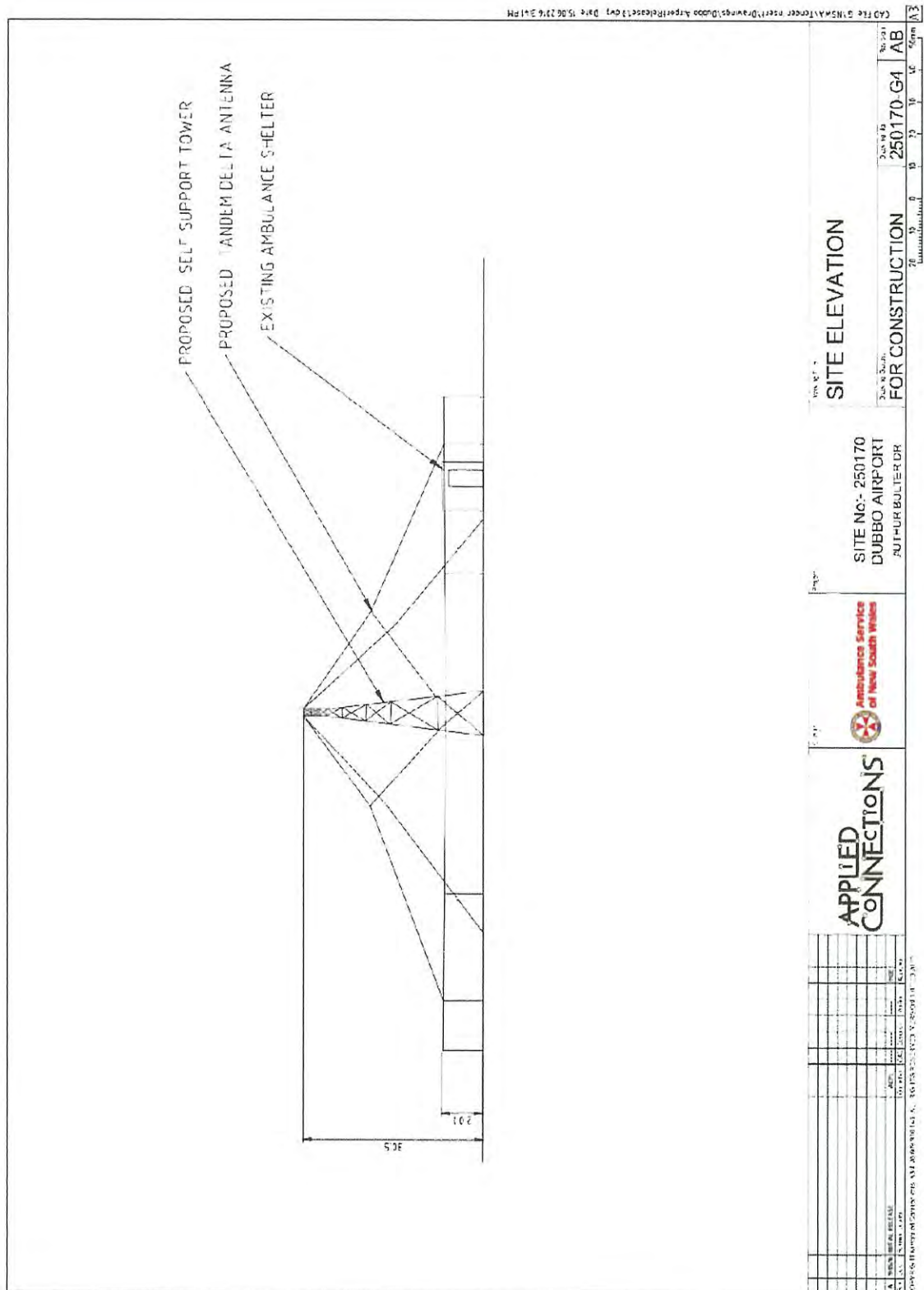
Dubbo Development Control Plan 2013

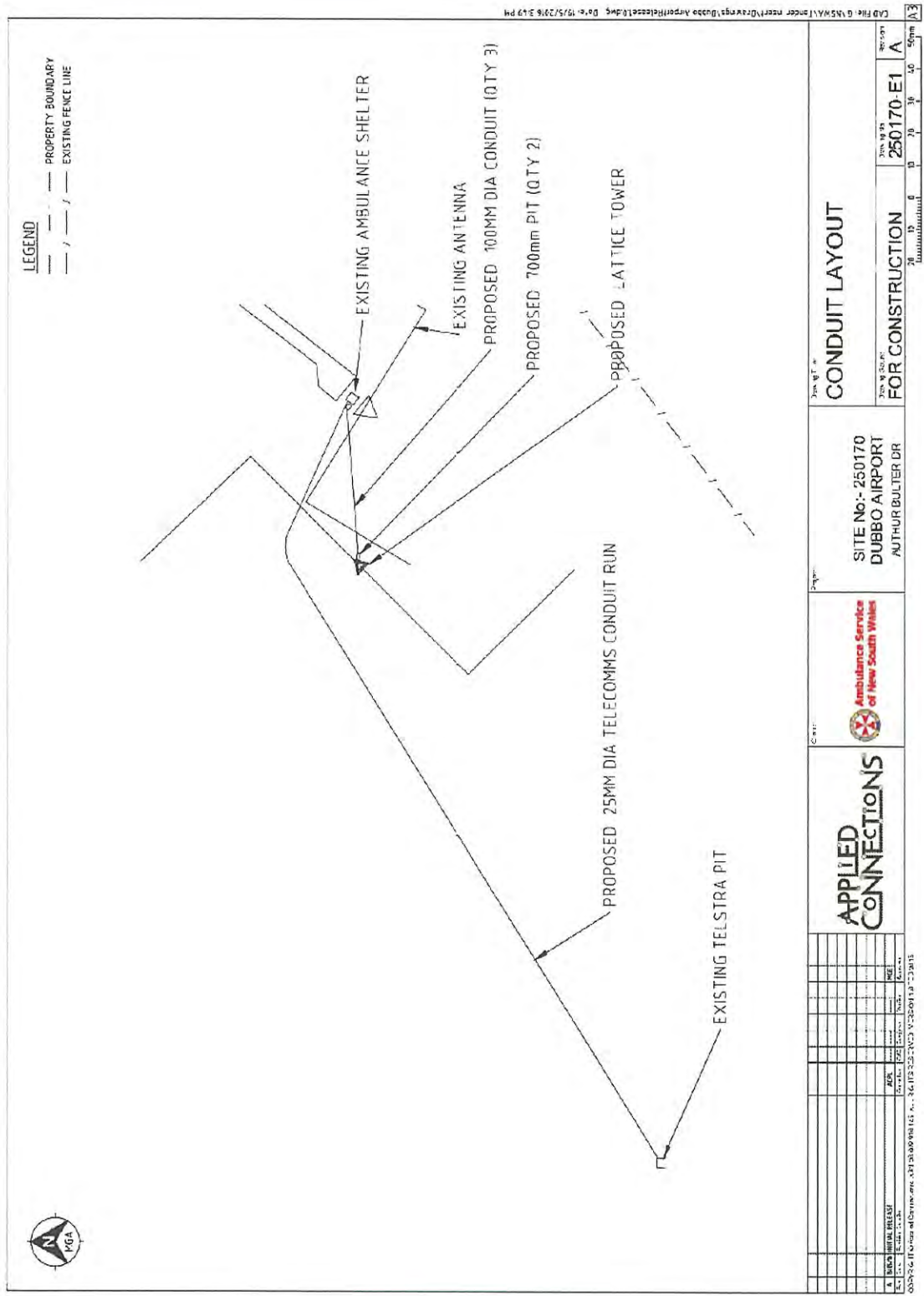
Murphy, B. W., & Lawrie, J. W. (1998). *Soil Landscapes of the Dubbo 1:250 000 Sheet*. Department of Land & Water Conservation.

NSW Land & Property Information. (2016, August 3). Retrieved from Six Maps: <http://maps.six.nsw.gov.au/>

State Environmental Planning Policy (Infrastructure) 2007

Appendix A - Plans





Appendix B – Technical Data Sheet

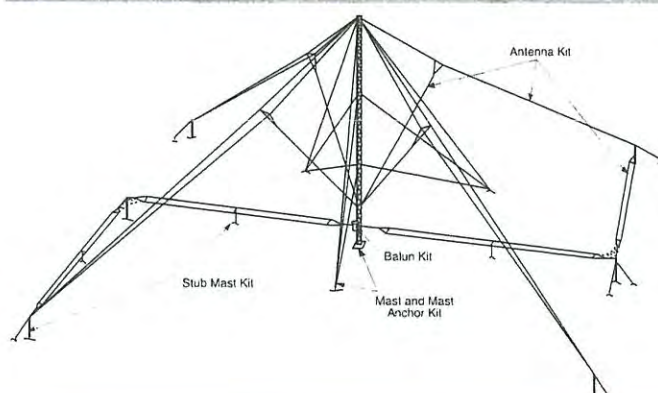
Tandem Delta Antenna TDG Series 2 - 30 MHz

Product Description

A high angle radiating antenna designed for ionospheric propagation over short to medium distances. Specifically designed for ground to air systems utilising high performance and reliability

Features & Benefits

- The Tandem Delta is a derivation of the RFS series of delta antennas.
- Unlike the standard delta or other travelling wave antennas, where radiation results from a wave travelling upward to a resistive termination at the apex, the Tandem Delta does not incorporate a terminating resistor. All input power is therefore radiated and, in consequence, these new antennas have a higher gain than the standard delta. Furthermore, removal of the terminating resistor means that higher power ratings are more readily achieved.
- Because of its high radiation angle characteristics, the Tandem delta antenna is less prone to long distance interference and local electrical noise. It is strongly recommended for high grade communication networks.
- Tandem Delta antennas operate completely independently of ground conditions. Their polarisation is elliptical.
- RFS masts, and stubmasts for this antenna, are available as options.



Specifications

Electrical

Frequency Range [MHz]	2 - 30
Gain [dBi]	See gain curve
Impedance [ohms]	600 balanced, 50 unbalanced with balun
Power (Max) [kW]	1.0 AV 4 PEP or 10 AV 40 PEP
VSWR	2.5:1 max
Radiation pattern	Refer charts
Polarization	elliptical

Mechanical

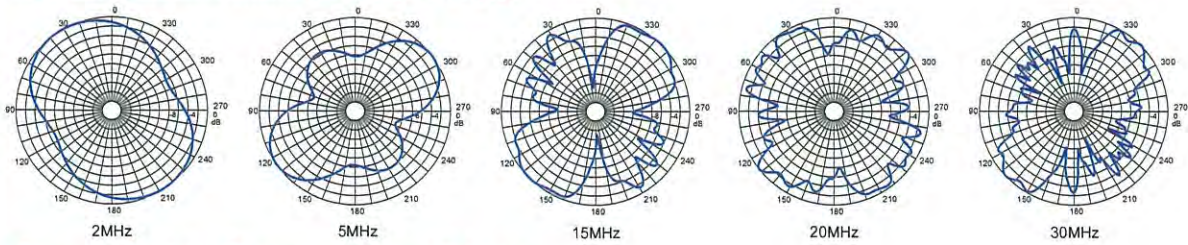
Radiating Conductors	1 kW - Marine grade stainless steel, 10 kW - Copper
Mast height [m]	30.5
Ground dimensions [m]	92 x 92
Wind rating* [km/h]	160
Packed weight [kg]	1300
Packed volume [m3]	8

* Wind ratings are calculated to AS1170.2:2011 Australian Standards:

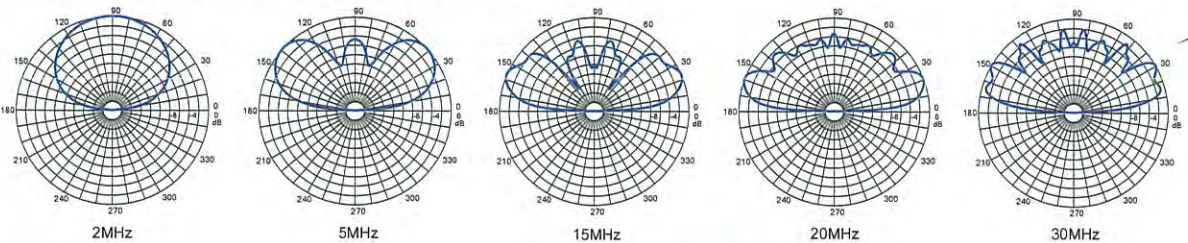
Tandem Delta Antenna TDG Series 2 - 30 MHz

Patterns over average ground

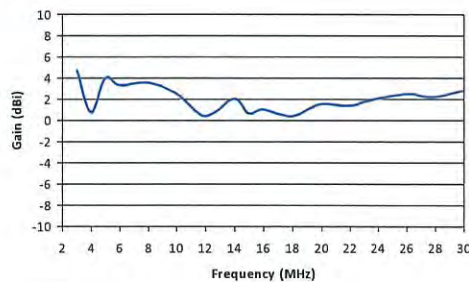
Azimuth Radiation Patterns (at 30deg EL Angle)



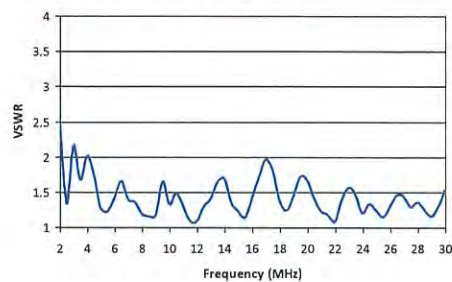
Elevation Radiation Patterns (at 36deg AZ Angle)



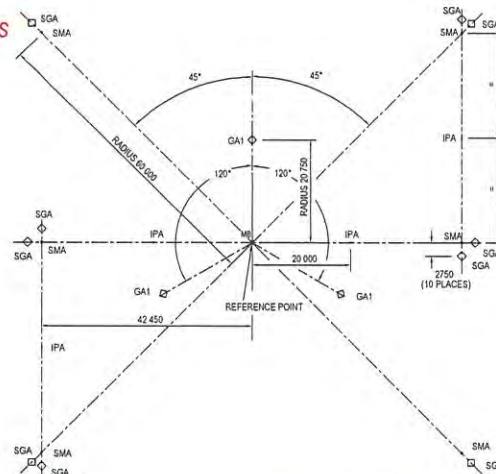
Gain



VSWR – over average ground



Antenna ground dimensions



Ordering Information

1. Specify Model
2. Specify Input Impedance/Power
3. Specify Mast Requirements

TDG230 • 1 1 0
 ↑ ↑ ↑ ↑
 Model Input Impedance / power Always 1 Mast Requirements

0 600 ohm/10kW

2 50 ohm/1kW

3 50 ohm/10kW

0 None
 Mast, Anchor &
 3 Stub Mast Kit

All information contained in the present brochure is subject to confirmation at time of ordering

Appendix C – Applied Connections Correspondence

03/05/2016

General Manager
Dubbo City Council
Civic Administration Building
Church Street, Dubbo, NSW, 2830
Email: dcc@dubbo.nsw.gov.au

Proposal to installation Lattice Tower Infrastructure at Dubbo Airport Corner Cooreena and Narromine Roads Dubbo NSW 2830.

Applied Connections Pty Ltd is working for NSW Ambulance in respect to the deployment of its mobile radio network. NSW Ambulance is upgrading the mobile radio network capacity of its network to provide a higher level of operational service to existing Ambulance staff throughout NSW.

The Industry Regulation for the Manual of Standards Part 139 – Aerodromes (Version 1.13 : March 2016) provides a set of requirements designed to improve the level of regulation for areas used as an aerodrome.

One of the requirements of the MOS 139 – Aerodromes is the detailing of Obstacle Restriction and Limitation in the area surrounding the runway. Clause 7.1.1.2 defines an obstacle as:

- a) any object that stands on, or stands above, the specified surface of an obstacle restriction area which comprises the runway strips, runway end safety areas, clearways and taxiway strips; and
- b) any object that penetrates the obstacle limitation surfaces (OLS), a series of surfaces that set the height limits of objects, around an aerodrome.

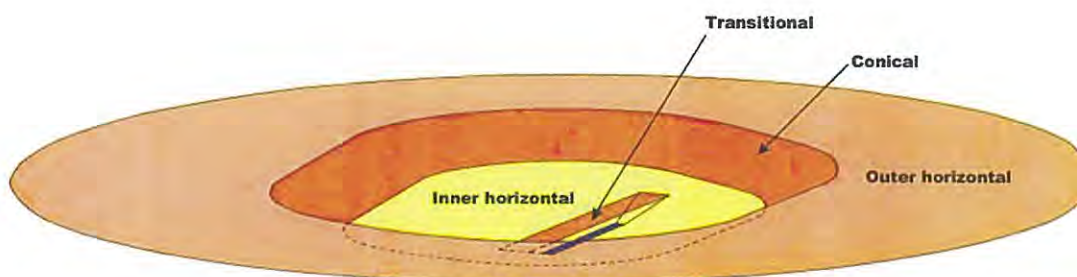


Figure 1 Relationship of outer horizontal, conical, inner horizontal and transitional surfaces

Figure 1 shows the relationship of outer horizontal, conical, inner horizontal and transitional surfaces and the runway, shown in dark blue.

Clause 7.3.2.6 defines the transition surface as:

- a) The transitional surface comprises inclined planes that originate at the lower edge from the side of the runway strip (the overall strip), and the side of the approach surface that is below the inner horizontal surface, and finishes where the upper edge is located in the plane of the inner horizontal surface.

- b) The transitional surface slopes upwards and outward at a specified rate and is to be measured in a vertical plane at right angles to the centreline of the runway.
- c) The elevation of a point on the lower edge of the transition surface is to be:
 - I. along the side of the approach surface, equal to the elevation of the approach surface at that point; and
 - II. along the side of the runway strip, equal to the nearest point on the centreline of the runway or stopway.

Dubbo regional Airport operate two runways 05/23 and 11/29. The OLS is defined in the Dubbo City Regional Airport Master Plan 2015-2036 (retrieved 28th June 2016 from <http://www.dubboairport.com.au/Airport/About/about-the-dcra>.) Runway 05/23 has an overall length of 1,706 metres and an overall width of 45 metres. The Runway is situated within a designated 150-metre-wide runway strip. As runway 05/23 has been classified as Instrument Code No 4, the Transition Surface Slope is 14.3 % or 8.14 degrees.

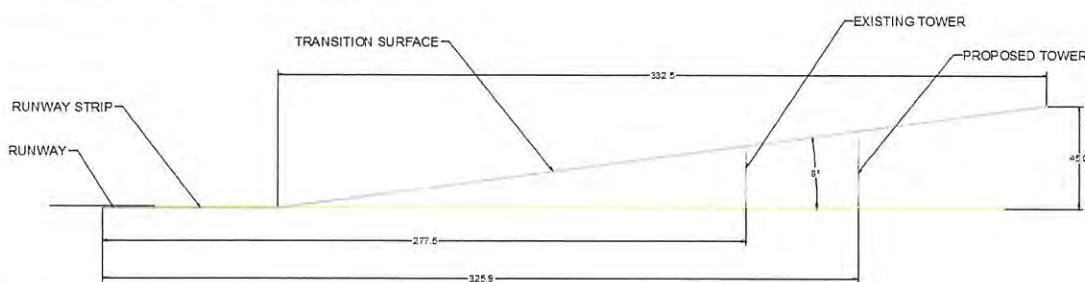


Figure 2 Relationship of tower Structures and Transition Surface

The existing Ambulance tower is approximately 276 metres from the centre of the runway or 201 metre from the edge of the runway strip and the beginning of the Transition Surface. Preliminary analysis shows the existing tower has several metre clearance below the Transition Surface. The location of the existing tower is Latitude 32.22022, Longitude 148.56807.

In order to remain below the Transition Surface, the new 30.5 metre tower has been set back 320 metre from the centre of the runway. The preliminary location of the new tower has been set to Latitude 32.21987, Longitude 148.56597.

The final location of the new tower will be determined in during detailed design, with direction given by the airport operator, Mr Lindsay Mason.

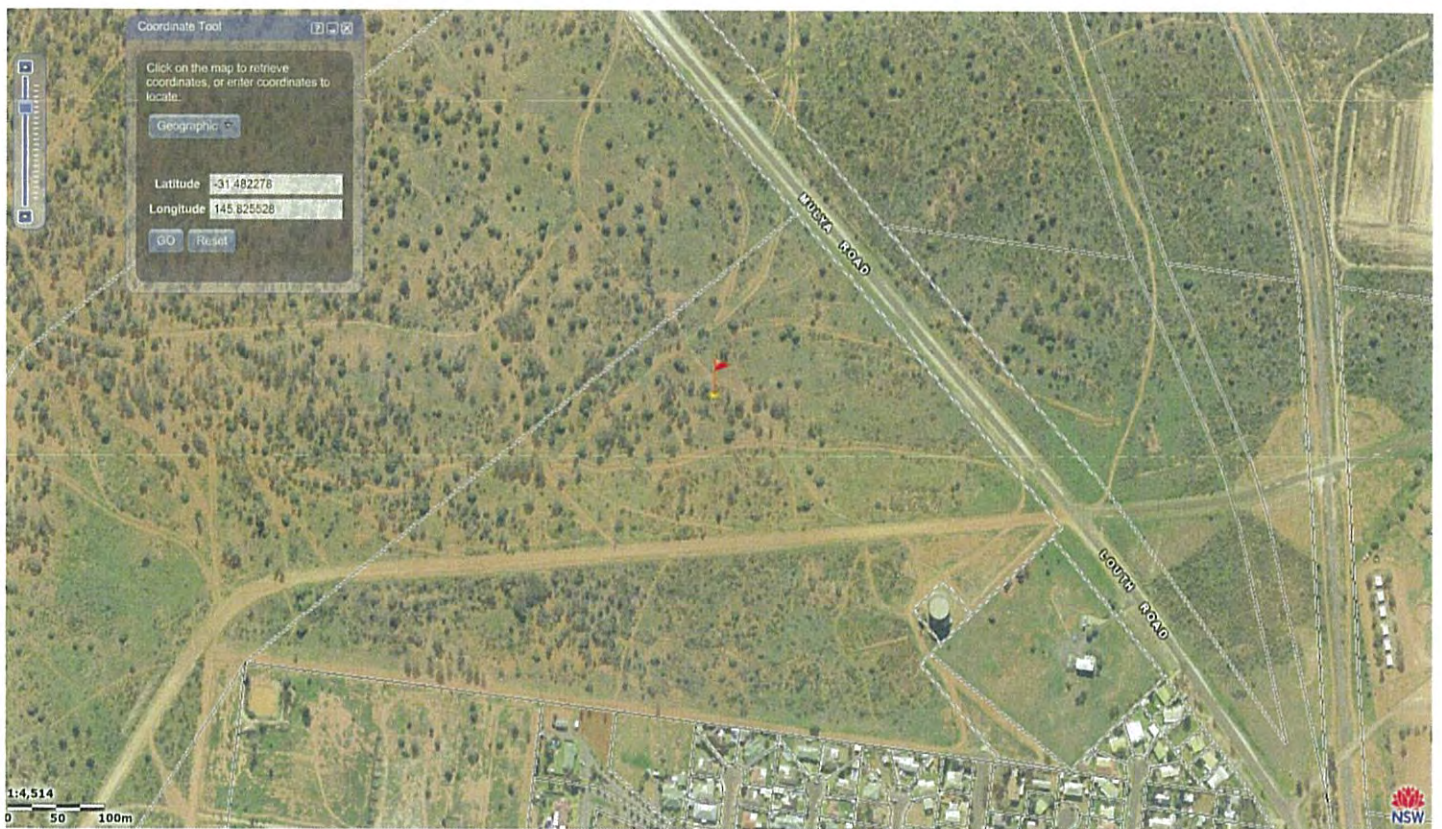
Further information on a range of issues relevant to the placement of obstacles near an aerodrome is available at <https://www.casa.gov.au/standard-page/casr-part-139-aerodromes>. The Manual of Standards Part 139 is available at <https://www.legislation.gov.au/Details/F2016C00220>

Should you have any questions in relation to this proposal, please contact the undersigned.

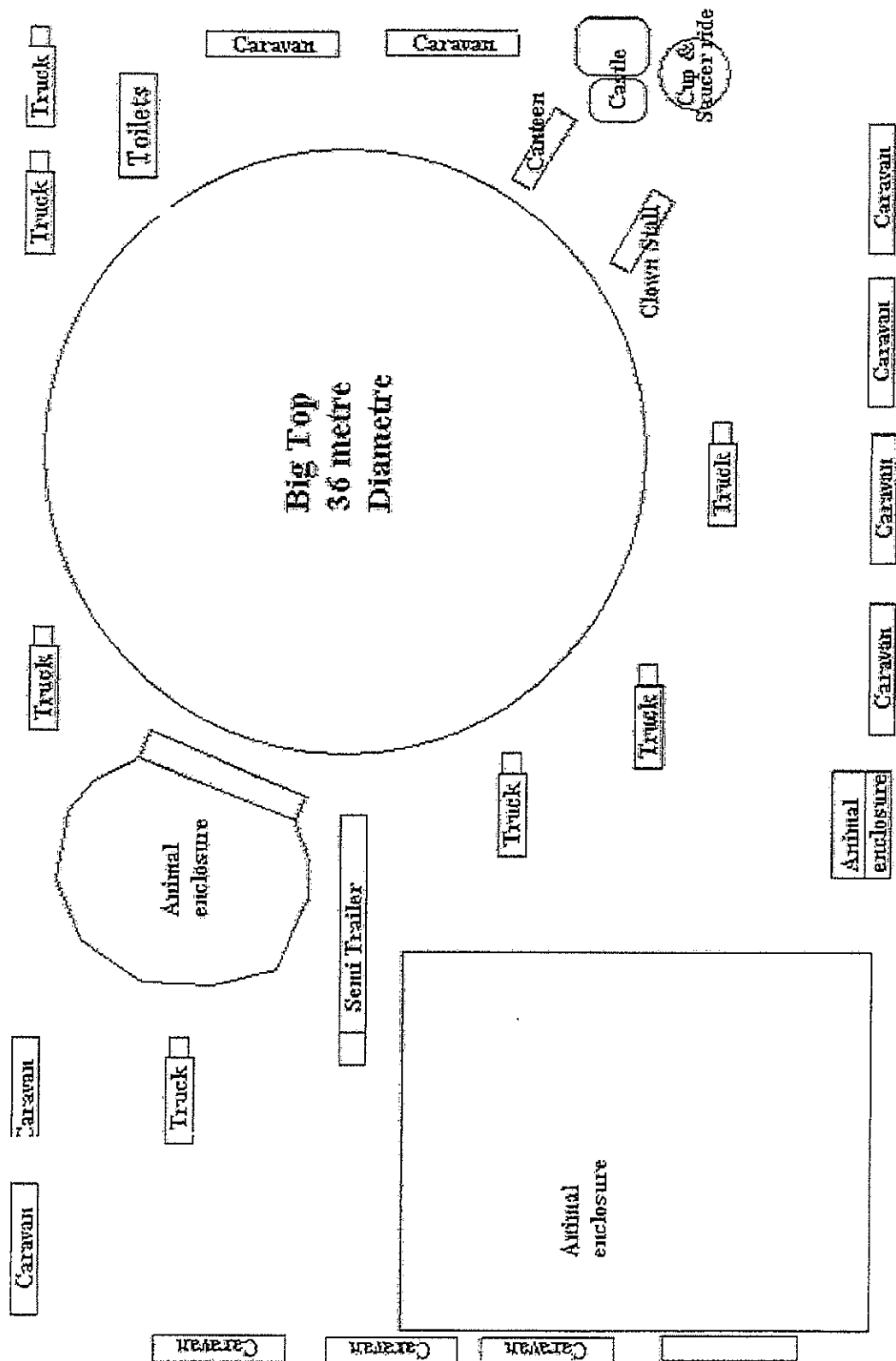
Warm regards,

Matthew Edwards

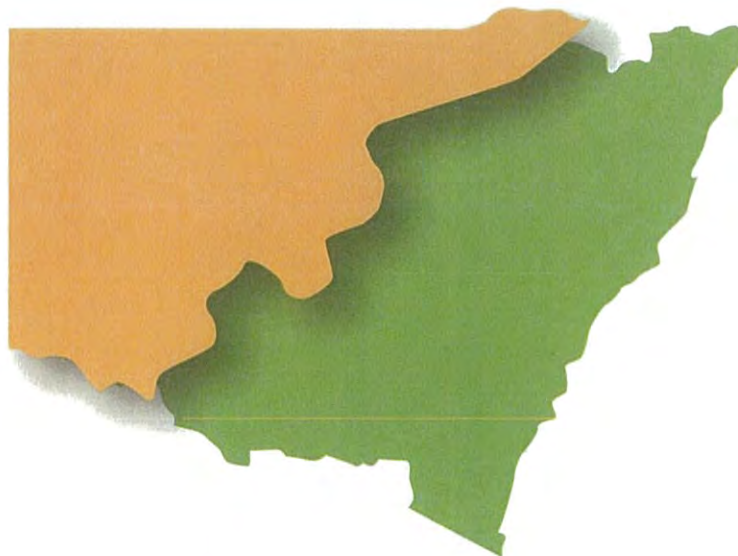
MEdwards



Typical Site Layout



Mid-Term Meeting Minutes



30 June 2017

Hosted by Cobar Shire Council



Innovate

Collaborate

Lead

EXECUTIVE 2016/2017

Chairman – Councillor Leigh Byron
Mayor Balranald Shire Council

Deputy Chairman – Councillor David Gallagher
Deputy Mayor Broken Hill City Council

Executive – Barry Hollman, Mayor Bourke Shire Council
– Peter Nunan, Councillor Wentworth Shire Council

APOLOGIES

PARLIAMENTARIANS

- Sussan Ley, Member for Farrar,
- Duncan Gay, MLC NSW,
- Kevin Humphries Member for Barwon,
- Minister Paul Toole, Member for Bathurst,
- Peter Primrose, Shadow Minister for Local Government,
- Adrian Piccoli, Member for Murray,
- Senator the Hon Fiona Nash, Deputy Leader for The Nationals
- The Hon. David Hurley & Linda Hurley, Governor of NSW.

OTHERS

- Lachlan Shire Council - Mayor Cr John Medcalf, Robert Hunt General Manager,
- Peter Lard, Mayor Carathool Shire Council,
- Stephen O'Malley, NSW Rural Fire Service,
- Phil Standen, Western RMS,
- Lachlan Gall, Pastoralist, Association of Western Division,
- Katrina Humphries, Mayor, Moree Plains,
- Donna Rygate, Local Government NSW,
- Cr Darriea Turley; Mayor, Broken Hill,
- Greg Wright, Central Darling Shire Council Administrator
- Cr Angelo Pippas, Brewarrina Shire Council

ATTENDEES

MEMBER COUNCILS

Balranald Shire Council

Mayor Leigh Byron, General Manager Aaron Drenovski, Cr Trevor Jolliffe, Cr Steve O'Halloran

Bourke Shire Council

Mayor Barry Hollman, General Manager Ross Earl

Brewarrina Shire Council

Mayor Cr Phillip O'Connor, General Manager Jeff Sowiak

Broken Hill City Council

Deputy Mayor Cr David Gallagher, Cr Marion Browne, COO Brendan Smith

Carrathool Shire Council

General Manager Joanne Treacy

Central Darling Shire Council

General Manager Mr Michael Boyd

Cobar Shire Council

Mayor Lilliane Brady OAM, Deputy Mayor Cr Peter Abbott, General Manager Peter Vlatko

Walgett Shire Council

Mayor Ian Woodcock, General Manager Don Ramsland

Wentworth Shire Council

Mayor Melisa Hederics, Cr Bill Wheeldon, Cr Peter Nunan, General Manager Peter Kozlowski

MEMBERS of Parliament

Rick Colless; MLC, Parliamentary Secretary for Western NSW.

Mark Coulton, Member for Parkes

LOCAL GOVERNMENT NSW

President; Keith Rhoades, Shaun McBride.

Others:

Julie Briggs, Tracey Cornell JBMS Consulting, Jennie Geerdink – Kevin Humphries Office, Ashley Albury; Department Premier and Cabinet, Western NSW, Natalie Forsyth-Stock – Office of Regional Development, Michael Williams, RDA Far West, Marie Russell, Western Local Lands Service.

WELCOME

Mayor Lilliane Brady of Cobar Shire Council provided the meeting welcome.

APOLOGIES

As listed above.

MOTION: That the apologies be accepted.

Moved: Broken Hill, Seconded: Wentworth

Carried

CONFIRMATION OF MINUTES

2017 Annual Conference – Wentworth – 27-28 February 2017

MOTION: That the minutes of the 2017 Annual Conference held at Wentworth on 27-28 February 2017 as distributed, be adopted.

Moved: Wentworth, Seconded: Broken Hill

Carried

BUSINESS ARISING FROM THE MINUTES

Nil.

TREASURERS REPORT

Western Division Councils of NSW	
Financial Report from 01/01/2017 to 28/06/2017	
Cash Balance B/fwd (01/01/2017)	\$42,225.29
INCOME	Nil
LESS: EXPENSES	\$7,859.40
Executive Officer - Monthly Fees	(\$3,806.00)
Executive Officer – Travel Expenses	(\$2,325.40)
GST paid for December quarter	(\$1728.00)
TOTAL (Cash Balance as at 28/06/2017)**	\$34,365.89

**Bank statement not available at time of report preparation

I have audited the financial statements for Western Division Councils of NSW for the period 01st of January 2017 to the 28th of June 2017 against available records. In my opinion:

- a) The statements are properly drawn up to give a true and fair view; and
- b) Proper accounting and other records have been kept.

Charmaine Murfet
Chief Financial Officer
Balranald Shire Council
22 February 2017

Additional fees from Julie Briggs to be added.

MOTION: That the Treasurers Report be adopted as presented. Moved: Bourke , Seconded: Walgett	Carried
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President Letter handed out from The Hon. John Barilaro MP.
Very positive meeting, one voice make the Western Division strong again.

Unity is the only way forward.
The document is a start – step one.
Funding process explained.

That a letter of support be provided by all 11 Councils.

Presentation – Ashley Albury – Department of Premier and Cabinet – DPC Update (Focus – Regional Development).

FWI – It shouldn't be about Local Government.
All about governance and service delivery.
There to make sure that everything works properly.
Significant changes – real emphasis on regional NSW.

Natalie Forsyth-Stock – significant funds coming for Regional NSW.
Regional Growth Activation Fund – Connecting Communities Fund – LATE 2017;
Growing Local Economies - gas pipeline and water pipelines;
Regional Sporting Infrastructures – large structures that will grow economies;
Regional Cultural Fund – supporting cultural initiatives;
Stronger Country Community Funds – playgrounds.

Process for delivery – 5 consultants have been employed – regional economic development strategies – letter to be sent in the next 2-4 weeks – outline how this will work – consultant will be appointed – work with you and the community to understand the priority areas, point is so you don't have to go through the usual process – easier process – everyone will get a share – still hurdles – done a joint basis, not an individual Council basis – drive economies in the region – work together to assess and identify priorities.

Like the Community Partnership Fund.
Flexible in the roll out.
Some of the projects will not have to go through BCRs.
The allocation per region hasn't yet been decided.
Everyone will get something that is the intention.
Period of time for preparation – as quickly as possible – starting in September – dependent on information that you already have.
Regional Growth Fund document to be distributed –
www.nsw.gov.au/regionalgrowth
Next 6 months all rolled out.
Separate pool of money.

Rick invited to speak.

Mark Coulton MP – Federal Member for Parkes was asked to speak.
Has had the Far West portfolio for the past 12 months;
By-Electorate half of NSW.

Presentation - Western Division Strategic Business Plan (Part 1) – Julie Briggs, JBMS Consulting

MORNING TEA BREAK

Presentation - Keith Rhoades – LGNSW President – Update From LGNSW

Two Budgets – Federal – May, State in recent weeks – highlights provided.
Appreciation to Staff at LGNSW and ALGA.
Feedback – the information was better received in the second round.
FESL – no legislation, no formula – don't want it thrown away – Council will receive a reimbursement today.
Local Government Elections – 46 Councils going to Elections in September.
FWI – support what is good for us – have to be workable.
TCorp – can't get access due to not being Fit for the Future.
2016 Local Government Annual Conference – all letters sent within 3 weeks, still receiving responses up to 9 months later.
LGState Award – signed off on today – resolved for the next three years.
Discussed upcoming Local Government Conferences.

Presentation - Azaria Dobson – Acting Manager Regional Growth Planning (Department of Planning and Environment) Far West Regional Update

You need to think about how you are all going to work together.

Presentation - Annalisa Haskell – CEO Local Government Professionals, Performance Excellence Program

Presentation - Western Division Strategic Business Plan (Part 2) - Julie Briggs, JBMS Consulting

Observers as approved to be listed.
Report to be amended and returned.

Wording to be changed to invited observers.

MOTION: That by 31 July 2017, that the proposal from Western Division Strategic Business Plan be presented Council, approved and forwarded to the Secretary. Subject to the variation that the wording be changed to invited Observers. Moved: Cobar , Seconded Broken Hill Carried
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Resourcing Western Division – Executive Role and Membership Fees

Fee proposed \$9,000.

MOTION: That if the money becomes available that advertising for an Executive is to occur. Moved: Bourke , Seconded Cobar Carried
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Motions for LGNSW – Annual Conference, 4-6 December 2017, Sydney

MOTION: That Western Division write to the State and Federal Governments highlighting the need for a coordinated approach to the management and control of wild dogs in the Western Division.

Moved: Bourke , Seconded Broken Hill

Carried

MOTION: That we approach the RMS in relation to having toilets/ rest areas installed in the Western Division, no further than 80kms between each.

Cobar//Bourke

GENERAL BUSINESS

That all motions for the Annual Conference be submitted to the Western Division by the end of July.

Letters of support for the Western Division Strategic Business Plan to be provided to the Western Division by end of July.

CLOSE OF MEETING – 12:45 pm.

**MINUTES OF THE COBAR YOUTH COUNCIL
MEETING HELD IN THE COUNCIL CHAMBERS ON
MONDAY 31 JULY 2017 COMMENCING AT 4:30PM**

PRESENT: Hannah Kriz, Narelle Kriz, Andrew Rourke and Julie Payne.

APOLOGIES: Addison Lyons, Angela Shepherd and Peter Vlatko, Connor McLeod, Alice Potter, Owen Potter and Chloe Pollack.

MINUTES FROM THE PREVIOUS MEETING

MOTION: That the Minutes of the Meeting held on Friday, 23 June 2017 be accepted as true and correct record of that Meeting.

Andrew Rourke / Hannah Kriz

CARRIED

BUSINESS ARISING FROM MINUTES

Nil.

GENERAL BUSINESS

- Ministry of the Uniting Church have been and painted walls of the Cobar Youth Centre, and Cobar Shire have finished outside of the Stadium.
- Constitution needs reviewing – Members looked at the Constitution and suggested changes, charges votes and moved – Hannah Kriz/Andrew Rourke.
- Recruiting new members – Narelle Kriz and Julie Payne spoke about the importance of recruiting more members.
- Ryde Youth Conference – Narelle spoke to members that were present at the meeting and had also texted other members to see who would like to attend the Ryde Youth Conference at the end of September - most of our member are doing Higher School Certificate and are not able to attend this year. President Hannah Kriz and Chloe Pollack were the only ones that indicated that they would like to attend.

That Hannah Kriz and Chloe Pollack be nominated to represent the Cobar Youth Council this year at the Ryde Youth Conference and Narelle Kriz to put in applications and to apply for assistance to attend.

Andrew Rourke/ Julie Payne and Narelle Kriz (as a joined second due to lack of numbers present)

CARRIED

MOVIE NIGHT

Members spoke about the movie night good points and bad:

- Bad – was choice of movie (which was not a choice that the Youth Council made as the decision had to be made and ordered in a tight time frame (Manager of the movie hire company suggested that the younger movie was good, but something to get the teenagers in like fast and furious would have been better) also that too many other things on in town that night also played a part in the poor attendance.
- Good side – everything ran smoothly, no injuries and those that turned up had a good time.

COBAR WALKING WARRIORS

- Members spoke about the walking for warriors that it may have to reschedule the date to next year as a few things have come up and time is running out. Narelle to talk to Market team.

FESTIVAL OF THE MINERS GHOST

- Cobar Youth Council will organise some games for the little children;
- Narelle Kriz had the idea of getting kids dressed up in mining clothes, then running through an obstacle course and doing some gold panning at the end to receive prizes. Narelle Kriz to talk to Miranda Riley about this.

CORRESPONDENCE

Nil.

NEXT MEETING

The next meeting for the Cobar Youth Council will be held on Monday, 28 August 2017 at 4:15pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.45PM

**MINUTES OF THE COBAR YOUTH COUNCIL
MEETING HELD IN THE COUNCIL CHAMBERS ON
MONDAY 28 AUGUST 2017 COMMENCING AT 4:15PM**

PRESENT: Owen Potter, Alice Potter, Narelle Kriz, Hannah Kriz, Charlee Davis Banks, Chloe Polack, Andrew Rorke, Angela Shepherd and Connor McLeod.

APOLOGIES: Addison Lyons.

MINUTES FROM THE PREVIOUS MEETING

MOTION: That the Minutes of the Meeting held Monday 31 July 2017 be accepted as true and correct record of that Meeting.

Andrew Rorke/ Hannah Kriz

CARRIED

BUSINESS ARISING FROM MINUTES

Nil.

GENERAL BUSINESS

- Mayor Lilliane Brady OAM was at the meeting for a short time and thanked the committee for their donation to the Mayoral Chest;
- Mayor Lilliane Brady OAM also congratulated our Youth Council on what a great job we were doing for the community;
- We ticked the financial assistance box for an upcoming trip and they are going to fund the full amount of the youth conference trip for us;
- A date is to be decided upon to organise a Walking Warriors sub-committee meeting, to discuss a new date for the event;
- Maybe in the Summer time we might do another water park day; around the end of November, early December;
- Another idea was movies at the pool.

MINERS GHOST FESTIVAL

- We need to start talking about the Festival of the Miners Ghost, Narelle Kriz was talking to Miranda Riley about organising a few games for the children;
- Miranda Riley at one stage said she may have had a little money to spare to use for a family fun day at the Festival;
- Ideas of games for the Festival were: gold panning and getting some insulation and crawling through it.

NEXT WEEK

- Miners Ghost Festival.

CORRESPONDENCES

Nil.

NEXT MEETING

The next meeting for the Cobar Youth Council will be held on Monday 18 September 2017 at 4:00pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4:35PM

CONSTITUTION OF THE COBAR YOUTH COUNCIL

1. NAME

The organisation shall be called “Cobar Youth Council”

2. OBJECTIVE

The aim of the Cobar Youth Council is to provide a forum for consultation between Council and the youth of Cobar Shire to achieve:

- Promotion of a positive profile of young people;
- Active involvement in increasing the level and variety of entertainment and recreation for young people;
- Provision of a forum where young people can express their views and those views will be heard and respected;
- Improved two-way communication lines between young people and the rest of the community;
- To allow planning of youth activities for the further development of youth in Cobar.

3. STATUS

The Cobar Youth Council shall function under the guidance of the Cobar Shire Council and shall report to the Cobar Shire Council as required.

4. DECISION MAKING

It is intended that the Cobar Youth Council will make decisions based on consensus, but where required decisions will be made by simple majority.

Only the young members of the Cobar Youth Council have a vote.

5. MEMBERSHIP

The Cobar Youth Council shall be comprised of the following:

- 6 to 15 young people
- Up to 3 adult advisory members (one of whom should be Cobar Shire Councillor)

Age of the young people to be drawn from:

- 12 to 25 age group

Members of the Cobar Youth Council who do not give an apology for not attending a meeting three times in a row will automatically be removed from the Cobar Youth Council.

7. CHAIRPERSON

The Council shall elect one of its members as Chairperson, elected by simple majority.

The Chairperson shall preside at all meetings and shall ensure that all decisions of the Council are conveyed to Cobar Shire Council. The Cobar Youth Council may elect a Deputy Chairperson, who shall act in the absence of the Chairperson.

The term of office for the Chairperson and Deputy Chairperson shall be one (1) year, with eligibility for re-election. The Cobar Youth Council may remove the Chairperson or Deputy Chairperson from his or her respective offices if he or she fails to hold the confidence of the Cobar Youth Council.

8. OTHER POSITIONS

Other positions to be elected with the Cobar Youth Council shall be:

Chairperson
Deputy Chairperson
Publicity Officer
Secretary
Treasurer

It should be noted that one person could fill one or more positions.

9. SUPPORT SERVICES

Cobar Shire Council will assist the Cobar Youth Council by providing the following support services:

- A meeting venue
- Secretarial support
- Resources to enable the Cobar Youth Council to function effectively, eg, use of photocopies, etc.
- Yearly allocation of funds for operation of Cobar Youth Council.

10. MEETINGS

The following procedures shall apply:

- Meetings held monthly;
- The Cobar Youth Council will decide the time and place of meetings;
- The quorum for meetings of the Cobar Youth Council shall be half of the total members plus one (in extreme circumstances if the Youth Council does not have enough for a quorum decisions will be made by majority vote and a Division will be recorded;
- Agendas and notices of meetings shall be prepared and distributed in accordance with Cobar Shire Councils adopted procedures;
- Minutes shall be prepared and distributed immediately after each meeting and forwarded to the next appropriate meeting of Cobar Shire Council.

11. TERM OF YOUTH COUNCIL

This should initially be for a twelve month period and vacancies which occur would be advertised by the Cobar Youth Council and appointed from nominations received.

12. INFORMATION AND ADVICE FROM COBAR SHIRE COUNCIL

The Cobar Youth Council will have access to information with Cobar Shire Council's resources and records on matters relating to the Cobar Youth Council, as determined by the General Manager.

13. ATTENDANCE OF NON-MEMBERS

The Cobar Youth Council may, at its discretion, allow non-members, observers and advisers to attend meetings of the Cobar Youth Council to facilitate exchange of information and to provide specialist advice and counsel to the Cobar Youth Council.

14. FUNDING

- The Cobar Youth Council will be allowed to carry out fundraising for youth activities and projects.
- The Cobar Youth Council may be allocated an annual discretionary budget by Cobar Shire Council as set out in Councils annual budget.
- The Cobar Youth Council may make recommendations to Cobar Shire Council regarding the allocation of funds to the Cobar Youth Council and for youth activities and projects.
- The Cobar Youth Council members must be approved by the relevant council manager responsible or the General Manager.

15. INSURANCES

The members of the Cobar Youth Council as determined by Cobar Shire Council are covered by Cobar Shire Councils insurances while that are on legitimate Youth Council business.

16. CHANGING THE CONSTITUTION

The Constitution may only be amended upon recommendation of two thirds majority of Cobar Youth Council and endorsed by Cobar Shire Council.

LIBRARY MEETING ROOM - BOOKING FORM

MARSHALL STREET, COBAR NSW 2835 || PHONE: 02 6836 2744 || EMAIL: library@cobar.nsw.gov.au

Council is not responsible for injuries or property damage arising from the activities conducted by the Hirer. Each hirer may be legally liable for injury or property damage arising from that usage. **PLEASE PRINT.**

ORGANISATION NAME:

NAME OF HIRER:

ADDRESS:

ABN (IF APPLICABLE):

EMAIL:

PHONE NO:

PURPOSE OF ROOM HIRE:

Please note: that if there is not enough space in the boxes provided please provide the information on a separate sheet and advise so in the boxes provided.

1. BOOKING DATES AND TIMES

Dates/ Times requested (please complete):

DAY (EG MONDAY)	DATE	TIME (EG ALL DAY OR 2-4PM)	RECURRING BOOKING Y/N – PROVIDE FURTHER DETAILS

2. PROOF OF NOT FOR PROFIT STATUS (TO BE SEEN BY STAFF) (IF APPLICABLE):

- ☐ Copy of letter from Council re assistance provided under Section 356 of Local Government Act
- ☐ Certificate of Incorporation (NSW Fair Trading)
- ☐ Income Tax Exempt Charity Statement (ATO).

3. FEE CALCULATION (PER BOOKING):

Full Rate	\$
After Hours – Check Fee	\$
Tea, coffee, etc – Dry Hire	
Additional Fees - Damages	\$
TOTAL	\$

PAID OR INVOICE DETAILS PROVIDED: ☐ YES ☐ NO (will pay on the day)

☐ PAYMENT NOT APPLICABLE

Note: Once payment is made it is assumed Hirer has agreed to these terms and conditions.

TERMS AND CONDITIONS

Bookings

- Recurring bookings can be made up to 6 months in advance, via the Library Meeting Room Booking Application Form;
- Submission of an application does not guarantee room availability;
- If booked for use during library opening hours, the room must be vacated by 6:00pm Mondays-Fridays, and 1:00pm Saturdays;
- The meeting room may be booked for use outside library opening hours;
- If using outside library opening hours, collect keys and make payment during library opening hours;
- Payment is required before use of the facility;
- If the booking has been pre-paid, please supply a receipt number on the day of use.

Usage

- Time for set-up must be booked and paid for;
 - The room must be left in a clean state, all rubbish to be placed in bins provided;
 - Hirer shall ensure that all attendees have vacated the room by agreed finish time;
 - Any injury or damage caused by or arising from the usage of the room by the hirer is the responsibility of the hirer and needs to be brought to the attention of staff immediately;
 - Meeting room users are required to keep noise to a reasonable level and must depart the facility in a quiet and orderly manner;
- All keys are to be returned after use.

Facility Features

Room seats up to 25 people (theatre style)
Tables to accommodate up to 15 people
65" LED monitor
65" conferencing monitor and equipment

Hot Water
Tea, coffee & sugar
Crocery
Washing up facilities
Whiteboard

Fees

Full Rate (\$22.00 per hour) applies when:

- Room use is for business or commercial purpose;
- Hirer is holder of an ABN;
- Private individuals are holding a private gathering or acting for private gain;
- Guests are being charged entry;
- Hirer is funded by the State or Federal government for the service they are providing.

Waiving of the hire fee will be considered if:

- Hirer is utilising the room as a quiet space for private study;
- Hirer receives assistance from Council under section 356 of Local Government Act;
- Hirer is a member of a community group which will supply a Certificate of Incorporation (NSW Fair Trading), or an Income Tax Exempt Charity Statement (ATO);
- And guests are not being charged entry.

After hours use security check fee (\$22.00 per after-hours-booking) is charged:

- To all hirers who make after hours bookings

Tea, coffee & crockery dry hire (\$10.00 per waived-fee-booking) is charged:

- To waived fee hirers who make use of the meeting room crockery, tea, coffee and sugar

SIGNED:

DATED:

ORGANISATION NAME (IF APPROPRIATE):

WITNESS SIGNATURE:

DATED:

WITNESS NAME:

OFFICE USE

RECEIVED BY:

SIGNED:

DATED:

BOOKING ADDED TO CALENDAR:

One copy to be given to the Hirer and the other to be kept by the Cobar Shire and TAFE Library.

File: P5-36

Created: 22/08/17

Cost Code	CAPITAL WORKS All Projects	Works Undertaken	Actual 2016/2017	Allocation 2017/2018	Actual 2017/2018	Expenditure	Comittments 2017/2018
55106	MR7518 - Barnato - Tilpa Road						
	Acres Billabong Stage 1 (\$100,000 Regional Roads, \$319,900 Fixing Country Roads)	Signs	197,415	169,846	921	921	
55535	MR461 - Priory Tank Road						
	Resealing	Reseal partly completed	95,382	104,618		-	
55605	SR1B - Budda Road - Joes Crossing						
	Replace amco pipe, stabilise and seal crossing.		-	65,890		-	-
55616	SR3 - Nelyambo Bridge Road						
	Bridge approach sealing		-	58,971		-	
55650	SR10 - Belarabon Road						
	Gravel Resheeting	Gravel Crushing	14,820	135,180	25,868	25,868	
55655	SR11 - Bloomfield Road						
	Stabilise and seal creek crossing		-	75,000		-	
55730	SR25 - Wilgaroon Road - Yanda Creek						
	Stabilise crossing and seal 200m.		30,457	94,543		-	
55736	SR26 - Wilga Downs Road						
	Seal extension 4 km	Seal extension	703,496	290,784	32,486	32,486	
55760	SR31 - Moolah Road						
	Gravel Resheeting		-	75,000		-	
55765	SR32 - Developmental Road						
	Gravel Resheeting		18,027	231,973		-	

55855	Urban Streets								
	Resealing	Sweeping excess aggregate	217,803	45,074	12,070	12,070			
55860	Industrial Area Improvement								
	Design/Construct drainage improvements		-	120,665	-	-			
	MR228 - Whitbarrow Way								
	Reseal 1.5km of road at shire boundary			60,000	-	-			
	MR461 - Priory Tank Road								
	Reseal 5km			200,000	-	-			
	RR7518 - Fifty Two Mile Road								
	Reseal 5km			200,000	-	-			
	RR7521 - Kiacatoo Road								
	Reseal 5km			200,000	-	-			
	SR19 - Burthong Road								
	Reseal 4km			150,000	-	-			
	SR7 - Mt Gap Road								
	Causeway stabilisation			200,000	-	-			
	SR19 - Burthong Road								
	Gravel Resheeting			201,000	-	-			
	SR31 - Moolah Road								
	Gravel Resheeting			75,000	-	-			
	SR20 - Grain Road								
	Seal extension 8-12km			1,200,000	-	-			
	MR68 - Curranyalpa Road								

55510	Bridge approach reformation	MR407 - Mulya Road			250,000	-	-	-
	Seal extension 5km		Late invoice		800,000	4,923	4,923	
	Bend re-alignment	MR411 - Tipping Way			241,612	-	-	
	Windara Bend seal extension	RR7518 - Fifty Two Mile Road			300,000	-	-	
	Sand hill stabilisation	RR7518 - Fifty Two Mile Road			150,000	-	-	
	Urban streets reconstruction	Town Streets			50,000	-	-	
	TOTAL			\$ 1,277,399.90	\$ 5,745,156.00	\$ 76,267.17	\$ 76,267.17	\$ -
				BALANCE (Ex GST)		\$ 5,668,889	\$	5,668,889

Cost Code	Shire Local Roads Maintenance	Length (km)	Description of Works	Expenditure			
				2016/2017	2017/2018	August	Commitments
66001	Asset Inspections						
				1,585		-	
66010, 11	SR1A - Buckanbe Road/Budda Road	24.70					
				23,849	295	-	
66020/21	SR2 - Seventy Eight Mile Road	58.00					
			Maintenance Grading	135,541	36,561	36,507	2,929
66031	SR3 - Nelyambo Bridge Road	59.20					
			Freight	13,541	20	20	
66041	SR4 - Gidgee Road	29.00					
				4,034		-	
66061	SR6 - Pulpulla Road	38.00					
				4,391		-	
66070, 71	SR7 - Mount Gap Road	47.00					
				71,800		-	
66081	SR8 - Coomeratta Road	28.00					
				6,857		-	
66091	SR9 - Neckarbo Road	66.30					

						2,158				-	
66101	SR10 - Belarabon Road		57.00								
						2,622				-	
66111	SR11 - Bloomfield Road		51.00								
						17,480			31,527	-	
66120/121	SR12 - Yathong Road		101.00								
					Maintenance Grading	41,187			25,842	1,939	
66133/132	SR13A - Lerida Road		60.72								
						22,670			963	-	
66131	SR13B - Bedooba Road		69.20								
					Maintenance Grading	4,498			106,491	73,469	
66140-42	SR14 - Manuka Road		24.00								
						384				-	
66150-52	SR15 - Shuttleton Road		12.50								
						114				-	
66161	SR16 - Sandy Creek Road		9.70								
						13,136				-	
66171	SR17 - Merri Road		53.50								
					Inspections	914			297	105	
66181	SR18 - Bruce Cullenward Road		26.00								
						1,276			191	-	

66190-91	SR19 - Burthong Road	52.00							
			Maintenance Grading		37,064	70,527	39,606		
66201	SR20 - Grain Road	89.20							
			Maintenance Grading		111,097	22,543	9,415	41,818	
66211	SR21 - Tallebung Road	43.00							
			Maintenance Grading		82,639	15,822	1,595		
66221	SR22 - Round Hill Road	34.80							
					12,757	681	-		
66231	SR23 - Booberoi Road	19.10							
			Backhoe		56,848	1,594	190		
66240/241	SR24 - Mount Grace Road	33.10							
			Signs		85,938	1,738	378		
66250/251	SR25 - Wilgaroon Road	43.00							
					12,470	24,812	-		
66261	SR26 - Wilga Downs Road	41.00							
					1,112	3,804	-		
66270-71	SR27 - Cooneybar Road	47.00							
					249,387		-		
66281	SR28 - Yimkin Road	17.00							
			Maintenance Grading		327	301	301		
66291	SR29 - Booroomugga Road	40.00							

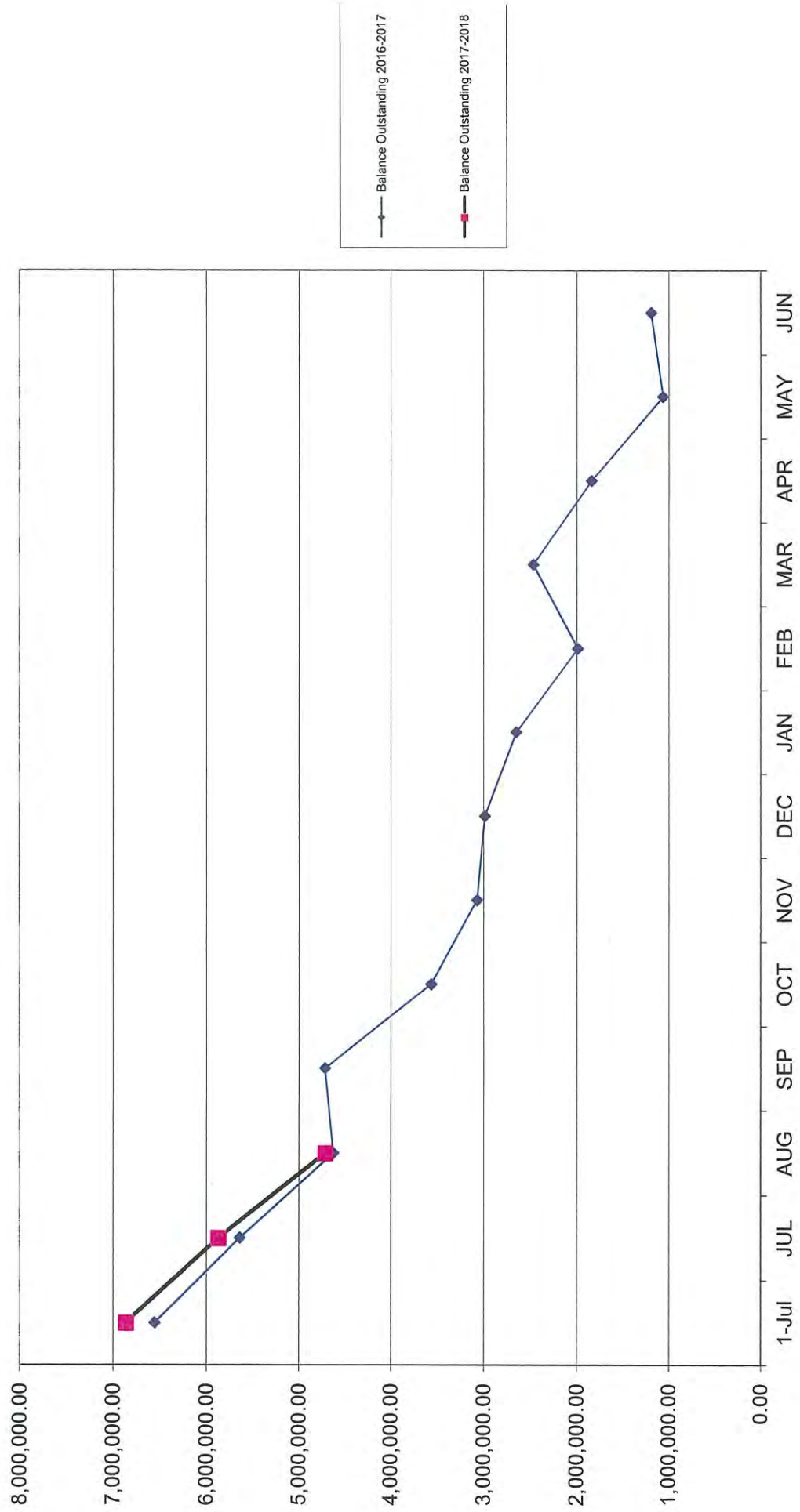
			Maintenance Grading	7,312	52,619	52,619	
66301	SR30 - Canbelego Road	2.90					
				609		-	
66311	SR31 - Moolah Road	66.00					
				8,840		-	
66321	SR32 - Developmental Road	57.00					
				31,970		-	
66331	SR33 - Nymagee Station Road	16.50					
				115		-	
66341	SR34 - Wallacevale Road	11.00					
				-		-	
66351	SR35 - Osterly Downs Road	16.00					
				-		-	
66361	SR36 - Palesthan Road	31.00					
				52,918	307	-	
66371	SR37 - Bimbella Road	2.70					
				3,952		-	
66381	SR38 - CSA Access Road	4.40					
				965		-	
66391	SR39 - Coombie Road	7.20					
				-		-	

Cost Code	Regional Roads Maintenance	Length (km)	Description of Works	Expenditure			Commitments
				2016/2017	2017/2018	August	
	MR228 Whitbarrow Way						
72282	Sealed Pavement	11.15	Slashing	3,953	1,833	499	
	TOTAL MR228	11.15					
	MR407 Mulya Road						
74070,71,73	Sealed Pavement	57.44	Rubbish Removal	38,778	11,024	9,108	
74072,74	Unsealed Pavement	45.06	Crushing	97,209	54,328	34,699	
	TOTAL MR407	102.50					
	MR411 Tipping Way						
74111, 74114	Sealed Pavement	68.88		67,637	2,997	-	
	TOTAL MR411	68.88					
	MR416 The Wool Track						
74160, 61	Sealed Pavement	48.15	Guide posts	34,967	5,395	4,945	
74162,64	Unsealed Pavement	44.00	Bore application permit	205,807	844	844	
	TOTAL MR416	92.15					
	MR419 Glenwood Road						
74190	Sealed Pavement	0.39	Inspections	1,330	301	301	
74192-74194	Unsealed Pavement	46.59	Gravel purchases	141,035	1,893	1,893	86

	TOTAL MR419	46.98							
	MR423 Lachlan Valley Way								
74230,31	Sealed Pavement	15.19	Slashing		15,375	3,409	2,490		
	TOTAL MR423	15.19							
	RR7518 Fifty Two Mile Road								
75180,81,85	Sealed Pavement	37.40	Guide posts		38,211	1,618	869		
75182,84	Unsealed Pavement	58.40	Maintenance grading		206,217	48,200	48,013		
	TOTAL RR7518	95.80							
	RR7521 Kiacatoo Road								
75210,11,12,14	Sealed Pavement	32.83	Guide posts		59,234	2,743	2,037	408	
	TOTAL RR7521	32.83							
	RR7522 The Wool Track								
75220,24	Unsealed Pavement	64.45	Feasibility study		160,959	16,902	599	24,385	
	TOTAL RR7522	64.45							
	MR461 Priory Tank/Balowra Road								
74611	Sealed Pavement	31.81			1,004	1,528	-		
74614 76100 101	Unsealed Pavement	27.34	Guide posts		286,296	7,125	5,646		
	TOTAL MR461	59.15							
	MR68 Curranyalpa Road								
76800	Sealed Pavement	0.42			-		-		
76804	Unsealed Pavement	30.59	Inspections		54,683	758	272		

	TOTAL MR68	31.01							
	MR7524 Frederick Street								
79000	Sealed Pavement	0.49		9,092				-	
	TOTAL MR68	0.49							
	TOTAL	620.58		\$ 1,421,787	\$ 160,896	\$ 112,214	\$ 24,879	\$	
		Allocation 2017/2018						1,310,418	
		BALANCE TO SPEND (EX GST)						1,149,522	
		BALANCE TO SPEND (inc Commitments)						1,124,643	

Total Rates Outstanding **General Rates, Water Access, Water Usage, Sewer Access, Domestic Waste, Legal Costs, Interest**



Rate Arrears 2017-2018
General Rates, Water Access, Sewer, Domestic Waste, Interest & Legal Costs

