



Date: Thursday, 19 December 2019
Time: 4:03PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

19 December 2019

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 19 DECEMBER 2019 AT 4:03PM**

PRESENT: Cr Rick Firman (Mayor)(Chair), Cr Kenneth Smith, Cr Graham Sinclair (Deputy Mayor), Cr Lindy Reinhold, Cr Dale Wiencke, Cr Max Oliver, Cr Nigel Judd, Cr Claire McLaren, Cr Dennis Sleigh

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Kris Dunstan (Director of Environmental Services), Anne Rands (Executive Assistant)

Liz Grant – Media Officer
Lynn Ward - Temora Independent
Alan Wilson – Temora Independent

1 OPEN AND WELCOME

There were no Public Forum requests.

2 APOLOGIES

RESOLUTION 496/2019

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

That apologies from Engineering Works Manager Bimal Shah be received and accepted.

CARRIED

3 OPENING PRAYER

The Opening Prayer was conducted by Lt Caleb Smith from the Salvation Army.

4 CONFIRMATION OF MINUTES

RESOLUTION 497/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

That the minutes of the Ordinary Council Meeting held on 21 November 2019 be confirmed.

CARRIED





5 MAYORAL MINUTES

5.1 MAYORAL MINUTE - DECEMBER 2019

File Number: REP19/1551

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Honour Board  
2. Honour Board Design  

1. Council will note, as of December 16th, webcasting or audio recording of Council meetings across NSW were made mandatory. This evening, will be the first occasion for Council to utilise our audio recording system. Each meeting's recordings will be uploaded to our website, for those who wish to listen. I would ask of us to be patient with this new system and assume that all is said will be recorded. I know this will take some getting used to; however, we will all do our best.
2. Council are pleased to have allocated Round 1 of the Federal Government's Drought Community Support Funding Extension Program of \$1 Million. A feature of this allocation has been Council's Drought WorkForce initiative – Farm-Tradie Program. It is important to note that this should not be seen as 'charity' being extended to our farming and business community, but rather an opportunity to be paid doing work to enhance Temora Shire. Funds will be allocated to a wide range of Temora Shire & community projects, with funds remaining in this Shire. Council will hold our Workshop for Round 2 of the \$1M Drought Fund, tomorrow, with all of us committed to spending every single dollar appropriately and wisely, whilst keeping within the guidelines of the Grant program.
3. Council instituted back in 2012, the Mayoral Citation Award. This was under then Mayor, Mr Peter Speirs OAM. There have been only four recipients including the late Father Phillip Harding, Mr Scott Reardon OAM, Mrs Ruth Fritsch and the Temora RSL Sub-Branch. In terms of a permanent reminder of who has received this honour, we have not considered this issue to date. It should be noted, Council do have honour boards for Australian Honours, Freedom of the Shire Award & Citizen of the Year, which is most essential and appropriate.
In conjunction with Cr Lindy Reinhold, who has brought this matter to my attention, I have obtained a price to have an Honour Board created (quote attached). The Honour Board could be located at the Temora Memorial Town Hall, in a suitable position. Then, there would be a public and ongoing reminder of who have been presented with this rare but important honour.
RECOMMENDATION: That Council purchase an honour board, to have a permanent & public reminder of recipients of the Mayoral Citation Award. AND FURTHER, that the Honour Board be located in a suitable position in the Temora Memorial Town Hall.
4. At this time of the year, when we reflect on the previous 12 months, it is appropriate for me as Mayor to acknowledge the efforts of Councillors and Staff. This has been a very busy year but one we can proud of. There have been many accomplishments, which we can all be proud of. The workload of a Councillor has increased considerably over the years, however, all have given Council and the community your very best, and for that, I'm most thankful.

I'm particularly grateful to all the staff. To the General Manager, Directors, Managers, Indoor and Outdoor Staff – all of them carry out their role with pride, knowing they are serving the community in very important ways. The outstanding effort the Staff put into implementing the decisions of Council is warmly appreciated by us as Councillors, and by the Temora Shire community.

5. I wish to place on record Council's warm congratulations to those Temora Shire Students who have been elected as Leaders of their Schools. Whether they have been appointed as a Captain, a Vice Captain, a Permanent Student Councillor or a Student Councillor, Council wishes you a most enjoyable term in office. It is a significant honour when your peers elect you to represent their needs. I know all our schools student leaders from Arianah Park Central, Temora High, Temora Public, Temora West, & St. Anne's Central – will carry out their roles with enthusiasm, consideration, warmth, and dignity.
6. We all realise the dry times we are experiencing in recent years do have a negative impact on the Shire, in many and varied ways. One thing is for certain though, by shopping in the local businesses wherever we possibly can, by maintaining our Faith & Hope, & by supporting and caring for each other – we will get through these trying times. The prosperous times will come again, and it won't be too far away. We don't have to look too far north for us to appreciate there are many others a lot worse off than ourselves. In conclusion, I wish to extend my very warm wishes to Councillors, to Staff and the Community, for a very Merry Christmas. The New Year is certainly going to be a busy one, with further Stronger Country Community Grant projects to be completed, together with the Drought Support Extension program. It is an exciting time for Temora Shire and I'd like the entire community to be part of it! Let us ensure that the year 2020 is a healthy, productive and prosperous one for all of us.

RESOLUTION 498/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It is recommended that the report is noted and the recommendation as presented be adopted.

CARRIED

Report by Mayor Rick Firman

BC & SW Pty Ltd T/A



HAMILTON

HONOUR BOARDS

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To: Ann Rands
TEMORA SHIRE COUNCIL
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Date: 09.12.2019

Tel: 02 6980 1102
Fax:

PROPOSAL

THANK YOU FOR YOUR HONOUR BOARD ENQUIRY.
We have pleasure in submitting this proposal

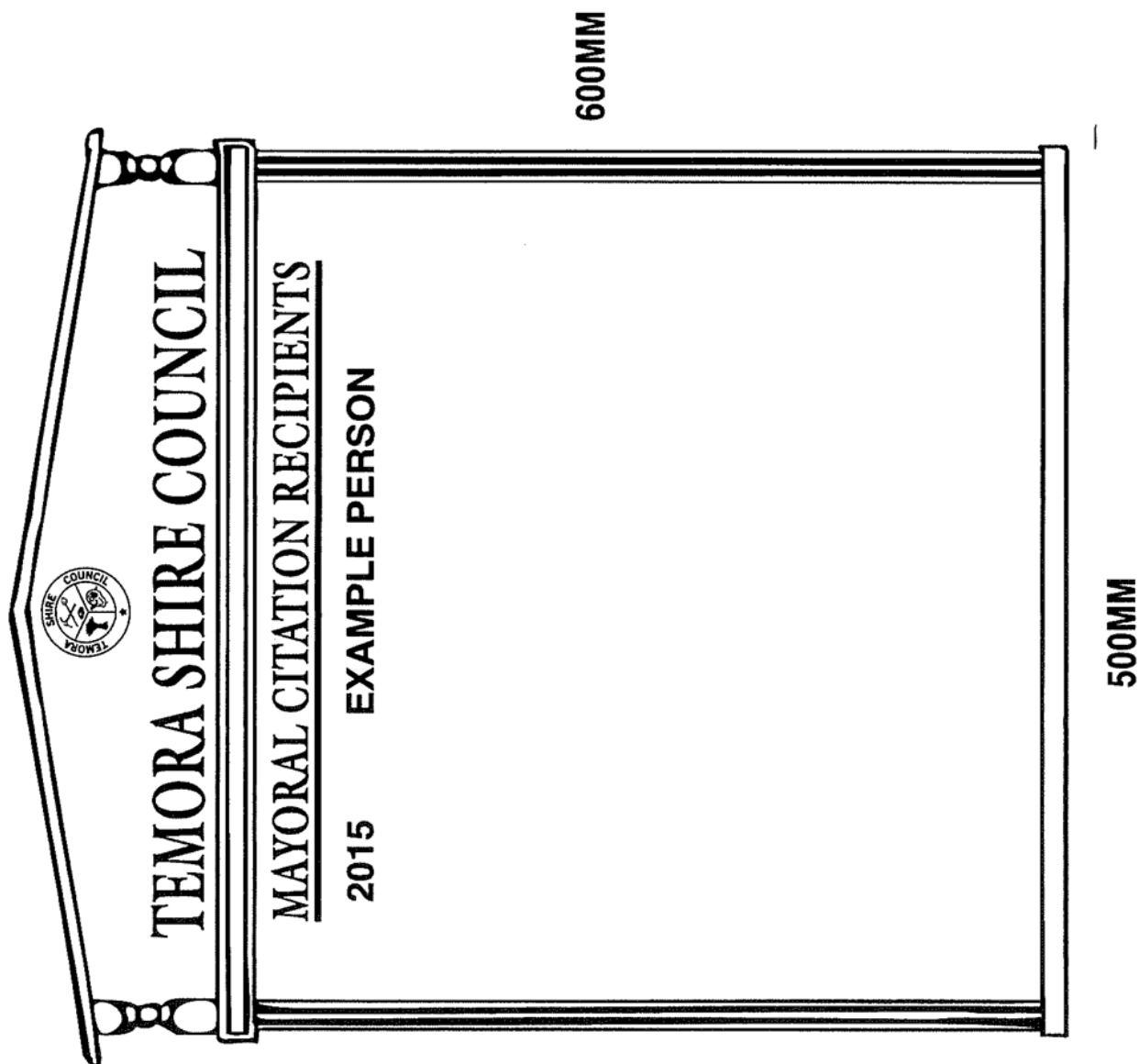
Size	600 x 500 mm (V)	Price:	\$548.00
Style:	HB4	Gilt Lettering:	NO
Colour:	WALNUT	Computer Gilding:	GOLD
Heading:	TEMORA SHIRE COUNCIL		\$60.00
Sub-Heading:	MAYORAL CITATION RECIPIENTS		\$45.00
Date/Names:	TBA NAME ENTRIES	\$15.50 each	
Crest	YES	Colour:	BLACK AND GOLD
			\$85.00
Extra Items:	CRATE FOR TRANSPORT		\$50.00
Brackets	\$8.00 @ 1		\$8.00
		DELIVERY/INSURANCE:	\$145.00
		SUB-TOTAL:	\$941.00
		+ 10% GST:	\$94.10
		TOTAL:	\$1035.10

PLEASE NOTE: PART OF OUR ON GOING SERVICE TO YOU INCLUDES REGULAR UPDATING AND HONOUR BOARD CARE.
Please email us your name updates, we will prepare the lettering and despatch via Post along with instructions for easy application. Please contact us for a quote.

Regards

Sheridan Walters

THE AUSTRALIAN HONOUR BOARD SPECIALISTS



6 REPORTS FROM COMMITTEES**6.1 MINUTES OF THE EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2019****File Number: REP19/1518****Author: Executive Assistant****Authoriser: General Manager****Attachments: 1. Minutes of the Emergency Management Committee Meeting held on 4 December 2019****RESOLUTION 499/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that the reports be received.

CARRIED**RESOLUTION 500/2019**

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Wednesday, 4 December 2019
Time: 10:01AM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Emergency Management Committee Meeting

4 December 2019

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**MINUTES OF TEMORA SHIRE COUNCIL
EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON WEDNESDAY, 4 DECEMBER 2019 AT 10:01AM**

PRESENT: Mr Bob Sayer (FRNSW), SES Jodie King, NSW Police Tim Briggs, NSW Ambulance Jess Evans-Thompson, SES Elizabeth Gault, TfNSW Paul Billingham, Riverina LLS Thomas Hamilton, Steve Holden (RFS)

IN ATTENDANCE: Alex Dahlenburg (Senior Engineering Technical Officer)(Chair)

1 OPEN MEETING

10:01AM

2 APOLOGIES

COMMITTEE RECOMMENDATION

Moved: Steve Holden

Seconded: SES Jodie King

That apologies from NSW Police Owen Plowman, GWCC Mike Read, Essential Energy Ben Price and NSW RFS Brogan Murrie be received and accepted.

3 REPORTS**3.1 REMO REPORT**

File Number: REP19/1462

Author: Senior Engineering Technical Officer

Authoriser: Engineering Technical Manager

Attachments: 1. REMO Report

REPORT

REMO to discuss Regional Emergency Management Report and provide regional update.

COMMITTEE RESOLUTION 10/2019

Moved: SES Jodie King

Seconded: Mr Bob Sayer

It was resolved that the Committee recommend to Council to note report.

CARRIED



Riverina Murray Emergency Management Region Regional Emergency Management Officers Report

Report to Functional Area Committees & LEMCs: December 2019

1. The Riverina Murray Regional EM Plan has been updated and forwarded to the SEMC for endorsement. A couple of minor suggestions from SES were forthcoming prior to endorsement. The SES suggested that the SES state Flood plan also be added to the Region EM Plan. It was noted and the REMC committee voted that they did not support the SES State Flood plan being a part of the Region EM Plan. Should the plan be required to be activated it would be available at State level.
2. Local EM Plans should now be in the process of updating to incorporate the latest census data. It is recommended that LEMCs also review their Emergency Risk Management (ERM) documentation for inclusion in the review of Local EM Plans. The Riverina Murray REMOs can assist with provision of an ERM template that includes updated descriptors for Likelihood, Consequence and Risk Level determination in accordance the National Guidelines for ERM.
3. Riverina Murray EM Region training courses are now complete for the 2019/20 financial year. Further courses may become available these are subject to funding.

Training Course	Activity No	Location	Dates	Manager
NIL				

In relation to training the NSWPF and F + R NSW have sponsored several internal EM training courses for their respective agencies these have also incorporated a small number of multi-agency representation. We have run this training in Wagga, Deniliquin Albury and Griffith. This has helped to bolster the EM Training attended by these agencies

4. Note: Online training prerequisites can be completed at the NSW Office of Emergency Management website: www.emergency.nsw.gov.au - follow the links to Training Program/NSW EM Overview. Please be advised other online training modules include: Welfare Services Functional Area Overview, Foundations in Lessons learnt, LEMC Foundations, Overview of Emergency Risk management.
5. Land Rescue reforms: Moulamein RFS have now completed Road Crash Rescue and awaiting full accreditation notification from the minister. This will again improve the Road Crash Rescue response to the more remote areas of the South Western areas of the Riverina Murray EM Region.
6. There was a welfare services X- Border Functional Area exercise held in Albury on the 25th of July this was well attended by all agencies in the Greater Albury - Wodonga area. Thanks, would go to the volunteers that were available to help make this exercise a success.
7. Region Rescue Exercise Buckingbong II was held on the weekend of the 6/7th September this was a State funded Riverina Murray EM exercise, it was well supported by all agencies in the region. These exercises help a great deal with the understanding of all agencies as to what expertise they can contribute to the overall safety of our communities.



8. Next meeting - Riverina Murray REMC & RRC Meeting 3 of 2019-2020 will be conducted on Wednesday the 25th of March at the Griffith RFS FCC/EOC, Wakaden ST Griffith.

Page 1 of 1

REMO Owen Plowman (Wagga)
REMO Scott Fullerton (Deniliquin)

Mobile 0429 154 619
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e-mail: plow1owe@police.nsw.gov.au
e-mail: full1sc0@police.nsw.gov.au

3.2 LEMC 2020 MEETING DATES

File Number: REP19/1463
Author: Senior Engineering Technical Officer
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

The LEMC meeting dates for the calendar year 2020 will be;

1. Wednesday 1st April 2020, 10am
2. Wednesday 5th August 2020, 10am
3. Wednesday 2nd December 2020, 10am

COMMITTEE RESOLUTION 11/2019

Moved: TfNSW Paul Billingham
Seconded: SES Jodie King

It was resolved that the Committee recommend to Council to note the report as presented for the days and dates.

AND FURTHER

Suggest the possibility of changing meeting locations to combat agency sites/offices for some of the 2020 meetings to allow other combat agencies insight to their operations base prior to being engaged in an emergency situation.

CARRIED

1. RFS - STEVE HOLDEN

Advised due to staff short falls and the current fire activity across the state, Bland Fire Control centre has been closed more than it has been opened since the last LEMO meeting.

Due to staff shortfalls within the Zone, very little volunteer training has occurred this year.

West Wyalong airport has NSW RFS airbase infrastructure in place to engage aircraft. Unfortunately we do not have sufficient volunteers in West Wyalong for the airbase to be operational.

Rural Financial Counselling Services are currently using the Bland Fire Control Centre to provide valuable financial assistance to individuals that require drought relief assistance.

Due to the current drought conditions and lack of water across the Zone, dry firefighting activities, which is fighting fires with heavy plant will be our priority on firefighting this fire season.

Seven more heavy plant contractors have been identified and currently being added to NSWRFs heavy plant register.

Construction of Bland Creek Brigade station is expected to commence prior to Christmas

Quandary Pucawan & Pinnacle Brigade stations have been officially opened.

Radio reprogramming across the Zone was completed in September 2019.

Incidents – 31.3.2019 to 3.12.2019

1 x Structure, 6 x Grass, 1 x Machinery, 2 x MVA's, 1 x smoke sighting, 1 x Tip refuse, 3 x unknown, 1 x vehicle fire

2. LOCAL LAND SERVICE

Currently participating in NSW bushfire emergency locations with 16 Riverina LLS staff attending to livestock control and welfare arrangements.

Attended the recent accident between Barmedman and Reefton regarding welfare of cattle livestock that was on board the B-Double.

3. NSW AMBULANCE

Nothing to report, business as usual.

4. NSW POLICE

Acting Inspector Tim Briggs mentioned that Temora has had a new inspector appointed permanently to commence in February 2020. This new Inspector will cover all stations/commands currently delivered within the role.

5. TfNSW

RMS branding is now obsolete as of 1 December 2019 with all branding to be TfNSW (Transport for NSW)

Noted the appreciation in Councils prompt response to the recent incidents being the B-double rollover between Barmedman and Reefton involving traffic control and livestock clean-up/disposal. Also the following day a multi-vehicle accident on the Newell Highway at Alleena in which Council assisted in detour arrangements due to shortages of normal staff by other organisation's Further extension of thanks was also given to combat agencies for their involvement in both incidences.

6. FIRE & RESCUE NSW

The following activities have been undertaken or are being undertaken by this agency:

Planning – Current staffing is 16 retained with 4 recruits in process

Training (Internal) – Ongoing station based training in line with monthly themes. A number of courses that are pre requisites for RCR have been held (PIRO and USAR) 1 member has been formally qualified in RCR.

Training (External)

Operations – 53 call outs since April including 8 fires, 6 rescue calls (fire protection or assist), 1 Hazardous Materials Incident, 15 Ambulance assists.

A number of deployments of staff and appliances have been made to Northern NSW to assist RFS operations over the last few weeks, the last of these concludes this week, we will not be deploying further to enable us to support operations closer to home.

7. TEMORA SHIRE COUNCIL

Notes the need for review of Local EM Plans to include the latest census data as per the REMO report including review of Emergency Risk Management (ERM) documentation.

4 CLOSE MEETING

The Meeting closed at 10:36AM.

This is the minutes of the Emergency Management Committee meeting held on Wednesday 4 December 2019.

.....
GENERAL MANAGER

.....
CHAIRMAN

6.2 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 10 DECEMBER 2019**File Number:** REP19/1524**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Youth Advisory Committee Meeting held on 10 December 2019**RESOLUTION 501/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

It was resolved that the reports be received.

CARRIED**RESOLUTION 502/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Dale Wiencke

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 10 December 2019
Time: 1:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

10 December 2019

Order Of Business

1 **Open Meeting** **3**

2 **Apologies** **3**

3 **Reports** **4**

 3.1 Youth Team Update..... 4

 3.2 Youth Events..... 6

4 **Close Meeting** **8**

**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 10 DECEMBER 2019 AT 1:00PM**

PRESENT: Cr Dennis Sleigh (Chair), Cr Kenneth Smith, Cr Claire McLaren

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Kim Sandgren (Youth Officer)

1 OPEN MEETING

1:00PM

2 APOLOGIES

COMMITTEE RESOLUTION 23/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That apologies from Cr Rick Firman be received and accepted.

CARRIED

3 REPORTS

3.1 YOUTH TEAM UPDATE

File Number: REP19/1339
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Australia Day Award Nominations:

5 nominations have been made to the Australia Day Committee for Young Citizen of the Year. To allocate nominations the number of volunteer hours is collated. This year young people volunteering over 60 hours to the community were nominated. As a collective, the youth team has volunteered over 800 hours in 2019 to the Temora Shire.

Mayoral Afternoon Tea and formal meeting:

The Temora Youth Team through parting member Corey Bradley, shared their 2019 achievements with Councillors on 18th November 2019 at their annual Mayoral Afternoon tea. The Temora Youth Team was proud to share that the young people and their mentors have collectively volunteered over 960 hours to Temora Shire in 2019. This has been in the form of over 75 Hospitality weekly workshops, 35 Gaming workshops, 35 Drama classes, 18 Leadership Team meetings, over 10 holiday workshops, and supporting 15 community events.

This event was followed by a formal meeting of the Temora Youth Team, chaired by Mayor Rick Firman. This event provided a unique opportunity for learning for the team in the formal processes involved in a meeting of council, and helped educate the team on formal language and meeting protocols. The Temora Youth Team would formally like to acknowledge Mayor Firman and Councillor Sleigh for taking the time to share their extensive knowledge in such a supportive and practical way.

Parting Year 12 member:

Corey Bradley, who has been the junior mentor of the Culture and Performing Arts Team for the last 3 years, will soon depart for University. Temora Shire Council has sent congratulations to Corey, who received early entry into two different courses at the University of Wollongong. He has decided to study business and looks forward to continuing his management experience and running his own company one day.

7News Young Achiever Award:

Temora Shire Council has nominated Corey Bradley for the 7News young Achiever Award for 2019. The category that Corey was nominated for was the First National Real Estate Leadership Award. This award covers categories including leadership, academic background, barriers overcome and how the community has benefited from the entrants leadership. Temora Shire is extremely grateful to Corey for his dedication to the Youth Team.

Youth Team Christmas Party:

This year's Award Ceremony and Christmas party will be held at the Temora Recreation Centre on Thursday 5th December 2019. Awards will centre on the volunteer service of the members, and acknowledge the mentors who have supported the Temora Youth Team in 2019. Steph Cooke MP has kindly accepted the Youth Team's invitation to attend the event as special guest, and will present awards to our young volunteers.

COMMITTEE RESOLUTION 24/2019

Moved: Cr Kenneth Smith

Seconded: Cr Claire McLaren

It was resolved that the Committee recommend to Council to note the report.

CARRIED

Report by Kim Sandgren and Mel Carter

3.2 YOUTH EVENTS

File Number: REP19/1340
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Temora Show:

Two young people from the Hospitality Team volunteered at the Temora Show Lunch Pavilion on Saturday 28th September, 2019. Both young people prepared and served a light lunch and refreshments to show guests.

These opportunities provide participants an opportunity to practice important skills used in a workplace, such as teamwork and communication. The participants got to meet new people, practiced their food preparation and service skills, and noted an increase in self-confidence as a result.

Temora Youth Support Driver Reviver and Regency Ramblers Hot Rod Event:

Members of Temora's Youth Team recently assisted with operations at the new Springdale Driver Reviver site over the October Long Weekend as part of their community service commitment. The new location was busy and generated a 400-500% increase in patronage when compared to the old site, so the extra assistance was gratefully accepted and much appreciated by the Temora Antique Motor Club who run the Driver Reviver.

Further support was provided by the Temora Youth Hospitality Team who ran a BBQ stand for visitors and participants at the Regency Ramblers Hot Rod event held at the nearby Springdale Showground.

These support functions allow the Temora Youth Team to showcase their ability to operate remotely from Platform Y, and gives them valuable insights into how to upsell and attract customers to buy their offerings.

Visitors and locals alike were high in their praise for the Temora Youth Teams.

School Holiday Program:

The October school holiday programs were a great success. These events included "minute to win it" events, a road safety workshop, a thermomix workshop, and a vocal workshop, as outlined in the previous Youth Committee meeting minutes.

Some workshops were quieter than normal as a result of members travelling with their families, while others attracted new members and were very well populated. In total 35 young people attended a holiday programs, and three new membership forms were received.

The "minute to win it" workshops were a great catalyst for young people meeting new friends, while the thermomix workshop provided the young person with an opportunity to cook with the latest in food technology.

The vocal workshop resulted in the three participants being invited to attend a rehearsal with 1979, and perform full vocals on a popular song at Julez Restaurant on Sunday 10th November. The young three young people performed at the Restaurant gig with confidence and were met with huge applause. They were accompanied by the musicians in the band, and performed a two part harmony, with Kim and Kim watching on in the crowd. This was a great opportunity to launch new talent in Temora, and provide performance opportunities for local young people.

The Road Safety Workshop was the most popular workshop this holiday period. The participants loved the opportunity to get to know the local police, learn about the safety aspects of race vehicles, talk to a learner rider, and reflect on the behaviours of themselves and their peers in relation to road safety.

A number of very rich discussions opened up regarding the use of helmets, the way to market to a younger generation and barriers to behaviour change.

This was also an excellent professional learning opportunity for members of Temora Shire Council as a guest educator from Monty Sant-Angelo Mercy College, Simone Polly, was on site to guide the presenters, and offer critical feedback in a post meeting reflection.

Food Safety Certification:

Temora Shire Council, through Health and Building Surveyor Belinda Bushell, provided the opportunity for the general public to complete free Food Safety training and certification. Youth Worker, Melissa Carter has undertaken the first of these training events and 10 young people have completed their certification. This is a huge moment for our program and the vision Shania Corby had in the Basketball courts at the Recreation Centre almost 3 years ago.

COMMITTEE RESOLUTION 25/2019

Moved: Cr Claire McLaren

Seconded: Cr Kenneth Smith

It was resolved that the Committee recommend to Council to note the report.

CARRIED

Report by Kim Sandgren and Mel Carter

1. KIM SANDGREN

Advised that the kitchen upgrade is going well. The coffee machine has arrived and new air conditioner installed. Sandfire Resources are happy with the progress to date and are interested in continuing the collaboration with the Youth Team.

4 CLOSE MEETING

The Meeting closed at 1:45PM.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 10 December 2019.

.....
GENERAL MANAGER

.....
CHAIRMAN

6.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 10 DECEMBER 2019**File Number:** REP19/1525**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 10 December 2019**RESOLUTION 503/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the reports be received.

CARRIED**RESOLUTION 504/2019**

Moved: Cr Nigel Judd

Seconded: Cr Dennis Sleigh

It was resolved that report REP19/1469 be denied for the request for water due to previous contractual arrangements.

CARRIED**RESOLUTION 505/2019**

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It was resolved that REP19/1482 Temora Lions Club Depot – Melaleuca Street be funded from the reserves for Waste Management.

CARRIED**RESOLUTION 506/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

It was resolved that the remainder of the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 10 December 2019
Time: 2:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

10 December 2019

Order Of Business

1	Open Meeting	3
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3	Reports	4
3.1	Street Tree Request.....	4
3.2	Request for Water	6
3.3	Temora Lions Club - Melaleuca Street Depot	8
3.4	Ariah Park Rail Crossing Requests	11
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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 10 DECEMBER 2019 AT 2:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor)(Chair), Cr Kenneth Smith, Cr Dale Wiencke

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager), Kris Dunstan (Director of Environmental Services) arrived at 3:25PM

1 OPEN MEETING

2:00PM

2 APOLOGIES

COMMITTEE RESOLUTION 129/2019

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

That apologies from Engineering Works Manager Bimal Shah be received and accepted.

CARRIED

3 REPORTS**3.1 STREET TREE REQUEST****File Number:** REP19/1467**Author:** Engineering Technical Manager**Authoriser:** Engineering Technical Manager**Attachments:** 1. Correspondence**REPORT**

Following the recent town approach beautification works, Council is in receipt of correspondence from a local business requesting one of the trees planted on the Wagga road approach to Temora be removed. The basis of the request is that the tree will obstruct their business sign along with affecting prospective customers who park out the front of the business in heavy vehicles.

Budget Implications

Nil

COMMITTEE RESOLUTION 130/2019

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that the Committee recommend to Council to replace the two trees at this site.

CARRIED***Report by Rob Fisher***

11 November 2019

TO: Cr Rick Firman OAM
Mayor, Temora Shire Council
Loftus Street
Temora NSW 2666

Dear Rick,

I am writing to you regarding 1 tree planted recently by Temora Council near our business sign,

and I appreciate the Council's projects in our community. The newly planted trees around in the town with the same variety of trees would look great in the future.

has been in business now for 50 years, servicing and providing accommodations to our town visitors and travellers. One of the latest trees that were planted was almost in front of our business sign. It would be, in the future obstruct the business sign. Another issue we have with this is - whenever we have a client who drives a truck, they use this area to park. If this tree stays, we believe it will greatly affect the visibility of our business to travellers.

We kindly ask the Council to remove the tree.

I look forward hearing from you.

Sincerely yours,

3.2 REQUEST FOR WATER

File Number: REP19/1469
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: 1. Correspondence

REPORT

Council is in receipt of a request from a resident of Aria Park wishing to access water from the Council owned Railway Dam located in Aria Park. The resident is requesting a quantity of approximately 3000L a week for the duration of summer for the purpose of watering trees in privately owned land.

Budget Implications

Nil

COMMITTEE RESOLUTION 131/2019

Moved: Cr Dale Wiencke
Seconded: Cr Max Oliver

It was resolved that the Committee recommend to Council to deny the request.

CARRIED

Report by Rob Fisher

Further to our phone conversation today 22/11/19, I would like permission to extract raw water from the Arianah Park Railway Dam.

My needs would be in the vicinity of 3000 - 4000 litres on a weekly basis, depending on severity of the summer weather. Not contemplating more than 5000 litres per week.

Said procurement would be utilised in the establishment of a native garden which will include a number of trees, shrubs, ground covers with some native grasses. (Minimal lawn) Reticulated waters are not suitable, in my experience, for the propagation of chosen natives.

Our water needs would reduce significantly once the plants are established.

Our block is roughly 1.5hec & is almost denuded at present.

Thank you for your considerations.

3.3 TEMORA LIONS CLUB - MELALEUCA STREET DEPOT

File Number: REP19/1482
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. Lions Club
2. Quote Lions Club

REPORT

Council has received correspondence from the Temora Lions Club pointing out that the yard surface in the Melaleuca Street drop off depot is unsuitable/OH&S risk due to loose stones and uneven surface levels.

Council has sought and obtained a quotation for the work which would involve the doubling in size of the concreted area as well as the installation of a grated drain.

Budget Implications

Estimated Cost \$11,300 Inc. GST

COMMITTEE RESOLUTION 132/2019

Moved: Cr Rick Firman
Seconded: Cr Kenneth Smith

It was resolved that the Committee recommend to Council to refer this project to the Round 2 of the Drought funding.

CARRIED

Report by Kris Dunstan



Lions Club of Temora Incorporated

THE WORLD'S LARGEST SERVICE ORGANISATION

ALL CORRESPONDENCE SHOULD
BE ADDRESSED TO THE SECRETARY

PO. BOX 199, TEMORA
N.S.W. 2666
71660

PRESIDENT Robert Cartwright
SECRETARY Ian Reid

16th August 2019

Councillors
Temora Shire Council
Loftus Street
TEMORA NSW 2666

Dear Councillors,

Re: Loading Yard Surfaces

Lions members have found our previous attempts to repair the loading yard surface have been unsuccessful although we have persisted to try and make it work, we find ourselves endangering our forklift operators due to the loose unstable surface which is multiplied when loading 800kg bales of cardboard and creates of paper or bottles for transport.

We are requesting Temora Shire Council to carry out appropriate repairs, at Lions expense to the loading yard surfaces. If your machinery is not suitable or unavailable, we will consult with local contractors to complete the task.

In previous years Council has extended the concrete out from the shed and at the time it was hoped another extension could be made when funds were available. We only ask if Council would consider this additional extension as part of the yard surface repairs.

If you would like to discuss these possible actions further, please phone our President Robert Cartwright (0428-693235) or our Recycling Chairman John Goode (0407-004714). Temora Lions are extremely aware of the support Council allows us and without your help we would not be able to continue our work and community support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I. Reid'.

Ian Reid
Secretary



QUOTE

Kris Dunstan
105 Loftus St
TEMORA NSW 2666
AUSTRALIA

Date
10 Nov 2019

Expiry
10 Dec 2019

Quote Number
QU-0014

ABN
59 937 662 289

Jake Cartwright
131 Wells Road
TEMORA NSW 2666
ABN:59 937 662 289
Mob:0429098150
jgcartwright92@gmail
.com

Description	Quantity	Unit Price	GST	Amount AUD
Excavate and prepare site for 24mx4mx125mm slab. Dig hole for storm water pit and drainage.	18.00	100.00		1,800.00
Box and pour slab 24mx4mx125mm thick slab. Using f82 mesh and 25mpa concrete. Put in storm water pit and drainage				
Materials	1.00	6,500.00		6,500.00
Labour	1.00	3,000.00		3,000.00
			Subtotal	11,300.00
			TOTAL AUD	11,300.00

Terms

Terms 30 days
Payment Terms:
Payment must be made within 14 days of invoice
For more enquiries or explanation, Please feel free to contact Me on my mobile 0429098150

ABN: 59 937 662 289. Registered Office: 131 Wells Road, TEMORA, NSW, 2666.

3.4 ARIAH PARK RAIL CROSSING REQUESTS

File Number: REP19/1497
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: 1. Correspondence

REPORT

Council is in receipt of a request relating to the 2 rail crossings located in Coolamon Street and Davidson Street in Arian Park. The Coolamon Street crossing is a request for upgrade to active control (lights) and the Davidson Street crossing is a request for increased crossing width.

Both requests require significant capital expenditure (> \$1.1m total) to complete.

Davidson Street Crossing

Currently the Davidson street crossing is 5.4m wide which is relatively narrow compared to many crossings within Temora Shire Council; however the 5.4m width is consistent with other existing rail crossings and sealed roads within Temora Shire Council particularly in rural areas.

Some examples of Council sealed roads with a 5.4m - 5.5m seal width, heavy vehicle usage and currently not scheduled for widening are; Rees Street, Gallipoli Street, Tewksbury Road Boginderra Road, Wallundary Road, Rannock Road, Old Wagga Road, Fraters Speedway, etc.

Some examples of rail crossings at 5.4m width are; Thanowring Road, Howards Road, Combaning Road (list not exhaustive there would be others)

Coolamon Street Crossing

Currently the Coolamon Street crossing is passive (stop) control crossing. This is consistent with crossings in Temora such as Airport Street (lake end), Old Cootamundra Road. I would have no objection to an upgrade of this crossing to active control, however if Council is asked to fund upgrade the cost will be around \$1.0m.

Budget Implications

Unknown

COMMITTEE RESOLUTION 133/2019

Moved: Cr Kenneth Smith
Seconded: Cr Claire McLaren

It was moved that the report be noted.

AMENDMENT

Moved: Cr Wiencke
Seconded: Cr Judd

It was moved that an approach be made to John Holland for the widening of the crossing's.

The amendment was put and

Carried

And became the motion

The motion was put and

CARRIED

COMMITTEE RESOLUTION 134/2019

Moved: Cr Rick Firman

Seconded: Cr Claire McLaren

It was resolved to recommend to Council to lobby the relevant authorities for widening of all narrow railway crossings and conduct an audit of all crossings and establish a hierarchy of priorities.

CARRIED

Report by Alex Dahlenburg



Davidson Street Crossing



Coolamon Street Crossing

19th November 2019

To members of Arian Park Advisory Committee,

General Manager, Temora Shire Council,

Dear Sir,

I wish to submit an idea for consideration involving both railway crossings in the village area which will make our village of Arian Park much safer.

1) I request a stop sign/ flashing light combination for the railway crossing of the main street (Coolamon Street) of Arian Park. There is plenty of traffic crossing the main railway line in Coolamon Street and many visitors don't stop. I understand there is low train traffic but it does occur, and with the proposed upgrade of the Junee –Griffith Line, rail traffic from Griffith to Temora will increase. At the moment with nobody noticing the stop sign there is a fair chance of an accident.

2) The diversion of heavy vehicle traffic from Coolamon Street to Davidson Street/Cemetery Road makes it much safer in the centre of town.

Unfortunately the crossing at Davidson Street isn't wide enough for two lanes of traffic at a time. I have personally watched the school bus pull over off the road to let a B Double pass which is not a solution at all.

I have also waited on Mirrool Road while 3 trucks crossed the railway crossing. The crossing needs straightening and the water flooding issue there on the corner also needs a solution,

Yours sincerely

Arian Park, NSW 2665

3.5 HOSKINS STREET FURNITURE PROPOSAL**File Number:** REP19/1501**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**

1. Street Furniture Request
2. Street Furniture Request 2

REPORT

Council has received a request from two businesses for installation of permanent seating and a rubbish bin in Hoskins Street.

COMMITTEE RESOLUTION 135/2019

Moved: Cr Claire McLaren

Seconded: Cr Nigel Judd

It was resolved that the Committee recommend to Council to defer this matter until a review is completed on furnishings on Hoskins Street in the New Year.

CARRIED



5 December 2019

Dear Gary,

Re: Furniture Proposal on Hoskins Street

This letter is to express our interest for the council to put permanent seats and rubbish bin in the space fronting our business. We believe that this would be a great opportunity to promote our local businesses to everyone who visits Temora.

By having permanent seats and rubbish bin in front of our business, people could sit and have time to observe the local businesses Temora has. At the same time, it helps maintain the cleanliness of the area.

We hope to get your support on this project.

Thank you in advance.

Kind regards,

A handwritten signature in black ink, appearing to read 'Duncan McCrone', with a stylized flourish at the end.

Duncan McCrone
MGS Accounting

TEMORA 250 Hoskins St
PO Box 49
Temora NSW 2666

PH 02 6977 1194
FAX 02 6977 1072

YOUNG 27 Lynch St
PO Box 1244
Young NSW 2594

PH 02 6382 1941
FAX 02 6382 1941

DIRECTORS **Darryn Smith** B.Bus, FNTAA
Matthew Gilchrist FNTAA
Duncan McCrone B.Bus, FNTAA, CPA
ABN 34 142 532 367
admin@mgsaccounting.com.au
www.mgsaccounting.com.au



Financial Planning

Achieving your financial goals

RECEIVED

- 5 DEC 2019

TEMORA SHIRE COUNCIL

DG

5 December 2019

The General Manager
Temora Shire Council
PO Box 262
Temora NSW 2666

ABN: 83 596 746 195
Authorised Representative of
Matrix Planning Solutions Ltd
ABN 45 087 470 200
AFSL & ACL 238256

PO Box 512
246 Hoskins Street
Temora NSW 2666
T (02) 6980 9000
F (02) 6980 9007
E planning@abfp.com.au
W www.abfp.com.au

Find us on

Dear Gary,

Proposal: Permanent Furniture and Rubbish bin

Since the addition of Coffee Bar on Hoskins to our end of the main street, we would like to propose putting a permanent seat and rubbish bin in front of our business premises.

We believe this would be a great opportunity to entice both visitors and locals alike to sit a while, whilst at the same time being a great way to promote our local businesses.

The kerb and guttering in front of our office is quite wide and we believe there would be sufficient space to allow this.

The addition of a permanent rubbish bin will also help ensure our end of the street is neat and tidy.

Thank you for your consideration.

Regards,

Dee Goesch GCertFP; SA.Fin
A&B Financial Planning

- Retirement Planning
- Cash Flow Management

- Wealth Creation
- Personal Insurance

- Superannuation
- Estate Planning

MATRIX
PLANNING SOLUTIONS

3.6 TAYLORS LANE PROPOSED RENAMING

File Number: REP19/1504
Author: Senior Engineering Technical Officer
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Taylors Lane is located off Wests Road on the Temora and Bland Shire Council boundaries, this is right where the old Parishes of Thrurungly, Carraburra and Waarbilla adjoin each other. The lane is classified by the Geographical Names Board as Bland LGA name in use but not government gazetted as the majority of the lane is within Bland Shire with Temora Shire Council responsible for only the first 1.1km running off Wests Lane in regard to maintenance.

Temora Shire Council also has a Taylors Road which runs from Goldfields Way at Gidginbung across to the Trungley Hall Road with this road fully Council's responsibility and already government gazetted.

Confusion has been seen in past discussions pertaining to work on these roads due to the duplicated Taylors naming, so Council staff have been in discussion with Bland Shire to ask if any objection would be met with changing the name of Taylors Lane on the boundary as it isn't gazetted. Bland Shire Council has no objection to Councils request to rename the road as long as they have opportunity to call for public submissions for proposed new names prior to proceeding with the renaming.

Councils Engineering Department has investigated the area to determine names identified in the area based on parish maps but not already recognised as road names in the area in questions. These names were forwarded to councils Rural Museum Manager Mr Bill Speirs to provide input to any historical significance of suggested names however Bill indicated he has limited knowledge of history in this particularly area and sought assistance from Mrs Ros Hartwig who was also unable to help as it was outside of her researched Trungley Hall area.

Renaming suggestions based on historical parish maps for previous adjoining family names are;

McNamara Road - (Mary & Teresa McNamara)
Neindorfs Road – (A E Neindorf)
Hoopers Road – (T F Hooper)
Park Road – (George Park)
Gowens Road – (J. D Gowen)
Goulds Road - (J A Gould)
Muldowney Road – (Michael Muldowney)

Other names in the area were Taylor, Regan, West and Stewarts however these are already used as names for Temora Shire Council roads.

At this stage Council's Engineering Department is seeking agreeance in proceeding with investigating the proposed renaming of Taylors Lane by seeking 28 day public submission for alternate names to be proposed. This would also give Bland Shire the same opportunity to advertise for naming suggestions with any naming submissions and the names of the historical parish maps to be considered at a future Council meeting.

Budget Implications

Advertising 1x Article = \$120

COMMITTEE RESOLUTION 136/2019

Moved: Cr Max Oliver

Seconded: Cr Rick Firman

It was resolved that the Committee recommend to Council to consider renaming Taylors Lane by advertising a 28 day submission period seeking public suggestions for the new name including any supporting historical significance of any suggested names. Following the submission period a report is presented back to a future Committee and Council Meeting for consideration of the proposed names for official renaming to proceed.

CARRIED

Report by Alex Dahlenburg

At 3:00 pm, Cr Max Oliver left the meeting.

4 CONFIDENTIAL REPORTS**COMMITTEE RESOLUTION 137/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 3:00pm:

4.1 Replacement of Pinnacle Community Services Vehicles

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

4.2 Salvage Proposal at Temora Landfill Site

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

4.3 Bulk Head Road Upgrade

This matter is considered to be confidential under Section 10A(2) - di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

CARRIED

COMMITTEE RESOLUTION 138/2019

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

5 CLOSE MEETING

The Meeting closed at 3:35PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 10 December 2019.

.....

GENERAL MANAGER

.....

CHAIRMAN

6.4 MINUTES OF THE AERODROME USERS COMMITTEE MEETING HELD ON 10 DECEMBER 2019**File Number:** REP19/1523**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minutes of the Aerodrome Users Committee Meeting held on 10 December 2019**RESOLUTION 507/2019**

Moved: Cr Nigel Judd

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED**RESOLUTION 508/2019**

Moved: Cr Dale Wiencke

Seconded: Cr Lindy Reinhold

It was resolved that the reports and recommendations as presented be adopted.

CARRIED



Date: Tuesday, 10 December 2019
Time: 6:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Aerodrome Users Committee Meeting

10 December 2019

Order Of Business

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**MINUTES OF TEMORA SHIRE COUNCIL
AERODROME USERS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 10 DECEMBER 2019 AT 6:00PM**

PRESENT: Cr Nigel Judd (Chair), Cr Dale Wiencke, Cr Dennis Sleight, Mr Grant Johnson, Mr Nick Wills, Mr Geoff King, Mr Graham Engel, Mr Frank Lovell, Mr Robert Maslin, Mr Peter Harper, Mr Murray Kear, Mr Mike Cleaver (Observer), Mr Peter McIntyre (Observer)

IN ATTENDANCE: Rob Fisher (Engineering Technical Manager), James Durham (Building Inspector/Quality Assurance Officer)

1 OPEN MEETING

6:00PM

2 APOLOGIES

That apologies from Cr Rick Firman be received and accepted

1 ELECTION OF CHAIRPERSON

Cr Wiencke called for nominations for chairperson for the next 12 months.

Cr Judd was nominated and accepted.

COMMITTEE RESOLUTION 6/2019

Moved: Mr Robert Maslin

Seconded: Mr Frank Lovell

It was resolved that the Committee recommend to Council that Cr Judd be the Chairperson for the ensuing 12 months.

CARRIED

3 REPORTS

3.1 BUILDING BETTER REGIONS AERODROME UPGRADE UPDATE

File Number: REP19/1478
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Council is moving closer to commencement of site works relating to the Temora Aerodrome Upgrade. The following points represent current and future works planned.

Current Works

- Pavement investigation and design was finalised in August 2019 by Kamen Engineering.
- Geometric design works were awarded to Premise Australia, with Council recently receiving draft geometric design plans. These draft plans have been distributed to committee members for comment (to be discussed).
- 2 x Engineering Works staff members have recently completed aerodrome radio training and will soon complete Airport Reporting Officer/Work Safety Officer training.
- Council anticipates draft drainage design plans will be available mid December 2019, with these plans also to be distributed to committee member comment once received.
- Council has recently advertised a tender for the supply of base pavement material expected to be executed late January 2020.

Near-term Future Works (December 2019 – January 2020)

- Design finalisation
- Project schedule development
- Project set out and ground truthing of design with existing infrastructure.
- Staged Method of Works Plan Development
- Procurement of drainage materials
- Procurement of delivery contractors
- Establishment of site facilities (compound, stockpile, amenities, etc.) (to be discussed).
- Commencement of delivery of pavement material. Likely a part stockpile at Airport (taxiways and aprons) and a stockpile at a site not affecting Warbirds (to be discussed)
- Commencement of low user impact drainage works (to be discussed / likely north end of aerodrome)
- Commencement of low user impact taxiway earth works (to be discussed).

Future Works (Feb – August) Prior to Warbirds

- Target completion of Drainage and Parallel Taxiway. Main apron works are also likely but not in a position to confirm.

Note: Future work is subject to change until a detailed project schedule can be developed and agreed upon. Council is committed to managing delivery with a low as possible impact to users.

Future Works (Post Warbirds)

- Completion of Runway 18/36 and associated Taxiway and Runway connections (start date post warbirds yet to be agreed)

COMMITTEE RESOLUTION 7/2019

Moved: Mr Frank Lovell

Seconded: Mr Murray Kear

It was resolved that the Committee recommend to Council to note the report.

CARRIED

3.2 FUTURE AERODROME SAFETY AND SECURITY WORKS

File Number: REP19/1481
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Following a number of requests, complaints and discussions regarding Temora Aerodrome safety and security, Council recently sought some professional advice on items Council is aware of which it perceives to be a potential safety and/or security risk at the Temora Aerodrome.

This advice has resulted in a list of short, medium and long term recommendations relating to safety and security to be investigated and actioned as appropriate at the Temora Aerodrome.

Council is obviously constrained by available funding and not all recommendations may be delivered if Council does not have the financial resources and / or Council is willing to accept the residual risk of the particular issue going untreated. Elected Council has been furnished with this list of recommendations prior to this month's committee meetings and has elected to commence work on items seen to be of the highest priority as determined by Council in consultation with the Aerodrome Users Committee.

As such, the list of recommendations is provided below with the indicative priorities (to be discussed) with works to be commenced in the short term (backend of current financial year).

Please note the list is not exhaustive and Council are happy to consider additional hazards posing a risk at the Temora Aerodrome.

Item	Recommendation	Timeframe	Council Priority 1H-5L	RF Comment
1	Define and document airside / landside boundary	Short Term	3	Agreed. Should be included in Aerodrome Manual
2	Identify and Number All Airside/Landside Boundary Gates (pedestrian gates included)	Short Term	3	Agreed. Probably need to work out what access points will be removed or added prior to numbering.
3	Audit boundary and access signage for consistency and appropriateness	Short Term	1	Agreed. Difficult part will be deciding which if any of the current signs are appropriate and deciding whether the boundary and access point signage should have additional or different text.
4	Audit the key register and establish control over all access points	Short Term	1	Agreed. Will be difficult to account for all keys. May need to start from scratch and replace locks and keys.
5	Delineate TAM and Council areas of responsibility and establish appropriate controls over access - draw and agree on a map.	Short Term	3	Agreed. Boundary is easy to identify, but need to understand how TAM manages security of staff and visitors. Current boundary is located airside with airside/landside boundary essentially TAM

				buildings.
6	Close off pedestrian access across taxiway E and have TAM take responsibility for its safe operation on an as required basis during major events only.	Short Term	1	Agreed. Need to discuss with TAM in short term.
7	Continue to educate residents and visitors about appropriate airside access and safety behaviours for people and vehicles.	Short Term	2	Agreed. Once access conditions are established - Document, distribute, communicate and educate all property owners, users, event organisers, etc.
8	Prepare and make available a standard notice of requirement to caravan park users re airside access (based on the Visitor Information Handout at Appendix 2.5.1 in the Aerodrome Manual).	Short Term	3	Agreed. Review existing and organise distribution to all caravan bookings
9	Adopt the Temora Aerodrome Manual as the primary management framework for administration and operation of the Temora Aerodrome.	Short Term	1	Agree
10	Comprehensively review, update and implement the Temora Aerodrome Manual, with specific attention to the following items in relation to security:	Short Term	1	Agree. Resource intensive process to update manual but must be completed in the short term.
10a	Update the Aerodrome Emergency Plan, including the Access Gates drawing, relevant details in the body of the document and the procedure relating to Bomb Warning.	Short Term	1	Agree. Update of manual will complete.
10b	Update the Unauthorised Entry section of the Aerodrome Manual to reflect the outcomes of the other actions recommended.	Short Term	1	Agree. Update of manual will complete.
11	Prepare and implement an Airside Safety Induction/Aerodrome Site Induction program to support the achievement of desired security outcomes.	Short Term	1	Agreed. Covered by items 7 and 11
12	Prepare and make available during the induction process a standard notice of requirement in relation to airside events such as gliding, aero club, V8 Supercars.	Short Term	2	Agreed. Covered by items 7 and 11
13	Improve fencing along the frontage to the Aero Club and old terminal building, and the campsites backing onto the taxi lane behind Tenefts St by increasing the height of the fence, enclosing the hangar door tracks at the Aero Club and putting locks on pedestrian gates.	Medium Term	2	Agreed. Current airside access is uncontrolled except for the display of warning signage. Fencing of the Bellman hangar door tracks will not be ideal from an aesthetic point of view, but secure access cannot be achieved without.
14	Define and document fencing and access control arrangements for the aerial ag laydown area through consultation with relevant stakeholders.	Medium Term	3	Covered by item 7. Fencing complete

15	Resource the airport management organisation so that the operational manager can allocate approximately 10% of their time to airport matters, and an appropriately qualified and experienced Aerodrome Reporting Officer is on site at all times during normal working hours with additional support available for out of hours and weekend activities.	Medium Term	2	Probably not achievable, however Council must consider and monitor their appetite for risk in this area.
16	Revise the location of the airside/landside boundary along taxiway E so that domestic areas of the lot are landside.	Long Term	2	Agree. Currently once a person enters the front gate of properties serviced by Taxiway E they are located airside (airside/landside boundary is the front fence of these residences).
17	Consider relocating the caravan storage area from in front of the fuel storage area to allow access for fuel trucks from the landside.	Long Term	5	Undecided. If easily achieved this prevents fuel delivery trucks from entering airside and travelling on taxiways and aprons.
18	Plan to remove or redesign the private hangars and Aero Club that are entirely airside to establish a means of access without the need for pedestrians/vehicles to go airside.	Long Term	4	Potentially could be achieved with a change to the boundary fence or a secondary boundary fence airside. This will require design changes to hangars to achieve a quality result.

In addition to the above works, Council is in the early stages of undertaking risk assessments on each of Councils business functions and plan to undertake an internal risk assessment on the Airport in the coming months. As part of this process Council wish to invite a representative/s of the Aerodrome Users Committee to be part of the risk assessment team, with the aim to get a broad perspective on the hazards existing at the Aerodrome. We are yet to determine specific dates for the risk assessment or members of the risk assessment team; however I am seeking interest from committee representatives to be a part of this process. It is expected this internal risk assessment process will complement the work already delivered.

Budget Implications

Unknown

COMMITTEE RESOLUTION 8/2019

Moved: Mr Grant Johnson

Seconded: Mr Peter Harper

It was resolved that the Committee recommend to Council to note the report
AND FURTHER

That a group is formed as a Risk Management Committee comprising of one member from each of the users groups to work through the security review findings and report back to Council with their recommendations early in 2020 with Cr Judd being the Council representative.

CARRIED

3.3 19/20 CAPITAL RENEWAL WORKS

File Number: REP19/1486
Author: Engineering Technical Manager
Authoriser: Engineering Technical Manager
Attachments: Nil

REPORT

Council will be undertaking the following capital renewal works in the 2020 calendar year.

- \$120,000 of 7mm bitumen resealing on Taxiways C and D (including preparation and reestablishment of line marking).
- \$60,000 of sewer pump station works. Renewal of 2 of 4 pumps sewer pumps located at the airport and new control on both sewer pump stations incorporating upgraded telemetry.

Note: This capital work is not part of the Building Better Regions Airport Upgrade.

Budget Implications

\$180,000 (within 2019/2020 budget).

COMMITTEE RESOLUTION 9/2019

Moved: Mr Robert Maslin
Seconded: Mr Peter Harper

It was resolved that the Committee recommend to Council to note the report.

CARRIED

Report by Rob Fisher

3.4 AERODROME CALENDAR OF EVENTS - DECEMBER 2019

File Number: REP19/1505
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**December 2019**

26 Dec 2019 to 26 Jan 2020 Glider Camp

March 2020

21 Aviation Showcase

April 2020

25 Aviation Showcase

June 2020

6 Aviation Showcase

August 2020

29 Aviation Showcase

October 2020

17 & 18 Warbirds

COMMITTEE RESOLUTION 10/2019

Moved: Mr Frank Lovell
Seconded: Mr Murray Kear

It was resolved that the Committee recommend to Council to note the report.

CARRIED

1. JAMES DURHAM

Advised the meeting that Council has recently purchased 500 Pyrotechnic shotgun shells and a portable gas cannon gun as a means of bird control. The AVCRM group are also reviewing and upgrading the airports Wildlife Management Plan.

4 CLOSE MEETING

The Meeting closed at 7:20PM.

This is the minutes of the Aerodrome Users Committee meeting held on Tuesday 10 December 2019.

.....
GENERAL MANAGER

.....
CHAIRMAN

7 DELEGATES REPORTS**1 CR SMITH**

Attended Remembrance Day on the 11 November, the Centurions afternoon tea, Dusty Boots afternoon tea for the Students from Sydney, New Residents evening at the Bundawarra Centre, TOAC Meeting and a presentation with the Salvation Army from Poly Flooring.

2 CR OLIVER

Attended the New Residents evening and it was good to see new residents get together.

3 CR REINHOLD

TBEG Christmas Fair was a very enjoyable evening with a great number of people attending.

4 CR SINCLAIR

Australia Day Committee has been advised of the Ambassador Mr & Mrs Ralph Kelly, Founders of the Thomas Kelly Youth Foundation. Also attended school presentation days, Temora TAFE Presentation and the Probus Christmas lunch on Tuesday.

5 CR MCLAREN

Attended the Access & Equity Committee meeting this week with Deb Paterson as the New Chairperson, Cr Wiencke, Deputy Chairman and Cr McLaren as Secretary.

6 CR FIRMAN

Attended school presentations over the last week. St Annes Principal, Mrs Kathy Holding will be leaving and taking up a position in Young.

REROC – Advised Council that a grant is proposed for the Southern Lights proposed project.

Commended Cr Judd and the Arianah Park RSL Sub Branch on the unveiling of the new memorial.

7 CR WIENCKE

Thank you to Ms Selina Win Pe for the donation of toys and gift cards for gifts which will be distributed by QPL Real Estate who are now doing the Christmas gift distribution that Target previously had done.

RESOLUTION 509/2019

Moved: Cr Dale Wiencke

Seconded: Cr Kenneth Smith

It was resolved that Council writes a letter of appreciation to Ms Selina Win Pe for the generous donation of gift cards and toys.

CARRIED

8 MAYORAL REPORT**8.1 MAYORS REPORT - NOVEMBER 2019**

File Number: REP19/1464
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

1st November – The Acting General Manager and I attended the NSW Country Mayors Association's Annual general meeting, held at Parliament House, Sydney. Congratulations are extended to our good friend, Mayor John Seymour OAM, who was re-elected to the Executive Board.

4th November – I attended meetings at Council.

- I chaired the Temora Local Health Advisory Council (LHAC) meeting. We are excited about our Temora Hospital Open Day next year, Friday 12th June. The Deputy Mayor (Cr Graham Sinclair) was also in attendance, as a member of LHAC.
- I attended the Temora Shire Australia Day Council meeting. The Deputy Mayor (Cr Sinclair) and Cr Max Oliver were also in attendance. My Mother (Mrs Beth Firman) does a tremendous job as Secretary, I must concede!

6th November - Councillors, Senior Staff and I attended a workshop on Local planning.

- The Acting General Manager (Mr Steve Firth) and I met with Messrs Stephen Cooke and Brendon Fritsch re: Rotary's 9700 Conference next year.
- I chaired the community meeting re: creating an Arts & Cultural space. This was a very good meeting, which was well attended by Councillors, Senior Staff and community members. We have formed a Working Party who will come up with something reasonable, in terms of plans, to submit to Council for consideration. Our Town Planner, Mrs Claire Golder, is doing an outstanding job acting as facilitator for this project.

7th November – I attended a cocktail party, held at Balmoral Beach, hosted by Lindt Café Seige Survivor, Ms Selina Win Pe. This event was to bring city and country leaders together and was a lovely occasion. Mr Shane Baldry, representing the Temora & District Education Fund Board, was also in attendance.

- I attended the Tribute dinner to former Prime Minister, the Hon Tony Abbott. Mr Shane Baldry (TDEF Board member) also attended the event. Mr Abbott was generous with his time in assisting the TDEF to raise funds at a gala dinner, in October, 2017 – which we haven't forgotten.

9th November – I chaired the Cootamundra State Electorate Council meeting, held in Narrandera. Our State Member for Cootamundra, Ms Steph Cooke MP, was also in attendance. We must continue to be grateful to Ms Cooke, for all she has done and is doing to strengthen Temora Shire – and the wider electorate.

- I conducted an interview with the Temora Independent re: proposed Arts precinct.

11th November – I was honoured to have attended Arah Park's Remembrance Day ceremony. This was particularly special, due to the 100th anniversary of their War Memorial. Further to this, it was the unveiling of an updated War Memorial. This duty was undertaken by WWII Veteran, Mr Bill Harris, and Mrs Dot

Harris in a very stirring ceremony, with two 'acting' Light Horsemen involved. Congratulations are extended to Cr Nigel Judd OAM, Mr Bill Speirs, Arian Park's Sub-Branch President, Mr Laurie Doyle and all involved in making this morning the warm and dignified occasion it was.

-Cr Max Oliver & Cr Ken Smith represented Council at the Temora Remembrance Day service, held at Callaghan Park. They reported an appropriate service was conducted to honour those brave soldiers who made the ultimate sacrifice.

12th November – Councillors, Senior Staff and I attended Council Committee day.

14th November – The Acting General Manager, Mr Steve Firth and I attended the Riverina Eastern Regional Organisation Councils (REROC) AGM, held in Wagga. I was honoured to have been re-elected as REROC Board Chairman for the next 12 months. Congratulations to the Board on a productive and busy year.

- I chaired the Riverina Joint Organisation (JO) Board meeting, with Acting General Manager, Mr Firth also in attendance from Temora Shire.
- I had a meeting with our Acting General Manager, Mr Firth at the Council Chambers.

15th November - I was delighted to have officially opened the Ageing & Retirement Expo, hosted by MGS Accounting and Bush & Campbell. Congratulations to all involved for what was a most worthwhile event.

- I chaired the Cootamundra State Electorate Council Executive meeting in June.
- Councillors and I hosted a very special 'Centenarians' Afternoon Tea at the Chambers. Our honoured guests included Mrs Daphne Huckel (105 years old), Mr Ron McGuirk (101) and Mr Tom Woods (101). This was a heart-warming occasion for all who attended, including our Student Captains.
- Cr Max Oliver, the Economic Development Manager (Mr Craig Sinclair) and I represented Temora Shire Council at the 'Canola Trail Visitors Guide' launch, held in Coolamon Shire. I was pleased to have officially launched our Visitor Guide (with Temora, Coolamon & Junee Shire Councils involved). We were also thrilled to witness the launch of the Regional lifestyle magazine, which includes a large section on Temora Shire. Well done to all involved with both publications.

18th November – I attended a tour of Temora High School with Principal, Mr Ian Pattingale. This was great medicine and a reminder of how blessed we are to have such great schools in our Shire. I also took the opportunity to thank retiring Canteen Manager, Mrs Kim Breust. We wish new manager, Mrs Wendy Walker all the best.

- Cr Dennis Sleight (Chairman of Council's Youth Advisory Committee) and I hosted the Youth Leadership Team afternoon tea /meeting. We are fortunate to have a dedicated group of young leaders in our midst.

20th November – Cr Max Oliver attended the monthly delegates meeting of Temora & District Sports Council.

- Council hosted an Afternoon Tea in honour of the 16 'Dusty Boots' team members from Oran Park Anglican College. They assisted our community, carrying out various jobs with warmth and enthusiasm. Thanks to their Mentor, Ms Helen Thomson and her team for making this happen. I appreciate Cr Ken Smith co-hosting the occasion with me.
- The Acting General Manager (Mr Steve Firth) and I flew to Sydney for a series of meetings.
- I met with Mayor of the Northern Peninsular Regional Area Council, Cr Eddie Newton. What a genuine and good man he is.
- I had an interview with Temora Independent

- I had teleconferences with the Mayors of Cootamundra-Gundagai Regional, Narrandera, Snowy Valleys and Wagga re: Marketplace.

21st November – I attended meetings at Council.

- Councillors, Senior Staff and I attended our monthly Council meeting.

22nd November – I chaired the REROc Executive meeting in Wagga.

23rd November – Cr Ken Smith officially opened our annual Temora Country Music Festival.

26th November – I chaired the Temora Police & Community Committee (TPCC) meeting, with us welcoming new member, who was duly elected in Mrs Jenny McKelvie. Cr Max Oliver, as Treasurer, was also in attendance.

- I had a teleconference meeting with NSW Member for Cootamundra, Ms Steph Cooke MP.

27th November – The Chief Executive of REROc (Mrs Julie Briggs) and I held a meeting with The Hon Wes Fang MLC, at our offices in Wagga. We discussed various issues, including the uncertain future of JOs.

- I had a meeting with the Acting General Manager (Mr Firth).
- I had a teleconference with NSW Member for Cootamundra, Ms Steph Cooke MP.

28th November – The Acting General Manager (Mr Firth) and I held a meeting with the Temora Aviation Museum to discuss various issues re: WARBIRDS DOWNUNDER 2020.

- I had a meeting with Acting General Manager.
- Myself, Mrs Judy Gilchrist and Mr John Morton conducted interviews for the annual McDonald's Temora Grassroots Sporting Grant. We really do have some great, young sporting talent in our midst.
- Councillors, Senior Staff and I attended the New Residents Dinner, held at the Bundawarra Centre. This was a really lovely occasion and all of us enjoyed it! We particularly enjoyed meeting our new citizens, who chose to move to Temora Shire. Our special thanks are extended to our Community & Cultural Services Officer, Ms Amanda Gay, who organised this important event.

29th November – I had a teleconference with NSW Member for Cootamundra, Ms Steph Cooke MP.

RESOLUTION 510/2019

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that the Mayoral Report be noted.

CARRIED

Report by Mayor R B Firman OAM

9 STAFF REPORTS

RESOLUTION 511/2019

Moved: Cr Dennis Sleigh

Seconded: Cr Graham Sinclair

It was resolved that Council receive Staff reports.

CARRIED

10 GENERAL MANAGER**10.1 CALENDAR OF EVENTS - DECEMBER 2019****File Number:** REP19/1507**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** Nil**REPORT****DECEMBER 2019**

- 4th Theatre Management Committee – 6:00PM
DELEGATE: Cr Reinhold
- 5th Heritage Meeting – 12:00pm
DELEGATES: Cr Judd, Cr Oliver & Cr Wiencke
- 10th Committee Meetings
- 19th Council Meeting
- 20th Staff Christmas Party – 12:30pm
Bowling Club

JANUARY 2020

- 16th Council Meeting

RESOLUTION 512/2019

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that the Calendar of Events be noted.

CARRIED

11 ENGINEERING SERVICES

Nil

12 ENVIRONMENTAL SERVICES**12.1 PR8 - TEMORE SHIRE COUNCIL MODEL ASBESTOS POLICY FOR NSW COUNCILS****File Number:** REP19/1538**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. PR8 - Temora Shire Council Model Asbestos Policy for NSW Councils [↓](#)**REPORT***Background*

At the October 2019 Council meeting, Council adopted to public exhibit the draft Temora Shire Council Model Asbestos Policy for NSW Councils. This report advises on the outcome of the public exhibition.

Public Exhibition

The draft policy was on exhibition for a period of 28 days between Friday, 25th October, 2019 to Monday, 25th November, 2019, with a copy available for viewing at Council's offices.

Notification of the exhibition was advertised in the Temora Independent.

No written submissions were received.

RESOLUTION 513/2019

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It was resolved that Council adopt the Draft PR8 – Temora Shire Council Model Asbestos Policy for NSW Councils.

CARRIED***Report by Belinda Bushell***

Function: Planning & Regulatory

Policy Number: PR8

Temora Shire Council

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

Temora Shire Council Model Asbestos Policy

ACTIVE

Revision Number: 1
File Name: PR8 – Temora Shire Council Model Asbestos Policy

Revision Date:
Page Number: 1

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: PR8 Temora Shire Council Model Asbestos Policy

CODE NUMBER: PR8

AUTHOR: Temora Shire Council

ENDORSEMENT DATE:

REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement

PLANNED REVIEW

Planned Review Date	Revision Description		Review by

Revision Number: 1
 File Name: PR8 – Temora Shire Council Model Asbestos Policy

Revision Date:
 Page Number: 1

Council disclaimer

This policy was formulated to be consistent with council's legislative obligations and within the scope of council's powers. This policy should be read in conjunction with relevant legislation, guidelines and codes of practice. In the case of any discrepancies, the most recent legislation should prevail.

This policy is based upon the *Model Asbestos Policy for NSW Councils* developed by the Heads of Asbestos Coordination Authorities to promote a consistent Local Government approach to asbestos management across NSW.

This policy does not constitute legal advice. Legal advice should be sought in relation to particular circumstances and liability will not be accepted for losses incurred as a result of reliance on this policy.

Revision Number: 1
File Name: PR8 – Temora Shire Council Model Asbestos Policy

Revision Date:
Page Number: 1

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1. Introduction

Temora Shire Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos. There are many residential, commercial and industrial premises in our Local Government Area (LGA) which will have asbestos containing materials and the shire's reticulated water supply services have some water supply mains which consist of AC pipes.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in Appendix A and website links to additional information are provided in Appendix B.

Council has an important dual role in minimising exposure to asbestos, as far as is reasonably practicable, for both:

- residents and the public within the Local Government Area (LGA)
- workers (employees and other persons) in council workplaces.

Council's legislative functions for minimising the risks from asbestos apply in various scenarios including:

- as a responsible employer
- contaminated land management
- council land, building and asset management
- emergency response
- land use planning (including development approvals and demolition)
- management of naturally occurring asbestos
- regulation of activities (non-work sites)
- waste management and regulation.

1.1 Purpose

This policy aims to outline:

- the role of council and other organisations in managing asbestos
- council's relevant regulatory powers
- council's approach to dealing with naturally occurring asbestos, sites contaminated by asbestos and emergencies or incidents
- general advice for residents on renovating homes that may contain asbestos
- council's development approval process for developments that may involve asbestos and conditions of consent
- waste management and regulation procedures for asbestos waste in the LGA
- council's approach to managing asbestos containing materials in council workplaces
- sources of further information.

1.2 Scope

This policy applies to all of the Temora Shire Council LGA within council's jurisdiction.

The policy provides information for council workers, the local community and wider public. Part 1 of the policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with council including employees, contractors, and volunteers (as defined by the NSW *Work Health and Safety Regulation 2011*).

The policy applies to friable, non-friable (bonded) and naturally occurring asbestos (where applicable) within the LGA.

The policy outlines council's commitment and responsibilities in relation to safely managing asbestos and contains general advice. For specific advice, individuals are encouraged to contact council or the appropriate organisation (contact details are listed in Appendix E).

The policy does not provide detail on specific procedures. Practical guidance on how to manage risks associated with asbestos and asbestos containing material can be found in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW.
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW.
- Additional guidance material listed in Appendix B.
- Detailed information on council's procedures and plans may be found in other documents, which are referenced in part 2 under section 18.1.

2. Definitions

Definitions are provided in Appendix C.

3. Roles and responsibilities of council

3.1 Educating residents

Council shall assist residents to access appropriate information and advice on the:

- prohibition on the use and re-use of asbestos containing materials
- requirements in relation to development, land management and waste management
- risks of exposure to asbestos
- safe management of asbestos containing materials
- safe removal and disposal of minor quantities of asbestos containing materials.

Educational information and website links for educational materials can be found in Appendices A and B.

3.2 Managing land

Council is responsible for managing public land. This may include land with naturally occurring asbestos as described in section 5 and land contaminated with asbestos as outlined in section 6.

3.3 Managing waste

Where council is the appropriate regulatory authority, council is responsible for:

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the *Protection of the Environment Operations Act 1997*).
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the *Protection of the Environment Operations Act 1997*).
- Issuing penalty infringement notices for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 10.7 certificates) where on-site disposal is permitted.
- Teal Street Landfill Site operated by Temora Shire Council accepts asbestos waste. Asbestos waste is only accepted from sites within the Temora Shire Local Government Area. The Arianah Park Landfill Site does not accept asbestos waste.

Waste facilities that are licensed to accept asbestos waste are listed in Appendix F.

3.4 Regulatory responsibilities

Council has regulatory responsibilities under the following legislation, policies and standards in situations where council is the appropriate regulatory authority or planning authority:

- *Contaminated Land Management Act 1997* (NSW)
- *Environmental Planning and Assessment Act 1979* (NSW)
- *Environmental Planning and Assessment Regulation 2000* (NSW)
- *Local Government Act 1993* (NSW)
- *Protection of the Environment Operations Act 1997* (NSW)
- *Protection of the Environment Operations (General) Regulation 2009* (NSW)
- *Protection of the Environment Operations (Waste) Regulation 2014* (NSW)
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *Demolition work code of practice 2015* (catalogue no. WC03841).

Additional legislation, policies and standards relating to the safe management of asbestos are listed in Appendix G.

The situations in which council has a regulatory role in the safe management of asbestos are listed in Table 1.

Table 1: Situations in which council has a regulatory role in managing asbestos

Issue	Council's role	Section of policy
Contaminated land	<ul style="list-style-type: none"> Record known asbestos site contamination on section 149 certificates where practicable and for council workplaces, record on council's asbestos register. Notify stakeholders of land use planning policy requirements relating to contamination. Manage residential asbestos contaminated land that is not declared 'significantly contaminated' under the <i>Contaminated Land Management Act 1997</i> (excluding oversight of removal or remediation work which is the role of SafeWork NSW). 	Section 6
Development assessment	<ul style="list-style-type: none"> Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>. Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials. Ensure compliance with development conditions. Apply conditions relating to development involving friable and non-friable asbestos material under the relevant legislation and planning codes and as outlined in section 9. 	Section 9
Demolition	<ul style="list-style-type: none"> Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>. Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>. 	Section 9
Emergencies and incidents	<ul style="list-style-type: none"> Regulate the clean up of asbestos waste following emergencies where sites are handed over to the council or a local resident by an emergency service organisation (excluding oversight of licensed removal or remediation work which is the role of SafeWork NSW). Council may consider the need to issue a clean up notice, prevention notice or cost compliance notice under the <i>Protection of the Environment Operations Act 1997</i>. 	Section 7
Naturally occurring asbestos	<ul style="list-style-type: none"> Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos. Prepare an asbestos management plan for council workplaces or road works which occur on land containing naturally occurring asbestos. 	Section 5
Residential premises	<ul style="list-style-type: none"> Respond to any public health risks (risks to council workers and wider public) relating to the removal of asbestos containing materials or asbestos work at residential properties that does not involve a business or undertaking. Respond to complaints about unsafe work at a residential property that is undertaken by a resident (not a worker, which is the role of SafeWork NSW). Respond to public health risks posed by derelict properties or asbestos materials in residential settings. 	Section 9
Waste	<ul style="list-style-type: none"> Manage waste facilities in accordance with environmental protection legislation. Respond to illegal storage, illegal dumping and orphan waste. Regulate non-complying transport of asbestos containing materials. 	Section 10

3.5 Responsibilities to workers

Council is committed to fulfilling its responsibilities to workers under the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011* and maintaining a safe work environment through council's:

- general responsibilities
- education, training and information for workers
- health monitoring for workers
- procedures for identifying and managing asbestos containing materials in council premises.

These responsibilities are outlined in part 2.

4. Other stakeholders involved in managing asbestos

Council is committed to working collaboratively with other government agencies and where appropriate, other stakeholders as needed to respond to asbestos issues.

Appendix E notes useful contacts and Appendix H notes agencies involved in managing asbestos. Various asbestos scenarios requiring stakeholders to work together are outlined in Appendix I.

Part 1 – Asbestos in the Local Government Area: Information for the community

5. Naturally occurring asbestos

Council is aware of naturally occurring asbestos in the LGA. |

Naturally occurring asbestos only poses a health risk when elevated levels of fibres are released into the air, either by human activities or by natural weathering and these fibres are breathed in by people. Information on naturally occurring asbestos, work processes that have the potential to release naturally occurring asbestos fibres into the air and known locations of naturally occurring asbestos in NSW is provided in Appendix A under section 2.1. This information is indicative, and not a complete picture of all naturally occurring asbestos in NSW.

5.1 Responsibilities for naturally occurring asbestos

For naturally occurring asbestos that will remain undisturbed by any work practice, council is the lead regulator.

Where development applications propose activities that may disturb areas of naturally occurring asbestos (such as excavation), any consent or approval should contain conditions requiring: testing to determine if asbestos is present, and the development of an asbestos management plan if the testing reveals naturally occurring asbestos is present. Council will verify compliance with environmental planning and assessment legislation and together with the EPA and SafeWork NSW will coordinate enforcement where non-compliance is suspected.

Where naturally occurring asbestos will be disturbed due to a work process, including roadwork, excavation and remediation work, SafeWork NSW is the lead regulator. Requirements for workplaces are summarised in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW. Where naturally occurring asbestos is part of a mineral extraction process, the NSW Department of Industry is the lead regulator.

5.2 Managing naturally occurring asbestos

Where naturally occurring asbestos is encountered or suspected, the risk from disturbance of the naturally occurring asbestos should be assessed by an occupational hygienist.

The management of naturally occurring asbestos that stays in its natural state is not prohibited if managed in accordance with an asbestos management plan. Requirements for risk management, asbestos management plans and provisions for workers are outlined in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW. The SafeWork NSW website provides further information on naturally occurring asbestos and supporting documents on what people can do to avoid contact with naturally occurring asbestos.

5.2.1 Management of naturally occurring asbestos by council

Council will aim to prevent the exposure of workers and the public to any naturally occurring asbestos that is known or discovered in the council workplace. |

Council had developed an asbestos management plan in relation to the naturally occurring asbestos and can provide guidance materials where necessary. |

6. Contamination of land with asbestos

Background information on contamination of land with asbestos and potential disturbance of asbestos contaminated sites can be found in Appendix A under sections 2 and 3. The nature of asbestos contamination of land can vary significantly and there can be a number of different mechanisms available to address this contamination depending upon its source and extent.

6.1 Responsibilities for contaminated land

Responsibility for cleaning up contaminated land lies with the person responsible for contaminating the land or the relevant landowner.

Council may issue a clean up notice to the occupier of premises at or from which council reasonably suspects that a pollution incident has occurred, or is occurring, requiring asbestos waste to be removed (under part 4.2 of the *Protection of the Environment Operations Act 1997*).

Council may also issue prevention notices (under part 4.3 of the *Protection of the Environment Operations Act 1997*) to ensure good environmental practice. If a person does not comply with a prevention notice given to the person, council employees, agents or contractors may take action to cause compliance with the notice.

Any reasonable costs incurred by council in monitoring or enforcing clean up and prevention notices may be recovered through a compliance cost notice (under part 4.5 of the *Protection of the Environment Operations Act 1997*). Council shall keep records of: tasks undertaken; the hours council employees have spent undertaking those tasks; and expenses incurred.

During site redevelopment council will consider contamination with asbestos containing materials in the same way as other forms of contamination as stipulated by the *Environmental Planning and Assessment Act 1979*. That is, council will apply the general requirements of *State Environmental Planning Policy (SEPP) No. 55 – Remediation of Land and the Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land*.

Council provides information about land contamination on planning certificates (issued under section 149 of the *Environmental Planning and Assessment Act 1979*) as outlined in section 6.2.

For sites that are 'significantly contaminated' and require a major remediation program independent of any rezoning or development applications, the EPA and SafeWork NSW are the lead regulatory authorities as outlined in Appendix A under section 2.4.2.

The management of council workplaces contaminated with asbestos is outlined in section 14.4.

6.2 Finding out if land is contaminated

A person may request from council a planning certificate containing advice on matters including whether council has a policy to restrict the use of land due to risks from contamination. Certificates are issued under section 10.7(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided, even when land use is not restricted. When council receives a request for a certificate under section 10.7(2), it may also inform applicants of any further information available under section 10.7(5). Council may also use section 10.7(5) certificates to record other information, particularly anything else of a factual nature about contamination which council deems appropriate (such as details of land history, assessment, testing and remediation).

Council records can only indicate known contaminated sites. Any site may potentially be contaminated.

Council may issue notices to land owners or occupiers requiring information about land it has reason to believe may be contaminated by asbestos using section 192 and section 193 of the *Protection of the Environment Operations Act 1997*.

6.3 Duty to report contaminated land

A person whose activities have contaminated land or a landowner whose land has been contaminated is required to notify the EPA when they become aware of the contamination (under section 60 of the *Contaminated Land Management Act 1997*). Situations where this is required are explained in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

The EPA will inform council of contaminated land matters relating to the LGA as required under section 59 of the *Contaminated Land Management Act 1997*.

6.4 Derelict buildings

Concerns regarding potential health risks from derelict properties may be directed to council. Derelict properties include abandoned buildings, fire damaged buildings and otherwise dilapidated buildings. Where derelict properties contain friable asbestos and asbestos is exposed, either from human activities or weathering, this poses a potential risk to public health.

Council may respond to derelict properties that pose a demonstrable public health risk using a range of regulatory tools according to the particular circumstances.

Council may issue a clean-up notice or prevention notice and compliance cost notice as noted in section 6.1.

Council may also order a person to demolish or remove a building if the building is so dilapidated as to present harm to its occupants or to persons or property in the neighbourhood (under section 121B 2(c) of the *Environmental Planning and Assessment Act 1979*). An order may require immediate compliance with its terms in circumstances which the person who gives the order believes constitute a serious risk to health or safety or an emergency (under section 121M of the *Environmental Planning and Assessment Act 1979*). If a person fails to comply with the terms of an order, council may act under section 121ZJ of the *Environmental Planning and Assessment Act 1979* to give effect to the terms of the order, including the carrying out of any work required by the order.

If the derelict building is on a site that is a workplace then SafeWork NSW is the lead agency responsible for ensuring that asbestos is removed by appropriately licensed removalist.

6.5 Development of land with old or redundant water supply mains

In areas where development or redevelopment of land containing old or redundant water supply mains is proposed, the developer will have the option of either:

- Removing the old or redundant mains, and if such mains are constructed of asbestos-containing materials, the removal of the mains must be a licensed asbestos removalist and carried out in accordance with the applicable standards applying at that time, with materials disposed of at a landfill facility that accepts asbestos. A validation report must be provided from a suitably qualified and recognised consultant that the works have been satisfactorily completed, and that material used to backfill any service trenches is certified as being suitable for the intended use; or
- Leave the old or redundant mains in situ and recording by a survey plan completed by a registered surveyor to identify the exact location of the mains. A restriction of use under Section 88B of the Conveyancing Act is to be registered on the title of the subject land and on the title of any land parcels created by the subdivision of that land.

Where the presence and/or location of redundant sub surface infrastructure is known or confirmed during the development assessment process, the developer will be required to indicate prior to development consent which of the above options they intended to implement on the site. This will then be considered in Council's determination of the development application and if approved, conditions of consent will be used to bind the developer to the option they have indicated.

In circumstances where redundant sub surface infrastructure may potentially be located on a site but which, for various reasons, may not be confirmed on site prior to development consent, Council will impose standard conditions of consent to provide for either of the above options if the circumstances arise.

7. Responding to emergencies and incidents

Emergencies and incidents such as major collapses, cyclones, explosions, fires, storms, or vandalism can cause damage to buildings or land that contain asbestos. This may include working with state agencies in accordance with the NSW Asbestos Emergency Plan and the Disaster Assistance Guidelines. This can create site contamination issues and potentially expose emergency service workers and the wider public to asbestos. Emergencies or incidents can arise from natural hazards, or from accidental or deliberate human activities including criminal activity.

7.1 Responsibilities in the clean up after an emergency or incident

Council may play a role in ensuring that asbestos containing materials are cleaned up after an emergency or incident. If the emergency or incident occurs at a workplace, SafeWork NSW is the lead agency.

Council may issue a clean up, prevention, cost compliance or penalty infringement notice as outlined in section 3.3 and section 6.1.

Alternatively, council may act under the *Environmental Planning and Assessment Act 1979* as outlined in section 6.4 of this policy.

Council will determine an appropriate response depending on the nature of the situation.

This may include to:

- Seek advice from an occupational hygienist on the likely level of risk and appropriate controls required.
- Liaise with or consult the appropriate agencies.
- Inform emergency personnel of any hazards known to council as soon as practicable.
- Follow the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW.
- Ensure that any council workers attending the site have appropriate training and are wearing appropriate personal protective equipment.
- Exclude the public from the site.
- Inform the public of the potential sources of exposure to asbestos, health risks and emergency management response.
- Minimise the risks posed by any remaining structures (see section 6.4).
- Address the risks posed by disturbed asbestos containing materials by engaging a licensed removalist (as outlined in section 14.6.2) or issuing a clean-up or prevention notice (as outlined in section 6.4) to ensure asbestos containing materials are removed for disposal.
- Ensure that the site is kept damp, at all times or sprayed with PVA glue, particularly where friable asbestos is present, if considered appropriate (noting that in some instances this may not be appropriate, for example if there are live electrical conductors or if major electrical equipment could be permanently damaged or made dangerous by contact with water).
- Ensure that asbestos containing materials are disposed of at a facility licensed to accept asbestos waste and sight proof of appropriate disposal through weighbridge dockets or similar documentation.

7.2 Advice to the public regarding clean up after an emergency or incident

During a clean up after an emergency or incident, the possibility of neighbours being exposed to asbestos fibres may be very low if precautions are taken to minimise the release and inhalation of asbestos dust and fibres.

As a precautionary measure, where council is involved in a clean-up, council may consider advising those in neighbouring properties to:

- avoid unnecessary outdoor activity and do not put any laundry outside during the clean up
- close all external doors and windows and stay indoors during the clean up
- consider avoiding using air conditioners that introduce air from outside into the home during the clean up

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- dispose of any laundry that may have been contaminated with asbestos as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
 - use a low pressure hose on a spray configuration to remove visible dust from pathways after the clean up
 - wipe dusty surfaces with a damp cloth and bag and dispose of the cloth as asbestos waste after the clean up (advice on disposing of asbestos waste is provided in section 10)
 - any other measures recommended by an occupational hygienist following assessment of the situation.

8. Council's process for changing land use

Council recognises the need to exercise care when changing zoning for land uses, approving development or excavating land due to the potential to uncover known or unknown asbestos material from previous land uses (for example, where a site has been previously been used as a landfill or for on-site burial of asbestos waste).

State Environmental Planning Policy No. 55 – Remediation of Land states that land must not be developed if it is unsuitable for a proposed use because it is contaminated. If the land is unsuitable, remediation must take place before the land is developed.

Managing sites contaminated with asbestos material is addressed in section 6.

9. Council's process for assessing development

This section applies to development applications assessed under the *Environmental Planning and Assessment Act 1979* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or council's complying codes (see section 9.5.2). This includes alterations and additions to residential development, which may include internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

This section also covers renovations that do not require development consent or a complying development certificate. Development consent is not required to maintain an existing structure. For example, the replacement of windows, doors and ceilings may involve the removal of asbestos but is categorised as exempt development under the *Environmental Planning and Assessment Act 1979* and does not require development consent. In these instances, council has an educative role in providing owners and occupiers with advice and information about the identification and safe management of asbestos.

9.1 Responsibilities for approving development

Council is the consent authority for the majority of development applications in the LGA. The Joint Regional Planning Panel (JRPP) is also consent authority for certain local or regional development. Council may have representation on the JRPP.

Council or the JRPP may impose conditions of consent and a waste disposal policy to a development consent to ensure the safe removal of asbestos, where asbestos has been identified or may be reasonably assumed to be present.

Either council or a private certifier may assess a complying development certificate. Where a private certifier is engaged to assess a complying development certificate, the private certifier is responsible for ensuring that the proposed development activities include adequate plans for the safe removal and disposal of asbestos.

This also applies to the demolition of buildings. Certifiers are able to issue a complying development certificate under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. Further information on demolition is provided in section 9.4.

When a private certifier issues a complying development certificate and is appointed as the Principal Certifying Authority for the development it is the certifier's responsibility to follow up to ensure that works including asbestos handling, removal and disposal if present, are carried out appropriately in accordance with the *Environmental Planning and Assessment Regulation 2000* (clause 136E). Compliance is covered in section 9.7.

9.2 Providing advice to home owners, renovators and developers

Council is committed to providing information to minimise the risks from asbestos in the LGA. Information is provided below and in Appendix A. Appendix B lists additional sources of information on how to deal safely with the risks of asbestos and Appendix J lists asbestos containing products that may be found around the home.

The key points are:

- Before any renovation, maintenance or demolition work is carried out, any asbestos or asbestos containing materials should be identified (refer to section 9.3).
- Where a material cannot be identified or it is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions.
- If asbestos containing materials can be maintained in good condition it is recommended that they be safely contained, left alone and periodically checked to monitor their condition, until demolition or redevelopment.
- If asbestos materials cannot be safely contained, they should be removed as outlined in section 9.4.
- For demolition or redevelopment, any asbestos containing materials should be safely removed and disposed of prior to the work commencing.

Anyone who is undertaking renovations themselves without a contractor is encouraged to refer to Appendices A and B for more information and contact council where they require further advice or clarification. Anyone engaging an asbestos removal contractor may contact SafeWork NSW with any queries as SafeWork NSW regulates asbestos removal by workers (as explained in section 9.4). Contact details for council and SafeWork NSW are provided in Appendix E.

9.3 Identifying asbestos

Information on common places where asbestos is likely to be found in residential, commercial and industrial premises with materials from prior to 2004 on the premises is provided in Appendix A.

A person may apply to council for a planning certificate (called a section 10.7 certificate) for the relevant land. Council may provide information on a planning certificate including whether council has a policy to restrict the use of land due to risks from asbestos contamination, as outlined in section 6.2.

Council aims to ensure that records are, as far as possible, accurate. In some instances, council may not have up-to-date information about asbestos for a property. Council may be able to provide general advice on the likelihood of asbestos being present on the land based on the age of the buildings or structures on the land. A general guide to the likelihood of asbestos presence based on building age is provided in Appendix A under section 2.2.

The most accurate way to find out if a building or structure contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos, such as an occupational hygienist (a competent person is defined by the *NSW Work Health and Safety Regulation 2011*). This is highly advisable before undertaking major renovations to buildings constructed, or containing materials from prior to 2004.

Property owners and agents are encouraged to inform any tenants or occupiers of the presence of asbestos and to address any potential asbestos hazards where appropriate.

Property owners who let their properties out are required to identify any asbestos within those properties before any work is carried out (this includes residential properties).

The *Work Health and Safety Regulation 2011* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

All commercial properties that contain asbestos must have and maintain a current asbestos register and asbestos management plan.

9.4 Removing asbestos, refurbishments and demolitions

9.4.1 Removing asbestos at domestic premises

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by SafeWork NSW under the *NSW Work Health and Safety Regulation 2011*. This requires that a person conducting a business or undertaking who is to carry out refurbishment or demolition of residential premises must ensure that all asbestos that is likely to be disturbed by the refurbishment or demolition is identified and, so far as reasonably practicable, is removed before the refurbishment or demolition is commenced.

Depending on the nature and quantity of asbestos to be removed, a licence may be required to remove the asbestos. The requirements for licenses are outlined below and summarised in the table in Appendix K. SafeWork NSW is responsible for issuing asbestos licences.

Friable asbestos must only be removed by a licensed removalist with a friable (Class A) asbestos removal licence. Except in the case of the removal of:

- asbestos containing dust associated with the removal of non-friable asbestos, or
- asbestos containing dust that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination (which is when the asbestos contamination is incidental and can be cleaned up in less than one hour).

The removal of more than 10 square metres of non-friable asbestos or asbestos containing material must be carried out by a licensed non-friable (Class B) or a friable (Class A) asbestos removalist.

The removal of asbestos containing dust associated with the removal of more than 10 square metres of non-friable asbestos or asbestos containing material requires a non-friable (Class B) asbestos removal licence or a friable (Class A) asbestos removal licence.

Removal of 10 square metres or less of non-friable asbestos may be undertaken without a licence. However, given the risks involved, council encourages residents to consider engaging a licensed asbestos removal contractor. The cost of asbestos removal by a licensed professional is comparable in price to most licensed tradespeople including electricians, plumbers and tilers.

All asbestos removal should be undertaken in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

If a residential premise is a workplace, the licensed asbestos removalist must inform the following persons before licensed asbestos removal work is carried out:

- the person who commissioned the work
- a person conducting a business or undertaking at the workplace
- the owner and occupier of the residential premises
- anyone occupying premises in the immediate vicinity of the workplace (as described in section 467 of the *NSW Work Health and Safety Regulation 2011*).

In certain circumstances, a premise may be used for both residential and commercial purposes and is therefore classified as a workplace.

All licensed asbestos removal must be:

- supervised by a supervisor named to SafeWork NSW
- notified to SafeWork NSW at least five days prior to the work commencing.

Requirements for the transport and disposal of asbestos waste are covered in section 10.

9.4.2 Removing asbestos at workplaces

The *NSW Work Health and Safety Regulation 2011* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork NSW is the lead agency for regulating the safe management of asbestos at workplaces.

9.4.3 Obtaining approval for demolition

Demolition work is classified as high risk construction work in the *NSW Work Health and Safety Regulation 2011* and demolition licenses are required for some demolition work. The *Demolition work code of practice 2015* provides practical guidance on how to manage the risks associated with the demolition of buildings and structures. In most circumstances demolition of a structure requires development consent or a complying development certificate. Applicants need to enquire to council as to whether and what type of approval is required. Where a development application is required council's standard conditions need to be applied to ensure that asbestos is safely managed. Council's conditions for development consent are referred to in section 9.6.

A wide range of development, including residential, industrial and commercial development, can be approved for demolition as complying development under the Demolition Code of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* and the *Environmental Planning and Assessment Regulation 2000* provides mandatory conditions for complying development certificate applications.

Demolition of development that would be exempt development under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* is also exempt development and does not require consent. This includes minor structures such as carports, fences, sheds and the like.

9.5 Exempt or complying development

9.5.1 Exempt development

Exempt development does not require any planning or construction approval if it meets the requirements of the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

This means that there is no ability for council or a private certifier to impose safeguards for the handling of asbestos through conditions of development consent. However, council advises that all asbestos removal work should be carried out in accordance with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

9.5.2 Complying development

The *Environmental Planning and Assessment Regulation 2000* (clause 136E) outlines conditions under which a complying development certificate can be issued for development that involves building work or demolition work and friable or non-friable asbestos.

Applications for complying development certificates must include details of the estimated area (if any) in square metres of friable and/or non-friable asbestos material that will be disturbed, repaired or removed in carrying out the development (under Schedule 1 part 2 of the *Environmental Planning and Assessment Regulation 2000*).

Where more than 10 square metres of non-friable asbestos is to be removed, a contract evidencing the engagement of a licensed asbestos removal contractor is to be provided to the principal certifying authority. The contract must specify the landfill site lawfully able to accept asbestos to which the removed asbestos will be delivered.

If the contract indicates that asbestos will be removed to a specified landfill site, the person having the benefit of the complying development certificate must give the principal certifying authority a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

If the work involves less than 10 square metres of non-friable asbestos and is not undertaken by a licensed contractor, it should still be undertaken in a manner that minimises risks as detailed in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561). In instances where asbestos removal is less than 10 square metres of non-friable asbestos and not from a place of work, then SafeWork NSW would not be the agency responsible for regulating this activity. Concerns or complaints may be directed to council as outlined in section 11.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* outlines the requirements for the applicant to notify their neighbours that works may include asbestos removal.

Further requirements to inform other persons of licensed asbestos removal are described in section 467 of the *NSW Work Health and Safety Regulation 2011* as noted in section 9.4.1 of this policy.

9.6 Development applications

If a proposed building does not meet the requirements of exempt or complying development then the alternative planning approval pathway is a development application (DA). A DA can only be approved by a local council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be prepared and it will be assessed in accordance with the requirements of relevant environmental planning instruments and the development standards established by council. Council may undertake a site inspection as part of the DA assessment.

9.6.1 Pre-development application advice regarding asbestos

Council's pre-DA service enables proponents to discuss asbestos-related issues with council prior to lodging a DA, if the issue is raised. Council may inform applicants of this policy, fact sheets or websites. Generally this may be most relevant to structures erected or modified before the 1980s and any other structure that could be reasonably suspected to contain asbestos including those with building materials from prior to 2004.

9.6.2 Conditions of consent

In issuing development consent, Council will include standard conditions relating to work that may involve asbestos.

9.7 Compliance and enforcement

9.7.1 Responsibilities for compliance and enforcement

The controls rely on information being provided and checked by the principal certifying authority which may be either the local council or a private certifier. A private certifier has powers under the *Environmental Planning and Assessment Act 1979* to issue construction certificates, compliance certificates, complying development certificates, occupation certificates and to carry out mandatory inspections. Councils will not always be the principal certifying authority. When a council is not nominated as the principal certifying authority for a complying development certificate or development application, the council may not have any knowledge of the asbestos matter. Accordingly, coordination of compliance and/or enforcement actions between the council and the private certifier will be required.

Council may take action on any development for which council has issued the development consent, even when not appointed as the principal certifying authority to ensure enforcement. Where council receives a complaint about a development for which council is not the principal certifying authority, council should consider whether council is the appropriate authority to resolve the matter. Complaints that warrant action by councils because of their greater enforcement powers include:

- urgent matters, for example, a danger to the public or a significant breach of the development consent or legislation
- matters that are not preconditions to the issue of the occupation/subdivision certificate.

In relation to naturally occurring asbestos, council is to verify compliance with environmental planning and assessment legislation and together with the EPA and SafeWork NSW is to coordinate enforcement where non-compliance is suspected.

9.7.2 Compliance strategies

Illegal works include:

- works that are undertaken without a required development consent or complying development certificate
- works that are undertaken that do not comply with the conditions of the development consent or complying development certificate.

Where council becomes aware of illegal work involving asbestos or asbestos containing materials, council will notify SafeWork NSW if the site is a workplace.

The *Environmental Planning and Assessment Act 1979* empowers council to issue orders to direct specific work be undertaken to comply with a development consent.

Council may need to issue an order under the *Local Government Act 1993* (section 124) to direct a person to 'do or refrain from doing such things as are specified in the order to ensure that land is, or premises are, placed or kept in a safe or healthy condition.'

Council may also issue a clean up notice or prevention notice under the *Protection of the Environment Operations Act 1997* as outlined in section 6.1 of this policy.

Council may audit asbestos-related demolition works which council has recently approved by using a legal notice under section 192 of the *Protection of the Environment Operations Act 1997* to require developers to provide information and records regarding disposal of their asbestos waste.

10. Managing asbestos as a waste

It is illegal to dispose of asbestos waste in domestic garbage bins or to recycle, reuse, bury or illegally dump asbestos waste. Asbestos must not be placed in general waste skip bins, yet there have been instances where asbestos has been illegally placed in skip bins by third parties. Members of the public need to be aware of this hazard and may need to secure their skip bins to prevent a third party from illegally disposing of asbestos in the skip bin.

Asbestos waste (in any form) must only be disposed of at a landfill site that may lawfully receive asbestos waste.

10.1 Responsibilities for asbestos waste management

Council's responsibilities for asbestos waste management are outlined in section 3.3.

The handling and, where appropriate, temporary storage of asbestos waste at worksites is regulated by SafeWork NSW.

The EPA regulates premises that have or require an environment protection licence in accordance with the *Protection of the Environment Operations Act 1997*. A licence is required where more than 5 tonnes of asbestos waste, brought from off-site, is stored at any time. All other sites where asbestos waste is stored, typically those that are non-work sites, are regulated by local councils.

10.2 Handling asbestos waste for disposal

The *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) provides details on waste containment and disposal and controls applicable to all types of asbestos removal (in section 4.8 of the Code).

10.3 Transporting asbestos waste

The following requirements apply to the transport of asbestos waste and non-compliance with these requirements is an offence under clause 78 of the *Protection of the Environment Operations (Waste) Regulation 2014*:

- (a) any part of any vehicle in which the person transports the waste is covered, and leak-proof, during the transportation, and
- (b) if the waste consists of bonded asbestos material-it is securely packaged during the transportation, and
- (c) if the waste consists of friable asbestos material-it is kept in a sealed container during transportation, and
- (d) if the waste consists of asbestos-contaminated soils-it is wetted down.

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014*. The transport of asbestos waste in NSW must be recorded from the place of generation to its final destination. The waste tracking system is administered by the EPA. Operators that use the EPA's WasteLocate system will be in compliance with these requirements. Information about EPA's WasteLocate system can be found at: www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm

An environment protection licence issued by the EPA is required to transport asbestos waste interstate where any load contains more than 200 kilograms of asbestos waste.

It is an offence to transport waste to a place that cannot lawfully receive that waste, or cause or permit waste to be so transported (under section 143 of the *Protection of the Environment Operations Act 1997*). Penalty notices may be issued for \$7,500 (to individuals) and \$15,000 (to corporations). NSW courts may impose penalties up to \$250,000 (for individuals) and \$1,000,000 (for corporations) found guilty of committing this offence.

10.4 Disposing of asbestos waste at waste facilities

Asbestos waste generated within the Temora Shire can be disposed of at the Teal Street Landfill Site, located Teal Street, Temora. Details are:

- Open Tuesday, Wednesday Friday from 8:00am – 12:30pm – 1:15pm – 5:00pm. Saturday and Sunday 1:00pm – 5:00pm
- Contact Teal Street Landfill Site Waste Management staff on 0407 931 231.
- Arrangements must be made prior to transporting asbestos waste to the Teal Street Landfill Site, as Council must ensure that staff is available to accept the waste. Note that 24 hour's notice is required for loads exceeding 10 square metres.
- ACM origin and removalist details are required to be entered into the asbestos register held at the facility.
- Fees apply for disposal of waste, please contact Council for details.
- Please note that asbestos waste is not accepted at the Arianah Park Landfill Site, Arianah Park
- **PLEASE NOTE:** that asbestos waste generated from outside the Temora Shire Council LGA will not be accepted by Council.

Persons delivering waste to a landfill site must comply with the following requirements:

- a person delivering waste that contains asbestos to a landfill site must inform the landfill occupier of the presence of asbestos when delivering the waste.
- when unloading and disposing of asbestos waste at a landfill site, the waste must be unloaded and disposed of in such a manner as to prevent the generation of dust or the stirring up of dust.

Non-compliance with these requirements is an offence under the *Protection of the Environment Operations (Waste) Regulation 2014* and these offences attract strong penalties.

10.4.1 Situations in which asbestos waste may be rejected from waste facilities

Asbestos waste may be rejected from a waste facility if the waste is:

- not correctly packaged for delivery and disposal (as per sections 10.2 and 10.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials, or
- taken to a waste facility that does not accept asbestos waste.

Where waste is rejected, the waste facility must inform the transporter of the waste of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2014*).

Individuals may be fined \$7,500 and corporations may be fined \$15,000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2014* for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

10.5 Illegal dumping of asbestos waste

Illegal dumping is the unlawful deposit of waste onto land. That is waste materials dumped, tipped or otherwise deposited onto private or public land where no licence or approval exists to accept such waste. Illegal landfilling, which is waste used as fill material, with or without the consent of the owner or occupier of the land and without the necessary council or EPA approvals, is also considered to be illegal dumping and pollution of land.

Illegal dumping of asbestos waste in public places such as parks, streets or nature strips can attract regulatory action including:

- on the spot fines of up to \$15,000
- prosecution for pollution of land of up to \$1 million for a corporation and \$120,000 for each day the offence continues (under section 142A of the *Protection of the Environment Operations Act 1997*), or

- up to \$1 million, or seven years imprisonment, or both for an individual (under section 119 of the *Protection of the Environment Operations Act 1997*).

The responsibility for cleaning up illegally dumped waste lies with the person or company that deposited the waste. If they cannot be identified the relevant occupier or landowner becomes the responsible party.

Local councils are the appropriate regulatory authority for illegal dumping unless:

- the activity was part of the carrying on of an activity listed in Schedule 1 of the *Protection of the Environment Operations Act 1997*
- the activity was carried out by a public authority or the state, or
- the site is regulated by a different authority such as the Minister for Planning.

A handbook to assist Aboriginal communities to prevent and arrange the clean up of illegal dumping (published by the EPA) is noted in Appendix B.

10.6 Asbestos remaining on-site

The disposal of asbestos on site is not encouraged as it requires an effective ongoing system of long term management to ensure the material does not pose unacceptable risks to future site activities and occupants. For on-site burial of asbestos waste, council will seek advice from the EPA. Council will confirm if on-site disposal is permitted under planning controls whether or not consent is required and will require recording of on-site disposal on the zoning certificate (section 10.7 certificate).

11. Complaints and investigations

Complaints and inquiries may be directed to council about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to SafeWork NSW. Complaints and inquiries regarding licensed premises under the *Protection of the Environment Operations Act 1997* should be directed to the EPA.

Council will respond to complaints and inquiries regarding:

- council's requirements in relation to development, land management and waste management
- derelict properties
- general asbestos safety issues
- illegal dumping
- safe removal and disposal of minor quantities of asbestos materials
- unsafe work at a residential property conducted by a homeowner or tenant.

Complaints about council in relation to asbestos may be directed to the NSW Ombudsman.

Part 2 – Management of asbestos risks within council

12. Rights and responsibilities of workers at the council workplace

12.1 Duties of council workers at the council workplace

12.1.1 The General Manager

The General Manager has a duty to exercise due diligence to ensure that council complies with the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. This includes taking reasonable steps to ensure that council has and uses appropriate resources and processes to eliminate or minimise risks associated with asbestos.

12.1.2 Workers

Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Accordingly workers:

- must comply with this policy and any reasonable instruction or procedure relating to health and safety at the workplace
- must use any personal protective equipment provided, in accordance with information, training and reasonable instruction provided so far as the worker is reasonably able
- may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose them, or other persons, to a serious health or safety risk, emanating from an immediate or imminent exposure to a hazard
- should ensure they are using the latest version of all relevant procedures, plans, guidelines and legislation (refer to Appendix G).

Managers are responsible for ensuring workers who report to them have access to this policy and appropriate information, documentation and training.

12.1.3 Prohibited work activities

Council will not permit the use of the following on asbestos or asbestos containing material:

- high pressured water spray (unless for fire fighting or fire protection purposes), or
- compressed air.

Council will not permit the following equipment to be used on asbestos or asbestos containing material unless the use of the equipment is controlled in accordance with the NSW Work Health and Safety Regulation 2011:

- power tools
- brooms (note brooms are allowed for use on vinyl floor tiles), or
- any other implements that cause the release of airborne asbestos into the atmosphere.

12.2 Responsibilities of council to council workers

12.2.1 Council's general responsibilities

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2011*. Accordingly council will:

- not use any asbestos containing materials (unless in accordance with part 8.1 (419) of the NSW *Work Health and Safety Regulation 2011*) and will not cause or permit asbestos waste in any form to be reused or recycled
- ensure that exposure of a person at the workplace to airborne asbestos is eliminated so far as is reasonably practicable
- ensure that the exposure standard for asbestos (defined in Appendix C) is not exceeded in the workplace
- notify SafeWork NSW immediately if persons are likely to be affected by asbestos fibres or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air
- ensure that any contractors engaged to undertake the removal of asbestos for council are appropriately licensed
- consult with workers as required by the *Work Health and Safety Act 2011*.

Council will not import asbestos or asbestos containing material into Australia as prohibited under the *Customs (Prohibited Imports) Regulations 1956*. If plant or other materials are imported from countries where asbestos is not yet prohibited, council shall ensure the plant or materials do not contain asbestos prior to supply or use in the workplace.

12.2.2 Education, training and information for workers

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2011*, council will:

- provide any information, training, instruction or supervision that is necessary to protect all persons at the workplace from risks to their health and safety arising from work carried out as part of the conduct of council business
- ensure workers who council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

Topics training may cover are outlined in the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

Education and training will only be provided by appropriately accredited individuals.

12.2.3 Health monitoring for workers

Council will ensure health monitoring is provided to a worker if they are carrying out licensed asbestos removal work, other ongoing asbestos removal work or asbestos-related work at the workplace for council and are at risk of exposure to asbestos when carrying out the work.

The health monitoring will be consistent with the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) and meet the requirements of the NSW *Work Health and Safety Regulation 2011* (part 8.5 Division 1).

Health counselling may be appropriate where a heightened sense of concern exists for individuals possibly exposed to elevated levels of airborne asbestos fibres.

Employees who were exposed to asbestos in the past and if there is a risk to the health of the employee as a result of that exposure, are covered by the NSW *Work Health and Safety Regulation 2011* (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.

13. Identifying and recording asbestos hazards in the council workplace

This section outlines how council will identify and record asbestos hazards in the workplace. This section does not cover naturally occurring asbestos which is addressed in section 5 or illegal dumping which is addressed in section 10.5.

13.1 Identifying asbestos

Council will ensure, so far as is reasonably practicable, that all asbestos or asbestos containing material at the workplace is identified by a competent person (as defined by the NSW *Work Health and Safety Regulation 2011*). If a material cannot be identified or accessed, it will be assumed to be asbestos. This does not apply if council has reasonable grounds to believe that asbestos or asbestos containing material is not present.

13.1.1 Material sampling

Council may choose to identify asbestos or asbestos containing material by arranging for a sample to be analysed. Where council arranges sampling of asbestos containing material, this will be undertaken by an appropriately trained and competent council worker or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory (refer to Appendix E) or a laboratory approved or operated by the regulator.

13.2 Indicating the presence and location of asbestos

Council will clearly indicate the presence and location of any asbestos or asbestos containing material identified or assumed at the workplace. Where it is reasonably practicable to do so, council will indicate the presence and location of the asbestos or asbestos containing material by a label.

13.3 Asbestos register

Council has an asbestos register which can be found (council's electronic record keeping system - Civica) and is kept at the workplace Environmental Services Department property files at 105 Loftus Street, Temora.

Council's asbestos register will be maintained to ensure the register lists all identified (or assumed) asbestos in the workplace and information in the register is up to date. The asbestos register will be accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2011* (clauses 425 – 428).

Council will ensure that any worker carrying out or intending to carry out work at a council workplace that involves a risk of exposure to airborne asbestos, is given a copy of the asbestos register.

13.4 Suspected asbestos

If a worker suspects there is asbestos in a council workplace, they should inform their manager or supervisor. A competent worker should check the asbestos register for existing asbestos locations and control measures and may need to arrange for an inspection and sampling of the material (refer to section 13.1.1). If it is likely that asbestos or suspected asbestos is present, the asbestos register will be updated and workers will be notified of any newly identified asbestos locations.

Council may need to manage the suspected asbestos as outlined in section 14. If the suspected asbestos has been disturbed and has, or could, become airborne, council may need to respond immediately as outlined in section 15.

14. Managing asbestos-related risks in the council workplace

14.1 Asbestos management plan

Council will ensure an Asbestos Management Plan is developed, implemented and maintained in accordance with the NSW *Work Health and Safety Regulation 2011* clause 429.

14.2 Asbestos management plan for naturally occurring asbestos

Council is aware of naturally occurring asbestos in the workplace. If naturally occurring asbestos is discovered, council will prepare an asbestos management plan in relation to the naturally occurring asbestos in accordance with the NSW *Work Health and Safety Regulation 2011* part 8.4 (Management of naturally occurring asbestos).

14.3 Management options for asbestos-related risks in the council workplace

Council's asbestos management plan includes decisions and reasons for decisions about the management of asbestos at the workplace.

Options for managing asbestos-related risks include:

- removal of asbestos or asbestos containing materials (preferred wherever reasonably practicable)
- interim control measures: enclosure (only for non-friable asbestos), encapsulation (when the original asbestos bond is still intact) or sealing (where the sealed material is unlikely to be subject to mechanical damage) asbestos containing material, to be implemented along with regular inspections by a competent person
- leaving asbestos containing material in situ (deferring action).

Council may undertake an asbestos risk assessment, in consultation with workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

For all asbestos work or asbestos-related work, safe work practices will be in place and suitable personal protective equipment will be used.

Reference shall be made to Temora Shire Councils Risk Management Policy RM10 – Asbestos – Policy for Employees and Contractors.

14.4 Sites contaminated with asbestos that are council workplaces

Where asbestos is identified as contaminating a workplace, the site will be included in council's asbestos register and asbestos management plan.

Council may need to ensure that an exposure assessment is undertaken and that appropriate risk management options are determined and implemented.

For asbestos in soil or aggregate, a suitably qualified occupational hygienist must carry out an assessment if the material in the soil and aggregate is unknown or classified as friable.

Council should engage specialists, who may include asbestos removalists, for all cases except in the case of minor, non-friable contaminations.

Further details on managing land contaminated with asbestos may be found in section 6.

14.5 Demolition or refurbishment of council buildings and assets

Council will ensure that before any demolition or refurbishment of a council structure or plant constructed or installed before 31 December 2003 is undertaken, the asbestos register is reviewed and a copy provided to the business undertaking the demolition or refurbishment. Council will ensure that any asbestos that is likely to be disturbed is identified and, so far as is reasonably practicable removed.

14.6 Removal of asbestos in the council workplace

Removal of asbestos or asbestos containing materials in the council workplace will be undertaken in accordance with the:

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011.

Council may also refer to the *Code of practice on how to safely remove asbestos* (catalogue no. WC03561).

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW *Work Health and Safety Regulation 2011* including the requirements to:

- notify SafeWork NSW at least five days prior to the asbestos removal work commencing. However, in the case of emergency work, such as burst pipes, fires and illegally dumped asbestos, council may request to SafeWork NSW that this five days period be waived
- prepare, supply and keep an asbestos removal control plan
- obtain a copy of the asbestos register for the workplace before carrying out asbestos removal work at the workplace (this does not apply if the asbestos removal work is to be carried out at residential premises, for example cleaning up asbestos that has been illegally dumped at a residential premises)
- inform the person with management or control of the workplace that the licensed asbestos removal work is to be carried out at the workplace
- erect signs and barricades
- limit access to the asbestos removal area
- properly dispose of asbestos waste and dispose of, or treat, contaminated personal protective equipment
- arrange a clearance inspection and clearance certificate.

Where council is informed that asbestos removal work is to be carried out at the workplace, council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area as per the NSW *Work Health and Safety Regulation 2011*.

14.6.1 Removal by contractors

Where council commissions the removal of asbestos at the workplace, council will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the NSW *Work Health and Safety Regulation 2011* that a licence is not required.

Where council requires the services of asbestos removalists, council will require the licence details of asbestos removalists prior to engaging their services and will verify the licence details with SafeWork NSW's Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

Council is required to ensure that the work is carried out by a competent person who has been trained in the identification and safe handling of, and suitable control measures for, asbestos and asbestos containing material. Council will therefore require a statement in a written contract or agreement with the licensed asbestos removalist that the licensed asbestos removalist who will undertake the work has been adequately trained and is provided with appropriate health monitoring by their employer.

The licensed asbestos removalist is to provide the following documentation prior to carrying out asbestos removal work:

- Asbestos removal control plan
- Public liability certificate of currency
- Workers compensation certificate of currency
- SafeWork NSW confirmation details to carry out the removal work

Council will provide a copy of the asbestos register to the licensed asbestos removalist.

Where council becomes aware of any breaches by licensed asbestos removalists, council will report this to SafeWork NSW.

14.6.2 Clearance inspections and certificates

Where council commissions any licensed asbestos removal work, council will ensure that once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued by an independent licensed asbestos assessor (for Class A asbestos removal work) or an independent competent person (in any other case) before the asbestos removal area is re-occupied.

The friable asbestos clearance certificate will require visual inspection as well as air monitoring of the asbestos removal site. Air monitoring is mandatory for all friable asbestos removal. The air monitoring must be conducted before and during Class A asbestos removal work by an independent licensed asbestos assessor.

The friable asbestos clearance certificate is to state that there was no visible asbestos residue in the area or vicinity of the area where the work was carried out and that the airborne asbestos fibre level was less than 0.01 asbestos fibres/ml.

15. Accidental disturbance of asbestos by workers

In situations where asbestos is accidentally disturbed by council work and has, or could, become airborne, council will act to minimise exposure of workers and the wider public to airborne asbestos.

In the event that workers or Council activities may accidentally disturb Asbestos Containing Materials (including asbestos contaminated soil) it will be appropriate that council:

- stop works in the vicinity of the asbestos immediately
- inform the site supervisor immediately, inform necessary workers and record the incident
- evacuate the area
- provide personal protective equipment and briefing to appropriately trained workers who will respond to the incident
- restrict access to the area and ensure only appropriately trained and equipped council workers attend the site
- exclude the public from the site and provide information to the public if in a public area
- wet surfaces to reduce the dust levels
- prevent the spread of contamination by using wash down facilities
- provide information, training and supervision to all workers potentially at risk
- contact SafeWork NSW to report the disturbance. SafeWork NSW must be immediately notified if persons are likely to be effected by asbestos fibres or if an air monitoring process records a level above 0.02 fibres/ml of air
- implement an air monitoring program to assess asbestos exposure levels and specific risk control measures.
- liaise with or consult the appropriate agencies
- seek advice from an occupational hygienist
- follow the Code of practice on how to safely remove asbestos (catalogue no. WC03561)
- ensure that asbestos materials are disposed of at a facility licensed to accept asbestos materials, and where contractors have been engaged to dispose of asbestos waste, sight proof of appropriate disposal through weighbridge dockets or similar documentation
- update the asbestos register and notify workers of any newly identified asbestos locations.

16. Council's role in the disposal of asbestos waste

16.1 Responding to illegal dumping

Where council commissions the removal of illegally dumped asbestos material or suspected asbestos material, council will ensure this is undertaken in accordance with section 14.6.2.

Where council becomes aware of illegally dumped asbestos material outside of council's jurisdiction, council will promptly notify the relevant authority.

16.2 Transporting and disposing of asbestos waste

Council will transport and dispose of waste in accordance with the legislation and as outlined in section 10.

16.3 Operating council's waste facility licensed to accept asbestos waste

Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014* including clause 80 which specifies that:

- (1) A person disposing of asbestos waste off the site at which it is generated must do so at a landfill site that can lawfully receive the waste.
- (2) When a person delivers asbestos waste to a landfill site, the person must inform the occupier of the landfill site that the waste contains asbestos.
- (3) When a person unloads or disposes of asbestos waste at a landfill site, the person must prevent:
 - (a) any dust being generated from the waste, and
 - (b) any dust in the waste from being stirred up.
- (4) The occupier of a landfill site must ensure that asbestos waste disposed of at the site is covered with virgin excavated natural material or (if expressly authorised by an environment protection licence held by the occupier) other material:
 - (a) initially (at the time of disposal), to a depth of at least 0.15 metre, and
 - (b) at the end of each day's operation, to a depth of at least 0.5 metre, and
 - (c) finally, to a depth of at least 1 metre (in the case of bonded asbestos material or asbestos-contaminated soils) or 3 metres (in the case of friable asbestos material) beneath the final land surface of the landfill site.

Council has develop a charging policy for receiving asbestos waste, which reflects the actual cost of managing the asbestos waste, plus any applicable levies.

When council is receiving construction, renovation and demolition waste, council should visually screen and may also inspect incoming loads to minimise asbestos contamination risk as this waste may be high risk for asbestos materials. Council shall develop procedures to avoid asbestos contamination in material intended for resource recovery.

Council may issue a receipt for asbestos waste received at a licensed landfill facility. The receipt provided may note the time, date and location of disposal, weight of asbestos containing material disposed, method of disposal (note on handling) and a receipt number. This information must be recorded by the facility, regardless of whether a receipt is issued.

16.3.1 Asbestos waste incorrectly presented to council's waste facility

This section applies to situations where asbestos waste is taken to a council waste facility and the waste is:

- not correctly packaged for delivery and disposal (as per sections 9.2 and 9.3)
- not disclosed by the transporter as being asbestos or asbestos containing materials
- taken to a waste facility that does not accept asbestos waste.

In these situations, council may record relevant details such as the:

- contact details of the transporter
- origin of the asbestos or asbestos containing material
- amount and type of asbestos or asbestos containing material
- reasons why the asbestos waste was not properly packaged, disclosed or transported to a waste facility licensed to receive asbestos waste
- development consent details (if applicable).

Where asbestos waste is not correctly packaged for delivery and disposal, or is not disclosed by the transporter as being asbestos or asbestos containing materials, council may:

- reject the asbestos waste from the facility
- suggest the transporter re-package the load correctly at the facility
- provide a bay for wetting and/or wrapping the asbestos and protective equipment for the transporter eg the option to purchase an asbestos waste handling kit (for non-commercial operators with less than 10 square metres of non-friable asbestos)
- provide the transporter with educational material such as SafeWork NSW fact sheets on correct methods for packaging, delivery and disposal of asbestos
- question the transporter about the source of asbestos waste
- issue a clean up notice or prevention notice under the *Protection of the Environment Operations Act 1997*
- issue a compliance cost notice under the *Protection of the Environment Operations Act 1997*
- issue a penalty infringement notice for improper transport of asbestos (under the *Protection of the Environment Operations Act 1997*).

Where asbestos waste is taken to a waste facility that does not accept asbestos waste, council may reject the waste. Where waste is rejected, council should complete a rejected loads register (a template is available from SafeWork NSW). Council will also inform the transporter of a waste facility to which the waste may be transported, that is, a waste facility at which the waste can be legally accepted (as required by the *Protection of the Environment Operations (Waste) Regulation 2014*). If council suspects that there is a risk of illegal dumping of the rejected waste, council will inform council's rangers or council's compliance officers. Suitable disposal for loads that are refused entry will remain the responsibility of the transporter and at a later date the transporter will need to demonstrate to council that the waste has been appropriately disposed.

Where asbestos waste is illegally dumped at an unstaffed waste station, management options for council include to:

- undertake surveillance via video cameras to issue fines or deter dumping
- provide targeted education to neighbouring landholders to ensure that they do not allow access to the waste station.

16.4 Re-excavation of landfill sites

The re-excavation of a council landfill site where significant quantities of asbestos waste are deposited is not encouraged and should only be considered with reference to any available records on the nature, distribution and quantities of asbestos waste required under the relevant legislation, and consultation with the Environment Protection Authority (as the appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*).

17. Advice to tenants and prospective buyers of council owned property

Council may provide advisory notes to tenants and prospective buyers of council owned property that is likely to contain asbestos.

Council may request that tenants in council property:

- advise council of any hazards relating to asbestos
- minimise damage to asbestos containing material
- co-operate with council in facilitating any risk management work arranged by council
- act on advice from council to minimise risks from asbestos.

18. Implementing council's asbestos policy

18.1 Supporting documents

The implementation of this policy is supported by council's:

- Conditions of Consent template
- Council's Enforcement Policy.

Council also has several internal documents that support this policy:

- Risk Management Policy - RM10 – Policy for Employees & Contractors
- asbestos register
- complaints handling procedures
- Council's existing risk assessment matrices and a risk controls checklists
- employee health monitoring plans
- incident report form

18.2 Communicating the policy

This is a publicly available policy. The policy is to be made available via:

- Council's offices at 105 Loftus Street, Temora
- Council's website www.temora.nsw.gov.au

All employees shall receive information about the policy at induction from Council's Human Resource Officer or Safety and Systems Coordinator.

Any workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public) who are involved in any activity or activities listed in Appendix A under section 3 on behalf of, or for, council shall be provided with access to a copy of this policy and relevant supporting documents. This includes any workers involved in commencing, arranging, undertaking, regulating, inspecting or supervising a potentially hazardous activity or activities. Managers are responsible for ensuring workers who report to them have access to the policy and appropriate information, documentation and training in asbestos awareness (as per the NSW *Work Health and Safety Regulation 2011*) prior to planning the activity or activities. Further information about training is noted in section 12.2.2 of this policy.

Council shall incorporate a statement regarding compliance with this policy in all relevant contracts and agreements with workers (including employees, contractors, consultants and, where relevant, volunteers and members of the public).

In the case of any substantive revisions to the policy, the revisions will be approved by the General Manager and the General Manager will notify all persons who may have cause to undertake, arrange or supervise any activities listed in Appendix A under section 3 on behalf of, or for, council.

18.3 Non-compliance with the policy

Failure by workers to adhere to the policy and failure by managers to adequately inform relevant workers of this policy shall be considered non-compliance with this policy.

The appropriate supervisor, manager, director, or the General Manager, shall take action in the case on non-compliance with the policy and this may include providing education and training, issuing a verbal or written warning, altering the worker's duties, or in the case of serious breaches, terminating the worker's services. Each case shall be assessed on its merits with the aim of achieving a satisfactory outcome for all parties.

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the policy or if they are concerned that other workers are not complying with the policy.

19. Variations to this policy

Council reserves the right to review, vary or revoke this policy. The General Manager may allow variations to the policy for minor issues in individual cases.

Appendices

Appendix A – General information and guidance

1. What is asbestos?

Asbestos is the generic term for a number of naturally occurring, fibrous silicate materials. If asbestos is disturbed it can release dangerous fine particles of dust containing asbestos fibres. Breathing in dust containing elevated levels of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

There are two major groups of asbestos:

- the serpentine group contains chrysotile, commonly known as white asbestos
- the amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos) as well as some other less common types (such as tremolite, actinolite and anthophyllite).

Further information about the different types of asbestos can be found in: Environmental Health Standing Committee (enHealth), *Asbestos: A guide for householders and the general public*, Australian Health Protection Principal Committee, Canberra, 2013 (available at: www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc~asbestos-about).

In Australia, in the past asbestos was mined and widely used in the manufacture of a variety of materials. Asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited in Australia since 31 December 2003.

Asbestos legacy materials still exist in many homes, buildings and other assets. It is estimated that 1 in 3 Australian homes contains building materials with asbestos. Where the material containing asbestos is in a non-friable form (or bonded), undisturbed, and painted or otherwise sealed, it may remain safely in place. However, where the asbestos containing material is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos unsafely can create a health hazard.

It is often difficult to identify the presence of asbestos by sight. If you are in doubt, it is best to assume that you are dealing with asbestos and take every precaution. The most accurate way to find out whether a material contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos such as an occupational hygienist. It can be unsafe for an unqualified person to take a sample of asbestos. Licensed asbestos removalists can be found by using the telephone directory. Council encourages residents to ask the contractor for a copy of their licence prior to engaging them. Residents can then check with SafeWork NSW (phone 13 10 50) to confirm the contractor has the appropriate class of licence for the asbestos removal job.

2. Where is asbestos found?

Asbestos can be found where it occurs naturally and in a variety of materials (from prior to 2004) in residential, commercial and industrial premises and on public and private land.

2.1 Naturally occurring asbestos

Naturally occurring asbestos refers to the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

Asbestos is found as a naturally occurring mineral in many areas of NSW. Asbestos may occur in veins within rock formations. [The map provided in Appendix L](#) gives an indication of areas in NSW known to have naturally occurring asbestos. Temora Shire Council is aware of areas of naturally occurring asbestos within the LGA and the general location is located in the South Eastern section of the shire known as Dirnaseer and the asbestos is underground and does not present a high risk to public health. In the event of the NOA being disturbed a Management Plan has been developed and is located in this document as Appendix K.

Work processes that have the potential to inadvertently release naturally occurring asbestos into the air include:

- agriculture
- forestry
- landscaping
- mining
- other excavation or construction activities
- pipe works and telecommunications works
- road construction and road works.

Further information can be found in this policy under section 5 and in the *Naturally-occurring asbestos fact sheet* (catalogue no. WC03728) published by SafeWork NSW, which provides a photograph of naturally occurring asbestos. The SafeWork NSW website provides further information on naturally occurring asbestos and supporting documents on what people can do to avoid contact with naturally occurring asbestos.

2.2 Residential premises

As a general rule, a house built:

- Before the mid 1980s – is highly likely to contain asbestos containing products.
- Between the mid 1980s and 1990 – is likely to contain asbestos containing products.
- After 1990 – is unlikely to contain asbestos containing products. However, some houses built in the 1990s and early 2000s may have still used asbestos cement materials until the total ban on any activity involving asbestos products became effective from December 2003.

Pipelines installed prior to 1992, particularly black surface coated and grey surface pipes, may contain asbestos.

It is important to note, the most accurate way to find out whether a material contains asbestos is by engaging a licensed asbestos removalist or occupational hygienist to inspect and arrange testing where necessary.

Fibre cement sheeting, commonly known as 'fibro', 'asbestos sheeting' or 'AC sheeting' (asbestos containing sheeting) is the most commonly found legacy asbestos material in residential premises. Other asbestos containing materials were used in 'fibro' houses but also found in brick and timber housing stock from that period. Asbestos materials were sold under a range of commercial names. Some asbestos containing materials found in New South Wales domestic settings are listed in Appendix J.

Common places where asbestos is likely to be found in and around homes include:

Outside

- backyard garden sheds, carports, garages and dog kennels
- electrical meter boards
- imitation brick cladding

-
- lining under eaves
 - wall and roof materials (flat, patterned or corrugated asbestos sheeting).

Inside

- insulation materials in heaters and stoves
- interior walls and sheeting
- sheet materials in wet areas (bathroom, toilet and laundry walls, ceilings and floors)
- vinyl floor tiles, the backing to cushion vinyl flooring and underlay sheeting for ceramic tiles including kitchen splashback.

Asbestos can also be found in:

- angle mouldings (internal and external)
- board around windows and fireplaces
- brake pads and clutch pads to vehicles
- buried and dumped waste materials
- carpet underlay
- ceilings (ceiling tiles or sprayed coatings or loose in the ceiling cavity and may have moved to wall cavities, cornices and sub-floor areas)
- cement flooring
- external toilets
- fencing
- guttering, downpipes and vent pipes
- inside appliances eg irons, whitegoods
- gable ends
- outbuildings
- ridge capping
- swimming pools – reinforcing marble swimming pools
- ventilators – internal and external.

Other places asbestos can be found are listed in Appendix J.

2.3 Commercial and industrial premises

In commercial and industrial premises, asbestos may be found in the abovementioned places and also:

- asbestos rope or fabric in expansion joints (for example exhaust flues) and insulation
- bituminous waterproof membrane on flat roofs
- brake disc pads and brake linings
- cloth, tapes, ropes and gaskets for packing
- electrical switchboards and duct heater units
- fillers and filters
- fire doors
- lagging on pipes such as heater flues
- lift motor rooms
- pipes, casing for water and electrical/ telecommunication services

-
- rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications
 - structural beams of buildings
 - yarns and textiles eg fire blankets.

Other places asbestos can be found are listed in Appendix J.

2.4 Sites contaminated with asbestos

Contamination of soils from asbestos or asbestos containing materials can present a risk in urban and rural environments if the asbestos can give rise to elevated levels of airborne fibres that people can breathe. Whilst buried material may not give rise to airborne asbestos fibres if securely contained, inappropriate disturbance of this waste could give rise to harmful levels of asbestos fibres in air. Activities such as those listed in section 3 of this Appendix have the potential to encounter and disturb asbestos waste or contamination, particularly where the contamination is not known to be present at the site or has not been appropriately considered.

2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

- industrial land, eg, asbestos-cement manufacturing facilities, former power stations, and rail and ship yards, especially workshops and depots
- waste disposal or dumping sites, including sites of illegal dumping eg, building waste
- sites with infill or burial of asbestos waste from former asbestos mining or manufacture processes
- buildings or structures damaged by fire or storm (particularly likely for those with pre-1980s building materials but also possible for those with materials from prior to 2004)
- land with fill or foundation material of unknown composition
- sites where buildings or structures have been constructed from asbestos containing material or where asbestos may have been used as insulation material, eg, asbestos roofing, sheds, garages, reservoir roofs, water tanks, boilers and demolition waste has been buried onsite
- sites where buildings or structures have been improperly demolished or renovated, or where relevant documentation is lacking (particularly likely for those with pre-1980s building materials but also those with materials from prior to 2004)
- disused services with asbestos containing piping such as water pipes (including sewage systems, water services and irrigation systems), underground electrical and telephone wires and telecommunications trenches or pits (usually within 1 metre of the surface).

2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and SafeWork NSW are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measureable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: www.epa.nsw.gov.au/clm/publiclist.htm

If land is contaminated but not determined to be 'significant enough to warrant regulation' then the *Contaminated Land Management Act 1997* does not apply. In such cases the provisions within the planning legislation and/or the *Protection of the Environment Operations Act 1997* may be the appropriate mechanism for management of such contamination.

Guidance on assessing land can be found in the document: *Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997*.

3. Potentially hazardous activities

A number of activities could cause asbestos to be inadvertently disturbed and consequently create a health risk.

Before undertaking any of the activities listed below, it should be considered whether asbestos containing materials may be present. If asbestos is present, these activities may be illegal or certain precautions may be required, or an appropriately licensed person may be required to undertake the activity.

Members of the public could inadvertently disturb asbestos through activities including:

- renovations, refurbishments or repairs particularly those involving power tools, boring, breaking, cutting, drilling, grinding, sanding or smashing asbestos containing materials
- sealing, painting, brushing and cleaning asbestos cement products
- demolitions of homes or other structures (dismantling or destruction)
- relocating a house, building or structure
- using compressed air on asbestos containing materials
- water blasting asbestos containing materials
- cleaning gutters on asbestos cement roofs
- handling asbestos cement conduits or boxes
- maintenance work such as plumbing and electrical work on or adjacent to asbestos containing materials such as working on electrical mounting boards
- maintenance or servicing of materials from vehicles, plant or equipment
- checking, removing or replacing ceiling insulation which contains asbestos.

Council could inadvertently disturb asbestos through activities such as:

- abovementioned activities
- asset and building maintenance
- certifying
- inspections of sites and premises
- transport and disposal of illegally dumped materials
- collection, transport and disposal of incorrectly disposed of materials.

Naturally occurring asbestos and contaminated sites could be inadvertently disturbed during:

- road building
- site and construction work
- other excavation activities
- vehicle movements.

Natural processes can create a risk of exposure to asbestos including:

- extensive fire or storm damage to asbestos cement roofs or building materials
- extensive weathering and etching of unsealed asbestos cement roofs.

In addition, work that intentionally disturbs asbestos, such as sampling or removal, should be conducted by a competent person and in accordance with the relevant codes of practice and legislation.

4. Health hazards

Asbestos fibres can pose a risk to health if airborne, as inhalation is the main way that asbestos enters the body. The World Health Organisation has stated that concentrations of asbestos in drinking water from asbestos cement pipes do not present a hazard to human health.

Breathing in asbestos fibres can cause asbestosis, lung cancer and mesothelioma. The risk of contracting these diseases increases with the number of fibres inhaled and the risk of lung cancer from inhaling asbestos fibres is greatly increased if you smoke. Small fibres are the most dangerous and they are invisible to the naked eye. People who are at most risk are those who have been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear for some time (about 20 to 30 years) after the first exposure to asbestos.

Asbestosis is the irreversible scarring of lung tissue that can result from the inhalation of substantial amounts of asbestos over a period of years. It results in breathlessness that may lead to disability and, in some cases, death.

Lung cancer can be caused by asbestos. Lung cancer is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.

Mesothelioma is a cancer of the pleura (outer lung lining) or the peritoneum (the lining of the abdominal cavity). Mesothelioma rarely occurs less than 15 years from first exposure, and most cases occur over 30 years after first exposure. Accordingly, the rates of malignant mesothelioma (an incurable cancer) are expected to rise from the year 2012 to 2020 and are expected to peak in this time.

If asbestos fibres are in a stable material, for example bonded in asbestos-cement sheeting (such as fibro), and these materials are in good condition they pose little health risk. However, where fibro or other non-friable asbestos sheeting is broken, damaged or mishandled, fibres can become loose and airborne posing a risk to health. Disturbing or removing asbestos containing materials unsafely can create a hazard.

The occupational standard for asbestos is 0.1fibre/ml of air and the environmental standard is 0.01fibre/ml in air.

When someone has potentially been exposed to asbestos, or receives or expects they may receive a diagnosis of an asbestos-related disease, they may experience psychological distress, including anxiety and may be in need of support. Their family and those around them may also be vulnerable to psychological distress.

Appendix B – Further information

Aboriginal communities

Illegal dumping prevention and clean-up. Handbook for Aboriginal communities, 2008 (EPA)
www.epa.nsw.gov.au/illegaldumping/resources.htm

Asbestos contractors

Choosing an asbestos consultant fact sheet (catalogue no. WC04547) (SafeWork NSW)
www.safework.nsw.gov.au/formspublications/publications/Pages/Choosinganasbestosconsultant.aspx

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages www.yellowpages.com.au or by contacting the Asbestos Removal Contractors Association NSW (ARCA) www.arcansw.asn.au or by emailing: email@arcansw.asn.au. An asbestos removal contractor's licence can be verified by contacting the SafeWork NSW's Certification Unit on **13 10 50**.

Asbestos waste

Advice about safely disposing of household asbestos waste can be found at:
www.epa.nsw.gov.au/managewaste/house-asbestos.htm

Asbestos waste disposal facility search function on the Asbestos Safety and Eradication Agency website:
www.asbestossafety.gov.au/search-disposal-facilities

Crackdown on Illegal Dumping: A Handbook for Local Government, 2007 (EPA)
www.epa.nsw.gov.au/illegaldumping/resources.htm

Illegally Dumped Asbestos Clean Up Program (IDACUP): Council may become involved in clean up activities of illegally dumped asbestos waste. Where the responsible party is unknown, unavailable, unwilling (despite a legal obligation to do so) or unable to pay for clean up within the timeframe required to avoid or at least minimise harm to the environment or public health, Council may apply for funding under the IDACUP. Information about the IDACUP is available at www.environment.nsw.gov.au/grants/IDACUP.htm

Regional Illegal Dumping (RID) Squads: are regionally based teams that specialise in dealing with illegal dumping. The squads are funded by the EPA and the member local councils who opt to work together and pool resources to tackle illegal dumping.

RIDonline is a statewide illegal dumping database and reporting tool to assist councils and the EPA develop a comprehensive picture of the extent of illegal dumping in NSW. Members of the community can assist by reporting illegal dumping online through the RIDonline App, available for the public to download in February 2016.

For more information on illegal dumping and safely disposing of asbestos waste visit the EPA website:
www.epa.nsw.gov.au

Management of asbestos in recycled construction and demolition waste, 2010 (SafeWork NSW)
www.safework.nsw.gov.au/_data/assets/pdf_file/0017/18323/asbestos_recycled_construction_demolition_waste_2772.pdf

Contaminated land

Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2015 (EPA).
www.epa.nsw.gov.au/resources/clm/150164-report-land-contamination-guidelines.pdf

Managing land contamination: Planning guidelines SEPP 55 – Remediation of land, 1998 (Department of Planning and Environment and EPA)
www.epa.nsw.gov.au/resources/clm/gu_contam.pdf

Emergency management

Guidance Material: Asbestos and Fire-damaged Buildings, 2015 (EPA)

www.epa.nsw.gov.au/resources/waste/asbestos/150044-asbestos-fire-damaged-buildings.pdf

NSW Asbestos Emergency Plan: The NSW Asbestos Emergency sub plan details the specific arrangements for the coordinated funding and management of asbestos debris during and following a larger scale emergency, being an event that requires a significant and coordinated response, where the presence of asbestos containing material in the community poses a significant risk to public health and safety.

www.emergency.nsw.gov.au/publications/plans/sub-plans/asbestos.html

Environmental risk assessment

Environmental health risk assessment: Guidelines for assessing human health risks from environmental hazards, 2002 (Commonwealth of Australia)

Available via email by contacting the enHealth Secretariat: enHealth.Secretariat@health.gov.au

Health

Asbestos and health risks fact sheet, 2007 (NSW Health)

www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx

Further advice concerning the health risks of asbestos can be obtained from your local public health unit.

Renovation and development

Asbestos: A guide for householders and the general public, Environmental Health Standing Committee (enHealth), Australian Health Protection Principal Committee, Canberra, 2013 (available at:

www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc~asbestos-about).

Asbestos Awareness website (Asbestos Education Committee)

www.asbestosawareness.com.au

Choosing and working with a principal certifying authority: A guide for anyone planning to build or subdivide, 2011 (Building Professionals Board)

www.bpb.nsw.gov.au/sites/default/files/public/Finalbuildingappbroch.pdf

Practical guidance

Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW

www.safework.nsw.gov.au/_data/assets/pdf_file/0015/15216/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf

Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW

www.safework.nsw.gov.au/_data/assets/pdf_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf

Tenants

Tenants rights Fact sheet 26 Asbestos and lead, 2010 (Tenants NSW)

www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php

Tenants – Housing NSW tenants

Asbestos fact sheet, 2010 (Housing NSW)

www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf

Appendix C – Definitions

The terms used in the policy are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008*
- *Protection of the Environment Operations Act 1997*
- *Waste classification guidelines part 1 classifying waste 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011*.

accredited certifier in relation to matters of a particular kind, means the holder of a certificate of accreditation as an accredited certifier under the *Building Professionals Act 2005* in relation to those matters.

airborne asbestos means any fibres of asbestos small enough to be made airborne. For the purposes of monitoring airborne asbestos fibres, only respirable fibres are counted.

asbestos means the asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following:

- a. actinolite asbestos
- b. grunerite (or amosite) asbestos (brown)
- c. anthophyllite asbestos
- d. chrysotile asbestos (white)
- e. crocidolite asbestos (blue)
- f. tremolite asbestos
- g. a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).

asbestos containing material (ACM) means any material or thing that, as part of its design, contains asbestos.

asbestos-contaminated dust or debris (ACD) means dust or debris that has settled within a workplace and is, or is assumed to be, contaminated with asbestos.

asbestos-related work means work involving asbestos that is permitted under the *Work Health and Safety Regulation 2011*, other than asbestos removal work.

asbestos removal licence means a Class A asbestos removal licence or a Class B asbestos removal licence.

asbestos removal work means:

- a. work involving the removal of asbestos or asbestos containing material, or
- b. Class A asbestos removal work or Class B asbestos removal work.

asbestos removalist means a person conducting a business or undertaking who carries out asbestos removal work.

asbestos waste means any waste that contains asbestos. This includes asbestos or asbestos containing material removed and disposable items used during asbestos removal work including plastic sheeting and disposable tools.

certifying authority means a person who is authorised by or under section 85A of the *Environmental Planning and Assessment Act 1979* to issue complying development certificates, or is authorised by or under section 109D of the *Environmental Planning and Assessment Act 1979* to issue part 4A certificates.

Class A asbestos removal licence means a licence that authorises the carrying out of Class A asbestos removal work and Class B asbestos removal work by or on behalf of the licence holder.

Class A asbestos removal work means the removal of friable asbestos which must be licensed under clause 485 of the *Work Health and Safety Regulation 2011*. This does not include: the removal of ACD that is associated with the removal of non-friable asbestos, or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

Class B asbestos removal licence means a licence that authorises the carrying out of Class B asbestos removal work by or on behalf of the licence holder.

Class B asbestos removal work means the removal of more than 10 square metres of non-friable asbestos or asbestos containing material work that is required to be licensed under clause 487, but does not include Class A asbestos removal work.

competent person means: a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:

- a. a certification in relation to the specified VET course for asbestos assessor work, or
- b. a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health.

complying development is a fast track, 10 day approval process where a building meets all of the predetermined standards established in either a state or local council planning document. A complying development certificate can be issued by either a local council or an accredited certifier.

complying development certificate

contaminant means any substance that may be harmful to health or safety.

contamination of land means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment

control measure, in relation to a risk to health and safety, means a measure to eliminate or minimise the risk.

demolition work means work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure, but does not include:

- a. the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work, or
- b. the removal of power, light or telecommunication poles.

development means:

- a. the use of land
- b. the subdivision of land
- c. the erection of a building
- d. the carrying out of a work
- e. the demolition of a building or work
- f. any other act, matter or thing referred to in section 26 of the *Environmental Planning and Assessment Act 1979* that is controlled by an environmental planning instrument.

development application means an application for consent under part 4 of the *Environmental Planning and Assessment Act 1979* to carry out development but does not include an application for a complying development certificate.

emergency service organisation includes any of the following:

- a. the Ambulance Service of NSW
- b. Fire and Rescue NSW
- c. the NSW Rural Fire Service
- d. the NSW Police Force
- e. the State Emergency Service
- f. the NSW Volunteer Rescue Association Inc
- g. the NSW Mines Rescue Brigade established under the *Coal Industry Act 2001*
- h. an accredited rescue unit within the meaning of the *State Emergency and Rescue Management Act 1989*.

exempt development means minor development that does not require any planning or construction approval because it is exempt from planning approval.

exposure standard for asbestos is a respirable fibre level of 0.1 fibres/ml of air measured in a person's breathing zone and expressed as a time weighted average fibre concentration calculated over an eight-hour working day and measured over a minimum period of four hours in accordance with the Membrane Filter Method or a method determined by the relevant regulator.

friable asbestos means material that:

- a. is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry
- b. contains asbestos.

health means physical and psychological health.

health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.

independent, in relation to clearance inspections and air monitoring means:

- a. not involved in the removal of the asbestos
- b. not involved in a business or undertaking involved in the removal of the asbestos, in relation to which the inspection or monitoring is conducted.

in situ asbestos means asbestos or asbestos containing material fixed or installed in a structure, equipment or plant, but does not include naturally occurring asbestos.

licence holder means: in the case of an asbestos assessor licence – the person who is licensed:

- a. to carry out air monitoring during Class A asbestos removal work
- b. to carry out clearance inspections of Class A asbestos removal work
- c. to issue clearance certificates in relation to Class A asbestos removal work, or
 - in the case of an asbestos removal licence – the person conducting the business or undertaking to whom the licence is granted, or
 - in the case of a major hazard facility licence – the operator of the major hazard facility to whom the licence is granted or transferred.

licensed asbestos assessor means a person who holds an asbestos assessor licence.

licensed asbestos removalist means a person conducting a business or undertaking who is licensed under the *Work Health and Safety Regulation 2011* to carry out Class A asbestos removal work or Class B asbestos removal work.

licensed asbestos removal work means asbestos removal work for which a Class A asbestos removal licence or Class B asbestos removal licence is required.

NATA means the National Association of Testing Authorities, Australia.

NATA-accredited laboratory means a testing laboratory accredited by NATA, or recognised by NATA either solely or with someone else.

naturally occurring asbestos means the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil.

non-friable asbestos means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound.

Note. Non-friable asbestos may become friable asbestos through deterioration (see definition of friable asbestos).

occupational hygienist means a person with relevant qualifications and experience in asbestos management who is a full member of the Australian Institute of Occupational Hygienists (AIOH).

occupier includes a tenant or other lawful occupant of premises, not being the owner.

officer means an officer as defined in the NSW *Work Health and Safety Act 2011*.

orphan waste means materials that have been placed or disposed of on a premises unlawfully that may have the potential to pose a risk to the environment or public health.

person conducting a business or undertaking a 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.

personal protective equipment means anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment.

respirable asbestos fibre means an asbestos fibre that:

- a. is less than three micrometres wide
- b. more than five micrometres long
- c. has a length to width ratio of more than 3:1.

specified VET course means:

- a. in relation to Class A asbestos removal work – the following VET courses:
 - remove non-friable asbestos
 - remove friable asbestos, or
- b. in relation to Class B asbestos removal work – the VET course Remove non-friable asbestos, or
- c. in relation to the supervision of asbestos removal work – the VET course Supervise asbestos removal, or
- d. in relation to asbestos assessor work – the VET course Conduct asbestos assessment associated with removal.

structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- a. buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels)
- b. any component of a structure
- c. part of a structure
- d. volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).

waste includes:

- any substance (whether solid, liquid or gaseous) that is discharged, emitted or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment, or
- any discarded, rejected, unwanted, surplus or abandoned substance, or
- any otherwise discarded, rejected, unwanted, surplus or abandoned substance intended for sale or for recycling, processing, recovery or purification by a separate operation from that which produced the substance, or
- any process, recycled, re-used or recovered substance produced wholly or partly from waste that is applied to land, or used as fuel, but only in the circumstances prescribed by the regulations, or
- any substance prescribed by the regulations made under the *Protection of the Environment Operations Act 1997* to be waste.

waste facility means any premises used for the storage, treatment, processing, sorting or disposal of waste (except as provided by the regulations).

worker a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee, or
- b. a contractor or subcontractor, or
- c. an employee of a contractor or subcontractor, or
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- e. an outworker, or
- f. an apprentice or trainee, or
- g. a student gaining work experience, or
- h. a volunteer, or
- i. a person of a prescribed class.

workplace a workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes: a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any waters or floating on any waters.

Appendix D – Acronyms

ACD	Asbestos Containing Dust (an acronym used in the legislation)
ACM	Asbestos Containing Material (an acronym used in the legislation)
ARA	Appropriate Regulatory Authority (an acronym used in the legislation)
DA	Development Application
EPA	Environment Protection Authority
JRPP	Joint Regional Planning Panel
LGA	Local Government Area
NATA	National Association of Testing Authorities
NSW	New South Wales
SEPP	State Environmental Planning Policy
VET	Vocational Education and Training

Appendix E – Relevant contacts

Further information can be accessed from Council's website www.temora.nsw.gov.au |

Asbestos-related disease organisations (non-exhaustive)

Asbestos Diseases Foundation Australia Inc

Phone: (02) 9637 8759
Helpline: 1800 006 196
Email: info@adfa.org.au
Website: www.adfa.org.au

Asbestos Diseases Research Institute

Phone: (02) 9767 9800
Email: info@adri.org.au
Website: www.adri.org.au

Australian Institute of Occupational Hygienists Inc.

Phone: (03) 9338 1635
Email: admin@aioh.org.au
Website: www.aioh.org.au

Dust Diseases Authority

Phone: (02) 8223 6600
Toll Free: 1800 550 027
Email: DDAenquiries@icare.nsw.gov.au
Website: www.icare.nsw.gov.au

Environment Protection Authority (EPA)

Phone: (02) 9995 5000
Environment line: 13 15 55
Email: info@epa.nsw.gov.au
Website: www.epa.nsw.gov.au/epa

Licensed Asbestos Contractors

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the Yellow Pages website: www.yellowpages.com.au or contact:

Asbestos Removal Contractors Association NSW

PO Box Q1882
Queen Victoria Building
NSW 1230
Email: email@arcansw.asn.au
Website: www.arcansw.asn.au

Verification of an asbestos removal contractor's licence can be checked by contacting SafeWork NSW's Certification Unit Phone: **13 10 50**

Civil Contractors Federation (CCF)

Phone: (02) 9009 4000
Email: ccfnsw@ccfnsw.com
Website: www.ccfnsf.com/

Local Government NSW

Phone: (02) 9242 4000
Email: lgnsf@lgnsf.org.au
Website: www.lgnsf.org.au

NSW Ombudsman

Phone: (02) 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Email: nswombo@ombo.nsw.gov.au
Website: www.ombo.nsw.gov.au

Training providers (non-exhaustive)**TAFE NSW**

Phone: 131 601
Website: www.tafensw.edu.au

Housing Industry Association (HIA)

Phone: (02) 9978 3333
Website: www.hia.com.au/

Local Government Training Institute

Phone: (02) 4922 2333
Website: www.lgti.com.au

Comet Training

Phone: (02) 9649 5000
Website: www.comet-training.com.au/site

Master Builders Association (MBA)

Phone: (02) 8586 3521
Website: www.masterbuilders.com.au

SafeWork NSW

SafeWork NSW Information Centre Phone: 13 10 50
SafeWork NSW – Asbestos/Demolition Hotline Phone: (02) 8260 5885
Website: www.safework.nsw.gov.au

Appendix F – Waste management facilities that accept asbestos wastes

Waste management facilities that can accept asbestos waste may be operated by council, the State Government or private enterprise. The fees charged by the facility operators for waste received are determined by the facility.

Not all waste management centres accept asbestos waste from the public. Management of asbestos waste requires special precautions such as a separate disposal location away from other general waste and controls to prevent the liberation of asbestos fibres, such as the immediate covering of such waste.

The Teal Street Landfill Site accepts asbestos waste. This facility does not accept asbestos waste that is generated outside the Temora Shire Council LGA. Asbestos waste is not accepted at the Arianah Park Landfill Site.

Waste management facilities in other areas that accept asbestos wastes

A list of licensed landfills that may accept asbestos waste from the public is available on the EPA website at: www.epa.nsw.gov.au/managewaste/house-asbestos-land.htm

Some of the landfills may accept non-friable asbestos waste but not friable asbestos waste. Some landfills may not accept large quantities of asbestos waste.

Always contact the landfill before taking asbestos waste to a landfill to find out whether asbestos is accepted and any requirements for delivering asbestos to the landfill. EPA does not endorse any of the landfills listed on the website or guarantee that they will accept asbestos under all circumstances.

Appendix G – Asbestos-related legislation, policies and standards

- *Contaminated Land Management Act 1997*
- *Code of practice on how to manage and control asbestos in the workplace* (catalogue no. WC03560) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW
- *Demolition work code of practice 2015*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *Protection of the Environment Operations Act 1997*
- *State Environmental Planning Policy No. 55 – Remediation of Land*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2011*
- *Workers' Compensation (Dust Diseases) Act 1942.*

Appendix H – Agencies roles and responsibilities

NSW organisations

Department of Planning and Environment (DPE)

DPE's primary role in the management of asbestos relates to administration of State Environmental Planning Policies, and the *Environmental Planning and Assessment Act 1979* (and associated Regulation).

Whilst DPE does not have an operational role in the management of asbestos, it has a regulatory function and provides policy support relating to asbestos and development. In assessing proposals for development under the *Environmental Planning and Assessment Act 1979*, consent authorities are required to consider the suitability of the subject land for the proposed development. This includes consideration of the presence of asbestos and its environmental impact.

Where asbestos represents contamination of the land (ie it is present in excess of naturally occurring levels), *State Environmental Planning Policy No. 55 – Remediation of Land* imposes obligations on developers and consent authorities in relation to remediation of the land and the assessment and monitoring of its effectiveness.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* enables exempt and complying development across the state. While this includes demolition and the removal of asbestos, the *Environmental Planning and Assessment Regulation 2000* specifies particular conditions that must be contained in a complying development certificate in relation to the handling and lawful disposal of both friable and non-friable asbestos material under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

Dust Diseases Authority (DDA)

The Dust Diseases Authority provides a system of no fault compensation to people who have developed a dust disease from occupational exposure to dust as a worker in New South Wales and to their dependants. The DDA's statutory function is to administer the *Workers' Compensation (Dust Diseases) Act 1942*. Services include:

- payment of compensation benefits to eligible workers and dependants
- co-ordination and payment of medical and related health care expenses of affected
- medical examination of workers exposed to dust in the workplace
- information and education.

Environment Protection Authority (EPA)

EPA's role is to regulate the classification, storage, transport and disposal of waste in NSW, including asbestos waste. The waste regulatory framework includes the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 2014*. Clauses 77 through to 81 of the *Protection of the Environment Operations (Waste) Regulation 2014* set out the special requirements relating to the transportation and disposal of asbestos waste.

EPA is the appropriate regulatory authority for activities that require an environment protection licence or are carried out by public authorities such as local councils, the Roads and Maritime Services and Sydney Water. Local councils are the appropriate regulatory authority for activities that are not regulated by the EPA, which typically include building demolition, construction sites, residential properties, commercial sites and small to medium sized industrial facilities.

EPA is responsible for assisting councils in fulfilling their regulatory responsibilities. EPA has developed resources to assist Local Government to regulate asbestos waste incidents and prevent illegal dumping. Website links to these resources are provided in Appendix B.

The EPA maintains the regulatory framework for the remediation of contaminated land (the *Contaminated Land Management Act 1997*) and actively regulates land that is declared to be 'significantly contaminated' under the *Contaminated Land Management Act 1997*.

Heads of Asbestos Coordination Authorities (HACA)

The HACA is chaired by SafeWork NSW with senior officials from:

- Department of Industry
- Department of Planning and Environment
- Dust Diseases Authority
- Environment Protection Authority
- Local Government NSW
- Ministry of Health
- Office of Emergency Management
- Office of Local Government.

The HACA group will improve the management, monitoring and response to asbestos issues in NSW by developing coordinated prevention programs. These programs include a comprehensive public awareness campaign to promote the safe handling of asbestos and help prevent the risk of exposure to asbestos-related diseases in the NSW community. Further information about the HACA can be found on the SafeWork NSW website: www.safework.nsw.gov.au.

Local Government NSW (LGNSW)

Local Government NSW (LGNSW) is the peak body for councils in NSW. LGNSW represents all NSW general-purpose councils, the special-purpose county councils and the NSW Aboriginal Land Council.

LGNSW is a credible, professional organisation facilitating the development of an effective community-based system of Local Government in NSW. LGNSW represents the views of councils to NSW and Australian Governments; provides industrial relations and specialist services to councils; and promotes NSW councils to the community.

In 2012, LGNSW commenced a project funded by SafeWork NSW to assist councils to adopt and implement a model asbestos policy. The project is outlined at: www.lgnsw.org.au

NSW Department of Industry

The NSW Department of Industry, Skills and Regional Development (known as the NSW Department of Industry) leads the state government's contribution to making NSW:

- a fertile place to invest and to produce goods and services, and thereby
- create jobs and opportunities for our citizens

The NSW Department of Industry also has responsibilities for:

- skill formation and development to match industry demand
- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

Within the Division of Resources & Energy in the Department, the Geological Survey of NSW teams of field geologists, geophysicists, mineral geoscientists and palaeontologists and geospatial specialists produce a range of maps. Geological mapping records the distribution of rock types and location of structures at or near the Earth's surface. The maps have applications to land use assessment, engineering construction, environmental management and natural hazard risk assessment.

The Geological Survey of NSW prepared the state-wide mapping of naturally occurring asbestos (NOA) in NSW for the Heads of Asbestos Coordination Authorities.

NSW Ministry of Health

The NSW Ministry of Health does not have express statutory responsibilities for managing asbestos-related risks and incidents in NSW. The Ministry provides an expert advisory service to other governmental agencies on public health issues. This service may include technical information or assistance to prepare public health information bulletins.

NSW Ombudsman

The NSW Ombudsman is an independent and impartial watchdog body. The NSW Ombudsman is responsible for ensuring that public and private sector agencies and employees within its jurisdiction fulfil their functions appropriately. The NSW Ombudsman assists those agencies and their employees to be aware of their responsibilities to the public, to act reasonably and to comply with the law and best administrative practice.

Office of Fair Trading and the Building Professionals Board (BPB)

NSW Fair Trading safeguards the rights of all consumers and advises business and traders on fair and ethical practice. NSW Fair Trading provides services directly to individuals and businesses to create a fair, safe and equitable marketplace.

NSW Fair Trading is establishing a Loose-Fill Asbestos Implementation Taskforce responsible for overseeing and implementing the NSW Government Voluntary Purchase and Demolition Program for properties containing loose-fill asbestos insulation. The Loose-Fill Asbestos Implementation Taskforce will be in place until work is completed on the purchase and demolition of all properties that choose to participate in the Program.

The Building Professionals Board (BPB) is now part of Fair Trading and oversees building and subdivision certification. The BPB's role involves providing practice advice and educational programs to assist certifying authorities (private and council) in carrying out their role. The BPB certifies and audits both private and council certifiers. Further information about the BPB may be found at: www.bpb.nsw.gov.au

Office of Local Government

The Office of Local Government is responsible for local government across NSW. The Office's organisational purpose is to 'Strengthen Local Government' and its organisational outcome is 'Fit for the future councils leading strong communities'.

The Office has a policy, legislative, investigative and program focus in matters ranging from Local Government finance, infrastructure, governance, performance, collaboration and community engagement. The Office strives to work collaboratively with the Local Government sector and is the key adviser to the NSW Government on Local Government matters.

SafeWork NSW

SafeWork NSW is responsible for the issuing and control of licences that are issued to all asbestos removal and demolition contractors. SafeWork NSW works with the employers, workers and community of NSW to achieve safer and more productive workplaces, and effective recovery, return to work and security for injured workers.

SafeWork NSW administers work health and safety, injury management, return to work and workers compensation laws, and manage the workers compensation system. SafeWork NSW's activities include: health and safety, injuries and claims, licensing for some types of plant operators, registration of some types of plant and factories, training and assessment, medical and healthcare, law and policy.

The SafeWork NSW website provides a wide range of asbestos resources, support networks and links at: www.SafeWorkNSW.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx

National organisations

Asbestos Safety and Eradication Agency

The Asbestos Safety and Eradication Agency was established in 2013 to provide a national focus on asbestos issues which go beyond workplace safety to encompass environmental and public health issues. The agency's objective is to eliminate asbestos-related disease in Australia.

The agency has broad functions under its legislation, including:

- reporting on the implementation of the National Strategic Plan on Asbestos Awareness and Management (NSP); reviewing and amending the NSP as required and promoting the NSP
- providing advice to the Minister about asbestos safety
- liaising with all levels of government, agencies or bodies about the implementation of the NSP; as well as asbestos safety in general; and
- commissioning, monitoring and promoting research about asbestos safety.

The agency administers the National Asbestos Exposure Register which was created to record the details of members of the community who may have been exposed to asbestos. Registration forms are online at <https://www.asbestossafety.gov.au/national-asbestos-exposure-register>.

The agency also maintains a national database for asbestos disposal facilities, which members of the public can search to identify their nearest facility that accepts asbestos waste, available online at <https://www.asbestossafety.gov.au/search-disposal-facilities>

Councils interested in finding out more about the agency, updating information listed on the disposal database, or receiving information, flyers or brochures for distribution within the LGA should contact the agency at enquiries@asbestossafety.gov.au.

National Association of Testing Authorities (NATA)

This body has the role of providing accreditation to firms licensed to remove asbestos.

NSW (Head Office) and ACT
Phone: (02) 9736 8222
National Toll Free: 1800 621 666
Website: www.nata.asn.au

Environmental Health Committee (enHealth)

The Environmental Health Committee (enHealth) is a subcommittee of the Australian Health Protection Committee (AHPAC). enHealth provides health policy advice, implementation of the National Environmental Health Strategy 2007-2012, consultation with key players, and the development and coordination of research, information and practical resources on environmental health matters at a national level.

Website: www.health.gov.au/internet/main/publishing.nsf/content/ohp-enviro-enhealth-committee.htm

Safe Work Australia

Safe Work Australia is an Australian Government statutory agency established in 2009, with the primary responsibility of improving work health and safety and workers' compensation arrangements across Australia.

Phone: (02) 6121 5317
Email: info@swa.gov.au
Website: www.safeworkaustralia.gov.au

Appendix I – Scenarios illustrating which agencies lead a response in NSW

The tables show which agencies are responsible for regulating the following scenarios in NSW:

- emergency management
- naturally occurring asbestos
- residential settings
- site contamination
- waste
- workplaces.

Emergency management

Scenario	Lead organisation	Other regulators
Emergency response	Emergency services	Fire and Rescue (Hazmat) SafeWork NSW
Handover to Local council, owner of property or NSW Police – crime scene following a minor incident	Local council NSW Police	
Handover to State Emergency Recovery Controller	State Emergency Recovery Controller	Recovery Committee Local council EPA SafeWork NSW
Handover to Recovery Committee following a significant incident	Recovery Committee (formed by State Emergency Recovery Controller)	Local council EPA SafeWork NSW
Remediation not requiring a licensed removalist	Local council	Principal Certifying Authority SafeWork NSW (workers)
Remediation requiring licensed removal work	SafeWork NSW	Local council Principal Certifying Authority
Clearance Certificate issued by an Asbestos Assessor	SafeWork NSW	Principal Certifying Authority

Naturally occurring asbestos

Scenario	Lead organisation	Other regulators
Naturally occurring but will be disturbed due to a work process including remediation work	SafeWork NSW	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring asbestos part of a mineral extraction process	NSW Department of Industry	Local council EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)
Naturally occurring but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities) SafeWork NSW (workers)
Soil contaminated with asbestos waste and going to be disturbed by a work practice	SafeWork NSW	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)
Soil contaminated with asbestos waste but will remain undisturbed by any work practice	Local council	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites) SafeWork NSW (workers on site)
Potential for exposure on public land	EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council SafeWork NSW (workers on site)
Soil contaminated with asbestos waste but at a mine site	NSW Department of Industry EPA (<i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)	Local council

Residential settings

Scenario	Lead organisation	Other regulators
Safe Management of asbestos including: <ul style="list-style-type: none"> • identification • in situ management • removal requirements • disposal requirements. 	Local council Private Certifiers	SafeWork NSW EPA
Site contaminated due to past uses	Local council	SafeWork NSW EPA
Licensed removal work required	SafeWork NSW	Local council Private Certifiers
Removal does not require a licensed removalist	Local council Private Certifiers	SafeWork NSW (workers)
Transport or waste disposal issues	Local council	EPA
Derelict property with fibro debris	Local council or Multi-agency	Multi-agency

Site contamination

Scenario	Lead organisation	Other regulators
Asbestos illegally dumped	Local council	EPA SafeWork NSW
Site contamination at commercial premises	See Workplaces	
Site contamination at residential premises	See Residential settings	

Waste

Scenario	Lead organisation	Other regulators
Waste temporarily stored on-site	SafeWork NSW (worksites) EPA and Local council (non-worksites)	
Waste transported by vehicle	EPA	SafeWork NSW
Waste disposed of onsite	Council or EPA as illegal dumping or pollution of land if no valid council development consent	Local council (consent required to dispose onsite) (section 149 property certificate and development assessment process)
Waste going to landfill site	EPA (advice)	Local council (if managing licensed landfill)
Waste to be transported interstate	EPA	
Waste for export	Department of Immigration and Border Protection	SafeWork NSW Department of Employment

Workplaces

Scenario	Lead organisation	Other regulators
Asbestos installed/supplied after 2003 (illegally)	SafeWork NSW	
Risks to the health of workers	SafeWork NSW	
Asbestos management and asbestos going to be removed	SafeWork NSW NSW Department of Industry (mine sites)	
Risks to the health of the public from worksites	SafeWork NSW (Risks to workers) Local council (Risks to the wider public) Department of Planning and Infrastructure (part 3A approvals) EPA (<i>Protection of the Environment Operations Act 1997</i> licensed sites)	
Waste stored temporarily on-site at worksites	SafeWork NSW	
Transport or waste disposal issues	EPA	SafeWork NSW Local council
Asbestos contaminated clothing going to a laundry	SafeWork NSW	EPA Local council
Contaminated land not declared under the <i>Contaminated Land Management Act 1997</i>	Local council	EPA
'Significantly contaminated' land declared under the <i>Contaminated Land Management Act 1997</i>	EPA	Local council

Appendix J – Asbestos containing materials

Some asbestos containing materials found in New South Wales domestic settings (non-exhaustive list)

Asbestos containing materials	Approximate supply dates
Cement sheets	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Cement roofing / lining slates	Imported goods supplied from 1903 locally made 'fribrolite' from 1917
Mouldings and cover strips	Available by 1920s and 1930s
Super-six (corrugated) roofing	Available by 1920s and 1930s – 1985
'Tilex' decorative wall panels	Available by 1920s and 1930s
Pipes and conduit piping	Available by 1920s and 1930s
Motor vehicle brake linings	Available by 1920s and 1930s
Striated sheeting	Available from 1957
'Asbestolux' insulation boards	Available from 1957
'Shadowline' asbestos sheeting for external walls, gable ends and fences	Available from 1958 – 1985
Vinyl floor tiles impregnated with asbestos	Available up until 1960s
Asbestos containing paper backing for linoleum	Available up until 1960s
'Durasbestos' asbestos cement products	Available up until 1960s
'Tilex' marbled decorative wall panels	Available from early 1960s
'Tilex' weave pattern decorative wall panels	Available from early 1960s
'Hardiflex' sheeting	Available from 1960s – 1981
'Versilux' building board	Available from 1960s – 1982
'Hardiplank' and 'Hardigrain' woodgrain sheeting	Available from mid 1970s – 1981
Loose-fill, fluffy asbestos ceiling insulation	During the 1960s and 1970s, pure loose-fill asbestos was sold as ceiling insulation for residential and commercial premises. A Canberra based company known as 'Mr Fluffy' installed insulation in at least 1,000 homes in the ACT and is also understood to have installed insulation into homes in NSW.
Asbestos rope gaskets for wood heaters. Heater and stove insulation	Dates of supply availability unknown but prior to 31 December 2003
Compressed fibro-cement sheets	Available from 1960s – 1984
Villaboard	Available until 1981
Harditherm	Available until 1984
Highline	Available until 1985
Coverline	Available until 1985
Roofing accessories	Available until 1985
Pressure pipe	Available until 1987

Sources:

NSW Government, 2011, *Asbestos Blueprint: A guide to roles and responsibilities for operational staff of state and local government*.

NSW Taskforce Report: *Loose-Fill Asbestos Insulation in NSW Homes* (2015)

www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf (accessed October, 2015).

Asbestos containing materials that may be found in various settings (non-exhaustive list)

A

Air conditioning duct, in the exterior or interior acoustic and thermal insulation
Arc shields in lift motor rooms or large electrical cabinets
Asbestos-based plastics products as electrical insulates and acid resistant compositions or aircraft seats
Asbestos ceiling tiles
Asbestos cement conduit
Asbestos cement electrical fuse boards
Asbestos cement external roofs and walls
Asbestos cement in the use of form work for pouring concrete
Asbestos cement internal flues and downpipes
Asbestos cement moulded products such as gutters, ridge capping, gas meter covers, cable troughs and covers
Asbestos cement pieces for packing spaces between floor joists and piers
Asbestos cement (underground) pit as used for traffic control wiring, telecommunications cabling etc
Asbestos cement render, plaster, mortar and coursework
Asbestos cement sheet
Asbestos cement sheet behind ceramic tiles
Asbestos cement sheet over exhaust canopies such as ovens and fume cupboards
Asbestos cement sheet internal walls and ceilings
Asbestos cement sheet underlay for vinyl
Asbestos cement storm drain pipes
Asbestos cement water pipes (usually underground)
Asbestos containing laminates, (such as Formica) used where heat resistance is required
Asbestos containing pegboard
Asbestos felts
Asbestos marine board, eg marinate
Asbestos mattresses used for covering hot equipment in power stations
Asbestos paper used variously for insulation, filtering and production of fire resistant laminates
Asbestos roof tiles
Asbestos textiles
Asbestos textile gussets in air conditioning ducting systems
Asbestos yarn
Autoclave/steriliser insulation

B

Bitumen-based water proofing such as malthoid (roofs and floors, also in brickwork)
Bituminous adhesives and sealants
Boiler gaskets
Boiler insulation, slabs and wet mix
Brake disc pads
Brake linings

C

Cable penetration insulation bags (typically Telecom)
Calorifier insulation
Car body filters (uncommon)
Caulking compounds, sealant and adhesives
Ceiling insulation (which may have moved into wall cavities, cornices and sub-floor areas)
Cement render
Chrysotile wicks in kerosene heaters
Clutch faces
Compressed asbestos cement panels for flooring, typically verandas, bathrooms and steps for demountable buildings
Compressed asbestos fibres (CAF) used in brakes and gaskets for plant and automobiles

D

Door seals on ovens

E

Electric heat banks – block insulation
Electric hot water services (normally no asbestos, but some millboard could be present)
Electric light fittings, high wattage, insulation around fitting (and bituminised)
Electrical switchboards see Pitch-based
Exhausts on vehicles

F

Filler in acetylene gas cylinders
Filters: beverage wine filtration
Fire blankets
Fire curtains
Fire door insulation
Fire-rated wall rendering containing asbestos with mortar
Fire-resistant plaster board, typically on ships
Fire-retardant material on steel work supporting reactors on columns in refineries in the chemical industry
Flexible hoses
Floor vinyl sheets
Floor vinyl tiles
Fuse blankets and ceramic fuses in switchboards

G

Galbestos™ roofing materials (decorative coating on metal roof for sound proofing)

Gaskets: chemicals, refineries

Gaskets: general

Gauze mats in laboratories/chemical refineries

Gloves: asbestos

H

Hairdryers: insulation around heating elements

Header (manifold) insulation

I

Insulation blocks

Insulation in ceilings, which may have spread to wall cavities, cornices and sub-floor areas

Insulation in electric reheat units for air conditioner systems

L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

Lift shafts: asbestos cement panels lining the shaft at the opening of each floor and asbestos packing around penetrations

Limpet asbestos spray insulation

Locomotives: steam, lagging on boilers, steam lines, steam dome and gaskets

M

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

P

Packing materials for gauges, valves, etc can be square packing, rope or loose fibre

Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

Pipe insulation including moulded sections, water-mix type, rope braid and sheet

Plaster and plaster cornice adhesives

Pipe insulation: moulded sections, water-mix type, rope braid and sheet

Pitch-based (zelemite, ausbestos, lebah) electrical switchboard

R

Refractory linings

Refractory tiles

Rubber articles: extent of usage unknown

S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts

Sealant or mastik on windows

Sealants and mastik in air conditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation: acoustic wall and ceiling

Sprayed insulation: beams and ceiling slabs

Sprayed insulation: fire retardant sprayed on nut internally, for bolts holding external building wall panels

Stoves: old domestic type, wall insulation

T

Tape and rope: lagging and jointing

Tapered ends of pipe lagging, where lagging is not necessarily asbestos

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

Trains: country – guards vans – millboard between heater and wall

Trains – Harris cars – sprayed asbestos between steel shell and laminex

V

Valve and pump insulation

W

Welding rods

Woven asbestos cable sheath

Sources:

Environmental health notes number 2 guidelines for local government on asbestos, 2005 (Victorian Department of Human Services). www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf

NSW Taskforce Report: Loose-Fill Asbestos Insulation in NSW Homes (2015)

www.fairtrading.nsw.gov.au/biz_res/tweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf (accessed October, 2015).

Appendix K – Naturally Occurring Asbestos Management Plan

Introduction

The purpose of this Naturally Occurring Asbestos Management Plan (NOAMP) is to:

- Aid in the provision of a healthy and safe environment, as far as is reasonably practicable for all workers, contractors and visitors
- Provide guidance on the identification, management and possible removal of naturally occurring asbestos (NOA) from the workplace; and
- Comply with all areas of the WHS Act and Regulation 2011 and Code of Practices when dealing with Naturally Occurring Asbestos.

This plan relates solely to the management of naturally occurring asbestos. It is a live document and will be reviewed periodically as and when new legislation, Approved Codes of Practice and industry practices are amended.

Temora Shire Council intends to manage the identified and potential incidences of NOA in such a way that ensures that the health and welfare of workers, contractors and customers is safeguarded and compliant with the WHS Act and Regulation 2011.

Temora Shire Council aims to prevent incidents. Temora Shire Council also wants to set an example in the community and within the industry for its sustainable and responsible work practices and the protection of the environment.

Definitions

NOA – Naturally Occurring Asbestos

NOAMP – Naturally Occurring Asbestos Management Plan

WHS – Work Health and Safety

Competent Person – means a person who has acquired, through training, qualifications or experience, the knowledge and skills to carry out the task.

Council – Temora Shire Council

Act – WHS Act 2011

Regulation – WHS Regulation 2011

ASL – above sea level

ACM – Asbestos Containing Material

SWMS – Safe Work Method Statements

EPA – Environmental Protection Authority

Why these instructions are important

This document details Temora Shire Council approach to managing NOA. Where the presence of NOA is either known or suspected, all practicable steps shall be taken to ensure that exposure to NOA is eliminated or kept as low as reasonably practicable, and if possible, is kept below the National Exposure Standard (NES), which for all types of asbestos is 0.1 fibres per millimetre (ml) for 8 hours.

The objective of the NOAMP is to help prevent exposure to airborne asbestos fibres and subsequently reduce the risk of contracting asbestos related diseases. This NOAMP applies to all workplaces where NOA exists, or are presumed to exist.

The NOAMP is a requirement of the New South Wales Work Health and Safety Regulation 2011 Part 8.4 Clause 432. Asbestos is the name given to a number of mineral silicates which form a fibre structure, and have similar physical properties. Asbestos fibres were extracted from rocks and processed into sheets or bundles for commercial use. Asbestos is a natural fibre which occurs within rock veins in area of metamorphic and ultramafic rock including serpentinite and harzburgite. In the past Asbestos fibres have been mined from these rock veins for use in industry. There are many different types of asbestos,

including chrysotile (White Asbestos), and Tremolite. Other types include Crocidolite (Blue Asbestos) and Amosite (Brown Asbestos). Fibres are described as glass like, being sharp and brittle. Fibres break longitudinal and small fibres can become airborne. Fibres which are <3µm in diameter and >5µm in length can be inhaled into the lung, and after a long latency (15-40 years) can result in diseases of the lungs. The longer the exposure, the higher the frequency, the greater the chance of developing asbestos related diseases.

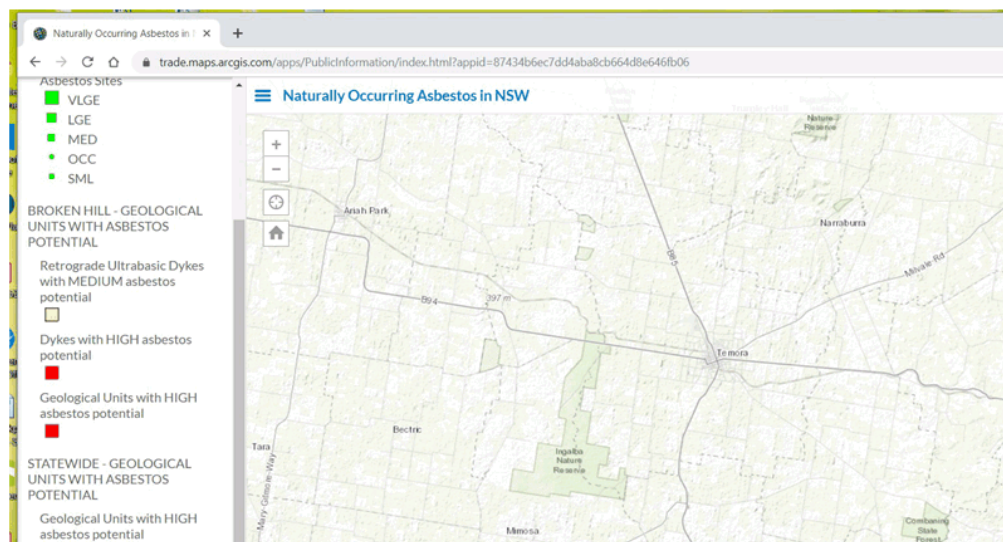
Naturally Occurring Asbestos (NOA) is the name given to asbestos fibres in their natural unmined state, contained within metamorphic/ultramafic rocks and soil. NOA fibres are stored within veins of rock, and are therefore stable, and pose little risk to human health if they are not disturbed. Small numbers of asbestos fibres have been recorded in the background air and water we all breathe and drink. When NOA containing rocks and soil are disturbed, greater numbers of asbestos fibres can be released into the air as dust when rock veins are exposed. Low disturbance activities such as crushing and breaking of asbestos containing rocks can release higher volumes of asbestos fibres.

In NOA areas exposure to airborne asbestos fibres is directly related to exposure to airborne dust. Graders, excavators, road pulverizes/milling machines and bulldozers with rippers generate excessive dust, and therefore expose asbestos fibres. The most suitable dust control measure for airborne asbestos fibres is the use of water carts to dampen the work area, reducing airborne dust.

Location

In Australia asbestos is found in association with a number of different rock types. In eastern Australia (QLD, NSW, VIC and Tas) the most common occurrence of asbestos is in serpentine belts, generally associated with fault zones. Chrysotile and tremolite-actinolite are the common forms of asbestos in eastern Australia.

As per Trade Maps the below map indicates that in the South Eastern section of Temora Shire known as Dirnaseer are known to have Geological Units with LOW asbestos potential.



Management and Control Strategies

As Temora Shire Council has three (3) areas of NOA identified with LOW asbestos potential, this may require workers to work in these areas to do with road maintenance and the like. Temora Shire Council will do what is reasonably practicable to ensure the safety of its workers when working in these areas containing NOA.

Reference should be made to Councils Risk Management Policy RM10 – Asbestos – Policy for Employees and Contractors.

The general principles for the development of an asbestos management plan are outlined in the national code and include the following:

- Reasonable steps must be taken to identify if area contains NOA
- A risk assessment must be conducted for all identified or presumed areas of NOA
- Control measures must be established to prevent exposure to airborne asbestos fibres
- If NOA are identified or presumed, there must be full consultation, involvement and information sharing during each step of the development of the asbestos management plan
- The identification of NOA and associated risk assessments should only be undertaken by competent persons; and
- All workers and contractors at sites where NOA are present or presumed to be present, must be provided with full information on the occupational health and safety consequences of exposure to asbestos and appropriate control measures.

The general management phases undertaken after the risk assessment process have been completed, include:

- Identification
- Evaluation
- Control; and
- Ongoing monitoring/assessment

The following control measures are to be considered when working in known areas or suspected area of NOA:

- Isolating the workplace or part of the workplace until controls are in place
- Where possible, deviating excavation to ensure avoidance of the deposit,
- Where possible using sealed excavation or mining equipment (air-conditioned cabins with filtered air)
- Maintaining regular surveillance of the rock by a competent person to ensure minimal disturbance of suspected fibrous materials
- Developing procedures for the safe disposal of asbestos waste, if required
- Educating the workers in safe work practices
- Wetting surfaces to reduce the dust levels suppressing,
- Where possible, using wet drilling or other approved in-hole dust suppression
- Preventing the spread of contamination by using wash down facilities
- Providing information to and training and supervision of all workers potentially at risk
- Using PPE where indicated.

These measures will ensure that Temora Shire Council or its Contractors will minimise the release of airborne asbestos.

Activities dealing with NOA will have safe work procedures established in consultation with staff and a competent person. This will include site and activity specific PPE requirements.

Training and Consultation

Temora Shire Council will provide training on the hazards and risks associated with NOA to workers who will be required to carry out work where NOA is found. Training will also address when to wear PPE/PRE and how to wear it. All contractors of Council will be required to undergo similar training. Temora Shire Council will develop safe work method statements in consultation with its workers.

Emergency Procedures

When NOA materials at a site are inadvertently disturbed through the actions of staff, contractors, maintenance personnel, visitors or as a result of an environmental event the following steps must be undertaken.

Stop work, notify, risk assess, evaluate, clean-up, manage, resume work.

Steps to be taken when NOA has been discovered or disturbed

Air monitoring and soil testing

Air monitoring may be required to monitor the effectiveness of Council's control measures. Monitoring will take place when the risk assessment deems it necessary or where there is an uncertainty that exposure standards may be exceeded. Monitoring does not need to be continual, but it is important that it be measured at the start of the job so as to see the effectiveness of Council's control measures. Air monitoring is to be carried out by a competent person. Soil testing may be required to identify areas of NOA if the risk assessment deems it necessary. Soil testing is to be carried out by a qualified person. Any results showing asbestos are to be recorded in the Asbestos Register.

Signs

In the event that asbestos is disturbed, warning signs, like ones shown below, will be required to be put on the perimeter fencing. These signs will be located in the store.



PPE & RPE Requirements

PPE and RPE should be used in combination with other effective control measures. The selection and use of PPE should be based on a risk assessment.

Coveralls Disposable overalls with fitted hoods and cuffs should be worn. The coveralls rated type 5, category 3 (prEN ISO 13982-1) or equivalent would meet the standard of protection required. The hood should be worn over straps of RPE and loose cuffs sealed with tape. Asbestos fibres must be prevented from leaving the work site. This is to be done by the use of water spray or damp cloth. Any used disposable overalls will be disposed of as asbestos waste.

Footwear Laceless boots are the preferred footwear when working with NOA. They must be decontaminated prior to leaving the site or it is to be treated like asbestos waste.

Gloves Gloves are to be worn if the risk assessment deems it necessary. They should be of a disposable type. Personal decontamination including hand and fingernail washing should be carried out each time workers leave the area. Any disposable work wear should be disposed as asbestos waste.

Disposal of Asbestos Waste

Any fill containing NOA may be placed into the bottom of the excavation, as long as it has more than 1500mm of clean fill (i.e. not containing NOA), as per the EPA guidelines. If this cannot be obtained, or a risk assessment deems otherwise, then arrangements need to be made about disposing of fill at the Teal Street Landfill Site, Temora. When fill is buried at this location, it shall be done in accordance with WorkCover and EPA requirements. This means the waste needs to be securely covered with plastic that is more than 220um thick.

All disposable PPE gear is to be placed in a heavy duty (200um) clear plastic bag and marked with a label *"Caution Asbestos – Do not open or damage bag. Do not inhale dust"*. Bags are to be disposed in the same manner as described above.

Asbestos Register

Council will develop an asbestos register as soon as practicable. This register will not only record ACM materials but areas containing NOA.

Safe Work Method Statements

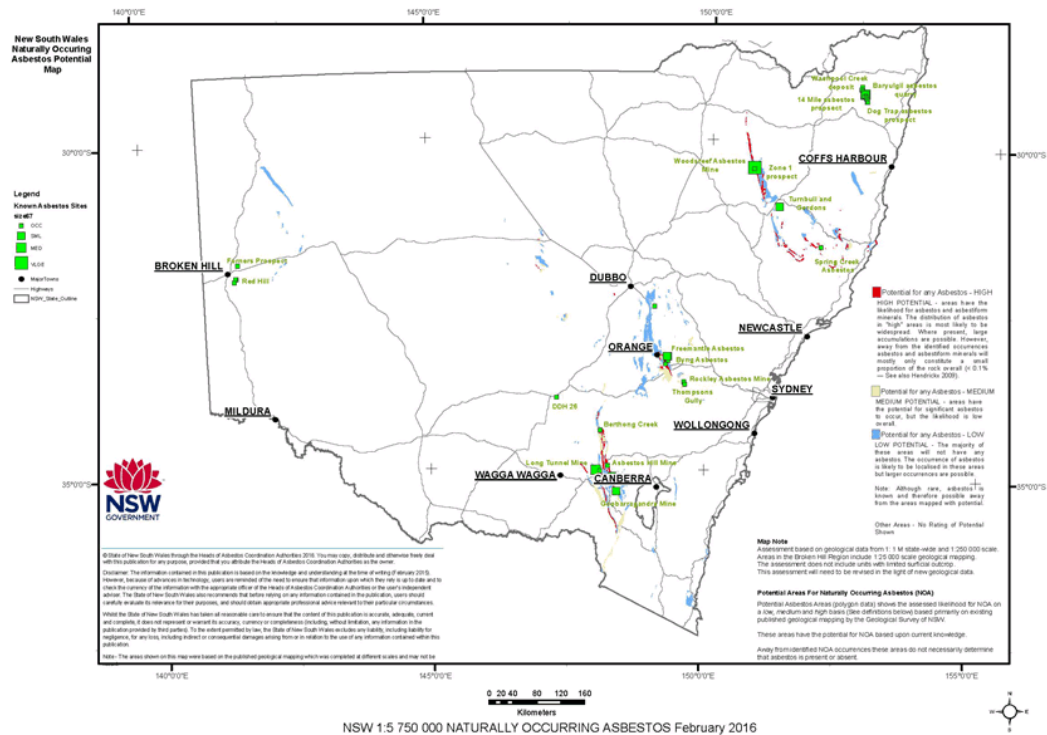
Council will consult with its workers and develop SWMS for all asbestos related works.

Appendix L – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or asbestos containing material, including: <ul style="list-style-type: none"> any amount of friable asbestos or asbestos containing material any amount of asbestos containing dust any amount of non-friable asbestos or asbestos containing material.
Class B	Can remove: <ul style="list-style-type: none"> any amount of non-friable asbestos or asbestos containing material <p>Note: A Class B licence is required for removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m² of non-friable asbestos or asbestos containing material.</p> <ul style="list-style-type: none"> asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. <p>Note: A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m² of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m² of non-friable asbestos or asbestos containing material.</p>
No licence required	Can remove: <ul style="list-style-type: none"> up to 10 m² of non-friable asbestos or asbestos containing material asbestos containing dust that is: <ul style="list-style-type: none"> associated with the removal of less than 10 m² of non-friable asbestos or asbestos containing material not associated with the removal of friable or non-friable asbestos and is only a minor contamination.

An asbestos removal contractor's licence can be verified by contacting SafeWork NSW's Certification Unit on 13 10 50.

Appendix M – Map



[REDACTED]

[REDACTED]

12.2 EXPRESSION OF INTEREST - PURCHASE OF LAND AT SPRINGDALE

File Number: REP19/1549
Author: Town Planner
Authoriser: Director of Environmental Services
Attachments: Nil

REPORT

Councillors will recall that at the October Confidential Assets and Operations Committee Meeting, Council considered correspondence relating to an expression of interest from an adjoining landowner to purchase land at Springdale.

Figure 1 indicates the location of the land.



Figure 1: Location of subject land at Springdale

The land is located in the RU1 Primary Production zone, however is subdivided into residential sized lots.

Adjoining land to the south of the site is Crown Land, managed by Temora Shire Council.

At the meeting, the Committee recommended that Council:

1. Consider the expression of interest,
2. If supportive of considering the sale of the land, advertise this by newspaper advertisement and
3. Receive a future report on the outcome of the expression of interest.

This recommendation was subsequently adopted by Council at the October Council Meeting.

In accordance with Council's resolution, the proposed sale of vacant Council owned operational land at Queen Street Springdale was notified in the Temora Independent newspaper on Friday 8th

and Friday 22nd of November 2019. Expressions of interest were open until 6 December 2019. As a result of the notices, no enquiries of expressions of interest were received.

As no additional interest has been shown in the property, it is proposed that Council will commence negotiations with the adjoining landowner who is interested in purchasing the land, to support the future sale of the land.

RESOLUTION 514/2019

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

It was resolved that Council:

1. Obtain a valuation of the subject land and
2. Commence negotiations with the adjoining landowner to support the sale of the subject land

CARRIED

Report by Claire Golder

13 ADMINISTRATION AND FINANCE

Nil

14 CORRESPONDENCE**14.1 TEMORA ROTARY CLUB - CONFERENCE 2020****File Number:** REP19/1440**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Rotary Club - Conference  **REPORT**

Temora Rotary Club will be hosting the Rotary District 9700 Annual Conference in Temora on 20, 21 & 22 March 2020, and are seeking any assistance the Council may be able to give.

The Town Hall, Foyer and Supper Room are all booked. If possible a technical assistant familiar with the sound would be appreciated. Rotary Club would like to borrow Councils pull up banners.

Cr Nigel Judd declared a pecuniary interest in relation to item REP19/1440, due to a being the President of the Temora Rotary Club.

Cr Nigel Judd left the room at 4:54PM and took no further part in the discussion.

RESOLUTION 515/2019

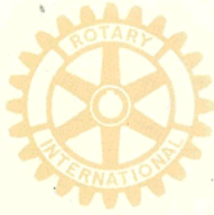
Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council waives the Temora Memorial Town Hall hire fee to the value of \$1,050.00 and host a Mayoral Reception for Rotary Dignitaries to the value of \$1,000.

CARRIED

Cr Judd returned to the meeting at 5:00PM



THE ROTARY CLUB OF TEMORA INC.

ABN 54 542 395 135 • No. 6960 • DISTRICT 9700
PO BOX 129 • TEMORA • NSW • 2666 • AUSTRALIA
HOST CLUB FOR THE 2020 DISTRICT 9700 CONFERENCE

"Connecting Past to Future with 2020"



DISTRICT 9700 CONFERENCE COMMITTEE FOR 2020

Chairman

PP Brendon Fritsch (Margaret)
0428 771 391
brendon@fritschbros.com.au

Secretary

PP Stephen Cooke (Marie)
0428 848 543
temorarotaryclub@gmail.com

Treasurer

PP Keith Anderson (Dorothy)
0428 632 601
keith@andersonbusinessconsulting.com.au

Registration Officers

PP Keith Anderson
Lyn Jefferis

Accommodation Details

General: Tony Sinclair (Bev)
0427 289 398
bevtony1@bigpond.com
Homestay, B&B: Robert Hartwig (Di)
0427 780 053

Technology and Web

PP Paul Murray (Carolyn)
(H) 02 6928 5562, (W) 02 6921 7663
paul@rcc.nsw.edu.au

Keynote Speakers

DG John McKenzie (Fayah)

Promotion

Arthur Bradley (Pam), Ross Atkinson (Susie)

Sponsorship

Brendon Fritsch, Stephen Cooke
Ross Atkinson

Mayoral Reception

DG John McKenzie
Brendon Fritsch

Venues

Peter Glasgow (Carol), Michael Regan (Jayne)

Catering

Helen Oliver
Marie Cooke, Roslyn Hartwig
Jean Gunn, Ailsa Sinclair

Entertainment

Mel Gallagher, Taz Rundle (Tracy)

Transport

Robert Oliver (Helen)

11th November, 2019

Steve Firth,
Acting General Manager,
Temora Shire Council,
Loftus Street,
Temora. NSW 2666

Hello Steve,

Rotary District 9700 Annual Conference 20, 21 & 22 March, 2019

Following our meeting on 6th November, 2019 with you, Mayor Rick Firman, Conference Chairman Brendon Fritsch, and myself as Conference Secretary regarding the Rotary District 9700 Annual Conference being hosted by the Rotary Club of Temora on 20,21 & 22 March 2020, I am writing to confirm the items that were discussed.

The conference is the final Annual Conference of District 9700 before it merges with District 9710 to become part of District 9705, a large area extending from Orange in the north west to Bega in the south east and will include all Rotary Clubs in the ACT.

The Rotary Club of Temora last hosted a District 9700 conference in 2008 and this was attended by over 500 delegates. While next year's conference may not draw this many delegates, the organising committee is anticipating a large attendance in the vicinity of 300-350 delegates. The Council was very supportive of the last conference and we are again anticipating similar support for this conference.

The Rotary Club of Temora would like to formally book the Town Hall for this conference with the exception of the Theatre. We would require access to the Town Hall on Thursday, 19th March, 2020 to start the setting up process.

CONFERENCE DATES • FRIDAY 20TH MARCH • SATURDAY 21ST MARCH • SUNDAY 22ND MARCH 2020

The new "Foyer" area will be used to set up "Rotary Stalls" with possible overflow into the "Supper Room" and the area in front of the toilets. It will be necessary to remove some of the furniture from the Foyer area to accommodate as many stalls as possible.

The committee will require use of the PA System and Data Projector during the conference sessions. The District has a "Web Master" who takes care of all technical matters for conferences. However, if Council could provide a Technical Assistant who is familiar with the system it would very much appreciated.

I understand that Council has several "Pull up Banners" and we would like to display these in the Town Hall to promote our town as much as possible.

The committee sought permission to display the conference banner across Hoskins Street, however, the Temora Aviation Museum have a standing arrangement with Council to display their banner across Hoskins Street for each "Fly In Day" and the Temora Aviation Museum has a "Fly In Day" which coincides with our conference. Permission for the banner to be displayed on the Westpac building was sought subject to approval by Westpac Bank. This I understand has been done for previous events being hosted in Temora. The council have also agreed to provide assistance in putting this banner in place.

Accommodation will be at a premium for this weekend and the Rotary Club of Temora has already booked all the motels. Delegates will also be encouraged to access the Council Website for B & B's and caravan parks.

Commercial Caterers will be required to provide lunch and afternoon tea on each day of the conference. I understand that a Certificate of Currency will be required. A mobile Coffee Van will also be in use and I understand that the location of this van will be determined by Council.

A Mayoral Reception will be held on Friday, 20th March, 2020 in the Council building commencing at 5.00pm. It is anticipated that approximately 30 representatives will be in attendance.

The conference will be officially opened on Saturday, 21st March, 2020 commencing at 9.00am. The Mayor has been invited to officially welcome visitors to our town.

Chairman Brendon Fritsch and myself will be seeking to address Council in a Public Forum on Thursday, 19th December, 2019 to discuss any aspect of the conference with Councillors.

We believe that there will be an enormous flow on benefit to local businesses and help the local economy greatly.

We are looking forward to working with Council to bring this conference to our town.

We also encourage Council to give consideration to assisting our Committee in any way possible.

Please contact me if you would like further information about the conference.

Kind regards,
Stephen Cooke
Conference Secretary

14.2 ARIAH PARK CAROLS 2019**File Number:** REP19/1460**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Carols [↓](#) **REPORT**

Council approved the request for the Ariah Park Carols by Candlelight 2019 at the November meeting of Council.

Since the request came in, the organisers realised that the evening following is the Ariah Park School Speech night.

The organisers would now like to move the event 1 week to the 22 December, 2019 and seek approval.

RESOLUTION 516/2019

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that Council notes the change in the date for the Ariah Park Carols to the 22 December 2019.

CARRIED

Bill Speirs,
Priest's Warden and Chairman of Parish Council,
Anglican Parish of Aria Park - Ardlethan with Barmedman,
19 Pitt Street,
Aria Park NSW 2665
22nd November 2019

Mr. Gary Lavelle,
General Manager,
Temora Shire Council,
102 Loftus Street,
TEMORA NSW 2666

Dear Gary,

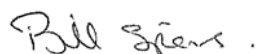
Re. Minor Event Application – Aria Park Carols by Candlelight 2019

Following the lodgement of my request for Council's approval of the aforementioned event, I have become aware that the proposed date, Sunday 15th December 2019, will cause an unfortunate clash, for the younger members of the Aria Park community, with the Speech Night arranged by Aria Park Central School for the following evening.

To avoid this problem I write to request Council's permission to amend my Event Application and re-schedule the event, as previously detailed, for the same venue, Davey Park, Aria Park, from 8.00pm on Sunday 22nd December 2019.

Thank you in anticipation of Council's favourable consideration,

Yours faithfully,



Bill Speirs.

14.3 TEMORA TROTTERING CLUB - MOBILE STAGE**File Number:** REP19/1491**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Trotting Club  **REPORT**

Temora Trotting Club is requesting the mobile stage for the Hot to Trot Carnival on 11 January 2020 and the low portable stage from the Town hall for the fashions on the field.

RESOLUTION 517/2019**Moved:** Cr Kenneth Smith**Seconded:** Cr Dennis Sleigh

It was resolved that Council accedes to the request for the mobile stage and the low portable stage for the Temora Trotting Club on the 11 January 2020.

CARRIED



73125
The Secretary
PO Box 240, TEMORA 2666
Phone: 0401 832 995
Email: temoratrottingclub@hotmail.com

17 November 2019

The General Manager
Temora Shire Council
105 Loftus Street
TEMORA NSW 2666

Dear Gary,

RE: MOBILE STAGE

We would like to make application to book the Council mobile stage for our Hot to Trot Carnival race meeting on Saturday 11 January 2020.

We have booked Three Pistol Midnight to provide musical entertainment between the races. We plan on positioning the stage on the inside of the trotting track running rail facing towards the grassed hill same as last year.

Could we also borrow the catwalk (low portable stage sections) that are stored at the Town Hall, for use in the fashions on the field competition?

Yours faithfully,

Jane Walker
Secretary

4/280

1 GENERAL MANAGER

The General Manager advised of an email received from the Lake Centenary Management Committee on the level of the water in the Lake. The Lake Centenary Management Committee recommend closing the Lake to ski boats and jet skis. Still available for small craft for fishing or recreation use. Also requesting that farmers be allowed to access the water for stock during the drought, as the water will evaporate.

RESOLUTION 518/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that Council endorse the recommendations of the Lake Centenary Management Committee for the closing of the Lake to ski boats and jet skis.

AND FURTHER

That the farmers be allowed access to the water from the Lake

CARRIED

15 NOTICE OF MOTION

Nil

16 BUSINESS WITHOUT NOTICE**1 CR OLIVER**

Requested the microphones be moved to the left.

2 CR WIENCKE

The new street Christmas Banner is up and looks good.

Thank you to Mr Alex Dahlenburg for the erection of the Nativity Scene in Paleface Park.

3 CR SINCLAIR

TBEG – Unbelievable the amount of people at the street fair. Fantastic to see the support the community received. Congratulations to TBEG on a well run event.

4 CR SMITH

The economic benefit from the street fair was fantastic.

Advised that a resident followed a road train through the main street, phoned the Police and they advised that they are allowed.

Engineering Technical Manager advised that Road Trains are not allowed in Hoskins Street.

General Manager requested details of when this happened to see if it can be seen on the CCTV cameras.

A concern with the number of children on scooters on Friday evening, with no helmets on Hoskins Street.

Carols in the Park – The lights in the park were not switched on and elderly people found it difficult to see to get to their cars.

5 CR JUDD

Enquired on the progress of Maxwell's Road upgrade.

Manager of Engineering Technical Services advised that the upgrade is finished and a opening will happen in the New Year.

6 CR SLEIGH

TBEG - Randwick City Council donation to Council and the community for drought support relief is much appreciated.

RESOLUTION 519/2019

Moved: Cr Claire McLaren

Seconded: Cr Dennis Sleigh

It was resolved that Council writes and thanks Randwick City Council for their kind donation and support of Temora's community.

CARRIED

Christmas Lights – Congratulations to the citizens of Temora who have made the effort to put Christmas lights up, they look fantastic

7 CR FIRMAN

Advised that Council will be going through plans of the Temora Swimming Pool upgrade with State and Federal Members to keep them up to date in the New Year.

17 COUNCILLORS INFORMATION PAPER**RESOLUTION 520/2019**

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that the Information Reports be received.

CARRIED

17.1 NOTICE BOARD - DECEMBER 2019

File Number: REP19/1508

Author: Executive Assistant

Authoriser: General Manager

Attachments: Nil

DECEMBER 2019

- 10 NSW Department of Primary Industries – Drought Van
Paleface Park – 2:30pm – 5:00pm
- 12 Mayors Christmas Reception – Temora Show Society
- 13 TBEG – Street Fair
- 14 Carols by Candlelight – Gloucester Park
- 31 New Year’s Eve Celebrations – Railway Precinct

JANUARY 2020

- 6 Temora Library – Seniors Tech Lessons – 10:30am
- 9 Temora Library – Adults Crafternoon – 2:30pm
- 11 Temora Trotting – Hot to Trot Racing Carnival
- 13 Temora Library – Seniors Tech Lessons – 10:30am
- 15 Temora Library – Baby Bounce – 10:15am
- 20 Temora Library – Seniors Tech Lessons – 10:30am
- 26 Australia Day Celebrations
8:00am – Davey Park, Ariaiah Park
8:30am – Gloucester Park, Temora

17.2 TEMORA MEMORIAL TOWN HALL INCOME AND EXPENDITURE - NOVEMBER 2019

File Number: REP19/1546
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

INCOME	\$
Balls	
Bar	
Chair Replacement	
Concerts	
Cool Room	70.00
Crockery Hire	125.00
Dance Prac	
Dances	
Foyer	55.00
Hall	770.00
Kitchen	245.00
Musical Recital	
Piano Hire	20.00
Performances	
Presentation Nights	
Stage Hire	66.00
Supper Room	274.00
Table Hire	
TOTAL INCOME	\$1,625.00
EXPENDITURE	\$
Utilities	
Gas	
Water	238.68
Electricity	
Rates	407.00
Cleaning	
Supplies	
Wages	520.00
Sanitary Service	202.26
Maintenance	
Includes Plant, Stores, Handyman's Wages	1,331.77
Administration	
Wages	267.67
Miscellaneous	
TOTAL EXPENDITURE	\$2,967.38

17.3 WORKS REPORT - NOVEMBER 2019

File Number: REP19/1522
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Main Roads

- MR57 - Inspection & Routine Maintenance
- MR84 - Inspection& Routine Maintenance
- MR241 – Heavy Patching
- MR398 - Heavy Patching

Local roads

- Fergusons Road
- Wynds Lane
- Maxwells Lane Reconstruction

Urban Temora & Aria Park

- Cemetery Roads Heavy Patching and Drainage
- Footpath Truskett Street
- Polaris Street Footpath and Kerb & Gutter
- Tree Planting and Maintenance

Works planned for next month

- Lake Centenary - New Play Equipment
- Sealing Town Streets
- Sealing Seg 20 & 30 - MR398 Mary Gilmore Way
- Sealing MR241 & 398 Heavy Patches
- Prep Maxwells Lane for sealing
- Polaris Street Footpath

Report by Mick Mannion

17.4 BUILDING APPROVALS - NOVEMBER 2019

File Number: REP19/1540
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

BUILDING APPROVALS – NOVEMBER 2019

- ✓ SUB 48/2019 – Lot 10; DP 750603; 60 Springdam Road, Springdale – Rural Subdivision
- ✓ DA/CC 68/2019 – Lot 115; DP 1247383; 37 Tom Moon Avenue – Hangar
- ✓ SUB 70/2019 – Lot 9; DP 758957; Section 17; 85 Loftus Street, Temora – Residential Subdivision
- ✓ DA/CC 72/2019 – Lot 4; DP 820852; 6604 Milvale Road, Temora – Dwelling House & Swimming Pool
- ✓ SUB 73/2019 – Lot 1; DP 1009267; 298 Burley Griffin Way, Temora – Part Road Closure
- ✓ DA/CC/FSS 74/2019 – Lot 706; DP 750587; 33 Macauley Street, Temora – Storage Premises
- ✓ DA 76/2019 – Lot 75; DP 1103567; 15 Tenefts Street, Temora – Mobile Food Van (Coffee)

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 37/2019 – Lot 1; DP 330208; 132 Polaris Street, Temora – Demolition of Dwelling
- ✓ CDC 38/2019 – Lot 20; DP 1236963; 5 Leary Place, Temora – New Dwelling
- ✓ CDC 39/2019 – Lot 2; DP 5039; 136 Loftus Street, Temora – Dwelling Alterations
- ✓ CDC 40/2019 – Lot 4; DP 820852; 6604 Milvale Road, Temora – Residential Storage Sheds/Garage
- ✓ CDC 41/2019 – Lot 7; DP 1255975; 7 Wadey Place, Temora – Residential Storage Shed/Garage

- ✓ CDC 42/2019 – Lot 6; DP 832132; 35 Gallipoli Street, Temora – Shed Extension
- ✓ CDC 43/2019 – Lot 2; DP 758957; Section 13; 103-109 Baker Street, Temora – Solar System
- ✓ CDC 44/2019 – Lot 683; DP 750587; 193 DeBoos Street, Temora – Swimming Pool
- ✓ CDC 45/2019 – Lot 2; DP 715460; 8 Joffre Street, Temora – Swimming Pool
- ✓ CDC 46/2019 – Lot 3; DP 225496; 77 Parkes Street Temora – Dwelling Alterations

17.5 REGULATORY CONTROL - NOVEMBER 2019**File Number:** REP19/1545**Author:** Environmental Secretary**Authoriser:** General Manager**Attachments:** Nil

Item	Investigate Incidents	Orders Issued Y/N	Penalty Infringement Y/N	Notes
Illegal Parking - Check	2	No	No	No issues
Scooters & Bikes	2	No	No	No issues
School Zones	26	No	No	No issues
Noise	2	No	No	Investigated and all okay.
Air Quality				Dust & Smoke
Illegal Dumping/Littering		No	No	
Overgrown/Untidy Blocks	3	No	No	1 x Actioned 2 x Ongoing
Lake Walking Track – leashed animals	22	No	No	No issues
Animal Welfare	4	No	No	Ducks in the Swimming Pool Distressed Dog – 1x returned to owner & 1x RSPCA Injured Kangaroo
Dangerous Dogs	4	No	No	1 x Euthanised Other issues solved
Impounded	10	No	No	1 x Dog Surrendered & Rehoused 2 x Cat Surrendered & Rehoused 5 x Dog given back to owner 2 x Dog to Rescue
Noise Animals	2	No	No	Investigated, no issues
Nuisance Animals / Trapping	5	No	No	Ducks in pool – removed Feral Cats Euthanised Cat Traps put out
Dead Animal Removal	1	No	No	Euthanised
Keeping of Horses in Residential Areas	1	No	No	All okay
Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	4	No	No	No issues
Fruit Fly				
Euthanised	4	No	No	Kangaroo, Dog & Feral Cats
Rescue Dogs	6	No	No	Dogs
Other	59	No	No	Checked Airport, Cemetery, Showgrounds

Report by Ross Gillard

17.6 CASH & INVESTMENTS FOR THE PERIOD ENDED 30 NOVEMBER 2019**File Number:** REP19/1543**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Cash & Investments  



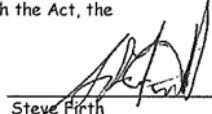
Temora Shire Council


Cash & Investments

For the period ended 30th November, 2019

	Original Budget 2019/20	Revised Budget 2019/20	Actual YTD Figures
Externally Restricted			
Sewerage Services	1,697,093	1,697,093	1,855,309
Domestic Waste Management	977,027	977,027	1,243,781
Stormwater Drainage Flood Studies & Construction Programs	153,622	153,622	167,529
S94 Contributions	31,341	31,341	108,870
HACC Unexpended	1,481,632	1,481,632	1,373,655
Total Externally Restricted	4,340,715	4,340,715	4,749,144
Internally Restricted			
Leave Reserves	324,774	324,774	1,758,014
Roads Reserve	1,121,398	1,121,398	498,688
Local Roads	215,302	215,302	601,331
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	124,013	124,013	428,482
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	312,723	312,723	306,754
Medical Complex Development	48,192	48,192	42,169
Infrastructure	793,571	793,571	637,161
MapInfo/GIS Upgrades	17,700	17,700	17,700
Digital Two Way Radio Upgrade	35,000	35,000	26,250
Computer Upgrade	140,713	140,713	151,846
Sports Council Requirements	10,000	10,000	10,000
Youth Hospitality	10,642	10,642	17,686
Airside Maintenance	29,090	29,090	33,819
Revotes	748,709	902,281	590,492
Total Internally Restricted	4,131,582	4,285,154	5,320,147
Total Reserves	8,472,297	8,625,869	10,069,291
Cash & Investments			
Westpac Cheque Account			975,321
Macquarie Bank DEFT Account			256,238
Bank of Queensland			500,000
BankWest			510,927
Suncorp			504,006
NAB			513,675
BOQ			500,000
NAB			500,000
BOQ			500,000
NAB			503,426
AMP Bank			515,000
AMP Business Saver Account			599,004
AMP Notice Account			3,558
NAB Term Deposit (24-701-8261)			533,958
NAB Term Deposit (77-177-3095)			513,935
Suncorp			513,344
AMP			513,750
Bank of Queensland			500,000
AMP			500,000
Westpac Term Deposit			500,000
Westpac Cash Reserve			101,020
Total Cash & Investments	8,472,297	8,625,869	10,057,162
Funding Deficit			(12,129)

I certify that the investments have been made in accordance with the Act, the Regulations and Council's actual Investment Policy.


Steve Firth
Responsible Accounting Officer

17.7 RATES COLLECTION - NOVEMBER 2019**File Number:** REP19/1489**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Rates Collection [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\)](#) 

Rates Collections												
Rates 2019/20												
Category	Arrears	Levies including Interest & Legals	Total	Pension Rebates	Adjusted Total	Payments	Rates Outstanding 03/12/2019	Rates Outstanding % 03/12/2019	Rates Outstanding 11/12/2018	Rates Outstanding % 11/12/2018	same period last year	
Farmland	19,611.90	1,907,425.39	1,927,037.29	-3,895.60	1,923,141.69	-984,268.88	938,872.81	49%	892,467.86	48%		
Residential Temora Occupied	28,187.54	1,239,754.99	1,267,942.53	-85,227.10	1,182,715.43	-621,036.60	561,678.83	47%	523,628.87	45%		
Residential Temora Vacant	3,941.11	66,940.50	70,881.61	0.00	70,881.61	-40,698.33	30,183.28	43%	32,153.34	43%		
Residential Arianah Park	12,985.29	72,032.53	85,017.82	-7,089.91	77,927.91	-38,085.81	39,842.10	51%	36,637.30	51%		
Residential Springdale	-452.77	9,615.82	9,163.05	-1,178.61	7,984.44	-4,776.49	3,207.95	40%	3,850.77	47%		
Rural Residential	6,275.04	149,190.75	155,465.79	-10,454.93	145,010.86	-87,496.23	57,514.63	40%	54,412.38	38%		
Residential - Temora Aviation	-926.80	40,136.90	39,210.10	-385.07	38,825.03	-25,826.87	12,998.16	33%	10,646.42	29%		
Business Temora - Hoskins Street	15,053.64	248,867.76	263,921.40		263,921.40	-154,212.21	109,709.19	42%	109,691.44	43%		
Business Temora - Town	5,329.60	261,633.68	266,963.28		266,963.28	-183,986.06	82,977.22	31%	78,069.86	31%		
Business Temora - Aviation	0.00	26,352.61	26,352.61		26,352.61	-23,820.45	2,532.16	10%	3,231.20	12%		
Business Arianah Park	1,000.39	16,260.88	17,261.27		17,261.27	-11,398.71	5,862.56	34%	4,133.36	26%		
Business Other	0.00	9,958.96	9,958.96		9,958.96	-7,612.51	2,346.45	24%	1,987.29	21%		
Residential Sewer	40,793.65	898,598.50	939,392.15	-40,658.35	898,733.80	-505,263.10	393,470.70	44%	363,060.15	43%		
Non-Residential Sewer	8,142.81	95,544.23	103,687.04		103,687.04	-94,463.59	9,223.45	9%	12,569.52	13%		
Storm Water Levy	2,415.00	48,700.01	51,115.01		51,115.01	-27,953.21	23,161.80	45%	22,480.15	44%		
Domestic & Rural Waste	29,369.25	544,665.50	574,034.75	-38,432.88	535,601.87	-293,517.19	242,084.68	45%	223,350.55	45%		
Trade Waste	7,139.60	121,423.93	128,563.53		128,563.53	-85,026.44	43,537.09	34%	40,945.63	34%		
Assessments in Credit						-9,431.64	-9,431.64					
	\$178,865.25	\$5,757,102.94	\$5,935,968.19	-\$187,322.45	\$5,748,645.74	-\$3,198,874.32	\$2,549,771.42	44%	\$2,413,316.09	44%		

17.8 TOWN HALL THEATRE - OPERATING RESULT NOVEMBER 2019**File Number:** REP19/1456**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Town Hall Theatre  

TOWN HALL THEATRE
Operating Statement

	July	August	September	October	November	Total YTD
Candy Bar						
Income	8,738	1,662	2,127	3,653	1,234	17,413
Purchases	(2,309)	(615)	(695)	(364)	(665)	(4,649)
	<u>6,429</u>	<u>1,046</u>	<u>1,431</u>	<u>3,289</u>	<u>569</u>	<u>12,765</u>
Admissions						
Income	18,054	3,527	4,722	9,446	2,915	38,665
Audio Visual Purchases	(4,462)	(8,489)	(1,727)	(4,932)	(1,998)	(21,607)
	<u>13,592</u>	<u>(4,961)</u>	<u>2,995</u>	<u>4,514</u>	<u>918</u>	<u>17,058</u>
Other Income						
Facility Hire	600	218	545	755	764	2,882
Sale of Advertising	182	182	364	182	182	1,091
Event Catering	-	-	473	200	-	673
	<u>782</u>	<u>400</u>	<u>1,382</u>	<u>1,136</u>	<u>945</u>	<u>4,645</u>
Other Costs						
Advertising	(245)	(175)	(338)	-	-	(757)
Bank Fees	(89)	(241)	(85)	(96)	(127)	(637)
Building Maintenance	-	-	(1,370)	-	(1,588)	(2,958)
Cleaning	(425)	(680)	(592)	(479)	(143)	(2,319)
Computer Costs	-	(824)	(924)	(80)	(2,557)	(4,384)
Event Catering Expenses	-	-	-	(471)	-	(471)
Freight	(100)	(70)	(69)	(49)	(17)	(304)
General Maintenance	-	-	-	(89)	(295)	(384)
Insurance	(7,038)	-	-	-	-	(7,038)
Materials Purchased	-	(52)	(23)	(492)	-	(567)
Contractors	-	-	(254)	-	(3,062)	(3,315)
Rates & Electricity	(1,153)	(1,566)	-	-	(174)	(2,893)
Employee Costs	(2,711)	(4,302)	(3,651)	(3,883)	(4,207)	(18,753)
Sundry Expenses	9	-	26	12	-	47
Telephone & Internet	(82)	(84)	(82)	(82)	-	(330)
Volunteer Support	(130)	(182)	-	-	-	(312)
Depreciation	-	-	(675)	-	-	(675)
	<u>(11,963)</u>	<u>(8,174)</u>	<u>(8,036)</u>	<u>(5,710)</u>	<u>(12,169)</u>	<u>(46,051)</u>
Total Cinema Surplus/(Deficit)	<u>8,840</u>	<u>(11,689)</u>	<u>(2,227)</u>	<u>3,230</u>	<u>(9,737)</u>	<u>(11,583)</u>


17.9 ARIAH PARK ADVISORY COMMITTEE MINUTES HELD 28 AUGUST 2019**File Number:** REP19/1446**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ariah Park Advisory Committee [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#) 

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		<p>- Email from Nigel Judd -TSC Heritage Committee is investigating the equipment needed to project images on buildings and silos and would like feedback.</p> <p>-- Email from Nigel Judd -TSC Heritage Committee is investigating heritage tiles for Heritage Buildings</p> <p>- Email from Rob Fisher – Input required on shared zone request.</p> <p>Outwards: Email to Gary Lavelle – Advising outcome of meeting discussion on renaming of Little Maxwell street</p> <p>Moved Terry Seconded Tim that inward correspondence be dealt with and outward correspondence be approved Carried</p> <p>GENERAL BUSINESS/BUSINESS ARISING</p> <p>-Lighting at Recreation Ground – This project will be placed in the upcoming projects list for the Recreation Ground.</p> <p>- Skate Park – Third Round of Stronger Communities Funding now open. This grant has been applied for in the past unsuccessfully. This round of funding has a youth focus this time so it is able to be a priority project with TSC. Potential money required for upgrade could be \$80-100k.</p> <p>- Dump Point – a quote has been obtained from Sean Roberts of CSR Plumbing. This quote does not include access roads. Alan Said he is able to approach Claude Fuller to obtain estimate for the road access. An approach to TSC will need to be made in regard to water and site access.</p> <p>- Coolamon Street Upgrade- Remainder of Grant money could be spent on finishing off Centre</p>	
7			

		<p>Island Works. Will be pushing for the project in next year's budget.</p> <ul style="list-style-type: none"> - Ariah Park Return and Earn- No Success - Ariah Park Post Office Operations- No Progress yet - Sewerage System for Ariah Park – As Nigel Judd reported earlier – TSC will be organizing a community meeting later in the future to discuss options including costs to ratepayers and to get feedback. Flood Study- the study was up for tender and has been awarded Heavy Vehicle Route- Rob Fisher looking for comment on Heavy Vehicle Route. 500mtr warning sign needed on Mary Gilmore Way back towards Broken Dam. Otherwise diversion is working well. Letter to be sent to Rob with Thoughts Heritage Tiles- Discussed – Advisory Committee supports the initiative and would like to be involved Shared Traffic Zones- Rob Fisher looking for comment on request for shared traffic zones in Back lanes (in particular Little Reid Street) in Ariah Park. Discussed. Proposed concrete footpath from School to Recreation Ground Area will help rectify issues raised. Advisory Committee decided to not support the request. Letter to be sent to Rob Fisher Drought Funding- Monies exhausted at the moment. Government departments may need to reconsider if dry times continue. Ariah Park Tip Funds- Ariah Park Community Projects may be making a approach to access funds for projects. A letter will need to be written to TSC requesting available monies and when it may be available for distribution in the community. Grape Vine Update- Vines are going well. Local business owners are watering the plants. Letter 	
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8	<p>to be written to TSC requesting that we extend our trial to the western side of the street. This will be at no cost to TSC. Advisory Committee to look at obtaining three suitable pots. New plantings to be placed at Supermarket, Hairdresser and Mens Shed Buildings.</p> <p>Pathology Services for Ariaiah Park – Prince at Chemists gives his full support for a pathology service in Ariaiah Park.</p> <p>There being no further business, the meeting closed at 9.20 pm</p> <p>NEXT MEETING:</p> <p>To be notified General Meeting to be held Late November/ Early December 2019</p> <p>.....(Chairman)</p>		
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17.10 FRIENDS OF TEMORA SHIRE CEMETERY MINUTES HELD 2 SEPTEMBER 2019**File Number:** REP19/1452**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. FOTSC minutes [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\)](#) 

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

Ian Preston (Group Pres) 32 Gallipoli St Temora NSW 2666 Ph. 02 6977 1083	Pat Taylor (Hon Sec) 22 Lawson Rd Temora 2666 Merryl Graham (Hon Treas) PO Box 251 Temora 2666	Temora Shire Council PO Box 262 Temora NSW 2666 Ph. 02 6980 1100
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Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

Minutes of the Friends of the Temora Shire Cemeteries Meeting Monday 2 September 2019 at Old Temora Cemetery Lych Gate

Meeting Opened: 10.03am.

Attendance: Ian Preston, Pat Taylor, Harold Fritsch, Betty Brabin, Barb Harmer, Wilma McCubbin, Gary Thompson, Merryl Graham, Darryl Sutherland, Mavis Cassidy, Belinda Bushell.

Apologies: Leonie Weir, Pam Buerckner, Rick Taylor, Keith Cassidy, Kris Dunstan, Ray Perry. Accepted.

Minutes: Minutes of the previous meeting were read by Pat. The minutes were moved Mavis Cassidy 2nd Darryl Sutherland, carried.

Business Arising: Fold Up Chairs: Ian informed the meeting that the trolley will be available in the next week and that the Men's Shed will be donating the trolley. A letter of Appreciation/Thank you will be sent upon delivery. Merryl Graham suggested a photo with the Men's Shed and FOTSC crew to be placed in the Temora Independent.

No Glass and No Dogs Signs: Thank you to Belinda Bushell and Temora Shire Council for their prompt attention to our requests regarding these matters.

Ariah Park Entrance signage: this will be attended to when other work is required to be done in the Ariah Park area.

Treasurer's Report: Financial report by Merryl indicated a credit balance of \$23,123.02. Merryl moved her report be accepted. 2nd Harold Fritsch and Carried.

IBD account to mature on 30 September 2019. Moved Merryl Graham that the money be reinvested at the best rate. 2nd Ian Preston, carried.

Correspondence:

Outward:

- Letter to Temora Shire Council requesting additional signs to be installed at the Cemeteries and that a notice be placed in the Narraburra News and Independent as a reminder – NO GLASS / NO Dogs permitted in any of the Temora Shire Cemeteries.

Inward:

- Temora Shire Council – Our requests have been attended to. Regarding rules at time of burial, TSC will make enquires.
- Temora Shire Council – Free on-line food safety training.
- Temora and District Education Fund – Invitation to their Fund Raising Evening.
- Temora Shire Council and Mayor Firman – invitation to the opening of the refurbished Temora Town Hall

Wilma McCubbin moved correspondence be accepted. 2nd Betty Brabin. Carried

General Business:

1. ROW MARKERS: Merryl reported that the Row Markers have now been completed in the Old Cemetery.

FRIENDS OF THE TEMORA SHIRE CEMETERIES

(Incorporated with the Temora Shire Council)

Ian Preston (Group Pres)	Pat Taylor (Hon Sec)	Temora Shire Council
32 Gallipoli St	22 Lawson Rd Temora 2666	PO Box 262
Temora NSW 2666	Merryl Graham (Hon Treas)	Temora NSW 2666
Ph. 02 6977 1083	PO Box 251 Temora 2666	Ph. 02 6980 1100

Email us at: temshire@temora.nsw.gov.au - be sure to direct it for our attention.

2. ROW MARKERS: New Monumental Cemetery. Ian Preston suggested we look at installing row markers on the Southern side to correspond with the markers on the Northern side. Betty Brabin voiced her concern as to the cost and if it was necessary. Belinda Bushell moved that we install row markers on the Southern side of the New Monumental Cemetery. 2nd Ian Preston – Carried.

It was also agreed to install row markers on the Southern side of the Lawn Cemetery.

3. LAWN CEMETERY FUNDS: Belinda Bushell informed the meeting that TSC have allocated funds for the Lawn Cemetery: \$50,000.00 in 2020 for road upgrades, \$50,000.00 in 2021 for plinth upgrade and \$50,000.00 every 2 years after.
4. INFORMATION EXCHANGE: Ian informed the meeting that the garden at the Aria Park Cemetery is in very poor state and needs attending to. Belinda Bushell will follow up.
5. Belinda gave her apologies for her absence at the AGM in July and thanked Anne Rands for attending on her behalf.

Next Meeting: 11.30am Monday 2 December 2019 at Temora West Park (Council Chambers if weather inclement). The Christmas luncheon will follow.

President Ian Preston thanked everyone for their attendance.

Meeting Closed 10.38am

17.11 TEMORA COMMUNITY FIGHT THE FRUIT FLY MINUTES HELD 17 SEPTEMBER 2019**File Number:** REP19/1442**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Fight the Fruit Fly - September 2019  

Temora Community Fight the Fruit Fly Group.

Meeting held 17-09-2019 in Narraburra Room at 7pm.

***Present:** Maxie Hoskinson, Mavis and Keith Cassidy, Kevin Pellow, Pat Neasmith
and Ken Davis.*

***Apologies:** Fay Pellow, Myrtle and Roy Madden, Penny Edgerton, Chris Bett and
Lindy Reinhold.*

***Motion:** Moved Ken Davis, 2nd Keith Cassidy for apologies to be accepted.*

***Correspondence:** Nil In or Out. Application for Local Environmental Assistance Fund to be
sent to Temora Shire.*

***Treasurer's Report:** Paid M.Cassidy for Bunnings a/c for 2 new chairs, a/c \$58
Leaving a closing balance of \$827.04.*

Out still to pay Maxie \$45 for cup-of-tea for AGM. Alc from Chris for Trap refills.

Maxie moved for the acceptance of her report. 2nd Pat Neasmith.

***General Business:** Ranger to check 201 Baker Street problem with fruit on ground.*

*Arrangements for Show Day and Mary Gilmore Day organised. Both venues to be set up by
8.30am, and cars out. Won't need Gazebo for Mary Gilmore Day as can set up in doorways
of a shop. Kevin to pick up Gazebo and Flag for Temora Show & take to Showground on Show
day. 8 Vests ready for Stall Days.*

*Flyers for our publicity campaign discussed, to include our "Grow the Biggest Tomato
Competition". See Chris re set up of flyer. Check with Council re printing.*

Mavis to check with Walkers re distributing.

Ken to see about stickers re advertising Tomato Comp.

Maxie to look into a sign for Comp. for display at Show and Mary Gilmore Day.

Traps only to those willing to Monitor Fruit Flies and report to Sect/ President.

Secretary has trapped 26 Fruit Fly since 3rd August.

*Pat Neasmith gave a report from DPI about the distributions of **Sterile Male Fruit Flies** in
some areas including Hillston. \$60m. being spent Nation wide to curb Queensland Fruit Fly.*

Next meeting DST. 7.30pm on 15-10-2019.

Meeting closed at 8pm.

President:

17.12 ARIAH PARK MARY GILMORE FESTIVAL MINUTES 1 OCTOBER 2019

File Number: REP19/1454

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Mary Gilmore Festival [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) 

Ariah Park Mary Gilmore Festival CommitteeA Section 355 Committee Of The Temora Shire CouncilMinutes From Meeting Held 1/10/2019

Meeting Opened by President-Chris Mutton

Present - R Wall, Allen Penfold, Chris Mutton, Nigel Judd, Margaret Speirs, Lorraine Coupe
 ,Janet Popple Janice Lewis ,Bruce Ryan

Apologies Kevin Popple,Patty Vearing, Julie Colwill

Minutes Of Meeting

Read by Robyn Wall

Moved Robyn Seconded - Allen

Minutes be Accepted Passed

Treasures Report

Given by M Speirs

Inward

Transfer from term deposit	\$22,284.60
Interest on term deposit	\$352.37
Sponsorship A L Chalmers	\$200.00
Raffle money	\$717.60

total income **\$23,554.57**

Outwards

Float -bbq	\$160.00
stage hire bond	\$400.00
purchase of seats for recreation ground	\$2,837.00

Total Expenditure \$ 3,397.00

Closing balance as at30/09/2019 \$25,722.91

Petty cash

Printing paper \$10.00

Cash on hand \$190.00

Moved –M Speirs Seconded Robyn Wall

Correspondence:

Inward

Phone call from b&s re stage removal & return to area
e/mail from police station re opening court room

Out ward

e/mail to Charmaine re number of rooms needed
visit to hotel to let them know final number of rooms
letters to school re bonnets and also dog training display

Business Arising:

1. more 3 folds printed as out of same
- 2 outcome over meals on Friday organized
- 3 concerns raised over next years program as some of committee members voiced concerns over lack of input by members
- 4 price of hotel rooms quote given to Treasurer
- 5 Julie has not done CPR training so first aid organized for festival Bill will do Friday, St Johns Saturday, A RN from Ardlethan will do Sunday
- 6 money has been given to club for prizes for bare foot bowls
- 7 size of new stage fits in area o/k
9. we need to be trained to set up new stage will organize same for Friday of festival
- 10 meeting now at 7.45 rather than 7.30 pm until further notice
11. Working bee on Sunday from 1.30 until finished and on Friday from 9.30 am all committee to attend
- 12.banners and Thomas to be collected on Tuesday from Temora and locally
- 13 account given to treasurer for seating
- 14 school dog display organized for 10.30 Thursday
- 15? Courthouse will opened if possible
- 16 disabled signs for parking needed to be attended
- 17 Emergency Exit signs need to be put in place
- 18 concerns raised re poet as she has been unwell and is booked as poet for next year
- 19Patty will do roster and program when she gets home
- 20 Bruce will help park vans and take fees
- 21 Bruce will organize people to clean toilets
- 22 People needed for bbq on Wednesday& Thursday
- 23 people still need for raffle days only 4 days left to sell
24. Patty to do gate roster
- 25 Robyn will organize raffle draw to be in usual format
- 26 Margaret to organize money for floats and to pay artists

Discussions

re container for storage
Robyn got Quotes but committee feel we need to buy a new one
.Allen to organize same with Temora Truck&Tractor
Banners repaired is now up
Busking in the street on Sunday? how many (power needs to be sorted for same)
People needed for raffle days
Allen has made small stage for walk-ups

Chris to collect and pay for bbq meat given cheque for same
Still awaiting date for Bunnings bbq

Meeting closed 9.50

17.13 TEMORA COMMUNITY FIGHT THE FRUIT FLY MINUTES HELD 15 OCTOBER 2019**File Number:** REP19/1444**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Fight the Fruit Fly October 2019  

Temora Community Fight the Fruit Fly Group.

Meeting held 15-10-2019 at 7.30pm in Narraburra Room.

Present: Maxie Hoskinson, Fay and Kevin Pellow, Roy and Myrtle Madden, Jean Groth, Keith and Mavis Cassidy and Lindy Reinhold.

Apologies: Pat Neasmith, Michael Manning, Penny Edgerton and Ken Davis.

Motion: Moved Jean Groth, 2nd Lindy Reinhold that apologies be accepted.

Minutes: Moved Kevin Pellow, 2nd Keith Cassidy, for minutes as read be accepted.

Correspondence: In: Letter from Temora Council notifying us of commitments due by us as members of S355.

Out: Nil. Secretary's question to Independent as to cost of printing a Flyer. Kevin Flakier in charge . Price For 500 \$187. 1000 \$308.

Treasure's report: o/b \$885.04. Expenses from AGM to 15-10-2019. Independent Ads.\$108.95, Bett's Nursery \$225.00 with a cr. Closing balance \$580.24.

Maxie moved for the acceptance of her report 2nd Jean Groth.

General Business: Jean offered to have someone (Mavis to do 29-10-2019 at 10am.) do a Fruit Fly report on FM Radio.

Motion: Moved Chris Bett, 2nd Lindy Reinhold for Group not to attend Mary Gilmore Day.

Motion: Moved Lindy Reinhold we do a new Flyer as soon as possible.

Christmas Party. Suggested date 17-12-2019. To be held at Lake as last year. If inclement to Maxie's.

Next meeting: 19-11-2019.

Meeting closed 20 past 8pm.

President:

17.14 TEMORA SHIRE ACCESS AND EQUITY COMMITTEE MINUTES HELD 21 OCTOBER 2019**File Number:** REP19/1529**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Access & Equity Meeting [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#) 

Minutes: Temora Shire Council Access & Equity Committee

Held: Tuesday, 21st October, 2019. Meeting opened 5.05pm.

Location: Temora Council Chambers

Chairperson: Michael Floyd

Attendance: Deb Patterson, Dale Wiencke, Claire McLaren, Michael Floyd, Jo Kalms, Craig Warne, Amanda Gay

Apologies: Nil

Minutes From Previous Meeting: Moved that minutes of previous meeting were a true and correct record MOVED Dale Wiencke Seconded Jo Kalms

Matters Arising From Minutes:

“Everyone can Play” can visit Temora in the New Year with a view to discuss what they can deliver.

Correspondence Inwards: Nil

Correspondence Outwards: Nil

General Business:

1. Committee members to consider any suitable new members and invite to AGM.
2. AGM to be held November 26th at 5pm.
3. Action for next year – investigate Liveable Housing Design Guidelines
4. Craig Warne reported that he had raised various access issues with some businesses in Temora. McDonalds will be installing new automatic doors soon. He has spoken and written an email to IGA but no reply. Raised concern for Anzac St/ Aurora St crossing. Advised this was in Council Budget, though unsure of timeline.
5. Michael Floyd pleased with footpath upgrades near Temora West School.
6. Concern expressed with narrowness of ramp access at Town Hall.

Meeting Closed 5.35pm and members proceeded over to Town Hall for a tour of facilities.

17.15 TEMORA RURAL MUSEUM MINUTES HELD 14 NOVEMBER 2019**File Number:** REP19/1425**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora Rural Museum Minutes [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) 

**MINUTES OF THE GENERAL MEETING
OF THE TEMORA RURAL MUSEUM MANAGEMENT COMMITTEE
held at the museum on 5th September 2019**

Meeting commenced at 7.31pm

Present: Ken Hewett (Chair), Neil Martin, Graham Lynch, Bill Speirs, Len Stimson, Eddie Sams, Cr. Ken Smith, Harold Fritsch, Brian Jennings, Gordon Muir, Jack & Jan Oliver, Col Perry, Graham Crawford, Neil Storm, Robert Maslin, Mick O'Connor, Brian Durham, Cr. Max Oliver

Apologies: Kate Hewett, Jean Luck, Steve Holden, Bob Ingram

MOVED that the apologies be accepted Col Perry / Eddie Sams - carried

Minutes:

MOVED that the minutes of the general meeting held on 5th September 2019 be accepted as a true and accurate record. Graham Crawford / Cr. Ken Smith – carried.

Business Arising from the minutes:

Bill reported that the Historical Society's entire firearms collection had been sold to a Sydney based historical arms dealer and that there were no longer any firearms on the museum site.

It was noted that the Forklift licensing assessments had been successfully completed.

Bill advised that Angelique Hutcheson, a curator from the NSW Museum of Applied Arts and Sciences had visited the museum on 8th October to undertake a preliminary assessment of the organization in response to our request to borrow their air ambulance.

Bill reported that the plans for the new machinery shed had been received and the Development Application had been submitted to Council.

Correspondence:

MOVED that the correspondence be received and dealt with as read. Graham Lynch / Jan Oliver – carried

Summary as attached.

Confirmation has been received from the NSW Dept. of Fair Trading advising that the change to the Temora Historical Society's Constitution to enable internet banking has been registered.

Treasurer's Report: The treasurer reported an Income for the two months since 11th July 2019, of \$13,687.08, Expenditure of \$12,052.60, Closing Balance, on 12th September 2019, of \$17,927.50 in the museum's working A/c.

The treasurer reported an Income for the two months since 5th Sept. 2019, of \$6,270.86, Expenditure of \$13,589.97, Closing Balance, on 14th November 2019, of \$10,252.22 in the museum's working A/c.

MOVED that the Treasurer's reports be accepted. Graham Lynch / Brian Jennings – carried.

Manager's Report: as attached.

Curator's Reports:

Bill agreed to pass on the contact details of Steam enthusiast, Frank McCall, to John Hingerty.

Eddie advised that he has reconditioned the Dodge Ambulance and converted its electrical system to 12volt in readiness for use in the upcoming Elvis Presley biopic. He also noted that the 1982 Holden WB ambulance used in "Ride Like a Girl" is in our collection.

Col noted that the restoration of the horse-works site near the Textile store is progressing well.

All other curators present reported satisfactory progress.

General Business:

The museum has received an offer from Mr. Warren Long to donate his Fordson Super Major model tractor. Brian Jennings agreed to follow up the offer.

The Manager was asked to send a letter of acknowledgement to Mr. Bruce Robinson for the donation of his International AW7 tractor.

It was noted that the Gidginbung Railway Siding Waiting Room building has been re-located from the Shed 4 Men to the Temora Railway precinct.

The matter of acquiring appropriate tools for use with the big lathe was discussed. Ken Hewett undertook to source a Hare & Forbes tool catalogue and compile a list of tools/prices for consideration by the Committee.

MOVED that the Committee purchase a supply of cartridge grease and (if necessary) a new grease gun, to assist in the maintenance of the machinery collection. Mick O'Connor / Len Stimson – carried.

Robert Maslin advised that work is proceeding on the modification of the glass door assembly to enable it to be installed in the passage between the Volunteers Kitchen and main store room.

Preparations for the 47th Annual Live Exhibition were discussed. Graham Lynch's offered to organize a Museum themed Art Competition, to be judged on the day, was endorsed, as was an idea put forward by Brian Jennings, to combine "T" Model Ford items from the museum collection with visiting examples to create a "T" Model feature display.

Bill advised that the museum had been offered the assistance of a group of visiting students to undertake a short period of light work, gardening and cleaning next week.

There being no further business the meeting closed at 8.15pm.

17.16 BUNDAWARRAH CENTRE MEETING MINUTES HELD 14 NOVEMBER 2019**File Number:** REP19/1427**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Bundawarra Centre Minutes [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\)](#) 

**MINUTES OF THE GENERAL MEETING
OF THE BUNDAWARRAH CENTRE (355c) MANAGEMENT COMMITTEE
held at the Bundawarra Centre on 14th November 2019**

Meeting commenced at 8.16pm

Present: **Present:** Ken Hewett (Chair)(THS), Robert Maslin(THS), Eddie Sams(THS), Neil Martin(TLFHG), Jack Oliver (TS4M), Cr. Ken Smith (TSC), Cr. Max Oliver (TSC), Bill Speirs TSC Staff also present.

Apologies: Ken Davis, Howard Ruth, John Harris, Ann Pike

MOVED that the apologies be accepted Neil Martin / Robert Maslin – carried

Minutes:

MOVED that the minutes of the general meeting held on 5th September 2019 be accepted as a true and accurate record. Eddie Sams / Jack Oliver – carried.

Correspondence:

There was no correspondence requiring the attention of the Committee

General Business:

MOVED that the Reports received by the General Meeting of the Temora Rural Museum Management Committee on 14th November 2019 be received and that the resolutions of that meeting be confirmed. Eddie Sams / Cr. Ken Smith – carried.

There being no further business the meeting closed at 8.18pm.

17.17 MUSEUM MANAGERS REPORT 14 NOVEMBER 2019

File Number: REP19/1436

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Museum Manager Report [!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\)](#) 

Temora Rural Museum – MANAGER’S REPORT

Meeting Date: 14th November 2019

Visitation From: 4.9.2019 To:14.10.2019 **Adults:** 923 **Children:** 185

Group Visits: Wodonga Life Activities Group. Sat. 7th Sept.
Museum to CATER lunch
Temora Public School Temora Timeline visit. Tues. 10th Aug. 1.30pm
Young Catholic School. Wed. 18th Sept. 10am
Rose’s Travel Group Wed 9th Oct. 10.30am
Bright Men’s Shed group. Sat 12th Oct.
Potter Travel Coach Group. Tues. 15th Oct. 11.30am
Museum to CATER lunch
Richards Coach Group. Fri. 18th Oct. 10.30am
Richards Coach Group. Fri. 25th Oct. 10.30am

Group Bookings: Coastal Liner Coach Group. Thurs. 21st Nov. 10.00am
Kennedy’s Coach Group. Fri. 6th Dec. 11.00am

Recent Events: CSEC Executive Meeting. Tues. 10th Sept. 12.30pm
Temora Probus Club BBQ. Tues. 17th Sept. 11am
BEC Grant writing Workshop. Wed. 18th Sept. 4.30pm
TSC Code of Conduct Training. Mon. 23rd Sept. 9am
Health & Wellness Seminar – Jess Evans. Sun 29th Sept. 9am
Bald Archy Art Prize Exhibition. Tues. 6th Nov. – Sun. 1st Dec.

Planned Events: TSC Risk Assessment Training. Fri. 15th Nov. 9am
Craig Giles & Friends Concert. Thurs. 21st Nov. 1.00pm
Museum to CATER Devonshire Afternoon Tea
Welcome to New Residents Reception. Fri. 28th Nov. 6.00pm
Gingerbread Making Workshop. Sat 30th Nov. 2.00pm
CanAssist Temora Christmas Party. Mon. 9th Dec. 6.00pm
Pinnacle Community Services Art Exhibition Wed. 4th - Sun. 15th Dec
Brush with Art Exhibition Mon. 17th Dec. – Fri. 31st Jan. 2020
Brush with Art Exhibition Lau nch. Thurs. 17th Dec. 6.00pm

Recent Acquisitions: International AW7 Tractor

Correspondence:

General ephemera. 2

Magazines & newsletters. Narraburra News. Oct. & Nov. 2019

Circulars. MGnsw IMAGiNE Awards

Letters. I/W: Confirmation of registration of change to THS Constitution

O/W:

Email:

17.18 TEMORA'S OWN MEETING MINUTES HELD 14 NOVEMBER 2019**File Number:** REP19/1438**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Temora's Own [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\) !\[\]\(18065afa4ef6662bca9f3f6088f7de30_img.jpg\)](#)

Temora's Own Arts and Crafts Committee Meeting Minutes 14th November 2019

Meeting opened at: 1.30pm

Present: Jean Luck, Alison Bushell, Vicki Sproule, Viv Leary, June Coleman.

Apologies: Debbie Marshall , Narelle Williams

Confirmation of Minutes of Previous Meeting

Moved: Alison Bushell

Seconded: Jean Luck

Business arising from the Minutes

Evaporative Cooler

Bill Cross has installed the new cooler 5.11.19

Viv Leary spoke about there still daylight being seen though the cooler and informed Gersbach and Firman Real Estate.

Vicki spoke about requesting that the tin cooler be sprayed white and has requested that Kelly Whitton arrange for a Handyman to paint the tin.

Back Room Lighting

Chris McAuley installed the 3 LED lights in the back area

Still needs more light and suggest that we get some spot lights that plug in and light up that area.

Correspondence:

Out: Nil

In:

Letter from Origin Energy advising that there will be a power outage on Tuesday 19th November

Financial Report:

As per report

General Business**Christmas Street Fair**

Committee felt that it was important that we have the shop open for the street fair to take advantage of the opportunity to attract local customers

Friday Night 13th December from 5pm-9pm`

We will need extra workers to cover this shift. Suggest we need 4 workers
2 outside and 2 inside

Volunteers : Jean Luck, Viv Leary, Vicki Sproule, Narelle Williams

Christmas Cards

We would like to send a Christmas card to every member to thank them for their continued support throughout 2019.

The committee felt that this is a good idea and that the committee get together to write and post out the cards.

Santa Photos

Propose that we have Santa photo days to promote the shop.

Committee to discuss

Committee felt that we do Santa Photo's out the front of the shop on the Friday night Street fair.

Vicki to arrange with Jenny Wilcox .

Gift Ideas Shelf/ Window

Jean Luck has suggested that we have an area with gift ideas.

Committee decided to create some signs "Gift Ideas" and place them in the window and some shelves.

Vicki to action

New Vacuum

Viv approached Steve Firth and asked if we could purchase a new Vacuum.

Steve approved the only requirement is we purchase it in Temora.

Viv and Narelle purchased a Dyson Vacuum from Harvey Norman at a cost of \$599.00

It's important to keep the new carpet on good condition and Vicki suggested that once a year we have the carpet shampooed.

Christmas General Meeting

Propose we have a short General meeting / Social Christmas gathering in December.
Committee decided that we hold a General Meeting on the 7th December and make it a social gathering to thank members for their continued support of TOAC throughout 2019.
The committee decided that we would provide the afternoon tea instead of asking members to bring a plate of food to share.
Committee also felt it was a good idea to give out the Christmas cards to members who attend the Christmas gathering and to post out the remainder.

Glass Doors

Viv spoke about the glass doors that are in the store room that belong to the cabinet and suggested that if they are not going to be used that they be sold.
Vicki to ask Readon's if they would like to purchase them if not to photograph them and sell on Temora Buy, Swap and Sell.

Baby Clothes / Dolls Clothes

Viv spoke about customers being confused about what are children's / Baby clothes and the dolls clothes. She suggested that we display the dolls clothes on the opposite side to the Children's / Baby clothes
Vicki and Debbie to action Sunday 17th November

Sympathy Card

Viv requested that a sympathy card be sent to Pam Vickery in respect for the passing of her Father



Store Room / Lockup Room

Request Members take advantage of the slow trading month of January to do a stock take of their items and update your sales sheets
As we have limited storage room in the shop Members are requested to take home their out of date excess stock.

New Book Shelf

A bookcase was purchased at a Garage sale. Kim Player has taken it home to paint.
This will be placed near the other shelves to display more books as required.

Meeting Closed:2.30pm

17.19 TEMORA WOMEN'S NETWORK MINUTES 14 NOVEMBER 2019**File Number:** REP19/1465**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. TWN  

TEMORA WOMEN'S NETWORK COMMITTEE

Meeting held Thursday, 14th November, 2019 at Temora Ex Services Memorial Club, commencing 2.30pm

Present: Susan Jeri, Catherine Thompson, Lindy Reinhold and Sally Deep.

Apologies: Lyn Cartwright, Dianne Scott and Norma Howard.

Chairman, Susan Jeri, welcomed everyone present.

In the absence of a QUORUM, members discussed the International Women's Day theme of *"EACH FOR EQUAL"* for March, 2020 and the planning of a function.

Meeting closed at 3.30pm

Next meeting: Thursday 12th December, 2019

2.30pm at Temora Ex Services Club

17.20 TEMORA SHIRE HERITAGE COMMITTEE - NOVEMBER 2019 MEETING MINUTES**File Number:** REP19/1487**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. November 2019 Minutes - Temora Shire Heritage Committee [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\) !\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#)

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MINUTES

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers on Thursday, 7th November, 2019

Present: David Scobie, Michael Collins, Wilma McCubbin, Bill Speirs, Belinda Bushell, Rod Ballantyne, Kris Dunstan, Jason Goode, Ros Hartwig, Cr Dale Wiencke, Cr Max Oliver, Cr Nigel Judd, Claire Golder

Apologies: Tricia Stubbs and Merryll Graham

Commenced: 12:03 PM

ITEM		ACTION
1	Confirmation of Minutes – Minutes confirmed Moved Wilma McCubbin and Seconded Jason Goode	
2	Business Arising from Previous Minutes – <ul style="list-style-type: none"> State Heritage Inventory – still ongoing. Sproules Lagoon – Next step is funding, the working committee have developed adequate information which includes details on a walking trail, earthworks, security of site and interpretive panels. 	BB to continue to work on inventory DS to finalise costings. Once Costings Finalised – Contact to be made with Local Land Services (James Ingram) to showcase the masterplan and seek if there is any funding for

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		<p>this type of project. Indigenous history – enquiries to be made with other Wiradjuri members.</p> <p>Committee to investigate possible localities</p> <p>CG to continue to review appropriate grants for this task – possibly through the Royal Historical Society and Library Grants</p> <p>Sub Committee to meet and discuss draft proposal issued by Cuttlefish Design and ideas brought forward from the committee</p>
<ul style="list-style-type: none"> Indian Hawkers – Next step look at an Interpretive Panel – possibly where the Indian Hawkers resided. Temora Digitisation of Temora Independent. 1894 to 1923. Michael Pascoe to Scan/OCR 22,500 pages will cost approximately \$9,900 (GST Inc.). Grants to be sourced for this process. The motion made in September still stands. Self-Drive Brochure – undertook the areas of Thanowring, Gidginbung and Reefton. The draft brochure was discussed by the committee suggestions offered were as follows: <ul style="list-style-type: none"> A3 in size – possibly one (1) for each drive – this will enable more room for more information Possible themes for each drive to be compiled – Trungley Hall “Germans”, Grogan 		

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	<p>"WWI Settlement", Broken Dam "Squatting Settlement".</p> <ul style="list-style-type: none"> - Future to contact Google Maps and pin the localities - possibly a cost to pin it? – maybe Youth could be involved with this next step of the project. • Temora Memorial Town Hall – Interpretive Panel – 5 X Panels on the Western wall. Bill Speirs is working on the photos and text. • Satellite Airfield Sites – Meeting with TAM research officer in February 2020. • Interpretive Panel Booklet – awaiting draft proposal from Cuttlefish Design • Chinese Heritage – met with Meredie Mee Ling happy to assist with recognition of the Chinese Heritage to the community. The repainting of the Mee Ling Signs was forwarded to signage companies for quotation. Various enquiries were made in regards to the specifications and design works etc. • Signs on Ex-Roundhouse Site perimeter fencing. Max Oliver advised that Ian Dixon was happy to assist with the project and has forwarded various images for review. Sub-Committee to select the images in conjunction with Ian and to forward to Cuttlefish Design regarding a design of the panels. Approximately seven (7) panels would be required for this project. 	
		<p>BB to contact Cuttlefish Design</p> <p>DS to report on the specifications and design works.</p> <p>MO & BB to move forward with the project and bring designs and quotations back to the committee for review</p>

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4	Heritage Fund Applications – <ul style="list-style-type: none"> 152 Crowley Street, Temora – Painting of Exterior of the Dwelling Moved David Scobie and Seconded Jason Goode that a \$1,000 of HAF be approved.	
5	Heritage Advisors Report – The report was noted.	
6	Heritage Article – <ul style="list-style-type: none"> Cenotaph Centenary – followed with a poem Ambulance Triages – <i>Wilma McCubbin to forward to Bill Speirs</i> 	
7	General Business – <i>Belinda Bushell</i> <ol style="list-style-type: none"> Xmas Luncheon – Patchwork Inn B & B Courtyard with Red Hen Hospitality as caterer after December meeting. <i>Bill Speirs</i> <ol style="list-style-type: none"> Cenotaph – very pleasing – possibly applying for HAF in December meeting <i>Max Oliver</i> <ol style="list-style-type: none"> New Heritage Committee Member – Graham Lynch <i>Ros Hartwig</i> <ol style="list-style-type: none"> Combaning/Springdale Family histories still working through them. 	


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	<i>Nigel Judd</i> 1. Rail Motor Visit – Platform on the railway station side is rotting – notification to JHG	
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Next Meeting: Thursday, 5th December, 2019 at the Temora Shire Council Chambers at 12:00 PM**Meeting Closed at** 1:00 PM

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17.21 TOWN HALL THEATRE MINUTES NOVEMBER 2019**File Number:** REP19/1541**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. THT Minutes [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) 

TOWN HALL THEATRE MANAGEMENT MEETING

*MINUTES OF THE LAST GENERAL MEETING HELD ON WEDNESDAY 4TH NOVEMBER 2019
HELD AT THE TEMORA TOWN HALL FOYER, COMMENCING AT 6.00PM*

General Meeting - Wednesday December 4th 2019, commencing at 6.00pm at The Temora Town Hall Foyer

Present Jan Gilchrist, Jim Cahill, Guy Piltz, Susan Jeri, Leanne Nixon, Di Monkerud, Beth Firman, Lindy Reinhold

Apologies Sue James, Kris Dunstan

Correspondence

- Program from agent

Business Arising

Nil to report

Christmas Party

Desserts to be made by Jan and Beth. Catering by Teresa McCrone. BBQ meats

December/January Movies

January: Jumanji: The Next Level, Star Wars: The Rise of Skywalker, Spies in Disguise, Shaun the Sheep: Farmageddon,

February: Little Women, Doolittle, Bombshell, The Peanut Butter Falcon, A Beautiful Day in the Neighbourhood

Film Club update

Nil to Report

General Business

- Suggestion that empty shops be used for advertising of the theatre and movies coming up


Financial Report

Report was tabled to the shock of all present. Onward and upward

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at pm. Next meeting to be held on Wednesday, February 5th, 2020 in the foyer of the Town Hall. Meeting closed at 7.05pm

DATE: _____ **SIGNED:** _____

Chairman

17.22 TEMORA'S OWN ARTS & CRAFTS MINUTES HELD 7 DECEMBER 2019**File Number:** REP19/1520**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. TOAC [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) 

**Temora's Own Arts and Crafts
General Meeting Minutes
7th December 2019
1.30pm**

Meeting opened at: 1.30pm

Present: as per membership book

Apologies: Cath New, Leanne Oliver, Julie Craine, Joann Smith, Doug McGuirk, Hilda Brophy, Jean Luck, Jeanette Player, Kaye Baker

Confirmation of Minutes of Previous Meeting

Moved: Narelle Williams
Seconded: Alison Bushell

Business arising from the Minutes

Evaporative Cooler

Bill Cross has installed the new cooler 5.11.19

Viv Leary spoke about there still daylight being seen though the cooler and informed Gersbach and Firman Real Estate.

Vicki spoke about requesting that the tin cooler be sprayed white and has requested that Kelly Whitton arrange for a Handyman to paint the tin.

Back Room Lighting

Chris McAuley installed the 3 LED lights in the back area

Still needs more light and suggest that we get some spot lights that plug in and light up that area.

Front Entrance Tiles

Still waiting on Dennis Gersbach to apply for the grant

Correspondence:

Out: Sympathy Card to Pam Vickery

In: Nil

Financial Report:

Bank balance @ 30 November	\$25096.68
Members - November	Since paid: \$ 10077.20
Rent	\$ 1390.34
Chris Macauley – Additional Lighting	\$ 528.00
Temora Independent – Advertising Sept	\$ 153.60
Telstra	\$ 34.31
Temora Independent – Advertising AGM	\$ 15.87
Temora Shire – Advertising Canola Trail Book	\$ 383.90
Harvey Norman - Vacuum	\$ 544.55
Temora Shire – Carpet instalment	\$ 600.00
Adjusted balance:	\$ 11368.91

Moved: Jean Groth

Seconded: Pearle Altus

General Business**New Vacuum**

Viv Leary spoke about the purchase of the new Vacuum cleaner, explained that She spoke to Steve Firth to see if we could afford to have a new vacuum now we have a larger amount of carpet to keep clean.

Viv and Narelle purchased a Dyson from Harvey Norman Temora at a saving of \$200 . \$544.55.

Committee intends to have the carpet professionally cleaned next year.

Christmas Street Fair

Committee felt that it was important that we have the shop open for the street fair to take advantage of the opportunity to attract local customers
Friday Night 13th December from 5pm-9pm`

Volunteers : Jean Luck, Viv Leary, Vicki Sproule, Narelle Williams, Debbie Marshall

Christmas Santa Photos

It had been proposed that we do Santa photos and charge \$10 a sitting and send the photos by email to the families at no charge. The monies collected would be donated to Can assist.
However we have had difficulties getting a Santa Claus.

Before the meeting today Ken Smith spoke with Vicki Sproule and gave contact Details of his son Jason Smith who will confirm if he is able to be the Santa for us.

It was was the feeling of the meeting that Vicki keep working on this matter

Incident Report Forms

The council requires an incident report be completed by anyone injured on TOAC premises, this includes customers and members.

Vicki to contact Steve Firth and have a few copies in store.

Vicki to action

Store Room / Lockup Room

Request Members take advantage of the slow trading month of January to do a stock take of their items and update your sales sheets and remove any items that are out of date.
As we have limited storage room in the shop Members are requested to take home their out of date excess stock.

New Book Shelf

A bookcase was purchased at a Garage sale. Kim Player has taken it home to paint.
This will be placed near the other shelves to display more books as required.

Rita Martin

Meeting requested to send a Thinking of you card to Rita Martin
Vicki to action

Pearle Atlas

Pearle suggested that we look at providing table and chairs colour books/paper and a tub of toys for children who come into the store to play with.
Vicki spoke to the meeting to say that she has been looking for something suitable for just that purpose. Vicki to continue working on this.

TOAC Donations to Community

Pat Neasmith asked that we action giving donations back to the community, the meeting agreed and a motion was proposed.

Motion: “ propose that \$200 be donated to Temora Can Assist to be distributed as they see fit”

Moved: Olga Hetherington

Seconded: Pearle Altus

Motion was passed.

Ken Smith abstained from voting due to a non pecuniary interest in Temora Can Assist

Vicki to action

Meeting Closed: 2.15pm

Members were invited to join fellow members for afternoon tea and some social time together.

Vicki spoke to the members and thanked them on behalf of the committee for all their contributions to the successful trading year of TOAC.

All members have been sent a Christmas card from the committee

17.23 TEMORA SHIRE HERITAGE COMMITTEE DECEMBER 2019 MINUTES**File Number:** REP19/1536**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. Temora Shire Heritage Committee December 2019 Minutes [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\) !\[\]\(0f17417dd77a61b2fdbff69a33adf9f2_img.jpg\)](#)

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MINUTES

MINUTES OF THE MEETING OF THE TEMORA HERITAGE COMMITTEE

Meeting Held: Temora Shire Council Chambers on Thursday, 5th December, 2019

Present: David Scobie, Michael Collins, Wilma McCubbin, Bill Speirs, Belinda Bushell, Rod Ballantyne, Kris Dunstan, Jason Goode, Ros Hartwig, Cr Dale Wiencke, Cr Max Oliver, Cr Nigel Judd, Claire Golder and Graeme Lynch

Apologies: Tricia Stubbs and Merryl Graham

Commenced: 12:04 PM

ITEM		ACTION
1	<p>Confirmation of Minutes –</p> <p>Minutes confirmed Moved Rod Ballantyne and Seconded Ros Hartwig</p>	
2	<p>Business Arising from Previous Minutes –</p> <ul style="list-style-type: none"> • State Heritage Inventory – still ongoing. • Sproules Lagoon – Next step is funding, the working committee have developed adequate information which includes details on a walking trail, earthworks, security of site and interpretive panels. 	<p>BB to continue to work on inventory</p> <p>DS to finalise costings.</p> <p>Once Costings Finalised – Contact to be made with Local Land Services (James Ingram) to showcase the masterplan and seek if there is any funding for</p>

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	<ul style="list-style-type: none"> • Cr Nigel Judd – highlighted the article that was forwarded of the ABC documenting the many early Lebanese migrants that arrived in Australia and their contribution to rural Australia establishing businesses. This could be something too, to collate the history of. https://www.abc.net.au/news/2019-11-10/lebanese-migrant-families-history-in-regional-australia/11347096 It was also noted during the discussions that Greek Café publications mentions Temora's White Rose Café and its Greek owners etc. Indian Hawkers – Next step look at an Interpretive Panel – possibly where the Indian Hawkers resided. • Temora Digitisation of Temora Independent. 1894 to 1923. Michael Pascoe to Scan/OCR 22,500 pages will cost approximately \$9,900 (GST Inc.). Grants to be sourced 	<p>this type of project.</p> <p>Indigenous history – enquiries to be made with other Wiradjuri members. Max Oliver to make contact with Ian and other contacts regarding Sproules Lagoon Station details</p> <p>Committee to investigate possible localities</p> <p>CG to continue to review appropriate grants for this task –</p>
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	<p>for this process. The motion made in September still stands.</p> <ul style="list-style-type: none"> • Self-Drive Brochure – undertook the areas of Thanowring, Gidginbung and Reefton. The draft brochure was discussed by the committee suggestions offered were as follows: <ul style="list-style-type: none"> - A3 in size – possibly one (1) for each drive – this will enable more room for more information - Possible themes for each drive to be compiled – Trungley Hall “Germans”, Grogan “WWI Settlement”, Broken Dam “Squatting Settlement” . - Future to contact Google Maps and pin the localities - possibly a cost to pin it? – maybe Youth could be involved with this next step of the project. • Temora Memorial Town Hall – Interpretive Panel – 5 X Panels on the Western wall. Bill Speirs is working on the photos and text. • Satellite Airfield Sites – Meeting with TAM research officer in February 2020. • Interpretive Panel Booklet – awaiting draft proposal from Cuttlefish Design 	<p>possibly through the Royal Historical Society and Library Grants</p> <p>Sub Committee to meet and discuss draft proposal issued by Cuttlefish Design and ideas brought forward from the committee</p> <p>BB to contact Cuttlefish Design</p>
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	<ul style="list-style-type: none"> Chinese Heritage – met with Meredie Mee Ling happy to assist with recognition of the Chinese Heritage to the community. The repainting of the Mee Ling Signs was forwarded to signage companies for quotation. Various enquiries were made in regards to the specifications and design works etc. Signs on Ex-Roundhouse Site perimeter fencing. Max Oliver advised that Ian Dixon was happy to assist with the project and has forwarded various images for review. Sub-Committee to select the images in conjunction with Ian and to forward to Cuttlefish Design regarding a design of the panels. Approximately seven (7) panels would be required for this project. Gidginbung Station – Has been placed on site. M Reardon is undertaking some works. Weatherboards are being shaped etc at Juneee – to be received in mid-Feb. Neville Pollard has been requested of the class and style of the station. Ian Dixon requesting images of the station also. The committee are looking at putting on a galvanised tank. Within the station, it is proposed to house tourism information to assist with the free park site and tourists. 	<p>DS to report on the specifications and design works.</p> <p>MO & BB to move forward with the project and bring designs and quotations back to the committee for review</p>
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4	<p>Heritage Fund Applications –</p> <p>A DECLARATION OF PECUNIARY INTEREST WAS DECLARED BY – Kris Dunstan Kris Dunstan left the room and took no further discussion in regards to the below application</p> <ul style="list-style-type: none"> • Narraburra Community Church Group – Interior Painting <p>Moved Jason Goode and Seconded Max Oliver that a \$1,000 of HAF be approved.</p> <p><i>Kris Dunstan returned to the meeting after the above application was finalised.</i></p> <p>A DECLARATION OF PECUNIARY INTEREST WAS DECLARED BY – Bills Speirs, Rod Ballantyne and Cr Nigel Judd All three (3) of the above left the room and took no further discussion in regards to the below application</p> <ul style="list-style-type: none"> • Arianah Park Community Projects Committee – Cenotaph Centenary Memorial <p>Moved David Scobie and Seconded Max Oliver that a \$1,000 of HAF be approved.</p> <p><i>Bill Speirs, Rod Ballantyne and Cr Nigel Judd returned to the meeting after the above application was finalised.</i></p>	Approval letters to be forwarded and payments to be made
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5	<p>Heritage Advisors Report – The report was noted. Discussions were had regarding the property name being Oakley and the property used to be split and the other property used to be called Burnley</p>	
6	<p>Heritage Article –</p> <ul style="list-style-type: none"> • Ambulance Triages – <i>went in to the paper</i> • January 2020 – Marie Narell turns 150 years • Urban Myths and Misadventures – Unique Stories 	
7	<p>Future Projects –</p> <ul style="list-style-type: none"> • Early Settlers/Lebanese • Urban Myths & Misadventures 	
8	<p>General Business – Max Oliver</p> <ol style="list-style-type: none"> 1. Simon Mitchell – Vintage Rail Tours – 2020 proposal 5 days 4 nights will include going through Temora. Max offered Craig Sinclair's details for further tourism initiatives to support their event. 2. A tour of approximately 14 people on Friday from Mildura Kennedy's Tours. <p>Graeme Lynch</p> <ol style="list-style-type: none"> 1. Thanks for the kind welcome to the committee and is keenly interested in the main street businesses and their periods of evolving. Has a great appreciation of historical artefacts. 	

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	<p>David Scobie</p> <ol style="list-style-type: none"> 1. Ex-Target building (Thom & Meagher Stores) be nice to have a reunion of previous employees and get them to speak on what it used to be like in retail. <p>Ros Hartwig</p> <ol style="list-style-type: none"> 1. Combaning/Springdale continuing <p>Wilma McCubbin</p> <ol style="list-style-type: none"> 1. Stall at the Christmas Fair? 2. Crepe Myrtle Trees along Airport Street aren't looking very healthy. 3. O'Dea Street disappointed with the location. <p>Belinda Bushell</p> <ol style="list-style-type: none"> 1. Photos received from Geoff Willis from WWII of areas of Temora. <p>Kris Dunstan</p> <ol style="list-style-type: none"> 1. Thanked the committee members for their contribution to 2019 and wished everyone a safe and merry festive season. 	<p>WMC to contact Enid Mulcahy or Peter Kennedy to seek their interest</p>
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Next Meeting: Thursday, 6th February, 2020 at the Temora Shire Council Chambers at 12:00 PM

Meeting Closed at 12:58 PM

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17.24 MS STEPH COOKE MP - COUNCIL ELECTIONS**File Number:** REP19/1493**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Steph Cooke - Election Costs [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) **FIRST HEADING**

Correspondence advising that representations have been made to the Hon Shelley Hancock MP, Minister for Local Government regarding the cost of Council elections.



Our Ref: SC9266/LC
(in reply please quote)

Mr Gary Lavelle
General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666
temshire@temora.nsw.gov.au

Dear Mr Lavelle

Thank you for contacting me with your concerns about the increased cost of Council Elections.

Further to your correspondence, representations have been made on your behalf to the Hon Shelly Hancock MP, Minister for Local Government.

I will get back in touch when I receive a response from the Minister.

Yours sincerely

Steph Cooke MP
Member for Cootamundra

27-11-19

☐ Refer to Council

☐ RM




Steph Cooke MP, Member for Cootamundra

Young Office: 140 Boorowa Street (PO Box 350) Young NSW 2594 Phone: 6382 2399 Fax: 6382 3144

Junee Office: 25 Seignior Street (PO Box 338) Junee NSW 2663 Phone: 6924 2533 Fax: 6924 1537

[f /StephCookeMP](#) [@StephCookeMP](#) cootamundra@parliament.nsw.gov.au www.stephcooke.com.au

15/15

17.25 MS STEPH COOKE - STRONGER COUNTRY COMMUNITIES FUND**File Number:** REP19/1495**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ms Steph Cooke - Stronger Country Communities Fund [↓](#) **FIRST HEADING**

Advising of a response from the Minister regarding the Stronger Country Communities Fund Round 3.



Our Ref: SC9220/BT
(in reply please quote)

Mr G.C. Lavelle PSM
General Manager
Temora Shire Council
temshire@temora.nsw.gov.au

Dear Mr Lavelle

I refer to earlier correspondence regarding the Stronger Country Communities Fund Round 3.

You may recall I wrote informing you I had made representations on your behalf to the Minister for Regional NSW, the Hon John Barilaro MP. A response from the Minister has been received, a copy of which is attached for your information.

I appreciate you taking the time to bring your concerns to my attention. Please do not hesitate to stay in touch should you require any further assistance.

Yours sincerely

A handwritten signature in blue ink that reads 'Steph Cooke'.

Steph Cooke MP
Member for Cootamundra

25.11.19.



Steph Cooke MP, Member for Cootamundra

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The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade



Ref: A3201290

Ms Steph Cooke MP
Member for Cootamundra
PO Box 350
YOUNG NSW 2594

Dear Ms ~~Cooke~~ *Steph*

Thank you for your correspondence of 10 October 2019, regarding feedback from Temora Shire Council on the Stronger Country Communities Fund Round 3.

The NSW Government has committed that at least \$50 million of Stronger Country Communities Fund Round 3 will be dedicated to youth projects and programs. As a result, criteria for this Round was broadened to accept applications from eligible community groups who have expertise in delivering youth-related programs.

Please note that after each round of funding, the guidelines and evaluation criteria are reviewed to ensure they deliver on the program objectives. In addition, all applications submitted need to demonstrate the project has community support.

The NSW Government values the significant work local councils have invested in helping deliver the more than 1,000 projects funded under this Fund to date.

I look forward to the delivery of Round 3 and seeing the benefits these projects bring to the communities of regional NSW.

Yours sincerely


The Hon. John Barilaro MP
Deputy Premier
Minister for Regional New South Wales
Minister for Industry and Trade

<input type="checkbox"/>	Refer to Council
<input type="checkbox"/>	CRM
<input type="checkbox"/>	Officer

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17.26 THE HON MICHAEL MCCORMACK, MP - MEDIA RELEASE SOIL GRANT**File Number:** REP19/1499**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. The Hon Michael McCormack [↓](#) **FIRST HEADING**

Temora based Farmlink Research will receive funding of \$2.5million to pioneer a new soil modelling system which has the potential to dramatically boost on farm sustainability and productivity.

**The Hon Michael McCormack MP**

Deputy Prime Minister

Minister for Infrastructure, Transport and Regional Development

Leader of The Nationals

Federal Member for Riverina

MEDIA RELEASE

29 November 2019

**TEMORA-BASED CONSORTIUM WINS \$2.5M SOILS
IMPROVEMENT GRANT: McCORMACK**

A CONSORTIUM of southern New South Wales farmers will use a \$2.5 million government grant to pioneer a new soil modelling system which has the potential to dramatically boost on-farm sustainability and productivity.

Member for Riverina, Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development Michael McCormack said Temora-based Farmlink Research Ltd's soil future-proofing project would receive funding under the second round of the \$57.5 million *Smart Farming Partnerships* program.

Mr McCormack said current acid soil management practices were based on outdated models which failed to prevent the widespread development of subsurface acidity in many cropping and pasture systems.

"We're excited by this project's potential to prevent the spread of sub-soil acidification across other agricultural areas of Australia," Mr McCormack said.

"Soil acidification can cause significant losses in production because of reduced crop yields.

"Our government is ready to help agriculture become a \$100 billion industry by 2030 and we'll do that in part through investing in innovations such as these.

"It also aligns well with *National Landcare Program* priorities and those of the *National Soil Research and Development Strategy*."

The Minister for Agriculture, Senator Bridget McKenzie, said that with acidity and declining organic carbon levels impacting half of agricultural soils in southern and central New South Wales, this project could be a game changer for farmers in those areas.

"It's another fantastic instance of farmers being at the forefront of innovation, working with scientists and computer modelling experts to develop a new, accurate acidification model using methods that incorporate elements of artificial intelligence," Minister McKenzie said. "Our farmers have always been early adopters of new technologies and this project shows the determination of many in the sector to continue that tradition."

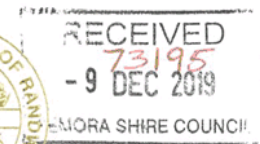
For more details visit <http://www.agriculture.gov.au/ag-farm-food/natural-resources/landcare/national-landcare-program/australian-government-investment-in-landcare>.

Ends**Media Contact:** Shane Manning 0439 550 506

The Hon Michael McCormack MPParliament House Canberra | (02) 6277 7520 | minister.mccormack@infrastructure.gov.auSuite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | michael.mccormack.mp@aph.gov.au

17.27 RANDWICK CITY COUNCIL**File Number:** REP19/1532**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Randwick City Council [!\[\]\(0aff635c4179ba9e710b00f4b01d3b20_img.jpg\) !\[\]\(29658d981ebdf5edc259074cbf6110e0_img.jpg\)](#)

Acknowledging the hardship being experienced by rural and regional communities in NSW and have made a \$5,000 donation toward the Annual Christmas Street Fair.



MAYOR
CITY OF RANDWICK

Cr Rick Firman OAM
Mayor
Temora Shire Council
PO Box 262
TEMORA NSW 2666

02 December 2019

Ref No: D03728097

Dear Cr Firman

At its Ordinary meeting of 26 November 2019, Council considered a Mayoral Minute regarding support for drought affected communities in NSW.

Previously, Randwick City Council has worked with you as our Sister City to assist with drought relief strategies as you work to ensure the wellbeing of the community and economy during these times of hardship.

I am pleased to advise that at Council's recent meeting, it was resolved to acknowledge the continued hardship being experienced by Rural and Regional communities in NSW and to donate a further \$5,000 to assist with the Annual Christmas Street Fair. It is proposed that the funding be used to purchase prizes for the chocolate wheel raffle from local businesses, injecting much needed funds into the local economy.

Please forward a tax invoice for Randwick Council's donation of \$5,000 to mayor@randwick.nsw.gov.au and I will arrange payment as required.

I hope that these funds assist with lifting the spirits of the community and ensuring that local businesses are supported during this difficult time.

I would like to take this opportunity to wish you and your family a Merry Christmas and a happy and healthy new year.

Yours sincerely

Cr Danny Said
Mayor

17.28 THE HON MELINDA PAVEY MP - WATER SHORTAGES**File Number:** REP19/1534**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Minister Pavey  **FIRST HEADING**

Reminding Council to remain vigilant over summer to ensure communities receive the water services that they expect.



The Hon. Melinda Pavey MP
Minister for Water, Property and Housing

73199
OUT19/16394

5 December 2019

Clr Rick Firman OAM
Mayor
Mr Gary Lavelle
General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Email: temshire@temora.nsw.gov.au

Dear Clr Firman and Mr Lavelle,

In June of this year, I wrote to all Councils in Regional NSW regarding planning for critical water shortages. I would like to thank you for your responses to this correspondence, the information provided has helped the NSW Government response to this drought. The responses have also provided me evidence of the tremendous actions underway across the state in response to this drought.

Since the start of this drought, the NSW Government has been able to commit more than \$200 million in funding to support the delivery of water infrastructure to drought impacted communities. This funding comes as part of the NSW Government's near \$3 billion funding this drought.

You do not need the NSW Government to tell you that this drought is one of the worst on record, you are experiencing it on the ground. Many areas are experiencing record low rainfall and record low river flows.

In the last six months, the impacts of this drought has spread to areas unfamiliar with severe drought. Like others, I have witnessed the deterioration of conditions across much of the North Coast, a situation many have not experienced before.

After a long year, we need to remain vigilant over summer to ensure that our communities receive the water services that they expect. There are some simple things that your Council can undertake this summer that might make a huge amount of difference to your water supplies.

- Understand your system, your customers and your water usage
 - Will the warmer weather increase the demand on your system and the evaporation in your water supplies?
 - Will your system be impacted by summer holiday visitors?
- Implement, enforce and communicate your water restrictions
 - Do the conditions warrant the early introduction of water restrictions this summer?
 - Should you undertake a proactive campaign to inform visitors of their role in minimising water usage?
 - Do you need to be present in the community providing a demonstration of what good behaviours look like?

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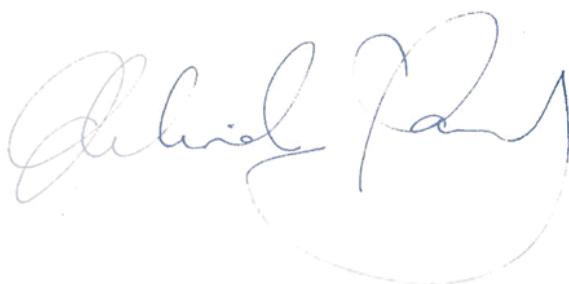
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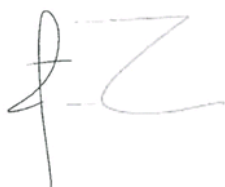
- Think about your community needs
 - What sacrifices might you have to make to ensure important social infrastructure remains open?
 - Are there other water users in your Council area that could benefit from your support?
- Think about what might be needed next
 - If the drought continues what are the next steps that Council will need to take to supplement water supplies?
 - Are there broader opportunities to recycle water throughout your communities?

Finally, I encourage you to continue your engagement with the Department of Planning, Industry and Environment – Water and James McTavish. Mr McTavish is available on james.mctavish@dpc.nsw.gov.au, or on 0438 105 426. Mr Peter Ledwos Regional Manager South from the Department's Water Utilities team is available on 0439 248 718 or peter.ledwos@dpi.nsw.gov.au.

Yours sincerely



Melinda Pavey MP
Minister for Water, Property and Housing



with James McTavish
NSW Regional Town Water Supply Coordinator

17.29 MS STEPH COOKE MP - MY COMMUNITY PROJECT**File Number:** REP19/1547**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Ms Steph Cooke - My Community Project [↓](#) **FIRST HEADING**

A response received from the Hon Dominic Perrottet MP regarding the My Community Project and the process of determining the successful funding recipient.



Our Ref: SC7840/LC
(in reply please quote)

Mr Gary Lavelle
General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666
temshire@temora.nsw.gov.au

Dear Mr Lavelle *Gary,*

I refer to earlier correspondence regarding the My Community Project.

You may recall I wrote informing you I had made representations on your behalf to the Treasurer, The Hon Dominic Perrottet MP. A response on behalf of the Treasurer has been received from the Parliamentary Secretary, the Hon Scott Farlow MLC, a copy of which is attached for your information.

I appreciate you taking the time to bring your concerns to my attention. Please do not hesitate to stay in touch should you require any further assistance.

Yours sincerely

Steph Cooke MP
Member for Cootamundra

27.11.19.



Steph Cooke MP, Member for Cootamundra

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Junee Office: 25 Seignior Street (PO Box 338) Junee NSW 2663 Phone: 6924 2533 Fax: 6924 1537

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**The Hon Scott Farlow MLC**Parliamentary Secretary to the Treasurer
Leader of the House in the Legislative Council

Reference: P19/2398

Your reference:
SC7840/JLMs Steph Cooke MP
Member for Cootamundra
PO Box 350
YOUNG NSW 2594

Dear Ms Cooke,

Steph

Thank you for your correspondence of 10 October 2019 to the Treasurer, the Hon Dominic Perrottet MP, on behalf of Mr Gary Lavelle, General Manager of Temora Shire Council, regarding the My Community Project (MCP) and the process of determining the successful funding recipient.

Please thank Mr Lavelle for raising his concerns regarding the funding grant allocations being tied to community voting systems.

While I acknowledge his concerns, a project idea from a smaller area may actually have stronger community support than projects from a larger town with competing preferences. In the nomination stage, smaller communities demonstrated strong interest in their local projects. We encouraged all project sponsors to spread the word in their communities to ensure more and more people vote for their favourite projects.

Mr Lavelle has highlighted some important points regarding the process for this round. This is the first year of the MCP. The NSW Government will be reviewing the MCP following its first round to ensure it is delivering on its objectives, including an assessment of the community experience. As such, feedback such as that raised by Mr Lavelle is essential in helping the Government evaluate MCP.

Thank you for taking the time to bring Mr Lavelle's views to the Government's attention. I trust that this information is of assistance to you in responding to Mr Lavelle.

Yours sincerely,

1/11/2019

Scott Farlow
Parliamentary Secretary to the Treasurer
Leader of the House in the Legislative Council

GPO Box 5341 Sydney NSW 2001
Phone: (61 2) 9230 3770
www.nsw.gov.au/your-government/ministers/treasurer/

18 CONFIDENTIAL REPORTS**RESOLUTION 521/2019**

Moved: Cr Dennis Sleigh

Seconded: Cr Kenneth Smith

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993 at 5:46PM:

18.1 Confidential Minutes of the Staff Consultative Committee Meeting held on 10 December 2019

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

RESOLUTION 521/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports and recommendations as presented be adopted

CARRIED

18.2 Confidential Minutes of the Assets & Operations Committee Meeting held on 10 December 2019

This matter is considered to be confidential under Section 10A(2) - c and di of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Resolution 523/2019

Moved: Cr Graham Sinclair

Seconded: Cr Max Oliver

It was resolved that the reports and recommendations as presented be adopted

CARRIED

18.3 General Manager Informal Performance Review Meeting - December 2019

This matter is considered to be confidential under Section 10A(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

RESOLUTION 524/2019

Moved: Cr Nigel Judd

Seconded: Cr Kenneth Smith

It was resolved that Council note the informal meeting of the General Manager's Performance Review Committee

CARRIED

18.4 Amendment to Temora Local Environmental Plan 2010 - Airport land rezoning

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 525/2019

Moved: Cr Dale Wiencke

Seconded: Cr Max Oliver

It was resolved that Council:

- 1. Resolve to accept the planning proposal as exhibited**
- 2. Request that Council officers forward the planning proposal and environmental contamination assessment report, relevant Council reports and submissions to NSW Planning, Industry and Environment for review**
- 3. Following satisfactory review of the relevant documents by NSW DPIE, forward the draft Planning Proposal to the Parliamentary Counsel's Office with a request that the draft instrument be prepared, and**
- 4. Receive a future report to formally adopt and make the LEP, once a legal opinion from Parliamentary Counsel's Office is received.**

CARRIED

18.5 Building Better Regions Grant Application

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 526/2019

Moved: Cr Claire McLaren

Seconded: Cr Max Oliver

It was resolved that Council:

- 1. Confirm their support for the Building Better Regions Fund Application for \$990,000, and**
- 2. Confirm their support for the Council funding contribution to the project of up to \$1,2M, if the grant application is successful.**

CARRIED

18.6 Supported Independent Living House

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 527/2019

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

It was resolved that Council applies for a \$1M loan for the Supported Independent Living House to be repaid over 8 years at 1.9%.

CARRIED

18.7 Country Change Expo 2020

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RESOLUTION 528/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that Council host a Country Change Expo in 2020 that focuses on attracting businesses and residents to the Airpark Estate.

CARRIED

CARRIED

RESOLUTION 522/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that Council adopts the motions from the closed committee of Council.

CARRIED

19 MEETING CLOSE

The Meeting closed at 7:10PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 January 2020.

.....

GENERAL MANAGER

.....

CHAIRMAN