



**ATTACHMENTS TO REPORTS OF THE BLAYNEY SHIRE COUNCIL MEETING
HELD ON TUESDAY 21 MARCH 2023**

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Liquid Trade Waste Guidelines

Policy	27B
Officer Responsible	Director Infrastructure Services
Last Review Date	XX/XX/2023

Strategic Policy

Policy Statement

This policy sets out how Blayney Shire Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste (Appendix F).

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council may accept liquid 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.

This Policy is consistent with the *Liquid Trade Waste Management Guidelines 2021* developed by the Water Utilities branch of the NSW Department of Planning, Industry and Environment
(https://www.industry.nsw.gov.au/data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

PURPOSE

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). 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:

- o Grease, oil, solid material, if not removed on-site, can cause sewer chokes and blockages and the discharge of untreated sewage to the environment.
- o 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 Trade and Investment, Regional Infrastructure and Services (DTIRIS) has concurred with the approval.

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

BACKGROUND AND RELATED LEGISLATION

Council provides sewerage services appropriate to the current and future needs of the local community in accordance with relevant acts, regulations, and standards. Some of the relevant acts and regulations are as follows:

- o Local Government Act 1993
- o Local Government (General) Regulation 2005
- o Protection of the Environment (Operations) Act 1997 and Regulations
- o NSW Best-Practice Management of Water Supply and Sewerage Guidelines 2007
- o Australian Sewage Quality Management Guidelines June 2012
- o National Framework for Wastewater Source Management 2008
- o Liquid Trade Waste Management Guidelines 2021
- o Plumbing Code of Australia (2016)
- o Australian Standards
- o Public Health Act 2010

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

GLOSSARY

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

Automatic Assumed Concurrence: Councils have been authorised to assume DTIRIS concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application to DTIRIS 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 premises that is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition would not apply to a food processing factory supplying pre-prepared meals to an airline company or similar.

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 Trade and Investment, Regional Infrastructure and Services (DTIRIS).

Due Diligence Program: A plan that identifies potential health and safety, environmental or other hazards (eg. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards. Reference will be made to the Blayney Shire Council document, "Guidelines for Street and Open Space Tree Management" (the guidelines), when undertaking the assessment of street and open space trees.

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

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 from DTIRIS for each discharger. Such concurrence requests to be provided to the NSW Office of Water (a separate office within DTIRIS).

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

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

National Framework for Wastewater Source Management: refer to section 3.2

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

NSW Office of Water (NOW): In accordance with the Public Sector Employment and Management (Departmental Amalgamations) Order 2009, the NSW Office of Water has been established as a separate office within the Department of Environment, Climate Change and Water from 27 July 2009.

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, e.g. 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.

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- filterable 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:

- o business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, service station, supermarket, dentist)
- o community/public premises (including craft club, school, college, university, hospital and nursing home)
- o industrial premises
- o trade activities (e.g. mobile carpet cleaner)
- o any commercial activities carried out at a residential premises
- o saleyards, racecourses and from stables and kennels that are not associated with domestic households
- o 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:

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

* Used for personal hygiene only

OBJECTIVES

The objectives¹ of this policy are:

- o to protect public health
- o to protect the health and safety of Council employees
- o to protect the environment from the discharge of waste that may have a detrimental effect
- o to protect Council assets from damage
- o to assist Council to meet its statutory obligations
- o to provide an environmentally responsible liquid trade waste service to the non- residential sector
- o to encourage waste minimisation and cleaner production in the commercial and industrial sectors
- o to promote water conservation, water recycling and biosolids reuse
- o to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- o 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
- o 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:

- o 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
- o Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- o 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.

¹ The above objectives are consistent with the *National Framework for Wastewater Source Management* on page 22 of the *National Wastewater Source Management Guideline*, July 2008, Water Services Association of Australia (WSAA).

PART 1 – EXEMPTIONS

For obtaining approval of liquid trade waste discharge.

Table 1. Exemptions

This table lists commercial business activities that the Director-General, DTIRIS has consented to an exemption from the requirement to apply for approval for liquid trade waste discharge to the sewerage system. Each such business must meet the standard requirements specified below. An annual trade waste fee applies to each such discharger	
Activity	Requirements
Beautician	Solvents not to be discharged to sewer.
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.
Dental technician (no X-ray)	Plaster arrestor required.
Doctor's surgery (plaster casts, no X-ray)	Plaster arrestor required.
Dog/cat groomer/salon	Floor waste basket and sink strainer required (see Note 3). Animal litter and any waste disposal products may not be discharged to sewer. No organophosphorus pesticides may be discharged to sewer.
Florist	Floor waste basket and sink strainer required. No herbicides/pesticides may be discharged to sewer.
Fruit and vegetable – retail	Floor waste basket and sink strainer required (see Note 3).
Funeral parlour	Floor waste basket required. Formaldehyde is not to be discharged to the sewer.
Hairdressing	Floor waste basket and sink strainer (where available)
Jewellery shop miniplate ultrasonic washing precious stone cutting	Miniplate vessel to contain no more than 1.5 L of precious metal solution Nil If : < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
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).
Venetian blind cleaning	Nil (see Note 2).

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

PART 2– CRITERIA FOR APPROVAL TO DISCHARGE LIQUID TRADE WASTE INTO 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 management² context. It will be based on the discharge meeting Council’s requirements³. When determining an application to discharge liquid trade waste to the sewerage system, 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 NSW Environmental Protection Authority (EPA) licence requirements
- Compliance of the proposed liquid trade waste discharge with guideline limits in this policy⁴
- The potential impacts of the discharge on the quality of, and management practices for, effluent and biosolids produced from the sewage treatment process
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed safeguards if the pre- treatment system fails
- Whether appropriate safeguards are proposed to avoid the discharge of other, non-approved wastes to the sewerage system
- 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.
- The adequacy of any chemical storage and handling facilities, and the proposed safeguards for preventing the discharge of chemicals to the sewerage system

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

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

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 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. Council may vary the guideline limits for a particular sewage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

These limits are consistent with the acceptance limits specified in the Liquid Trade Waste Management Guidelines, 2021 by the Department of Planning, Industry and Environment.

2.3 Prohibited substances

Some substances are not suitable for discharge to the sewerage system. Table 3 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.

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.

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 (Refer *NSW Code of Practice: Plumbing and Drainage, 2006*). 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 Alkaline hydrolysis waste

Process where a human or animal tissue is broken down using alkaline solutions at elevated temperatures and pH. The process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. The generated wastewater is of a high strength and may exhibit high loadings on the sewerage system. Accordingly, the wastewater generated by this process is not permitted to be discharged to the sewerage system.

2.8 Discharge from solid food waste processing units (digesters/ composters, etc.)

Discharge from a solid food waste processing unit (digesters/composters, etc.) to a Council's sewerage system is a Concurrence Classification C discharge (i.e. Charging Category 3), hence Council needs to obtain concurrence to its approval from the department for individual applications.

The quality of wastewater from this equipment depends on the type of solid waste feed into it and the effectiveness of the on-site pre-treatment, hence frequent sampling will be required for monitoring and charging purposes. Sampling needs to be undertaken by either a council officer or an independent party acceptable to council.

Appropriate on-site pre-treatment needs to be provided prior to combining with any other liquid waste stream that discharges to the Council's sewerage system.

Each application will be assessed on a case by case basis.

2.9 Use of additives in pre-treatment systems

Council does not allow solvents, enzymes, bio additives, 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.

3.0 Discharge of disposable products marketed as flushable

Any disposable solid products including those marketed as "flushable" (e.g., wet wipes, cleaning wipes, cat litter, etc.) is not permitted to flush down the sewerage system. Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the sewerage system similarly to a toilet paper and may cause blockages within the premises or in the Council's sewerage system and may cause raw sewage overflow to the environment.

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.
BOD5 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 BOD5 by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. However, the acceptance limit may be reduced depending on available effluent disposal options and will be subject to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works, and 50 mg/L if the volume is greater than 10%.
Detergents	All industrial detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes.
Colour	No visible colour when the waste is diluted to the equivalent dilution afforded by domestic sewage flow.
Radioactive Substances	The discharge must comply with the <i>Radiation Control Act 1990</i> .
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

Parameter	Maximum concentration (mg/L)	
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	
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	

* Refer to Table 3

* See Glossary for explanation of terms

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

- 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.

Notes:

1. Acceptance limits for substances not listed in above Tables will be determined on a case by case basis.
2. The quality of liquid trade waste from some low risk commercial activities in Classification A and B will exceed acceptance limits listed in above Table. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs, maintains, and properly operates the required onsite pre-treatment. Similarly, septic and pan waste may exceed some acceptance limits.
3. The analytical testing methods for the above parameters should be in accordance with the Australian Sewage Quality Management Guidelines, June 2012, WSAA and Council's requirements.

Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample, e.g. animal fats, plant oil, soil, etc.

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

Prohibited or Restricted Substances and Waste

Substances prohibited from being discharged into the sewerage system unless they are specifically approved under section 68 of the Act are listed in Table 2. Refer to Appendix B for detailed description of substances and discharges either prohibited or restricted.

Table 3. Substance prohibited from being discharged into the sewerage system

<ul style="list-style-type: none">• 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• per- and poly-fluoroalkyl substances (PFAS)• 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'• discharges from chemicals and/or oil storage areas• natural or synthetic resins, plastic monomers, synthetic adhesives, rubber, and plastic emulsions• roof, rain, surface, seepage, or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2005)• solid matter#• disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable• any substance assessed as not suitable to be discharged into the sewerage system• liquid waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer to Australian Sewage Quality Management Guidelines, June 2012, WSAA• any other substances listed in a relevant regulation

In excess of the approved limit

Other substances/discharges either prohibited or restricted

- Stormwater from open areas
- Contaminated groundwater
- Landfill leachate
- Discharge from float tanks
- Discharge from new service station forecourts and other refuelling points
- Discharge of liquid waste arising from liquefaction and/or pulverisation of solid waste by physical or chemical processes (e.g., garbage grinders/in-sinkerators, macerators, alkaline hydrolysis).
- Discharge from solid food waste processing units (digesters/composters, etc.)
- Use of additives in pre-treatment systems

For further details on limitations and restrictions applicable to above discharges, refer to Appendix C of this policy, Chapter 3 of the NSW Liquid Trade Waste Management Guidelines, 2021 or [click here](#). For the Blayney Council Liquid Trade Waste Guidelines

PART 3 – FRAMEWORK FOR REGULATION OF LIQUID TRADE WASTE

3.1 The NSW framework for regulation of sewerage and trade waste

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

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

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

3.2 Alignment with the national framework for wastewater source management

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

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

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

⁹ 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:

- 3.3.1 site owner's full name, address, contact telephone number
- 3.3.2 address of the business/industry where discharge to the sewerage system will occur
- 3.3.3 name of contact person for the premises and telephone contact for the business/industry
- 3.3.4 type of process/activity generating the liquid trade waste
- 3.3.5 normal hours of business operation
- 3.3.5 rate of discharge, including:
 - a. the average per day, maximum per day and per hour, and
 - b. hours of the day during which discharge will take place
- 3.3.6 characteristics of wastes, including:
 - a. nature of source
 - b. 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.)

- 3.3.7 chemicals to be used – supply Material Safety Data Sheets
- 3.3.8 details of any proposed pre-treatment facilities, location and site plan. Details should include:
 - a. pre-treatment process details
 - b. internal wastewater drainage
 - c. pump size
 - d. rising main size, length and profile
 - e. system operational characteristics
 - f. operational procedures
 - g. provisions for sampling and flow measurement, where required
 - h. proposed connection point to the sewerage system
- 3.3.9 flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities
- 3.3.10 maintenance schedule for pre-treatment equipment, including contractor's details
- 3.3.11 stormwater drainage plan
- 3.3.12 measures for prevention of stormwater ingress into the sewerage system
- 3.3.13 location, nature and chemical composition of all substances stored/used on site
- 3.3.14 justification for disposing of the waste into the sewerage system over other possible options (if any)
- 3.3.15 methods of disposal for other wastes that are not discharged to the sewerage system
- 3.3.16 any relevant environmental impact assessments
- 3.3.17 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:

- 3.3.18 identification of the pump out service provider
- 3.3.19 proposed method of discharge including plans and drawings if appropriate
- 3.3.20 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
- 3.3.21 security arrangements at the proposed disposal site (if applicable)
- 3.3.22 the provision of freshwater for hosing down where needed
- 3.3.23 bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable

- 3.3.24 the use of odour inhibiting or other chemicals, if any, and their dosage rates
- 3.3.25 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
- 3.3.26 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:
 - a. private
 - b. 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), 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 processed 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.

Refusal

If an application is refused, Council will notify the applicant of the grounds for refusal. Under section 100 of the Act the applicant may request the review of council's determination. Under section 176 of the Act, the applicant dissatisfied with Council's determination may appeal to the Land and Environment Court within 12 months

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

Who can lodge an application

The applicant must be either the owner or the occupier of the premises. If the applicant is not the owner of the premises, the owner's consent to the application is required.

Council's process in determination of applications

Council may request an applicant to provide further information to enable it to determine the application.

Change of approval holder

An approval to discharge liquid trade waste to Council's sewerage system is not transferable. A new application must be lodged, and a new approval must be obtained if there is a change of the approval holder. 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.

Validity of an existing approval

A new approval is required where there is a change of:

- o approval holder (either owner or occupier can be an approval holder);
- o activity generating the waste;
- o the quantity or the nature of liquid trade waste; or
- o approval conditions.

Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in s.108 of the Local Government Act 1993.

3.5 Concurrence

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Planning, Industry and Environment can be assumed for the liquid trade waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence to its approval.

For concurrence purposes, liquid trade waste discharges are divided into four classifications:

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

Refer to Appendix E which lists type of discharges that Council have assumed concurrence (i.e. that Council can approve without seeking concurrence from the Department).

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 DTIRIS concurrence for approval of trade waste applications for these activities.

Table 4. Liquid trade waste discharges with automatic assumed concurrence

Commercial retail food preparation activities	Other commercial activities
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash and veterinary with no x-ray)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher shop (retail)	Cooling tower
Café/coffee shop/coffee lounge	Craft activities (making of clay pottery, ceramics, cutting and polishing of gemstones or making of jewellery at clubs, cottage industries)
Canteen	Dental surgery/dental specialist
Cafeteria	Dental technician
Chicken/poultry shop (only fresh chickens/game sold)	Doctor's surgery, medical centre – plaster casts (no x-rays)
Chicken/poultry shop (retail BBQ/charcoal chicken)	Florist
Club (kitchen wastes)	Funeral parlour, morgue
Commercial kitchen/caterer	Hairdressing (includes barbers)
Community hall/civic centre	Jewellery shop
Day care centre	Laboratory (pathology/analytical)
Delicatessen	Laundry or Laundromat (coin operated)
Doughnut shop	Lawnmower repairs
Fast food outlet (McDonald's, KFC, etc.)	Mechanical repairs
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 pools/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)	

Note:

The volume of liquid trade waste must be less than 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.

Description of various trade waste fees and charges

The following sections describe various trade waste fees and charges and the methodology of calculating them.

3.5.1 Application fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

3.5.2 Annual trade waste fee

The purpose of this fee is to recover the costs incurred by council for ongoing administration and scheduled inspections, to ensure that the discharge complies with the approval conditions.

As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

Annual liquid trade waste fee varies for different charging categories to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case by case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Refer to section D8.4 with regard to annual fees applicable to premises with multiple activities. Council may require a discharger to pay for monitoring (quantity and quality) based on full cost recovery.

3.5.3 Inspection fee/re-inspection fee

Cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2. However, it may be required to conduct un-planned inspections or re-inspections of a premise (e.g. non-compliance with approved conditions, investigating an accident, etc.). Also, more frequent inspections may be necessary for large and industrial discharges.

Where more than one inspection is undertaken in a financial year and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the re-inspection fee. Council may recover the cost of sample analysis from the discharger, in addition to the re-inspection fee.

3.5.4 Renewal fee

Council may apply a renewal fee if an existing approval needs to be renewed or modified.

3.5.5 Category specific charges

The following sections describe the charging categories and relevant fees and charges. If a discharge is not listed, council will determine (with the consultation of the department) the relevant charging category, based on the quality and the quantity of discharge.

3.5.6 Responsibility for payment of fees and charges

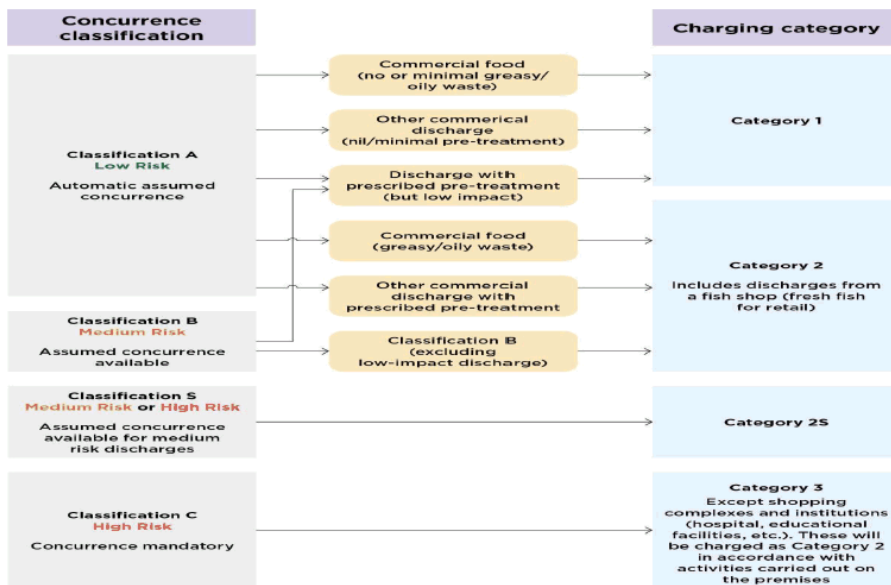
Property (land) owners are responsible for the payment of fees and charges for sewerage and liquid trade services provided by Council. This includes property owners of caravan park, etc., if a dump point located at their premises is connected to the sewerage system. Where another party (lessee) leases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

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). For trade waste charging purposes there are also four (4) charging categories, Category 1, 2, 2S and 3.

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 liquid 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.

3.7 Category specific charges

The following sections describe the charging categories and fees and charges applicable to each charging category. If a discharge is not listed, Council will determine (with the consultation of the Department) the relevant charging category, based on the quality and the quantity of discharge.

The following sections describe the charging categories and fees and charges applicable to each charging category. Liquid trade waste discharges that fall into each category are listed under each charging category. If not listed, Council will place the discharger in an appropriate charging category based on the quality and quantity of discharge.

Category 1 Discharger

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

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

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

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

Category 2 Discharger

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

Trade Waste dischargers with prescribed pre-treatment¹¹ include:

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

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

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

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

Category 2S Discharger

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

Trade waste dischargers include the following Classification S activities:

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

Category 3 Discharger (large or industrial waste dischargers)

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

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

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

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

¹¹ Excludes low impact activities, listed under Category 1.

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

3.8 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:

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

Application fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

Annual trade waste fee

The purpose of this fee is to recover the costs incurred by council for ongoing administration and scheduled inspections, in order to ensure that the discharge complies with the approval conditions. As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

Annual liquid trade waste fee varies for different charging categories in order to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case by case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Refer to section D8.4 with regard to annual fees applicable to premises with multiple activities. Council may require a discharger to pay for monitoring (quantity and quality) based on full cost recovery.

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.

Re-inspection fee

Cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2.

However, it may be required to conduct un-planned inspections or re-inspections of a premise (e.g. non-compliance with approved conditions, investigating an accident, etc.). Also, more frequent inspections may be necessary for large and industrial discharges.

Where more than one inspection is undertaken in a financial year and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the re-inspection fee.

Council may recover the cost of sample analysis from the discharger, in addition to the 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.

Trade waste usage charge

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

Trade Waste Usage Charge (\$) = Q x \$ (current fees & charges)

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

Table 5. Deemed concentration of substances in domestic sewage

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD5)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorous	10
Total Dissolved Solids	1000
Sulphate (SO4)	50 [#]

[#] Except 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.

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.

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

Equation 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 600mg/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 will be used where the discharger has failed to meet their approved BOD limit on two (2) or more instances in a financial year.

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

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

Equation 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 (\$) = $\frac{(S - D) \times Q \times U_e}{1,000}$

Food waste disposal charge¹³

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

$$\text{Food Waste Disposal Charge (\$)} = B \times UF$$

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.

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 - see Council's Fees & Charges

Category 2 Discharger - see Council's Fees & Charges

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 =

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

absolute value to be used.

Equation 3 (example)

K = pH coefficient = \$0.377 (Prescribed fee per Fees and Charges and needs to be adjusted in accordance with changes in the CPI.)

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

Case 1: pH measured 7.0

$$\text{Charging rate (\$/kL)} = 0.377 \times [7 - 8] \times 2^{[7 - 8]} = \$0.75/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate (\$/kL)} = 0.377 \times [11 - 9] \times 2^{[11 - 9]} = \$3.02/\text{kL}$$

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

Non-compliance excess mass charges

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

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

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

Equation 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 to the sewerage system.
- U = Charging rate (\$/kg) for discharge of substance to the sewerage system.
- D = Concentration (mg/L) of substance deemed to be present in domestic sewage

Non-compliance excess mass charges for BOD

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

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

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

Equation 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:

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

Where:

S = Concentration (mg/L) of a 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 the substance, as shown in council's annual Management Plan

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

The non-compliance excess mass charges shown above are in lieu of the excess mass charges in section 3.8

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

3.8.1 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:

- 3.8.1.1 *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)
- 3.8.1.2 *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.

3.8.2 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 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.

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.*

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.

Table 6. Summary of trade waste fees and charges¹⁴

Fee/Charge	Category 1	Category 2	Category 2S	Category 3
Application fee	Yes ⁶	Yes	Yes	Yes
Annual non-residential sewerage bill with appropriate sewer usage charge/kL	Yes	Yes	Yes	Yes
Annual liquid trade waste fee	Yes ⁷	Yes	Yes	Yes
Re-inspection fee (when required)	Yes	Yes	Yes	Yes
Trade waste usage charge/kL	No	Yes	No	No
Human waste disposal charge/kL	No	No	Yes	No
Excess mass charges/kg	No	No	No	Yes
Non-compliance trade waste usage charge/kL	Yes ⁹	Yes	No	No
Non-compliance excess mass/kg and pH charges/kL (if required)	No	No	No	Yes
Non-compliance penalty (if required)	Yes	Yes	Yes	Yes

3.8.3 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 section 3.5.2). Monitoring of the large and industrial dischargers is to be carried out as specified in the approval conditions.

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

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

Council may require the discharger to:

- o install a permanent primary measurement device
- o measure the volume and flow rate using the permanently installed flow measurement system (such as a flow metering system)
- o install a flow measurement device on a temporary basis and obtain enough data to determine a basis for assessing the flow rate and volume
- o 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 NSW Office of Water (NOW) to ensure reliable and accurate results. Where the discharger is sampling the effluent, Council may randomly take duplicates to confirm the waste characteristics.

¹⁴ In addition, a Food Waste Disposal Charge will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to s.3.7.6 on p.33).

¹⁵ Not applicable for dischargers exempted in Table 1.

¹⁶ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment:
Category 1 – per Council's Fees & Charges
Category 2 - per Council's Fees & Charges

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

3.8.4 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). 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):

- o additional conditions for discharge of liquid trade waste
- o 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
- o entry by Council officers to inspect the liquid trade waste collection, treatment, monitoring and disposal systems
- o the applicant to notify Council in advance of any changes that may affect the quality and quantity of the liquid trade waste
- o the amount of bond/security to be lodged with Council prior to discharging to the sewerage system.

3.8.5 Enforcement of approvals and agreements

(see the attached sample agreement at Attachment 1)

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 9 of the agreement.

Suspensions may also apply and may include a notice to cease the discharge.

3.8.6 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.

3.8.7 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.

3.8.8 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.

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

Operative Part

1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise

requires: "Act" means the *Local Government Act 1993* (NSW). "Annexure" means the annexure to this Agreement.

"Annual Management Plan" means the annual management plan of the Council, as adopted by the

Council from time to time.

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

"Approval" means the approval described in Recital C. "Council" means the council named as such in the Annexure.

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

"Premises" means the premises described in the Annexure.

1.2 Unless the context otherwise requires:

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

2. Liquid Trade Waste Services

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

3. Additional conditions for discharge of liquid tradewaste

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

4. Fees and charges

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

- 4.3 Fees and charges payable will include both non-residential sewerage charges and liquid trade waste fees and charges.
- 4.4 All monies payable to the Council must be paid within the time specified in the notice of charge.

5. Term

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

6. Powers of the Council

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

7. Information supplied by the Applicant

- 7.1 The Applicant warrants that all information in its application for approval is true, complete and accurate to the best of its knowledge.
- 7.2 The Applicant must immediately notify the Council in writing of any error or omission in that information or any change to the information of which the Applicant becomes aware.
- 7.3 The Applicant must not provide any false or misleading information to the Council.

8. Indemnity

- 8.1 The Applicant indemnifies the Council from and against any claims, losses or expense (including legal costs on a solicitor and client basis) which the Council pays, suffers, incurs or is liable for as a result of:
 - (a) any unlawful, negligent, reckless or deliberately wrongful act or omission of the Applicant or its personnel or agents in connection with the discharge of liquid trade waste, including (without limitation) such acts or omissions which cause damage to property, personal injury or death
 - (b) a breach of this Agreement by the Applicant.
- 8.2 The Applicant's liability to indemnify the Council shall be reduced proportionally to the extent that any unlawful, negligent, reckless or deliberately wrongful act or omission of the Council caused or contributed to the liability or loss.

9. Insurance

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

10. Bond

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

11. No assignment

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

12. Notices

- 12.1 A notice under this Agreement must be:
 - (a) in writing, directed to the representative of the other party as specified in the Annexure
 - (b) forwarded to the address, facsimile number or the email address of that representative as specified in the Annexure or the address last notified by the intended recipient to the sender.
- 12.2 A notice under this Agreement will be deemed to be served:
 - (a) in the case of delivery in person - when delivered to the recipient's address for service and a signature received as evidence of delivery
 - (b) in the case of delivery by post - within three business days of posting
 - (c) in the case of delivery by facsimile—at the time of dispatch if the sender receives a transmission report which confirms that the facsimile was sent in its entirety to the facsimile number of the recipient
 - (d) in the case of delivery by email, on receipt of confirmation by the recipient that the recipient has received the email.
- 12.3 Notwithstanding the preceding clause 12.2, if delivery or receipt of a communication is on a day which is not a business day in the place to which the communication is sent or is later than 5 pm (local time in that place) it will be deemed to have been duly given or made at 9 am (local time at that place) on the next business day in that place.

13. Variation

- 13.1 If the Applicant's Approval to discharge liquid trade waste from the Premises is varied, this Agreement shall be deemed to be varied in accordance with the variation made to that approval or to the fees, by operation of this clause.
- 13.2 In addition to automatic variation under clause 13.1, this Agreement may be varied by written agreement of the parties, provided that a variation to this Agreement that is inconsistent with:
 - (a) the Approval, including rights granted under, and conditions attached to, the Approval
 - (b) any applicable legislation; or
 - (c) Council's Annual Management Plan in respect of applicable fees and charges, shall have no force or effect.

14. Severability

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

15. Applicable law

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

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

16. Rights cumulative

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

Executed as an agreement

Execution by the Council:

..... was affixed thisday of
..... 20.....

in the presence of:

.....
General Manager (Signature of General Manager)

and

.....
[print name of witness] (Signature of witness)

Executed by the Applicant (corporate entity):

..... PTY LIMITED
was affixed thisday of 20..... in
the presence of:

.....
[name of Director] (Signature of Director)

.....
[name of Director/Secretary] (Signature of Director/Secretary)

Executed by the Applicant (individual):

Signed by:
[print name of applicant] (Signature of Applicant)

Thisday of 20..... in the
presence of:

.....
[print name of Witness] (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	

E. Public Liability Insurance

Minimum Cover:	\$
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F. Bond

Bond:	\$
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ATTACHMENT 2

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

APPENDIX G – LEGISLATIVE PROVISIONS

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.

Clause 159 Prevention of waste and misuse of water

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

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

137A Substances prohibited from being discharged into public sewers

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

* In accordance with the *Government Sector Employment Act 2013*, this is the Secretary of the NSW Department of Industry.

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

The council may, at any reasonable time:

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

SCHEDULE 12 – Penalty notice offences

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

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

* From 27 July 2009 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 Environment, Climate Change and Water.

End of Policy

Adopted:	Date:10/12/2007	Minute:07/316
Lasted Reviewed:	Date: 10/10/2011	Minute:1110/025
	12/11/2012	1211/014
	16/07/2018	1807/008
Next Review:	Date: 15/04/2025	



Media Spokesperson

Policy	2B
Officer Responsible	General Manager
Last Review Date	XX/XX/2023

Strategic Policy

1. Purpose

The Media Spokesperson Policy details the respective roles that the Mayor, Deputy Mayor, Councillors, General Manager and delegated staff have in relation to providing media comment for the Blayney Shire Council.

2. General Principles

While being representatives of the community and being responsive to community views, Councillors will need to communicate the decisions or policy for the Council. There will be occasions where a Councillor as an individual, disagrees with a majority decision of the Council and wishes for the community to be made aware of this.

Councillors need to acknowledge that:

- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority;
- they provide an overriding balance in matters that are communicated and striving to achieve an outcome that presents the Council as well-informed and effective;
- effective media communication of a Council decision or policy is best achieved by adherence to the spokesperson role detailed below;
 - information of a confidential nature must not be communicated until such time it is no longer required to be treated as confidential;
 - where the official spokesperson disagrees with a particular decision, they may nominate an appropriate alternative spokesperson to accurately communicate the decision without unnecessary personal bias; and
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Councillors are entitled to speak to the media on any topic but are not acting as an authorised official spokesperson for Blayney Shire Council except in circumstances as outlined in the media spokesperson policy. Councillors will not express personal views when acting as an authorised spokesperson for the Council

As a courtesy and to ensure 'no surprises' for Council staff, Councillors should inform the General Manager of their media comments in advance of publication/ broadcast to provide adequate advance warning of when comments will be publicised. This will enable Blayney Shire Council to prepare key messages, responses and positions to manage potential reputation risk.

Overall, Councillors and the Blayney Shire Council will ensure a coordinated, consistent and aligned organisational approach to media

relations and external communications to proactively build media and stakeholder relationships.

3. Role of Mayor

The Mayor:

- is the primary spokesperson for Blayney Shire Council and may speak on behalf of Blayney Shire Council on any issue, other than administrative and management issues;
- may ask another Councillor to act as a spokesperson; and
- will be the primary spokesperson on major issues, such as major Government announcements, significant Council projects, events and highly controversial and high profile issues.

4. Role of Deputy Mayor

In line with the Mayoral role the Acting Mayor, the Deputy Mayor may be the spokesperson on any issues in the absence or at the request of the Mayor.

5. Role of Councillors as Committee Chairs

A Committee Chair will, having regard to the above guidelines, be the authorised spokesperson on issues concerning the operations, deliberations and decisions of that Committee based on the agreed areas of portfolio responsibility. This will generally involve announcements or the issuing of statements following a Committee meeting about decisions or recommendations of that Committee. The Committee Chair will be asked to act as the spokesperson in relation to media enquiries on a committee matter.

6. Role of General Manager

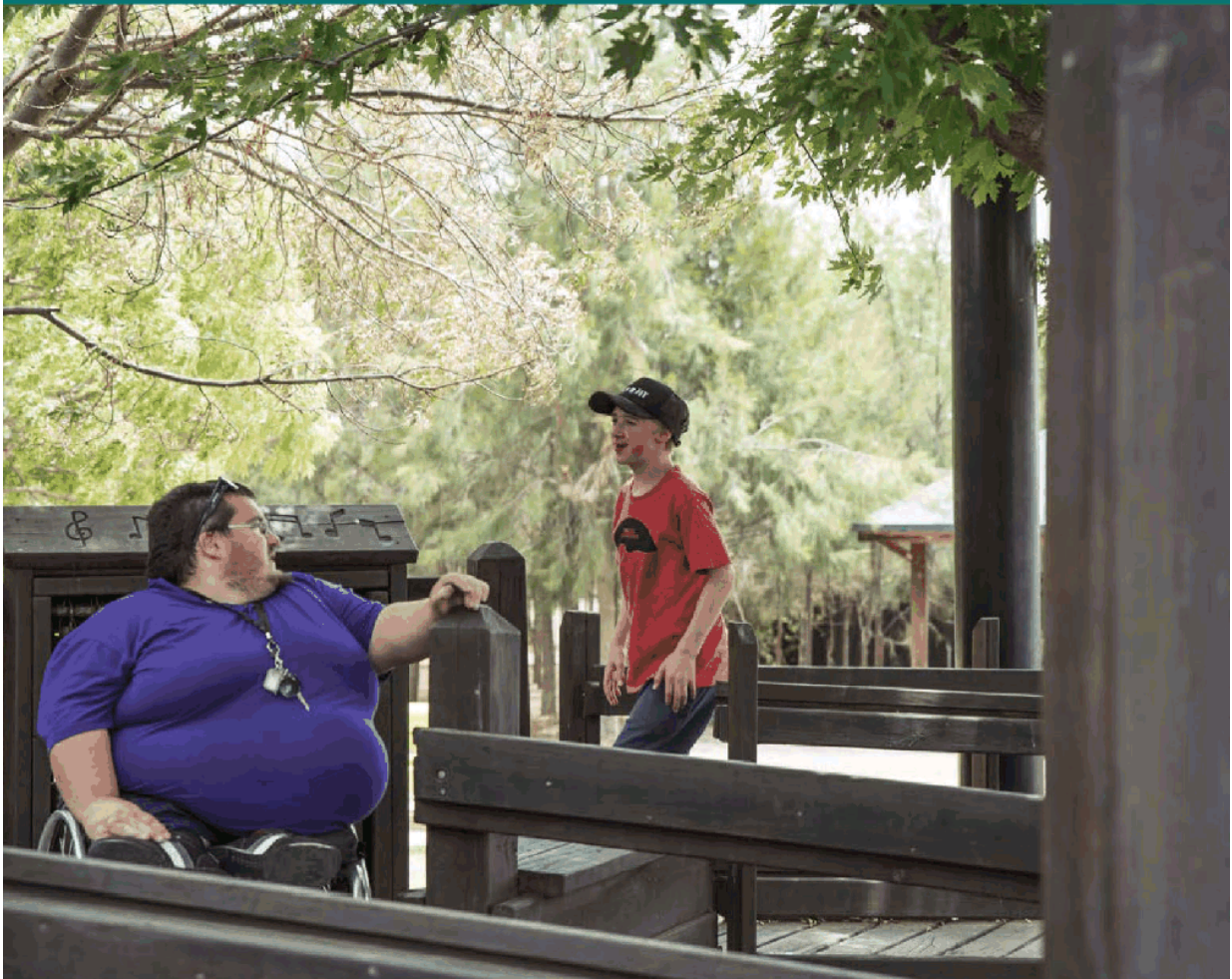
The General Manager may act as the authorised spokesperson in appropriate circumstances and for all administrative and management issues. The General Manager may authorise a nominated member of management to speak on matters on a case-by-case basis.

Where there is a dispute as to the appropriate spokesperson, the matter shall be referred to the General Manager or Mayor for a decision.

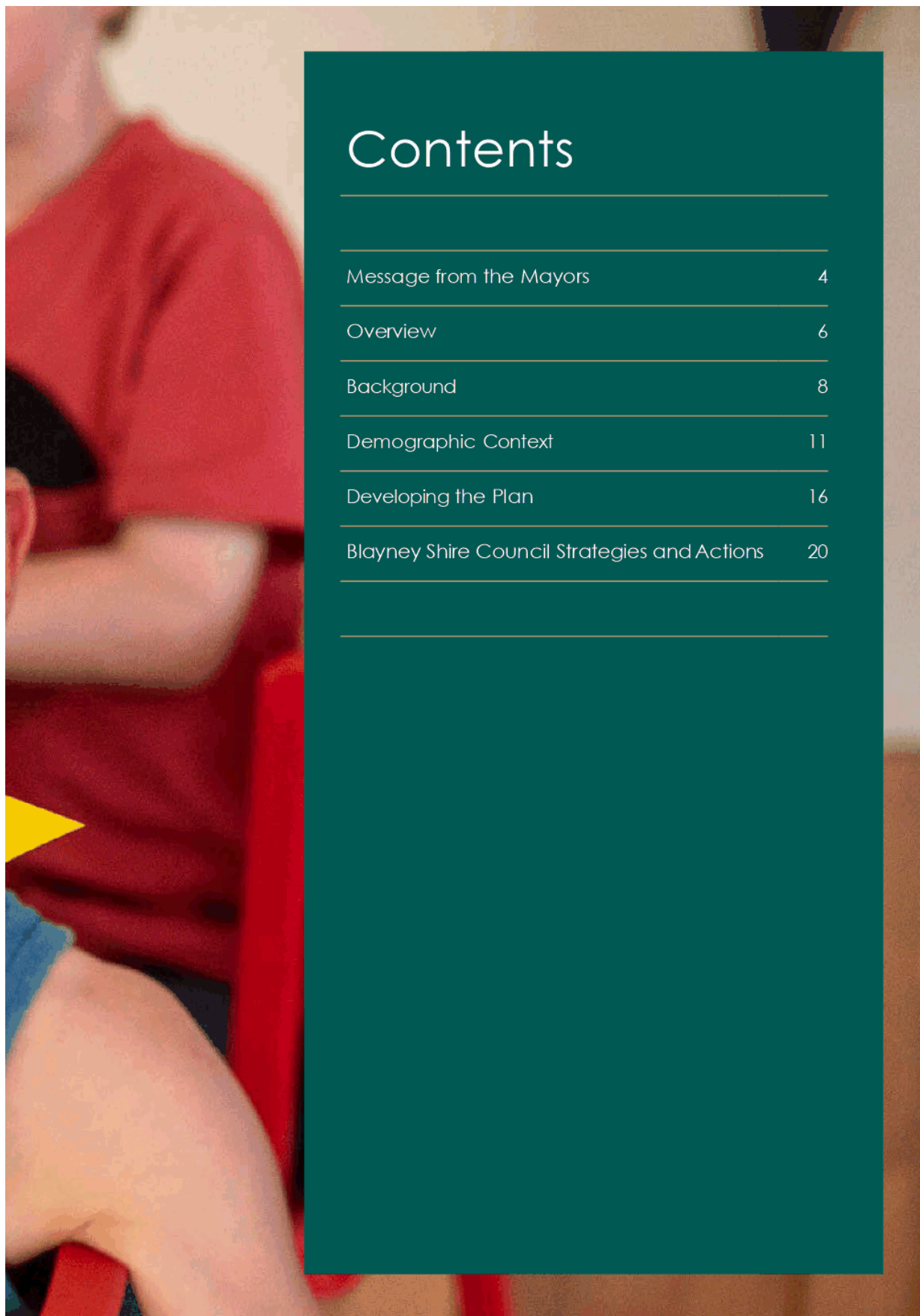
End of Policy

	Date	Minute
Adopted:	12/08/1996	655
Last Reviewed:	16/11/2009	0911/007
	12/11/2012	1211/014
	16/04/2018	1804/010
Next Review:	18/03/2025	

Disability Inclusion Action Plan 2022-2026







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Message from the Mayors



Cr Scott Ferguson
Mayor
Blayney Shire Council



Cr Kevin Beatty
Mayor
Cabonne Council



Cr Jason Hamling
Mayor
Orange City Council

4 • Blayney, Cabonne and Orange • Disability Inclusion Action Plan • 2022-2026

Blayney, Cabonne and Orange Councils are working together to build a strong and equitable community that is accessible and inclusive of everyone.

We want our region to provide equal opportunity for people with disability so that they may access opportunities as other residents do, while enjoying the benefits of living and working in our region.

For these reasons, it is our pleasure to present the Blayney Cabonne Orange Disability Inclusion Action Plan (DIAP) 2022-2026.

The aim of the plan is to ensure that local services, facilities, and programs provided by Councils are as inclusive as they can be.

Consultations have been held across our communities, with a particular focus on identifying priorities through conversations with people with disability, their families, carers, and service providers.

We recognise that the term 'people with disability' does not refer to a readily identifiable group, but to a wider community who may need support to fully participate in our society. This support might be needed for a short time or throughout their lives.

Three individual action plans have been developed, each focusing on the needs of one local government area. These plans relate to how we:

- develop and construct our environment;
- provide information and services;
- support employment opportunities; and
- promote positive community attitudes and behaviours toward people with disability.

Planning for inclusion and access is a core component of our planning responsibilities and the DIAP will be aligned with and reported on by the Delivery and Operational Plans for each Council area.

Blayney, Cabonne, and Orange Councils are pleased to work with the New South Wales Government to improve access and inclusion for people with disability, and look forward to all members of our communities enjoying opportunities to participate in social, economic, and community life.

Overview

“to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.”

In 2014 the NSW Government enacted the Disability Inclusion Act (DIA). The DIA mandated the development of disability inclusion action planning across local councils and the development of a Disability Inclusion Action Plan (DIAP) by 1 July 2017. To meet this commitment, Blayney, Cabonne and Orange Councils agreed to a regional approach through a collaborative disability action planning process.

Collectively, the three local government areas committed to providing accessible villages, towns and a city for everyone, regardless of their abilities, then and into the future.

This is being achieved by building on the work currently undertaken by councils through:

- an ongoing dialogue with people living with a disability or people with a lived experience of disability (you may include their families and carer's)
- improved access to public services and facilities
- increased awareness and understanding of access and inclusion issues both within councils and the wider community

Expanding on the achievements of the initial DIAP, the local Councils of Blayney, Cabonne and Orange have again come together to partner in a regional approach to continue making our city, towns and villages accessible to all, irrespective of individual abilities.

The Disability Inclusion Action Plan 2022-2026 has set the framework, actions and priorities for Blayney, Cabonne and Orange Councils over the next four years.

Structure of the Disability Inclusion Action Plan

The Disability Inclusion Action Plan documents the planning and consultation process and includes the following sections applicable to all three local government areas:

1. Background – of the process including the statutory framework
2. Demographic Context- for the three areas as well as state and national statistics
3. Developing the Plan – community engagement process undertaken

Section 4 has been tailored for the individual councils.

4. Strategies and Actions – outcomes derived and tailored for each of the councils.

1 Background

The Disability Inclusion Act 2014 defines disability as:

‘The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others.’

The purpose of the Disability Inclusion Action Plan is to effectively identify actions that deliver on the diverse needs of people living with a disability in our community.

The rights of people living with a disability to access services and facilities is fundamental to the disability inclusion process. In 2008, the Australian Government committed to implementing the United Nations (UN) Convention on the Rights of Persons with Disabilities “to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.”

Subsequently the Commonwealth Government prepared Australia’s Disability Strategy 2021–2031 which sets out a plan to change the lives of people with disability over ten years.

In 2014 the NSW Government enacted the Disability Inclusion Act (DIA). The DIA requires local councils to prepare disability inclusion action plans to deliver on the diverse needs of people living with a disability in the community as part of their Integrated Planning and Reporting Framework.

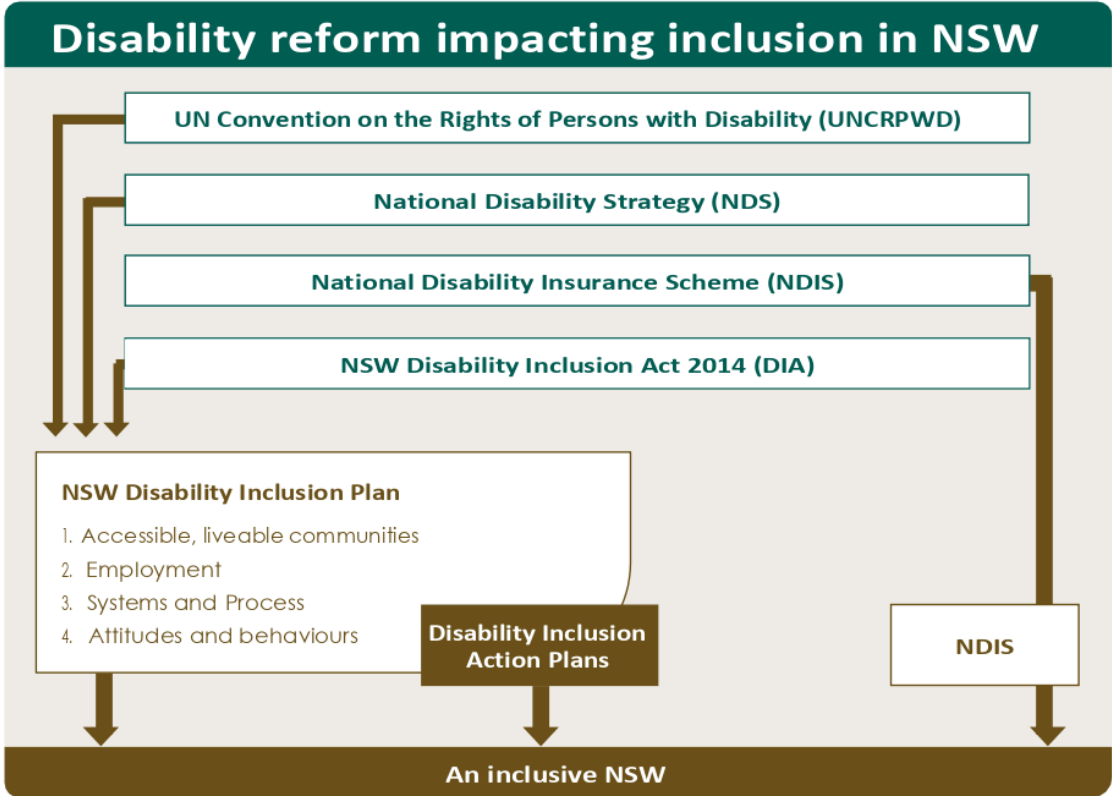



Figure 1: The relationships between the relevant policy and legislative instruments
Source: NSW Disability Inclusion Action Planning Guidelines


Disability Inclusion Focus Areas

The NSW Disability Inclusion Action Planning Guidelines identify four key outcome areas. These key outcome areas guided the disability inclusion action plan community consultation process and formed the structure for the Disability Inclusion Action Plan.

The four key outcome areas are:

 **Work (Employment)**

 **Attitudes and Behaviours**

 **Information and understanding (Systems and Processes)**

 **Liveable Communities**

The Disability Inclusion Action Plan has been prepared under the guidelines established by the division of Local Government having regard to the legislative context. The three councils worked closely to develop a consultation strategy that enabled both targeted and broader stakeholder and community engagement.

The plan sets out a series of principles, strategies and actions that will guide Council operations over the next four years. These align with the principles of the DIA, as well as the NSW Government's Disability Inclusion Plan focus areas.

2 Demographic Context

“Disability is a difficult concept to measure because it depends on a person's perception of their ability to perform a range of day-to-day activities.”

This Plan seeks to address all forms of disability, both those reflecting individual limitations and the barriers that our society places which restrict life choices.

Our region, for the purposes of the Disability Inclusion Action Plan is the three local government areas of Blayney, Cabonne and Orange. The characteristics of the three areas are comparable in that

each has an ageing population. However, the number of people identifying as needing assistance with core activities does increase in each local government area alongside an increase in population size.

Core Activity Need for Assistance

	Orange	Cabonne	Blayney
Total Population	43,512	13,766	7,497
Need for Assistance	2,701	685	423
% of Total Population	6.2%	5.0%	5.6%

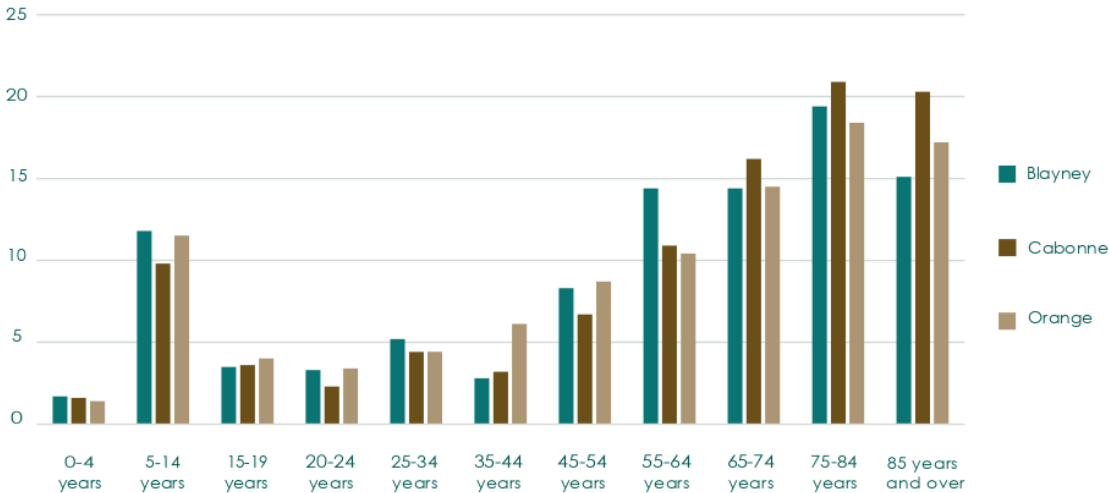
Source: AUSTRALIAN BUREAU OF STATISTICS 2021 Census of Population and Housing

Core Activity Need for Assistance “records the number of people with a profound or severe core activity limitation. People with a profound or severe core activity limitation are those needing assistance in their day to day lives in one or more of the three core activity areas of self-care, mobility and communication because of:

- a long-term health condition (lasting six months or more)
- a disability (lasting six months or more)
- old age.”

The Core Activity Need for Assistance: Total Percentage By Age graph shows a generally consistent pattern across the regions for an increase in the need for assistance as we age. The graph also highlights a significant increase in the need for assistance once an individual reaches school age.

Core Activity Need for Assistance Total % by age



While these statistics help to understand the prevalence of people who need support in the community, it is acknowledged that this number does not include all people living with and caring for people with disability in the Blayney, Cabonne and Orange communities.

National figures for disability compiled by the Australian Bureau of Statistics in the 2018 Survey of Disability, Ageing and Carers, Australia states:

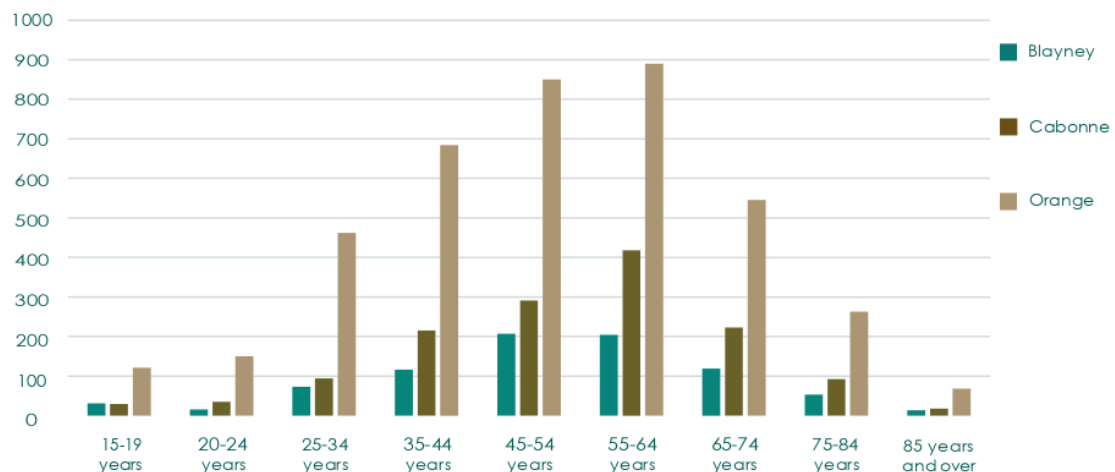
“The number of people with disability has increased. In 2018, there were 4.4 million people with disability (up from 4.3 million in 2015). Of all people with disability, 1.9 million were aged 65 years and over (up from 1.8 million in 2015):


- representing almost half (44.5%) of all people living with a disability (up from 41.9% in 2015 and 40.7% in 2012); and
- reflecting both an ageing population and increasing life expectancy of Australians.”⁵


“In 2018, of the 4.2 million Australians with disability (living in households), three in five (59.8% or 2.5 million people) needed assistance with at least one activity of daily life.”⁶


The Unpaid Assistance to a person with Disability graph below shows the significant number of local residents who fulfil a caring role in the Blayney, Cabonne and Orange communities.


Unpaid Assistance to a person living with a Disability





In 2018 there were 4.4 million Australians with disability. 

5.7% of all Australians had a profound or severe disability. 

The prevalence of disability increased with age - one in two people aged 65 years and over had disability. 

Almost one-quarter (23.2%) of all people living with a disability reported a mental or behavioural disorder as their main condition. 

In 2018, of the 4.4 million Australians living with a disability, over half (53.1% or 2.3 million) used aids or equipment because of their condition. 

Three in five people living with a disability* needed assistance with at least one activity of daily life. 

* living in households
** people of working age (15-64 years) who were living in households.
Source: 2018 Disability, Ageing and Carers, Australia: Summary of Findings | Australian Bureau of Statistics

53.4% of people living with a disability* were in the labour force, compared with 84.1% of those without disability. 

The median gross personal income of people living with a disability was \$505 per week, less than half (49.7%) that of people without disability (\$1016 per week).** 

One in 10 (9.6%) people living with a disability* aged 15 years and over had experienced discrimination in the previous 12 months because of their disability. 

An issue for people living with a disability is discrimination in both access and employment.

"In 2018, 2.1 million people living with a disability living in households were of working age (15-64 years). Of these:

- 53.4% were in the labour force, compared with 84.1% of those without disability
- 46.6% were not in the labour force, compared with 15.9% of those without disability."

Statistics demonstrate that we are collectively living longer. It follows that this will result in an increase in the number of people with profound or severe disability who require help with core activities such as mobility, self-care and communication.

The Disability Inclusion Action Plan is not exclusively for the people who identify as living with a disability. The community survey results (discussed in Section 4) clearly demonstrate a wide range of circumstances in which people find themselves either requiring some degree of assistance or appreciating the access facilities available to them.

Breaking down the barriers to inclusion, creating liveable communities, improving access, changing behaviours and attitudes, improving processes and providing meaningful employment are the responsibility of all of us as a community and will benefit everyone.

3 Developing the Plan

Community and stakeholder engagement has been key in this process. The ideas and contributions of both individuals and groups were invaluable in informing the strategies and actions in the Disability Inclusion Action Plan. In developing the plan the three councils, over a twelve month period, undertook a range of collective and individual consultation activities with the community. The consultation was both targeted, engaging specific disability related groups and individuals, as well as broad, surveying the wider council communities. The engagement activities both raised awareness of the Disability Inclusion Action Plan process and addressed inclusion across all areas of the councils' operations.



3.1 Community Survey Overview

The Disability, Inclusion and Accessibility survey was published on each Council's web page. The survey was also provided in a hard copy format and drew responses on a range of key areas.

A total of 28 community surveys were completed online.

A total of 29% of respondents to the online Blayney Shire Community survey identified with the statement 'I find it hard to move around'. In the same survey, 25% identified as a carer and 21% identified as an interested community member.

The community survey addressed the four focus areas and asked respondents to rank what they consider the most important issues within each of these areas. The top three issues identified in the ~~Orange~~ survey were:

Attitudes and Behaviours

- Train staff on access and inclusion
- Hold public events that are accessible and inclusive
- Include people living with a disability in promotions

Work (Employment)

- Provide accessible workplaces
- Provide flexible working times and places
- Modify duties for people living with a disability

Information and understanding (Systems and Processes)

- Provide accessible communication options in the workplace
- Provide information in different formats

- Provide hearing loops, touch screens, and translation services

Liveable Communities

- Provide accessible toilets in all public buildings
- Promote accessible-for-all design
- Make community programs and events accessible and inclusive

Other Issues

- In response to the question 'What worries you when accessing local shops', the top three responses were:
 - Steps with no ramps
 - Stairs with no lift available
 - Accessible parking

3.2 Community Meetings and Stakeholder Engagement

Council took the opportunity to broaden consultation across their communities.



Blayney Shire Council

Council undertook targeted community engagement through a number of community groups within the Blayney Shire and members of its Disability Inclusion Working Group. This engagement took a particular focus, while not exclusive, to target the 65+ year demographic found to be deficient in the online survey. The engagement was undertaken through initial discussion and distribution of manual surveys that were taken away by participants and returned to their next meeting. Groups engaged included the Blayney Mens Shed and Blayney Inner Wheel View Club.

The survey addressed the four focus areas and sought respondents to rank what they consider the most important issues within each of these areas. The following top three issues were identified:

Attitudes and Behaviours

- Ensuring public events are accessible
- Involving people living with a disability in developing communication campaigns regarding inclusion
- Developing public messages and campaigns that highlight inclusion and recognise the rights and contribution of people living with a disability in the community

Work (Employment)

- Designing roles suitable for people living with a disability or people with a lived experience of disability
- Flexible working hours and locations
- Accessible workplaces

Liveable Communities

- Providing accessible toilets in all public buildings
- Providing continuous accessible paths of travel between facilities and services in town centres and public areas
- Ensuring community programs and events are accessible through early

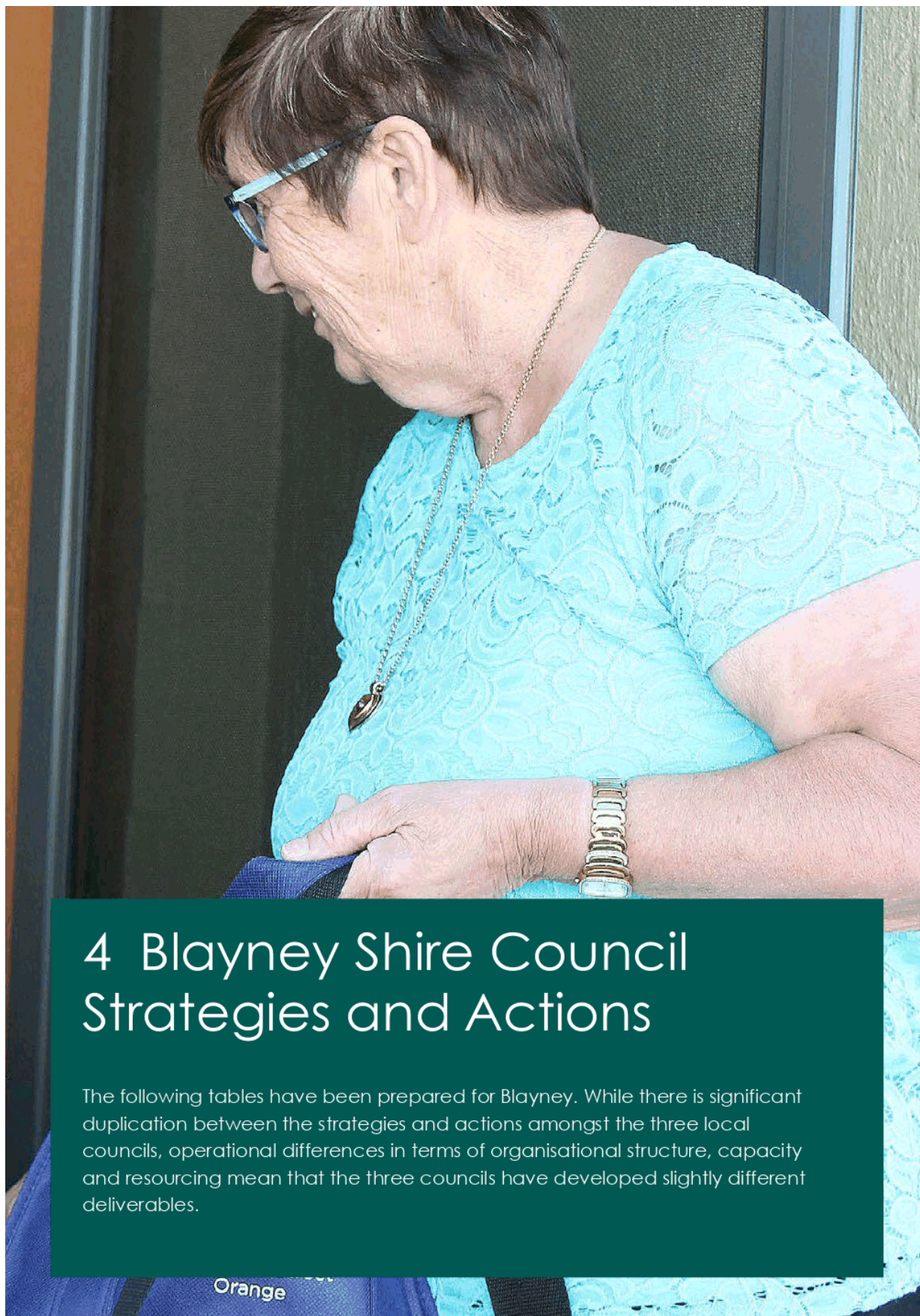
consideration of venues, transport, toilets, parking

Information and understanding (Systems and Processes)

- Ensuring all information is available in different formats for all abilities.
- Access to communication supports such as hearing loops, touch screens, and translation services
- Knowing that there are ways to provide feedback and mechanisms for inclusion and accessibility e.g. Council access advisory committees.

Other Issues (What worries you when accessing local shops?)

- ~~Trip hazards~~
- ~~Sensory overload~~
- ~~Accessibility — wide entry/aisles, ramps, travelators/escalators, parking~~
- Not physically accessible
- No clear signage
- No accessible toilets



4 Blayney Shire Council Strategies and Actions

The following tables have been prepared for Blayney. While there is significant duplication between the strategies and actions amongst the three local councils, operational differences in terms of organisational structure, capacity and resourcing mean that the three councils have developed slightly different deliverables.

Community attitudes and behaviours					
Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Improve community attitudes and awareness of access issues and disability inclusion.	Promote access awareness and deliver community education around disability inclusion.	ES	4.1	A minimum of two promotional items are to be circulated annually.	Annually
	Include features in Council's communications to the community about accessibility in and around the Shire.	ES	4.1	Include accessibility in at least one community newsletter/Council notices page annually.	Annually
	Funds are allocated for Council's Access Incentive Scheme to improve access to local businesses and community organisation premises.	PES	3.4	Annual funds made available in Council's annual Operational Plan.	Annually
	Promotion and administration of Council's Access Incentive Scheme to improve access to local businesses and community organisation premises with Main Street hospitality outlets prioritised.	PES	3.4	Minimum of 2 external advertisements / promotion of program. Minimum of 2 businesses and / or community facilities upgraded each year subject to receipt of applications that satisfy guidelines.	Annually Annually
	<u>Raise the profile of the DIWG across the Blayney Shire to provide community another avenue to report back</u>	ES	4.1	<u>A minimum of 2 articles promoting disability inclusion per annum in GM Conversation and Council Newsletter;</u>	Annually
	Review, update and promote the Missed Business Brochure to local businesses	CS	4.1	Missed Business Brochure updated and promoted to businesses in the Blayney Shire.	Annually

Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Ensure consultation, support and assistance to local groups and organisations that support and / or advocate on behalf people with a disability.	Work with the Disability Inclusion Working Group to advocate for improved access and inclusion for people living with a disability or lived experience of disability.	CS	4.1	The Disability Inclusion Working Group meet at 2 times per annum. Minutes of Working Group reported to Council meeting.	Annually
	<u>Review of DIAP where legislation around disability inclusion changes</u>	CS	4.1	<u>Document is updated to reflect any legislative change.</u>	
	<u>The DIWG develop a communication plan for engagement of key stakeholders with the next iteration of the Disability Inclusion Action Plan.</u>	ES	4.1	<u>Communications plan finalised with key stakeholders identified.</u>	
	Council supports engagement of service providers and advocates through the Blayney Interagency.	CS	4.1	Council provides access to a meeting facility and a Council officer in attendance.	Annually

Building Liveable Communities					
Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Plan for connected and accessible pedestrian networks in each township <u>and village</u> .	Implementation of Active Movement Strategy that leads to the provision of suitable pathways.	IS	4.1	Active Movement Strategy reviewed <u>at least once per Council term</u> , and implementation commenced.	Annually
Increase number of continuous accessible paths of travel in town and village centres and to key destinations per Active Movement Strategy.	Implement projects, that include footpaths, road crossings and kerb ramps, identified in the Active Movement Strategy and apply for Grant funding for any other priority accessibility projects.	IS	4.1	Delivery of scheduled priorities identified in the Active Movement Strategy.	Annually
Plan and deliver amenities to enable access for all.	Implement a program to improve our accessible public toilets.	IS	4.1	Public toilets meet Access to Premises Standards.	Ongoing
Plan for infrastructure that is accessible for all.	Encourage universal design in planning of new housing, infrastructure and buildings.	PES	3.4	Facilities and infrastructure meet Access to Premises Standards.	Ongoing
	Undertake improvement of accessible parking within Blayney Shire.	IS	1.1	2018 Blayney Shire audit of accessible car parking audit updated, and improvement plan developed. Accessible options investigated including costings for car parks created in or near Gold Street Park Mandurama and within Carcoar.	2023 2025

Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Increase access and inclusion to Council services and facilities.	A range of online and hard copy resources are provided at the Blayney Library to meet the diversity of needs in community.	CS (CWL)	4.4	Inclusive resources including large print books and audio books available for issue.	Ongoing
	Community Centre is available for accessible activities and events.	ES	4.4	Concessional access provided subject to compliant application with Community Financial Assistance policy.	Ongoing
	Centrepoin provides access for all.	PES (YMCA)	4.1	Concessional entry NSW Companion Card holders.	Ongoing
	Consider the particular needs of children living with a disability in the design, layout and security of parks and playgrounds.	IS	4.2	Playgrounds are safe and inclusive.	Annually
	A range of online and hard copy resources are provided at the Blayney Library to meet the diversity of needs in community.	IS	4.4	Active Movement Strategy reviewed and implementation commenced.	Annually
Increase participation of people living with a disability in events, festivals and activities.	Promote inclusion for events held in the Blayney Shire.	CS	4.2	Include and review information about making events accessible in responses to Event Management Applications.	Annually
	Investigate potential solutions for feedback and review of events to assist event organisers to make events more accessible.	CS	4.2	Solution for feedback and review of events identified and subject to cost, implemented.	Annually

Creating Meaningful Employment Opportunities					
Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Improve Council employment conditions and opportunities for people living with a disability.	Establish flexible work practices to encourage an inclusive working environment.	ES	2.1	Flexible work practices implemented.	Ongoing
	Provide disability awareness training to staff and Councillors.	ES	2.4	Staff and Councillors and have completed training.	Each Council term
Ensure Council recruitment process is accessible for people living with a disability.	Review and update the recruitment process to ensure it is accessible for people living with a disability.	ES	2.1	Review undertaken and improvements made to promote inclusion.	Annually
	Promotion of Council as an Equal Employment Opportunity employer with all vacancies.	ES	2.1	Council positions vacant promote Council as an Equal Employment Opportunity employer.	Ongoing
Identify opportunities to procure goods and services from businesses in the region who employ people living with a disability.	Review procurement procedure to identify options to procure goods and services from identified businesses.	CS	2.1	Procedure reviewed and list developed and used within Council.	2023

Enhancing Systems and Processes to Improve Access					
Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Ensure Council communication and customer service is accessible to all.	Apply access and inclusion principles to Council's communication channels.	ES	2.1	Council communication is accessible.	Ongoing
	Information is provided in an easy to read and accessible format.	ES	2.1	Promotional material presented in an accessible format.	Ongoing
	Promote Council's implementation of access and inclusion principles and recognise the rights and contribution of people living with a disability in the community.	ES	4.1	Promotion of Disability Inclusion Action Plan is undertaken.	Ongoing
	Ensure website conforms to Web Content Accessibility Guidelines conformance level AA.	CS	4.1	Website to conform to Web Content Accessibility Guidelines.	2023
	Council meetings are livestreamed to provide an alternative for attendance at meetings in person.	CS	2.4	Council meetings are livestreamed.	Ongoing
Ensure a coordinated approach to disability and inclusion is adopted and maintained across all departments of Council.	Staff to be familiar with the Disability Inclusion Action Plan ensuring a coordinated approach to disability inclusion is maintained across the organisation.	CS	2.1	Disability Inclusion Action Plan is promoted on Council Intranet. Disability Inclusion Action Plan is circularised for reinforcement and status updates / outcomes.	Ongoing Semi - Annual

Strategy	Actions	Responsibility	Community Strategic Plan Reference	Outcome	Timeframe
Ensure recognition of the Disability Inclusion Plan in Council's IP&R documentation.	Council's Disability Inclusion Plan is acknowledged in Council's Delivery Program and Annual Operational Plan.	CS	2.1	Council's Delivery Program and Annual Operational Plan includes acknowledgement of Council's Disability Inclusion Action Plan.	Annually

Acronyms

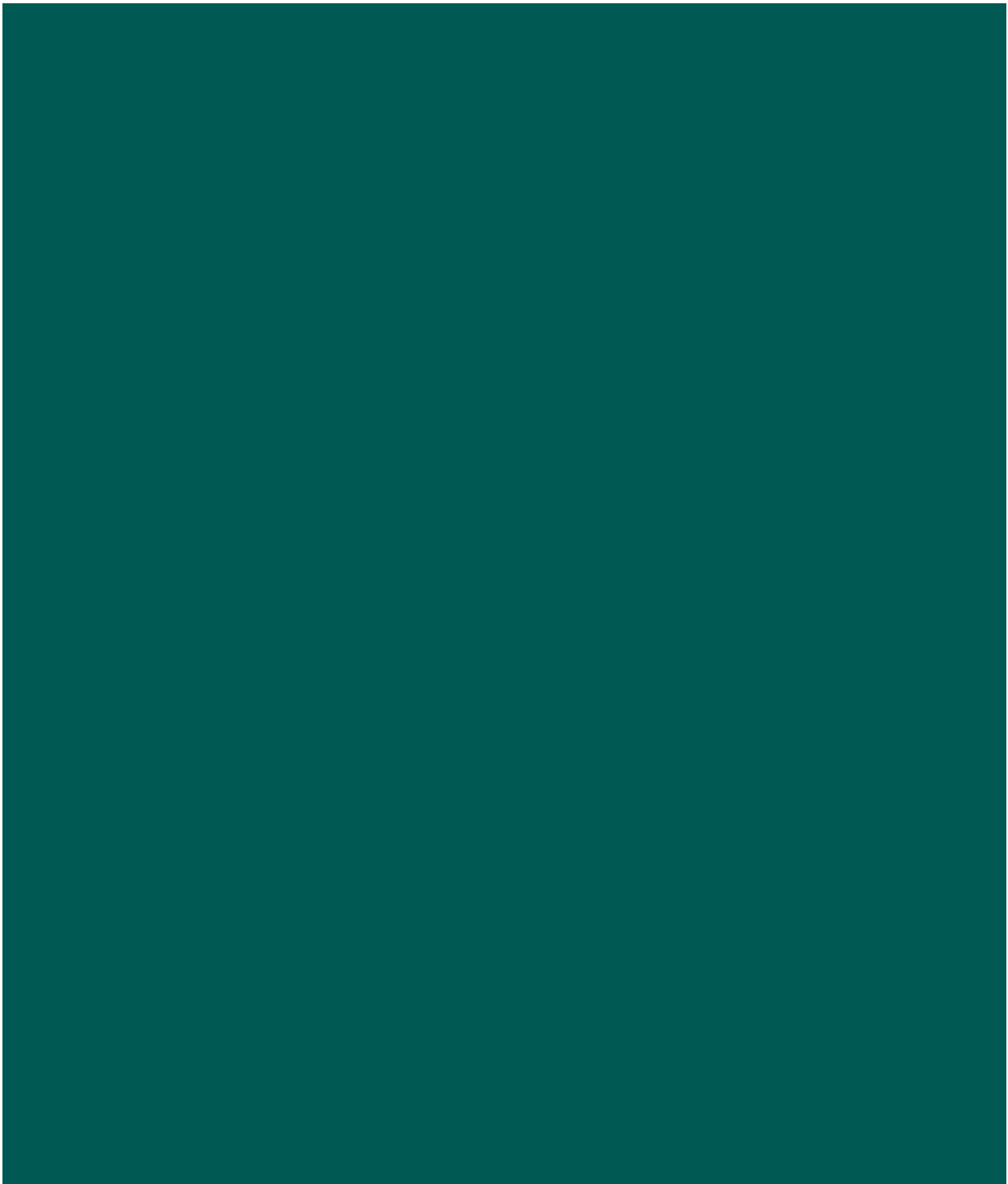
CS – Corporate Services
 CWL – Central West Libraries
 ES – Executive Services
 IS – Infrastructure Services
 PES – Planning and Environmental Services
 YMCA – The Y NSW: CentrePoint Sport and Leisure Centre



5 Monitoring and Reporting

Council will continue to work towards the creation of an inclusive community. It is a legislative requirement that the process of the Disability Inclusion Action Plan is included as part of the Annual Report and sent to the Minister.

A summary of achievements and highlights will be prepared and provided to the NSW Disability Council as required under the Disability Inclusion Act.



40 • Blayney, Cabonne and Orange • Disability Inclusion Action Plan • 2022-2026



Road, Pathway and Bridge Naming Policy

Policy	25F
Officer Responsible	Manager Assets
Last Review Date	21/03/2023

Strategic Policy

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OBJECTIVES

To provide a standardised and consistent framework for local road and bridge naming within the Blayney Shire Council Local Government Area (Blayney Shire).

To ensure that road, pathway, and bridge names comply with relevant legislative, government department and locality requirements.

To encourage the use of names within Blayney Shire which have relevant historical or botanical themes.

To provide a standardised and transparent methodology for considering names to be included in the list of pre-approved names in **Appendix A** of this policy.

To provide clear information on Council's requirements for the naming of roads, pathways, and bridges.

DEFINITIONS

"Commemorative naming" – Names used for roads and bridges that recognise outstanding achievement in the community. Acts of bravery, community service and exceptional accomplishment by both individuals and groups are grounds for this recognition. They can include returned service men and women, famous sporting identities, educators, industry leaders, former elected civic officials, famous Aboriginals, and community leaders.

"Geographical Names Board" - A statutory authority of the New South Wales Government, which is the official body for naming and recording details of places and geographical names in the state of New South Wales.

"Proponent" – Person(s) or organisation proposing to name a road or bridge.

"Public road" – Any road or street that is opened or dedicated as public road and open to public travel (which in NSW includes pathways and waterways). This Policy excludes public roads maintained by other public authorities and private roads.

"Roads Act 1993 and Road Regulation 2018" – Defines the roles, responsibilities, and functions of a road authority, including road naming.

"Verifiable evidence" – Evidence provided in support of a road, pathway, or bridge naming proposal that can be demonstrated to be true or genuine. For this Policy that may include media articles, membership records, testimonials etc.

SCOPE

This Policy covers all roads, pathways, and bridges that Council as the local road authority has responsibility for. Council must approve the naming of any road (including pathways) under its control, including public roads or a road that is to be dedicated to Council by way of a subdivision of land.

For the purposes of this Policy, a bridge is a structure with a centre line length of 6 metres or more and listed in Councils Financial Bridge Register.

This Policy does not apply to:

- Unformed, or private roads (or bridges) unless a road name is, or will be, required for addressing purposes,

- Bridge type structures (Culverts) less than 6 metres in length, or
- Roads or bridges under the control of any State Government Authority (e.g., Mid Western Highway).

LEGISLATIVE FRAMEWORK

The naming of roads in New South Wales is standardised to ensure that the process is transparent and easy-to-understand for regulatory bodies and members of the community. A consistent approach benefits emergency services, transport, and goods delivery and provides opportunities for community consultation when naming roads.

This policy has been prepared to assist Council staff with the naming of Bridges, pathways, proposed roads, and the renaming of existing roads.

The approval of road names is regulated by the Roads Act 1993, which states:

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- (1) A roads authority may name and number all public roads for which it is the roads authority.*
- (2) TfNSW may name and number all classified roads.*
- (3) Neither a roads authority nor TfNSW may name a public road, or alter the name of a public road, unless it has given the Geographical Names Board (GNB) at least one month's notice of the proposed name.*

Therefore, all requests for road names must be directed to the local road authority (Council).

Further, Road naming authorities must adhere to the procedure outlined in the **NSW Road Regulation 2018** and policy outlined in the **NSW Address Policy and User Manual**.

The NSW Road Regulation 2018 states:

Division 1; Clause 7 – Procedure for naming roads (Roads Regulation 2018)

- (1) A roads authority that proposes to name or rename a road must —
 - (a) publish notice of the proposal in a local newspaper or on the roads authority's website, and*
 - (b) notify all relevant parties of the proposal.**
- (2) The notice must state that written submissions on the proposed name may be made to the roads authority and must specify how, and the date by which, submissions are to be made.*
- (3) Any person may make written submissions to the roads authority on its proposal to name or rename a road.*
- (4) A roads authority (other than the Minister) may not proceed with a proposal to name or rename a road against an objection made by a relevant party except with the approval of the Minister.*
- (5) If, after considering any submissions duly made to it, the roads authority decides to proceed with the proposed name, the roads authority —*

- (a) must publish notice of the new name in the Gazette and in a local newspaper or on the roads authority's website, giving (in the case of a road that is being named for the first time) a brief description of the location of the road, and*
- (b) must notify the relevant parties of the new name, giving sufficient particulars to enable the road to be identified.*
- (6) In this clause, relevant party means the following —*
 - (a) Australia Post,*
 - (b) the Registrar-General,*
 - (c) the Surveyor-General,*
 - (d) the chief executive of the Ambulance Service of NSW,*
 - (e) Fire and Rescue NSW,*
 - (f) the NSW Rural Fire Service,*
 - (g) the NSW Police Force,*
 - (h) the NSW State Emergency Service,*
 - (i) the NSW Volunteer Rescue Association,*
 - (j) in relation to a classified road—TfNSW.*

It is the road authority's responsibility to assess all proposed road (including pathways) names and the renaming of existing roads.

PURPOSE OF THE POLICY

The purpose of this Policy is to:

1. Encourage the use of Council's preference for using the names of Ex-Service personnel, Previous Mayors of the Council, and Indigenous Leaders.
 - o Council has a list of pre-approved names (**Appendix A**) that can be considered for use by any proponent,
2. Encourage the use of other names based on a botanical, multicultural, or historic themes,
3. Provide an opportunity to recognise and celebrate individuals or organisations closely associated with the leadership, cultural and social development of the Blayney Shire,
4. Provide a clear and equitable framework to manage requests for the naming, or renaming of roads, pathways, and bridges on Council's road network, and
5. Ensure compliance with legislative requirements and Geographical Names Board (GNB) naming guidelines, and
6. Minimise the risk of names causing controversy within the broader community.

General Principles

The Policy is based around GNB Guidelines, which are designed to ensure that naming practices are of the highest possible standard and will result in intuitively clear road, pathway, and bridge names for all, minimising confusion, errors, and omissions. Specifically, road, pathway, and bridge names shall:

- Not risk public and operational safety for emergency response, or cause confusion for transport, communication, and mail services,

- Be unique and clear. This is the most essential quality when proposing a new road name. Duplication of similar and like sounding road (and bridge) names are not acceptable,
 - Not repeat the same or similar name for a bridge and road on a single road or within the local area (e.g., Smiths Bridge on Smith Street),
- Be written in standard Australian English, or recognised format of an Australian Aboriginal language local to the area,
- Comply with naming conventions, including using only one name (e.g., given or surname) for road names. When naming a bridge, the rank and initials of an Ex-Serviceman may also be used,
- Road names must include an appropriate road type in the naming proposal. These must comply with the GNB definitions in **Appendix C**, and
- Not be for a name already recognised within Blayney Shire (excluding small plaques or a listing on a memorial), including as a place, or facility name.

Council does not support the naming of pathways, except where the pathway is the reference point for a formal address (required), or where there are other compelling reasons to name a pathway (e.g., an extensive pathway that cannot be referenced by an adjacent road).

Pre-approved Names

Names may be selected from the list of pre-approved names in **Appendix A**. If the name is relevant to the local area, the name will be deemed to comply with the policy.

If the name is proposed for a bridge, it will then be subject to Council report for endorsement and adoption, following a minimum OF 28 days of public exhibition.

Geographical Names Board (GNB) Approval

Approval by the GNB is required before Council can adopt any road name.

Complying pathway or road names, with an appropriate road type will be submitted by Council to the GNB for approval, which includes an assessment against three main criteria:

- i. Names uniqueness (based on spelling and phonetic use) within a 20km (Urban) and 30km (Rural) radius,*
- ii. Evidence provided to support the adoption of the name, and*
- iii. Appropriateness of the proposed road type (see **Appendix C**)*

In some circumstances that names on the pre-approved list may not be approved by the GNB (e.g., the name has been used in a neighbouring council area). In this case Council will advise the proponent that another name will need to be proposed.

For new roads created by a subdivision, once approved by the GNB pre-approved names are only required to be included in the subdivision plans, prior to final approval by Council.

All proposals for the renaming of existing roads will be subject to a Council report for endorsement and adoption, following a minimum of 28 days of public exhibition.

Alternative Names

Alternative names may be proposed for:

- The naming of a new road,
- The renaming of an existing road (generally for Emergency Services),
- A new, or replacement bridge,
- A pathway that provides an address reference, or is a significant pedestrian route, or
- For inclusion in the list of pre-approved names.

If an alternate name is being proposed the proponent(s) must provide a written proposal with sufficient information to enable Council to assess the compliance of the proposed name against the criteria in this Policy and the criteria defined in the ***NSW Addressing User Manual***.

If the information provided requires additional research or clarification (including referral to the Blayney Shire Local and Family History Group) and requires more than an hour of staff time to prepare the information for a Council report, Council may apply hourly charges as per Council's fees and charges. In this case, the proponent(s) will be advised and prepay charges prior to the additional work being undertaken.

The supporting information should include, as a minimum:

- Contact details for the proponent,
- Details and a map of the road extent (start and finish point) where applicable,
- A short summary outlining the choice of the name and how it addresses the criteria in this policy,
- Details on the origin of the name (meaning and history, if applicable),
- Verifiable evidence to support the use of the name (including Media articles, Awards, or other forms of recognition, Membership of Community service organisations, and any other relevant evidence),
- Evidence of Community Consultation, particularly for road renaming proposals,
- For a botanical name, information on the relevance of the species to the local area is required.

If a name is assessed by Council to meet the criteria in this Policy, it will then be submitted to the GNB for approval (see above), prior to being approved by Council.

Alternate names can be based on a botanical, multicultural, or historic themes, including:

- Botanical names relevant to the local area,
- Names that reflect acts of bravery, including returned service men and women,
- Indigenous Leaders, and names that reflect local aboriginal heritage,
- Acknowledge the multi-cultural nature of our society,

- Individuals or organisations closely associated with the leadership, cultural and social development of the Blayney Shire. These include Previous Mayors of the Council,
- A person who has made a substantial contribution to the local community, either through community service and/or a substantial accomplishment(s).
- Recognise outstanding achievement, including sporting identities, educators, industry leaders,
- Associated with the heritage of an area, especially early explorers, settlers, naturalists, or historical events, or
- For pathways, the use of a geographical feature may be considered.

All proposed names must:

- Be relevant to the geographical area of the proposal,
- An individuals' service or contribution must be above and beyond their paid work,
- Not be for a person who has been deceased for less than twelve months,
- Not be a current commercial, or business name,
- Not be the name of a person holding public office, and
- Unlikely to be considered controversial by the broader community.

Ownership of land that has been developed, use of initials, or nicknames are not acceptable.

Approval Process

Road names (with an appropriate road type), or pathway names that meet the criteria of the Policy will be submitted to the GNB for approval (see above).

Naming proposals for new roads created by subdivision will not generally be subject to a Council report. All other naming proposals will be subject to a Council report, enabling the proposed name to be placed on public exhibition for a minimum of 28 days, allowing for public submissions. Pending the receipt of public submissions, the name may be adopted or be subject to a further Council report.

Once adopted by Council, the road name shall be advertised as approved in the Government Gazette and on Councils' website.

IMPLEMENTATION

Council shall arrange the manufacture and installation of street signs, other than those in new subdivision areas, and private roads. The subdivision developer is required to supply the road sign and maintain the street sign until Council accepts maintenance of the road as a public road.

End of Policy

	Date	Minute
Adopted:	12/08/1996	724
Last Reviewed:	09/08/2010	1008/011
	12/11/2012	1211/014
	16/07/2018	
	16/09/2019	
	21/03/2023	
Next Review:	01/09/2026	

APPENDIX A – LIST OF PRE-APPROVED NAMES

Proposed Name	Initial	Locality	Conflict	Limitations
Ash	W	Blayney	1914-1918	Ash Street, Orange in Orange LGA 12.7 km away
Baulch	F			
Bennett	G	Millthorpe	1914-1918	Bennet lane, Spring Side in Orange LGA 6.2km away
Biddulph	L	President Lyndhurst SC	1906	Unformed Street in Lyndhurst
Bird	A	Millthorpe	1939-1945	
Black	HN	Blayney	Boer 1899-1902	Back Street, Cargo in the Cabonne LGA 10.5km away
Brimble	T	Millthorpe	1914-1918	Bimble Close, Orange in the Orange LGA 18km away
Caldwell	R	Millthorpe	1914-1918	Caldwell Lane, Borenor in the Cabonne LGA 18.8km away
Chalson	A(Gus)	Blayney	1917	
Chapman	ELE(Ted) EBE	Blayney Blayney	1917 1917	Chapman Road, Sping Hill in the Oange/Cabonne LGA 1.2km away
Cheffins	CR	Carcoar	1914-1918	
Cheney	E AA	Blayney President Lyndhurst SC	1914-1918 1932-1937	Similar to Chesney Lane in neighbouring locality of Browns Creek 5km away.
Chittenden	G	Blayney	1914-1918	
Clements	PE	Blayney	1917	Clements Road, Rosberg/Woodstock in the Cowra LGA 4 km away
Colburt	BD	President Blayney SC	1981-1982 1984-1993	
Coppock	W	Millthorpe	1914-1918	
Crichton	DR	Shaw	Boer 1899-1902	
Frost	S	Blayney	1914-1918	Frost Street, Orange in the Orange LGA 14.6km away
Gainsford	F	Millthorpe	1914-1918	
Gannon	F	Mandurama	1914-1918	
Gardiner	G	Blayney	1914-1918	Gardiner Road, Orange in the Orange LGA 14 km away
Golding	RJ	Millthorpe	1939-1945	Golden Place, Orange in the Orange LGA 14km away
Goode	G E	Millthorpe Millthorpe	1914-1918 1914-1918	
Hewish	AL	Blayney	1917	
Hosie	P	Mandurama	1914-1918	
Innes	JA	President Lyndhurst SC	1937-1951	

Proposed Name	Initial	Locality	Conflict	Limitations
James	H	Millthorpe	1914-1918	
Jennings	CW	Blayney	1914-1918	Jenning Close, Orange in the Orange LGA 16.5km away
Kable	GP	Blayney	1914-1918	Kable Place, Orange in the Orange LGA 13.5km away
Knox	G	Millthorpe	1914-1918	Cox Ave, Orange in the Orange LGA 14.8km away
Kotton	M	Millthorpe	1914-1918	Cotton Street, Raglan in the Bathurst LGA 24km away
Lambert	B	Kings Plains	Aboriginal Leader	'Billy Lambert' acceptable for a bridge
Lassey	RL	Neville	1914-1918	
Life-Smith	E	Carcoar	1914-1918	
Mann	AE	Neville	1914-1918	Main St, Darby Falls in the Cowra LGA 19km away
Mayberry	S	Carcoar	1914-1918	
McMahon	T	Millthorpe	1914-1918	
McVicar	HW	Carcoar	1914-1918	
Miles	R	Millthorpe	1914-1918	Miles Road, Byng in the Cabonne LGA 3.7km away
Milham	RM	Millthorpe	Boer 1914-1902	
O'Leary	KI	Millthorpe	1939-1945	
Pittendrigh	NT E	Blayney Blayney	1915 1915	
Roberts	JJ	Blayney	1917	
Robinson	J	Millthorpe	1914-1918	Robinson St, Woodstock in the Cowra LGA 11 km away
Rosenburg	M	Lyndhurst	1914-1918	Roseburg Road, Roseburg in the Cowra LGA 2 km away
Ryan	R MJ	Carcoar Carcoar	1914-1918 1914-1918	Ryans Road, Rockley Mount in the Bathurst LGA 11 km away
Sams	E	Millthorpe	Boer 1899-1902	
Shappere	CS	Blayney	1916	
Simmons	F	Blayney	1914-1918	Simmons Pl, Kelso in the Bathurst LGA 21km away
Stammers	EW	Lyndhurst	1914-1918	
Syphers	JNO J	Lyndhurst Millthorpe	1914-1918 1914-1918	
Thompson	EG	President Lyndhurst SC & Blayney SC	1965-1977 1977-1991	
Thomcraft	C	Neville	1914-1918	
Tibbs	RH	Blayney	1916	
Wenban	E	Millthorpe	1914-1918	

Proposed Name	Initial	Locality	Conflict	Limitations
Williamson	AS	Millthorpe	1939-1945	Williamsons Road, LewisPonds/Rocksford in the LGAs of Bathurst/Cabonne
Wise	GAN	Blayney	1916	Wise Road, Springside in the Orange LGA 5.5km away

APPENDIX B: ROAD, PATHWAY, AND BRIDGE NAMING CHECKLIST

1) Is this name for a Bridge, a Pathway, the road name pre-approved list, a new road, or an existing road renaming proposal?

- *Any naming proposals that are not selected from the pre-approved list of names (**Appendix A**) require additional information to enable assessment under the criteria of this policy.*
- *New road name proposals require a map showing the location and extent of the proposed road.*
- *Road renaming proposal – Explain the reason for seeking to rename the road (e.g., for Emergency Services). Proposals should include evidence of community support, where appropriate.*

2) Is the proposed Name on the pre-approved names list (Appendix A**)?**

- *Yes – Road or Pathway name(s) can be submitted to Council for referral to the GNB [Go to 7b)].*
- *Yes – Bridge name(s) will be subject to a Council report and adoption.*
- *No – Further evidence required.*

3) If not from the pre-approved names list, is the proposed name based on a relevant historical or botanical theme?

- *Yes - Requires supporting evidence.*
- *No – Does not comply with Policy.*

4) Botanical name

- *Requires details including the relevance of the species to the local area. [Go to 7b)].*

5) Naming proposals for individuals not on the pre-approved names list must meet the following criteria:

- *A person who has been deceased for at least 1 year,*
- *Names that reflect acts of bravery, including returned service men and women,*
- *Indigenous Leaders, and names that reflect local aboriginal heritage,*
- *Acknowledge the multi-cultural nature of our society,*
- *Individuals or organisations closely associated with the leadership, cultural and social development of the Blayney Shire. These include Previous Mayors of the Council,*
- *A person who has made a substantial contribution to the local community, either through community service and/or a substantial accomplishment(s), which is:*
 - *Relevant to the geographical area of the proposal,*
 - *Above and beyond their paid work,*

- *Not a current commercial, or business name,*
- *Not the name of a person holding public office, and*
- *Unlikely to be considered controversial by the broader community.*
- *Recognise outstanding achievement, including sporting identities, educators, industry leaders, or*
- *Associated with the heritage of an area, especially early explorers, settlers naturalists, or historical events.*

Only one name shall be used for commemorative naming e.g., a given name or surname.

Ownership of land that has been developed, use of initials, or nicknames are not acceptable.

6) Naming proposals for individuals not on the pre-approved names list must be supported by relevant details and verifiable evidence, including but not limited to:

- *The full name and date of birth and death of the individual.*
- *A summary of the individual's contribution or accomplishment(s).*
- *Verifiable evidence supporting the proposed name:*
 - *Media references recognising the individual's contribution to the community,*
 - *Awards, or other forms of recognition reflecting their community contribution,*
 - *Membership of Community service organisations, and*
 - *Any other relevant evidence.*
- *If Council requires additional research or clarification (including referral to the Blayney Shire Local and Family History Group) and requires more than an hour of staff time to prepare the information for a Council report, Council may apply hourly charges as per Councils fees and charges. In this case, the proponent(s) will be advised prior to the additional work being undertaken.*

7) Once submitted, Council will assess the proposed name against the Policy criteria.

- a) *If the proposed name does not comply with the Policy Council may seek further information or advise the proponent that the name cannot be used.*
- b) *If the proposed (road) name complies with the Policy Council will submit the proposed name to the GNB for approval. This involves an assessment against three main criteria:*
 - i. *Names uniqueness (based on spelling and phonetic use) within a 20km (Urban) and 30km (Rural) radius,*
 - ii. *Evidence provided to support the adoption of the name, and*
 - iii. *Appropriateness of the proposed road type (see **Appendix C**).*

- c) *If the proposed name is not from the pre-approved list of names, it will be subject to a report to Council seeking a resolution for its endorsement and be placed on public exhibition for a period of not less than 28 days, prior to adoption.*

*All **Bridge naming and road renaming proposals** shall be subject to this requirement.*

- d) *Proposed names for new roads created by a subdivision.*

- *If it is from the pre-approved list of names, it will be submitted to the GNB for approval of the name and road type descriptor.*
- *If the name is not from the pre-approved names list, it will be subject to c) above.*
- *If approved by the GNB, the name must be included on the subdivision plans submitted to Council.*

- e) *All proposed Pathway and Bridge names will be subject c) above. If the name is not from the pre-approved list of names (**Appendix A**), the proponent must meet the requirements of paragraphs 2 to 5, above.*

8) When a road name is adopted by Council.

- *Council will ensure compliance with the provisions of the Roads Regulation 2018, including publishing details of road name(s) on Councils website.*
- *Notifications under Clause 6 of the Road Regulation 2018 are undertaken by the GNB.*

9) Who organises signage?

- *Council shall arrange the manufacture and installation of street signs other than those in new subdivision areas, and private roads.*
- *Subdivision developers must supply and maintain road signs (to Council standard) until Council accepts the road as a public road.*

APPENDIX C – ROAD TYPES (GEOGRAPHICAL NAMES BOARD)

This list represents the full range of road types and the type of roads they are applicable for.

Road Type	Abbr.	Description	Open Ended	Cul-de-sac	Ped. Only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approach	App	Roadway leading to an area of community interest (e.g., public open space, commercial area, beach etc.)	<input checked="" type="checkbox"/>		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			<input checked="" type="checkbox"/>
Avenue	Ave	Broad roadway, usually planted on each side with trees.	<input checked="" type="checkbox"/>		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			<input checked="" type="checkbox"/>
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	<input checked="" type="checkbox"/>		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	<input checked="" type="checkbox"/>		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	<input checked="" type="checkbox"/>		
Carpark	Crpk	An area or building where cars or other vehicles may be left temporarily. Shops or residence may also be fronting the carpark.	<input checked="" type="checkbox"/>		
Chase	Ch	Roadway leading down to a valley.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Circuit	Cct	Roadway enclosing an area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Close	Cl	Short, enclosed roadway.		<input checked="" type="checkbox"/>	
Concourse	Con	A roadway or pedestrian access that runs through or around a central area (e.g., public open space, commercial area, or railway station).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Court	Ct	Short, enclosed roadway.		<input checked="" type="checkbox"/>	
Crescent	Cr	Crescent shaped thoroughfare, especially where both ends join the same thoroughfare.	<input checked="" type="checkbox"/>		
Crest	Crst	Roadway running along the top or summit of a hill.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Road Type	Abbr.	Description	Open Ended	Cul-de-sac	Ped. Only
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	<input checked="" type="checkbox"/>		
Entrance	Ent	Roadway connecting other roads.	<input checked="" type="checkbox"/>		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	<input checked="" type="checkbox"/>		
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	<input checked="" type="checkbox"/>		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	<input checked="" type="checkbox"/>		
Glade	Gld	Roadway, usually in a valley of trees.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	<input checked="" type="checkbox"/>		
Grove	Gr	Roadway that features a group of trees standing together.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Highway	Hwy	Main road or thoroughfare, a main route.	<input checked="" type="checkbox"/>		
Lane	Lane	Narrow way between walls, buildings, or a narrow country or city roadway.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	<input checked="" type="checkbox"/>		
Mall	Mall	Sheltered walk, promenade, or shopping precinct.			<input checked="" type="checkbox"/>
Mews	Mews	Roadway in a group of houses.		<input checked="" type="checkbox"/>	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	<input checked="" type="checkbox"/>		
Parkway	Pwy	Roadway through parklands or an open grassland area.	<input checked="" type="checkbox"/>		
Passage	Psg	Narrow street for pedestrians.			<input checked="" type="checkbox"/>
Path	Path	Roadway used only for pedestrian traffic.			<input checked="" type="checkbox"/>
Place	Pl	Sort, sometimes narrow, enclosed roadway.		<input checked="" type="checkbox"/>	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	<input checked="" type="checkbox"/>		
Quay	Qy	Roadway leading to a landing place alongside or projecting into water.	<input checked="" type="checkbox"/>		
Ramp	Ramp	Access road to and from highways and freeways	<input checked="" type="checkbox"/>		

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