

Blayney Shire Council



30 September 2011

Dear Councillor,

Your attendance is requested at an Ordinary Council Meeting of the Blayney Shire Council to be held in the Council Chambers on Monday, 10 October 2011 at 6.00 pm for consideration of the following business -

- (1) Acknowledgement of Country
- (2) Apologies for non-attendance
- (3) Confirmation of Minutes
 - Ordinary Council Meeting held on 12.09.11
 - Extraordinary Council Meeting held on 22.09.11
- (4) Disclosures of Interest
- (5) Reports of Staff
 - (a) Corporate Services
 - (b) Engineering Services
 - (c) Environmental Services
- (6) Committee Reports
- (7) Closed Meeting

Yours faithfully

Mr Alan McCormack PSM
INTERIM GENERAL MANAGER

**5:45 PM PRESENTATION TO COUNCILLORS BY:
- MS JENNIFER BENNETT FOR CENTROC**

Hill Rogers
Spencer Steer

30 August 2011

The Mayor
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

Mayor,

Audit Report - Year Ended 30 June 2011

We are pleased to advise completion of the audit of Council's books and records for the year ended 30 June 2011 and that all information required by us was readily available. We have signed our reports as required under Section 417(1) of the Local Government Act, 1993 and the Local Government Code of Accounting Practice and Financial Reporting to the General and Special Purpose Financial Statements.

Our audit has been conducted in accordance with Australian Auditing Standards so as to express an opinion on both the General and Special Purpose Financial Statements of the Council. We have ensured that the accounts have been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS) and the Local Government Code of Accounting Practice and Financial Reporting.

This report on the conduct of the audit is also issued under Section 417(1) and we now offer the following comments on the financial statements and the audit;

I. RESULTS FOR THE YEAR

I.1 Operating Result

The operating result for the year was a deficit of \$1.266 million compared with a surplus of \$68,000 in the previous year.

Assurance Partners

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The following table sets out the results for the year and the extent (%) that each category of revenue and expenses contributed to the total.

	2011 \$000	% of Total	2010 \$000	% of Total	Increase (Decrease) \$000
Revenues before capital items					
Rates & annual charges	5,292	50%	5,012	49%	280
User charges, fees & other revenues	1,558	15%	1,985	19%	(427)
Grants & contributions provided for operating purposes	3,341	31%	2,966	29%	375
Interest & investment revenue	480	4%	340	3%	140
	10,671	100%	10,303	100%	368
Expenses					
Employee benefits & costs	4,460	36%	4,340	39%	120
Materials, contracts & other	3,723	30%	3,904	36%	(181)
Depreciation, amortisation & impairment	4,023	33%	2,582	23%	1,441
Borrowing costs	164	1%	169	2%	(5)
	12,370	100%	10,995	100%	1,375
Surplus before capital items	(\$1,699)		(\$692)		(\$1,007)
Grants & contributions provided for capital purposes	433		760		(327)
Net Surplus/(Deficit) for the year	(\$1,266)		\$68		(\$1,334)

The table above shows an overall decrease over the previous year of \$1.334 million. The decrease can be entirely attributed to increased depreciation charges as a result of the revaluation of roads, bridges and footpaths in the previous year.

Levies of rates and domestic waste management charges increased by \$280,000 and accounted for 50% of Council's operating revenue before capital receipts.

1.2 Funding Result

The operating result does not take into account all revenues and all expenditures and in reviewing the overall financial performance of Council it is useful to take into account the total source of revenues and where they were spent during the year which is illustrated in the table below.

The Mayor, Blayney Shire Council
Audit Report for the year ended 30 June 2011

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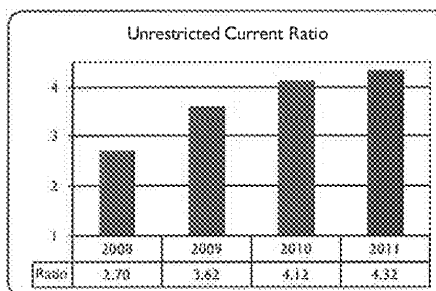
	2011 \$'000	2010 \$'000
Funds were provided by:-		
Operating Result (as above)	(1,266)	68
Add back non funding items:-		
- Depreciation, amortisation & impairment	4,023	2,582
- Book value of non current assets sold	368	400
	3,125	3,050
Decrease/Redemption in Non Current Investments	380	0
Repayments from deferred debtors	103	204
	3,608	3,254
Funds were applied to:-		
Purchase and construction of assets	(1,524)	(2,521)
Principal repaid on loans	(80)	(123)
Transfers to externally restricted assets (net)	(857)	(464)
Transfers to internal reserves (net)	(858)	(266)
Advances to deferred debtors	(40)	0
Net Changes in current/non current assets & liabilities	(143)	(102)
	(3,502)	(3,476)
Increase/(Decrease) in Available Working Capital	106	(222)

2. FINANCIAL POSITION

2.1 Unrestricted Current Ratio

The Unrestricted Current Ratio is a financial indicator specific to local government and represents Council's ability to meet its debts and obligations as they fall due.

After eliminating externally restricted assets and current liabilities not expected to be paid within the next 12 months net current assets amounted to \$3.801 million representing a factor of 4.32 to 1.



2.2 Available Working Capital – (Working Funds)

At the close of the year the Available Working Capital of Council stood at \$893,000 as detailed below;

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Audit Report for the year ended 30 June 2011

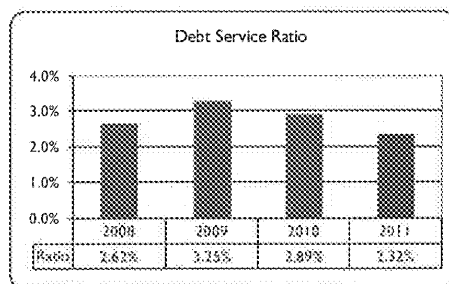
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	2011	2010	Change
	\$'000	\$'000	\$'000
Net Current Assets (Working Capital) as per Accounts	8,268	6,333	1,935
Add: Payables, provisions & inventories not expected to be realised in the next 12 months included above	190	471	(281)
Adjusted Net Current Assets	8,458	6,804	1,654
Add: Budgeted & expected to pay in the next 12 months			
- Borrowings	85	80	5
- Employees leave entitlements	451	336	115
- Deposits & retention moneys	47	40	7
- Deferred debtors	(114)	(154)	40
Less: Externally restricted assets	(4,657)	(3,800)	(857)
Less: Internally restricted assets	(3,377)	(2,519)	(858)
Available Working Capital as at 30 June	893	787	106

The balance of Available Working Capital should be at a level to manage Council's day to day operations including the financing of hard core debtors and inventories and to provide a buffer against unforeseen and unbudgeted expenditures. Taking into consideration the nature and level of the internally restricted assets (Reserves) set aside we are of the opinion that Available Working Capital as at 30 June 2011 was adequate.

2.3 Debt

Operating revenue (excluding special purpose grants & contributions) required to service debt (loan repayments) was 2.32%.



2.4 Summary

Council's overall financial position, when taking into account the above financial indicators is, in our opinion, satisfactory.

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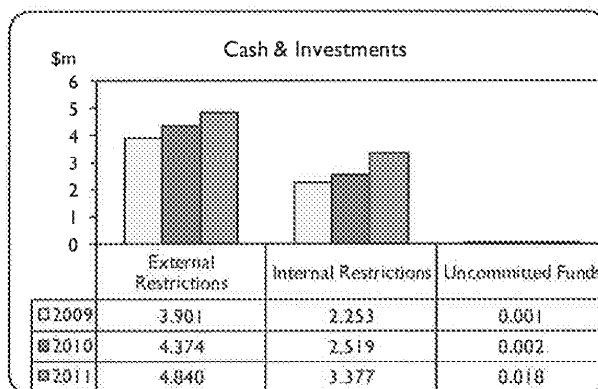
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3. CASH ASSETS

3.1 Cash & Investments

Cash and investments held at the close of the year amounted to \$8.235 million as compared with \$6.895 million and \$6.155 million at the close of financial years 2010 and 2009 respectively.

The table alongside summarises the purposes for which cash & investments were held;



Externally restricted cash and investments are restricted in their use by externally imposed requirements and consisted of unexpended development contributions (\$849,000), special levy for Community Centre refurbishment (\$670,000), specific purpose grants and deposits (\$592,000) and sewerage funds (\$2.729 million).

Internally restricted cash and investments have been restricted in their use by resolution or policy of Council to reflect forward plans, identified programs of works, and are, in fact, Council's "Reserves". These Reserves totalled \$3.377 million and their purposes are more fully disclosed in Note 6 of the financial statements.

Unrestricted cash and investments amounted to \$18,000.

3.2 Cash Flows

The Statement of Cash Flows illustrates the flow of cash moving in and out of Council during the year and reveals that Cash Assets increased by \$1.340 million to \$7.622 million at the close of the year. In addition to operating activities which contributed net cash of \$2.429 million were the proceeds from deferred debtors (\$103,000) and the sale of assets (\$455,000). Cash outflows other than operating activities were used to repay loans (\$80,000), provide loans to deferred debtors (\$40,000) and to purchase and construct assets (\$1.527 million).

The Mayor, Blayney Shire Council
Audit Report for the year ended 30 June 2011

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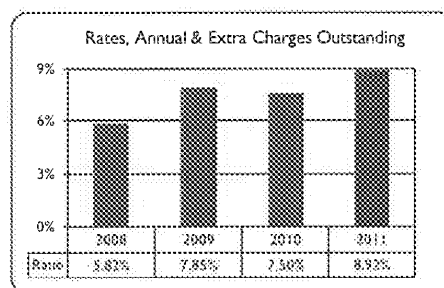
4. RECEIVABLES

4.1 Rates & Annual Charges

Net rates and annual charges levied during the year totalled \$5.292 million and represented 48% of Council's total revenues. Including arrears, the total rates and annual charges collectible was \$5.660 million of which \$5.195 million (91.78%) was collected.

4.2 Rates, Annual & Extra Charges

Arrears of rates, annual and extra charges stood at \$511,000 at the end of the year and represented 8.92% of those receivables.



4.3 Other Receivables

Receivables (other than rates annual & extra charges) totalled \$815,000 and included user charges, contributions to works and fees amounting to \$562,000 and deferred debtors of \$140,000.

5. PAYABLES

Employees Leave Entitlements

Council's provision for its liability toward employees leave entitlements and associated on costs amounted to \$1.171 million. A cash reserve of \$663,000 was held at year end representing 57% of this liability and was, in our opinion, more than adequate to enable Council to meet unbudgeted and unanticipated retirements.

6. REVALUATION OF ASSETS

The valuation at 'fair value' of Council's infrastructure, property, plant and equipment is being introduced in a staged approach. In previous years several asset categories, including operational land and buildings, infrastructure assets, plant and equipment have been valued.

This year saw the revaluation of the remaining asset categories, including community land. The revaluation process (including the indexation of sewerage infrastructure assets) resulted in a net increase of \$8.471 million and was credited directly to Equity. Notes 1(j) and 9 of the financial statements provide further details.

The Mayor, Blayney Shire Council
Audit Report for the year ended 30 June 2011

Hill Rogers
Spencer Steer

7. MANAGEMENT LETTER

An audit management letter addressing the findings from our interim audit was issued on 27 June 2011. This included our recommendations on possible ways to strengthen and/or improve procedures and management's comments and proposed actions.

8. CONCLUSION

We wish to record our appreciation to your General Manager and his staff for their ready co-operation and the courtesies extended to us during the conduct of the audit.

Yours faithfully,

HILL ROGERS SPENCER STEER

B. Hanger

BRETT HANGER
Partner

The Mayor, Blayney Shire Council
Audit Report for the year ended 30 June 2011

Blayney Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2011

*"an innovative, inspirational
and enjoyable environment..."*



SPFS 2011

Blayney Shire Council**Special Purpose Financial Statements**
for the financial year ended 30 June 2011

Contents	Page
1. Statement by Councillors & Management	2
2. Special Purpose Financial Statements:	
- Income Statement of Water Supply Business Activity	n/a
- Income Statement of Sewerage Business Activity	3
- Income Statement of Other Business Activities	n/a
- Balance Sheet of Water Supply Business Activity	n/a
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- Balance Sheet of Other Business Activities	n/a
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Background

(i) These Special Purpose Financial Statements have been prepared for the use by both Council and the Division of Local Government in fulfilling their requirements under National Competition Policy.

(ii) The principle of competitive neutrality is based on the concept of a "level playing field" between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, State or Local, should operate without net competitive advantages over other businesses as a result of their public ownership.

(iii) For Council, the principle of competitive neutrality & public reporting applies only to declared business activities.

These include (a) those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation and (b) those activities with a turnover of over \$2 million that Council has formally declared as a Business Activity (defined as Category 1 activities).

(iv) In preparing these financial statements for Council's self classified Category 1 businesses and ABS defined activities, councils must (a) adopt a corporatisation model and (b) apply full cost attribution including tax equivalent regime payments & debt guarantee fees (where the business benefits from councils borrowing position by comparison with commercial rates)

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Blayney Shire Council

Special Purpose Financial Statements
for the financial year ended 30 June 2011

Statement by Councillors and Management
made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

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


- The NSW Government Policy Statement "Application of National Competition Policy to Local Government"
- The Division of Local Government Guidelines "Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality"
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water (Department of Environment, Climate Change and Water) Guidelines - "Best Practice Management of Water and Sewerage".

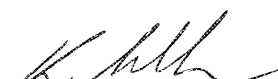
To the best of our knowledge and belief, these Financial Statements:


- Present fairly the Operating Result and Financial Position for each of Council's declared Business Activities for the year, and
- Accord with Council's accounting and other records.

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

Signed in accordance with a resolution of Council made on 08 August 2011.


B R Kingham
MAYOR


K G Radburn
COUNCILLOR


A McCormack
GENERAL MANAGER


C M Hodge
RESPONSIBLE ACCOUNTING OFFICER

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Blayney Shire Council

Income Statement of Council's Sewerage Business Activity
for the financial year ended 30 June 2011

\$ '000	Actual 2011	Actual 2010	Actual 2009
Income from continuing operations			
Access charges	864	817	796
User charges	78	87	93
Liquid Trade Waste charges	-	-	-
Fees	15	8	14
Interest	222	59	65
Grants and contributions provided for non capital purposes	16	27	15
Profit from the sale of assets	-	-	1
Other income	2	2	2
Total income from continuing operations	1,197	1,000	986
Expenses from continuing operations			
Employee benefits and on-costs	96	100	91
Borrowing costs	80	83	85
Materials and contracts	497	498	480
Depreciation and impairment	383	373	362
Loss on sale of assets	-	-	-
Calculated taxation equivalents	-	-	-
Debt guarantee fee (if applicable)	-	-	-
Other expenses	56	40	33
Total expenses from continuing operations	1,112	1,094	1,051
Surplus (deficit) from Continuing Operations before capital amounts	85	(94)	(65)
Grants and contributions provided for capital purposes	99	124	12
Surplus (deficit) from Continuing Operations after capital amounts	184	30	(53)
Surplus (deficit) from discontinued operations	-	-	-
Surplus (deficit) from ALL Operations before tax	184	30	(53)
less: Corporate Taxation Equivalent (30%) [based on result before capital]	(26)	-	-
SURPLUS (DEFICIT) AFTER TAX	159	30	(53)
plus Opening Retained Profits	8,568	8,538	8,591
plus Adjustments for amounts unpaid:			
- Taxation equivalent payments	-	-	-
- Debt guarantee fees	-	-	-
- Corporate taxation equivalent	26	-	-
less:			
- Tax Equivalent Dividend paid	-	-	-
- Surplus dividend paid	-	-	-
Closing Retained Profits	6,752	8,568	8,538
Return on Capital %	1.1%	-0.1%	0.1%
Subsidy from Council	628	757	781
Calculation of dividend payable:			
Surplus (deficit) after tax	159	30	(53)
less: Capital grants and contributions (excluding developer contributions)	-	-	(12)
Surplus for dividend calculation purposes	159	30	-
Potential Dividend calculated from surplus	79	15	-

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Blayney Shire Council

Balance Sheet of Council's Sewerage Business Activity
as at 30 June 2011

\$ '000	Actual 2011	Actual 2010
ASSETS		
Current Assets		
Cash and cash equivalents	3,126	3,268
Investments	-	-
Receivables	94	81
Inventories	-	-
Other	-	-
Non-current assets classified as held for sale	-	-
Total Current Assets	3,220	3,349
Non-Current Assets		
Investments	129	-
Receivables	-	-
Inventories	-	-
Infrastructure, property, plant and equipment	15,212	14,630
Investments accounted for using equity method	-	-
Investment property	-	-
Other	-	-
Total non-Current Assets	15,341	14,630
TOTAL ASSETS	18,561	17,979
LIABILITIES		
Current Liabilities		
Bank Overdraft	-	-
Payables	-	-
Interest bearing liabilities	44	42
Provisions	-	-
Total Current Liabilities	44	42
Non-Current Liabilities		
Payables	-	-
Interest bearing liabilities	1,012	1,049
Provisions	-	-
Total Non-Current Liabilities	1,012	1,049
TOTAL LIABILITIES	1,056	1,091
NET ASSETS	17,505	16,888
EQUITY		
Retained earnings	8,752	8,568
Revaluation reserves	8,753	8,320
Council equity interest	17,505	16,888
Minority equity interest	-	-
TOTAL EQUITY	17,505	16,888

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Blayney Shire Council

Special Purpose Financial Statements
for the financial year ended 30 June 2011

Contents of the Notes accompanying the Financial Statements

Note	Details	Page
1	Summary of Significant Accounting Policies	6
2	Water Supply Business Best Practice Management disclosure requirements	n/a
3	Sewerage Business Best Practice Management disclosure requirements	9

Blayney Shire Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies

These financial statements are a Special Purpose Financial Statements (SPFS) prepared for use by Council and the Division of Local Government.

For the purposes of these statements, the Council's business activities (reported herein) are not reporting entities.

These special purpose financial statements, unless otherwise stated, have been prepared in accordance with;

- applicable Australian Accounting Standards,
- other authoritative pronouncements of the Australian Accounting Standards Board,
- Australian Accounting Interpretations,
- the Local Government Act and Regulation, and
- the Local Government Code of Accounting Practice and Financial Reporting.

The statements are also prepared on an accruals basis. They are based on historic costs and do not take into account changing money values nor current values of non-current assets (except where specifically stated).

Certain taxes and other costs (appropriately described) have been imputed for the purposes of the National Competition Policy.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' to its business activities as part of the national competition policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 Government Policy statement on the "Application of National Competition Policy to Local Government".

The "Pricing & Costing for Council Businesses A Guide to Competitive Neutrality" issued by the Division of Local Government in July 1997 has also been adopted.

The pricing & costing guidelines outline the process for identifying and allocating costs to activities and provide a standard of disclosure requirements.

These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents; council subsidies; return on investments (rate of return); and dividends paid.

Declared Business Activities

In accordance with *Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

Nil

Category 2

(where gross operating turnover is less than \$2 million)

a. Blayney Sewerage Service

Sewerage reticulation and treatment system servicing the town of Blayney, which has been established as a Special Rate Fund

b. Millthorpe Sewerage Service

Sewerage reticulation and treatment system servicing the town of Millthorpe, which has been established as a Special Rate Fund

Monetary Amounts

Amounts shown in the financial statements are in Australian currency and rounded to the nearest one thousand dollars, with the exception of some figures disclosed in Note 3 (Sewerage Best Practice Management Disclosures).

As required by the NSW Office of Water (Department of Environment, Climate Change and Water) some amounts shown in Note 3 are disclosed in whole dollars.

(i) Taxation Equivalent Charges

Council is liable to pay various taxes and financial duties in undertaking its business activities. Where this is the case, they are disclosed in these

Blayney Shire Council

Notes to the Special Purpose Financial Statements for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies (continued)

statements as a cost of operations just like all other costs.

However, where Council is exempt from paying taxes which are generally paid by private sector businesses (such as income tax), equivalent tax payments have been applied to all Council nominated business activities and are reflected in these financial statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all council nominated business activities (this does not include council's non-business activities):

Notional Rate Applied %

Corporate Income Tax Rate – 30%

Land Tax – The first **\$387,000** of combined land values attracts **0%**. From \$387,001 to \$2,366,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$2,366,000, a premium marginal rate of **2.0%** applies.

Payroll Tax – **5.45%** on the value of taxable salaries and wages in excess of \$658,000.

In accordance with the guidelines for Best Practice Management of Water Supply and Sewerage, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from Sewerage Business activities.

The payment of taxation equivalent charges, referred in the Best Practice Management of Water Supply and Sewerage Guides to as a "Dividend for Taxation equivalent", may be applied for any purpose allowed under the Local Government Act, 1993.

Achievement of substantial compliance against the guidelines for Best Practice Management of Water Supply and Sewerage is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

Income Tax

An income tax equivalent has been applied on the profits of the business.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account of in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level (gain/(loss) from ordinary activities before capital amounts) as would be applied by a private sector competitor – that is, it should include a provision equivalent to the corporate income tax rate, currently 30%.

Income Tax is only applied where a positive gain/(loss) from ordinary activities before capital amounts has been achieved.

Since this taxation equivalent is notional - that is, it is payable to the "Council" as the owner of business operations, it represents an internal payment and has no effect on the operations of the council. Accordingly, there is no need for disclosure of internal charges in Council's GPFS.

The rate applied of 30% is the equivalent company tax rate prevalent as at balance date. No adjustments have been made for variations that have occurred during the year.

Local Government Rates & Charges

A calculation of the equivalent rates and charges payable on all Category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

Loan & Debt Guarantee Fees

The debt guarantee fee is designed to ensure that council business activities face "true" commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, council has determined what the differential borrowing rate would have been between the commercial rate and the council's borrowing rate for its business activities.

Blayney Shire Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2011

Note 1. Significant Accounting Policies (continued)

(ii) Subsidies

Government policy requires that subsidies provided to customers and the funding of those subsidies must be explicitly disclosed.

Subsidies occur where council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for council to meet its community service obligations.

Accordingly, Subsidies disclosed (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by the council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of Business Activities.

(iii) Return on Investments (Rate of Return)

The Policy statement requires that councils with Category 1 businesses "would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field".

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The Rate of Return on Capital is calculated as follows:

Operating Result before Capital Income + Interest Expense

Written Down Value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 5.21% at 30/6/11.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

(iv) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses or to any external entities.

Local Government Sewerage Businesses are permitted to pay an annual dividend from its sewerage business surplus.

The dividend, calculated and approved in accordance with the Best Practice Management Guidelines, must not exceed either **(i)** 50% of this surplus in any one year, or **(ii)** the number of water supply or sewerage assessments at 30 June 2011 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the guidelines for Best Practice Management of Water Supply and Sewerage, a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the NSW Office of Water prior to making the dividend and only after it has approved its payment.

SPFS 2011

Blayney Shire Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2011

Note 3. Sewerage Business
Best Practice Management disclosure requirements

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated)

2011

1. Calculation and Payment of Tax-Equivalents

[All Local Government Local Water Utilities must pay this dividend for tax-equivalents]

(i) Calculated Tax Equivalents	-
(ii) No of assessments multiplied by \$3/assessment	4,383
(iii) Amounts payable for Tax Equivalents [lesser of (i) and (ii)]	-
(iv) Amounts actually paid for Tax Equivalents	-

2. Dividend from Surplus

(i) 50% of Surplus before Dividends [Calculated in accordance with Best Practice Management for Water Supply and Sewerage Guidelines]	79,250
(ii) No. of assessments x (\$30 less tax equivalent charges per assessment)	43,830
(iii) Cumulative surplus before dividends for the 3 years to 30 June 2011, less the cumulative dividends paid for the 2 years to 30 June 2010 & 30 June 2009	123,500

2011 Surplus	158,500	2010 Surplus	30,000	2009 Surplus	(65,000)
		2010 Dividend	-	2009 Dividend	-

(iv) Maximum dividend from surplus [least of (i), (ii) and (iii) above]	43,830
(v) Dividend actually paid from surplus [refer below for required pre-dividend payment Criteria]	-

3. Required outcomes for 4 Criteria

[To be eligible for the payment of a "Dividend from Surplus", ALL the Criteria below need a "YES"]

(i) Completion of Strategic Business Plan (including Financial Plan)	Yes
(ii) Pricing with full cost-recovery, without significant cross subsidies [Refer Item 2(a) in Table 1 on page 22 of the Best Practice Guidelines]	Yes
Complying charges (a) Residential [Item 2(c) in Table 1]	Yes
(b) Non Residential [Item 2(c) in Table 1]	Yes
(c) Trade Waste [Item 2(d) in Table 1]	Yes
DSP with Commercial Developer Charges [Item 2(e) in Table 1]	No
Liquid Trade Waste Approvals & Policy [Item 2(f) in Table 1]	Yes
(iii) Complete Performance Reporting Form (by 15 September each year)	Yes
(iv) a. Integrated Water Cycle Management Evaluation	Yes
b. Complete and implement Integrated Water Cycle Management Strategy	Yes

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SPFS 2011

Blayney Shire Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2011

Note 3. Sewerage Business

Best Practice Management disclosure requirements (continued)

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated) 2011

National Water Initiative (NWI) Financial Performance Indicators

NWI F2	Total Revenue (Sewerage) Total Income (s14) - Grants for Acquisition of Assets (s12a) - Interest Income (s10)	\$'000	1,074
NWI F10	Written Down Replacement Cost of Fixed Assets (Sewerage) Written down current cost of system assets (s48)	\$'000	15,113
NWI F12	Operating Cost (Sewerage) Management Expenses (s1) + Operational & Maintenance Expenses (s2)	\$'000	649
NWI F15	Capital Expenditure (Sewerage) Acquisition of Fixed Assets (s17)	\$'000	-
NWI F18	Economic Real Rate of Return (Sewerage) [Total Income (s14) - Interest Income (s10) - Grants for acquisition of Assets (s12a) - Operating cost (NWI F12) - Current cost depreciation (s3)] x 100 divided by [Written down current cost (ie. WDCC) of System Assets (s48) + Plant & Equipment (s34b)]	%	0.28%
NWI F27	Capital Works Grants (Sewerage) Grants for the Acquisition of Assets (12a)	\$'000	-

National Water Initiative (NWI) Financial Performance Indicators
Water & Sewer (combined)

NWI F3	Total Income (Water & Sewerage) Total Income (w13 + s14) + Gain/Loss on disposal of assets (w14 + s15) minus Grants for acquisition of assets (w11a + s12a) - Interest Income (w9 + s10)	\$'000	1,074
NWI F8	Revenue from Community Service Obligations (Water & Sewerage) Community Service Obligations (NWI F25) x 100 divided by Total Income (NWI F3)	%	1.49%
NWI F16	Capital Expenditure (Water & Sewerage) Acquisition of Fixed Assets (w16 + s17)	\$'000	-
NWI F19	Economic Real Rate of Return (Water & Sewerage) [Total Income (w13 + s14) - Interest Income (w9 + s10) - Grants for acquisition of assets (w11a + s12a) - Operating Cost (NWI F11 + NWI F12) - Current cost depreciation (w3 + s3)] x 100 divided by [Written down replacement cost of fixed assets (NWI F9 + NWI F10) + Plant & equipment (w33b + s34b)]	%	0.28%
NWI F20	Dividend (Water & Sewerage) Dividend paid from surplus (2(v) of Note 2 + 2(v) of Note 3)	\$'000	-
NWI F21	Dividend Payout Ratio (Water & Sewerage) Dividend (NWI F20) x 100 divided by Net Profit after tax (NWI F24)	%	0.00%

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SPFS 2011

Blayney Shire Council

Notes to the Special Purpose Financial Statements
for the financial year ended 30 June 2011

Note 3. Sewerage Business

Best Practice Management disclosure requirements (continued)

Dollars Amounts shown below are in WHOLE DOLLARS (unless otherwise indicated)

2011

National Water Initiative (NWI) Financial Performance Indicators
Water & Sewer (combined)

NWI F22	Net Debt to Equity (Water & Sewerage)	%	-12.56%
	Overdraft (w36 + s37) + Borrowings (w38 + s39) - Cash & Investments (w30 + s31) x 100 divided by [Total Assets (w35 + s36) - Total Liabilities (w40 + s41)]		
NWI F23	Interest Cover (Water & Sewerage)		> 100
	Earnings before Interest & Tax (EBIT) divided by Net Interest		
	Earnings before Interest & Tax (EBIT):		42
	Operating Result (w15a + s16a) + Interest expense (w4a + s4a) - Interest Income (w9 + s10) - Gain/Loss on disposal of assets (w14 + s15) + Miscellaneous Expenses (w4b + w4c + s4b + s4c)		
	Net Interest:		- 142
	Interest Expense (w4a + s4a) - Interest Income (w9 + s10)		
NWI F24	Net Profit After Tax (Water & Sewerage)	\$'000	184
	Surplus before dividends (w15a + s16a) - Tax equivalents paid (Note 2-1(iv) + Note 3-1(iv))		
NWI F25	Community Service Obligations (Water & Sewerage)	\$'000	16
	Grants for Pensioner Rebates (w11b + s12b)		

- Notes:
- References to w (eg. s12) refer to item numbers within Special Schedules No. 5 & 6 of Council's Annual Financial Statements.
 - The NWI Performance Indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators & Definitions.

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BLAYNEY SHIRE COUNCIL
SPECIAL PURPOSE FINANCIAL STATEMENTS
INDEPENDENT AUDITORS' REPORT

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying *special purpose financial statements* of *Blayney Shire Council*, which comprises the Balance Sheet as at 30 June 2011, Income Statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the Statement by Councillors and Management.

Responsibility of Council for the Financial Statements

The Council is responsible for the preparation and fair presentation of the financial statements in accordance with the Local Government Act 1993 and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial statements, are appropriate to meet the financial reporting requirements of the Division of Local Government. This responsibility includes the maintenance of adequate accounting records and internal controls designed to prevent and detect fraud and error; designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' Responsibility

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement. Our audit responsibility does not extend to the best practice management disclosures in Notes 2 and 3 and, accordingly, no opinion is expressed on these disclosures.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Council, as well as evaluating the overall presentation of the financial statements.

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Our audit did not involve an analysis of the prudence of business decisions made by Council or management.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the special purpose financial statements of the Council are presented fairly in accordance with the requirements of those applicable Accounting Standards detailed in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the financial reporting requirements of the Division of Local Government. As a result, the financial statements may not be suitable for another purpose.

HILL ROGERS SPENCER STEER



BRETT HANGER

Partner

Dated at Blayney this 30th day of August 2011

Blayney Shire Council

SPECIAL SCHEDULES

for the year ended 30 June 2011

*"an innovative, inspirational
and enjoyable environment..."*



Blayney Shire Council

Special Schedules

for the financial year ended 30 June 2011

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- Special Schedule No. 2(b)	Statement of Internal Loans (Sect. 410(3) LGA 1993)	n/a
- Special Schedule No. 3	Water Supply - Income Statement	n/a
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¹ Special Purpose Schedules are not audited.

Background

(i) These Special Schedules have been designed to meet the requirements of special purpose users such as:

- the NSW Grants Commission
- the Australian Bureau of Statistics (ABS),
- the NSW Office of Water,
- the Department of Environment, Climate Change and Water, and
- the Division of Local Government (DLG).

(ii) The financial data is collected for various uses including;

- the allocation of Financial Assistance Grants,
- the incorporation of Local Government financial figures in national statistics,
- the monitoring of loan approvals,
- the allocation of borrowing rights, and
- the monitoring of the financial activities of specific services.

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 1 - Net Cost of Services
for the financial year ended 30 June 2011

\$'000				
Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Governance	108	-	-	(108)
Administration	2,972	279	-	(2,693)
Public Order and Safety				
Fire Service Levy, Fire Protection, Emergency Services	386	-	3	(383)
Beach Control	-	-	-	-
Enforcement of Local Govt Regs	-	-	-	-
Animal Control	109	4	-	(105)
Other	-	-	-	-
Total Public Order & Safety	495	4	3	(488)
Health	474	20	-	(454)
Environment				
Noxious Plants and Insect/Vermin Control	-	-	-	-
Other Environmental Protection	-	-	-	-
Solid Waste Management	762	700	-	(62)
Street Cleaning	167	-	-	(167)
Drainage	78	-	-	(78)
Stormwater Management	-	-	-	-
Total Environment	1,007	700	-	(307)
Community Services and Education				
Administration & Education	-	-	13	13
Social Protection (Welfare)	-	-	-	-
Aged Persons and Disabled	48	20	-	(28)
Childrens Services	31	23	-	(8)
Total Community Services & Education	79	43	13	(23)
Housing and Community Amenities				
Public Cemeteries	41	26	-	(15)
Public Conveniences	88	-	-	(88)
Street Lighting	106	15	-	(91)
Town Planning	201	116	-	(85)
Other Community Amenities	34	22	-	(12)
Total Housing and Community Amenities	470	179	-	(291)
Water Supplies	-	-	-	-
Sewerage Services	929	1,180	99	450

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 1 - Net Cost of Services (continued)
for the financial year ended 30 June 2011

\$'000				
Function or Activity	Expenses from Continuing Operations	Income from continuing operations		Net Cost of Services
		Non Capital	Capital	
Recreation and Culture				
Public Libraries	138	33	-	(105)
Museums	12	-	-	(12)
Art Galleries	-	-	-	-
Community Centres and Halls	94	275	-	181
Performing Arts Venues	-	-	-	-
Other Performing Arts	-	-	-	-
Other Cultural Services	5	-	-	(5)
Sporting Grounds and Venues	324	121	4	(199)
Swimming Pools	-	-	-	-
Parks & Gardens (Lakes)	531	33	-	(498)
Other Sport and Recreation	644	311	-	(333)
Total Recreation and Culture	1,748	773	4	(971)
Fuel & Energy	-	-	-	-
Agriculture	-	-	-	-
Mining, Manufacturing and Construction				
Building Control	-	81	-	81
Other Mining, Manufacturing & Construction	10	60	2	52
Total Mining, Manufacturing and Const.	10	141	2	133
Transport and Communication				
Urban Roads (UR) - Local	89	-	65	(24)
Urban Roads - Regional	-	-	-	-
Sealed Rural Roads (SRR) - Local	1,286	81	222	(983)
Sealed Rural Roads - Regional	49	455	-	406
Unsealed Rural Roads (URR) - Local	1,837	266	-	(1,571)
Unsealed Rural Roads (URR) - Regional	-	-	-	-
Bridges on UR - Local	1	-	-	(1)
Bridges on SRR - Local	259	6	-	(253)
Bridges on URR - Local	4	-	-	(4)
Bridges on Regional Roads	-	-	-	-
Parking Areas	-	-	-	-
Footpaths	10	-	25	15
Aerodromes	-	-	-	-
Other Transport & Communication	413	234	-	(179)
Total Transport and Communication	3,948	1,042	312	(2,594)
Economic Affairs				
Camping Areas & Caravan Parks	33	8	-	(25)
Other Economic Affairs	197	263	-	66
Total Economic Affairs	230	271	-	41
Totals - Functions	12,370	4,632	433	(7,305)
General Purpose Revenues⁽²⁾		6,039		6,039
Share of interests - joint ventures & associates using the equity method	-	-		-
NET OPERATING RESULT⁽¹⁾	12,370	10,671	433	(1,266)

(1) As reported in the Income Statement | (2) Includes: Rates & Annual Charges (incl. Ex Gratia, excl. Water & Sewer), Non Capital General Purpose Grants & Interest on Investments (excl. Ext. Restricted Assets)

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Blayney Shire Council

Special Schedule No. 2(a) - Statement of Long Term Debt (all purpose)
for the financial year ended 30 June 2011

Classification of Debt	Principal outstanding at beginning of the year			New Loans raised during the year	Debt redemption during the year		Transfers to Sinking Funds	Interest applicable for Year	Principal outstanding at the end of the year		
	Current	Non Current	Total		From Revenue	Sinking Funds			Current	Non Current	Total
Loans (by Source)											
Commonwealth Government	-	-	-							-	-
Treasury Corporation	-	-	-							-	-
Other State Government	-	-	-							-	-
Public Subscription	-	-	-							-	-
Financial Institutions	80	1,986	2,066	-	80	-	-	142	85	1,901	1,986
Other	-	-	-							-	-
Total Loans	80	1,986	2,066	-	80	-	-	142	85	1,901	1,986
Other Long Term Debt:											
Ratepayers Advances	-	-	-							-	-
Government Advances	-	-	-							-	-
Finance Leases	-	-	-							-	-
Deferred Payments	-	-	-							-	-
Total Long Term Debt	-	-	-	-	-	-	-	-	-	-	-
Total Debt	80	1,986	2,066	-	80	-	-	142	85	1,901	1,986

Notes: Excludes (i) Internal Loans & (ii) Principal Inflows/Outflows relating to Loan Re-Financing.
This Schedule is prepared using the **face value** of debt obligations, rather than **fair value** (which are reported in the GPFs).

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 5 - Sewerage Income Statement

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2011

	Actuals 2011	Actuals 2010
\$'000		
A Expenses and Income		
Expenses		
1. Management expenses		
a. Administration	280	288
b. Engineering and Supervision	-	-
2. Operation and Maintenance expenses		
- Mains		
a. Operation expenses	20	28
b. Maintenance expenses	-	-
- Pumping Stations		
c. Operation expenses (excluding energy costs)	25	36
d. Energy costs	19	10
e. Maintenance expenses	-	-
- Treatment		
f. Operation expenses (excl. chemical, energy, effluent & biosolids management costs)	256	235
g. Chemical costs	-	-
h. Energy costs	38	30
i. Effluent Management	4	7
j. Biosolids Management	-	-
k. Maintenance expenses	-	-
- Other		
l. Operation expenses	7	4
m. Maintenance expenses	-	-
3. Depreciation expenses		
a. System assets	383	373
b. Plant and equipment	-	-
4. Miscellaneous expenses		
a. Interest expenses	80	83
b. Revaluation Decrements	-	-
c. Other expenses	-	-
d. Tax Equivalents Dividends (actually paid)	-	-
5. Total expenses	1,112	1,094

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 5 - Sewerage Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2011

	Actuals 2011	Actuals 2010
\$'000		
Income		
6. Residential charges (including rates)	864	817
7. Non-residential charges		
a. Access (including rates)	-	-
b. Usage charges	78	87
8. Trade Waste Charges		
a. Annual Fees	-	-
b. Usage charges	-	-
c. Excess mass charges	-	-
d. Re-inspection fees	-	-
9. Extra charges	-	-
10. Interest income	222	59
11. Other income	17	10
12. Grants		
a. Grants for acquisition of assets	-	-
b. Grants for pensioner rebates	16	24
c. Other grants	-	3
13. Contributions		
a. Developer charges	99	124
b. Developer provided assets	-	-
c. Other contributions	-	-
14. Total income	<u>1,296</u>	<u>1,124</u>
15. Gain or loss on disposal of assets	-	-
16. Operating Result	<u>184</u>	<u>30</u>
16a. Operating Result (less grants for acquisition of assets)	184	30

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 5 - Sewerage Income Statement (continued)

Includes ALL INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
for the financial year ended 30 June 2011

	Actuals 2011	Actuals 2010
\$'000		
B Capital transactions		
Non-operating expenditures		
17. Acquisition of Fixed Assets		
a. New Assets for Improved Standards	-	-
b. New Assets for Growth	-	-
c. Renewals	-	-
d. Plant and equipment	-	-
18. Repayment of debt		
a. Loans	35	33
b. Advances	-	-
c. Finance leases	-	-
19. Transfer to sinking fund	-	-
20. Totals	35	33
Non-operating funds employed		
21. Proceeds from disposal of assets	-	-
22. Borrowing utilised		
a. Loans	-	-
b. Advances	-	-
c. Finance leases	-	-
23. Transfer from sinking fund	-	-
24. Totals	-	-
C Rates and charges		
25. Number of assessments		
a. Residential (occupied)	1,135	1,236
b. Residential (unoccupied, ie. vacant lot)	162	162
c. Non-residential (occupied)	147	147
d. Non-residential (unoccupied, ie. vacant lot)	17	17
26. Number of ETs for which developer charges were received	- ET	- ET
27. Total amount of pensioner rebates (actual dollars)	\$ 16,007	\$ 27,187

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Special Schedules 2011

Blayney Shire Council

Special Schedule No. 5 - Sewerage Cross Subsidies
for the financial year ended 30 June 2011

\$'000	Yes	No	Amount
D Best practice annual charges and developer charges*			
28. Annual charges			
a. Does Council have best-practice sewerage annual charges, usage charges and trade waste fees & charges**?	<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, go to 29a.			
If No, please report if council has removed land value from access charges (ie rates)?			
<p>NB. Such charges for both residential customers and non-residential customers comply with section 4.2 & 4.3 of the Water Supply, Sewerage and Trade Waste Pricing Guidelines, NSW Office of Water, December, 2002. Such charges do not involve significant cross subsidies.</p>			
b. Cross-subsidy to non-residential customers (page 45 of Guidelines)			<input type="text"/>
c. Cross-subsidy to trade waste discharges (page 46 of Guidelines)			<input type="text"/>
29. Developer charges			
a. Has council completed a sewerage Development Servicing** Plan?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Total cross-subsidy in sewerage developer charges for 2010/11 (page 47 of Guidelines)			<input type="text"/>
<p>** In accordance with page 9 of Developer Charges Guidelines for Water Supply, Sewerage and Stormwater, NSW Office of Water, December, 2002.</p>			
30. Disclosure of cross-subsidies			
Total of cross-subsidies (28b + 28c + 29b)			<input type="text"/>
<p>* Councils which have not yet implemented best practice sewer pricing & liquid waste pricing should disclose cross-subsidies in items 28b and 28c above.</p> <p>However, disclosure of cross-subsidies is not required where a Council has implemented best practice sewerage and liquid waste pricing and is phasing in such pricing over a period of 3 years.</p>			

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Special Schedules 2011

Blayney Shire Council

Special Schedule No. 6 - Sewerage Balance Sheet

Includes INTERNAL TRANSACTIONS, ie. prepared on a Gross Basis.
as at 30 June 2011

\$'000	Actuals Current	Actuals Non Current	Actuals Total
ASSETS			
31. Cash and investments			
a. Developer charges	522	-	522
b. Special purpose grants	4	-	4
c. Accrued leave	-	-	-
d. Unexpended loans	-	-	-
e. Sinking fund	-	-	-
f. Other	2,600	129	2,729
32. Receivables			
a. Specific purpose grants	-	-	-
b. Rates and charges	57	-	57
c. Other	37	-	37
33. Inventories	-	-	-
34. Property, plant and equipment			
a. System assets	-	15,113	15,113
b. Plant and equipment	-	99	99
35. Other assets	-	-	-
36. Total Assets	3,220	15,341	18,561
LIABILITIES			
37. Bank overdraft	-	-	-
38. Creditors	-	-	-
39. Borrowings			
a. Loans	44	1,012	1,056
b. Advances	-	-	-
c. Finance leases	-	-	-
40. Provisions			
a. Tax equivalents	-	-	-
b. Dividend	-	-	-
c. Other	-	-	-
41. Total Liabilities	44	1,012	1,056
42. NET ASSETS COMMITTED	3,176	14,329	17,505
EQUITY			
42. Accumulated surplus			8,752
44. Asset revaluation reserve			8,753
45. TOTAL EQUITY			17,505
Note to system assets:			
46. Current replacement cost of system assets			23,249
47. Accumulated current cost depreciation of system assets			(8,136)
48. Written down current cost of system assets			15,113

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Blayney Shire Council

Notes to Special Schedule No.'s 3 & 5 for the financial year ended 30 June 2011

Administration ⁽¹⁾

(item 1a of Special Schedules 3 and 5) comprises the following:

- Administration staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.
- Meter reading.
- Bad and doubtful debts.
- Other administrative/corporate support services.

Engineering and supervision ⁽¹⁾

(item 1b of Special Schedules 3 and 5) comprises the following:

- Engineering staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.
- Other technical and supervision staff:
 - Salaries and allowance
 - Travelling expenses
 - Accrual of leave entitlements
 - Employment overheads.

Operational expenses (item 2 of Special Schedules 3 and 5) comprise the day to day operational expenses excluding maintenance expenses.

Maintenance expenses (item 2 of Special Schedules 3 and 5) comprise the day to day repair and maintenance expenses. (Refer to Section 5 of the Local Government Asset Accounting Manual regarding capitalisation principles and the distinction between capital and maintenance expenditure).

Other expenses (item 4c of Special Schedules 3 and 5) includes all expenses not recorded elsewhere.

Revaluation decrements (item 4b of Special Schedules 3 and 5) is to be used when I,PP&E decreases in FV.

Residential charges ⁽²⁾ (items 6a, 6b and item 6 of Special Schedules 3 and 5 respectively) include all income from residential charges. Item 6 of Schedule 3 should be separated into 6a Access Charges (including rates if applicable) and 6b Usage Charges.

Non-residential charges ⁽²⁾ (items 7a, 7b of Special Schedules 3 and 5) include all income from non-residential charges separated into 7a Access Charges (including rates if applicable) and 7b Usage Charges.

Trade waste charges (item 8 of Special Schedule 5) include all income from trade waste charges separated into 8a Annual Fees, 8b Usage Charges and 8c Excess Mass Charges and 8d Re-inspection Fees.

Other income (items 10 and 11 of Special Schedules 3 and 5 respectively) include all income not recorded elsewhere.

Other contributions (items 12c and 13c of Special Schedules 3 and 5 respectively) incl. capital contributions for water supply or sewerage services received by Council under Section 565 of the Local Government Act.

Notes:

⁽¹⁾ Administration and engineering costs for the development of capital works projects should be reported as part of the capital cost of the project and not as part of the recurrent expenditure (ie. in item 16 for water supply and item 17 for sewerage, and **not** in items 1a and 1b).

⁽²⁾ To enable accurate reporting of **residential revenue from usage charges**, it is essential for councils to accurately separate their residential (item 6) charges and non-residential (item 7) charges.

Blayney Shire Council

Special Schedule No. 7 - Condition of Public Works
as at 30 June 2011

\$'000											
ASSET CLASS	Asset Category	Dep'n. Rate (%)	Dep'n. Expense (\$)	Cost	Valuation	Accum. Depreciation & Impairment	Carrying Amount (WDV)	Asset Condition #	Estimated cost to bring up to a satisfactory condition / standard ⁽¹⁾	Required ⁽²⁾ Annual Maintenance	Current ⁽³⁾ Annual Maintenance
Buildings		per Note 1	per Note 4	<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<							

\$'000										
		Dep'n. Rate (%)	Dep'n. Expense (\$)	Cost	Valuation	Accum. Depreciation Amortisation & Impairment	Carrying Amount (WDV)	Estimated cost to bring up to a satisfactory condition / standard ⁽¹⁾	Required ⁽²⁾ Annual Maintenance	Current ⁽³⁾ Annual Maintenance
ASSET CLASS	Asset Category									
		per Note 1	per Note 4	<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<&						

- (1). Satisfactory refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned enhancements to the existing asset.
- (2). Required Annual Maintenance is what should be spent to maintain assets in a satisfactory standard.
- (3). Current Annual Maintenance is what has been spent in the current year to maintain assets.

5 Asset Unserviceable - Critical, Beyond Repair

1	Near Perfect - Ranges from New or Good
2	Superficial Deterioration - Ranges from Generally Good to Fair
3	Deterioration Evident - Ranges from Fair to Marginal
4	Requires Major Reconstruction - Ranges from Poor to Critical

Special Schedules 2011

Blayney Shire Council

Special Schedule No. 8 - Financial Projections
as at 30 June 2011

\$'000	Actual ⁽¹⁾ 10/11	Forecast 11/12	Forecast 12/13	Forecast ⁽²⁾ 13/14	Forecast ⁽²⁾ 14/15
(i) RECURRENT BUDGET					
Income from continuing operations	11,104	10,385	10,259	10,687	11,173
Expenses from continuing operations	12,370	12,882	13,054	13,420	13,786
Operating Result from Continuing Operations	(1,266)	(2,497)	(2,795)	(2,733)	(2,613)
(ii) CAPITAL BUDGET					
New Capital Works ⁽²⁾	35	55	224	3,450	-
Replacement/Refurbishment of Existing Assets	2,370	792	604	726	149
Total Capital Budget	2,405	847	828	4,176	149
Funded by:					
- Loans	1,700	-	-	-	-
- Asset sales	-	-	-	-	-
- Reserves	106	109	280	3,508	-
- Grants/Contributions	583	721	531	650	130
- Recurrent revenue	16	17	17	18	19
- Other	-	-	-	-	-
	2,405	847	828	4,176	149

Notes:

(1) From 10/11 Income Statement.

(2) New Capital Works are major non-recurrent projects, eg new Leisure Centre, new Library, new Swimming pool etc.

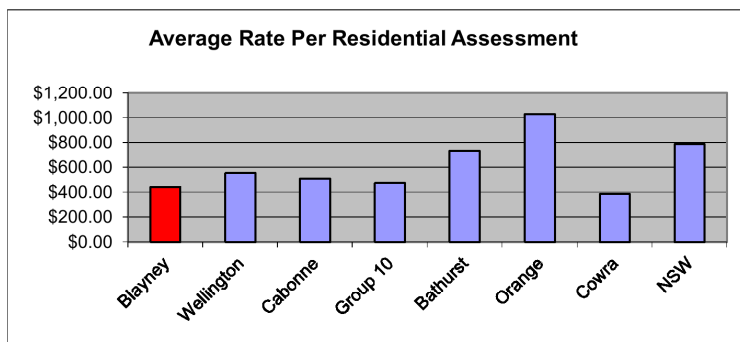
(3) If Council has only adopted 3 years of projections then only show 3 years.

NSW LOCAL GOVERNMENT COMPARATIVE INFORMATION GRAPHS 2009/10

RATING

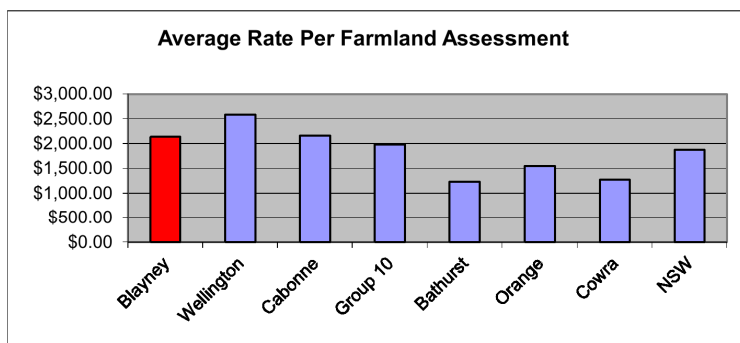
AVERAGE RATE PER RESIDENTIAL ASSESSMENT

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$441.69	\$553.98	\$510.30	\$473.88	\$733.54	\$1,029.20	\$386.40	\$785.90



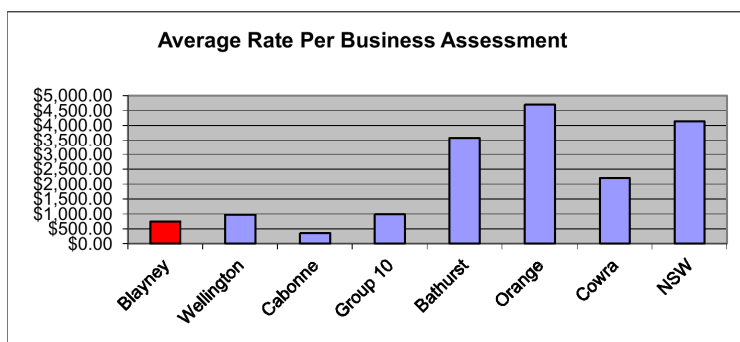
AVERAGE RATE PER FARMLAND ASSESSMENT

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$2,135.34	\$2,588.65	\$2,165.54	\$1,983.59	\$1,233.59	\$1,551.63	\$1,273.96	\$1,876.10



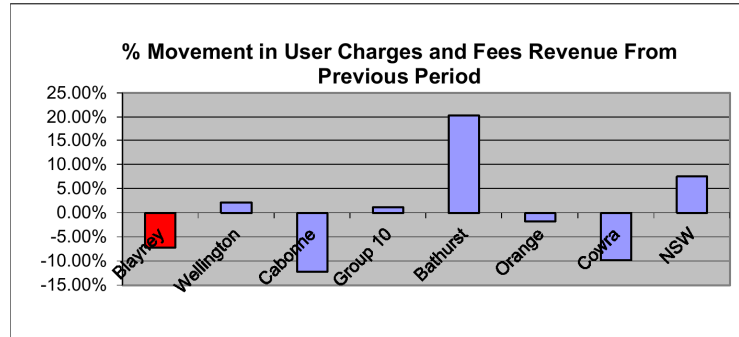
AVERAGE RATE PER BUSINESS ASSESSMENT

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$754.78	\$979.02	\$354.11	\$986.52	\$3,582.34	\$4,700.74	\$2,210.53	\$4,151.00



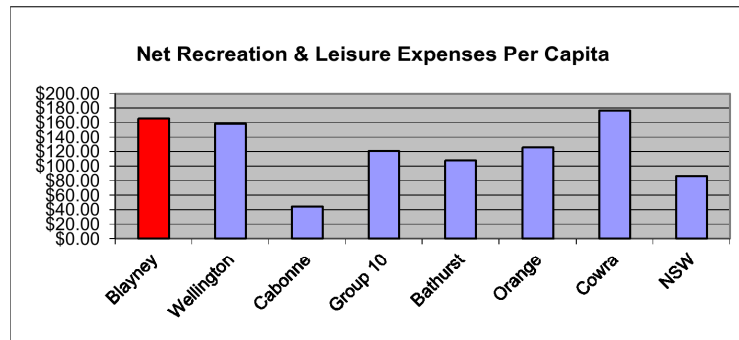
% MOVEMENT IN USER CHARGES AND FEES REVENUE FROM PREVIOUS YEAR

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
%	-7.22%	2.15%	-12.25%	1.17%	20.42%	-1.77%	-9.85%	7.53%



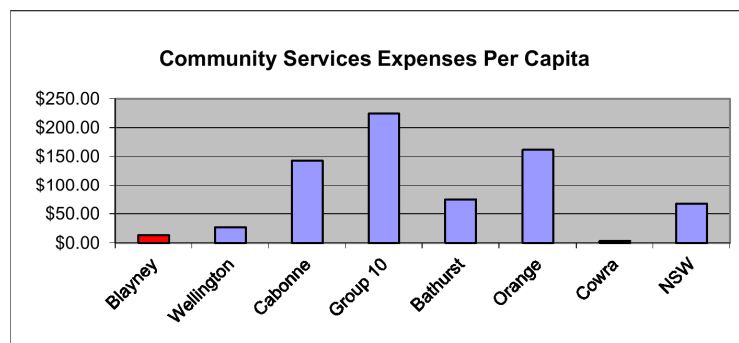
NET RECREATION AND LEISURE EXPENSES PER CAPITA

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$165.74	\$158.58	\$44.32	\$120.79	\$107.93	\$125.76	\$176.83	\$86.18



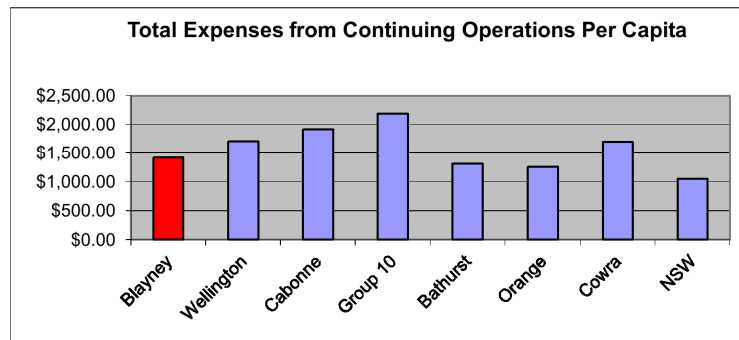
COMMUNITY SERVICES EXPENSES PER CAPITA

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$13.65	\$27.18	\$143.29	\$224.38	\$75.09	\$161.95	\$3.01	\$67.13



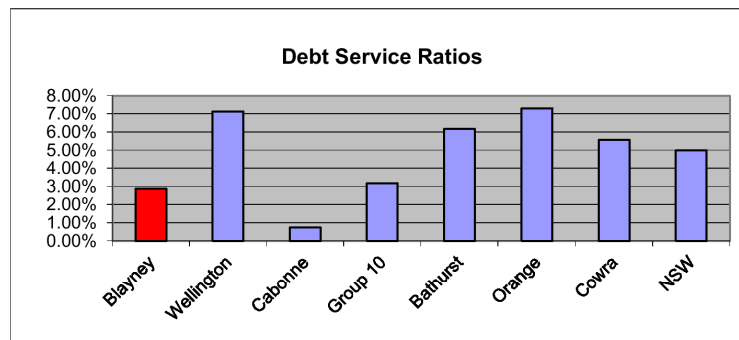
TOTAL EXPENSES FROM CONTINUING OPERATIONS PER CAPITA

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
\$	\$1,419.50	\$1,708.33	\$1,915.67	\$2,193.48	\$1,313.30	\$1,255.16	\$1,701.04	\$1,055.82



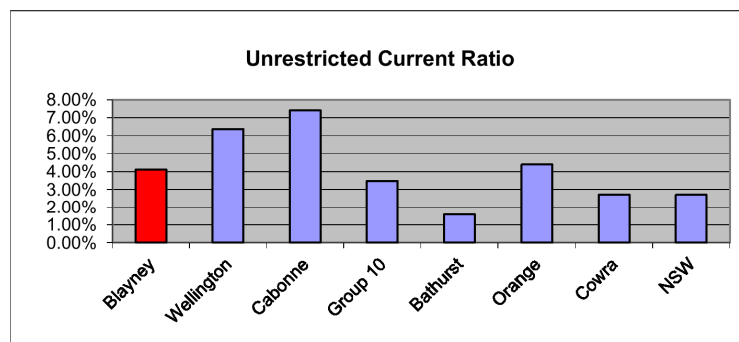
DEBT SERVICE RATIOS

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
%	2.89%	7.13%	0.74%	3.17%	6.16%	7.31%	5.58%	4.99%



UNRESTRICTED CURRENT RATIOS

	Blayney	Wellington	Cabonne	Group 10	Bathurst	Orange	Cowra	NSW
%	4.12%	6.37%	7.41%	3.49%	1.58%	4.40%	2.71%	2.71%



Blayney Shire Council



Policy Register

Policy No 5E

Policy Title Pensioner and Hardship Assistance Policy

Document/File No

Officer Responsible Manager Financial Services

Last Review Date 10/10/2011

Objectives

To provide a framework for responding to applications from owners/ratepayers and customers experiencing genuine hardship with the payment of their rates, annual charges and fees.

Policy Statement

Blayney Shire Council



Pensioner and Hardship Assistance Policy

Policy Statement

1. Council recognises that ratepayers may experience hardship in some circumstances in paying rates, annual charges, and fees. The Local Government Act 1993 provides for the following assistance to ratepayers and customers:
 - Periodical payment arrangements for overdue rates and charges [S. 564];
 - Writing off or reducing interest accrued on rates or charges [S. 564 & 567];
 - Waiving, reducing or deferring the payment of the increase in the amount of rate payable because of hardship resulting from general revaluation of land in the Local Government Area [S. 601];
 - Waiving, or reducing rates, charges and interest of eligible pensioners. [S. 575, 582]
 - Waiving or reducing Council fees when the inability to pay is due to hardship [S. 610E]
2. Council will consider each application for assistance on its merits. A ratepayer may be eligible for consideration for Hardship Assistance in the payment of overdue rates, annual charges, interest, and fees, where:
 - the person is unable to pay due rates, charges fees or accrued interest when due and payable for reasons beyond the persons control; or
 - payment when due would cause the person hardship.
3. In determining eligibility Council require the request to be made in writing to the General Manager, providing reasonable proof of financial hardship. Council may also request details of assets, income and living expenses, and such other information required to make a valid assessment. It may also be requested that the ratepayer attend an interview to assist Council in the understanding of the issues causing hardship.
4. The criteria for assessment will be, but is not limited to, the following:
 - the amount of any rate increase when compared to the average rate increase for the rate category,
 - income from all sources,
 - living expenses,
 - reason for financial hardship,
 - length of occupancy.

Assistance to Eligible Pensioners

1. Council will provide a rebate of rates to eligible pensioners who are granted a mandatory pensioner concession under Section 575 of the Local Government Act 1993.
2. Council will provide assistance to eligible pensioners who are experiencing financial difficulties, by offering alternative payment arrangements and reasonable extension to payment timetables. All payment arrangements must pay the balance owing within a reasonable time frame, not exceeding two years from the date of the arrangement being made, and should

include future rates and charges which will be levied during the arrangement period.

3. Under section 577 of the NSW Local Government Act 1993, in order to avoid hardship, Council may extend the pensioner concession to ratepayers who jointly occupy a dwelling and are jointly liable for rates and charges with an eligible pensioner, if it considers proper to do so.

Backdating of Pensioner Rebates

1. Backdating of pensioner rebate claims pursuant to Section 579 of the NSW Local Government Act 1993 is limited to one (1) previous rating year only, or part thereof.
2. Backdating is only to occur where adequate substantiation can be provided to satisfy the essential criteria of the granting of a rates and charges pensioner concession.
3. Claims made beyond one (1) previous rating year must be requested in writing and referred to Council.

Hardship Assistance by Periodical Payment Arrangements

1. Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payment arrangements for due and payable rates, and charges. Council or the ratepayer may initiate a proposal for a periodical payment agreement. In accordance with section 568 of "the Act", payments will be applied towards the payment of rates and charges in the order in which they became due. Council will provide information on the amounts due and payable on relevant notices.
2. Council may also write off or reduce the accrued interest and costs on rates and charges if the person complies with the periodical agreement (section 542(2)). If the ratepayer fails to make the periodical payment in accordance with the agreement, the payment plan may be cancelled. Full payment of the amount outstanding will be due immediately.

Hardship Assistance by Writing off Accrued Interest and Costs

Council applies interest rates to the maximum allowable under section 566 of "the Act". However Council may write off accrued interest and costs on rates or charges payable by a person under Section 567 of "the Act" and the Local Government (General) Regulation 2005 where:

- the person was unable to pay the rates or charges when they became due for reasons beyond the person's control, or
- the person is unable to pay accrued interest for reasons beyond the person's control, or
- payment of the accrued interest would cause the person hardship.

Hardship Assistance Due to Certain Valuation Changes

Under Section 601 of “the Act”, any ratepayer who incurs a rate increase following a new valuation of land values may apply to Council for rate relief, if the new rate payable causes the ratepayer to suffer substantial hardship. [Section 601 (1)]

Council will encourage aggrieved ratepayers to make an appropriate application under the appeal provisions of the NSW Valuation of Land Act 1916. Council may provide assistance, by offering alternative payment arrangements and reasonable extension to payment timetables. All payment arrangements must pay the balance owing within a reasonable time frame, not exceeding two years from the date of the arrangement being made, and should include future rates and charges which will be levied during the arrangement period.

Writing off of Rates, Charges and Interest

In the cases where Council determines to write off rates, charges or interest, the General Manager shall write off debts to the maximum amount allowable under Council delegation register. Any amount above that may only be approved by a Council resolution.

Privacy and Confidentiality

Council Officers will conduct themselves with courtesy and respect when dealing with ratepayers and shall maintain the privacy and confidentiality of all ratepayers' personal circumstances.

End of Policy

Adopted:	Date:	Minute:
Lasted Reviewed:	Date:	Minute:
Next Reviewed:	Date:	



Blayney Shire Council

Policy Register

Policy No 5D

Policy Title	Rates and Debtors Recovery Policy
Document/File No	R3-1
Officer Responsible	Manager Financial Services
Last Review Date	10/10/2011

Objectives

To provide parameters to enable the collection of all outstanding rates and charges due and payable to Council to ensure monies owed are recovered in a timely and effective manner.

Policy Statement

Blayney Shire Council



Rates and Debtors Recovery Policy

Policy: Debtor Rate Recovery Procedures

Council recognises that it is in the community interest to maximise the collection of Rates and Charges and to recover interest, cost and expenses where these are necessarily incurred by Council. However, Council recognises that the collection of Rates and Charges needs to be balanced with the identification and consideration of individual cases of genuine hardship.

Recovery Procedures

Council will take recovery action when rates become overdue, unless the ratepayer enters into a suitable payment arrangement.

1. Council will accept that there are ratepayers who cannot meet mandatory instalment options as provided under section 562 of the Local Government Act 1993. Council may accept by application an alternative payment schedule (hence forth called the 'Agreement').
2. In order for such an agreement to be considered an instalment arrangement form is to be completed and signed in conjunction with Council's Rating Staff. This formalises the agreement and will commit the ratepayer to the payment schedule.
3. The payment can be made by cash, eftpos, Bpay, direct debit or through Centrepay, these facilities are offered daily.
4. Verbal agreements shall not be accepted.
5. Payment Arrangements:
 - if an arrangement is made to pay the outstanding amount, then this would need to include the current year as well as the outstanding amount. This would need to be paid in full before the next full year rate instalment becomes due.
 - other arrangements should clear the total outstanding debt by the end of the current financial year or within a twelve month period at least.
 - Council may extend this twelve month period if they believe exceptional circumstances exist. Such arrangement shall be approved by the Manager of Financial Services or Director of Corporate Services.
 - Council's Revenue Officer will monitor arrangements and refer any failure of payments change in period of payments to Council's Manager of Financial Services.
6. Failure by the applicant to adhere to the agreed payment schedule or the instalment arrangement will result in further recovery action being taken. If a rate payer defaults on a payment arrangement twice and no attempt has been made to contact Council, the debt will be referred to Council's Recovery Agent.

Reminder Notices

1. A Reminder Notice will be issued within 14 days of the due date of an instalment notice.
2. Such notice will be issued when:
 - no payment has been made;
 - insufficient payment to cover the instalment has been made; or
 - where there is no current valid instalment arrangement.
3. Reminder notices will indicate that:
 - rates are now in arrears;
 - that penalty interest is being charged at the rate set by Council; and

- failure to make an arrangement or pay the outstanding amount in full within 14 days of receiving reminder notice may result in the commencement of legal action.

Debt Collection Agency

1. Where there is a failure to respond to the Reminder Notice Council will forward outstanding debt information to Councils debt collection agency, who will provide the rate payer with a 14 day final warning letter to pay the arrears or make arrangements to pay Councils outstanding amount referred to in the letter, advising that if no arrangement is entered into or contact is made to council to explain why the account has not been paid then legal action will be taken.
2. Where there is a failure to respond to the final warning letter Council will instruct its debt collection agency to proceed with legal action, if:
 - Rates and charges outstanding are at least \$500.00 and two instalments in arrears; and
 - where there is no current valid instalment arrangement.
3. Where debt recovery costs and fees associated with any course of action (e.g. summons, judgment or writ) are payable then these costs will be passed on to the ratepayer and will subsequently remain a charge on the property until paid.
4. Where any legal action has been issued – and a payment arrangement is entered into then any default on the payment arrangement will result in Council instructing their debt collection agency to immediately continue with legal action.

Sale of Land

Where legal action is unsuccessful and rates and charges are overdue for more than 5 years (1 year in the case of vacant land), the property may be sold by public auction in accordance with S713 of the Local Government Act, subject to a resolution of Council. Once a property is listed to be sold, Council will only accept a payment of 100% on the outstanding balance provided that the balance is forthcoming prior to the date of auction. Unless full payment is received and funds cleared council will continue to proceed with the Sale of Land.

End of Policy

Adopted:	Date:12/08/1996	Minute:666
Lasted Reviewed:	Date: 09/07/2007	Minute:07/145
Next Reviewed:	Date:	



Blayney Shire Council

Policy Register

Policy No 5C

Policy Title	Categorisation of Land as – Farmland For Rating Purposes
Document/File No	R2-15
Officer Responsible	Manager Financial Services
Last Review Date	10/10/2011

Objectives

To provide clear guidelines and procedures in relation to the assessment of rateable land parcels for the categorisations as farmland for rating purposes and to ensure that all farmland assessments are determined using consistent measures.

Policy Statement

Blayney Shire Council



Categorisation of Land as Farmland for Rating Purposes

Policy

**Guidelines for Assessment of Rateable Land Parcels for
Categorisation as Farmland for Rating Purposes.**

Legislation Background

For land to be categorised as farmland in terms of Section 515(1) of the local Government Act, 1993 as amended, it must be:

Land is to be categorised as 'farmland' if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:

- (a) has a significant and substantial commercial purpose or character, and*
- (b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).*

However, land is not to be categorised as farmland if it is 'rural residential land': section 515(2). Rural residential land is defined in the Dictionary at the end of the Act to mean land that:

- (a) is the site of a dwelling and is not less than 2 hectares and not more than 40 hectares in area; and*
- (b) is either:*
 - i. not zoned or otherwise designated for use under an environmental planning instrument; or*
 - ii. zoned or otherwise designated for use under such an instrument for non-urban purposes;**and*
- (c) does not have a significant and substantial commercial purpose or character.*

It is recommended by the Department of Local Government that councils have an internal set of guidelines as to what factors will be used in determining categorisation as farmland for rating purposes.

Guidelines

Many parcels of land will readily be identifiable as farming land and will qualify for categorisation as farmland. The criterion for assessment of those lands is identified by:

1. What the land is used for; and
2. Area of the land.

For other properties which have not qualified there is a process identified for additional information to be supplied which may establish farmland categorisation with the opportunity for review.

Guidelines specific for Blayney Shire Council in relation to the determination of rateable land parcels for categorisation as farmland for rating purposes, are as follows:-

1. Where a parcel of rateable land valued as one assessment is used in conjunction with other parcels of rateable land valued as one assessment, then: the total of all the parcels are to be considered as one holding for the purposes of this policy.
2. As assessment is deemed to comply with the definition of farmland in terms of section 515(1) of the Local Government Act, 1993 as amended
“ the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture.....”
3. The dominant use of the land is for farming.
4. The area of the rateable land is equal to or above 40 hectares.
5. Where an assessment does not meet the area requirements in (4.), it may still be deemed to comply with the definition of farmland where the land owners establishes that farming activities are being carried out and supported.
Council will require additional information to help determine the rate category for the assessment (See attached form).
The attached form is to be supported by appropriate documentation, such as Livestock Health and Pest Authority stock rate notices, taxation records and any other relevant information in support of the assessment. If necessary a site visit will be carried out.

**Procedures for Assessment of Rateable Land Parcels for
Categorisation as Farmland for Rating Purposes:-**

Relevant sections of Chapter 15, Part 3 and Part 3A of the Local Government Act, 1993 as amended, must apply with qualifications in relation to procedures specific to Blayney Shire Council as follows:-

1. Assessment of dominant land use being farming as defined.
2. Assessment of rateable land parcels for categorisation as farmland for rating purposes:-

- a. If an assessment's area is equal to or greater than the specified minimum area, then categorisation as Farmland for rating purposes is to be declared.
 - b. If an assessment's area is less than the specified minimum area, then categorisation as farmland for rating purpose is not to be declared.
3. The rateable person (or the agent or lessee) in the situation at 2 (b), is to be notified of the declaration in accordance with the Local Government Act, 1993, as amended, and is to forward a form - *Request For Further Information In Support For Change Of Category Of Land to Farmland For Rating Purposes*, which may be completed at the discretion of the owner, (or the agent or Lessee) and returned to Council for further assessment.
4. Upon return to Council of the completed form, eligibility will be determined from the form and supporting documentation.
5. If clarification of information supplied to Council is required, then the rateable person (or the agent or lessee) is to be requested to supply additional information or may attend Council's Office for this purpose. A physical inspection of the property may be required to fully understand the farming activity be carried out.
6. Any Change of Category of Land to Farmland for Rating Purposes is to be approved by the General Manager.
7. The rateable person (or the agent or lessee) may seek a review of the declaration recommended at 2 (b) at any time.
8. If an appeal to the Land and Environment Court is lodged by the rateable person (or the agent or lessee), a review must be made by an independent person with expertise in the relevant provisions of the Local Government Act, 1993, as amended, to be nominated by the General Manager to ensure that any declaration and/or subsequent assessment were correct. If this is confirmed, Council will proceed to Court.



BLAYNEY SHIRE COUNCIL

Request for Further Information in Support for Change Of Category of Land to Farmland for Rating Purposes

The Form

This form has been developed to provide sufficient information for Council to determine if your property complies with legislation governing categorisation as FARMLAND for rating purposes (Local Government Act, 1993, as amended)

Categorisation for rating purposes has no correlation with the zoning of land. Zoning is for planning purposes (I.e. what types of developments can be undertaken on the land) whereas land is categorised purely for a rating purposes according to the actual use of land) Council is required to categorise all land as one or the other of the following categories; FARMLAND, RESIDENTIAL, BUSINESS or MINING.

To assist Council in making a fully informed decision concerning the categorisation of your property, it is recommended that the information requested in this document is completed in full with as much detail as possible.

The form consists of three parts:-

- a) Property Information
- b) Dominant use of Land
- c) Purpose of Profit on a Continuous basis.

WHAT IS FARMLAND?

For land to be categorised as farmland in terms of Section 515(1) of the local Government Act, 1993 as amended, it must be:

Categorised as 'farmland' if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:

- a) has a significant and substantial commercial purpose or character, and*
- b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).*

CONFIDENTIALITY

The information supplied in this document will be treated by Council as strictly confidential. Your completed application will only be made available to Council staff and/or representatives directly responsible for the determination of this application.

PART A) - PROPERTY INFORMATION

Property No.(s) _____

Property Owner(s) _____

Property Name/Address _____

Total Property Area _____ ha

Is any part of your property located in the adjoining Shire? **Y/N**

Is any part of the property not used as part of your farming enterprise?
Please provide details:

What year did you commence the farming activity on this property? _____

Is there a dwelling located on property? **Y/N**

Is the property used for tourist activities / accommodation? **Y/N**

Estimated carrying capacity (D.E.S) of property
(As per LHPA rate notice.) _____ **D.S.E**

Is there any other land/property used as part of this Business (e.g. private
lease, Agistment share farming etc.) Please provide details including land
area.

PART B) - DOMINANT USE OF LAND

Information required in this section relates to the type of farming business being undertaken and the area of land dedicated to this production and/or number of livestock held.

(Use average figures for past five years)

There are two methods of supplying the information Council requires in this Section. Please either complete questions 1 to 4 below or provide a copy of the previous year's financial statements/tax return for the farming

Enterprise and answer question 4 below.

1) Livestock Enterprises

Detailed description of enterprise

Type of Livestock	Number	Breed

2) Cropping Enterprises

Detailed description of enterprise

Type of Cropping	Area under Crop

3) Other Enterprises

Detailed description of enterprise

Type of Enterprise	No. Trees/Vines etc.	Area use for enterprise

- 4) Are there any extreme or unusual circumstances which have caused the above information to vary from 'normal' conditions/levels? If so, please indicate the degree of variation.

PART C) PURPOSE OF PROFIT ON A CONTINUOUS BASIS

Information required in this section relates to the commitment made by your business enterprise to the pursuit of profit on a continuous and repetitive basis.

- 1) Does your farming business have an ABD? **Y/N**

If yes, please supply no. _____

- 2) Is your faming business registered for GST? **Y/N**

- 3) Are separate full accounting records kept for your farming business? **Y/N**

- 4) Is your farming business certified as a "primary producer" by the Australian Taxation Office? **Y/N**

If yes. Please provide a copy of your latest certificate provided by your accountant.

- 5) Please provide details of infrastructure constructed on the property specifically for the purpose of your faming enterprise.

- 6) Please provide details of plant and equipment used as part of your farming enterprise. Please specify if this plant and equipment is owned or hired/leased/contracted.

I hereby certify that the information provided above is true and correct in every respect. I also consent to Council or its agent making a physical inspection of the above property, if required, in order to assist in the evaluation of this application. (Should an inspection be necessary, a mutually acceptable time will be arranged in advance).

Owners Name(s): _____

Telephone No: _____

Signature/s: _____

End of Policy

Adopted:	Date:12/08/1996	Minute:664
Lasted Reviewed:	Date: 09/07/2007	Minute:07/145
	Date:10/11/2011	Minute:
Next Reviewed:	Date: 10/11/2014	

ENGINEERING SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 10 OCTOBER 2011



19) CARCOAR CUP RUNNING FESTIVAL

(Director Engineering)

RECOMMENDED:

1. That the report of the Blayney Traffic Committee be received and Council classify the Carcoar Cup Running Festival, (including only, the Marathon, Half Marathon and Carcoar to Creek events), to be held on Sunday 6 November 2011 as a Class 2 event, and the event be approved subject to the following conditions.
 - a. Development and implementation of a Traffic Management Plan which shall include a Traffic Control Plan.
 - b. All appropriate road closures and associated warning signage complying with AS1742, will be undertaken, placed and removed by suitably qualified persons.
 - c. Approval is to be obtained from NSW Police, with all conditions and directions issued by Police complied with and obeyed.
 - d. Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
 - e. The event organiser is to notify all Emergency Services, including Blayney Hospital, of the event and associated road closures
 - f. The Event Organiser is to notify all business proprietors and residents affected by the event at least seven (7) days prior to the event.
 - g. The Event Organiser is to provide and publish the direct contact number for the event organiser/clerk of the course, for in the event of an emergency, residents and emergency services may need to access the route.
 - h. The event organiser will, with the assistance of Blayney Shire Council, Engineering Department, advertise the temporary road closures, at least seven (7) days prior to the event.
 - i. The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (version 3.4) dated 2 August 2006, for a Class 2 event.

REPORT

Council has been approached by a member of the Carcoar community, as the Event Organiser, seeking permission to undertake a running event, to be known as The Carcoar Cup on Sunday 6 November 2011.

The event comprises a variety of events, principally centred and commencing from the Village of Carcoar, including:

1. Marathon – Carcoar to Neville, Commencing at 08:00, travelling via Fell Timber Road, Mandurama Road, Fairford Road, to Neville then return via Neville and Mt Macquarie Roads.
2. Half Marathon – Neville to Carcoar Commencing at 08:45, travelling via Neville and Mt Macquarie Roads.
3. Carcoar to Creek – Commencing at 08:45 at Carcoar to Coombing Creek via Fell Timber Road, and return.
4. Cup for Kids – Commencing at 08:30 and travelling in a loop from Belubula Street around Carcoar via, Icely, Coombing, Eulamore and Naylor Streets, back to Belubula Street.

The Event Organiser proposes to undertake the Cup for Kids event, by closing access to Pond Flat from 8:15am to 8:45am to allow the event to cross that area, and then to immediately reopen it after the kids have completed the course.

Pond Flat is accessed along Coombing Street from Icely Street, and as the Pond Flat area is also proposed to be the main parking area for event participants and spectators, Council is concerned that the closure of access to Pond Flat presents a traffic management problem, from the resulting queuing of vehicles along Icely Street, that may extend up to the intersection with the Mid Western Highway.

Council and the RTA were unable to accept the risk, and potential impact on the ordinary traffic flow of the Mid Western Highway, therefore Council could not support the proposed route of the Cup for Kids event. It is for that reason that the event organiser has reconfigured the course to progress immediately across Pond Flat and to return via Naylor Street.

In accordance with best practice, drink stations are proposed to be located at approximately every five (5) kilometre mark along the course, and shall coincide with road closure locations where appropriate, and are proposed to be manned by a minimum three (3) volunteers.

The Event Organiser proposes to provide escort vehicles at the front and rear of the fields of runners, with the rear car carrying St Johns Ambulance volunteers to provide first aid care and equipment. The Event Organiser has advised that the rear escort vehicle will have capacity to collect a small number of “abandons” to be left progressively at drink stations awaiting collection.

Runners wishing to withdraw will be directed to proceed, where possible, to the nearest drinks station where their needs will be communicated to the central command point.

Under the Roads and Traffic Authority “Guide to Traffic and Transport Management for Special Events” (version 3.4) dated 2 August 2006, the event is defined as Class 2, which requires the Traffic Committee’s consideration. The Blayney Traffic Committee therefore recommends that Council approve

the undertaking of the Carcoar Cup Running Festival 2011, subject to the following conditions.

- a. Development and implementation of a Traffic Management Plan which shall include a Traffic Control Plan.
- b. All appropriate road closures and associated warning signage complying with AS1742, will be undertaken, placed and removed by suitably qualified persons.
- c. Approval is to be obtained from NSW Police, with all conditions and directions issued by Police complied with and obeyed.
- d. Council is to be provided with a copy of a \$20M Public Liability Insurance Policy indicating Blayney Shire Council's interests, with the date and location of the event.
- e. The event organiser is to notify all Emergency Services, including Blayney Hospital, of the event and associated road closures
- f. The Event Organiser is to notify all business proprietors and residents affected by the event at least seven (7) days prior to the event.
- g. The Event Organiser is to provide and publish the direct contact number for the event organiser/clerk of the course, for in the event of an emergency, residents and emergency services may access the route.
- h. The event organiser will, with the assistance of Blayney Shire Council, Engineering Department, advertise the temporary road closures, at least seven (7) days prior to the event.
- i. The Event Organiser is to comply with the requirements of the "Guide to Traffic and Transport Management for Special Events" (version 3.4) dated 2 August 2006, for a Class 2 event.

Road Closure

The Carcoar Cup event requires the temporary closure of the following groups of roads:-

- Group A.
 - Belubula Street - South of Collins Street
 - Icely Street – West of Coombing Street
 - Naylor Street
- Group B.
 - Coombing Street
 - Eulamore Street
- Group C.
 - Fell Timber Road
 - Mandurama Road – Between Fell Timber and Fairford Roads
 - Fairford Road
 - Kentucky Road
 - Carcoar Street
 - Crouch Street – Between Carcoar and Bathurst Streets
 - Neville Road – Between the Village of Neville and Mt Macquarie Road
 - Mt Macquarie Road

Group A: roads will be required to be closed for the duration of the event, 7:00am – 4:00pm as they will provide the centre of the day's proceedings, and also the start/finish line.

Group B: roads are required for the undertaking of the Carcoar Cup for Kids event. It is noted that this event requires participants to run across Pound Flat, that is also the proposed area for car parking for the event. Acknowledging the concerns of RTA and Council, the event organiser has agreed that the Cup for Kids event will commence in Belubula Street at 8:15am, and immediately move across Pound Flat via Coombing Street, requiring only a short road closure on Coombing and Eulamore Streets as the group moves through, before finishing back in Belubula Street, with the last runners expected to finish by 8:45am.

Group C: roads are those roads that will be required to be closed as part of a rolling closure to allow event participants to move along the route. It is anticipated that the closure times required will vary from a narrow window, at the commencement of the course, to a larger window, perhaps spanning 2 - 3 hours along those roads toward the end of the course. Of note is Carcoar Street in Neville that will be closed for a larger time frame (7:45am – 11:30am when the back markers in the Full Marathon are expected to pass through the area) as it will also be the start line for the Half Marathon event.

Council sought comment from residents and businesses along the route by way of direct letter, and also via placement of a public notice in the Blayney Chronicle over a two (2) week period.

As of 18 August 2011, Council had received a total of three (3) responses, two (2) being in support of the event and one (1) from a resident on Pomona Lane, concerned about being able to respond to emergency veterinary calls during the event.

In order to address issues associated with gaining vehicular access to the route during the undertaking of the event, the Event Organiser has provided both a land and mobile contact number. Acknowledging that mobile coverage is inconsistent it has been indicated that support from the two main mobile carriers has been sought for the provision of additional equipment to address the matter, for the duration of the event.

The provision of the emergency contact number should be provided to all residents and businesses along the route.

Council's 2011-2016 Management Plan identifies the current fee for the advertising of the temporary road closure to be \$155.00 inc GST.

BUDGET IMPLICATIONS

Nil effect

POLICY IMPLICATIONS

Nil effect

Attachments

Nil

20) **BLAYNEY TO BATHURST (B2B) CYCLO SPORTIF
CHALLENGE - REQUEST FOR SUPPORT**
(Director Engineering)

RECOMMENDED:

1. That Council agrees to support and donate the fees of \$2300 associated with the requirements to successfully run the Rotary Club of Bathurst Daybreak Inc. Blayney to Bathurst Cyclo Sportif Challenge in accordance with the report.

REPORT

Blayney Shire Council has been approached by the Rotary Club of Bathurst Daybreak Inc to once again assist with preparations for the Blayney to Bathurst (B2B) Cyclo Sportif Challenge planned for 22 April 2012, per the **attached** request.

Background Information

The event has been held and supported by Council since 2004 and the event now attracts approximately 1,000 cyclists plus supporters.

In 2012 the event will be extended to include an additional Extreme Challenge Cyclo Sportif and Elite Cycle Race of 170km, that will encompass an extension of the existing long route, commencing in Blayney before proceeding through the village of Millthorpe around the "Tallwood" circuit, before returning to Blayney via Millthorpe. Riders would then continue along the existing long course through Hobbys Yards and Trunkey Creek to Bathurst.

The existing short and long course challenges shall also continue to be undertaken.

The organisers have provided Council with a Traffic Management Plan for the event which will be considered at the next Traffic Committee meeting.

The Rotary Club of Bathurst Daybreak Inc has requested the following support and equipment from Council for this event:

Cyclo Sportif Challenge – Blayney

- Use of Carrington Park for the marshalling of cyclists
- Access to the Centrepont complex for event registration
- Access to power at Carrington Park for PA and electronic timing systems
- Access to toilet facilities at Carrington Park and the CentrePoint complex
- The provision and erection of barricades from 6.00am along Osman Street, Carrington Park to provide added protection to cyclists in the marshalling area.
- Provision of Traffic Control and marshalls at the start, at the intersection of Adelaide Street and Church Street as well as at Church and Osman Streets.

- Loan of “No Parking” signs for the delineation of an official vehicle parking area.
- Use of Council’s two (2) variable message boards for road safety purposes.
- Loan of additional rubbish bins
- Loan of 2 portable toilets

Cyclo Sportif Challenge – Millthorpe

- Provision of Traffic Control and marshalls in the Village, and at the intersection of Carcoar and Tallwood Roads.
- Loan of “No Parking” signs to ensure a clearway through the Village.
- Hire of “nightline” barrier tape and bollards to restrict pedestrian access to the road through the Village.
- Loan of additional rubbish bins

BUDGET IMPLICATIONS

The total cost to Council for race and equipment requirements is \$2,300.

Funds have been allocated within Council’s budget to undertake the Blayney section of the event (\$1,545), and the proposed extreme challenge extension to Millthorpe is expected to cost \$755 extra.

The extra costs will be considered as part of Council's quarterly budget review process.

POLICY IMPLICATIONS

Nil effect

Attachments

- 1 B2B - Letter of request

21) CLOSURE AND SALE OF ROAD FOR DA2/2012
(Operations Manager)

RECOMMENDED:

1. That Council approve, in principle, the proposal to undertake the closing of the road serving as access to Lots 202 and 204 of DP 603351, and offering it for sale at a nominal fee to the landowners of these Lots if required by the applicant of DA2/2012.

REPORT

To reduce Council's exposure to risk and liability of this road, it is proposed to close the existing public road and offer it to the applicant at a nominal sale fee.

On the 5 July 2011, Council received an application for the erection of a dwelling at 579 Browns Creek Road. Currently access to this property is provided by a track that is located predominately within an unfenced road reserve.

During Council's normal process of assessing the development application, it was determined that the access track is predominately constructed on a public road reserve. Historically Council has not maintained this access track.

The road reserve was created during the private subdivision to create Lots 202 and 204 of DP 603351 in 1979. It does not appear that the road was constructed to a Council standard, and being located on a public road is not currently considered suitable for access to the property.

As a result of the access being constructed on a public road reserve it exposes Council to a level of risk dependant on the constructed standard of the road.

There were three (3) courses of action available to Council for dealing with this issue in such a way to minimise Council's exposure to risk.

The first option was to approve the dwelling with no conditions regarding the upgrading of the road to a particular standard. This option provides the greatest level of risk to Council as if there is an incident on the track then Council could be considered liable as the road is not constructed to a suitable standard. This option was not considered suitable and was not provided to the applicant as a course of action.

The second option is to require the upgrading of the road as a condition of consent of the development application. Under this option the applicant would be required to upgrade the road to a minimum width of 6m with a gravel pavement surface. Following such works Council would then take on the responsibility of maintaining the constructed road.

It should be noted that the estimated cost of works to upgrade the road to a minimum 6m width is approximately \$130,000. This option reduces Council's exposure to risk from this road, but increases Council's maintenance responsibilities and places further pressure on Council's road maintenance budget.

The third option available to Council is to close the road and offer equal portions for sale at a nominal cost to the applicant, and the owner of Lot 204 DP 603351. As the road only services two (2) properties, the road can be closed and incorporated into both Lots, being 202 and 204 DP 603351 and provide a reciprocal right of carriageway for access both lots. This option provides a legal point of access to both Lots 202 and 204 of DP 603351.

If access were to be provided to the subject land in this manner, the existing constructed track would be considered suitable for the proposed development, thus not requiring the applicant to undertake any upgrading works at their expense. This course of action would also remove potential liability of risk and maintenance from Council.

The application has been determined with a condition of consent imposed as follows:

Condition: That, prior to the issue of a final occupation certificate the applicant:

a) *Construct/create a road within the existing unnamed road reserve from the intersection of Browns Creek Road to the entrance to Lot 202 to Council's Rural Local Access standard contained within the WBC Alliance Engineering Guidelines;*

OR

b) *The existing unnamed road reserve is to be closed, from its intersection with Browns Creek Road, and alternative appropriate legal and physical access to lots 202 and 204, DP603351 provided.*

The applicant has not yet indicated to Council their chosen course of action. An in principle approval is required from Council to ensure that should the applicant choose to undertake the second option that Council can quickly respond to this requirement.

BUDGET IMPLICATIONS

Nil effect

POLICY IMPLICATIONS

Nil effect

Attachments

1 Map of Proposed Road Closure 1 Page

22) **MILLTHORPE TENNIS COURTS - DEMOLITION OF OLD SHELTER AND SHED**
(Assets Manager)

RECOMMENDED:

1. That Council approve the demolition of the existing Tennis Shelter and Shed at the Millthorpe Tennis Courts.

REPORT

Councillors may recall from the September Ordinary meeting of Council the presentation of a report on the reconstruction of the Millthorpe Tennis Courts, funded through a combination of grants from the Federal and State Governments and a \$4,000 contribution from the Millthorpe Garden Ramble.

The project was awarded to L-Don Sporting Areas with the agreement and support of the Millthorpe Village Committee and work recently commenced. In preparation of the sub-base the contractor has identified a significant drainage issue on the site resulting in a variation to the project to upgrade the slab design and installation of a sub-base drainage layer around the perimeter of the concrete slab.

In order to drain surface flow across the slab requires water to be shed to toward the location of the existing shelter and shed.

Further, these two structures are in a very poor state, with all internal linings and external cladding damaged and in need of replacement. In developing the Blayney Shire Council Building and Other Structures Asset Management Plan, the shelter was condition rated as a 5 and the shed was rated as a 4. A condition rating of 5 means the asset has exceeded its useful life and should be disposed of. An asset with a condition rating of 5 is considered to have exceeded its useful life and would require complete replacement or refurbishment.

The Shed was rated as a 4, meaning it is in need of a substantial or complete refurbishment. There are currently no funds identified for either the refurbishment or replacement of these existing structures

Council intended to assess the provision of a contemporary tennis 'facility' (for storage of equipment) at the Millthorpe Tennis Courts as part of the Community Consultation for the Integrated Planning and Reporting process. This consideration was to include assessment of the storage capacity of the Redmond Oval Amenities Block.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

Attachments

Nil

23) BLAYNEY SHIRE COUNCIL - ASSET MANAGEMENT PLANNING
(Assets Manager)

RECOMMENDED:

1. That the Asset Management Planning update be received and noted.

REPORT

During August 2011, Council underwent an Asset Management Maturity and Gap Analysis. This was provided to Council as part of a \$38,000 assistance package to NSW councils in Group 3 of Integrated Planning and Reporting, with a population under 10,000 and with regard to the councils financial and technical capacity.

The Gap analysis is an objective analysis of Council's asset management and financial planning maturity.

The Maturity and Gap analysis has provided a prioritised Action Plan to guide Council toward achieving better asset management and financial outcomes. A second review will then be conducted in June 2012 to measure Council's progress.

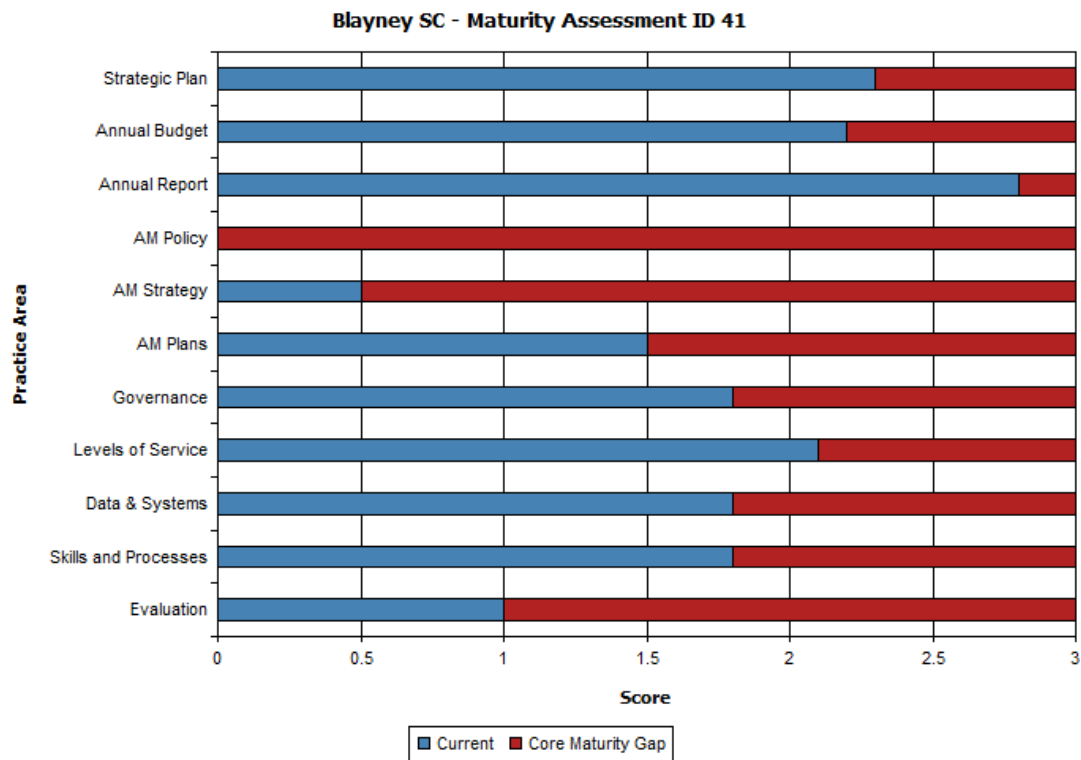
This report provides Council with the results of the maturity assessment, which contains 13 key strategies for the improvement of Asset Management in the Blayney Shire.

The key strategies and Council's progress toward them are summarised below:

Key Strategy / Current Status	Due by:
1. Adopt & Implement Asset Management Policy <ul style="list-style-type: none"> • Presented at Ordinary Council Meeting in September 2011 	Nov/Dec 2011
2. Develop and implement Blayney Shire Councils Asset Management Strategy	Post all AMPs
3. Develop and Update Asset Management Plans for all major asset classes <ul style="list-style-type: none"> • Sewerage AMP – complete • Transportation AMP – Draft completed • Buildings AMP – Asset Register complete • Parks & Gardens – Asset Register complete 	Core Financial analysis for AMPs by Dec 2011
4. Identify infrastructure expenditure by asset category and type (operating; maintenance; capital renewal, upgrade or expansion) <ul style="list-style-type: none"> • Being developed in line with the implementation of the IT Vision Corporate System 	March 2013
5. Consider the ongoing ownership costs of new capital	Complete /

works. • Whole-of-life costs now considered for major capital expenditures (formal process to be adopted)	ongoing
6. Develop a Risk Management Plan for all asset classes. • Risk Management Plans for asset classes will be developed as a sub-set of a Corporate Risk Management Policy	Jun 2012
7. Annual review of Asset Register completeness and accuracy. • Complete for 2011 (FY) / ongoing.	Complete & ongoing
8. Develop an Asset Register capable of providing information that satisfies technical and financial reporting requirements that can clearly communicate the cumulative consequences of decisions. • Base Asset Registers developed for all Asset Classes	Ongoing
9. Annual review of Asset Accounting & Capitalisation Policy to ensure processes are consistent with AASB116. • Complete and ongoing	Complete & ongoing
10. Ensure Long Term Financial Plan includes at least 1 fully costed life cycle analysis	Jun 2012
11. The 10 year resourcing strategy for all council functions considers income projections and expenditure requirements, and the levels of service and risk consequences are reported in the Community Strategic Plan. • To be developed by Finance and Assets sections	Jun 2012
12. Continue to develop information to educate the community on the level of service and associated costs. • Early drafts for initial consultation to be developed.	Dec 2011
13. Review maturity assessment annually. • Programmed for Jun 2012	Jun2012

Blayney Shire Councils overall performance in Asset Management maturity is indicated by the chart below. The three areas where Council scored less than 1.5 out of 3 will be addressed by the adoption of an Asset Management Policy (currently on Public Exhibition) and by the progress and completion of the requirements of the Integrated Planning and Reporting Framework.



The maturity assessment shows that while Council is not at core maturity, it is well advanced on some of the key elements of an effective asset management system, which means Council is well positioned for the Integrated Planning and Reporting community consultations and to complete the qualification to core maturity of the Asset Management System.

BUDGET IMPLICATIONS

Nil.

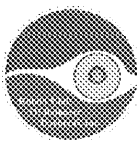
POLICY IMPLICATIONS

Nil.

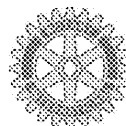
Attachments

Nil

BLAYNEY SHIRE
COUNCIL
JUL 19 2011



ROTARY CLUB OF BATHURST DAYBREAK
PO Box 1700, Bathurst NSW 2795



President
Garry Taunton
(02) 6332 8463

Secretary
Debbie Schache
(02) 6331 8120



12 July 2011

Mr Grant Baker
Acting General Manager
Blayney Shire Council
PO Box 62
BLAYNEY NSW 2799

RE: 2012 NAB Blayney to Bathurst (B2B) Cyclo Sportif Challenge
National Series Road Cycling Race
and weekend of cycling at Mount Panorama (the event)

Dear Grant,

On behalf of the Rotary Club of Bathurst Daybreak Inc., I would like to express our appreciation to Blayney Shire Council for the ongoing support for our major annual fund raising event, being the nab B2B Cyclo Sportif Challenge.

For 2012 we would like to extend the event to the next level with the inclusion of an additional Extreme Challenge Cyclo Sportif and Elite Cycle Race, with a total distance of 170km.

The attached map shows the additional extended course which is entirely within the area of Blayney Shire Council.

For 2012, the weekend of Cycling will now include the following events:

Saturday 21 April 2012

NSW Hill Climb Championships (Mount Panorama)
State Criterium Racing Carnival ("The Pit's" Mount Panorama)

Sunday 22 April 2012

20km Family Challenge Mount Panorama / Charles Sturt University
 Nab B2B Cyclo Sportif Challenge Short Course – 70 km
 Nab B2B Cyclo Sportif Challenge Long Course – 110 km
 Nab B2B Cyclo Sportif Extreme Challenge – 170km
 Nab B2B ELITE RACE Extreme Course – 170km

Monday through to Saturday (following these events)

Cycling NSW Junior Cycling Development Camp
 Mount Panorama and Bathurst / Blayney Region

The Organising Committee is working to raise the bar in the promotion of this event and also to raise the profile towards national status. To achieve this we will need further assistance from Council. It should be noted that with an expanded format will come additional growth of this event. Undoubtedly this will also provide an increasing economic benefit to the Blayney and Bathurst communities.

Accordingly, for the 2012 nab B2B Cyclo Sportif Challenge we once again request Blayney Shire Councils "in-kind" support.

Listed below are specific details of support required from Council to conduct our event in 2012:

Event Date Approval

We propose that the dates for the 2012 events are:

Saturday 21 April 2012

and

Sunday 22 April 2012

Traffic Control Planning

We request that Blayney Shire Council take on a supportive role in the Traffic Control Planning and approval process.

B2B Cyclo Sportif Event Needs (Sunday 22 April 2012)

- Access to Carrington Park
- Access to power at the start of the event
- Road closures at Carrington Park and Milthorpe
(as per Traffic Control plans)
- Provision of Traffic Control Services, both in Blayney and covering the Extreme Challenge extension to the event (as per the **attached** map).
- Access to the Swimming complex for event registration toilets, etc.

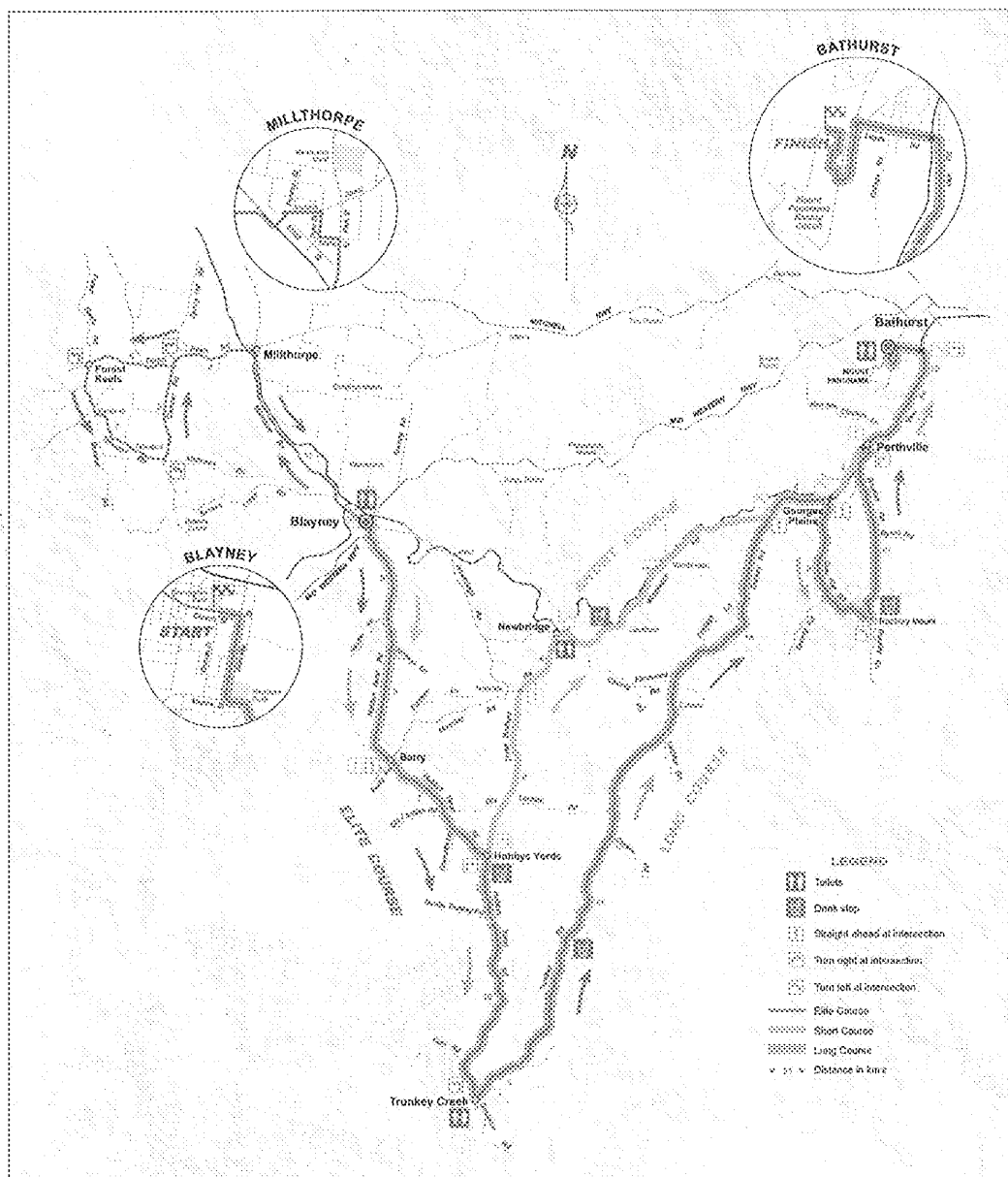
It would be greatly appreciated if you can forward this request to the relevant Departments within Council for consideration and, we hope, approval.

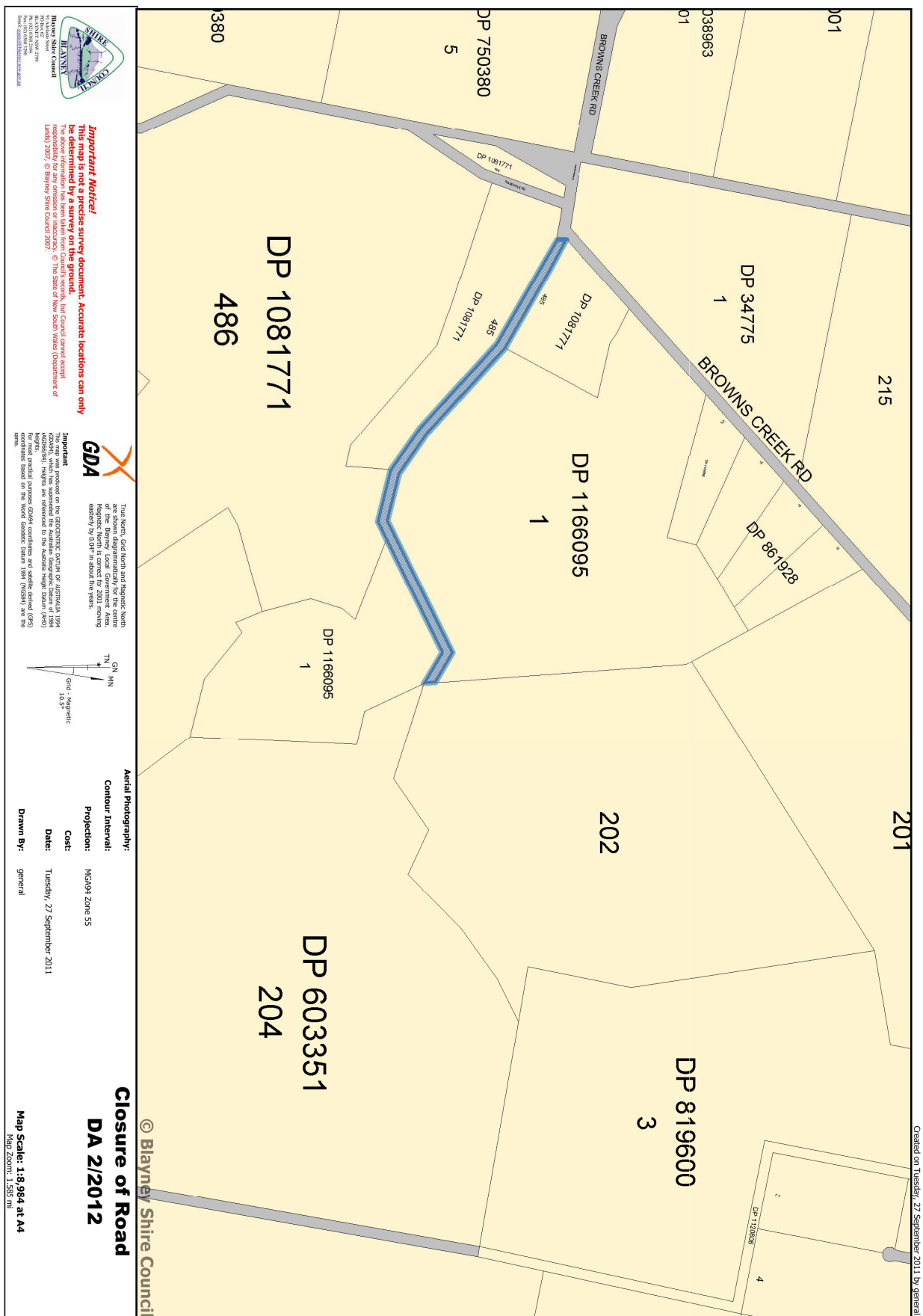
I would like to again thank Council in anticipation of Council's assistance in ultimately building this event into a national sporting event of significance for the Blayney/Bathurst Regions.

Yours faithfully

Garry Taunton

Garry Taunton
Rotary Club of Bathurst Daybreak Inc.
nab B2B Cyclo Sportif Organising Committee





ENVIRONMENTAL SERVICES REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 10 OCTOBER 2011



24) BLAYNEY SHIRE COUNCIL LIQUID TRADE WASTE POLICY
(Director Environmental Services)

RECOMMENDED:

1. That the Blayney Shire Council Liquid Trade Waste Policy be adopted and that it be placed in Council's policy register and adhered to accordingly.

REPORT

The current Liquid Trade Waste Policy was last reviewed by Council in early 2007 and is effective from 14 May 2007. The Department of Water and Energy produced new Liquid Trade Waste Regulation Guidelines in April 2009. The new guidelines introduced the 2009 Model Policy for liquid trade waste regulation. The 2009 Model Policy has been updated to incorporate changes in the Regulation and the provisions of the National Wastewater Source Management Guideline. As such Council's current Liquid Trade Waste Policy is out dated and should be reviewed.

At its June 2011 ordinary meeting Council, as part of this review process, considered a report in relation to the draft Blayney Shire Council Liquid Trade Waste Policy and

RESOLVED:

1. *That Council advertise the draft Blayney Shire Liquid Trade Waste Policy by placing it on exhibition for the 28 day period and receive submissions during the exhibition period.*
2. *That if submissions are received, they are referred to a following meeting of Council for consideration.*
3. *That if no submissions are received by the end of the exhibition period, that a report be presented to a following meeting of Council for Council to adopt the 2011 Trade Waste Policy.*

The Draft policy was subsequently placed on public display. This included provision of a copy of that draft document to Western White Linen for review, as they are a major company impacted by this policy.

No submissions were received.

As such the above recommendation is presented for Councils consideration.

BUDGET IMPLICATIONS

Income generation will continue to be recovered from the provision of Liquid Trade Waste Services.

POLICY IMPLICATIONS

The proposed 2011 Liquid Trade Waste Policy will replace the current Liquid Trade Waste Policy for Discharge of Liquid Trade Waste to the Sewerage System.

Attachments

- 1 Liquid Trade Waste Policy

25) HOUSEHOLD CHEMICAL CLEANOUT
(Director Environmental Services)

RECOMMENDED:

1. That Council receive and note the report on Household Hazardous Waste.

REPORT

Household Hazardous Waste (HHW) is the collective term given to the unwanted or old chemicals and items in the garage, under the sink and in the garden shed that typically can't be disposed of in your garbage bin. HHW includes things like smoke detectors, pool cleaners, paint, pesticides and herbicides, solvents, gas cylinder, fire extinguishers and hobby chemicals.

Over the last four (4) years NetWaste and participating Councils have been working on providing ongoing collection points for residents to bring in some of the most common waste items, with 16 Councils, including Blayney, recently setting up enclosures across the region.

Residents can now deliver **Gas Cylinders, Fluorescent Light Fittings, Smoke Detectors** and **Household Batteries** on an ongoing basis to the Blayney Waste Management Facility. Collected material will then be stored and either recycled or disposed of by a licensed contractor in conjunction with the annual collection campaign.

Councils offering this collection options include:

	Nominated Waste Facility	Delivery Address
Blayney Shire Council	Blayney WMF	4165 Midwestern Hwy, Blayney
Bathurst Regional	Bathurst WMF	College Rd, Bathurst
Bogan Shire	Bogan Shire Waste Depot	Canonbar Rd, Nyngan
Cabonne	Manildra Landfill	Toogong Rd, Manildra
Coonamble Shire	Coonamble Landfill	520 Quambone Road, Coonamble
Cowra Shire	Cowra MRF	236 Glen Logan Rd, Cowra
Dubbo City	Whylandra Waste Depot	Cooba Rd (off Mitchell Hwy)
Gilgandra Shire	Gilgandra WMF	Pines Drive, Gilgandra

Lachlan Shire	Condobolin Waste Depot Lake Cargelligo Waste Depot	Maitland St, Condobolin Uabba St, Lake Cargelligo
MidWestern Regional	Mudgee Waste Facility	156 Hill End Rd, Mudgee
Narromine Shire	Narromine Waste Depots Trangie Waste Depots	Gainsborough Rd, Narromine Trangie Tip Rd, Trangie
Oberon Orange City	Oberon WMF Ophir Rd RRC	Lowes Mount Rd, Oberon 261 Ophir Rd, Orange
Parkes Shire	Parkes Landfill	Brolgan Rd, Parkes
Weddin Shire	Grenfell Waste Depot	Gooloogong Rd, Grenfell
Wellington	Wellington WTS	Nanima Village Road, Wellington

Residents are to be reminded it is their responsibility to ensure items are transported safely and to contact their local Councils for delivery requirements, opening hours, applicable charges etc.

Council is also again participating in the Household Chemical Cleanout in October/November through NetWaste. Fourteen (14) Councils are participating this year.

Once a year Council holds a household hazardous waste collection. This is an opportunity for residents to deposit household quantities (less than 20 litres or kilos per type) of potentially hazardous household items. The collection is held in a central location, being the Blayney Waste Management Facility, and residents may deposit their items there. Businesses may also use this collection (by prior arrangement with Council), but will be charged at the commercial rate for their type of waste

How do I use the collection?

1. Collect unwanted hazardous items from around your home.
2. Package in secure sealed containers. Never mix different items.
3. Label each container clearly with what is inside. If you don't know, label 'unknown'.
4. Drop items off at the Blayney Waste Management Facility ON Saturday 5 November between 2pm and 5pm.

What can I drop off?

The following items will be accepted: pesticides, fungicides, batteries, oxidisers, weed killers, paints and varnishes, household cleaners, fuel, oils, sharps (syringes), poisons, solvents, acids and alkalis, pool chemicals, gas cylinders, medicines, fertilisers and smoke detectors.

What can't I drop off?

The following items will not be accepted: asbestos, explosives, clinical waste and radioactive material.

NetWaste will undertake an advertising campaign including television, and placing localized newspaper and radio advertisements specific to the individual areas a few days before each collection date. This advertising will be supplemented by Council doing our own promotion. Councillors are encouraged to spread the word.

BUDGET IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

Attachments

Nil

**Blayney Shire Council****Policy Register****Policy No XXX****Policy Title** Liquid Trade Waste Policy**Document/File No****Officer Responsible** Director Engineering**Last Review Date****Objectives**

To protect public health

To protect the health and safety of Council employees

To protect the environment from the discharge of waste that may have a detrimental effect

To protect Council assets from damage

To assist Council to meet its statutory obligations

To provide an environmentally responsible liquid trade waste service to the non-residential sector

To encourage waste minimisation and cleaner production in the commercial and industrial sectors

To promote water conservation, water recycling and biosolids reuse

to ensure compliance of liquid trade waste dischargers with Council's approved conditions

To provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems

To ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charge

Policy Statement**Blayney Shire Council****Liquid Trade Waste Policy**

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:

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

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

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

Under clause 28 of the *Local Government (General) Regulation*, a council must not grant an approval under section 68 of the Act to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General of the Department of Environment, Climate Change and Water (DECCW) has concurred with the approval.

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

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GLOSSARY

Assumed Concurrence: Council may apply to the Department of Environment, Climate Change and Water (DECCW) for authorisation to assume concurrence for Classification B or Classification S activities. If granted, Council will no longer need to forward such applications to DECCW for concurrence.

Automatic Assumed Concurrence: Councils have been authorised to assume DECCW concurrence for Classification A activities. Such applications may be approved by Council without forwarding the application to DECCW 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 Environment, Climate Change and Water (DECCW).

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.

DECCW 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 Environment, Climate Change and Water (DECCW) 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 DECCW).

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

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, eg. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit (refer to Table 7 of *Liquid Trade Waste Regulation Guidelines, 2009*).

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

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

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

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

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

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

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

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

Sullage: Domestic wastewater excluding toilet waste.

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

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

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

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

WHAT IS LIQUID TRADE WASTE?

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

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

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

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

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

Liquid trade waste excludes:

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

* Used for personal hygiene only

OBJECTIVES

The objectives¹ of this policy are:

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

SCOPE OF THIS POLICY

This policy comprises three parts:

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

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).

1. PART 1 – EXEMPTIONS

Exemptions

For obtaining approval of liquid trade waste discharge.

Table 1. Exemptions

This table lists commercial business activities that the Director-General, DECCW has consented to an exemption from the requirement to apply for approval for liquid trade waste discharge to the sewerage system. Each such business must meet the standard requirements specified below. An annual trade waste fee applies to each such discharger	
Activity	Requirements
Beautician	Nil.
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Community hall (minimal hot food)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4).
Day care centre (no hot food prepared)	Sink strainers in food preparation areas. Housekeeping practices (see Note 4). Nappies are not to be flushed into the toilet.
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).

Activity	Requirements
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.

2. 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 Department of Environment, Climate Change and Water (DECCW) 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

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

³ In considering options for waste management to drive resource efficiency, the following order of preference set out on page 6 of the *National Wastewater Source Management Guidelines, July 2008*, WSAA will be adopted:

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

⁴ The quality of trade waste from some low risk commercial activities in Classification A will exceed guideline limits in Council's trade waste policy. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs and properly operates and maintains the required pre-treatment equipment (refer to Table 4 on page 181 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 sewerage treatment works. Where the guideline limits cannot be met, applicants are required to provide justification for exceeding the limits. Based on the type and the proposed contaminant levels, Council may refuse the application, or may approve it subject to an effluent improvement program, or other conditions being implemented.

2.3 Prohibited substances

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

2.4 Stormwater discharges from open areas

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

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

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

- reasons why the area cannot be fully or partially roofed and bunded to exclude stormwater
- the dimensions and a plan of the open area under consideration
- whether the open area is sealed
- the estimated volume of the stormwater discharge
- information on rain gauging
- where a first-flush system is proposed, details on how the stormwater will be diverted to the drainage system after the first flush is accepted (the first flush to be limited to first 10 mm of storm run off)
- measures proposed for diverting stormwater away from the liquid trade waste generating area
- report on other stormwater management options considered and why they are not feasible.

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

2.5 Food waste disposal units

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

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 Use of additives in pre-treatment systems

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

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

Parameter*	Limits**
General acceptance guideline limits	
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is set on the available capacity of the sewer. Large dischargers are required to provide a balancing tank to even out the load on the sewage treatment works.
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> .

Cont.....

* See Glossary for explanation of terms

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

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

Cont.....

* Refer to Table 3

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

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

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

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

- organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil
- any flammable or explosive substance
- discharges from 'Bulk Fuel Depots'
- chromate from cooling towers
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- rain, surface, seepage or subsoil water, unless specifically permitted
- solid matter
- any substance assessed as not suitable to be discharged into the sewerage system
- waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer *National Wastewater Source Management Guideline, July 2008, WSAA*
- any other substances listed in a relevant regulation.

3. 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*

⁵ Refer to page 3 of *National Wastewater Source Management Guideline, July 2008, WSAA*. Thus, in the absence of appropriate controls and measures (such as conditions of approval, a sewer usage charge, a trade waste usage charge, a non-compliance trade waste usage charge, excess mass charges, non-compliance excess mass charges and penalty notices), it would be in the economic interest of each trade waste discharger to minimize their efforts and expenditure on control and pre-treatment of their trade waste before discharging it to the sewerage system. In the past, failure to implement these measures has caused multi-million dollar damage to sewerage networks, pumping stations and treatment works (refer to the examples shown on pages 30, 47 and 48 of the *Liquid Trade Waste Regulation Guidelines, 2009*).

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

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

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

*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:

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

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

- chemicals to be used – supply Material Safety Data Sheets
- details of any proposed pre-treatment facilities, location and site plan. Details should include:
 - pre-treatment process details
 - internal wastewater drainage
 - pump size
 - rising main size, length and profile
 - system operational characteristics
 - operational procedures
 - provisions for sampling and flow measurement, where required
 - proposed connection point to the sewerage system
- flow diagram and hydraulic profile of proposed liquid trade waste pre-treatment facilities
- maintenance schedule for pre-treatment equipment, including contractor's details
- stormwater drainage plan
- measures for prevention of stormwater ingress into the sewerage system
- location, nature and chemical composition of all substances stored/used on site
- justification for disposing of the waste into the sewerage system over other possible options (if any)
- methods of disposal for other wastes that are not discharged to the sewerage system
- any relevant environmental impact assessments
- any additional information as requested by Council.

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

- identification of the pump out service provider
- proposed method of discharge including plans and drawings if appropriate
- details of any proposed facilities for a disposal point, location and site plan (if applicable). Details should include the proposed connection point to the sewerage system
- security arrangements at the proposed disposal site (if applicable)
- the provision of freshwater for hosing down where needed
- bunding and measures to prevent the ingress of stormwater at the proposed dump point, if applicable

- the use of odour inhibiting or other chemicals, if any, and their dosage rates
- statement that septic effluent will not be mixed with septage or grease trap pump out, ie. dedicated tankers will be used for each type of waste
- for boat/marina facility – the type and number of vessels either moored at the marina and/or would utilise the pump-out facility on a regular basis:
 - private
 - commercial.

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

3.4 Approval of applications

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

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

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

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

3.5 Concurrence of the Department of Environment, Climate Change and Water

If Council supports an application and has a notice stating that concurrence of the Director-General, Department of Environment, Climate Change and Water (DECCW) can be assumed for the waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence from DECCW in accordance with the requirements of section 90(1) of the Local Government Act. All such concurrence requests will be provided to the NSW Office of Water (a separate office within DECCW).

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

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

All councils have been authorised to assume concurrence for Concurrence Classification A liquid trade waste discharges. These are listed in Table 4 and Council will not need to seek DECCW 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 (Macdonalds, KFC, Burger King, Pizza Hut, Red Rooster, 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.

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.

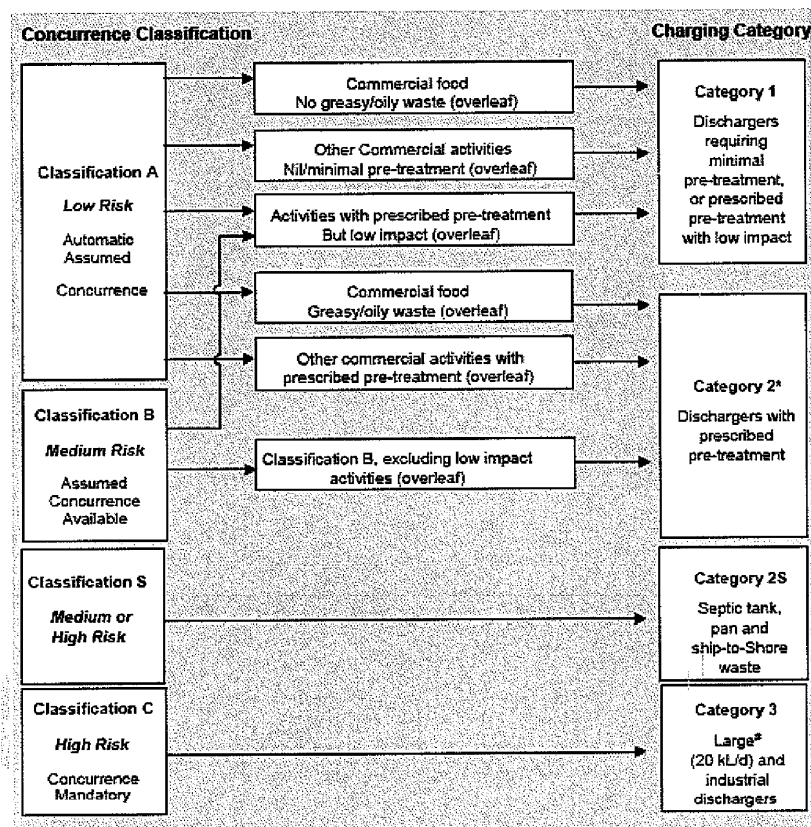


Figure 1. Charging categories for trade waste

* Also includes fish shop (fresh fish for retail)

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

Category 1 Discharger

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

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

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

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

Category 2 Discharger

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

Trade Waste dischargers with prescribed pre-treatment¹¹ include:

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

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

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

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.

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.

Trade waste dischargers include the following Classification S activities:

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

Category 3 Discharger (large or industrial waste dischargers)

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

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

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



Blayney Shire Council

3.7 Liquid trade waste fees and charges

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

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

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

3.7.1 Application fee

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

3.7.2 Annual trade waste fee

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

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

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

3.7.3 Re-inspection fee

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

3.7.4 Trade waste usage charge

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

Trade Waste Usage Charge (\$) = $Q \times \$1.50/\text{kL}$ (2010/11 \$)

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

3.7.5 Excess mass charges

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

Table 5. Deemed concentration of substances in domestic sewage

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (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 (SO ₄)	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.

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

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).

$$U_e = 2C \times \frac{(ActualBOD - 300mg/L)}{600mg/L} \times 1.05^{\left(\frac{ActualBOD - 600mg/L}{(600mg/L)}\right)} \quad \text{Equation 2}$$

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

3.7.6 Food waste disposal charge¹³

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

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

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

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

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

3.7.7 Non-compliance charges

Category 1 and 2 Dischargers

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

Category 1 Discharger - \$1.50*/kL (2010/11\$)

Category 2 Discharger - \$13.82*/kL (2010/11\$)

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 =

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

[#] absolute value to be used.

K = pH coefficient = 0.377 (2010/11\$) 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

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

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.

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

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.

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

For example, if $C = \$0.623/\text{kg}$, BOD_5 actual (measured) level is 2400 mg/L and the approved maximum concentration of BOD (A) is 1000 mg/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:

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

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

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

3.7.8 Non-compliance penalty

The non-compliance penalty covers instances where Council may seek compensation for its costs relating to legal action, damage to infrastructure, incurred fines and other matters resulting from illegal, prohibited or unapproved liquid trade waste discharged to the sewerage system. Also included are fines under:

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

3.7.9 Discharge of stormwater to the sewerage system

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

3.7.10 Septic and pan waste disposal charge

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

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

Where: Q = Volume (kL) of waste discharged to sewer.
S = Charging rate in \$/kL for septic tank effluent, septage or chemical toilet waste as indicated in Council's Annual Management Plan.*

3.7.11 Responsibility for payment of fees and charges

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

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

Table 6. Summary of trade waste fees and charges¹⁴

Charging Category	Application Fee	Annual Non-Residential sewerage bill with appropriate sewer usage charge/kL	Annual trade waste fee	Re-inspection fee (when required)	Trade waste usage charge/kL	Septic waste disposal charge	Excess mass charges (\$/kg)	Non-compliance trade waste usage charge/kL	Non-compliance excess mass/kg abd pH charges/kL (if required)	Non-compliance penalty (if required)
1	Yes ¹⁵	Yes	Yes	Yes	No	No	No	Yes ¹⁶	No	Yes
2	Yes	Yes	Yes	Yes	Yes	No	No	Yes ¹⁶	No	Yes
2S	Yes	Yes ¹⁷	Yes	Yes ¹⁷	No	Yes	No	No	No	Yes
3	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes

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

3.8 Monitoring

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

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

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

¹⁴ In addition, a Food Waste Disposal Charge will apply where Council has approved the use of an existing food waste disposal unit for a hospital, nursing home or other eligible facility (refer to section 3.7.6 on page 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 - \$1.50/kL (2010/11\$)
Category 2 - \$13.82/kL (2010/11\$)

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

Council may require the discharger to:

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

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

3.9 Liquid trade waste services agreement

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

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

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

3.10 Enforcement of approvals and agreements

(see the attached sample agreement at Attachment 1)

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.

3.11 Modification and revocation of approvals

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

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

3.12 Prevention of waste of water

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

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

3.13 Effluent improvement plans

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

3.14 Due diligence programs and contingency plans

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

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

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

It should be noted that:

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

ATTACHMENT 1

**SAMPLE LIQUID TRADE WASTE SERVICES AGREEMENT
between Blayney Shire Council and [Applicant]**

DRAFT

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 Shire 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 Environment, Climate Change and Water has concurred in the Approval in accordance with clause 28 of the *Local Government (General) Regulation 2005*.
- E. The Approval does not operate until this Agreement has been executed by both parties.
- F. The parties enter this Agreement in consideration of the mutual promises contained herein.

Operative Part

1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise requires:

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

"Annexure" means the annexure to this Agreement.

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

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

"Approval" means the approval described in Recital C.

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

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

"Premises" means the premises described in the Annexure.

1.2 Unless the context otherwise requires:

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

2. Liquid Trade Waste Services

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

3. Additional conditions for discharge of liquid trade waste

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

4. Fees and charges

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

5. Term

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

6. Powers of the Council

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

7. Information supplied by the Applicant

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

8. Indemnity

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

9. Insurance

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

10. Bond

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

11. No assignment

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

12. Notices

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

13. Variation

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

14. Severability

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

15. Applicable law

- 15.1 This Agreement is governed by, and must be construed in accordance with, the laws in force in the State of New South Wales.
- 15.2 Each party submits to the exclusive jurisdiction of the courts exercising jurisdiction in the State of New South Wales and the courts of appeal there from.

16. Rights cumulative

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

Executed as an agreement**Execution by the Council:****THE COMMON SEAL OF**

(Corporate Seal)

..... was affixed 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):**THE COMMON SEAL OF**

..... PTY LIMITED

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

.....
 [name of Director]

(Signature of Director)

.....
 [name of Director/Secretary]

(Signature of Director/Secretary)

Executed by the Applicant (individual):

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

DRAFT

Clause 25 Matters to accompany applications relating to discharge into sewers

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

Clause 28 Approval to discharge waste into sewers: concurrence required

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

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

Clause 32 Disposal of trade waste

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

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

Clause 159 Prevention of waste and misuse of water

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

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

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the 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: 10/12/2007	Minute:07/316
Next Reviewed:	Date:	

COMMITTEE REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 10 OCTOBER 2011



26) **MINUTES OF THE BLAYNEY SHOWGROUND COMMITTEE
MEETING - 9 AUGUST 2011**
(Director Corporate Services)

RECOMMENDED:

1. That the Minutes of the Blayney Shire Showground Committee Meeting, held on 9 August 2011 be received and noted.

REPORT

The Blayney Shire Showground Committee held their meeting on Tuesday 9 August 2011, at the Council Chambers. A copy of the minutes from this meeting is provided as an attachment to this business paper.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

Attachments

- | | |
|---|------------|
| 1 Minutes of the Blayney Showground Committee 9 August 2011 | 2
Pages |
|---|------------|

27) **MINUTES OF THE BLAYNEY SHIRE ACCESS COMMITTEE
MEETING - 11 AUGUST 2011**
(Director Corporate Services)

RECOMMENDED:

1. That the Minutes of the Blayney Shire Access Committee meeting, held on 11 August 2011 be received and noted.

REPORT

The Blayney Shire Access Committee held a meeting on Thursday 11 August 2011. A copy of the minutes from this meeting is provided as an attachment to this business paper.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

Attachments

- | | |
|--|------------|
| 1 Minutes of the Blayney Shire Access Committee meeting 11 August 2011 | 2
Pages |
|--|------------|

28) **MINUTES OF THE BLAYNEY SHIRE TOURISM COMMITTEE
MEETING - 8 SEPTEMBER 2011**
(Director Corporate Services)

RECOMMENDED:

1. That the Minutes of the Blayney Shire Tourism Committee meeting held 8 September 2011 be received and noted.

REPORT

The Blayney Shire Tourism Committee held their meeting on Thursday 8 September 2011, at the Cottage. A copy of the minutes from this meeting is provided as an attachment to this business paper.

BUDGET IMPLICATIONS

Nil effect.

POLICY IMPLICATIONS

Nil effect.

Attachments

- | | | |
|---|---|-----------|
| 1 | Minutes of the Blayney Shire Tourism Committee meeting 8 September 2011 | 1
Page |
|---|---|-----------|

29)

**MINUTES OF THE BLAYNEY SHIRE TOURISM COMMITTEE
MEETING - 22 SEPTEMBER 2011**

(Director Corporate Services)

RECOMMENDED:

1. That the Minutes of the Blayney Shire Tourism Committee meeting held 22 September 2011 be received and noted.
2. That Council adopt the Blayney Shire Tourism Plan and it be exhibited for public comment for a period of 28 days.

REPORT

The Blayney Shire Tourism Committee held a special meeting on Thursday 22 September 2011, at the Cottage. A copy of the minutes from this meeting is provided as an attachment to this business paper.

This meeting considered the Blayney Shire Tourism Strategy (titled Blayney Shire Tourism Plan) prepared by Jenny Rand & Associates. This document following exhibition will inform Council's future direction with Tourism and be incorporated into Council's corporate plans.

BUDGET IMPLICATIONS

Actions in the Strategy will need to be achieved within existing budget where possible. The Strategy does detail the need for more resources to fully exploit tourism benefits. These will need to be considered in Council's Long Term Financial Plan and associated corporate plans.

POLICY CONSIDERATIONS

Nil effect.

Attachments

- | | | |
|---|--|-----------|
| 1 | Minutes of the Blayney Shire Tourism Committee meeting 22 September 2011 | 1 Page |
| 2 | Draft Blayney Shire Tourism Plan | 157 Pages |

MINUTES OF THE MEETING OF BLAYNEY SHOWGROUND COMMITTEE

HELD IN THE BLAYNEY SHIRE CHAMBERS ON 9 AUGUST 2011

The meeting commenced at 5:30pm.

1. Present:

Committee members:

Cr D Bell	Blayney Shire Council
Clr. S Ferguson	Blayney Shire Council
Mr A Franze	Blayney Shire Council
Mrs M McAlister	Carcoar & District Pony Club
Mr P Nankivell	Blayney A & P Society
Mr P Amos	Blayney A & P Society
Mr P Davis	Blayney Harness Racing Club
Mrs S Webb	Blayney Junior Football

2. Apologies:

Clr. A Ewin	Blayney Shire Council
Ms. A. Wright	Carcoar & District Pony Club
Mr A Conellan	Blayney Senior Football
Mr R Clark	Blayney Senior Football
Ms E Davis	Blayney Junior Football

RESOLVED: That the apologies be accepted. (McAlister / Ferguson)

3. Adoption of minutes for the previous meeting:

RESOLVED: That the minutes be accepted as a true record of the meeting held 10 May 2011. (Nankivell / Davis)

4. Matters Arising:

Long Point Coffee Van has not paid their contribution from 2010 Long Track Event. A letter will issued requesting payment.

Gates to Pony Club are not keyed the same as front gate locks.

5. Committee Member Reports

Blayney A & P Association:

Re: Scope of Works for Showground Pavilion Project to be prepared by team comprising Peter Davis, Clr. Ferguson; Peter Amos and Phil Nankivell. Matching grant options to be investigated by Director Corporate Services with a view to achieving a better outcome with project funding.

Blayney Harness Racing Club:

Broken Window at Pavilion – long thin window requires repair.

Blayney Junior Soccer Club

What is the status of the Blayney Long track Motorcycle Event for 2011? Event organizer will be contacted to confirm event will be held as no official advice has been received as at date of meeting.

Blayney Senior Football

Nil.

Carcoar & District Pony Club

Nil.

Blayney Shire Council:

Nil.

RESOLVED: That reports be received. (Amos / Webb)

General Business

Discussion was held on volunteer effort on catering at Long Track Motorcycle event. Representatives will take back to Committees for ongoing commitment and intention.

The balance of Trust Fund Account is to be confirmed at the next meeting.

6. Next Meeting

Special meeting 3 October 2011.

Ordinary meeting 8 November 2011

Meeting closed at 6:40pm.

**MINUTES OF THE MEETING OF BLAYNEY SHIRE ACCESS COMMITTEE
HELD 11 AUGUST 2011**

The meeting commenced at 5:30pm.

1. Present:

Clr. Scott Ferguson	Jenny McMahon	Val McCarthy
Clr. Allan Ewin	Iris Dorsett	Betty Wilson
Anton Franze (DCS)		

2. Apologies: Nil.

3. Adoption of Minutes

RESOLVED: That the minutes of meetings held 9 March, 2011 and 9 June 2011 be received and noted as a true and accurate record.
(Wilson / Ewin)

4. Matters arising from Previous Minutes

- Chairperson will contact Manager Building Services regarding DA for Millthorpe Pharmacy.
- Council has provided relevant standards pertaining to accessible parking at Health One car park and Health One Director has been consulted on accessible parking spaces. It has been recommended that 3 parks be provided however no feedback has been provided on outcome or when work will be undertaken.

5. Future direction

RESOLVED: That the draft strategy be reviewed with a view to expanding actions that are Committee responsibility; and
That the committee bring back list of potential "access" service providers in the Shire and target groups that may require such services.
(Ewin / Wilson)

6. Heritage Park

RESOLVED: That the update on Heritage Park Access Project be noted.
(McCarthy / McMahon)

7. CentrePoint Sport & Leisure Centre

RESOLVED: That the update on CentrePoint Access project be noted.
(McCarthy / McMahon)

8. General business

Re: Budget allocation for 2011/12.

RESOLVED: That the Committee consider projects for the budget to be applied to and bring back ideas to next meeting.
(McMahon / Wilson)

9. Next meeting

Next meeting is to be held at the Blayney Tourist and Community
Information Centre on Thursday 13 October 2011, commencing
5:30pm.

Meeting closed at 7.26pm.

**MINUTES OF THE MEETING OF THE BLAYNEY SHIRE TOURISM COMMITTEE
HELD IN THE COTTAGE
ON 8 SEPTEMBER 2011**

The meeting commenced at 5.00pm

1. Present:

Clr Alan Ewin, Elizabeth Russ, Ena Norris, Tom Williams, Cathy Griffiths, Iris Dorsett, Howard Sinclair, Anton Franze.

2. Apologies:

Clr Kevin Radburn, Karen Somervaille.

RESOLVED: That the apologies be accepted. (Griffiths / Russ)

3. Adoption of Minutes of the Previous Meeting:

RESOLVED: The minutes of the previous meeting held on the 14 July 2011 be received and noted as a true and accurate record. (Griffiths / Norris)

RESOLVED: The minutes of the previous meeting held on the 4 August 2011 be received and noted as a true and accurate record. (Williams / Sinclair)

4. Matters Arising

A special meeting is to be held 15/09/2011 to consider adoption of the Tourism Strategy, subject to finalised document being received.

What's On Newsletters: List of groups finalised and tabled at meeting. Listing to be placed on website. Cottage to be nominated "drop – off" point for information and updates. Chair to contact Blayney Chronicle regarding regular "Coming Events" column. Newsletter to be developed and distributed from key locations in villages and townships. Copies to be sent to surrounding localities. Elizabeth and Cathy to coordinate Newsletters.

4. RV Friendly Town

Application being completed. Preliminary costs \$267 per set of 2 signs plus labour / materials to erect.

5. General Business

Christmas Lights – application to be lodged with Essential Energy

6. Next meeting

Special meeting 15 September 2011. (Subject to receipt to finalized strategy).

Ordinary meeting 10 November 2011

Meeting closed 6.30pm

**MINUTES OF THE SPECIAL MEETING OF THE BLAYNEY SHIRE TOURISM
COMMITTEE HELD IN THE COTTAGE
ON 22 SEPTEMBER 2011**

The meeting commenced at 5.00pm

1. Present:

Elizabeth Russ; Cathy Griffiths; David Kennedy; Cllr. Kevin Radburn; Cllr. Allan Ewin; Iris Dorsett; Anton Franze.

2. Apologies:

Iris Dorsett; Howard Sinclair; Karen Somervaille; Ena Norris; Tom Williams.

RESOLVED: That the apologies be accepted. (Russ / Radburn)

3. What's on in Shire Monthly Newsletters

2 separate leaflets: 1. What's On - Events 2. What's On – Community Group Meetings.
To be issued bi-monthly with 3 months of activities shown.

RESOLVED: That the comments and reports on newsletters be noted.

(Radburn / Russ)

5. Blayney Shire Tourism Strategy

RESOLVED: That the draft Tourism Plan 2011 be endorsed and referred to Council for adoption.

(Ewin / Kennedy)

6. Future Agenda Item: Branding

7. Next meeting

Ordinary meeting 10/11/2011

Meeting closed 5.40pm

Placeholder for Attachment 2

Committee Reports No. 29

Draft Blayney Shire Tourism Plan

157 Pages

CONFIDENTIAL MEETING REPORTS
PRESENTED TO THE BLAYNEY SHIRE COUNCIL
MEETING HELD ON MONDAY, 10 OCTOBER 2011



30)

ATTEMPTED ORDER

This matter is considered to be confidential under Section 10A(2) (a) (g) of the Local Government Act, as it deals with personnel matters concerning particular individuals; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.