



AGENDA

WORKS AND SERVICES COMMITTEE

20 FEBRUARY 2017

MEMBERSHIP:
Mr M Kneipp (Administrator)

The meeting is scheduled to commence at 5.30pm.

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REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 12 DECEMBER 2016 (ID17/121)	3
The Committee had before it the report of the Works and Services Committee meeting held 12 December 2016.	
WSC17/2	
BUILDING SUMMARY - DECEMBER 2016 AND JANUARY 2017 (ID17/130)	13
The Committee had before it the report dated 14 February 2017 from the Director Environmental Services regarding Building Summary - December 2016 and January 2017.	
WSC17/3	
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The Committee had before it the report dated 10 February 2017 from the Manager Environmental Control regarding Environmental Control Policies Review.	
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	The Committee had before it the report dated 15 February 2017 from the Manager Fleet Management Services regarding Quarterly Plant Report.	



**DUBBO REGIONAL
COUNCIL**

Report of the Works and Services Committee - Meeting 12 December 2016

AUTHOR: Administrative Officer - Governance
REPORT DATE: 3 February 2017

The Committee has before it the report of the Works and Services Committee meeting held 12 December 2016.

MOTION

That the report of the Works and Services Committee meeting held on 12 December 2016, be adopted.



**REPORT
WORKS AND SERVICES COMMITTEE
12 DECEMBER 2016**

PRESENT:

Mr M Kneipp (Administrator).

ALSO IN ATTENDANCE:

The Interim General Manager, the Director Organisational Services (M Ferguson), the Supervisor Governance, the Director Corporate Development, the Corporate Communications Supervisor, the Economic Development Officer, the City Promotions and Events Supervisor, the Director Technical Services, the Manager Technical Support, the Manager Civil Infrastructure and Solid Waste, the Manager Works Services, the Manager Fleet Management Services, the Director Environmental Services, the Manager Building and Development Services, the Planner, the Manager City Strategy Services, the Manager Environmental Control, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.02pm.

**WSC16/28 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 21
NOVEMBER 2016 (ID16/2270)**

The Committee had before it the report of the Works and Services Committee meeting held 21 November 2016.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the report of the Works and Services Committee meeting held on 21 November 2016, be adopted.

CARRIED

WSC16/29 BUILDING SUMMARY - NOVEMBER 2016 (ID16/2263)

The Committee had before it the report dated 7 December 2016 from the Director Environmental Services regarding Building Summary - November 2016.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the information contained in this report be noted.

CARRIED

WSC16/30 PROPOSED PIPELINE FROM BURRENDONG DAM TO DUBBO - RESULTS OF PUBLIC SUBMISSION (ID16/1710)

The Committee had before it the report dated 1 December 2016 from the Director Technical Services regarding Proposed Pipeline from Burrendong Dam to Dubbo - Results of Public Submission.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the information contained within the report of the Director Technical Services be noted.**
- 2. That the people who made submissions be advised of the outcome of Council's considerations and thanked for their submission.**

CARRIED

WSC16/31 ADOPTION OF TECHNICAL CONSTRUCTION SCHEDULES (ID16/2202)

The Committee had before it the report dated 2 December 2016 from the Director Technical Services regarding Adoption of Technical Construction Schedules.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the submissions received in respect to the draft Technical Schedules of Water Supply and Sewerage Works be noted.**
- 2. That the Council adopt the Water Supply and Sewerage Works Technical Schedules.**
- 3. That the people who made a submission be advised of Council's considerations and be thanked for their submission.**

CARRIED

WSC16/32 RESTART NSW FUNDING DEED - PURVIS LANE UPGRADING (ID16/2151)

The Committee had before it the report dated 30 November 2016 from the Manager Civil Infrastructure and Solid Waste regarding Restart NSW Funding Deed - Purvis Lane Upgrading.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That the funding offer of \$2,260,000 from the State Government's Restart NSW Fund to construct the Purvis Lane upgrading, be accepted.
2. That the necessary documentation be executed under the Common Seal of the Council.

CARRIED

WSC16/33 PROPOSED NEW LICENCE FOR NSW GOVERNMENT TELECOMMUNICATIONS AUTHORITY AT MOUNT BODANGORA (ID16/2230)

The Committee had before it the report dated 1 December 2016 from the Manager Civil Infrastructure and Solid Waste regarding Proposed New Licence for NSW Government Telecommunications Authority at Mount Bodangora.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That Council agree to a four (4) x five (5) consecutive year licence being granted to the NSW Government Telecommunications Authority (ABN 85 430 594 829) in respect of the Mount Bodangora Telecommunications site on Lot 7001, DP1020657.
2. That the terms of the licence be in accordance with the IPART review of rental arrangements for communication towers on Crown Land – July 2013.
3. That all necessary documentation in relation to this matter be executed under the Common Seal of the Council.

CARRIED

WSC16/34 UPCOMING CIVIL INFRASTRUCTURE WORKS REQUIRING TREE REMOVALS AND REPLACEMENTS (ID16/2138)

The Committee had before it the report dated 21 November 2016 from the Director Parks and Landcare Services regarding Upcoming Civil Infrastructure Works Requiring Tree Removals and Replacements.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the information contained within this report be noted.**
- 2. That the proposed replacement planting plans for Wingewarra, Brisbane and Macquarie streets are endorsed to enable the kerb and guttering replacement program to proceed.**

CARRIED

WSC16/35 INCREASED VEGETATION CLEARANCE ZONES AT MYALL STREET RESERVOIR (ID16/2152)

The Committee had before it the report dated 23 November 2016 from the Director Parks and Landcare Services regarding Increased Vegetation Clearance Zones at Myall Street Reservoir.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the information contained within this report be noted.**
- 2. That the proposed removal and replanting program be endorsed and implemented as soon as practical.**

CARRIED

WSC16/36 REVIEW OF THE DUBBO REGIONAL COUNCIL SIGNIFICANT TREE REGISTER 2017 (ID16/2183)

The Committee had before it the report dated 29 November 2016 from the Manager Horticultural Services regarding Review of the Dubbo Regional Council Significant Tree Register 2017.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that the reviewed Tree Preservation Order and the Significant Tree Register for 2017, dated 29 November 2016, be adopted effective 1 January 2017.

CARRIED

WSC16/37 ENVIRONMENTAL CONTROL POLICIES REVIEW (ID16/2271)

The Committee had before it the report dated 7 December 2016 from the Manager Environmental Control regarding Environmental Control Policies Review.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the Council policies provided as Appendices 1 to 5 be placed on public exhibition for a period of not less than 28 days.**
- 2. That at the conclusion of the public exhibition period a further report be prepared for consideration.**

CARRIED

At this juncture the meeting adjourned, the time being 6.15 pm.

The meeting recommenced at 6.28pm.

WSC16/38 TENDER FOR THE SUPPLY OF A TWO WAY COMMUNICATION SYSTEM UPGRADE (ID16/2159)

The Committee had before it the report dated 5 December 2016 from the Manager Fleet Management Services regarding Tender for the Supply of a Two Way Communication System Upgrade.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That in accordance with Clause 178 (1)(b) of the Local Government (General) Regulation 2005, Council decline to accept any tenders received for the supply of a Two Way Communication System Upgrade as the tenders received exceed the funds allocated in the project budget.**
- 2. That in accordance with Clause 178(3)(e) Council enter into negotiations with the most favourable tenderer being Simoco Australasia.**
- 3. That Council not invite fresh tenders for the supply of a Two Way Communication System Upgrade as a fresh tender process is unlikely to provide a better result for Council.**
- 4. That in accordance with section 377(1)(i) of the Local Government Act 1993, Council delegate to the Interim General Manager the acceptance of tenders in relation to the supply of a Two Way Communication System Upgrade.**
- 5. That a report be presented to the February 2017 meeting of Council detailing the outcome of this tender process.**
- 6. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

WSC16/39 REPLACEMENT OF PLANT NUMBER 2075 A HEAVY HAULAGE TIPPING TRUCK AND PLANT NUMBER 1148 A TRI-AXLE DOG TRAILER (ID16/1948)

The Committee had before it the report dated 2 December 2016 from the Manager Fleet Management Services regarding Replacement of Plant Number 2075 a Heavy Haulage Tipping Truck and Plant Number 1148 a Tri-axle Dog Trailer.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the tender from West Orange Motors to supply a Hino FS2848 heavy haulage tipping truck and an Almighty tri-axle dog trailer for the purchase price of \$282,345.02 (ex GST), less \$87,272.73 for plant numbers 2075 and 1178, for a changeover of \$195,072.29 (ex GST) be accepted.**
- 2. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

WSC16/40 REPLACEMENT OF PLANT NUMBER 2083, A 12,500 LITRE WATER TRUCK (ID16/1947)

The Committee had before it the report dated 2 December 2016 from the Manager Fleet Management Services regarding Replacement of Plant Number 2083, a 12,500 Litre Water Truck.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That the tender from West Orange Motors to supply a Hino FS2844 truck fitted with a Burrows water tank for the purchase price of \$251,482.32 (ex GST), less \$73,636.36 trade-in for plant number 2083, a Volvo FM 48 tipping truck, for a changeover of \$177,845.96 (ex GST) be accepted.
2. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

WSC16/41 REPLACEMENT OF PLANT NUMBER 1159, A CCF CLASS 4.4 TO 5.5 BACKHOE LOADER (ID16/1946)

The Committee had before it the report dated 29 November 2016 from the Manager Fleet Management Services regarding Replacement of Plant Number 1159, a CCF Class 4.4 to 5.5 Backhoe Loader.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

1. That the tender from Wideland Ag and Construction to supply a JCB 3CX Elite backhoe loader for the purchase price of \$157,184.55 (ex GST), less \$40,000.00 trade-in for plant number 1159, a Caterpillar backhoe loader, for a changeover of \$117,184.55 (ex GST) be accepted.
2. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

**WSC16/42 TENDER FOR THE CONSTRUCTION OF DUBBO RURAL FIRE SERVICE AIRPORT
HARDSTAND AREA AND AIRPORT ROAD. (ID16/2257)**

The Committee had before it the report dated 5 December 2016 from the Manager Works Services regarding Tender for the Construction of Dubbo Rural Fire Service Airport Hardstand Area and Airport Road.

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

CARRIED

Moved by Mr M Kneipp (Administrator)

MOTION

The Committee recommends:

- 1. That the contract for the Construction of Dubbo Airport Rural Fire Services Hardstand Area be awarded to MAAS Civil Pty Ltd for the amount of \$600,685.59 (GST exclusive).**
- 2. That any necessary documents in regard to this matter be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

The meeting closed at 6.34pm.

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CHAIRMAN



DUBBO REGIONAL
COUNCIL

REPORT: Building Summary - December 2016 and January 2017

AUTHOR: Director Environmental Services
REPORT DATE: 14 February 2017
TRIM REFERENCE: ID17/130

EXECUTIVE SUMMARY

Information has been prepared on the statistics of the number of dwellings and residential flat buildings approved in the Dubbo Regional Council Local Government Area and statistics for approved Development Applications for the information of Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained in this report be noted.

Melissa Watkins
Director Environmental Services

REPORT

Provided for information are the latest statistics (as at the time of production of this report) for Development Applications for the Dubbo Regional Council.

1. Residential Building Summary

Dwellings and other residential developments approved during December 2016 were as follows:

	<u>Dubbo</u>	<u>Wellington</u>
Dwellings	21	2
Other residential development (No. of units)	5 (16)	0 (0)

Dwellings and other residential developments approved during January 2017 were as follows:

	<u>Dubbo</u>	<u>Wellington</u>
Dwellings	16	0
Other residential development (No. of units)	3 (6)	0 (0)

For consistency with land use definitions included in the Dubbo Local Environmental Plan 2011, residential development has been separated into 'Dwellings' and 'Other residential development'. 'Other residential development' includes dual occupancies, secondary dwellings, multi-unit and seniors living housing.

These figures include Development Applications approved by Private Certifying Authorities (Complying Development Certificates).

A summary of residential approvals for the former Dubbo City Council area since 2009-2010 is provided attached as **Appendix 1**.

2. Approved Development Applications

The total number of approved Development Applications (including Complying Development Certificates) for December 2016 and January 2017 and a comparison with figures 12 months prior, and the total for the respective financial years, are as follows:

<u>Dubbo</u>	<u>1 December 2016 – 31 December 2016</u>	<u>1 July 2016 – 31 December 2016</u>
No. of applications	58	393
Value	\$12,755,749	\$94,586,115

	<u>1 December 2015 – 31 December 2015</u>	<u>1 July 2015 – 31 December 2015</u>
No. of applications	70	430
Value	\$14,467,281	\$106,536,264
	<u>1 January 2017 – 31 January 2017</u>	<u>1 July 2016 – 31 January 2017</u>
No. of applications	49	442
Value	\$12,037,676	\$106,623,791
	<u>1 January 2016 – 31 January 2016</u>	<u>1 July 2015 – 31 January 2016</u>
No. of applications	44	474
Value	\$10,686,023	\$117,222,287

A summary breakdown of the figures for the Dubbo office is included in **Appendices 2-7**.

Wellington

The total number of determined Development Applications (including Complying Development Certificates) for December 2016 and January 2017 and a comparison with figures 12 months prior, and the total for the respective financial years, are as follows:

	<u>1 December 2016 – 31 December 2016</u>	<u>1 July 2016 – 31 December 2016</u>
No. of applications	11	44
Value	\$1,368,671	\$2,945,074
	<u>1 December 2015 – 31 December 2015</u>	<u>1 July 2015 – 31 December 2015</u>
No. of applications	7	38
Value	\$94,150	\$1,415,211
	<u>1 January 2017 – 31 January 2017</u>	<u>1 July 2016 – 31 January 2017</u>
No. of applications	5	49
Value	\$85,960	\$3,031,034
	<u>1 January 2016 – 31 December 2016</u>	<u>1 July 2015 – 31 January 2016</u>
No. of applications	4	42
Value	\$286,155	\$1,701,366

A summary breakdown of the figures for the Wellington office is included in **Appendices 8-13**.

The information included in this report is recommended for notation.

Appendices:

- 1** Building Summary (Dubbo)
- 2** Approved Development Applications (Dubbo) - January 2017
- 3** Approved Development Applications (Dubbo) - January 2016
- 4** Approved Development Applications (Dubbo) - December 2016

- 5** Approved Development Applications (Dubbo) - December 2015
- 6** Approved Development Applications (Dubbo) - 1 July 2016 to 31 January 2017
- 7** Approved Development Applications (Dubbo) - 1 July 2015 to 31 January 2016
- 8** Approved Development Applications (Wellington) - January 2017
- 9** Approved Development Applications (Wellington) - January 2016
- 10** Approved Development Applications (Wellington) - December 2016
- 11** Approved Development Applications (Wellington) - December 2015
- 12** Approved Development Applications (Wellington) - 1 July 2016 to 31 January 2017
- 13** Approved Development Applications (Wellington) - 1 July 2015 to 31 January 2016

STATISTICAL INFORMATION ON DWELLINGS AND MULTI UNIT HOUSING

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2009/2010													
Dwellings	20	11	16	14	7	3	5	11	11	7	12	11	128
Flat Buildings	-	1	1	1	1	3	-	2	2	-	1	-	12
(No of units)	(-)	(2)	(2)	(2)	(2)	(6)	(-)	(4)	(4)	(-)	(4)	(-)	(26)
2010/2011													
Dwellings	8	15	10	7	2	6	-	6	6	6	7	9	82
Flat Buildings	-	1	0	3	1	-	-	1	1	1	4	-	12
(No of units)	(-)	(2)	(0)	(5)	(2)	(-)	(-)	(2)	(2)	(2)	(7)	(-)	(22)
2011/2012													
Dwellings	6	12	10	6	7	16	4	16	12	8	12	9	118
Flat Buildings	1	1	-	1	2	2	-	-	-	-	-	1	8
(No of units)	(14)	(2)	(-)	(1)	(4)	(3)	(-)	(-)	(-)	(-)	(-)	(16)	(40)
2012/2013													
Dwellings	3	7	14	13	9	3	9	9	13	13	15	13	121
Flat Buildings	4	6	-	-	1	9	-	-	1	-	2	-	23
(No of units)	(8)	(6)	(-)	(-)	(2)	(11)	(-)	(-)	(2)	(-)	(39)	(-)	(68)
2013/2014 (incl. private certifiers)													
Dwellings	23	17	25	20	14	15	19	10	18	14	19	14	208
Flat Buildings	-	1	1	-	-	1	4	2	1	2	-	3	15
(No of units)	(-)	(2)	(2)	(-)	(-)	(2)	(46)	(1)	(2)	(4)	(-)	(6)	(65)
2014/2015 (incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	19	34	19	21	13	16	14	12	20	19	15	20	222
Multi unit housing	3	1	6	5	6	12	-	4	2	1	9	5	54
(No of units)	(6)	(2)	(31)	(50)	(6)	(21)	(-)	(87)	(4)	(1)	(25)	(10)	(243)
2015/2016 (incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	27	20	26	19	21	26	19	14	16	17	17	22	244
Multi unit housing	6	8	8	4	1	3	3	3	3	5	3	8	55
(No of units)	(50)	(98)	(12)	(7)	(2)	(5)	(18)	(4)	(5)	(14)	(6)	(23)	(244)
2016/2017 (incl. PCs and redefined land use categories based on LEP definitions)													
Single dwellings	24	13	17	18	12	21	16						121
Multi unit housing	8	5	7	4	6	5	3						38
(No of units)	(10)	(10)	(13)	(7)	(10)	(16)	(6)						(72)



**DUBBO REGIONAL
COUNCIL**

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Print Date: 14/02/2017

Print Time:11:15:31AM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/01/2017 - 31/01/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	20	5,220,913	14	4,624,413	6	596,500	14	
Dwelling- Transportable/Relocatable	2	337,431	2	337,431			2	
Dwelling - Dual Occupancy, one storey	3	1,095,000	3	1,095,000			6	
Garage/Carport/Roofed Outbuildings	10	118,991	9	111,330	1	7,661		
Fences/Unroofed Structures	1	1,500	1	1,500				
Swimming Pool	2	49,990	2	49,990				
Retail Building	1	155,650			1	155,650		
Motels	1	0			1			
Warehouse/storage	1	4,800,000	1	4,800,000				
Infrastructure - Transport, Utilities	1	130,000	1	130,000				
Educational Building	2	30,200	1	15,000	1	15,200		
Entertainment/Recreational Building	1	50,001	1	50,001				
Change of Use - Industrial	1	7,000	1	7,000				
Tourism Development	1	12,000			1	12,000		
Subdivision - Residential	3	0	1					4
Subdivision - Industrial	1	0	1					
Subdivision - Rural	1	0						2
Miscellaneous	1	29,000	1	29,000				

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/01/2017 - 31/01/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Totals for Development Types	53	12,037,676						

Total Number of Applications for this period: 49

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

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Print Date: 14/02/2017

Print Time:11:16:30AM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/01/2016 - 31/01/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	20	5,763,689	20	5,763,689			20	
Dwelling - Dual Occupancy, one storey	1	400,000	1	400,000			2	
Medium Density Res - one/two storeys	2	1,900,000	2	1,900,000			16	
Garage/Carport/Roofed Outbuildings	3	69,576	3	69,576				
Fences/Unroofed Structures	1	12,000	1	12,000				
Swimming Pool	7	206,889	7	206,889				
Hotels	1	600,000			1	600,000		
Office & Retail Building	1	250,000			1	250,000		
Factory/Production Building	2	618,500	2	618,500				
Warehouse/storage	1	645,000	1	645,000				
Signs/Advertising Structure	2	7,600	2	7,600				
Subdivision - Residential	2	0						22
Miscellaneous	2	212,769	2	212,769				
Totals for Development Types	45	10,686,023						

Total Number of Applications for this period: 44

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



DUBBO REGIONAL COUNCIL

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Print Date: 14/02/2017

Print Time:11:13:55AM

**Approved Development & Complying Development Applications
 for former Dubbo LGA and Private Certifiers-Period 1/12/2016 - 31/12/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	22	6,746,752	21	6,660,752	1	86,000	21	
Dwelling - Secondary/Dual Occ Dwelling	2	918,942	2	918,942			4	
Dwelling - Dual Occupancy, one storey	2	610,000	2	610,000			2	
Medium Density Res - one/two storeys	1	1,600,000	1	1,600,000			10	
Garage/Carport/Roofed Outbuildings	15	297,732	15	297,732				
Swimming Pool	5	94,850	4	70,250	1	24,600		
Warehouse/storage	1	400,000			1	400,000		
Infrastructure - Transport, Utilities	2	193,620	1	93,620	1	100,000		
Educational Building	2	93,980	1		1	93,980		
Demolition	4	55,873	3	45,873	1	10,000		
Change of Use - Commercial	1	0	1					
Subdivision - Residential	2	0						2
Miscellaneous	5	1,744,000	4	1,684,000	1	60,000		
Totals for Development Types	64	12,755,749						

Total Number of Applications for this period: 58

*** Note: There may be more than one Development Type per Development Application
 Statistics include applications by Private Certifiers

----- End of Report -----



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Print Date: 14/02/2017

Print Time:11:14:49AM

**Approved Development & Complying Development Applications
 for former Dubbo LGA and Private Certifiers-Period 1/12/2015 - 31/12/2015**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	30	8,115,832	25	7,874,132	5	241,700	25	
Dwelling - Secondary/Dual Occ Dwelling	2	117,000	2	117,000			2	
Dwelling - Dual Occupancy, one storey	2	900,000	2	900,000			4	
Garage/Carport/Roofed Outbuildings	16	241,902	16	241,902				
Swimming Pool	11	234,547	11	234,547				
Motels	2	820,000	1	820,000	1			
Office & Retail Building	1	3,000			1	3,000		
Factory/Production Building	1	648,000	1	648,000				
Place of Worship	1	600,000			1	600,000		
Signs/Advertising Structure	3	112,000	3	112,000				
Demolition	1	0	1					
Subdivision - Residential	4	2,670,000	2	2,520,000				85
Subdivision - Industrial	2	5,000	1	5,000				2
Totals for Development Types	76	14,467,281						

Total Number of Applications for this period: 70

*** Note: There may be more than one Development Type per Development Application
 Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

Civic Administration Building
P.O. Box 81 Dubbo NSW 2830
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ABN 53 539 070 928

Print Date: 14/02/2017

Print Time:11:12:54AM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2016 - 31/01/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	147	42,959,782	118	39,906,382	29	3,053,400	118	
Dwelling- Transportable/Relocatable	3	536,315	3	536,315			3	
Dwelling - Secondary/Dual Occ Dwelling	13	3,309,842	13	3,309,842			19	
Dwelling - Dual Occupancy, one storey	24	7,965,000	24	7,965,000			42	1
Medium Density Res - one/two storeys	3	2,275,000	3	2,275,000			15	
Garage/Carport/Roofed Outbuildings	123	2,191,638	116	2,010,437	7	181,201	2	
Fences/Unroofed Structures	4	10,500	4	10,500				
Swimming Pool	41	980,103	40	955,503	1	24,600		
Nursing Home/Dementia Care	1	12,825,721	1	12,825,721				
Office Building	3	529,280			3	529,280		
Retail Building	14	3,581,058			14	3,581,058		
Motels	1	0			1			
Office & Retail Building	1	30,000			1	30,000		
Factory/Production Building	2	3,130,000	2	3,130,000				
Warehouse/storage	11	9,081,000	8	8,351,000	3	730,000	1	
Carpark	2	550,000	2	550,000				
Infrastructure - Transport, Utilities	4	383,620	3	283,620	1	100,000		
Health Care Facility - Hospital	1	50,000			1	50,000		
Educational Building	4	124,180	2	15,000	2	109,180		
Entertainment/Recreational Building	2	250,001	1	50,001	1	200,000		
Signs/Advertising Structure	3	47,500	2	27,500	1	20,000		
Demolition	5	59,873	4	49,873	1	10,000		

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2016 - 31/01/2017**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Home Industry	3	0	1		2			
Child Care - Centre Based	1	1,530,000	1	1,530,000				
Change of Use - Commercial	7	190,000	4	35,000	3	155,000		
Change of Use - Industrial	1	7,000	1	7,000				
Tourism Development	2	4,262,000	1	4,250,000	1	12,000		
Subdivision - Residential	27	919,000	3					4
Subdivision - Commercial	2	0	1					6
Subdivision - Industrial	4	12,000	1		1			2
Subdivision - Rural	2	15,000						4
Miscellaneous	11	8,818,378	10	8,758,378	1	60,000		
Totals for Development Types	472	106,623,791						

Total Number of Applications for this period: 442

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

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P.O. Box 81 Dubbo NSW 2830
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Print Date: 14/02/2017

Print Time:10:53:48AM

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2015 - 31/01/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	178	48,677,678	157	47,321,078	21	1,356,600	157	
Dwelling- Transportable/Relocatable	1	210,000	1	210,000			1	
Dwelling - Secondary/Dual Occ Dwelling	10	2,133,918	10	2,133,918			13	
Dwelling - Dual Occupancy, one storey	21	8,777,185	21	8,777,185			41	
Medium Density Res - one/two storeys	2	1,900,000	2	1,900,000			16	
Medium Density Res - Seniors Living SEPF	2	20,000,000	2	20,000,000			125	2
Garage/Carport/Roofed Outbuildings	124	2,420,724	118	2,252,374	6	168,350	3	
Fences/Unroofed Structures	3	37,000	2	27,000	1	10,000		
Swimming Pool	48	1,158,542	48	1,158,542				
Office Building	3	55,000	2	55,000	1			
Retail Building	17	5,395,000	1	1,500,000	16	3,895,000		
Hotels	2	610,000			2	610,000		
Motels	2	820,000	1	820,000	1			
Office & Retail Building	3	503,000			3	503,000		
Factory/Production Building	8	2,356,500	5	1,806,500	3	550,000		
Warehouse/storage	8	7,345,000	7	7,335,000	1	10,000		
Infrastructure - Transport, Utilities	1	40,000	1	40,000				
Health Care Facility - Other	1	540,000			1	540,000		
Educational Building	2	1,503,911	2	1,503,911				
Place of Worship	1	600,000			1	600,000		
Entertainment/Recreational Building	1	200,000	1	200,000				
Community/Public Building	1	600,000			1	600,000		

**Approved Development & Complying Development Applications
for former Dubbo LGA and Private Certifiers-Period 1/07/2015 - 31/01/2016**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Signs/Advertising Structure	9	163,650	9	163,650				
Demolition	7	120,000	7	120,000			1	
Child Care - Centre Based	1	1,800,000	1	1,800,000				
Change of Use - Commercial	10	800,000	3	5,000	7	795,000		
Agricultural Development	1	800,000	1	800,000				
Parks/Reserves	1	550,000	1	550,000				
Subdivision - Residential	21	2,686,000	6	2,536,000				91
Subdivision - Commercial	1	0			1			
Subdivision - Industrial	3	5,000	2	5,000				2
Subdivision - Rural	3	0			1			4
Subdivision - Other	1	0						
Miscellaneous	8	4,414,179	8	4,414,179				
Totals for Development Types	505	117,222,287						

Total Number of Applications for this period: 474

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



Wellington Office Data

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P.O. Box 81 Dubbo NSW 2830
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ABN 53 539 070 928

Print Date: 14/02/2017

Print Time:11:17:31AM

**Approved Development & Complying Development Applications
for Certifiers-Period 1/01/2017 - 31/01/2017 (inc Private Certifiers)**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling	1	10,000			1	10,000		
Garage/Carport/Shed	2	19,698	1	8,000	1	11,698		
Pool/Spa	2	56,262	1	52,500				
Totals for Development Types	5	85,960						

Total Number of Applications for this period: 5

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



DUBBO REGIONAL COUNCIL

Wellington Office Data

Civic Administration Building
P.O. Box 81 Dubbo NSW 2830
T (02) 6801 4000
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ABN 53 539 070 928

Print Date: 14/02/2017

Print Time:11:18:13AM

**Approved Development & Complying Development Applications
for Certifiers-Period 1/01/2016 - 31/01/2016 (inc Private Certifiers)**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change Of Use	1	0						
Commercial Premises	1	250,000			1	250,000		
Dwelling	1	20,000			1	20,000		
Garage/Carport/Shed	1	16,155	1	16,155				1
Totals for Development Types	4	286,155						

Total Number of Applications for this period: 4

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

Wellington Office Data

Civic Administration Building
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Print Date: 14/02/2017

Print Time:11:00:18AM

**Approved Development & Complying Development Applications
for Certifiers-Period 1/12/2016 - 31/12/2016 (inc Private Certifiers)**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Advertising Structure/Signs	1	95,985						
Commercial Premises	1	185,000			1	185,000		
Dwelling	3	1,001,536	3	1,036,536	1	185,000	2	6
Garage/Carport/Shed	2	28,250	2	28,250				1
Pool/Spa	2	57,900	2	57,900				1
Subdivision	3	0						
Totals for Development Types	12	1,368,671						

Total Number of Applications for this period: 11

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

Wellington Office Data

Civic Administration Building
P.O. Box 81 Dubbo NSW 2830
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ABN 53 539 070 928

Print Date: 14/02/2017

Print Time:11:03:12AM

**Approved Development & Complying Development Applications
for Certifiers-Period 1/12/2015 - 31/12/2015 (inc Private Certifiers)**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change Of Use	1	20,000						
Dwelling	2	22,950			2	22,950		
Garage/Carport/Shed	4	51,200	3	48,200	1	3,000		3
Totals for Development Types	7	94,150						

Total Number of Applications for this period: 7

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

Wellington Office Data

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Print Date: 14/02/2017

Print Time:11:10:07AM

Approved Development & Complying Development Applications for Certifiers-Period 1/07/2016 - 31/01/2017 (inc Private Certifiers)

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Advertising Structure/Signs	1	95,985						
Change Of Use	2	71,000			1	68,000		
Commercial Premises	2	235,000	1	50,000	1	185,000		2
Demolition	1	28,600	1	28,600				
Dwelling	10	1,912,370	8	1,700,185	3	432,185	7	8
Garage/Carport/Shed	24	525,817	21	477,003	3	48,814		2
Pool/Spa	6	162,262	4	134,400	1	24,100		1
Subdivision	6	0	1					2
Totals for Development Types	52	3,031,034						

Total Number of Applications for this period: 49

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



**DUBBO REGIONAL
COUNCIL**

Wellington Office Data

Civic Administration Building
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Print Date: 14/02/2017

Print Time:11:08:30AM

Approved Development & Complying Development Applications for Certifiers-Period 1/07/2015 - 31/01/2016 (inc Private Certifiers)

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change Of Use	4	30,285						
Commercial Premises	2	255,000			1	250,000		
Demolition	3	22,000	3	22,000				
Dwelling	8	1,081,241	4	948,291	4	132,950	4	1
Garage/Carport/Shed	16	251,040	14	240,040	1	3,000	1	6
Pool/Spa	2	61,800	2	61,800				
Subdivision	7	0						
Totals for Development Types	42	1,701,366						

Total Number of Applications for this period: 42

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



DUBBO REGIONAL
COUNCIL

REPORT: Environmental Control Policies Review

AUTHOR: Manager Environmental Control
REPORT DATE: 10 February 2017
TRIM REFERENCE: ID17/133

EXECUTIVE SUMMARY

The attached Council policies (**Appendices 1-5**) have been reviewed for applicability to the newly merged Dubbo Regional Council area and updated where necessary. Council, in December 2016, resolved to place the draft amended policies on exhibition for a minimum of 28 days. Exhibition was undertaken for the period 5 January 2017 until 4 February 2017. No submissions were received.

All of these Policies were former Dubbo City Council Policies and there have been no significant changes made other than to extend their application to the former Wellington Local Government Area. The following Council policies are recommended for adoption:

- Management of Feral Infant Companion Animals (**Appendix 1**);
- The Keeping of Birds and Erection of Bird Enclosures and Pigeon Lofts (**Appendix 2**);
- Legionella Management (**Appendix 3**);
- Food Act Compliance and Enforcement (**Appendix 4**); and
- Greywater/Recycled Water Reuse (**Appendix 5**).

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

All policies will replace existing policies of the former Dubbo City Council and will apply to the newly merged Dubbo Regional Council Local Government Area.

RECOMMENDATION

That the draft Council policies as attached to this report:

- **Management of Feral Infant Companion Animals (Appendix 1);**
- **The Keeping of Birds and Erection of Bird Enclosures and Pigeon Lofts (Appendix 2);**
- **Legionella Management (Appendix 3);**
- **Food Act Compliance and Enforcement (Appendix 4); and**
- **Greywater/Recycled Water Reuse (Appendix 5).**

be adopted.

Debbie Archer
Manager Environmental Control

REPORT

As a result of the merger of the former Wellington and Dubbo City councils it was necessary to review relevant Environmental Control policies to ensure consistency across the new Local Government Area. Consequently, a review was undertaken and the relevant draft policies were placed on public exhibition for a minimum period of 28 days, being from 5 January 2017 until 4 February 2017, as resolved by Council at its December 2016 meeting.

No submissions were received by Council and therefore no further changes have been made to the draft policies. The final draft policies are therefore attached and recommended for adoption.

A summary of the five policies is as follows:

- **Management of Feral Infant Companion Animals (Appendix 1)**

To assist in the management of the high number of feral and infant companion animals that come into the care of Council in a timely manner by permitting euthanasia where there are no alternative options.

- **Keeping of Birds and Erection of Bird Enclosures and Lofts (Appendix 2)**

To provide general guidelines for the keeping of birds and clear criteria for the assessment of applications for the erection of bird enclosures or pigeon lofts that do not require development consent from Council.

- **Legionella Management (Appendix 3)**

The purpose of the Legionella Management Policy is to minimise the risk of transmission of Legionellosis (Legionnaires' Disease) from the built environment to susceptible hosts.

- **Food Act Compliance and Enforcement (Appendix 4)**

To provide general guidance to Council's authorised officers on how to undertake enforcement and compliance action with a consistent approach.

- **Greywater/Recycled Water Reuse Policy (Appendix 5)**

This Policy aims to integrate the regulatory requirements for greywater and recycled water management, provide guidance for users of greywater and recycled water systems, ensure that cumulative effects do not contribute to salinity, and to provide standards and guidelines.

The attached Policies are recommended for adoption.

Appendices:

- 1 Management of Feral/Infant Companion Animals Policy
- 2 The Keeping of Birds and Erection of Bird Enclosures and Pigeon Lofts Policy
- 3 Council Policy - Legionella Management
- 4 Food Act Compliance and Enforcement Policy
- 5 Greywater/Recycled Water Reuse Policy



COUNCIL POLICY

Management of Feral/Infant Companion Animals

Date September 2016

Council Resolution Date

Clause Number

Responsible Position Manager Environmental Control
Branch Environmental Control
Division Environmental Services
Version One
TRIM Reference Number ED16/19582
Review Period Every two (2) years
Review Date September 2018
Consultation Public consultation (from/to dates)

Document Revision History	
Description	Date
Dubbo City Council Policy, Clause WSC14/58	23 June 2014
Notes	

POLICY

PURPOSE

To manage the high numbers of feral and infant companion animals that come into the care of Council in a timely manner by permitting euthanasia where there are no alternative options.

BACKGROUND AND RELATED LEGISLATION

This Policy is in accordance with the provisions of the Companion Animals Act, 1998 (the Act), as detailed below:

- Subsection 64(5) of the Act which cites before destroying a seized or surrendered animal as authorised by Subsection 64(1) of the Act, it is the duty of the council concerned to consider whether there is an alternative action to that of destroying the animal and (if practicable) to adopt any such alternative; and
- Subsection 64(2) of the Act which cites the council may, in accordance with any policy that has been adopted by the council in relation to the management of feral or infant companion animals, destroy the seized or surrendered animal concerned before the end of any such period referred to in Subsection 64(1) of the Act.

SCOPE

The policy applies to infant and feral companion animals that are seized by, or come into possession of Council.

DEFINITIONS

To assist in the interpretation of this Policy, the following definitions apply:

Term	Definition
Infant animal	An animal less than eight (8) weeks of age
Feral animal	An animal in a wild or untamed state
Companion Animal	A dog, cat or other animal as defined by the Act
Associated organisation	Animal welfare organisations and like-minded community groups (which are sometimes referred to as 'rescue groups')

POLICY

In line with the provisions of the Companion Animals Act 1998, Council will take the most appropriate course of action in accordance with the following agreed outcomes:

1. To facilitate the humane euthanasia of feral and/or infant animals deemed unsuitable for rehoming, or where it is in the best interest for the welfare of the animal. In addition the

euthanasia of infant animals is permitted where resources do not allow alternate options to be considered.

The Manager Environmental Control, Shelter Supervisor or delegated representative may authorise such euthanasia prior to the legislated holding period being surpassed.

2. As it is Council's intention to comply with Subsection 64 (5) of the Act wherever possible, in the case of healthy infant animals and as resources permit, Council endorses that the animals be placed:
 - a. In temporary care with an RSPCA NSW sanctioned foster carer until such time as the animal's legislated holding period is surpassed; or
 - b. In temporary care of an eligible associated organisation until such time as the animal's legislated holding period is surpassed.

RSPCA or associated organisations/community groups that foster animals will be required to agree in writing that costs of care will not be Council's responsibility and that the organisation will ensure adequate traceability and monitoring of each animal for the duration of the legislated holding period.

RESPONSIBILITIES

This Policy is to be enacted by Environmental Control officers with all euthanasia to be conducted by appropriately qualified officers at the Dubbo City Animal Shelter or by qualified veterinarians.



COUNCIL POLICY

The Keeping of Birds and Erection of Bird Enclosures and Pigeon Lofts

Date September 2016

Council Resolution Date

Clause Number

Responsible Position Manager Environmental Control

Branch Environmental Control

Division Environmental Services

Version One

TRIM Reference Number ED16/19573

Review Period Every two years

Review Date September 2018

Consultation Public consultation (from/to dates)

Document Revision History	
Description	Date
Dubbo City Council Policy – Clause WSC15/117	21/12/2015
Notes	

POLICY

PURPOSE

The purpose of this policy is to provide general guidelines for the keeping of birds and clear criteria for the assessment of any applications for the erection of bird enclosures or pigeon lofts that do not require development consent from Council. Further information about structures requiring consent can be obtained by contacting Council’s Planners on (02) 6801 4000.

BACKGROUND AND RELATED LEGISLATION

- Local Government (General) Regulation 2005, Schedule 2 - Standards enforceable through orders are listed. These include standards for the keeping of birds or animals and in particular for the keeping of fowls and poultry;
- Local Government Act, 1993, Part 2, Orders – Orders that can be issued by Council are outlined and include orders to protect public health and the environment; and
- Dubbo LEP 2011, Wellington LEP 2012 and SEPP (Exempt and Complying Development Codes) 2008 – outline what development is permitted, when Council approval is required and what structures are exempt from approval.

SCOPE

This Policy applies to all urban land within the City of Dubbo and the town of Wellington. The Policy aims to:

- Ensure birds are kept under such conditions as not to cause or create a nuisance or to be dangerous or injurious to human health;
- Ensure consistency and fairness in the manner in which Council deals with applications for the erection of bird enclosures and pigeon lofts; and
- Ensure that any structure used for the keeping or housing of birds is appropriately constructed.

DEFINITIONS

To assist in the interpretation of this Policy, the following definitions apply:

Term	Definition
Bird	Means all birds (including both domestic, native and wild) including racing and non-racing pigeons
SEPP	State Environmental Planning Policy
LEP	Local Environmental Plan

POLICY

Criteria Council must consider when determining applications to keep birds and for the erection of bird housing.

Council will assess all applications to keep birds and/or erect a bird enclosure in accordance with this Policy and its aims. Bird enclosures or pigeon lofts constructed in accordance with the following criteria are deemed to have achieved the aims of this policy.

1. Applications for the erection of aviaries, pigeon lofts or poultry houses

- Where the proposal does not meet the exemption criteria outlined in *Subdivision 4 - Aviaries* or *Subdivision 21 - Fowl and Poultry Houses* of the SEPP (Exempt and Complying Development Codes) 2008, Council will require a development application. All applications should be made by completing a development application form, including a site plan indicating the location of the proposed structure, and indicating elevations and specifications.
- Applicants should also advise the reason for wanting to keep birds or pigeons such as recreation or racing and the proposed number of birds or pigeons to be kept on the premises.
- The appropriate fee must also be paid at the time of lodging the application.

2. Location

Where possible bird housing should be located in the rear yard of the premises and must be:

- A minimum of 3.6 metres from the side or rear boundary (except the side boundary of corner blocks where the side boundary adjoins the roadway); and
- A minimum of 4.5 metres from every dwelling, public hall, school, or premises used for the manufacture, preparation, sale or storage of food.

3. Methods of construction

- a) Structures must be constructed of non-reflective materials;
- b) Walls within 4 metres of the property boundary must be of solid construction;
- c) Floors:
 - Where wooden floors are used, a clear air space not less than 400mm between the ground level and the underside of the flooring timbers must be provided;
 - Where concrete floors are used, a smooth easy-to-clean surface must be provided; and
 - Earth floors are permitted in circumstances where such floors are reasonable for the type of bird eg native Australian birds and must be kept in a clean, dry and vermin-free manner.
- d) Lofts are to have a maximum height of 2.5 metres above natural ground level;
- e) An appropriate size of enclosure must be selected to house a maximum number of birds. The maximum number of birds per enclosure should be reasonable taking into consideration the type of birds and the space each bird requires for the welfare of the

bird. As a guide only, the maximum number of birds per cubic metre of air space should not exceed (5); and

- f) Roof water and wastewater must be disposed of in an environmentally responsible manner without causing a nuisance or hazard to neighbouring premises.

4. Guidelines for keeping birds

- a) In addition to these guidelines, relevant State and Commonwealth legislation will also be taken into account.
- b) The operator of any racing pigeon loft shall be a current bona fide member of a recognised Pigeon Racing or Fanciers' Association or other recognised bird club.
- c) Pigeons are permitted to be exercised for no more than one hour in the morning and one hour in the evening. The hours permitted to exercise the pigeons are between 7.00 am and 8.30 am in the mornings and between 4.00 pm and 5.30 pm in the evenings. The applicant must notify immediate neighbours in writing of the permitted times so that any possibilities of nuisances occurring are minimised.
- d) All feed must be kept in vermin-proof containers and must be stored appropriately so as to avoid attracting vermin. All birds must be fed within the enclosure and at no times shall feed be made available outside of the enclosure.
- e) Enclosures must be regularly cleaned and maintained in a healthy condition so that food scraps, faeces or feathers do not create odours or attract vermin.
- f) Health and noise nuisances must not be created which may adversely impact on persons in the immediate vicinity. (Should Council receive notification of justified nuisances the owner of the birds may be directed to remove the birds from their premises.)
- g) The keeping or breeding of birds shall not be undertaken for any business or commercial purpose or financial gain without prior development consent from Council.
- h) Standards for the Keeping Birds and Animals, which may be enforceable by Order under the Local Government Act are available in [Part 5, Schedule 2 Local Government \(General\) Regulation 2005](#).

5. Maximum number of birds or pigeons

The number of birds to be kept on a property will be determined by Council in each instance. Council will take into consideration the type of bird, the welfare of the birds, the wishes of the applicant, any submissions by relevant parties and any other reasonable factors, such as health and environment, when making such a determination.

In the case of pigeons, no more than 120 racing pigeons including 40 breeding stock birds shall be kept per premises.

RESPONSIBILITIES

This Policy is to be referred to by Building and Development Services officers when assessing applications. Instances of non-compliances are to be investigated by Environmental Control officers.



COUNCIL POLICY

Legionella Management

Date	September 2016
Council Resolution Date	
Clause Number	
Position	Senior Environment and Health Officer
Branch	Environmental Control
Division	Environmental Services
Version	One
TRIM Reference Number	
Review Period	Every two (2) years
Review Date	September 2018
Consultation	Public consultation (from/to dates)

Document Revision History	
Description	Date
Notes	

POLICY

PURPOSE

The purpose of the Legionella Management Policy is to minimise the risk of transmissions of Legionellosis (Legionnaires Disease) from the built environment to susceptible hosts.

The principal goals of the Management Policy are to ensure that:

- All regulated water-cooling systems and warm-water systems are registered in accordance with the Public Health Act, 2010 and the Public Health Regulation, 2012;
- All regulated systems as defined by the Public Health Act, 2010 shall comply with legislation in respect to installation, commissioning, operation and maintenance;
- Building owners and occupiers understand and adhere to their responsibilities of installing, operating and maintain a regulated system in accordance with the Public Health Act, 2010 and the Public Health Regulation, 2012.
- All regulated systems are audited and inspected for compliance with Public Health legislation at least every third year.
- Annually all regulated systems are reviewed to ensure Council's register information is current and accurate and all information is provided in accordance with the Public Health legislation.

BACKGROUND AND RELATED LEGISLATION

Within most local government areas the built environment will contain water-cooling systems and warm-water systems. These systems can provide an ideal breeding ground for *Legionella* bacteria. The *Legionella* bacteria can cause a type of pneumonia (an infection of the lung), which can be fatal, known as Legionnaires' disease and/or Pontiac fever (a mild flu-like illness). The disease has an incubation period from 2 to 10 days for the symptoms to develop after inhaling the bacteria. The *Legionella* bacteria are transmitted through aerosols.

Outbreaks of Legionnaires' disease occur from time-to-time but are preventable. *Legionella* bacteria can grow in poorly operated and maintained water-cooling systems and warm-water systems, particularly those systems which are not maintained in a clean condition and continuously treated with a biocide to control *Legionella* bacteria, algae and biofilms.

Hundreds of residents, workers and visitors may be potentially exposed to this health hazard on a daily basis if systems are not properly installed, commissioned, operated and maintained.

The Public Health Act, 2010 (the Act) and the Public Health Regulation, 2012 (the Regulation) control various water and air systems in the built environment. These systems are known as 'regulated systems' and include:

- Water-cooling systems;
- Hot-water systems;
- Humidifying systems;
- Warm-water systems; and
- Air-handling systems.

The purpose of the Act and Regulation is to ensure owners and occupiers of buildings comply with minimum legislative responsibilities in order to prevent or prohibit the growth of micro-organisms in these regulated systems that are liable to cause Legionnaires' disease and other diseases.

Related legislation includes:

- NSW Public Health Act, 2010;
- NSW Public Health Regulation, 2012;
- NSW Code of Practice for the Control of Legionnaires Disease;
- AS/NZS 3666.1: 2011 Air-handling and water systems of buildings—Microbial control—Design, installation and commissioning;
- AS/NZS 3666.2: 2011 Air-handling and water-systems of buildings—Microbial control—Operation and maintenance; and
- AS/NZS 3666.3 2011 Air-handling and water-systems of buildings—Microbial control—Performance-based maintenance of cooling water systems.

SCOPE

This Policy applies to all buildings in the local government area utilising a regulated system as defined by the Public Health Act. The Policy will assist Council to inform the following persons to ensure compliance with the regulatory requirements in order to minimise the potential for outbreaks of Legionnaires' disease:

- Developers;
- Architects;
- Building owners and building manager/caretaker/agent;
- Council's authorised officers; and
- Other government agencies.

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Regulated system	<p>As defined by the Public Health Act, 2010 means any of the following:</p> <p>(a) an <i>air-handling system</i>, being a system designed for the purpose of directing air in a positive and controlled manner to and from specific enclosures by means of air-handling plant, ducts, plenums, air-distribution devices and automatic controls;</p> <p>(b) a <i>hot water system</i>, being a system designed to heat and deliver water at a temperature of at least 60°C at each outlet point;</p> <p>(c) a <i>humidifying system</i>, being a system for adding moisture to air in order to raise its humidity;</p> <p>(d) a <i>warm-water system</i>, being a system designed to heat and deliver water at a temperature of less than 60°C at each outlet point;</p> <p>(e) a <i>water-cooling system</i>, being:</p> <p>(i) a device for lowering the temperature of water or other liquid by evaporative cooling, or</p> <p>(ii) an evaporative condenser that incorporates a device containing a refrigerant or heat exchanger, together with its associated equipment and pipe work,</p> <p>(f) any other system for the treatment of air or water that is declared by the regulations to be a regulated system for the purposes of this Division</p>

POLICY

1. Regulation of regulated systems

Council will regulate regulated systems through an annual review and inspections as required.

1.0 Annual Review of Warm Water Systems

All building managers will be required to complete a Water Cooling System Registration Form (see **Appendix A**) to ensure Council's register is maintained up to date and accurate.

1.1 Annual Review of Water Cooling Systems

All building managers will be required to complete a Water Cooling System Registration Form (see **Appendix B**) to ensure Council's register is maintained up to date and accurate. In addition to completing the form the building manager will be required to provide a current certificate for the Process of Disinfection. (An exemption for completing the form will be given to building Managers whereby no details have changed from the previous year).

1.2 Inspection of Water Cooling Systems

In addition to the annual review, water cooling systems will be inspected at least once every third year. When conducting the inspection, Council's authorised officer should:

- Make an appointment with the appropriate person responsible for the regulated system, or in the case of an emergency
- present themselves at reception, advise that they are at the premises to conduct an inspection and request to speak to an appropriate person.
- Conduct the inspection at a reasonable time.
- Provide proof of identity when requested.
- Adhere to any occupational health and safety requirements applicable whilst in attendance.
- Record all non-compliances.
- Provide a written report on all outcomes from the inspection.
- Answer any questions relating to the report or other related matters.
- Be courteous and fair throughout the inspection.
- Exercise discretion when required in all of the above matters.

1.3 Re-Inspection

Council will undertake a re-inspection (where required) to enforce compliance with legislation. A re-inspection will be undertaken for all non-compliances where the risk is considered greater than low and the non-compliance cannot be immediately rectified.

1.4 Verbal Warnings

Council's Authorised Officers may issue verbal warnings for non-compliances where the risk of the non-compliance is considered low or can be immediately rectified.

1.5 Written Warnings

Council may issue a written warning (letter) for non-compliances where the risk of the non-compliance is considered low, is the first offence and not an immediate risk to public health.

1.6 Improvement Notice

Council may issue an improvement notice for non compliance with the Public Health Act 2010 where non compliance/s present a medium to high risk or where a warning has previously been issued.

1.7 Penalty Notice

Council may issue a penalty notice where a business fails to rectify non compliances or where the risk of non compliance is considered medium to high.

1.8 Prohibition Order

A prohibition order may be issued on a business failing to comply with Public Health Act 2010 where continued operation of a business, use of specific rooms or equipment presents a serious risk to public health.

2. Council's responsibilities and requirements

2.1 Register

Council must maintain a register of all cooling towers throughout the local government area and warm water systems installed within nursing homes and hospitals only.

2.2 Inspections

Environment and Health Officers are authorised under the NSW Public Health Act to undertake inspections of regulated systems and take action where they believe a system does not comply with applicable legislation.

2.3 Reporting

Council is required to provide a report of its legionella management activities as required to NSW Health.

3. Responsibilities and requirements for building owners and occupants

The responsibility for a regulated system varies according to the circumstances. Generally, the prime responsibility for a regulated system rests with the owner and/or occupier of the premises where the regulated system is located unless a competent person is engaged.

3.1 Owner

The owner has responsibilities only when the owner controls the part of premises (operation area) on which the regulated system is situated.

3.2 Occupier

The occupier of the part of premises (operation area) on which the regulated system is situated is responsible for the proper installation, commissioning, operation and maintenance of the regulated system unless:

- The installation is carried out by an installer who might reasonably be expected to be competent to install and commission the system; or
- The operation and maintenance is carried out by a contractor who might reasonably be expected to be competent to operate and/or maintain the regulated system.

The occupier is also required to register the regulated system with the local authority. The building manager, if engaged by the occupier, is the agent of the occupier and the occupier still bears the legal responsibility for the regulated system.

3.3 Installation

A regulated systems must be installed and commissioned in accordance with AS/NZ3666.1:2011. If a regulated system is not installed as required, then both the installer and the occupier of that part of the building where the system is installed (whether the occupier is the owner or not) are both guilty of an offence.

The occupier must be given both an operation manual and a maintenance manual for the system by the installer, each of which must comply with the requirements for such manuals set out in AS/NZS 3666.2:2011. The operating manual should depict the water treatment process and include:

- Physical details (drawing);
- Operating procedures;
- Shut down procedures;
- Certification of the disinfection process;
- Emergency contact details;
- Contractor contact details; and
- Decontamination procedures

Manuals should be periodically reviewed by site owners/occupiers to incorporate amended legislation, standards, codes and industry practices. Manuals shall be kept onsite adjacent to the regulated systems or in a clearly identified location in proximity to the installation. A person in charge of the facility must be familiar with the location of these manuals.

3.4 Operation and Certification

Regulated systems must be operated in accordance with AS/NZS 3666.2:2011. A water cooling system must be equipped with a process designed to control microbial growth. The process:

- Must be in operation at all times independently of the water cooling system. The water cooling system must still be effectively disinfected even though the water cooling system may not be operating continuously. Further, the biocide does not have to be added at all times but rather the process must be in operation; and
- Must be certified by a competent person (a tertiary qualified chemist, chemical engineer, engineer or microbiologist and who has expertise in the relevant field) annually as being an effective process of disinfection under the range of conditions that could ordinarily be expected. The competent person is certifying the process, not its performance under installed field conditions.
- Must be sufficiently effective so that no sample taken from any part of the system subjected to a test in accordance with the relevant Australian Standard has:

- A level of Legionella of more than 10 colony forming units per millilitre; or
- A Heterotrophic Plate Count of more than 100,000 colony-forming units per millilitre
- Must be supplemented by remedial action taken by a competent person after any test where the levels set out above are exceeded. Remedial action could include recommendations regarding the disinfection process which could then be implemented by the competent operator.

The Occupier must keep a copy of the most recent Certificate for the Process of Disinfection at the premises and make it available for inspection on request by an authorised officer. The occupier will also be responsible of ensuring the certificate is provided to Council during the annual review process.

If the occupier fails to ensure that the regulated system is operated and maintained properly then the occupier is guilty of an offence.

3.5 Maintenance

Records must be kept whenever maintenance is performed. This includes the date, details of maintenance and the name of the contractor. The person carrying out the work needs to review the documentation and to sign the record document.

The Public Health Regulation 2012, Clause 8 Prescribed maintenance requirements, outlines the required Australian Standards for the maintenance of regulated systems. These are:

- AS/NZS 3666.2:2011 which is a **prescriptive approach** to operation and maintenance. Essentially the prescriptive approach requires monthly inspection and cleaning at six monthly intervals; or
- AS/NZS 3666.3:2011 but only where the local authority has been notified in writing. **Performance based monitoring** relies on a risk assessment and risk management approach based on monthly bacteriological sampling, water quality management and operating water temperature.

Records shall be kept onsite adjacent to the regulated systems or in a clearly identified location in proximity to the installation. A person in charge of the facility must be familiar with the location of these records.

If the occupier fails to ensure that the regulated system is operated and maintained properly then the occupier is guilty of an offence.

3.6 Registration

Under legislation the occupier of the part of the premise where a regulated system is installed must notify the local council of the following particulars:

- The address and telephone number of the premise on which the system is installed,
- The name and contact details of the occupier of the premise (including residential address, e-mail address and home, business and mobile telephone numbers),
- The Australian Business Number (ABN) or Australian Company Number (ACN) if any, of the occupier of the premise,
- The type of regulated system,

- Details of any inspections carried out by the local government authority for the purposes of the Act.

These particulars must be notified to the Council within one month after the person becomes the owner or occupier of the premise or if there is an alteration of the above details.

4. Disease management and outbreak responses

The NSW Health and its Public Health Unit are responsible for coordinating a case investigation and outbreak response under the relevant notifiable disease protocols. Notification is affected by medical practitioners and laboratories to the Director General of NSW Health.

Council Officers should notify the local Public Health Unit when:

- Multiple failures occur or when a water-cooling tower has been unregistered and/or has incomplete/outdated maintenance records; or
- If a member of the public notifies Council of a health concern regarding Legionnaire's disease.

5. Fees and charges

In accordance with section 608(3) of the Local Government Act 1993, Council is able to recover costs of inspecting water-cooling systems and warm-water systems. A fee for these inspections can be adopted by Council each year and any applicable fees can be listed in Council's Revenue Policy for that year.

6. Training, appointment and competency of Authorised Officers

6.1 Appointment of Authorised Officers

An Authorised Officer is a person appointed under the Public Health Act.

6.2 Powers of Authorised Officers

For the purposes of this Act, an authorised officer may, at any reasonable time, do any one or more of the following:

- Enter the premises at any reasonable time in order to find out whether or not a system on the premises is a regulated system, and
- Inspect and test any system on the premises, and
- Investigate whether or not the prescribed operating requirements, and the prescribed maintenance requirements, have been complied with in relation to any regulated system on the premises, and
- Require the production of, and inspect, any records required by the regulations to be kept in relation to the operation and maintenance of any regulated system on the premises.

6.3 Competency and training of Authorised Officers

Environment and Health officers have a key role in auditing premises and assisting NSW Health in outbreak investigations during which local knowledge is essential.

Council will support the attendance of relevant officers at training courses, as they become available.

Work Health and Safety applies in all situations involving the inspections of water-cooling towers, all Officers shall be provided with appropriate PPE (eye protection, P2 rated respirator and gloves) to safely conduct inspections.

RESPONSIBILITIES

This Policy is to be enacted by Environmental Control officers who are authorised under the Public Health Act 2010. Council is required to report to NSW Health as requested or required by the legislation.

APPENDICES

Appendix A – Regulated Premises Registration Form

Registration No: _____
Parcel No. _____



DUBBO REGIONAL COUNCIL
Environmental Services

PO Box 81
DUBBO NSW 2830
Telephone: 6801 4000
Fax: 6801 4259

REGULATED PREMISES
REGISTRATION FORM
Local Government Act, 1993 and Public Health Act, 2010

PREMISES DETAILS

Unit/Shop no: _____ Street no: _____ Street name: _____
Lot No: _____ DP: _____ Locality/Town: _____
Property/Building name: _____

BUSINESS DETAILS

Business/Trading name: _____
ABN/ACN: _____
Postal address: _____
Suburb: _____ State: _____ Postcode: _____
Phone (Bus): _____ Email (Bus): _____
Proprietor/Director:
Surname: _____ Given names: _____
Residential address: _____
Suburb: _____ State: _____ Postcode: _____
Phone (H): _____ Email (H): _____
Mobile: _____

REGULATED ACTIVITY (PLEASE TICK ALL RELEVANT BOXES):		Additional Comments:
Mortuary - Crematorium <input type="checkbox"/> - Mortuary <input type="checkbox"/> - Undertaker <input type="checkbox"/>	Skin Penetration - Barber <input type="checkbox"/> - Beauty Salon <input type="checkbox"/> - Cosmetic tattoo <input type="checkbox"/> - Tattooist <input type="checkbox"/> - Body piercing <input type="checkbox"/>	
Public Pool - Indoor <input type="checkbox"/> - Outdoor <input type="checkbox"/>	Legionella - Warm Water System <input type="checkbox"/> - Water Cooling System <input type="checkbox"/>	
Caravan Park <input type="checkbox"/>	Water Carter <input type="checkbox"/>	

16/09/16

<u>DEVELOPMENT CONSENT</u>		
Business type:	<input type="checkbox"/> New business	<input type="checkbox"/> Existing business
Has a Development Consent been granted for the use?	<input type="checkbox"/> Yes DA No:	<input type="checkbox"/> No
Has a Construction Certificate been issued for the premises' fit-out?	<input type="checkbox"/> Yes CC No:	<input type="checkbox"/> No

APPLICANT DECLARATION

I declare that the information in this application is true and correct:

Proprietor signature/s:	1. _____	Date: _____
	2. _____	Date: _____
Print name:	1. _____	Date: _____
	2. _____	Date: _____

ENQUIRIES

For assistance with completing this form or for further information regarding Council's Environment and Health Surveillance Program, please call Council's Environment and Health Officers on 6801 4000.

Please send your completed registration form to:

Mail: Environmental Services Division
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

In person: Civic Administration Building
Cnr Church and Darling streets
DUBBO NSW 2830

Fax: 6801 4259

Email: council@dubbo.nsw.gov.au

Dubbo Regional Council is authorised under the Local Government Act, 1993 and the Public Health Act, 2010 and is responsible for the surveillance and enforcement of Regulated Premises in the Dubbo Local Government Area. Council's Environment and Health Surveillance Program includes inspections for which inspection fees apply as outlined in Council's Revenue Policy.

16/09/16

Appendix B – Regulated Water Cooling System Registration Form

Registration No: _____
Parcel No. _____

DUBBO REGIONAL COUNCIL
Environmental Services

PO Box 81
DUBBO NSW 2830
Telephone: 6801 4000
Fax: 6801 4259

REGULATED WATER COOLING SYSTEM

REGISTRATION FORM

Public Health Act, 2010 and Public Health Regulation, 2012

ADDRESS OF WATER COOLING SYSTEM
Trading/premise name: _____
Street number: _____ Unit/Suite number: _____
Street name: _____
Suburb: _____ Postcode: _____
PREMISES' OWNER DETAILS
Business name: _____ ABN/ACN: _____
Business address: _____
Residential address: _____
Telephone (W): _____ (AH): _____ (M): _____
Fax: _____ Email: _____
OCCUPIER DETAILS (If same as Premises owner, write AS ABOVE)
Business name: _____ ABN/ACN: _____
Contact name: _____
Residential address: _____
Telephone (W): _____ (AH): _____ (M): _____
Fax: _____ Email: _____
EMERGENCY/CONTACT DETAILS
Business name: _____ ABN/ACN: _____
Contact name: _____ Position title: _____
Address: _____
Suburb: _____ Postcode: _____
Telephone (W): _____ (AH): _____ (M): _____
Fax: _____ Email: _____

WATER COOLING SYSTEM DETAILS (Please list all – Attach additional sheet if required)	
Number of Towers:	<input type="text"/>
System make:	_____
System model:	_____
System location:	_____
Name of servicing company:	_____
CHECKLIST FOR REGULATED SYSTEMS	
PUBLIC HEALTH ACT, 2010 – DEFINITIONS	
Water Cooling System (which includes a cooling tower and associated equipment and pipe water cooling tower) means:	
a) A device for lowering the temperature of water or other liquid by evaporation cooling; or	
b) An evaporative condenser which incorporates a device containing a refrigerant or heat exchanger.	
CHECKLIST	
All systems MUST satisfy the requirements of Public Health Act, 2010 and Public Health Regulation, 2012.	
This form must be completed in its entirety and returned to Council together with the items listed in the checklist below:	
Cooling Towers	
<input type="checkbox"/> Certificate for the Process of Disinfection	<input type="checkbox"/> Site plan/hand drawn map showing:
	• Location of system/s
	• Access point
SIGNATURE:	
Applicant's signature: _____	Date: _____
ENQUIRIES	
For assistance with completing this form or for further information regarding Regulated Water Cooling Towers, please call Council's Environment and Health Officers on 6801 4000.	
Please send your completed registration form to:	
Mail:	Environmental Services Division Dubbo Regional Council PO Box 81 DUBBO NSW 2830
In person:	Customer Service Centre – Dubbo Office OR Customer Service Centre – Wellington Office Cnr Church and Darling streets, Dubbo Cnr Nanima Crescent and Warne Street, Wellington
Fax:	02 6801 4259
Email:	council@dubbo.nsw.gov.au
Dubbo Regional Council is authorised under the Local Government Act, 1993 and the Public Health Act, 2010 and is responsible for the surveillance and enforcement of Regulated Premises in the Dubbo Local Government Area.	
OFFICE USE ONLY	
Rego No: _____	Receipt No: _____ Date: _____



COUNCIL POLICY

Food Act Compliance and Enforcement

Date September 2016

Council Resolution Date

Clause Number

Responsible Position Manager Environmental Control
Branch Environmental Control
Division Environmental Services
Version One
TRIM Reference Number
Review Period Every two (2) years
Review Date September 2018
Consultation Public consultation

Document Revision History	
Description	Date
Dubbo City Council Policy	26 April 2005
Notes	

POLICY

PURPOSE

The purpose of the Policy is to:

- To provide transparency to consumers and industry on how the Council will make decisions on enforcement action;
- To guide decision-making and action by staff in the use of enforcement options;
- To use regulatory implements in such a way as to best achieve Organisational objectives;
- To promote compliance with the legislative provisions of NSW food regulation consistent with the objects of the Act; and
- To have a risk-based approach to compliance and enforcement activities through adoption of a graduated and proportionate response to legislative non-compliance.

BACKGROUND AND RELATED LEGISLATION

The Policy was created in 2005 to provide general guidance to Council's authorised officers on how Council will undertake enforcement and compliance action with a consistent approach. Due to amendments to the legislation and developments in the food industry, the Policy has been updated accordingly.

Relevant legislation:

- Food Act, 2003;
- Food Regulation, 2010;
- Australia New Zealand Food Standards Code;
- Food Standards Australian New Zealand Act, 1991.

SCOPE

Council administers the Food Act 2003 (NSW) within the Local Government Area. The Council is defined by Section 4 of the Act as an enforcement agency. The objectives of the Act as defined in Section 3 include:

- Ensure food for sale is both safe and suitable for human consumption;
- Prevent misleading conduct in connection with the sale of food; and
- Provide for the application in this state of the Food Standards Code.

The Food Standards Code means the Australia New Zealand Food Standards Code as defined in the Food Standards Australia New Zealand Act, 1991 of the Commonwealth of Australia.

Enforcement of the Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly, the Council is committed to ensuring there is a high level of compliance with the Act and the Food Regulation.

This Policy sets out compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act.

Breaches of the Act are classified as criminal offences and penalties of up to \$550,000 and/or two years imprisonment may apply. The range of offences under the Act and Regulation vary greatly in their seriousness and, accordingly, a variable range of penalties and enforcement options are available. This Policy describes the graduated options and provides details of the matters that will be considered in their application toward achieving the objects of the Act.

The Policy also sets out the principles Council will apply in its compliance and enforcement activities.

POLICY

Council's authorised officers will conduct at least one inspection per year of medium and high risk food premises. The inspection will be conducted using the Food Premises Assessment Report and will result in either a satisfactory outcome or a result requesting further Council action for compliance.

This policy sets out the guiding principles the Food Authority will apply when conducting regulatory and enforcement activities and includes an approach that is:

- Graduated and proportionate;
- Authorised by law;
- Impartial and procedurally fair;
- Accountable and transparent;
- In the public interest; and
- Allowing for application of multiple enforcement tools under appropriate circumstances.

1. A graduated and proportionate response to legislative noncompliance

Council will apply a graduated and proportionate approach to the application of enforcement tools upon food businesses. This approach envisages the application of mild enforcement tools to businesses in the first instance, to be followed by more severe tools should the business continue the noncompliant activity.

Examples of mild enforcement tools that may be employed include improvement notices or warning letters. Examples of more severe tools include prohibition orders, penalty notices, licence suspension/cancellation or prosecution. The Enforcement Toolbox is attached to this Policy as **Appendix 1**.

Council may at times consider using mediation and conciliation as preliminary steps in enforcement processes. Mediation and conciliation provide the proprietor of the business with the opportunity to explain mitigating circumstances of the legislative non-compliance. Following this explanation, Council may make a determination on an appropriate course of action.

Through employment of a graduated approach, it is considered that offences may be appropriately managed and allow Council to use its resources to the greatest effect.

2. Proportionate response

Notwithstanding No. 1 above, the Council will select an enforcement response that is proportionate to the identified noncompliance and capable of providing sufficient incentive to the business to amend the noncompliant behaviour.

Furthermore, should the circumstances surrounding an offence be considered sufficiently serious (eg an imminent risk to public health and safety), the Council may elect to employ multiple enforcement tools at the same time. This Policy should not be interpreted as preventing Council from exercising such powers.

Factors that Council will consider in making decisions concerning the choice of enforcement tool to respond to a particular incident include:

- Impact of the alleged offence on the consumer or to competitors of the offending business;
- Circumstances of the alleged offence and the individual circumstances of the business and persons associated with the business that is subject to enforcement action;
- Compliance history of the business that is subject to enforcement action, both in general and with respect to the incident that is the subject of enforcement action;
- Cooperation demonstrated by the alleged offender, both in relation to investigations conducted on the offender's premises relating to the offence and in respect to the cooperation demonstrated by the alleged offender following commencement of enforcement action;
- Remedial action implemented by the alleged offender to address the non-compliance that is the subject of enforcement action;
- The degree of care and due diligence exercised by the food business to avoid non-compliance
- Timeframe over which the offence was committed; and
- The need to provide Council officers with a safe working environment within the requirements of work, health and safety laws, particularly in relation to matters involving assaults and intimidation.

3. Authorised by law

Authorised officers are required to act within their legal remit of statutory power when undertaking enforcement activity. Businesses should not be required, either directly or by inference, to observe requirements that are not authorised by law.

The following advice is offered concerning the collection of evidence:

- Evidence obtained by authorised officers relating to actual or alleged offences should be obtained within the requirements of food legislation, and also within the requirements of criminal law;
- Decisions should be based on evidence. That is, enforcement action is to be supported by evidence that is appropriate in the circumstances. Generally that evidence should be admissible and sufficient to establish that an offence has been committed (this will assist in ensuring that enforcement action is only taken under appropriate circumstances); and
- Evidence should also be sufficient to support a case against appeal (eg a penalty notice referred to a court for a defended hearing).

4. Impartiality and procedural fairness

Council will undertake enforcement activity against food businesses in a timely manner that is procedurally fair and impartial. This will assist in minimising opportunities for arbitrary or inexplicable differences between the handling of individual cases, or classes of cases, to occur.

Discrimination (eg with regard to ethnicity, religion, age or gender) by authorised officers when undertaking enforcement action is unacceptable practice.

Decision-making about applying enforcement provisions should not be influenced by:

- Political advantage or disadvantage to a government or any political party or group;
- The consequences of a decision to undertake enforcement action on the personal or professional circumstances of staff of the Council; or
- The personal feelings of the decision-makers towards the offenders.

Many juveniles (10 to 18-year-olds) work in (or operate) food businesses and may therefore be subject to enforcement action under some circumstances. Under these circumstances, legislation for dealing with children between the ages of 10 and 18 years (young offenders' legislation) applies to compliance and enforcement activity.

5. Accountable and transparent

To ensure Council is accountable and transparent in the application of enforcement tools, Council officers will:

- Ensure that legislation, enforcement policies, complaints' procedures and relevant information are readily accessible to food businesses and the public;
- Use plain language to communicate with the public and the food industry and utilise interpreter resources where required;
- Ensure that policies and procedures that will be followed in addressing stakeholder issues associated with enforcement action are readily available;
- Advise of available complaint or appeal processes associated with enforcement action inclusive of timeframes applicable to these processes; and
- Provide advice on fees and charges that may be applied in discharging enforcement obligations or providing services under the relevant legislation.

The constraints of any privacy legislation and confidentiality provisions when initiating enforcement action against food businesses (unless a statutory requirement exists to disclose the information) will be observed.

6. The public interest

The overriding consideration in taking enforcement action should always be the protection of public health and safety.

7. Application of multiple enforcement tools

A graduated approach to the application of individual enforcement tools does not preclude the simultaneous application of multiple enforcement tools. For example, there are circumstances, such as a serious hygiene breach, where the concurrent issue of a Penalty Notice and Prohibition Order would be appropriate.

RESPONSIBILITIES

The Council officers responsible for this Policy are those officers who are authorised under the NSW Food Act, 2003. Council is required to report to the NSW Department of Primary Industries Food Authority, as required by the legislation.

APPENDICES

Appendix 1 – Enforcement Toolbox

APPENDIX 1**ENFORCEMENT TOOLBOX**

The following list of tools, ranked in order of graduating severity, provides guidance in the application of enforcement provisions against food businesses:

- Warning letter;
- Statutory Improvement Notice which may consider issues such as cleaning of premises, equipment or transport, repair or replacement of equipment or transport, or request revision of a food safety management system;
- Prohibition Order which controls certain activities, the use of certain appliances or prevents operation of the food business entirely. May be used in situations where there is failure to comply with an Improvement Notice or to prevent or mitigate a serious danger to public health;
- Seizure of food, vehicles, equipment and labelling or advertising material that does not comply with the legislation or as evidence of an offence;
- Penalty Notice;
- Prosecution in the Local Court;
- Publication of the names of offenders on the Food Authority's website registers;

1. Verbal warnings

Authorised officers are recommended to routinely provide food safety advice to food businesses. Advice should be presented in a way that businesses may readily determine the difference between general advice and directed compliance advice (ie a legal requirement). Such advice should not extend beyond the level of expertise of the authorised officer.

Verbal warnings, as they are not accompanied by formal notification, are prone to improper documentation by the regulator and the business, or misinterpretation or being completely forgotten. Due to the informal nature of verbal warnings, it is suggested that they are only used for issues of a minor technical nature.

2. Written warnings

Generally speaking, warning letters should only be used for breaches where the issuing of an Improvement Notice is not appropriate or warranted in the first instance. When issued, it is suggested that warning letters detail the following:

- Nature of the offence;
- Relevant legislation and clauses breached;
- Required remedial action; and
- Timeframe for implementation of the proposed remedial action.

Warning letters are to be followed-up within three (3) months of the expiry timeframe to ensure the required actions have been undertaken.

It is likely that failure to comply with a warning letter may, in most cases, result in the implementation of more serious enforcement action.

3. Improvement notices

Improvement Notices are statutory notices issued by authorised officers upon food businesses that address prescribed issues and have prescribed content.

An authorised officer may issue an Improvement Notice to a food business if it is believed that the business is acting in contravention to the food legislation or to particular instruments associated with the legislation. Improvement notices should only be issued when considered to be an appropriate tool, ie capable of providing sufficient incentive to the business to address the matter.

Improvement notices may be issued to businesses for cleaning, sanitation and maintenance issues (including repair and replace) for premises, food transport vehicles or processing equipment within premises. Improvement notices may also be issued in relation to compliance with the Food Safety Standards of the Food Standards Code (ie Standards 3.2.2 and 3.2.3), or concerning a business's particular practice for handling food.

Improvement notices should include the following information:

- Provision(s) of the appropriate legislation that the authorised officer reasonably believes is being, or has been, contravened;
- Brief description of how the relevant legislative provision(s) have been, or are being, breached; and
- Particular action that the business should undertake in order to rectify the observed legislative non-compliance.

The timeframe in which the legislative contravention should be resolved by the business. For more serious issues this period is likely to be 24 hours and for less serious issues, a period considered appropriate by the authorised officer, but normally longer than 24 hours.

Advise the business that it is an offence not to comply with a notice without reasonable cause.

Follow up inspections are to occur at the timeframe nominated in the Improvement Notice.

Extensions to the date of compliance provided in an Improvement Notice may be granted at the discretion of an authorised officer. However, it is recommended that extensions are only provided in instances where the business requests an extension before the expiry date of the Notice. Extensions may only be considered for more minor matters such as repairs to equipment or replacement of equipment parts. Exceptions may be granted by authorised officers at their discretion subject to the business satisfying the officer that exceptional circumstances prevail.

Businesses are advised that failure to comply with an improvement notice will generally result in implementation of more serious enforcement action such as a prohibition order, penalty notice or both.

4. Prohibition orders

A Prohibition Order forbids the handling of food on a specified premises, vehicle or equipment or requires that food may not be handled in a specified way or for a specified purpose.

Prohibition orders may be issued where it is necessary to prevent or mitigate a serious danger to public health or where an Improvement Notice has not provided sufficient incentive to a business to address an issue of legislative non-compliance. A Penalty Notice may also be issued to businesses that have not addressed matters listed in an Improvement Notice within the prescribed timeframe.

Prohibition orders may be specifically directed, such as to apply to a specific piece of equipment or part of the premises or be more-broadly directed and applied to an entire premises.

Breach of a Prohibition Order is a serious matter that will likely result in prosecution.

A Prohibition Order will remain in place until a Certificate of Clearance is issued following a request for inspection from the business. An inspection is to take place within 48 hours of receiving a written request for inspection from the proprietor of a food business. Should an inspection not be undertaken within this timeframe, the Food Act, 2003 requires that a Certificate of Clearance be automatically issued to a business under a prohibition order.

5. Seizure powers

Authorised officers generally have legislative seizure powers to seize food, vehicles, equipment and labelling or advertising materials which the authorised officer reasonably believes do not comply with a provision of the relevant legislation or may form part of evidence that an offence has been committed.

Seized goods that are forfeited to the Crown should be destroyed or disposed of in a manner that ensures there can be no allegation of improper conduct. Records should be kept of how, when and where seized goods are disposed. It is further advisable to have disposals of seized goods witnessed.

While seizures are undertaken to collect evidence or prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising material has been seized.

The person from whom items have been seized must be provided at the time of seizure, with a statement that describes the items seized, the reasons for those items being seized, the address where those items will be held, as well as be informed of their right of appeal.

Should subsequent investigation reveal that the business has not contravened the legislation, all seized materials should be returned to the business as soon as possible.

It should be noted that the Act provides for compensation to be paid to food businesses where materials (ie food, equipment etc) have been seized should the grounds for making the seizure be proven to be inadequate.

6. Penalty notices

A Penalty Notice is issued to a person who has committed a specific offence against the Act or Regulation. If the person does not wish to have the matter dealt with before a court, they will need to pay a specified amount for the offence within a specific timeframe. Alternatively, the person may elect to have the matter heard before a court.

Penalty notices provide an efficient method of dealing with breaches of food legislation that may otherwise require presentation to a court.

As penalty notices may be referred to a court for hearing, authorised officers are advised to collect sufficient evidence to prove the elements of the alleged offence before issuing penalty notices. It is suggested that this evidence be appropriately logged and secured as for a prosecution.

7. Cautions

In accordance with Council's Enforcement and Prosecution Policy a caution may be issued instead of a Penalty Infringement Notice if the officer believes:

- On reasonable grounds that a person has committed an offence under a statutory provision for which a penalty notice may be issued; and
- It is appropriate to give a caution in the circumstances.

The Enforcement and Compliance Policy advocates the use of a graduated approach to enforcement and allows for not only cautions to be given but the use of less severe enforcement tools if warranted.

8. Prosecution

Prosecution will generally be utilised for more serious legislative breaches or for matters where less severe enforcement action has not been sufficient to convince the business to address the observed noncompliance. It should be noted that matters heard in the Local Court are subject to jurisdictional limitations in relation to the maximum penalties available under the Food Act, 2003 and therefore may not attract the full penalties provided by the legislation.

Submissions to the court on penalties will generally include details about the risk to public health, including the severity of the possible harm that may result (where appropriate) and take account of the economic benefit gained by the food business in not complying with the legislation.

As a prosecution always proceeds before a court or related tribunal, it is recommended that all supportive evidence concerning enforcement action taken be made available. Evidence supporting enforcement action should be objective and as comprehensive as possible.

9. Publication of the names of offenders

The NSW Food Authority publishes lists of businesses that have breached or are alleged to have breached the Food Act, 2003 or Food Regulation, 2010. Individuals and businesses may receive either a Penalty Notice for their alleged offence or be prosecuted before a court. The Food Authority publishes a register of penalty notices and a register of offences (prosecutions).

The information, which can be published, is set out in ss133A to 133F of the NSW Food Act, 2003. Decisions about which penalty notices are published are made according to the Food Authority's 'Penalty Notice Publication Protocol' which is available on the Food Authority's website. A mechanism for having information changed or removed from the registers is also available on the website.



COUNCIL POLICY

Greywater/Recycled Water Reuse

Date September 2016

Council Resolution Date

Clause Number

Responsible Position Manager Environmental Control
Branch Environmental Control
Division Environmental Services
Version One
TRIM Reference Number ED14/29833
Review Period Every two (2) years
Review Date September 2018
Consultation Public consultation (from/to dates)

Document Revision History	
Description	Date
Dubbo City Council Policy - WSC14/115	24 November 2014
Notes	

POLICY

PURPOSE

The principle purpose of this Policy is to:

- Integrate the regulatory requirements for greywater and recycled water management;
- Provide guidance for users of greywater and recycled water systems to prevent any adverse or cumulative impact on the environment and its sustainability;
- Ensure that the cumulative effects of greywater/recycled water reuse, particularly in the urban area, does not contribute significantly to the occurrence of salinity; and
- Provide council officers with specific standards and guidelines to enable them to answer enquiries or assess applications on greywater reuse systems.

BACKGROUND

The use of greywater has many advantages including conserving our drinking water resources. Greywater reuse also carries a number of health and environmental risks which cannot be ignored.

Advantages of reusing water

Greywater/recycled water is a significant water resource, provided it is managed in an environmentally sensitive manner. Reuse reduces pressures on drinking water supplies from:

- Drought;
- Urban growth; and
- Environmental flow requirements in rivers.

Greywater can be used to water gardens and lawns and if treated appropriately, flush toilets, and wash clothes. Reuse can:

- Reduce water bills;
- Conserve drinking water resources;
- Reduce the need for water restrictions;
- Reduce load on existing sewerage systems;
- Use less energy and chemicals;
- Recycle nutrients; and
- Recharge depleting groundwater sources.

Risks of Reuse

Although not as contaminated as raw sewage; greywater/recycled water still presents a risk to public health and the environment by:

- Containing faecal contamination or micro-organisms, many of which are pathogenic and cause disease;
- Being chemically polluted by dissolved salts from detergents and cleaning products, nutrients or by organic chemicals such as oils, fats, milk, etc.
- Containing particles of dirt, lint, food and human waste products.

Therefore, the level of treatment required depends on the potential end use.

a) Public health issues

All forms of greywater/recycled water are capable of transmitting disease, either through:

- Indirect ingestion by contact with contaminated items;
- Inhalation of irrigated spray or contact with broken skin, insects and vermin, or
- Tracking by, or contact with, exposed household pets.

b) Environmental issues

Some chemical pollutants that greywater/recycled water contains may be valuable fertilizer for lawn and watered gardens. However, others may be harmful to vegetation and soils. These include sodium, total salts, chloride and boron. Greywater may harm the environment by:

- Overloading the land application system with nutrients;
- Accumulation of contaminants, such as salts becoming detrimental to the soil and vegetation;
- Degradation of the soil with chemical impurities that affect the soil's capability to assimilate nutrients and water;
- Altering the soil salinity, permeability, pH level, electrical conductivity, sodicity, dispersiveness or phosphorus absorption capacity;
- Causing surges in the system or runoff that overflows to stormwater drains, rivers, streams and neighbouring properties; and
- Raising the water table, water logging the soil and increasing salinity which may affect infrastructure such as buildings and roads.

c) Maintenance issues

Ongoing maintenance is essential to ensure environmental and public health concerns are properly managed. The following needs to be stressed as some property owners may not be as committed to maintaining systems as others.

- Regular monitoring and maintenance must be undertaken as determined by the manufacturer and any approval issued; and
- All greywater treatment systems (as opposed to diversion systems) and recycled water treatment systems must obtain 'approval to operate' (as outlined in Council's Onsite Sewage Management Strategy) from Council to ensure effective regulation of systems and monitoring of the cumulative impacts. Council should also be notified where Greywater Diversion Systems are installed.

RELATED GUIDELINES/LEGISLATION

Guidelines

- *Council Water Connection, Backflow Prevention and Pricing Policy*
This Policy deals with the prevention of backflow of water from private properties back into Council's cold water potable supply
- [NSW Guidelines for greywater reuse in sewerred, single household residential premises](#) (NSW Greywater Reuse Guideline, NSW Water and Energy, May 2008)

The guidelines relate to single, detached households only and do not include premises comprising of more than one dwelling. The guideline covers the three methods for distributing greywater, being manual bucketing, greywater diversion and greywater treatment.

- [NSW Guidelines for Management of Private Recycled Water Schemes](#) (NSW Recycled Water Guidelines, NSW Water & Energy, May 2008)

This guideline aligns the principles outlined in the Australian guideline to the approvals process for private recycled water schemes that are larger than a single household (requiring section 68 approval) in NSW. The guideline provides practical advice, including some examples, for obtaining approval to install and operate a private recycled water scheme within the existing NSW legislative framework.

- [NSW Guidelines for Recycled Water Management Systems, NSW DPI, May 2015](#)

Provides guidance on the development and implementation of a Recycled Water Management System for recycled water suppliers in NSW

Legislation

- *Environmental Planning and Assessment Act 1979* – for development approval
- *Environmental Planning and Assessment Regulation 2000* – for further development approval details
- *Food Act 2003* – for suitability of food for sale for human consumption
- *Local Government (General) Regulation 2005* – clause 45 – for technical matters in relation to Section 68 approvals
- *Local Government Act 1993* – Section 60 – for council schemes
- *Local Government Act 1993* – Section 68 – for private schemes
- *Plumbing Code of Australia* – for work carried out
- *Plumbing and Drainage Act 2011* – for work carried out
- *Work Health and Safety Act 2011* - for workplace health, safety and welfare
- *Protection of the Environment Operations Act 1997* – for pollution matters and environment protection licences
- *Public Health Act 2010* – for prevention of public health risks
- *Water Industry Competition Act 2006* – licensing of private water recycling schemes.

SCOPE

This Policy applies to the Dubbo Regional Council Local Government Area. The aims and objectives of this Policy are to:

- Reduce consumption of treated drinking water for purposes other than drinking;
- Maintain ecologically sustainable practice through long term management of water reuse;
- Protect the environment by ensuring that the impacts of greywater/recycled water use is considered in a cumulative context;
- Ensure greywater and recycled water systems are designed, installed and maintained correctly.
- Ensure that lands, surface and ground waters are protected;
- Ensure that the health of human, animal and vegetation communities are not at risk from water reuse in the short or long term.

DEFINITIONS

To assist in the interpretation of this Policy, the following definitions apply:

Term	Definition
Backflow Prevention Device	as defined within Council's Water Connection, Backflow Prevention and Pricing Policy
Drinking Water	Refers to water intended primarily for human consumption
Greywater	Refers to waste water from washing machines, laundry tubs, showers, hand basins and baths. Greywater does not include wastewater (sewage) from kitchens, toilets, urinals or bidets
Domestic Greywater Diversion	Refers to the redirection of household greywater to subsurface irrigation without storage or treatment
Domestic Greywater Treatment	Refers to the collection, storage and treatment of greywater to a secondary treatment standard allowing for reuse for garden, toilet or washing machine use
Reclaimed Water	Refers to water that has been derived from sewerage systems or industry processes and treated to a standard that is appropriate for its intended use
Recycled Water	Refers to water taken from sewage, greywater or stormwater systems and treated to a level suitable for its intended use. Recycled water can include reclaimed water.
Residential Premises	Refers to single detached household residential premises. It does not include premises comprising more than one dwelling.
Multi-unit dwellings	Refers to those dwellings not defined as a single dwelling but with occupancy less than 2,500 persons.

POLICY

1. Water reuse and Salinity

Across the Local Government Area salinity is an issue that is being monitored, particularly throughout the Dubbo urban area. Greywater reuse has a potential to contribute to the occurrence of salinity due to the increased volume of water being applied to land and the addition of salts from detergents. Salinity may have adverse effects on vegetation growth, soil structure, buildings and other infrastructure.

Council allows residential greywater reuse within the sewered urban area as provided for in the current legislation. Priority hydrogeological landscapes (HGL) listed in the Dubbo Urban Salinity Management Strategy and Implementation Plan, or areas with known or suspected salinity, are not permitted to dispose of greywater by any form of land application without prior Council approval.

Prior to considering the installation of reuse irrigation systems, it is advisable to check with Council if the proposed location is in a priority hydrogeological landscape (HGL), as indicated in the Dubbo Urban Salinity Management Strategy and Implementation Plan, or considered to be at risk of saline soil.

Greywater or recycled water reuse in larger integrated developments is permitted and will be assessed on a case by case basis. These proposals will be considered in the development application for the overall development which should include a full analysis of the system proposed including a land capability and risk management assessment.

2. Sizing the greywater reuse systems

It is important to determine how much greywater will be generated by occupants before treatment or land application systems are designed. The amount of greywater generated by households will vary depending on the number of occupants, age distribution, lifestyle and water usage patterns.

NSW Guidelines for Greywater reuse in sewerred, single household residential premises (May 2008) estimate that an average of household (3-4 people) with standard water saving fixtures produces 2,031-2,752 litres of greywater per week (290-393L/day). Tables indicating water use are available in Appendix B of the guideline.

Details of the proposed land application area and any other proposed reuse (e.g. toilet, washing machine) must be included in any application for approval submitted to Council.

3. Diversion and treatment of greywater/recycled water

There are two main options for greywater reuse for single dwellings - a greywater diversion device (GDD) or a domestic greywater treatment system (DGTS). Commercial greywater treatment systems or recycled water systems are recommended for developments larger than single dwellings due to the risks associated with untreated greywater.

Table 1 outlines the options and reuse applications for single dwellings.

Reuse Method	Greywater Reuse Application
Manual bucketing	Limited irrigation
Greywater diversion device (GDD)	Sub-surface irrigation (at least 100 mm below surface)
Greywater treatment system (GTS)	Surface or sub-surface irrigation Toilet flushing Washing machine

Table 1. Reuse applications for single dwellings

3.1 Greywater Diversion Devices (GDD)

Greywater diversion devices (GDD) allow the redirection of household greywater through specialised plumbing fixtures to sub-surface irrigation pipes within the garden. Flows are usually controlled by a tap or switch, allowing the discharge to be directed to sewer during wet weather or when water is not needed. These devices can be gravity fed, or can rely on a pump and surge tank arrangement which will automatically regulate flows during sudden surges. The surge tank should never be used as a storage tank. The system does not allow for storage or treatment, apart from a coarse screen filter to remove coarse particles.

Greywater Diversion Devices (GDD) can be installed without Council approval providing the conditions outlined in section 3.1 are met. Council does not recommend the use of GDDs in locations that have limited area available for disposal or where salinity is or is likely to be an issue. GDDs must not be connected to any fixtures or irrigation systems that are connected or used with a domestic water supply.

3.2 Domestic Greywater Treatment Systems (GTS)

Domestic Greywater Treatment Systems (GTS) collect, store and treat greywater to a secondary treatment standard which will allow reuse of the treated greywater for garden purposes or toilet flushing and washing machine use. The treatment process varies according to the reuse option of the treated greywater. The treatment process may include aeration, clarification, membrane filtration and disinfection using chlorine or UV.

Greywater Treatment Systems require approval from Council for their installation and operation as outlined in section 3.2. All domestic GTS must be accredited by NSW Department of Health.

Note: The primary treatment will only reduce the solids in the wastewater, secondary treatment is necessary to remove pollutants from the remaining liquid. Disinfection is usually the last treatment process commonly consisting of chlorination of clarified water, and it is undertaken to eliminate pathogenic micro-organisms.

3.3 Recycled Water Systems

Recycled Water is water taken from sewage, greywater or stormwater systems and treated to a level suitable for its intended use. Recycled water can include reclaimed water. Potential uses may include:

- Garden irrigation (with uncontrolled access)
- Toilet flushing
- Car washing and similar outdoor use
- Fire fighting
- External ornamental bodies (not involving water contact)
- Cooling towers
- Laundry and clothes washing machines on a case by case basis

Recycled water schemes may be considered for developments larger than single residential dwellings and require approval from Council for their installation and operation. The treatment required will vary depending on the source of the recycled water and its intended use. A risk management approach is required to manage the environmental and health risks associated with its use. An example risk management framework is provided in the Interim NSW Guidelines for Management of Private Recycled Water Schemes (May 2008). This framework should be considered prior to lodging an application with Council.

4. Installation and Operation Approvals

4.1 Residential Greywater Diversion – Conditions for exemption of approval

(a) Local Government Act 1993

Under Section 68 of the Local Government Act 1993, domestic greywater diversion is prescribed as an activity that requires the prior approval of Council. However, Section 75A of Local Government (General) Regulation 2005 allows domestic greywater diversion to be carried out without the prior approval of Council (or are 'exempt' development) if:

- 1) It is carried out in accordance with the Plumbing Code of Australia, and
- 2) A sewage management facility is not installed on the premises concerned, and
- 3) The following performance standards are achieved:
 - i) The prevention of the spread of disease by micro-organisms,
 - ii) The prevention of the spread of foul odours,
 - iii) The prevention of contamination of water*,
 - iv) The prevention of degradation of soil and vegetation*,
 - v) The discouragement of insects and vermin,
 - vi) Ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,
 - vii) The minimisation of any adverse impacts on the amenity of the premises concerned and surrounding lands.

*Contamination of water and the prevention of degradation of soil and vegetation include potential effects on groundwater and soil salinity. Approval from Council is therefore required in priority HGLs in the Dubbo Urban Salinity Management Strategy and Implementation Plan or areas with known or suspected salinity issues.

b) Plumbing Code of Australia

The requirements of the Plumbing Code of Australia must be satisfied to be exempt from obtaining Council approval. The *Plumbing Code of Australia* states that whilst on-site wastewater management systems (Part F1) are regulated under the *Local Government Act 1993* and the *Local Government (General) Regulation, 2005* that the *NSW Plumbing and Drainage Act, 2011* applies to the plumbing and drainage system as defined by that Act.

c) Council's Water Connection, Backflow Prevention and Pricing Policy

The requirements of the Council Water Connection, Backflow Prevention and Pricing Policy must be complied with when installing and operating any domestic grey water diversion system, particularly in relation to backflow prevention devices.

4.2 Residential Greywater Treatment

Council approval is required for the installation and operation of all residential greywater treatment systems as detailed in item C6 of Section 68 of the Local Government Act, 1993 and Part 2, Division 4 Local Government (General) Regulation, 2005.

The system to be installed must be accredited by the NSW Department of Health. A list of accredited systems is available on the NSW Health website.

Installation approval must be obtained by lodging a *Sewage Management Facility Application* with Council. The application must include details of the system to be installed, intended use of treated greywater (e.g. toilets, irrigation), and any other information detailed on the application.

Operational approval must also be obtained by lodging an *Application for Approval to Operate an On-site Sewage Management System* with Council.

Failure to obtain approval or comply with the conditions of an approval is an offence. Council has the authority to issue on the spot fines for these offences.

4.3 Recycled Water Schemes

(a) Local Government Act, 1993: Section 68 Approval

An approval is required from Council, under Section 68 of the Local Government Act, 1993, for water supply, sewerage and storm water drainage work as well as the installation and operation of a sewage management system. A section 68 approval may also be required for the installation of other types of recycled water schemes but approval to operate is only required where the source includes greywater or sewage.

Council approvals for installation and operation are not required where an environmental protection license under the Protection of the Environment Operations Act 1997 is in force. Where Council is the proponent, the approving authority is the NSW Office of Water. The Local Government (General) Regulation 2005 provides detail on the approval to operate as well as the broad performance standards and other criteria for the operation of a recycled water scheme (clauses 42 to 47).

(b) Environmental Planning and Assessment Act, 1979: Development Approval

Recycled water schemes undertaken by a private developer (not being a public authority) require a development application to be lodged with and approved by Council in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*. Any development application will be assessed in accordance with the Act and Council's Local Environmental Plan.

A recycled water scheme may be classed as designated development depending on capacity, or location. Further information is available under *Item 29, Schedule 3, Environmental Planning and Assessment Regulation, 2000*.

The risk management framework suggested in *Interim NSW Guidelines for Management of Private Recycled Water Schemes* should be considered prior to lodging an application with Council.

RESPONSIBILITIES

This Policy is to be referred to by Building and Development Services when assessing applications for installation. Approvals to operate and non-compliances are managed by Environmental Control staff.

FURTHER INFORMATION AND FACT SHEETS

For further information please refer to the following information sources:

- *NSW Office of Water*
The NSW Department of Primary Industries – Office of Water has information and fact sheets on greywater reuse for households available online.
- *NSW Ministry of Health*
Copies of Accreditation Guidelines and Accredited Greywater Diversion and Greywater Treatment Systems are available from NSW Health online.
- *Master Plumbers Association*
The Master Plumbers Association offers training programs designed to assist plumbers to understand their role in relation to environmental and public health issues, and to provide their customers with up to date information and advice.
- *Dubbo Regional Council*
Council's Onsite Sewage Management Strategy outlines further information regarding Sewage Management Applications and Approvals to Operate. The Dubbo Urban Salinity Management Strategy and Implementation Plan outline priority landscapes for salinity issues in the Dubbo area. The strategies are available on Council's website.

APPENDICES

Appendix A - Additional information for development applications for greywater/water reuse systems

APPENDIX A**ADDITIONAL INFORMATION FOR DEVELOPMENT APPLICATIONS FOR GREYWATER/WATER REUSE SYSTEMS**

1. Detailed hydraulic diagram showing:
 - Location and design of pipework and disposal area and trenches
 - Location and design of other fittings such as filters and valves
 - Connection for overflow to sewer
 - Method for automatically switching off the subsurface disposal device when the disposal area has become saturated.
2. Assessment of capacity of diversion area to receive recycled water (identifying a maximum daily diversion flow)
3. Measures to ensure that all pipes and fittings and the diversion area are adequately identified as being used for wastewater reuse purposes
4. Maintenance regime to ensure that the device is in good working order
5. In the case of multi-unit dwellings and commercial premises a management plan detailing:
 - The treatment process
 - Risk Assessment
 - Routine sampling program
 - Maintenance emergency contact numbers
 - System failure procedures
 - Auditing procedures to detect cross-connections and contingency plans for the management of sewerage and water requirements in the event of system failure.



DUBBO REGIONAL
COUNCIL

REPORT: Emergency Order - Central Hotel, 16-20 Namina Crescent, Wellington

AUTHOR: Building Services Supervisor
REPORT DATE: 10 February 2017
TRIM REFERENCE: ID17/134

EXECUTIVE SUMMARY

An Inspection Report and Emergency Order No. 6 issued by Fire and Rescue NSW (FRNSW) in relation to the Central Hotel at 16-20 Namina Crescent, Wellington has been received by Council. The Environmental Planning and Assessment Act requires that such Report be tabled before Council for the purposes of determining whether Council should exercise its power to issue an Order No. 6 or 8 under the Act.

It is recommended that no action be taken in respect of such Inspection Report as FRNSW have already issued an Order No. 6 on the owner of the subject premises.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the Inspection Report dated 27 January 2017 from Fire and Rescue NSW, attached as Appendix 1, be noted.
2. That Emergency Order No. 6 dated 10 January 2017 issued by Fire and Rescue NSW, attached as Appendix 2, be noted.
3. That no action be undertaken by Council under Section 121ZD at this point in time in response to the subject Inspection Report, as Fire and Rescue NSW have already issued an Order No. 6.
4. That the Director Environmental Services be delegated by Council the authority to implement the appropriate action that would otherwise be required to be made by Council under Section 121ZD upon a request for assistance being received from Fire and Rescue NSW should they be unable to resolve the terms of their issued Order No. 6.
5. That the Commissioner of Fire and Rescue NSW be informed of Council's determination and resolution in this matter.

Peter Griffith
Building Services Supervisor

REPORT

In accordance with Section 121ZD of the Environmental Planning and Assessment Act, 1979, on 1 February 2017 Council received an Inspection Report (**Appendix 1**) and an associated Emergency Order (**Appendix 2**) from Fire and Rescue NSW (FRNSW) in response to a written complaint received by them concerning the Central Hotel located at 16-20 Namina Crescent, Wellington. The Report and Order follow an inspection conducted on 9 January 2017 by Authorised Fire Officers from the Fire Safety Assessment Unit of FRNSW of the subject premises.

The Inspection Report advised that the correspondence received by FRNSW stipulated the following concerns with respect to the Hotel premises:

“Missing smoke detectors, blocked hallways, people smoking in their rooms, no designated smoking area and piled up linen in the laundry area”.

Section 119T of the Environmental Planning and Assessment Act, 1979 (EP and A Act) permits FRNSW to request the council to provide a council investigation officer to accompany the officers of FRNSW in undertaking their fire safety inspection. No such request was received by Council or prior notification given to Council of the complaint and the FRNSW inspection. Accordingly, Council has not undertaken an inspection.

Following their inspection of the Central Hotel, FRNSW issued an Emergency Order (Order No. 6) under section 121B of the EP and A Act directing the owner of the premises to implement the following measures:

1. Install smoke alarms complying with Australian Standard AS 3786 in all rooms used for accommodation purposes;
2. Maintain fire hose reel in accordance with Australian Standard AS 1851; and
3. Reinstate fire extinguishers within premises in accordance with Australian Standard AS 2444.

The Order specified Item 1 to be implemented with immediate effect whilst Items 2 and 3 were to be undertaken within 14 days. FRNSW stipulated that they would conduct further inspections to ascertain compliance with the terms of the Order.

As a consequence of Council receiving the Report from FRNSW, sub-section 121ZD(2) of the EP and A Act requires that such report be tabled at a meeting of the Council, to wit:

“121ZD Inspection reports by fire brigades

- (1) *If the Commissioner of New South Wales Fire Brigades carries out an inspection of a building under section 119T, the Commissioner must furnish to the council of the area in which the building is located:*
 - (a) *a report of the inspection, and*
 - (b) *if of the opinion that adequate provision for fire safety has not been made concerning the building, such recommendations as to the carrying out of*

work or the provision of fire safety and fire-fighting equipment as the Commissioner considers appropriate.

- (2) *A council must:*
- (a) *table any report and recommendations it receives under this section at the next meeting of the council, and*
 - (b) *at any meeting of the council held within 28 days after receiving the report and recommendations or at the next meeting of the council held after the tabling of the report and recommendations, whichever is the later, determine whether it will exercise its powers to give order No 6 or 8 in the Table to section 121B.*
- (3) *A reference in subsection (2) to a meeting of a council does not include a reference to a special meeting of the council unless the special meeting is called for the purpose of tabling any report and recommendations or making any determination referred to in that subsection.*
- (4) *A council must give notice of a determination under this section to the Commissioner of New South Wales Fire Brigades.”*

Whilst subsection 121ZD(2)(b) requires the Council to “*determine whether it will exercise its powers to give order No. 6 or 8 in the Table to Section 121B*”, FRNSW have already served an Order No. 6 upon the owner of the subject hotel premises. Consequently, no benefit would be served by Council issuing its own Order No. 6.

This report therefore recommends that the tabled Inspection Report dated 27 January 2017 from FRNSW, attached as Appendix 1, be noted and that no action be implemented in response to such Report at this point in time. However, should FRNSW be unable to resolve the terms of their Emergency Order and subsequently make a request for Council assistance in that regard, it is further recommended that the Director Environmental Services be delegated by Council the authority to implement the appropriate action that would otherwise be required to be resolved by Council under section 121ZD in relation to such matter.

Pursuant to Section 121ZD, Council is required to inform the Commissioner of Fire and Rescue NSW of its determination as to whether or not to exercise its powers to issue Orders No. 6 or 8 under the Act in relation to the table Inspection Report.

Appendices:

- 1 Inspection Report from Fire and Rescue NSW dated 27/01/2017
- 2 Emergency Order from Fire and Rescue NSW dated 10/01/2017



Unclassified

File Ref. No: BFS17/30 - 12542
TRIM Ref. No: D17/4607
Contact: Senior Firefighter Lachlan Haar

27 January 2017

General Manager
Dubbo Regional Council
P.O. Box 81
SYDNEY NSW 2830

Email: council@dubbo.nsw.gov.au

Attention: Manager Compliance/Fire Safety

Dear Sir/Madam

**Re: INSPECTION REPORT
CENTRAL HOTEL
16 NANIMA CRESCENT WELLINGTON ("the premises")**

Fire & Rescue NSW (FRNSW) received correspondence on 6 January 2017, in relation to the adequacy of the provision for fire safety in or in connection with 'the premises'.

The correspondence stated that:

- Missing smoke detectors, blocked hallways, people smoking in their rooms, no designated smoking area and piled up linen in the laundry area.

Pursuant to the provisions of Section 119T(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), an inspection of 'the premises' on 10 January 2017 was conducted by Authorised Fire Officers from the Fire Safety Assessment Unit of FRNSW.

The inspection was limited to the following:

- A visual inspection of the essential Fire Safety Measures as identified in this report only.
- A conceptual overview of the building, where an inspection had been conducted without copies of the development consent or copies of the approved floor plans.

On behalf of the Commissioner of FRNSW, the following comments are provided for your information in accordance with Section 119T (4) and Section 121ZD (1) of the EP&A Act. Please be advised that Section 121ZD (2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting.

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Fire & Rescue NSW

ABN 12 593 473 110

www.fire.nsw.gov.au

Community Safety Directorate
Fire Safety Compliance Unit

Locked Bag 12
Greenacre NSW 2190

T (02) 9742 7434
F (02) 9742 7483

firesafety@fire.nsw.gov.au

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Should you have any enquiries regarding any of the above matters, please do not hesitate to contact FRNSW's Fire Safety Compliance Unit on (02) 9742 7434. Please ensure that you refer to file reference BFS17/30 – 12542 for any future correspondence in relation to this matter.

Yours faithfully

Superintendent Warwick Isemonger
Manager
Regional Fire Safety Compliance Unit

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File Ref. No: BFS17/30 (12542)
TRIM Ref. No: D17/884
Contact: Senior Firefighter Lachlan Haar

10 January 2017

Paul McGirr
Level 7, 58 Pitt Street
SYDNEY NSW 2000

Dear Mr McGirr

**RE: EMERGENCY ORDER
CENTRAL HOTEL
16 NANIMA CRESCENT WELLINGTON ("the premises")**

Pursuant to the provisions of Section 119T (1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), an inspection of 'the premises' on 9 January 2016 was conducted by Authorised Fire Officers from the Fire Safety Assessment Unit of Fire and Rescue NSW (FRNSW).

At the time of the inspection there were fire safety matters that were identified as a significant concern to FRNSW, as the activity or deficiencies identified constitute an emergency or a serious risk to safety. As a result an Emergency Fire Safety Order (Order No. 6) is issued in accordance with the provisions of Section 121B of the EP&A Act (copy attached).

A report of the inspection and a copy of the Order will also be forwarded to Dubbo Regional Council in accordance with the requirements of Sections 119T, 121ZC, 121ZD and 121ZE of the EP&A Act. Further inspections will be conducted by FRNSW to assess compliance with the terms of the Order.

Should you have any enquiries regarding any of the above matters, please do not hesitate to contact Senior Firefighter Lachlan Haar on (02) 9742 7434. Please ensure that you refer to file reference BFS17/30 (12542) for any future correspondence in relation to this matter.

Yours sincerely

Senior Firefighter Lachlan Haar
Fire Safety Officer
Fire Safety Assessment Unit

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Emergency Fire Safety Order

Under the *Environmental Planning and Assessment Act 1979*
Part 6 - Implementation and Enforcement: Division 2A – Orders
Tables to Section 121B: Emergency Order No. 6 – Fire Safety Order

Please note:

- Pursuant to Section 121ZC (2) of the Act, this Order has been given as an Emergency Order as the issuing officer believes activity or deficiencies identified constitute an emergency or a serious risk to safety.
- Pursuant to Section 121ZK (2) of the Act, there is no right of appeal against this Order.
- Failure to comply with this Order may result in further Orders and/or fines being issued.
- Substantial penalties may be imposed under Section 125 of the Act for failure to comply with an Order.

I, **Lachlan Haar** (name) **Senior Firefighter** (rank) **900332** (number)

being an authorised Fire Officer within the meaning of Section 121ZC of the *Environmental Planning and Assessment Act 1979*, and duly authorised for the purpose, hereby order:

Paul McGirr (name of person whom Order is served) **Owner** (position i.e. owner, building manager)

with respect to the premise

Central Hotel
16 Nanima Crescent Wellington (“the premises”)
(name/address of premises to which Order is served)

to do, or refrain from doing, the following things:

1. Install smoke alarms complying with Australian Standard AS3786 in all rooms used for accommodation purposes.
2. Maintain fire hose reel in accordance with Australian Standard AS1851.
3. Reinstate fire extinguishers within premises in accordance with Australian Standard AS2444.

The terms of the Order are to be complied with:

Item 1: **With immediate effect.**

Items 2 and 3: **14 days from the date of this Order.**

The reasons for the issue of this Order are:

- a. At the time of the inspection;

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Community Safety Directorate
Fire Safety Compliance Unit

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- i. The building was occupied and is used for the purposes of sleeping;
- ii. Rooms used for accommodation purposes did not have smoke alarms installed

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- b. To maintain the essential fire safety measures throughout the building in accordance with Clause 182 of the Environmental Planning and Assessment Regulation 2000 (EP&A Reg).

This Order No. 6 was sent by email and mail on **10 January 2017**.



Senior Firefighter Lachlan Haar
Fire Safety Officer
Fire Safety Assessment Unit

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REPORT: Restart NSW Funding Deed - Gundy Creek Bridge Upgrade - Renshaw McGirr Way

AUTHOR: Manager Civil Infrastructure and Solid
Waste

REPORT DATE: 14 February 2017

TRIM REFERENCE: ID17/31

EXECUTIVE SUMMARY

Council has been successful in attracting funding through the Fixing Country Roads infrastructure development programme in the amount of \$620,041 to replace the Gundy Creek Bridge on the Renshaw McGirr Way. Council is required to enter into a Deed of Agreement for the funding. Acceptance of this agreement will require the fixing of the Common Seal of the Council and is hereby presented for Council's consideration and endorsement.

FINANCIAL IMPLICATIONS

Funding for this project will be made up of 50% from the Restart Funding Grant and 50% from the previously secured Bridge Replacement Program grant through Roads and Maritime Services.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the funding offer of \$620,041 from the State Government's Restart NSW Fund to construct the Gundy Creek Bridge Upgrade – Renshaw McGirr Way, be accepted.**
- 2. That the necessary documentation be executed under the Common Seal of the Council.**

Stephen Clayton
Manager Civil Infrastructure and Solid Waste

BACKGROUND

Application for the funding of two projects under the second round of the Fixing Country Roads Program was lodged in December 2015. Two bridge projects were successful, these being;

- Dripstone Bridge Upgrade – Burrendong Way (Now completed)
- Gundy Creek Bridge Upgrade – Renshaw McGirr Way.

The \$1.24m Gundy Creek Bridge Upgrading project was successful as one of 55 projects allocated funding from all proposals submitted across the State. The main funding criteria is the improvement in the efficiency of freight transport and Council was able to submit a positive case in support of the upgrading of Gundy Creek Bridge to permit access by heavy vehicles on the Renshaw McGirr Way between Wellington and Parkes. The Renshaw McGirr Way is a Regional Road providing a link between the Mitchell Highway and Newell Highway passing through highly productive farmland.

REPORT

In order to receive the infrastructure funding, Council is required to enter into a Deed of Agreement to which the Common Seal of the Council is to be affixed and signed by the Administrator and Interim General Manager. The Agreement will contain details of Council's commitment as to how and over what timeframe the project will be completed, and details of the reporting requirements to keep the Minister informed of the progress being made. Council will also be obliged to recognise by on site signage the source of the funding.

SUMMARY

Council has been successful in attracting funding through the Fixing Country Roads infrastructure development programme in the amount of \$620,041 for the Gundy Creek Bridge Upgrade. Council is required to enter into a Deed of Agreement and acceptance of this agreement will require the fixing of the Common Seal of the Council and is hereby presented for Council's consideration and endorsement.



REPORT: Quarterly Plant Report

AUTHOR: Manager Fleet Management Services
REPORT DATE: 15 February 2017
TRIM REFERENCE: ID17/148

EXECUTIVE SUMMARY

This report provides relevant information on the Dubbo Branch, plant and vehicle operation from 1 October 2016 to 31 December 2016, the end of the second quarter.

Crash damage was experienced to five light vehicles for the October to December period. The continued monitoring of crash reports indicates if there are any unexpected or serious issues with the fleet crash experience. No such issues were indicated.

It is considered that the plant and vehicle operation is satisfactory up to the end of the second quarter of the 2016/2017 financial year.

The plant utilisation rate to 31 December 2016 is 91.70% against a target of 85%. The specialised plant utilisation rate is 53.08% against a target of 55%.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within this report be noted.

Steven Colliver
Manager Fleet Management Services

REPORT

The aim of the Quarterly Plant Report is to provide a brief review of motor vehicle and plant operation at quarterly intervals during the course of the financial year. This method of reporting formalises the fleet management control process and provides an overview of the operation of the fleet for the year to date.

The utilisation percentages are calculated from data collected through the time sheet system and the result is based upon the premise that, "if the plant or vehicle is out of the depot it is working". This is the same system applied by any hire company providing plant or vehicles under a "dry hire" agreement, "dry hire" meaning supply of the plant or vehicle without an operator.

The availability percentages are calculated from the Authority plant module, the data is based on the workshop hours charged to the item only during the hours that the machine would have been operating. If servicing or repair is carried out outside of normal working hours, it does not reflect on machine availability.

The hire rates that are currently applied to the plant are calculated on a utilisation formula, which is based upon a figure of 1600 hours, this being the maximum number of "normal" working hours available under the current Award conditions. For specialised plant, the "normal" working hours available is varied, according to the individual plant item and the "average hour's experience" for that item. Where this average is below 1000 hours, the justification to continue ownership of the item is investigated.

Fleet Operational Costs

In reviewing the operational costs of the plant and vehicle fleet for this quarter, the fleet exception reporting system indicates that the costs to date for maintenance and repair associated with the following item is above the average for the particular class of equipment:

Plant No 169

Mitsubishi Fighter Tipper Truck

Plant number 169 was purchased in September 2015. The maintenance cost for this period is \$4,511.00 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the vehicles air conditioning system and front bumper assembly. These components were damaged whilst the vehicle was undertaking road inspections following record rain falls in the second quarter of the financial year.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Plant No 180

Isuzu FRR600 Tipping Truck

Plant number 180 was purchased in November 2011. The maintenance cost for this period is \$3,134.00 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the vehicles ABS module. This component was damaged whilst the vehicle was undertaking road inspections following record rain falls in the second quarter of the financial year.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Plant No 201

Bobcat Skid Steer Loader

Plant number 201 was purchased in January 2011. The maintenance cost for this period is \$1,859.80 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the broom attachment, which required new brooms segments and spindle bearings.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Plant No 717

Bobcat Skid Steer Loader

Plant number 717 was purchased in May 2015. The maintenance cost for this period is \$2,744.50 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the loader's front bucket attachment.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Plant No 901

Bucher Compact Sweeper

Plant number 901 was purchased in August 2015. The maintenance cost for this period is \$1,061.31 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the vehicles 12 volt water pump.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Plant No 981

Kubota Front Deck Ride on Mower

Plant number 981 was purchased in September 2009. The maintenance cost for this period is \$1,452.20 above normal expenditure for this class of equipment for the period under review. This expenditure was due to the replacement of the cylinder head and associated parts.

No change to the standard replacement schedule for this plant item is indicated or recommended as a result of this repair.

Workshop

The Fleet Management Services Hawthorn Street Workshop has developed a number of KPIs in order to assess its competitiveness and operational effectiveness against commercial repair facilities. The primary comparison is in the Annual Plant Report. There is, however, one KPI that is measured on a quarterly basis, being the clearance ratio of service and maintenance defects. This KPI is reported in the Quarterly and Annual Plant Reports.

A target of 90% clearance of defects within a fourteen day period has been set. The defect clearance for the second quarter of the 2016/2017 financial year is 94%. The workshop staff are aware of the importance of this customer service indicator to the fleet management services function of Council and are working hard to sustain this level of service.

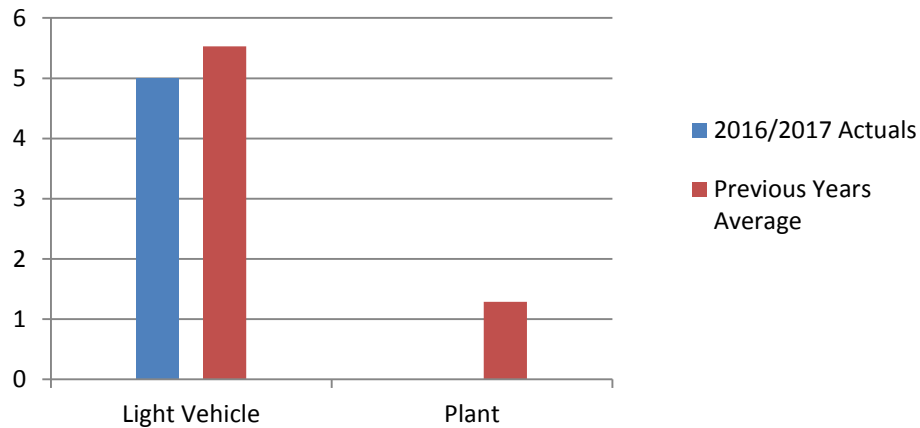
Plant Utilisation

The plant utilisation rate to the 31 December 2016 is 91.70% against the adopted policy target of 85%. The specialised plant utilisation rate is 53.08% against a target of 55%.

Crash/Damage Experience

The graph below is a summary of crash data for the second quarter of the 2016/2017 year and a comparison with previous year's averages (1999 to 2015):

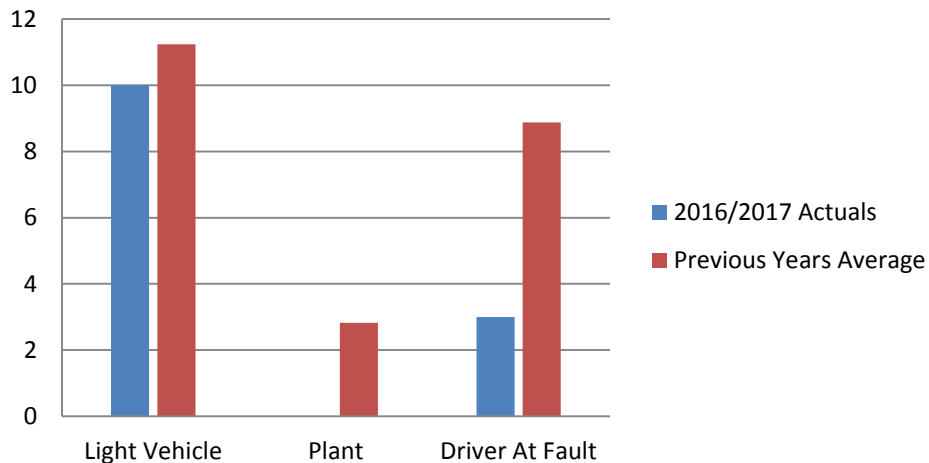
Second Quarter



The total cost of the reported crashes during the second quarter is \$3,143.97. The total cost to Council, considering Council only pays the excess (\$1,000) on those crashes where an insurance claim is lodged, is \$3,143.97.

The graph below is a summary of crash data for the year to date figures of the 2016/2017 year and a comparison with previous years averages (1999 to 2015):

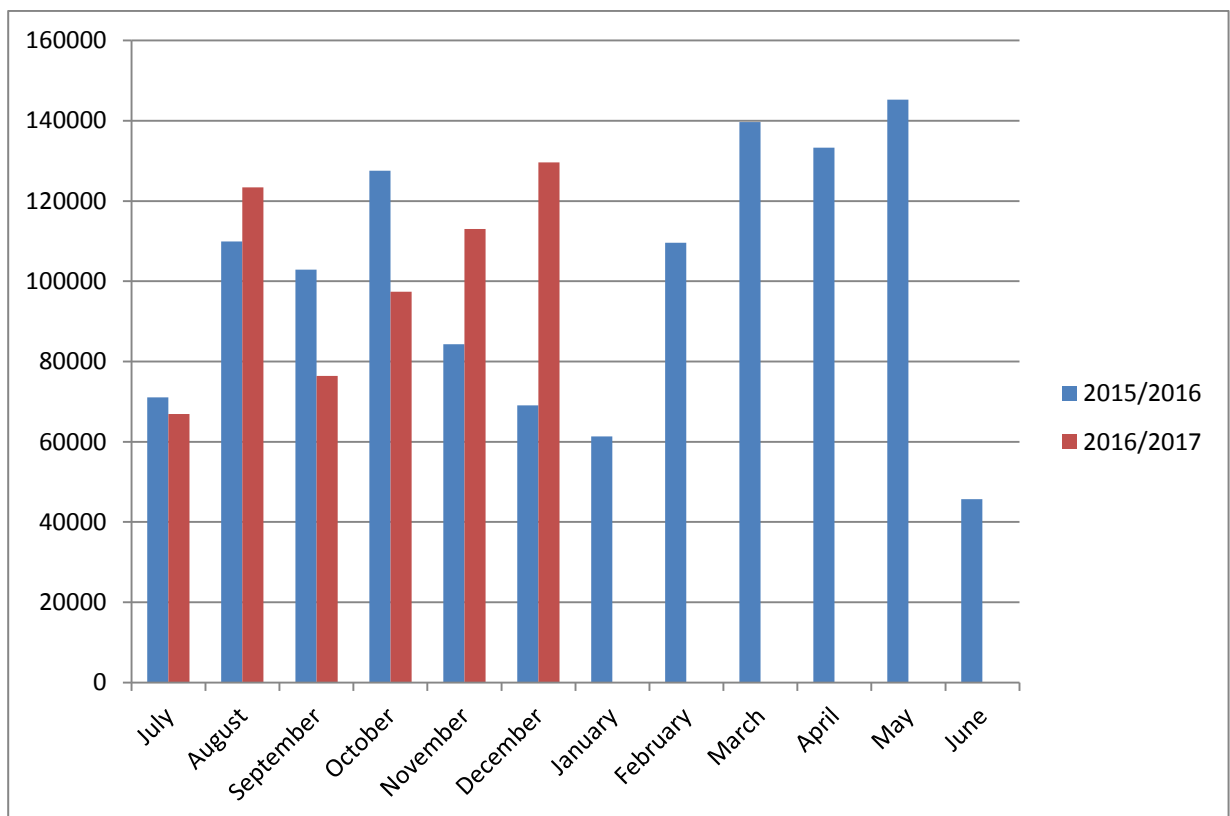
Year To Date



The reported crashes for this financial year to date are 10 for light vehicles, which is 1.24 less crashes than the average for the same year to date period in the previous financial years. The reported crashes for this financial year to date are zero for plant, which is 2.8 less crashes than the average for the same year to date period in the previous financial years. The number of drivers at fault is 3, which is 5.88 less than the average for the same year to date period in previous years. The number of claims made against Council's insurer for the year to date period is 2. This is 2.24 less than the average for the same year to date period in previous financial years (1999 to 2015).

External Plant Hire

The graph below is a summary of external plant hire costs for the second quarter for the 2016/2017 year and is as follows:



The external plant hire year to date total expenditure to 31 December 2016 is \$606,864.00. The external plant hire expenditure for the same period in the previous financial year was \$564,713.00.

Resource Sharing

The IPWEA Regional Fleet Management Group Forum averages over 30 attendees from 14 rural councils. These forums share information on both workshop and fleet related issues and lay the platform for future resource sharing opportunities. The next meeting is scheduled to be held in Dubbo in November 2017.

SUMMARY

The results of the fleet operations are considered to be satisfactory. Plant hire costs recovery will continue to be monitored closely during the financial year to ensure that cost recovery is sufficient to meet the costs associated with the operation of the fleet.