



Date: Thursday, 17 October 2019
Time: 4:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Ordinary Council Meeting

17 October 2019

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**MINUTES OF TEMORA SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON THURSDAY, 17 OCTOBER 2019 AT 4:00PM**

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

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Rob Fisher (Engineering Technical Manager) (arrived 4.38PM), Bimal Shah (Engineering Works Manager), Kris Dunstan (Director of Environmental Services), Anne Rands (Executive Assistant), Ashleigh Burnett (Environmental & Engineering Secretary)

Lyn Ward – Temora Independent

Liz Grant – Media Officer

1 OPEN AND WELCOME

Opened at 4.01PM

There were no Public Forum requests.

2 APOLOGIES

RESOLUTION 392/2019

Moved: Cr Nigel Judd

Seconded: Cr Lindy Reinhold

That apologies from Cr Dennis Sleight be received and accepted.

CARRIED

3 OPENING PRAYER

Opening Prayer was conducted by Pastor Darren Kupke from the Lutheran Church.

4 CONFIRMATION OF MINUTES

RESOLUTION 393/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

That the minutes of the Ordinary Council Meeting held on 19 September 2019 be confirmed.

CARRIED

5 ELECTION AND DELEGATES

Nil

6 MAYORAL MINUTES

6.1 MAYORAL MINUTE - OCTOBER 2019

File Number: REP19/1273
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

1. Council together with our community are aware of the dire situation our Shire's crops are facing, with most being cut for hay or silage.

After lengthy and persistent representations by Council, the Federal Government finally acknowledged Temora Shire should receive the \$1 Million Drought Communities Extension Funding.

Council are advised there will be a workshop to consider how we believe the funds are best expended. This will be held on Monday 28 October, commencing from 1:00pm.

I can assure everyone in our Chamber and our community, that ALL of the \$1M will be spent in the Temora Shire.

Whilst these funds will not be the 'answer to our prayers', it will be a tremendous boost for our entire Shire community.

In terms of thanks, I place on record, Council's warm thanks to our Federal Member for Riverina & Deputy Prime Minister, the Hon Michael McCormack MP and his staff, for their persistence in lobbying for our case.

Further to this, I thank the Deputy Mayor (Cr G P Sinclair) together with all Councillors and staff - thank you all for your ongoing efforts in advocating for the drought funds.

I particularly thank Cr N A Judd OAM and the General Manager (Mr G C Lavelle PSM) for their significant contributions, which are most appreciated.

RECOMMENDATION: That Council send a letter of thanks be sent to Federal Member for Riverina, the Hon Michael McCormack MP, for the \$1M Drought Communities Extension Funding.

2. In terms of these dry times, I've had Councillors and staff talking constantly on other ways in which we can further assist our farmers and small business sector. I thank Cr N A Judd OAM and Cr Claire McLaren for taking the General Manager and I on a tour of the farms north/west of our Shire. This was an 'eye opener' to say the very least.

To this end, I met with the Council Executive team last week, to consider realistic options for us to assist. It is our firm view that the waiving of the rates is not a realistic or financially responsible option for Council and our community. As a result, I formally propose that Council provide support for those residents who have been negatively impacted by the drought. This support could be provided in the area of rates burden by:

- a. Deferring recovery action against such residents
- b. Waiving the interest applicable to the overdue rates under the hardship provisions of the act.

To access this arrangement, residents would need to provide evidence of drought related hardship and have demonstrated previous good payment record.

For those who wish to make special payment arrangements, the 8% interest on overdue rates would not be charged. This would assist, to an extent, those that are going through tough times.

It is most important to note these special arrangements are available to genuine cases.

RECOMMENDATION:

That Council introduce and advertise a program for residents who demonstrate hardship as a result of drought that provides

- 1. Deferral of recovery action**
- 2. Waiving of interest applicable to overdue rates**

Subject to

- a. The resident make application and demonstrates hardship as a result of the drought and**
- b. Evidence is provided of a good payment history.**

- 3. That the General Manager and Director of Administration & Finance have delegated authority to assess such applications. Should there be any ambiguity such application will be referred to Council for determination.**
- 4. That this be referred to Council in 12 months for review.**

3. Cr Judd, General Manager and myself have returned from the annual Local Government NSW Conference. I am delighted to inform Council that Cr Linda Scott from Sydney City Council was re-elected as the President for a further two year term. The General Manager will provide a report on the conference to a future meeting.

RECOMMENDATION:

That Council writes a letter of congratulations to Cr Scott on her re-election.

4. I would remind all of the Temora Shire community to please continue to pray for and support our Temora Shire farming community, together with our valued small businessmen and women. These are the two groups of Citizens that are literally the 'glue that holds Temora Shire together'. We have much to be grateful for, however, we do need to look out for these special people - and support them in whatever ways we are able to. The most important thing of all is to remember, times will get better for us all. It will rain again, and prosperous times will be with us soon! As long as we all believe in each other, in Love, Faith & Hope - we will get through these trying times together.

RESOLUTION 394/2019

Moved: Cr Nigel Judd

Seconded: Cr Graham Sinclair

It was resolved that Council adopts the recommendations as above and notes the remainder of the Mayoral Minute.

CARRIED

Report by Mayor Rick Firman

PROCEDURAL TO STAND ASIDE STANDING ORDERS

RESOLUTION 395/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

That Council stands aside standing orders to listen to the following:

Jill Ludford Chief Executive Officer for Murrumbidgee Local Health Service and Helen Cooper Clinical Operations.

CARRIED

PROCEDURAL TO RESUME STANDING ORDERS

RESOLUTION 396/2019

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

That Council resumes standing orders.

CARRIED

7 REPORTS FROM COMMITTEES

7.1 MINUTES OF THE YOUTH ADVISORY COMMITTEE MEETING HELD ON 8 OCTOBER 2019

File Number: REP19/1250

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Minutes of the Youth Advisory Committee Meeting held on 8 October 2019

RESOLUTION 397/2019

Moved: Cr Kenneth Smith

Seconded: Cr Claire McLaren

It was resolved that the reports be received.

CARRIED

RESOLUTION 398/2019

Moved: Cr Kenneth Smith

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 8 October 2019
Time: 11:00AM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Youth Advisory Committee Meeting

8 October 2019

Order Of Business

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**MINUTES OF TEMORA SHIRE COUNCIL
YOUTH ADVISORY COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 8 OCTOBER 2019 AT 11:00AM**

PRESENT: Cr Rick Firman (Mayor), Cr Dennis Sleigh, Cr Kenneth Smith

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

1 OPEN MEETING

11:00AM

2 APOLOGY

COMMITTEE RESOLUTION 14/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That the apology received from Cr Claire McLaren, Melissa Carter (Youth Worker) be accepted and leave of absence granted.

CARRIED

2.1 CR FIRMAN

Declared the position of Chariman open and called for nomination.

Cr Smith nominated Cr Sleigh. Recorded by Cr Firman.

Cr Sleigh declared the Chairman.

3 REPORTS**3.1 TEMORA MEMORIAL TOWN HALL - REOPENING**

File Number: REP19/1166
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Temora Youth Team would like to pass on their appreciation to Temora Shire Council for trusting in them to cater and perform at the re-opening of the Temora Memorial Town Hall. The young people really appreciate all that Council provides to support their youth programs and events, and loved giving back to the community through this experience. These experiences add to the team's learning through new hands-on-skills and financial literacy. For example, the hospitality members created their very own signature platters in pairs, starting with a drawing a few weeks before, making an ingredient list, handing a shopping list to the Youth Worker, performing a stock take of purchased ingredients, creating a test platter in class, making financial and ingredient variations to their recipe if necessary, and finally preparing their platter for hand service on the day. The team also practiced how to hold and walk with a platter, and even rehearsed how they would offer food to the guests. These catering opportunities provide real world experiences that support employment potential.

The Cultural and Performing Arts Team loved the opportunity to demonstrate the capability of the new lighting and sound system with their performance of "Green Eggs and Ham". The chance to perform live in front of crowd is a rare and highly beneficial for the group. Thank you to mentor Kate Slapp for her professional leadership of the Culture and Performing Arts Team.

Overall, our youth team members demonstrated professionalism, talent and grace. The team received a huge amount of positive feedback from the guests, on the Facebook feed, and from the General Manager and Environmental Services Director, acknowledging the productive, hardworking and respectful nature of the team. The Youth Worker was extremely proud of everyone involved.



COMMITTEE RESOLUTION 15/2019

Moved: Cr Rick Firman

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Kim Sandgren & Mel Carter

3.2 PIZZA & PITCH

File Number: REP19/1167
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

On Tuesday 10th September, Member for Cootamundra Ms Steph Cooke MP joined 12 local young people at Platform Y. The purpose of this event was to provide a forum for local young people to have their say on local issues, direct to their local member of parliament, in an informal and supportive setting. Steph provided the pizza and listened to every comment, query and suggestion made by the group. The Temora Youth Team would like to thank Steph for valuing the voices of our local young people, and look forward to working with Steph again soon.



COMMITTEE RESOLUTION 16/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Kim Sandgren & Mel Carter

3.3 THS LADS & LADIES

File Number: REP19/1168
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Temora Shire Council and Temora High School partnered on the THS annual Lads and Ladies programs. This program provides positive and connecting experiences that help young people develop friendships and networks. This year the Youth Worker held a cooking/nutrition session with the “Lads” on Monday 26th August, supported by two male youth mentors from the Youth Hospitality Team. The same workshop was then offered to the “Ladies” on Monday 2nd September, supported by two female mentors of the Youth Hospitality Team. While the focus of this program was on the young people of Temora High School, there was a significant leadership benefit for the Temora Youth Hospitality Team mentors.

The “Lads and Ladies” cooked tandoori chicken marinated in a yogurt lime sauce with warm bold spices. The grilled chicken was drizzled with a tangy yogurt sauce, and wrapped in Naan bread. This program also offered the Temora Youth Team an opportunity to promote the weekly and holiday programs at Platform Y, and all the THS participants received membership forms and information about our programs.

COMMITTEE RESOLUTION 17/2019

Moved: Cr Rick Firman
Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Kim Sandgren & Mel Carter

3.4 CANBERRA CAREER EXPO

File Number: REP19/1169
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

Temora Shire Council partnered with Temora High School, St Anne's and Arian Park Central School's to provide young people of our Shire the opportunity to attend the Canberra Career's Expo on Thursday 8th August 2019. The focus of the Canberra event was to provide an opportunity for young people to learn more about their own interests and the different jobs and pathway options available to them. The motto of the event was: Change is constant; Learning is ongoing; Focus on the journey; Follow your heart; Access your allies.

The 60+ students who attended the event from Temora Shire experienced workshops, real skills for real careers via hands on experiences, seminars, and face to face conversations with experts who could answer career questions and guide them on their professional path. It is recommended that this event be supported yearly by Temora Shire Council as a part of our transitioning young people post school initiative.

COMMITTEE RESOLUTION 18/2019

Moved: Cr Kenneth Smith
Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to support the yearly transport sponsorship of the Canberra Careers Expo, with the provision of additional funding in the youth budget to cover the cost of the event.

AND FURTHER

That individual line item be included in the Youth budget for 2020.

CARRIED

Report by Kim Sandgren & Mel Carter

3.5 TAKE CHARGE YOUTH LEADERSHIP FORUM

File Number: REP19/1170
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The Take Charge Riverina Youth Leadership Forum focuses on providing young people with the tools required to have a stronger voice in society, take leadership roles in our community, as well as inspiring them to be involved in their local community. Presentations provided by inspirational young people provide real life examples of the ways in which young people can change their local communities and the wider world.

Temora Shire Council partnered with our local schools to sponsor the program and also provide transport to the event. In all, 6 Aria Park Centre School students, 6 Temora High School students, 5 St Anne's students, and 3 teachers attended the Take Charge event on Wednesday 28th August at Charles Sturt University, supported by the Youth Worker. Three educational workshops were provided in the areas of IT, robotics and mindfulness, as well as motivational speeches from scientist and inventor - Ethan Butson, Shane Baldry and Blake Hingerty from Goldenfields Water and photographer, Tayla Martin. The feedback from the young people attending is always positive and they appreciate the opportunity to develop their leadership skills.

COMMITTEE RESOLUTION 19/2019

Moved: Cr Rick Firman
Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to note the report.

AND FURTHER

That Council congratulate the (REROC) Take Charge organisers.

CARRIED

Report by Kim Sandgren & Mel Carter

3.6 COUNTRY COMMUNITY FUND SURVEY

File Number: REP19/1171
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

32 members of the Temora Youth Team have shared their opinions in the Country Community Fund Survey. The young people were excited to have their say and happily completed their forms during their weekly workshops at Platform Y. The Youth Worker collated the documentation and shared this with Claire Golder Town Planner/Strategic Projects Officer of Temora Shire Council.

COMMITTEE RESOLUTION 20/2019

Moved: Cr Kenneth Smith
Seconded: Cr Dennis Sleigh

That the Committee resolved to recommend to Council to note the report.

CARRIED

Report by Kim Sandgren & Mel Carter

3.7 TERM 3 2019 SCHOOL HOLIDAY WORKSHOP

File Number: REP19/1172
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

These school holidays, the Temora Youth Teams have created a number of fun and free activities for anyone aged between 10 and 25 years.

Two rounds of Minute to Win it Championships will be provided on consecutive Fridays. These games are highly active, challenging and fun.

A vocal workshop with local band 1979 will share vocal warm up exercises, and work with groups to learn 3 part harmonies to a popular song, and perform the song to their parents at the end of the workshop.

Council's Road Safety Officer, Mr Glenn Sheehan is holding a Road Safety workshop in partnership with Youth Worker, Melissa Carter. The session is designed around creating a road safety taskforce lead by the ideas and concerns raised by young people in the workshop. The young people will be taken through a short reflection session at the beginning of the day, weighing up good and bad road options. The group will then break into smaller working groups and discuss their concerns and ideas of how to best address the issues raised. At the end of the workshop the group will move outside where they will have the opportunity to talk directly with an L Plate motorcyclist about her experiences, talk with local police and compare a regular car to both a race car and go cart with members of the Illabo Motorsport Club.

A healthy Thermomix cooking workshop will teach participants how to navigate a Thermomix, how to read a Thermomix recipe and give them an opportunity to cook vegetable and turkey meatballs with home-made tomato sauce, which they will share for lunch.

All activities will take place at Platform Y from 11:00am – 1:00pm. Fruit and water is provided.

COMMITTEE RESOLUTION 21/2019

Moved: Cr Rick Firman
Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council to note the report.

CARRIED

COMMITTEE RESOLUTION 22/2019

Moved: Cr Kenneth Smith

Seconded: Cr Dennis Sleigh

That the Committee write to the Education Fund to look at the timing of scholarship applications and advise of what the fund offers.

CARRIED

Report by Kim Sandgren & Mel Carter

4 CLOSE MEETING

The Meeting closed at 12:04PM.

This is the minutes of the Youth Advisory Committee meeting held on Tuesday 8 October 2019.

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GENERAL MANAGER

.....

CHAIRMAN

7.2 MINUTES OF THE PROMOTIONS & VISITATION COMMITTEE MEETING HELD ON 8 OCTOBER 2019

File Number: REP19/1251

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Minutes of the Promotions & Visitation Committee Meeting held on 8 October 2019

RESOLUTION 399/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that the reports be received.

CARRIED

RESOLUTION 400/2019

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

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

CARRIED



Date: Tuesday, 8 October 2019
Time: 12:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Promotions & Visitation Committee Meeting

8 October 2019

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**MINUTES OF TEMORA SHIRE COUNCIL
PROMOTIONS & VISITATION COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 8 OCTOBER 2019 AT 12:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Max Oliver, Cr Kenneth Smith, Cr Dale Weincke, Mrs Elaine Costello, Mr Bob Costello, Ms Nicola Curry, Ms Lynette Andersen

IN ATTENDANCE: Steve Firth (Director of Administration & Finance), Gary Lavelle (General Manager), Craig Sinclair (Economic Development Manager), Ann Pike (Ms)

1 OPEN MEETING

12:05PM

2 APOLOGIES

COMMITTEE RESOLUTION 30/2019

Moved: Mrs Elaine Costello

Seconded: Cr Kenneth Smith

That the apologies received from Ms Jone Pavelic and Mr Bill Speirs be accepted and leave of absence granted.

CARRIED

1. CR FIRMAN

Call for nominations for Chairman & Deputy Chairman.

Cr Judd nominated Ms Jone Pavelic for Chairman subject to her approval.

Ms Jone Pavelic was elected as Chairman.

Cr Oliver nominated Cr Smith for Deputy Chairman.

Cr Smith was elected as Deputy Chairman.

3 REPORTS**3.1 CANOLA TRAIL VISITOR GUIDE**

File Number: REP19/1211
Author: Events
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

Production of the Canola Trail Visitor Guide is well underway after representatives from Aaron Cuneo Design visited the region in late September to conduct interviews and take photographs.

The VIC Manager, along with representatives from Coolamon and Junee are in the process of sourcing advertisers for the guide from local businesses and tourism operators. The advertising deadline is 18th October. Advertising rates range from \$349 for 1/9 page to \$2000 for a full page. The guide is fully funded through advertising and the Canola Trail joint marketing fund.

It is planned for the guide to be launched in conjunction with the Summer edition of the Regional Lifestyle Magazine in Coolamon on Friday 15th November. Advertisers from both publications, as well as Council and relevant government representatives will be invited.

COMMITTEE RESOLUTION 31/2019

Moved: Ms Lynette Andersen
Seconded: Mrs Elaine Costello

That the Committee resolved to recommend to Council note the report.

CARRIED

Report by Craig Sinclair

3.2 CONFERENCE AND EVENT PLANNING GUIDE

File Number: REP19/1213
Author: Events
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The Communications Officer has created the first draft of the Temora Shire Conference and Event Planning Guide. The guide is designed to make it easier for conference and event planners to coordinate their event in Temora. It will also be used as a promotional tool in luring larger conferences to the Shire.

The guide provides an overview of the Shire, how to get here, what support is available for event organisers, a description of larger venue options, accommodation, delegate entertainment and day trips.

The guide will be graphically designed to improve visual appeal and usability. It will be available in PDF format as a download from the Visit Temora website.

It is planned for the guide to be launched in the first half of 2020.

COMMITTEE RESOLUTION 32/2019

Moved: Mr Bob Costello
Seconded: Ms Lynette Andersen

That the Committee resolved to recommend to Council that the report be noted.

CARRIED

Report by Craig Sinclair**1. CR SMITH**

Advising the Regency Ramblers are doing a survey of their participants to identify the amount spent in town.

2. CR FIRMAN

Requested a review of the PVC Committee as per the resolution of Council 12 months ago.

COMMITTEE RESOLUTION 33/2019

Moved: Cr Rick Firman

Seconded: Ms Lynette Andersen

That the Economic Development Managers provide a report on the future of the PVC Committee to the November PVC Committee Meeting.

CARRIED

3. MR BOB COSTELLO

Advised celebrations for 100 years of RAAF will be held in March 2021.

4. MR CRAIG SINCLAIR

Advised that the TBEG Xmas Fair will be held on Friday 13th December, 2019.

There were no takers for management of the RV Muster.

5. MS NICOLA CURRY

Advised that Warbirds' launch and tickets to go on sale in November.

4 CLOSE MEETING

The Meeting closed at 12:42PM.

This is the minutes of the Promotions & Visitation Committee meeting held on Tuesday 8 October 2019.

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GENERAL MANAGER

.....

CHAIRMAN

7.3 MINUTES OF THE ASSETS & OPERATIONS COMMITTEE MEETING HELD ON 8 OCTOBER 2019**File Number:** REP19/1252**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Minutes of the Assets & Operations Committee Meeting held on 8 October 2019**RESOLUTION 401/2019**

Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that the reports be received.

CARRIED**RESOLUTION 402/2019**

Moved: Cr Kenneth Smith

Seconded: Cr Dale Wiencke

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

CARRIED



Date: Tuesday, 8 October 2019
Time: 2:00PM
Location: 105 Loftus Street
TEMORA NSW 2666

MINUTES

Assets & Operations Committee Meeting

8 October 2019

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**MINUTES OF TEMORA SHIRE COUNCIL
ASSETS & OPERATIONS COMMITTEE MEETING
HELD AT 105 LOFTUS STREET, TEMORA NSW 2666
ON TUESDAY, 8 OCTOBER 2019 AT 2:00PM**

PRESENT: Cr Rick Firman (Mayor), Cr Nigel Judd, Cr Claire McLaren, Cr Max Oliver, Cr Graham Sinclair (Deputy Mayor), 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)

1 OPEN MEETING

2:00PM

2 APOLOGIES

Bimal Shah (Engineering Works Manager)

1. CR FIRMAN

Called for nominations for Chairman.

Cr Smith nominated Cr Sinclair.

Cr Sinclair elected unopposed.

3 REPORTS**3.1 ARIAH PARK ADVISORY COMMITTEE - GRAPEVINES COOLAMON STREET**

File Number: REP19/1152
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. Grapevines

REPORT

Requesting approval for the extension of the trial to the western side of Coolamon Street for the Grapevines along the front veranda of the hairdressers, Men's Shed building and the Spar Supermarket.

COMMITTEE RESOLUTION 103/2019

Moved: Cr Max Oliver
Seconded: Cr Dale Wiencke

It is recommended that Council extend the Grapevines to the western side of Coolamon Street in planter boxes.

AND FURTHER

That the plants be maintained by volunteers.

CARRIED

71990

ARIAH PARK ADVISORY COMMITTEE*A Section 355 Committee of Temora Shire Council***Chairman**

Mr Tim Sanders
0459 272 454
timgrcel@netspace.net.au

Minute Secretary

Mr Rowan Bromfield
0427 809 365
rbromfield@deltaag.com.au

10th September 2019

Mr Gary Lavelle
General Manager
Temora Shire Council
105 Loftus Street
Temora NSW 2666

Re: Coolamon Street Ariah Park Grapevine Project

Dear Gary,

At our last meeting on the 14th August 2019 we discussed the ongoing success of our grapevine trial along the eastern side of Coolamon Street. Currently the vines are growing well and businessowners and residents are maintaining the vines.

We would like to request an extension of our trial to the western side of Coolamon Street with three plantings along the front veranda posts of the hairdressers, Men's Shed building and the Spar Supermarket.

Thank you for your support for the first part of the trial and thank you for considering an extension to the trial.

Kind Regards



Rowan Bromfield
Minute Secretary
Ariah Park Advisory Committee

3.2 CODE OF MEETING PRACTICE

File Number: REP19/1192
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT

The recent Code of Meeting Practice training conducted by Maire Sheehan on behalf of Local Government Learning Solutions highlighted a number of potential issues with the adopted Code of Meeting Practice.

The areas that Council may wish to revisit include:

- Public Presentation Rules v Public Forum Rules (Clause 4)
- Order of Business (Clause 8). Remove the words “Motion Receiving” from item 10 in order
- Order of Business (Clause 8). Add item bringing confidential decisions into open Council
- Rescission Motions (Clause 17.3- 17.11) This area may require revisiting for clarification.
- Webcasting (Clause 5.19-5.22) This now requires updating to reflect the Council decision to audio webcast
- Laying on item on the table. There is no provision for this action currently. Council need to determine if this is something that would be beneficial
- Statement at start of meeting. The code could be modified to include a statement , read by the Chair, informing the meeting:
 1. Mobile phone should be set on silent
 2. No livestreaming or recording by those attending the meeting is permitted
 3. The meeting will be webcast.
- Expulsion from meeting by Mayor (Clause 15.14-15.15). At present, only Council can expel a person from the meeting. Should the Chair be given this power?

COMMITTEE RESOLUTION 104/2019

Moved: Cr Rick Firman
Seconded: Cr Dale Wiencke

It is recommended to Council that the Code of Meeting Practice be placed on public exhibition for 28 days with the changes as proposed.

CARRIED

Report by Gary Lavelle

3.3 RECREATIONAL FISHING TRUST

File Number: REP19/1212
Author: Events
Authoriser: Director of Administration & Finance
Attachments: Nil

REPORT

The opportunity exists to apply for funding under the Department of Primary Industries' Recreational Fishing Trust to construct two pedestrian footbridges at the western end of Lake Centenary. The footbridges would provide access to popular fishing spots and remove the need for pedestrians to use the footpath on the Trigalong Creek bridge on Goldfields Way, which is perceived to be a safety risk by some community members, particularly those with small children.

The fund is designed for projects that relate to the improvement of recreational fishing. Matched funding is not a requirement however other contributions towards the project are view favourably. The Engineering Works Manager advised that there are significant advantages to commencing works in March 2020 when water levels at the Lake are likely to be at their lowest and the area surrounding the location for the bridge footings will be dry.

The Manager anticipates Council's contribution to be \$4,000 towards project management costs which can be absorbed within the existing budget.

Project item	Source of funds (<i>identify funding source including Recreational Fishing Trust and other contributions</i>)	Itemised costs (<i>include all sources of funds and in-kind</i>) Budget
Bridge Design	Recreational Fishing Trust	\$ 4000.00
Establishment - (Plant, Staff Travel time, Sub Contractor, Franner, Enviromental Controls)	Recreational Fishing Trust	\$ 1900.00
Earthworks - Excavation, Backfilling, Base Preparation	Recreational Fishing Trust	\$ 3250.00
Footing Construction	Recreational Fishing Trust	\$ 11,000.00
Supply and Install Bridge	Recreational Fishing Trust	\$ 54,000.00
Site Work and Rock Protection	Recreational Fishing Trust	\$ 2,200.00
Project Management	Temora Shire Council	\$ 4,000.00
Contingencies 10%	Recreational Fishing Trust	\$ 7,935.00
Totals	All funding sources	\$ 87,285.00
Amount requested from Recreational Fishing Trusts	Recreational Fishing Trusts	\$ 83,285.00

The deadline for applications is 31st October.

COMMITTEE RESOLUTION 105/2019

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

That the Committee resolved to recommend to Council that an application be made for funding.

CARRIED

Report by Craig Sinclair**1. CR FIRMAN**

Advised that a report for the Walk & Talk Tour will be put to the November meeting.

Temora Shire Council has been awarded the \$1M Drought Grant.

'Look Right' signs on paths are faded.

2. CR MCLAREN

Advised that the Swine Flu is coming.

Commends Council on the Town Entrance Tree plantings as they are looking great.

Advised the Light Pole in Paleface Park has faded and needs to be painted.

3. MR GARY LAVELLE

Advised that our application to the NRMA for the Post Charging Electric Car Grant was unsuccessful.

Have been in contact with Randwick Council regarding Community Events.

Met with Member for Cootamundra regarding Apollo Place housing proposal.

CARRIED

COMMITTEE RESOLUTION 106/2019

Moved: Cr Nigel Judd

Seconded: Cr Claire McLaren

Requested that Council write to GWCC to place restrictions on water and to consider a reduced rate.

4 CONFIDENTIAL REPORTS**RECOMMENDATION**

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:

4.1 Expression of interest - Purchase of land at Springdale

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.

4.2 Temora Agriculture Innovation Centre - Livestock Lease

This matter is considered to be confidential under Section 10A(2) - f 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 details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property.

4.3 Former saleyards land contamination assessment

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.

4.4 Aria Park Mirrool Senior Housing Committee - Stage 3

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.

COMMITTEE RESOLUTION 107/2019

Moved: Cr Rick Firman

Seconded: Cr Max Oliver

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

CARRIED

5 CLOSE MEETING

The Meeting closed at 4:23PM.

This is the minutes of the Assets & Operations Committee meeting held on Tuesday 8 October 2019.

.....

GENERAL MANAGER

.....

CHAIRMAN

8 DELEGATES REPORTS**1. CR FIRMAN**

Attended the Local Government NSW Conference at Warwick Farm with Cr Judd and the General Manager, and gave an overview of the conference.

2. CR JUDD

Cr Lillian Brady has been a good advocate for Local Government, good guest speaker on the day.

3. CR REINHOLD

Town Hall Theatre hosted an evening with 'Downton Abbey' and the event was sold out which was a success and the new foyer worked well on the evening.

Temora Fight the Fruit Fly Committee held an information stand at the Temora Show and are holding a tomato competition.

TBEG Christmas Fair will be held on the 13th December.

4. CR WIENCKE

Attended the Pinnacle Fire Station opening with Cr Judd.

5. CR JUDD

Attended the Pinnacle Fire Station Opening.

Rotary held an evening in the Theatre and Town Hall Foyer watching 'Ride Like a Girl' and the evening was enjoyed by all. The Rotary Club is looking forward to using the facilities for the Rotary Conference in March 2020.

6. CR SMITH

Advised that the Hot Rod Committee congratulated Council for assistance given towards the successful weekend.

9 MAYORAL REPORT**9.1 MAYORS REPORT - SEPTEMBER 2019**

File Number: REP19/1205
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

2nd September – I attended the Temora Traffic Committee meeting, chaired by Cr Ken Smith. I am the NSW member for Cootamundra’s representative on this body. We have Council, MP, Police and RMS delegates who consider traffic related issues within Temora Shire.

- I chaired the Temora Local Health Advisory Council (LHAC) meeting, held in the Hospital Board room. The Deputy Mayor (Cr Graham Sinclair) also attended as an LHAC member.
- I attended the Temora Shire Australia Day Council’s annual meeting. Congratulations are extended to the Deputy Mayor (Cr Sinclair) on his re-election as Chairman, Mrs Beth Firman (Secretary) and Cr Max Oliver as Treasurer. I was reappointed as Deputy Chairman. We look forward to the morning breakfast format in Temora, which will be making its return. Aria Park will also hold their breakfast function.

3rd September – I attended Council offices.

4th September – I had a meeting with the General Manager re: several matters.

5th September – I attended Council offices.

- I flew to Sydney for Central Council meeting.

6th September – I attended Central Council meeting.

- The Deputy Mayor (Cr Sinclair), Cr Nigel Judd OAM, Cr Lindy Reinhold and I attended the Riverina-Murray Regional Business Awards, held at the impressive Temora Aviation Museum. Congratulations to all those from Temora Shire who were named as Finalists. It was great to see 200 people from all across the region in attendance.

8th September – Cr Nigel Judd OAM officially opened the Aria Park Show.

9th September – I attended Council offices.

10th September – The General Manager (Mr Gary Lavelle PSM) and I had a meeting.

- Councillors, Senior Staff and I attended a meeting on the Heavy Vehicle Alternate Route.
- Councillors, Senior Staff and I attended Council Committee Day.
- I chaired the Temora West Public School Council meeting. Cr Max Oliver also attended.

11th September – I conducted a ‘Minute with the Mayor’, with my guests being local businessman, Mr Gary Lynch and local Temora High School Administrator, Mrs Julie Mueller. We reflected on what the upcoming official opening of the Temora Memorial Town Hall, which was great fun!

- The General Manager (Mr Lavelle) and I attended a special dinner in Canberra, attended by all the Riverina Eastern Regional Organisation of Councils (REROC) Board and Staff. It was an enjoyable night, to discuss the upcoming Ministerial Meetings at Parliament House.

12th September – I chaired the REROC Board meeting and Ministerial delegations held at Parliament House, Canberra meeting. The General Manager (Mr Lavelle) was also in attendance as a member of the Board. We met in one of the MP Committee Room's and met with several Federal Ministers, which included Deputy Prime Minister, The Hon. Michael McCormack MP, Minister for Drought, The Hon. David Littleproud MP, Minister for Environment, the Hon. Susan Ley MP, Minister for Regional Services & local Government, the Hon. Mark Coulton MP just to name several. It is a crucial day for us to hold as it certainly allows our REROC Board to raise issues which affect each of our communities and the Riverina 'face-to-face', which is always the best way to discuss matters. Special thanks to Minister McCormack and Miss Marney Johnstone (of Minister McCormack's office) for arranging this important annual gathering.

13th September – The General Manager (Mr Lavelle) and I attended the official opening of the FarmLink's Open Day. Special guests included NSW Agricultural Minister, the Hon. Adam Marshall MP and also, NSW Member for Cootamundra, Ms Steph Cooke MP. Congratulations are extended to the Chairman of the FarmLink Board, Mrs Lisa Anderson, Chief Executive Cindy Cassidy, the Board and Staff for carrying our crucial work in the Agricultural space.

- Like my fellow Councillors, our Staff and our community, I attended the official opening of the Temora Memorial Town Hall re-development. This was a very special occasion and one we shall not forget. Thanks to all involved in bringing this project to fruition. We particularly thank Member for Cootamundra, Ms Steph Cooke MP, for the Stronger Country Communities Fund, which has been a strong boost for rural and regional areas.

16th September – I attended Council offices.

17th September – Cr Max Oliver, Cr Dennis Sleigh and I attended the annual DRUMBEAT Concert, held at the Temora Public School Theatre. This is a confidence building programme with young boys mentored by Temora High School Year 10 lads. The programme is facilitated by Mrs Anne Macauley (the Child, Youth & Family Support Worker) of Temora Community Centre.

18th September – I chaired the Temora & District Sports Council delegates meeting. We had Mr James Durham from Council to update the Delegates on Nixon Park upgrade, scheduled to commence in October of this year. Cr Max Oliver also attended the meeting.

19th September – I chaired the monthly meeting of Temora Shire Council. Councillors, Senior Staff and I had a really enjoyable and productive session.

20th September – I attended the Temora & District Education Fund (TDEF) Function, with special guest Ms. Selina Win Pe as our honoured guest.

23rd September - Councillors & I attended Workshops on the NSW Local Gov't Code of Conduct & Code of Meeting Practice.

- I chaired a meeting of the General Manager's Performance Review Committee. Other members of the PRC include Deputy Mayor Sinclair, Cr Judd and Cr Smith.

24th September – I attended Council office.

25th September - The General Manager and I were part of a farming tour of the north-west part of the Shire. Thanks to Cr Judd and Cr McLaren for arranging this most informative (and heart-breaking) experience. We must all continue to stand by and pray for our farmers and small business community. Things are going to be tough, however, together, we'll conquer all before us.

- Councillors, the General Manager (Mr Lavelle) and I attended a social Dinner at the Ariaiah Park Hotel. Congratulations to Paul, Jacqui and their team on what was a most enjoyable evening of good food, drink and company!

26th September – The Chief Executive of Riverina Joint Organisation (RivJO) Mrs Julie Briggs and I attended meetings in Parliament House, Sydney. Among those who we met with included NSW Regional Transport & Roads Minister, the Hon. Paul Toole MP,, NSW Agriculture Minister, the Hon. Adam Marshall MP, the Chief Executive of Office of Local Gov't and the Member for Albury, Mr Justin Clancy MP.

27th September – Cr Max Oliver attended the Riverina Police District's Remembrance Day Service.

- Cr Judd and I were pleased to have been on hand to listen to Deputy Prime Minister McCormack's announcement that Temora Shire will now receive \$1 Million in a Drought Community Support Grant. This is pleasing as Council have worked very hard for these funds to come our way. Particular thanks to the Deputy Mayor (Cr Sinclair), Cr Judd and Mr Lavelle for their extra efforts.
- I chaired the REROC Executive Board meeting, held at our headquarters in Wagga
- Cr Reinhold represented Council at the Temora Rugby League Football Club's presentation night. We commend the Club on doing their best in the Group 9 competition.

28th September – My Mother (Mrs Beth Firman) and I were pleased to have officially open the Temora Dog Show. This is the first occasion we've had this for some 15 years.

- I attended the 134th Temora Show, and was proud to officially open it. Congratulations to President, Ms Jone Pavelic, Secretary, Mrs Jill Dunn and their dedicated Committee for hosting this most important community tradition. Well done to all the Miss Showgirl Entrants, with particular mention to Miss Showgirl for 2019, Miss Cassie Wilson and the Runner-Up, Miss Kimberly Ferguson.

- **30th September** – I attended Council offices.

RESOLUTION 403/2019

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

It was resolved that the Mayoral report be noted.

CARRIED

Report by Mayor Rick Firman OAM.

10 STAFF REPORTS

RESOLUTION 404/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that Council receive Staff reports.

CARRIED

11 GENERAL MANAGER**11.1 CALENDAR OF EVENTS - OCTOBER 2019**

File Number: REP19/1173
Author: Executive Assistant
Authoriser: General Manager
Attachments: Nil

REPORT**OCTOBER 2019**

1st Temora Shire Arts Committee
2nd Theatre Management Committee – 6:00pm
DELEGATE: Cr Reinhold
3rd REROC
DELEGATES: Cr Sinclair & Cr Firman
Friends of Temora Shire Cemetery
DELEGATES: Cr Sleigh & Cr Reinhold
5th Heritage Meeting – 12:00pm
DELEGATES: Cr Judd, Cr Oliver & Cr Wiencke
8th Committee Meetings
11TH Dry Time Preparedness Working Group
14-16th Local Government NSW Conference
Warwick Farm, Sydney
16th Temora Sports Council Meeting
Temora Ex Services Club
DELEGATES: Cr Oliver & Cr Firman
17th Council Meeting

NOVEMBER 2019

6th Theatre Management Committee – 6:00pm
DELEGATE: Cr Reinhold
7th Heritage Meeting – 12:00pm
DELEGATES: Cr Judd, Cr Oliver & Cr Wiencke
12th Committee Meetings
20th Temora Sports Council Meeting
Temora Ex Services Club
DELEGATES: Cr Oliver & Cr Firman
21ST Council Meeting

RESOLUTION 405/2019

Moved: Cr Kenneth Smith

Seconded: Cr Max Oliver

It was resolved that the Calendar of Events be noted.

CARRIED

11.2 SEALS - OCTOBER 2019

File Number: REP19/1219
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

REPORT

The Council Seal is required to be affixed to the below document:

- Sale – 3 Spitfire Drive, Temora - Contract

RESOLUTION 406/2019



Moved: Cr Max Oliver
Seconded: Cr Dale Wiencke

It was resolved that the Council Seal be affixed to the above document.

CARRIED

Report by Gary Lavelle

11.3 CODE OF CONDUCT

File Number: REP19/1263
Author: Secretary Engineering
Authoriser: General Manager
Attachments: 1. **Model Code of Conduct**  

REPORT

The Minister for Local Government has requested feedback on the monetary threshold on the value of gifts that may be accepted by local officials. The current model code provides:

“Gifts and benefits of token value

You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$50
- b) gifts of alcohol that do not exceed a value of \$50
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) Prizes or awards that do not exceed \$50 in value.

Gifts and benefits of more than token value

Gifts or benefits that exceed \$50 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$50, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$50 in value.

For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

“Cash-like gifts”

For the purposes of clause 6.5(e), “cash-like gifts” include but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.”

There has been a degree of discontent by some Councils with the level set as it precludes attendance of the council official at a community event where a dinner may be included in the event. Similarly, events such as Warbirds Downunder, where the opportunity to meet with visiting dignitaries is provided to promote Temora, would be above the threshold limit.

The Minister requires a response on 4 separate questions as detailed in the correspondence.

RESOLUTION 407/2019

Moved: Cr Claire McLaren

Seconded: Cr Lindy Reinhold

It was resolved that Council make a submission to the Minister for Local Government to exclude Official Functions of Councillors from the Gifts and raise the value to not exceed \$500.00.

CARRIED

Report by Gary Lavelle

Gary Lavelle

Subject: FW: Model Code of Conduct Consultation - Gifts and Benefits

From: NSW Gov No Reply [<mailto:noreply@minister.nsw.gov.au>]

Sent: Friday, 20 September 2019 9:16 AM

To: Temora Shire Council

Subject: Model Code of Conduct Consultation - Gifts and Benefits



The Honourable Shelley Hancock MP
Minister for Local Government

Dear Mr Lavelle

By now, your council will have adopted a new code of conduct based on the *Model Code of Conduct for Local Councils in NSW* (Model Code of Conduct).

As you would be aware, the new Model Code of Conduct sets for the first time a monetary threshold on the value of gifts that may be accepted by council officials. The Office of Local Government (OLG) consulted with councils and integrity agencies such as the NSW Ombudsman and the Independent Commission Against Corruption, in setting that threshold at \$50. The threshold now applies uniformly to all council officials including both councillors and council staff.

Out of the 95 submissions received in response to the consultation draft of the Model Code of Conduct, only 5 raised concerns about the \$50 cap on the value of gifts that may be accepted by council officials.

I have since been approached by a number of mayors and councillors, who have raised concerns with me about the appropriateness of the \$50 cap on the value of gifts that may be accepted by councillors. In particular, it has been suggested that the cap on the value of gifts that may be accepted by councillors should be raised to \$500.

I am interested to hear the views of other councils on this matter. In particular, I would be interested to hear councils' views on the following:

- Whether \$50 is an appropriate monetary value for the cap on the value of gifts that may be accepted by councillors.
- If the \$50 cap on the value of gifts that may be accepted by councillors is not appropriate, at what value should it be set?
- If it is suggested that the cap on the value of gifts that may be accepted should be raised, should it be raised uniformly for all council officials, or should it just be raised for councillors and the \$50 cap retained for other council officials such as council staff.
- If it is suggested that the cap on the value of gifts that may be accepted should be raised for councillors and not for other council officials such as council staff, why does your council believe that councillors should be subject to a different standard than the one that applies to other classes of council officials in relation to the acceptance of gifts.

I request that councils make a submission to the Office of Local Government (OLG) at olg@olg.nsw.gov.au by **Friday 8 November 2019**. Submissions should be marked "Gifts and Benefits Feedback" and marked to the attention of OLG's Council Governance Team.

I appreciate your council's assistance with this matter.

Should you have any questions, please do not hesitate to contact OLG's Council Governance Team on 4428 4100.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shelley Hancock', written in a cursive style.

The Hon. Shelley Hancock MP
Minister for Local Government

11.4 COUNCIL ELECTION 2020**File Number:** REP19/1244**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. NSW Electoral Commission Letter  **REPORT**

Council is required to advise the Users Electoral Commission if it wishes it to administrate the 2020 election under the Local Government Act 1993.

The Electoral Commission has only last week advised of the expected costing for Temora Shire Council.

The cost of the election in 2016 was \$40,152.54

The proposed cost for 2020 is \$75,512 (88% increase).

The increase in this cost is \$20,512 more than we had anticipated in our financial budget for 2020.

We are required to advise the Electoral Commission by 1st October or as soon as possible thereafter.

I do not think we have any viable alternatives to the NSW Electoral Commission that I do think Council should voice its concern at this huge increase on costs.

RESOLUTION 408/2019

Moved: Cr Claire McLaren

Seconded: Cr Dale Wiencke

1. It was resolved that Council reluctantly enter into an arrangement with the NSW Electoral Commission to administer its 2020 Local Government election.
2. That urgent representation be made to Local State Member Ms Steph Cooke Member for Cootamundra and the Minister for Local Government Hon Shelley Hancock MP advising of Councils dismay at this huge additional impost on Local Government

AND FURTHER

3. That Council write to the REROC Board with the view of having a joint approach on the running of Council Elections.

CARRIED

72167



Dear General Manager/CEO,

Ref: Service estimate for the conduct of the 2020 local government elections

On 18 September 2019, the Government released its response to the 'Review of local government costs' conducted by the Independent Pricing and Regulatory Tribunal (IPART). As part of its response to that Review, the Government has announced it will provide \$19.9m to fund the NSW Electoral Commission's core costs for the September 2020 local government elections.

In light of the release of the Government's response we are now in a position to provide you with an estimate of the cost of conducting Council's election.

This estimate takes into account the Government's announced contribution to the NSW Electoral Commission's costs. The estimate also covers use of our new vote count engine, incorporating the Weighted Inclusive Gregory Method. This estimate does not take into account the cost of any polls or referenda that Council may wish to conduct. We will be happy to revise our estimate should Council require polls or referenda to be conducted.

If you have not already done so, should Council resolve to enter into an arrangement with the NSW Electoral Commission to administer its 2020 election, please send us a copy of that resolution on or before 1 October 2019, as required by section 296(5A)(a) of the *Local Government Act 1993* (the Act). The NSW Electoral Commission will then send Council a copy of the service contract for review and approval. All contracts must be signed and returned no later than 1 January 2020, as required by section 296(5A)(b) of the Act.

If Council cannot pass the requisite resolution on or before 1 October 2019, we would ask that it be provided as soon as possible thereafter to enable the Electoral Commissioner to consider the resolution pursuant to section 296(5) of the Act. This provision empowers the Commissioner to enter into an arrangement to administer the election if he is satisfied that there are exceptional circumstances that make it desirable or necessary for him to do so.

The Commissioner has formed the preliminary view that constraints placed on councils in the context of the timing of the IPART review constitute 'exceptional circumstances' for the purposes of section 296(5). Having said, it must be stressed that, to enable the NSW Electoral Commission to adequately plan for all council elections which it is engaged to conduct, any contracts must still be signed and returned to it no later than 1 January 2020.

If you have any questions regarding the attached estimate or the process, please contact me by telephone on (02) 9290 5431 or email at steve.robb@elections.nsw.gov.au.

Yours faithfully,

Steve Robb
Director Customer Service & Relationship Management

Sept 16
\$40,152.54

Level 25, 201 Kent Street SYDNEY NSW 2000 | GPO Box 832 SYDNEY N
P 1300 135 736 | F 02 9290 5991 | elections.nsw.gov.au



2020 Local Government Election - Cost Estimate
Temora Shire Council

Projects / Deliverables	Amount
<i>Ballot Papers</i>	2,516
<i>Call Centre</i>	2,141
<i>Event Management</i>	940
<i>Event Staffing</i>	52,960
<i>Information Technology</i>	2,614
<i>Logistics</i>	3,396
<i>Multi-Area Polling</i>	93
<i>Postal Voting</i>	626
<i>Venues</i>	7,938
<i>Voter Awareness</i>	2,288
TOTAL (excluding GST)	75,512
GST	7,551
TOTAL (including GST)	83,063

Assumptions

LGE 2020 Election Status - Fully Contested

NSWEC will conduct a similar proportion of council elections to 2016-17

Excludes cost for any referendum or poll a council may request NSWEC to conduct

All aspects of the election process will be as 2016/2017

Shared resources will be utilised where practical

Contact Details

Enquiries to Steve Robb, Director Customer Service & Relationship Management Tel: 02 9290 5431 Email: Steve.Robb@elections.nsw.gov.au

Level 25, 201 Kent Street Sydney 2000, GPO Box 832, Sydney 2001 Tel 02 9290 5999 Fax 02 9290 5991 ABN 94 828 824 124

12 ENGINEERING SERVICES

Nil

13 ENVIRONMENTAL SERVICES**13.1 PR8 - TEMORA SHIRE COUNCIL ASBESTOS MANAGEMENT POLICY****File Number:** REP19/1181**Author:** Building Surveyor**Authoriser:** Director of Environmental Services**Attachments:** 1. PR8 - Temora Shire Council Model Asbestos Policy for NSW Councils [↓](#)**REPORT**

The Temora Shire Council Asbestos Management Policy has been prepared as a reference document to:

- Outline the role and powers of key NSW Government agencies and local government authorities in managing asbestos;
- Provide general advice for residents, businesses and developers to assist them manage asbestos appropriately;
- Identify procedures to be implemented to address asbestos when assessing applications for development; and
- Describe Councils procedures for managing asbestos in its workplace.

The Management Policy was formulated to be consistent with Council's legislative obligations and within the scope of Council's powers. The plan must be read in conjunction with relevant legislation, guidelines and codes of practices, in the case of any discrepancies, the most recent legislation is applicable.

The Management Policy is based on the Model Asbestos Policy for NSW Councils developed by the NSW Department of Premier and Cabinet and the Office of Local Government to promote a consistent Local Government approach to asbestos management across NSW.

RESOLUTION 409/2019

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that Council place the draft Temora Shire Council Asbestos Management Policy on public exhibition for a period of twenty eight (28) days.

CARRIED***Report by Belinda Bushell***

Function: Planning & Regulatory

Policy Number: PR8

Temora Shire Council

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

DRAFT

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 Ariaiah 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

- 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 Aria Park Landfill Site, Aria 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

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- 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

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- 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.asbestosafety.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/Finalbuildingapproch.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.ccfnsw.com/

Local Government NSW

Phone: (02) 9242 4000
Email: lgnsw@lgnsw.org.au
Website: www.lgnsw.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 Aria 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 (AHPCC). 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' marbletone 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, asbestos, 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/ftweb/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,

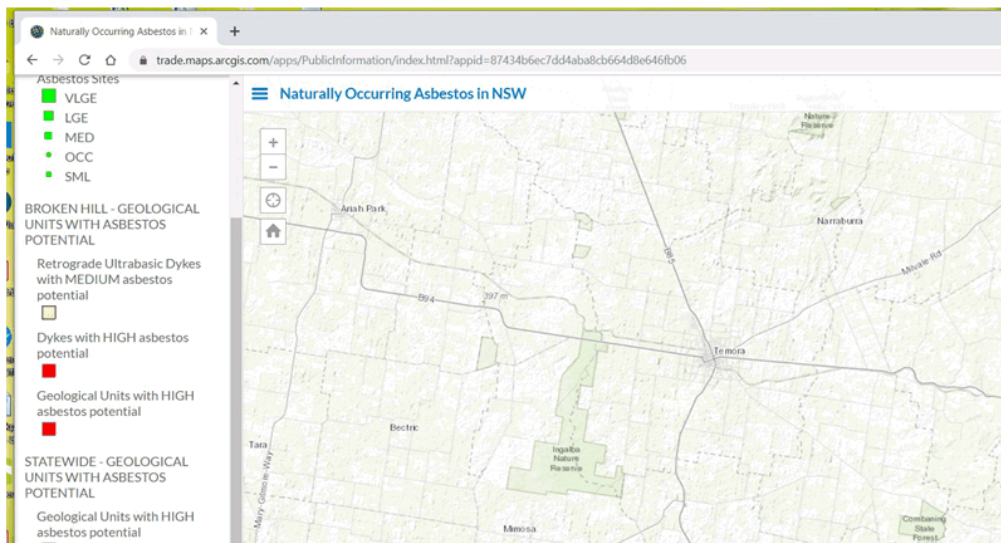
including chrysotile (White Asbestos), and Tremolite. Other types include Crocidolite (Blue Asbestos) and Amosite (Brown Asbestos). Fibres are described as glass like, being sharp and brittle. Fibres break longitudinal and small fibres can become airborne. Fibres which are <3um in diameter and >5um in 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 Occuring 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 post 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. Chrysolite 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

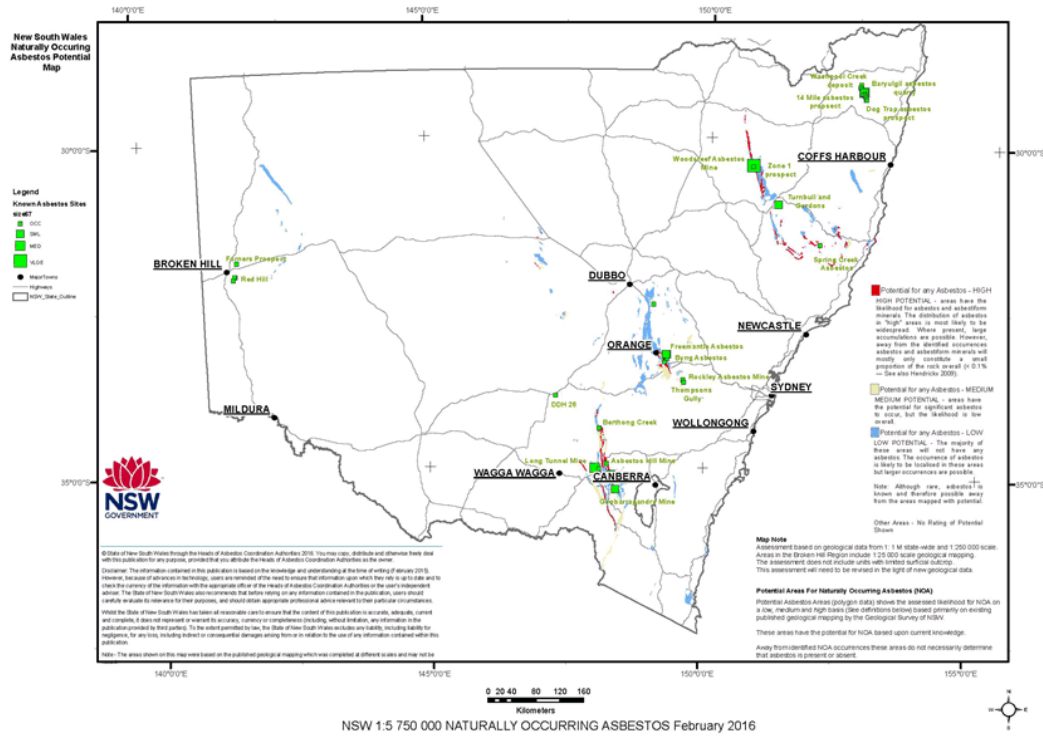
Council will consult with its workers and develop SWMS for all asbestos related works.

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 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. • asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material. 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.
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




14 ADMINISTRATION AND FINANCE

Nil

15 CORRESPONDENCE**15.1 EVENT APPLICATION - ACTIVE FARMERS****File Number:** REP19/1158**Author:** Secretary Engineering**Authoriser:** General Manager

Attachments:

1. Letter from Active Farmers  
2. Course Details  
3. Active Farmers Map  

REPORT

Temora Shire Council has received an event application to hold an Active Farmers Games on 14th March, 2020 at Lake Centenary. The proposal is to hold a competition for about 27 teams of 3 to complete 10 obstacles situated around the lake. Kid's activities and quest speakers will also be a part of the day. Food will be available and drink stations will be placed the course.

I have attached documentation received from Ginny Stevens, founder and CEO of Active Farmers.

On approval of the event Temora Shire Council will be added as an interested party on the current insurance policy held by Active Farmers, the applicant is aware the minimum amount required for public liability is \$20 million.

Cost:

Small Event Application Fee	\$50
Total	\$50

RESOLUTION 410/2019

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that Council grants approval for the Active Farmers Games and donate the \$50.00 event application fee.

CARRIED



"Gundouran"
Mangoplah
NSW 2652
P: 0439 343 925
E: ginny@activefarmers.com.au
W: www.activefarmers.com.au

Temora Shire Council
105 Loftus Street
Temora NSW 2666

6th July 2019

Subject: Active Farmers Games @Temora

Dear Councillors,

I am writing to seek your approval and consent to run an exciting event at Lake Centenary, Temora, March 14th 2020.

By way of introduction, Active Farmers, a NFP Health Promotion Charity is a service that brings together farmers and the local community through regular group fitness classes. The classes are designed to suit all levels of fitness and ability in a fun and interactive environment. Please find attached a [5 minute video](#) to help explain who Active Farmers are and what we are trying to achieve.

Originating in the nearby township of Mangoplah, Active Farmers has expanded from servicing 2 to 35 small farming communities in NSW, QLD, Vic & Tas over the past 18 months. We plan to service as many communities as possible and our ultimate goal is to improve the mental health of farmers and farming communities, by building stronger and more resilient communities.

Research suggests that regular exercise and social interaction combined have a profound benefits not only to physical health, but also to mental health and resilience needed to face the challenges of modern day farming.

One of our current challenges is inspiring more people, and in particular men to come to our classes. In 2018 the Active Farmers Games concept was born, springing from the creative mind of John Harper. We believed we could inspire many more people to join our existing classes and above all take their physical & mental health seriously by participating an event that encourages team work, comradeship, physical & mental toughness. We also recognised that the then current seasonal conditions were tough, therefore believed this event would provide something for the community to work towards and to look forward to/raise spirits. On 23rd March 2019, the inaugural Active Farmers Games was held at Lake Centenary, with 80 participants, 50 volunteers, 48 kids and approximately 100 spectators making the event a great success. Community involvement was paramount to its success, with such organisations such as Rotary Club of Temora, Temora CWA, Temora RAMS and FarmLink (just to name a few) coming on board to support the event in a variety of ways. Without their



support, the event would not have been as successful. We have support from these groups into 2020.

Please take the time to [CLICK HERE](#) to view photographs taken by our 4 volunteer photographers on the day, and a short video that was made which also encapsulates the day.

We propose to run the Active Farmers Games again in 2020, at Lake Centenary, as this was the perfect venue and everyone who attended has indicated that it should be run there again. A post event survey conducted with participants and volunteers has provided feedback which led us to change the event to the week before, so that it doesn't clash with other community events happening such as the Ardlethan Races. We acknowledge that more advertising/marketing of the event needs to be done earlier, hence our wish to secure the venue so we can commence our 2020 campaign.

In addition to seeking approval for use of Lake Centenary, we would like to work in partnership with your council to make the 2020 event as successful as possible. We are expecting to increase the number of participants, plus support crew, spectators and volunteers, amounting to in excess of 250 people, therefore also see the Games as a great opportunity to showcase Temora as a great place to visit and live.

I thank you for your consideration and look forward to hearing from you after your next meeting. In the meantime, please do not hesitate to contact me anytime for additional information.

Many Thanks,

Ginny Stevens
Founder & CEO
Active Farmers
www.activefarmers.com.au



PROPOSED ACTIVE FARMERS GAMES 2020

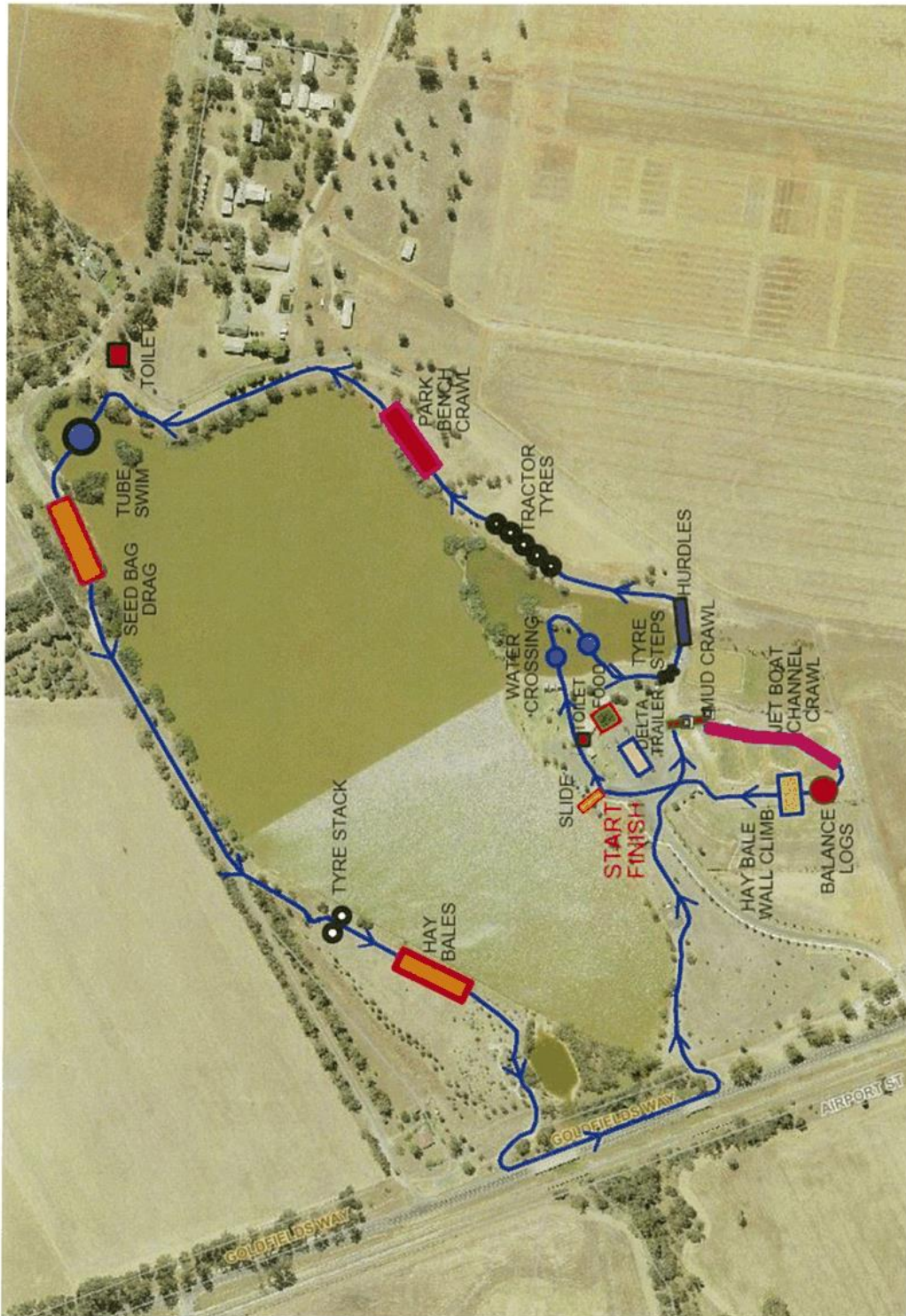


COURSE DETAILS





Each team member must be at start of each obstacle (3 team members together) before commencing the obstacle, and must wait behind the cone until the previous team has finished. If a team member cannot do the obstacle then another team member must complete it on their behalf. Each team may time themselves if they wish to compare times with other teams after the event.

START	9.00am	Two teams will start every 2 minutes.
Obstacle 1	Water crossing/swim	Participants swim/wade across the water crossing to small island and back. Some participants may need to swim in some areas and noodles will be available should participants require assistance.
Obstacle 2	Tyre Steps	Each participant is required to step through tyres - one person at a time.
Obstacle 3	Rail steps	Each participant to step over all rails.
Obstacle 4	Tractor Tyres	Each team to wheel a tractor tyre around a short course marked out by cones.
Obstacle 5	Park Bench Crawl	Each participant is to crawl under the concrete tables.
Obstacle 6	Tube/Noodle swim	All participants to cross a section of the lake using tubes, noodles and/or aqua vests. Lifeguard will be present.
Obstacle 7	Seed Bag Relay	Each participant is to carry a seed bag (weighing approx. 15kg) in a relay formation. Can be assisted by another team member – bag must be carried three times.
Obstacle 8	Tyre stack	Each team to carry 6 tyres from one steel post to another
Obstacle 9	Hay Bale Over & Under	Series of hay bale obstacles to climb over and under. Each participant must climb over all three bale stacks.
Obstacle 10	Balance Beams	Each participant to walk across low and high balance beams
Obstacle 11	Hay Bale Wall climb	Each participant must climb up a steep hay wall and back down a stepped hay wall. For cautious participants they may go up and down the stepped side.
Obstacle 12	Mud Crawl	Each participant must crawl through a mud channel.
Obstacle 13	Jet Boat Channel Crawl	Each participant must wade/crawl through Jet Boat channels - 3 crossings.
Obstacle 14	Jungle slide	Each participant must complete the giant slide.
FINISH	Participants must run AS A TEAM TOGETHER across the finish line, receive participation gift and move away from finish area to photographer for Team photograph (will be emailed to you).	
	Brunch and kids' course will then commence, along with key note speaker Gus Worland addressing the Games participants and some songs from Fanny Lumsden	

Course may vary on the day from date of this publication



15.2 HEARING AUSTRALIA BUS

File Number: REP19/1176
Author: Secretary Engineering
Authoriser: General Manager
Attachments: 1. Bus  
2. Insurance  

REPORT

Correspondence has been received from Hearing Australia regarding offering free hearing health clinics and hearing checks from a bus parked in Paleface Park on Tuesday, 10th December 2019 from 10.00AM – 3.30PM.

RESOLUTION 411/2019

Moved: Cr Dale Wiencke
Seconded: Cr Graham Sinclair

It was resolved that Council grants permission for Hearing Australia to use Paleface Park on Tuesday 10 December 2019.

CARRIED



Honan Insurance Group
Level 5
1 York Street
Sydney NSW 2000
P.O. Box R1782
Royal Exchange NSW 1225
t — +61 2 9299 0767
f — +61 2 9299 0747
honan.com.au

The Honan logo is displayed in white text on a blue and purple gradient background that curves along the right side of the page.

CERTIFICATE OF CURRENCY

We confirm having affected the following Insurance subject to the policy terms and conditions:

Insured: Australian Hearing Services & National Acoustic Laboratories Pty Ltd
(ABN 80 308 797 003)

Business: Principally, Federal Government Statutory Authority for the hearing industry, providing hearing services and any other activity incidental thereto.

Class: Public & Products Liability

Period: 30th April 2019 to 30th April 2020 at 4pm AEST

Policy No: LCB015831227

Policy Limit: General Liability \$20,000,000 any one claim or series of claims arising out of any one Occurrence

Products Liability \$20,000,000 in respect of any one claim or series of claims arising out of any one Occurrence and in the aggregate during any one Period of Insurance

Insurer: Vero Insurance

Geographical Limits: Anywhere in Australia, including all premises occupied, leased, or hired by the insured.

Yours faithfully



A handwritten signature in black ink, appearing to read 'Hugo Dessens', is positioned above the name and title.

Hugo Dessens
Client Manager
Global & Corporate

Insurance.
Advice.
Support.

Australia — New Zealand — Singapore — Malaysia — USA

15.3 CAROLS IN THE PARK 2019

File Number: REP19/1182
Author: Executive Assistant
Authoriser: General Manager
Attachments: 1. Salvation Army  

REPORT

Temora Salvation Army is planning the 2019 Carols in the Park and is seeking approval for the use of the following on Saturday 14 December 2019 in Gloucester Park.

- Use of Callaghan Park on Saturday evening 14 December
- Use of mobile stage
- Use of Temora Memorial Town Hall (if weather is inclement)
- The street banner in Hoskins street the week prior

Cr Dale Wiencke declared a non-pecuniary interest in relation to item 19/1182, due to being a member of the Temora Christian Leaders.

RESOLUTION 412/2019

Moved: Cr Kenneth Smith
Seconded: Cr Graham Sinclair

It was resolved that Council grants the approval for Carols in the Park on 14th December and Council donate back the fees for the Mobile Stage, Street Banner and Town Hall if used.

CARRIED



19/9/19

Temora Salvation Army
PO BOX 317
0427 879 024
caleb.smith@salvationarmy.org.au

To the Temora Shire team,

This year, it is the Salvation Army's turn to plan Temora's annual "Carols in the Park" event. We are hoping to hold this event on the evening of Saturday the 14th of December in Gloucester Park.

As in previous years, the Carols will feature items from all four of Temora's schools and the Temora Town Band, with the support of all Temora's congregations. We hope that the shift to a Saturday evening, rather than a Sunday, will be a better fit for parents with school-aged children.

We would like to make the following requests of the Shire:

- Use of Gloucester Park on the afternoon and evening of 14/12/19;
- Use of the Council's Mobile Stage for the event;
- Access to the Town Hall, in the event of rainy weather;
- The banner announcing the Carols hung over Hoskins st.

Looking forward to hearing from you,


A handwritten signature in black ink, appearing to read 'C. Smith'.

Caleb Smith

Aux. Lt., Temora Salvation Army,

On behalf of the Temora Christian Leaders

15.4 UK/FRANCE NETBALL TOUR SPONSORSHIP

File Number: REP19/1193
Author: Secretary Engineering
Authoriser: General Manager
Attachments: 1. Sponsorship Request [↓](#) 

REPORT

Keisha McLean from Ariaiah Park has been selected to travel with Wanders Australia to play Netball in the UK/France and has requested sponsorship from Temora Shire Council.

RESOLUTION 413/2019

Moved: Cr Max Oliver
Seconded: Cr Claire McLaren

It was resolved that the request be referred to the Temora & District Sports Council for consideration.

CARRIED

Temora Shire Council

From: Keisha McLean
Sent: Saturday, 28 September 2019 10:32 AM
To: Temora Shire Council
Subject: Keisha McLean Sponsorship UK/France Netball Tour

Dear Temora Shire Council,

To whom it may concern, my name is Keisha McLean and I currently live in Aria Park and have just completed Year 12 at Temora High. Most recently I have been given the unique opportunity to travel to the UK/France and, represent the small town and shire in which I live, in within the sport of netball. I grew up playing representative and social netball in Temora from a very young age. In the younger years there was not enough girls to support a team of my age group, so I furthered my representative netball in Barellan. I am one in 30 young girls within Australia who have been granted the opportunity to travel with Wanders Australia and play netball. Currently I am looking for donations and or sponsorship, anything big or small goes a long way in getting me over seas the play the sport I love. I have recently investigated sporting grants and I am no longer available for majority of them as I turn 18 this year and the tournament commences in January 2020. I also come from a farming family in which is struggling due to the prolonged drought over the years pushing my father to seek employment away from home. If there is any further information that can be passed onto me about grants, sponsorship/donations, please don't hesitate to message me on this email or via mobile at [redacted]. I greatly appreciate any means of support from the Temora Shire and look forward to hearing back from you

Sincerely,

Keisha McLean.

15.5 EVENT APPLICATION - TEMORA HIGH SCHOOL COLOUR RUN**File Number:** REP19/1195**Author:** Secretary Engineering**Authoriser:** General Manager

Attachments:

1. Letter from Temora High School [↓](#) 
2. Course Details [↓](#) 

REPORT

Temora Shire Council has received an event application to hold a 'Colour Run' held by Temora High School on 13th November, 2019 at Lake Centenary. The run will involve Students and staff walking or running around the lake, with colour stations supervised by teachers to distribute coloured powder.

I have attached documentation received from Temora High School.

The applicant is aware the minimum amount required for public liability is \$20 million.

Cost:

Small Event Application Fee	\$50
Total	\$50

RESOLUTION 414/2019

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

It was resolved that Council grants approval to Temora High School for the Colour Run and the event application fee be donated back to the Temora High School.

CARRIED



Temora High School

Anzac Street, TEMORA NSW 2666

Telephone: 02 69771988 Fax: 02 69774197

Email: temora-h.school@det.nsw.edu.au

Website: www.temora-h.schools.nsw.edu.au

27th September, 2019

Subject: Temora High School Colour Run

Dear Councillors,

I am writing to seek your approval and consent to run an exciting event at Lake Centenary, Temora, November 13th, 2019. We propose to run a 'Colour Run' event, involving all students from Temora High School and staff. The run will involve students and staff walking or running around the lake, with colour stations supervised by teachers to distribute coloured powder on participants. We believe this is the perfect venue for our event, as it highlights our inclusion in the community and provides a well-maintained and spacious location. The event will be fully funded by Temora High School. The coloured powder we will be using is purchased from a reputable company called Stage Fx. The coloured powder is non-toxic and washable, so there is no risks to the environment or public.

Our intention is to raise awareness about Mental Health by participating in the event. 'Colour Runs' have proven to be a successful and effective opportunity for many local schools recently, in order to promote inclusion wellbeing for all. This will also be achieved by having some fun outdoors. Mental Health is a very important aspect for our school community with many of our students having varied experiences of their own. As a school, we recognise the significance of educating and supporting our students about this realistic issue, so that we can assist students to develop an understanding of their needs, including supporting others who may be affected throughout their life

I thank you for your consideration, and further look forward to hearing from you. In the meantime, please do not hesitate to contact me anytime for additional information.

Many thanks,

Kelly- Anne Guthrie

PDHPE Teacher/Sports Organiser

Temora High School

Alana Elphick

Drama Teacher/SRC Co-ordinator

Temora High School

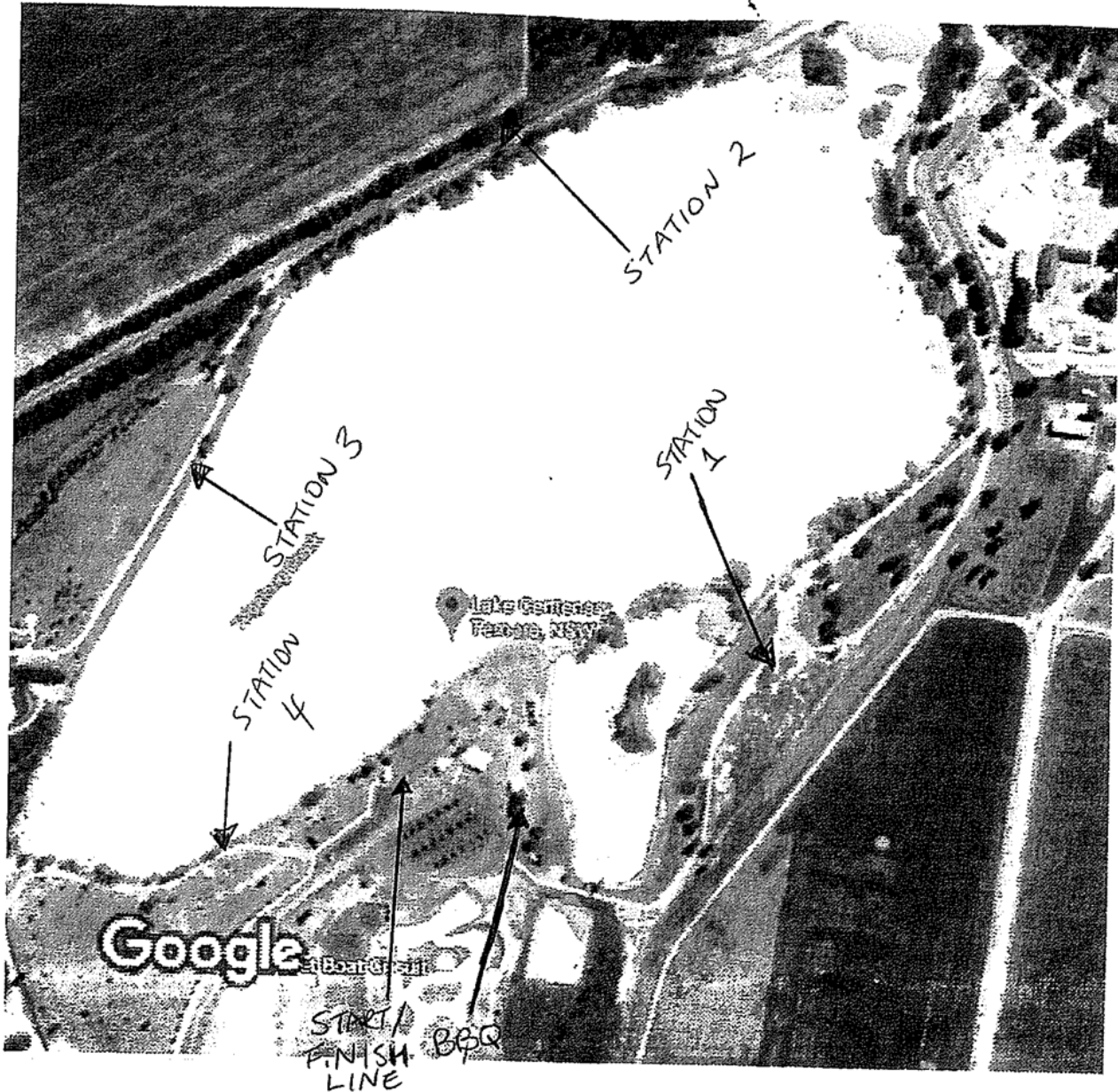
Function: Community

Temora Shire Council

Policy Number: C17



Site Plan



Revision Number:
File Name: The Major Event Management Application

Revision Date:
Page Number: 18

15.6 EVENT APPLICATION - TEMORA RAMS TRIATHLON**File Number:** REP19/1200**Author:** Secretary Engineering**Authoriser:** General Manager

Attachments:

1. Letter from Temora RAMs [↓](#) 
2. Course Details [↓](#) 

REPORT

Temora Shire Council received a Major Event Application from Temora RAMs to hold the Annual Temora Running and Multisport Club triathlon on Sunday 9th February, 2020 at Lake Centenary.

As per previous years Temora Shire Council will be listed as a major event sponsor for the financial contribution provided regarding Traffic Control.

The costs associated with the event are listed below.

Estimated Cost:

Day	Costing Component	Cost Implication
Friday/Monday	Sign Erection/Removal 2x Staff (Wages + Plant) @ 90p/h x 2 days (17 hrs Total)	\$1,530
Sunday	Traffic Control: 6x Staff (wages + plant) @ 460 p/h x 6 hours	\$2,760
	Traffic control Plan	\$250
	Advertising Temora Independent	\$60
	Major Event Application Fee	\$100
	Total	\$4700

RESOLUTION 415/2019

Moved: Cr Graham Sinclair

Seconded: Cr Lindy Reinhold

It was resolved that Council approves the Temora RAMS Triathlon on Sunday 9th February 2020 and Council donates the costs involved back to Temora RAMS.

CARRIED

71500

**TEMORA RUNNING AND MULTISPORT CLUB**

PO Box 258
Temora 2666 NSW

1st August 2019

Mr GC Lavelle
General Manager
Temora Shire Council
Loftus Street, Temora.

Dear Mr Lavelle,

The support of the Temora shire council has been greatly appreciated and has been essential to the success of the running of the Temora Triathlon. The purpose of this letter is to formally request your approval for the 2020 Temora Triathlon, which is to be held on Sunday the 9th February 2020.

For the 2020 race we are hoping to once again to hold the race at Lake Centenary and to be able to use the facilities there. We have requested from the lake committee for the lake to be closed to boating activities from 0600 to 1200pm on that day. To cater for all age groups and fitness levels there will be 4 races. The first of the events, the Olympic race will start at 0730am, the sprint race to start at 0815am, the enticer race to start at 0900am and the children's race to start at 1000am. It is anticipated the triathlons should be finished around 1100-1130am.

This year we are also offering a duathlon, which will be a run leg, cycle leg and finished with a run leg. This is to encourage people who may be put off by the open water swim to participate.

For a detailed overview of the different races, please refer to the attached maps.

Thank you again for your ongoing support of the Temora Triathlon. Your support for the 2020 race would be greatly valued.

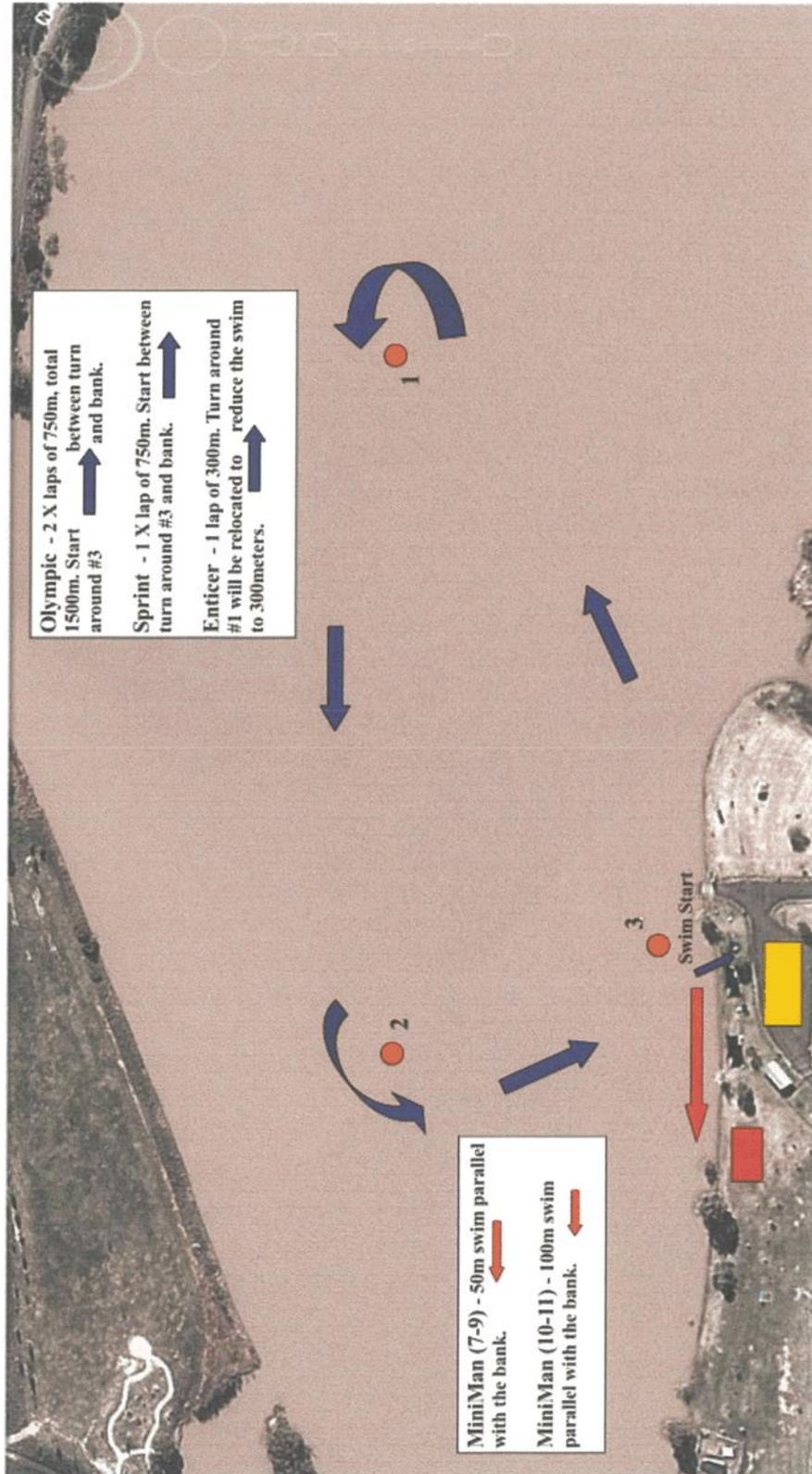
Kind regards



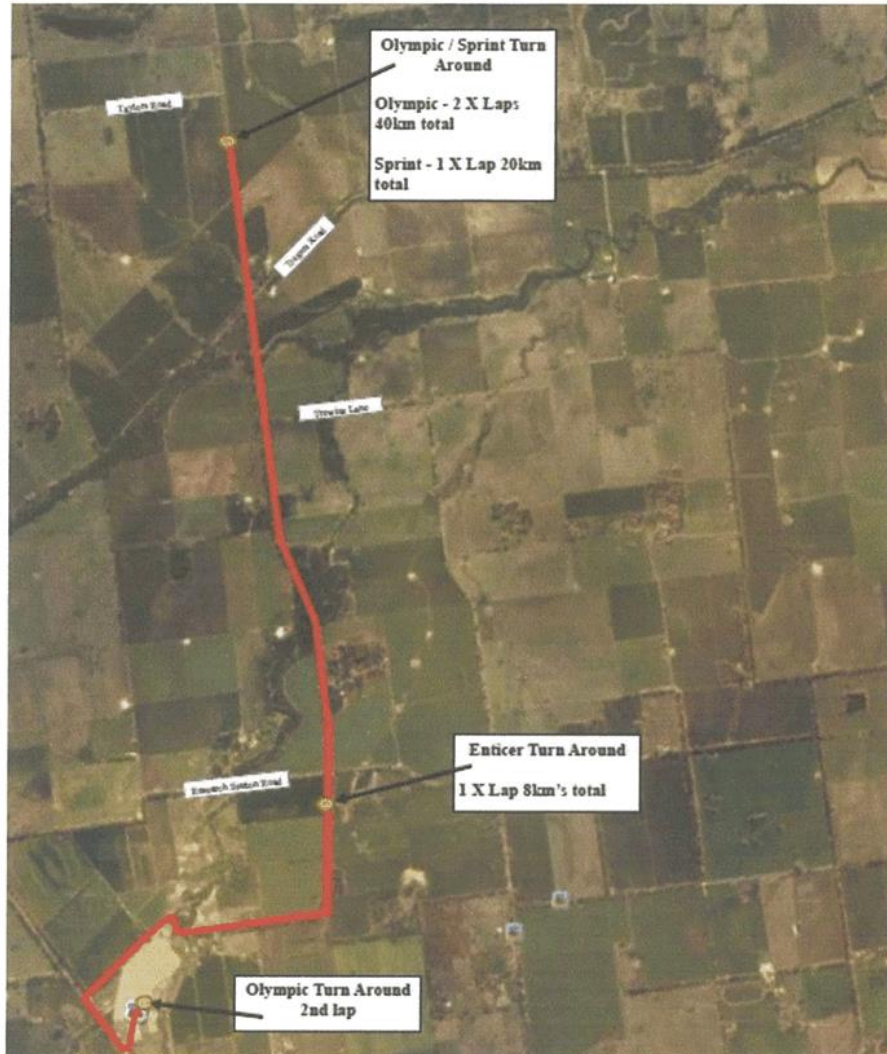
Michelle Meacham



○ Swim Map 2019



Cycle Map 2019





15.7 ARIAH PARK MIRROOL SENIOR HOUSING INC**File Number:** REP19/1223**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:**
1. **Ariah Park Senior Housing Letter**  
2. **Ariah Park Senior Housing Notice**  **REPORT**

Ariah Park Mirrool Senior Housing is seeking a rebate on the 2019/2020 rates for 41-43 Coolamon Street Ariah Park.

The General rate is \$556.75 and a 25% rebate would amount to \$139.20.

Note: A 25% rate reduction was given in 2018/2019.

Cr Nigel Judd declared a pecuniary interest in relation to item 19/1223 , due to being a member of the Committee.

Cr Nigel Judd left the room at 5.49PM and took no further part in the discussion.

RESOLUTION 416/2019

Moved: Cr Max Oliver

Seconded: Cr Lindy Reinhold

It was resolved that Council approves the 25% rate rebate request to the Ariah Park Senior Housing to the value of \$139.20.

CARRIED

Cr Judd returned to the meeting at 5.50PM.

ARIAH PARK – MIRROOL SENIOR HOUSING COMMITTEE

PO box 47

Ariah Park NSW 2665

9/10/2019

The General Manager,
Temora Shire Council,
Temora NSW 2666

Dear Sir,

RE: RATE ASSESSMENT 4146

41 – 43 Coolamon Street, Ariah Park

Rate amount - **\$1991.95**

The Ariah Park – Mirrool Senior Housing Committee operates “The Peppers” Senior Housing Units at 41-43 Coolamon Street, Ariah Park and would like to apply for the normal rebate of rates as has been past practice.

We would like to thank Council for their continued support of our Senior Housing Project.

Yours faithfully,



Diane Choice

Treasurer.



Temora Shire Council

Address: 105 Loftus St, PO Box 262, Temora NSW 2666
 Phone: (02) 6980 1100 - Fax: (02) 6980 1138
 Email: rates@temora.nsw.gov.au
 Website: www.temora.nsw.gov.au
 Office hours: 8.00am to 4.30pm, Monday to Friday
 ABN: 55 048 860 105



019_1351
 Aria Park Community Projects
 & Temora Shire Council & others
 C/-N A Judd
 1 Coolamon Street
 ARIAH PARK NSW 2665

Handwritten signature: Paid 15/8/19

Rates Notice 2019-2020

For the period 1 July 2019 - 30 June 2020

Assessment number	4146
Instalment amount	\$500.95
Due date	31/08/2019
Valuation amount	25000
Valuation base date	01/07/2016
Issue date	18/07/2019
Rating category	Residential
Deduct any payments since	17/07/2019

Property Location & Description (Lot/Sec/Deposited Plan)

41--43 Coolamon Street ARIAH PARK NSW 2665
 PEPPERS VAILLAGE - 1, 2/13604

AREA: 0.2403 Hectares

S001351Q01

Particulars Of Rates & Charges	Unit	Cents in \$	Amount
Residential - Aria Park	25000.00	0.01451000	\$362.75
Residential Aria Park Base Rate	1.00	194.00	\$194.00
Domestic Waste Charge	6.00	239.20	\$1435.20
NET AMOUNT DUE:			\$1,991.95

ARREARS OF RATES INCLUDED IN 1ST INSTALMENT ARE DUE AND PAYABLE IMMEDIATELY
 ANY OVERDUE AMOUNTS WILL ATTRACT INTEREST OF 7.5% CALCULATED ON A DAILY BASIS
 AN INSTALMENT NOTICE WILL BE ISSUED BEFORE THE 2ND, 3RD & 4TH INSTALMENTS

GC Lavelle
 GC Lavelle PSM
 GENERAL MANAGER

First Instalment	Second Instalment	Third Instalment	Forth Instalment	Total Amount
\$500.95 Due 31/08/2019	\$497.00 Due 30/11/2019	\$497.00 Due 28/02/2020	\$497.00 Due 31/05/2020	\$1,991.95

Payment Advice

For all payment methods and other information, see the reverse of this notice.

Name: Aria Park Community Projects & Temora
 Shire Council & others
 Assessment No: 4146
 Total amount: \$1,991.95
 Instalment amount due: \$500.95
 Due date: 31/08/2019



AMOUNT PAID

If paying by mail, please tick if you require a receipt

B
PAY
 Biller code: 96503
 Ref: 265862102 41466

DEFT Reference Number:
 265862102 41466



*494 265862102 41466

15.8 TEMORA LITTLE ATHLETICS - SPONSORSHIP 2019 CARNIVAL**File Number:** REP19/1228**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Temora Little Athletics  **REPORT**

Temora Little Athletics' is requesting sponsorship for the annual carnival to be held on 10 November 2019.

They have a range of sponsorship from \$50.00 to \$200.00.

RESOLUTION 417/2019

Moved: Cr Lindy Reinhold

Seconded: Cr Nigel Judd

It was resolved that Council sponsors the Temora Little Athletics Carnival 2019 to the value of \$100.00.

CARRIED



SPONSORSHIP OF EVENTS AT
2019 TEMORA LITTLE ATHLETICS CARNIVAL



Our annual carnival is being held on 10th November, 2019 and we would greatly appreciate it if your business/organisation could provide sponsorship for some of the events being conducted at the carnival.

We provide medals for the first three placegetters in each event and sponsorship would be
 2 events \$50, 4 events \$100, 6 events \$150, 10 events \$200

Sponsorship of events will be advertised in the carnival program and announced prior to the commencement of the events.

For advertising to be included in the carnival program please reply before 22nd October, 2019 by returning the section below to: info@temoralac.org.au

or
 The Carnival Manager
 Temora Little Athletics Centre
 PO Box 227
 TEMORA NSW 2666

In appreciation,

TEMORA LITTLE ATHLETICS COMMITTEE

Name of business/organisation:

Nominated amount: \$.....

2 events \$50 4 events \$100 6 events \$150 10 events \$200

- Cheque payable to Temora Little Athletics attached
- Direct Debit BSB: 802 367 A/C: 400263795 Name: Temora Little Athletics Centre Inc.

There are approximately 75 track events and 100 field events conducted at the Carnival. If the business/organisation prefers to sponsor certain events please number six of the following events in order of preference.

<u>Track</u>	<u>Field</u>
Hurdles	Long Jump
50 metres	Triple Jump
70 metres	High Jump
100 metres	Discus
200 metres	Shot Put
400 metres	Javelin
800m / 1500m	
Walks	

15.9 EVENT APPLICATION - ARIAH PARK CAROLS BY CANDLELIGHT**File Number:** REP19/1230**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. [Ariah Park Carols by Candlelight Site Plan](#)  

Ariah Park Advisory Committee has lodged an event application to hold the Carols by Candlelight on Sunday 15th December, 2019. They are requesting the use of Davey Park for their Carols from 8.00pm until 10.00pm.

There will be no cost to Council.

RESOLUTION 418/2019

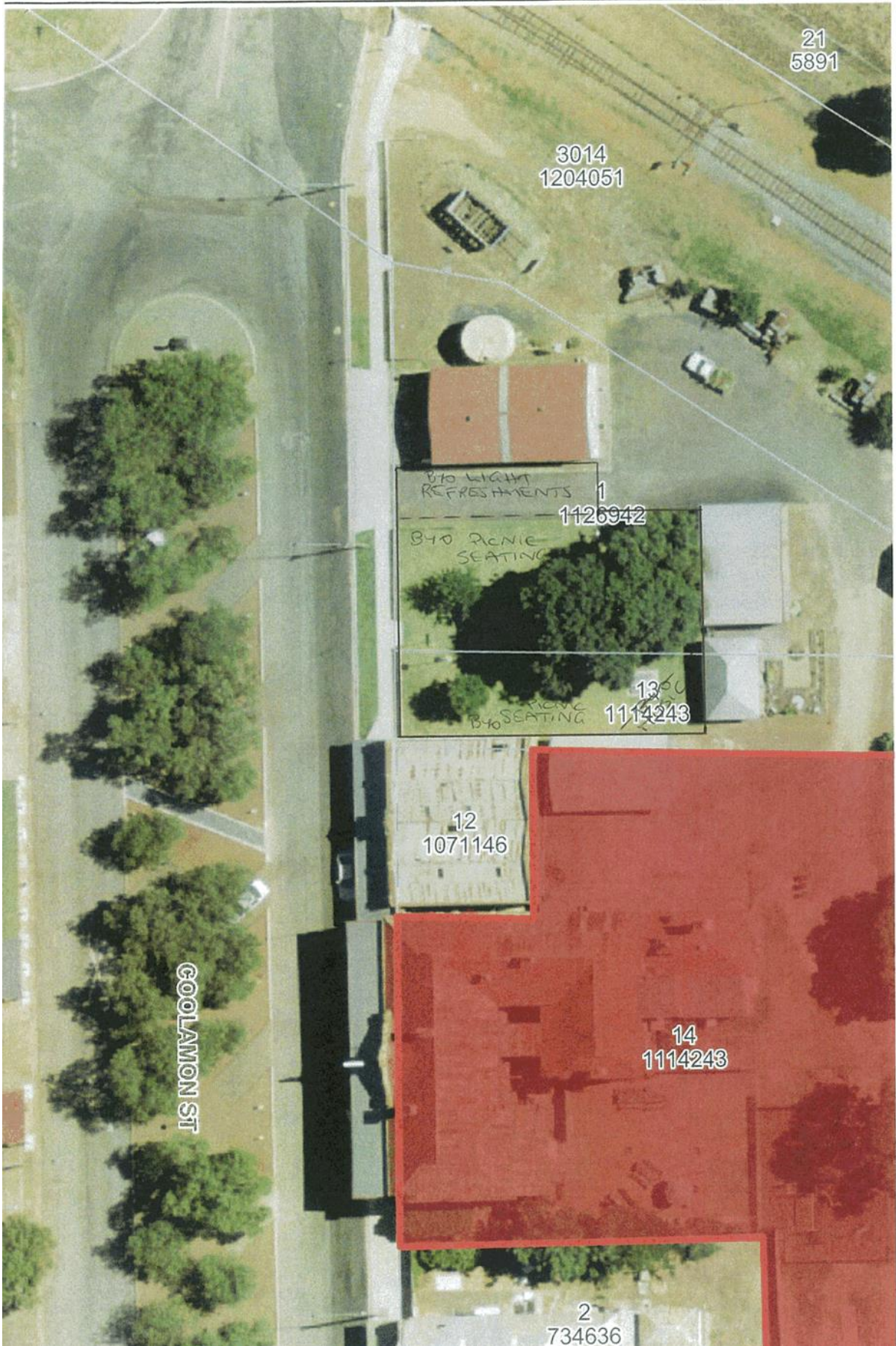
Moved: Cr Graham Sinclair

Seconded: Cr Dale Wiencke

It was resolved that Council accedes to the request for the Ariah Park Carols on 15 December 2019.

CARRIED

Created on 8/10/2019 3:30 PM



15.10 EVENT APPLICATION - TEMORA TOWN MARKETS

File Number: REP19/1265
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Marnie Smith has lodged an application to hold Temora Town Markets on Sunday 17th November, 2019. She is requesting the use of Federal Park for the Market Stalls from 8.00am until 2.00pm.

There will be no cost to Council.

RESOLUTION 419/2019

Moved: Cr Lindy Reinhold
Seconded: Cr Claire McLaren

It was resolved that Council provide in principle approval for markets to be held in Federal Park on 17 November 2019 and market stall holders carrying their own insurance liability.

CARRIED

16 NOTICE OF MOTION**16.1 NOTICE OF MOTION - ONGOING DROUGHT ASSISTANCE****File Number:** REP19/1266**Attachments:** 1. **Ongoing Drought Assistance** [↓](#) 

I, Councillor Nigel Judd, give notice that at the next Ordinary Meeting of Council be held on 17 October 2019, I intend to discuss the following matters:

1. What rate relief measures can the Temora Shire Council offer to Farmers and Small Businesses affected by the ongoing drought?
2. Would the Council have a good case to make representation to the State and Federal Governments for assistance with rate relief for Farmers and Small Businesses affected by the drought?

RESOLUTION 420/2019

Moved: Cr Nigel Judd

Seconded: Cr Kenneth Smith

It was resolved that Council makes representations to the State and Federal Governments for those people affected by drought for any options for assistance in rate relief with a copy being sent to REROC and the Local Government Minister.

CARRIED

TEMORA SHIRE COUNCIL**Questions on Notice for October Council Meeting**

1. What rate relief measures can the Temora Shire Council offer to farmers and small businesses affected by the ongoing drought?
2. Would the Council have a good case to make representation to the State and Federal Governments for assistance with rate relief for farmers and small businesses affected by the drought?

Signed



.....

Cr. N.A. Judd
11/10/2019

17 BUSINESS WITHOUT NOTICE**1. CR REINHOLD**

The ladies toilets at the Town Hall which has a push button tap is really hard to get water running.

2. CR OLIVER

The Excavation works being carried out in front of Narraburra Lodge has dropped and needs topping up with some fill.

3. CR MCLAREN

Road works completed on Mary Gilmore Way, drain on the hill side between Seg 240 & 250 needs checking.

4. CR SINCLAIR

Was recently in Young and saw a roundabout similar to what is required at the Polaris Street intersection.

Engineering Technical Manager advised this is a regional road.

Australia Day Awards close at the end of October.

5. CR SMITH

Advised of dust on Matthew's Street near the new Tyre Service which is caused by extra traffic.

6. CR JUDD

Mary Gilmore Festival is on this weekend, and is not clashing with any other events this year.

7. CR FIRMAN

Country Mayors Association Meeting on 1st November in Sydney and the JO Chairs meeting is on 31st October.

General Manager will be on Annual Leave from end of October to end of November.

Councillors Christmas Dinner will be on Wednesday 11th December at Diners Choice Restaurant.

Mayoral Christmas Reception will be on Thursday 12th December at Council and will be hosting the Temora Show Society Committee.

8. CR WIENCKE

Signage for Trucks to not use brakes down Victoria Street - there is already a sign in place. The sign needs to be more prominent.

18 COUNCILLORS INFORMATION PAPER

RESOLUTION 421/2019

Moved: Cr Kenneth Smith
Seconded: Cr Graham Sinclair

It was resolved that the Information Reports be received.

CARRIED

1. PRE-POLL VOTING

RESOLUTION 422/2019

Moved: Cr Nigel Judd
Seconded: Cr Dale Wiencke

It was resolved that representations be made to Minister Seselja regarding the Pre-Poll Voting.

CARRIED

18.1 TEMORA MEMORIAL TOWN HALL - INCOME & EXPENDITURE SEPTEMBER 2019

File Number: REP19/1248
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

FIRST HEADING**INCOME** \$

Balls
 Bar
 Concerts
 Credit Notes
 Dance Prac
 Dances
 Foyer
 Hall
 Kitchen
 Piano Hire
 Performances
 Presentation Nights
 Rehearsals
 Stage Hire
 Supper Room
 Table Hire
 Wedding Receptions

TOTAL INCOME \$NIL

EXPENDITURE \$**Utilities**

Gas
 Water
 Electricity
 Rates

Cleaning

Supplies
 Wages 1,225.91
 Sanitary Service 218.21

Maintenance

Includes Plant, Stores, Handyman's Wages 9,647.02

Administration

Wages 535.34
 Miscellaneous

TOTAL EXPENDITURE \$11,626.48

18.2 WORKS REPORT - SEPTEMBER 2019

File Number: REP19/1206
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

Main Roads

- MR-57 Inspection & Routine Maintenance
- MR-84 Inspection & Routine Maintenance
- Heavy Patching MR-57 and MR-84
- MR -57 Chook Farm Entrance Construction & Seal

Local roads

- Schuberts Road Gravel Resheet
- Maxwells Road Reconstruction
- Schlunkes Road Shoulder Grading
- Trungly Hall Road Shoulder Grading

Urban Temora & Aria Park

- Urban Heavy Patching
- K&G Maintenance
- Depot Upgrade
- Tree Planting

Works planned for next month

- Mr 57 & MR 84 Sealing
- Town Street & Rural Road Sealing
- Maxwells Road Reconstruction

Report by Mick Mannion

18.3 ROAD SAFETY OFFICER - SEPTEMBER 2019

File Number: REP19/1207
Author: Secretary Engineering
Authoriser: General Manager
Attachments: Nil

- Twenty one (21) Facebook posts including a number that were boosted for school holidays and Grand Final weekends (RBT, Fatigue, Mobile Phones and Speeding)
- Attended 2 ½ day Regional RSO Conference in Wagga (3/9 to 5/9)
- Considerable work towards launch of Little Blue Dinosaur Foundation (LBDF) 'Hold My Hand' sign program to be undertaken Tuesday 1st October at playground at Old Junee with LBDF CEO, Michelle McLaughlin, and with Steph Cooke MP & in West Wyalong on 3/10/19.
- A Minute with the Mayor scheduled for TSC on 3/10/19
- Local pre-school's sent Traffic & Kids links and hard copy resources supplied to Temora Pre-School/OOSH, A Dragon's Tale and Timmins St preschool (and many other pre-school's in each LGA)
- Road Safety Workshop conducted at Junee High School in company with Traffic & Highway Patrol Command on 19/9/19. Discussed speed, fatigue, drink/drug driving and mobile phone distraction. 'Get Your Hand Off It' car used at this event. Approx. (50) students and teachers from Year's 9 through 12 present. This event was held after the Rotary Driving Simulator had been at the school for the two days prior
- (8) x Variable Message Sign (VMS) trailers deployed as part of Sept/Oct school holidays road safety campaign. Three VMS deployed in Temora Shire (Burley Griffin Way to the east and west of Springdale and south of Temora on Goldfields Way)
- Additional VMS trailers located on Olympic Hwy, Old Junee, Newell Hwy N & S of Wyalong and Canola Way E & W of Coolamon
- Conducted road safety workshop's for (13) x Kindy kids at St Mary's War Memorial School, West Wyalong (18/9), St Brendan's Catholic School, Ganmain (26/9) – (41) x kids K-6 and Bland Shire Emergency Services Day at Wyalong Public School (27/9) with (140) x kids K-6
- Conducted Road Safety Workshop for combined Coolamon Shire Men's Shed's at Ganmain (17/9) with (20) attendees
- Numerous Media Releases written for Little Blue Dinosaur Foundation launch events (Old Junee & West Wyalong) and relocation of Temora Driver Reviver to Springdale. Several print media stories run and 9News Riverina interview on 'Hold My Hand' conducted and went to air 24th September
- Signage audit and work conducted associated with relocation of the Driver Reviver to Springdale for Sept/Oct school holidays
- Undertook work with Platform Y Youth Group relating to them volunteering at Springdale Driver Reviver on Sunday 6th October
- Speed radar trailer deployed on Polaris St (5 days), Victoria St (9 days) and is in Springdale village from 28/9 through school holiday period to attempt to slow vehicles in 60km/h zone
- Considerable traffic count data harvested & filtered for Burley Griffin Way
- Attended Traffic Committee meeting at Temora Shire Council on 2/10/19
- Presented FY19/20 Local Government Road Safety Program to Temora Shire Council
- Additional work carried out on Rural School Bus project including numerous bus routes supplied by operators
- My Community Project Funding Application (\$20,000) for Helping Rural Learner Drivers Access Safer Drivers Program was unsuccessful
- Attempting to bring Safer Drivers Program into Temora via NRMA Safer Drivers. Local driving school does not offer this program, but NRMA have proposal underway

- Working with Illabo Motorsport Park on Youth Driving Program with Platform Y Youth Group at Temora Shire Council. Workshop conducted on 30/9/19 with Kerry Phelan and Joe Belling present (and 16 x kids)
- RDO taken 13/9 (27/9 RDO deferred to 4/10 to allow attendance at Emergency Services Day)

***Report by Glenn Sheehan
Road Safety Officer***

18.4 BUILDING APPROVALS - SEPTEMBER 2019

File Number: REP19/1234
Author: Environmental Secretary
Authoriser: General Manager
Attachments: Nil

BUILDING APPROVALS – SEPTEMBER 2019

- ✓ SUB 46/2019 – Lot 1; DP 180544; 885 Baldwins Road, Grogan – Rural Subdivision

- ✓ DA 52/2019 – Lot 74; DP 750602; 2440 Goldfields Way, Reefton – Aboveground Swimming Pool

- ✓ SUB 53/2019 – Lot 274; DP 750587; 7472 Burley Griffin Way, Temora – Two (2) Lot Rural Subdivision

- ✓ DA/CC 54/2019 – Lot 12; DP 600143; 6 Glassop Street, Temora – Carport and Shed Extension

- ✓ DA 55/2019 – Lot 1; DP 838723; Giles Street, Temora – Dwelling House (Second Hand Transportable)

- ✓ DA/CC 56/2019 – Lot 11; DP 1236963; 8 Leary Place, Temora – Residential Storage Shed/Garage

- ✓ DA/CC 57/2019 – Lot 18; DP 1073421; 16 Harrier Street, Temora – Residential Storage Shed/Garage

- ✓ DA/CC 58/2019 – Lot 1; DP 658810; 192-198 Hoskins Street, Temora – New Office Sanitary Facilities

- ✓ DA 60/2019 – Lot 1; DP 329213; 228 Hoskins Street, Temora – Retail Business (Beauty)

- ✓ SUB 61/2019 – Part Kurrajong Street, Temora – Close Crown Road (Subdivision)

COMPLYING DEVELOPMENT ISSUED

- ✓ CDC 24/2019 – Lot 6; DP 1236963; 81 Mansfield Road, Temora – New Dwelling and Steel Framed Shed/Garage

- ✓ CDC 25/2019 – Lot 15; DP 1236963; 15 Leary Place, Temora – Inground Swimming Pool

- ✓ CDC 26/2019 – Lot 20; DP 1236963; 5 Leary Place, Temora – Residential Storage Shed/Garage

- ✓ CDC 27/2019 – Lot 12; DP 1037693; 10 Rosella Street, Temora – Inground Swimming Pool

- ✓ CDC 29/2019 – Lot 12; DP 758030; Section 11; 22 Coolamon Street, Aria Park – Dwelling Additions & Alterations

18.5 REGULATORY CONTROL - SEPTEMBER 2019

File Number: REP19/1242
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, bikes near Railway Hotel.
Scooters & Bikes				
School Zones	13	No	No	No issues
Noise	3	No	No	Investigated and all okay.
Air Quality				
Illegal Dumping/Littering	2	No	No	Watson Street & Lake Centenary small Fishing spot.
Overgrown/Untidy Blocks	6	No	No	Tonkin St, Beattie St, Kavanagh Crt, Waratah St, King St, Deutcher St Ashelford St – Cleanup underway
Lake Walking Track – leashed animals	13	No	No	½ Dozen Beer cans left near fishing area
Animal Welfare	8	No	No	Checked and monitoring
Dangerous Dogs	1	No	No	Checked and no issue
Impounded	3	Yes	No	Pups picked up by Rescue 1 Dog returned to owner
Noise Animals	4	No	No	Followed up with owners and all okay
Nuisance Animals / Trapping	8	No	No	3 Feral Cats Disposed 2 Feral Cats to Vets 2 Birds being monitored Rabbits being monitored
Dead Animal Removal	3	No	No	Dispose Bodies
Keeping of Horses in Residential Areas	1	No	No	1 Monitoring
Main Street Sign Approvals Inspections		No	No	
Rural Stock Incidents	Lambs	No	No	Now contained
Fruit Fly				
Euthanised	3	No	No	3 Feral Cats
Rescue Dogs				
Other				

Report by Ross Gillard

18.6 CASH & INVESTMENTS FOR PERIOD ENDING 30 SEPTEMBER 2019

File Number: REP19/1226

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Cash & Investments 30 September 2019 [↓](#) 



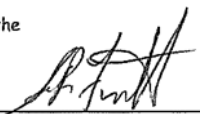
Temora Shire Council

Cash & Investments

For the period ended 30th September, 2019

	Original Budget 2019/20	Revised Budget 2019/20	Actual YTD Figures
Externally Restricted			
Sewerage Services	1,697,093	1,697,093	1,882,033
Domestic Waste Management	804,244	804,244	957,431
Stormwater Drainage Flood Studies & Construction Programs	153,622	153,622	158,834
S94 Contributions	31,341	31,341	26,071
HACC Unexpended	1,481,632	1,481,632	1,610,347
Total Externally Restricted	4,167,932	4,167,932	4,634,715
Internally Restricted			
Leave Reserves	324,774	324,774	1,247,789
Other Waste Management	39,668	39,668	206,749
Roads Reserve	1,121,398	1,121,398	424,498
Local Roads	215,302	215,302	472,255
Industrial Development	197,603	197,603	197,603
Plant & Vehicle	124,013	124,013	459,515
Izumizaki Donation	2,152	2,152	2,152
Gravel Royalty	312,723	312,723	305,723
Medical Complex Development	48,192	48,192	43,398
Infrastructure	793,571	793,571	563,713
MapInfo/GIS Upgrades	17,700	17,700	17,700
Digital Two Way Radio Upgrade	35,000	35,000	23,750
Computer Upgrade	140,713	140,713	169,036
Sports Council Requirements	10,000	10,000	10,000
Youth Hospitality	10,642	10,642	17,041
Airside Maintenance	29,090	29,090	27,637
Revotes	748,709	902,281	694,436
Total Internally Restricted	4,171,250	4,324,822	4,882,995
Total Reserves	8,339,182	8,492,754	9,517,711
Cash & Investments			
Westpac Cheque Account			192,301
Macquarie Bank DEFT Account			69,604
Bank of Queensland			500,000
BankWest			510,000
Suncorp			504,006
NAB			500,000
BOQ			500,000
NAB			500,000
BOQ			500,000
NAB			500,000
AMP Bank			515,000
AMP Business Saver Account			597,779
AMP Notice Account			3,548
NAB Term Deposit (24-701-8261)			530,976
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			450,935
Total Cash & Investments	8,339,182	8,492,754	9,415,178
Funding Deficit			(102,533)

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

18.7 RATES COLLECTION - SEPTEMBER 2019

File Number: REP19/1235

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Rates Collection September 2019 [!\[\]\(a870788d6ed9b8fd294b7654a8c8526b_img.jpg\)](#) [!\[\]\(18065afa4ef6662bca9f3f6088f7de30_img.jpg\)](#)

Rates Collections											
Rates 2019/20											
Category	Levies including Interest & Legals			Pension Rebates	Adjusted Total	Payments	Rates 2019/20		Rates same period last year		
	Arrears	Interest & Legals	Total				Outstanding 02/10/2019	Outstanding % 02/10/2019	Outstanding 02/10/2018	Outstanding % 02/10/2018	
Farmland	19,611.90	1,907,005.78	1,926,617.68	-3,895.60	1,922,722.08	-614,212.67	1,308,509.41	68%	1,290,734.23	69%	
Residential Temora Occupied	28,187.54	1,238,048.72	1,266,236.26	-85,020.68	1,181,215.58	-413,412.55	767,803.03	65%	739,943.93	64%	
Residential Temora Vacant	3,941.11	66,891.15	70,832.26	0.00	70,832.26	-29,465.34	41,366.92	58%	47,198.73	62%	
Residential Ariah Park	12,985.29	71,909.56	84,894.85	-6,963.19	77,931.66	-27,125.89	50,805.77	65%	48,195.52	68%	
Residential Springdale	-452.77	9,610.79	9,158.02	-1,178.61	7,979.41	-3,448.11	4,531.30	57%	4,797.10	59%	
Rural Residential	6,275.04	149,119.05	155,394.09	-10,234.32	145,159.77	-69,869.56	75,290.21	52%	74,921.79	53%	
Residential - Temora Aviation	-926.80	40,130.70	39,203.90	-385.07	38,818.83	-20,275.22	18,543.61	48%	18,100.24	50%	
Business Temora - Hoskins Street	15,053.64	248,795.49	263,849.13		263,849.13	-95,251.48	168,597.65	64%	155,144.98	62%	
Business Temora - Town	5,329.60	261,595.02	266,924.62		266,924.62	-148,963.99	117,960.63	44%	116,518.99	46%	
Business Temora - Aviation	0.00	26,353.90	26,353.90		26,353.90	-21,624.76	4,729.14	18%	5,592.14	21%	
Business Ariah Park	1,000.39	16,247.87	17,248.26		17,248.26	-10,611.31	6,636.95	38%	5,301.90	33%	
Business Other	0.00	9,958.23	9,958.23		9,958.23	-6,605.65	3,352.58	34%	2,807.20	29%	
Residential Sewer	40,793.65	898,159.95	938,953.60	-40,548.95	898,404.65	-356,855.90	541,548.75	60%	513,780.99	61%	
Non-Residential Sewer	8,142.81	50,403.71	58,546.52		58,546.52	-52,244.56	6,301.96	11%	5,059.73	10%	
Storm Water Levy	2,415.00	48,676.15	51,091.15		51,091.15	-19,119.43	31,971.72	63%	31,964.58	63%	
Domestic & Rural Waste	29,369.25	544,191.66	573,560.91	-38,174.12	535,386.79	-207,487.86	327,898.93	61%	311,513.37	62%	
Trade Waste	7,139.60	121,377.36	128,516.96		128,516.96	-62,201.75	66,315.21	52%	61,134.77	51%	
Assessments in Credit						-6,295.88	-6,295.88				
	\$178,865.25	\$5,708,475.09	\$5,887,340.34	-\$186,400.54	\$5,700,939.80	-\$2,158,776.03	\$3,535,867.89	62%	\$3,432,710.19	63%	

18.8 PINNACLE FINANCIAL REPORT - SEPTEMBER 2019

File Number: REP19/1220

Author: Financial Accountant

Authoriser: Director of Administration & Finance

Attachments: 1. Pinnacle Financial Report - September 2019 [!\[\]\(c694a3ff3b077d76910920a6a1593ab4_img.jpg\) !\[\]\(42fc53a13f008e5bbf67aee5111990a5_img.jpg\)](#)

**Pinnacle Community Services
Financial Report
As at 30th September 2019**

	Prior Year	July YTD	Aug YTD	Sept YTD
Disability Services - State Block Funding	(42,122)	441	(400)	2,474
Supported Independent Living	(127,797)	(7,618)	(14,766)	(15,114)
NDIS Packages	(144,495)	26,723	33,726	6,206
Contracted/Brokered Services	(3,637)	4,349	5,086	3,342
Aged Care - Commonwealth Funded Block Funding	(135,819)	(87,235)	(47,639)	(16,650)
Home Care Packages	(430,726)	(46,126)	(82,344)	(185,242)
Community Transport Programs	(31,346)	(61,293)	(36,988)	(25,073)
Transition Funding	977	-	-	-
Overheads - to be distributed quarterly	-	16,504	24,437	36,574
Net (Surplus)/Deficit	(914,965)	(154,257)	(118,889)	(193,482)

10/10/2019 11:12 AM

18.9 TOWN HALL THEATRE - OPERATING RESULT SEPTEMBER 2019**File Number:** REP19/1203**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Cinema - September 2019 [↓](#) 

TOWN HALL THEATRE
Operating Statement

	July	August	September	Total YTD
Candy Bar				
Income	8,738	1,662	2,127	12,526
Purchases	(2,309)	(615)	(391)	(3,316)
	<u>6,429</u>	<u>1,046</u>	<u>1,736</u>	<u>9,211</u>
Admissions				
Income	18,054	3,527	4,069	25,650
Audio Visual Purchases	(4,462)	(8,089)	(1,427)	(13,977)
	<u>13,592</u>	<u>(4,561)</u>	<u>2,642</u>	<u>11,673</u>
Other Income				
Facility Hire	600	218	545	1,364
Sale of Advertising	182	182	364	727
Event Catering	-	-	655	655
	<u>782</u>	<u>400</u>	<u>1,564</u>	<u>2,745</u>
Other Costs				
Advertising	(245)	(175)	-	(419)
Bank Fees	(89)	(241)	(85)	(414)
Building Maintenance	-	-	(1,370)	(1,370)
Cleaning	(425)	(680)	(388)	(1,493)
Computer Costs	-	(824)	(754)	(1,577)
Freight	(100)	(70)	(53)	(222)
Materials Purchased	-	(52)	(23)	(75)
Contractors	-	-	(254)	(254)
Rates & Electricity	(1,153)	(1,566)	-	(2,719)
Employee Costs	(2,711)	(4,302)	(1,910)	(8,923)
Sundry Expenses	9	-	26	35
Telephone & Internet	(82)	(84)	-	(166)
Volunteer Support	(130)	(182)	-	(312)
	<u>(4,925)</u>	<u>(8,174)</u>	<u>(4,810)</u>	<u>(17,909)</u>
Total Cinema Surplus/(Deficit)	<u>15,878</u>	<u>(11,289)</u>	<u>1,131</u>	<u>5,720</u>

18.10 TEMORA SHIRE COUNCIL SISTER CITY MEETING MINUTES 28 AUGUST 2019

File Number: REP19/1174

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. TSC Sister City Meeting [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\) !\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#)

TSC SISTER CITY COMMITTEE

Meeting Held: 28 / 08 /2019

Location: TSC Meeting Room

Chairperson: Peter Speirs

In Attendance: Amanda Gay, Helen Speirs, Peter Speirs, Anne Giacomini, Fabio Giacomini, Bob Brabin, Tanya Botha, Sandra Harper

Apologies: Irene Broad, Matt Walker, Kevin Harper

Minutes From Previous Meeting:

True and Correct

Moved: Bob Brabin

Seconded: Anne Giacomini

Business Arising From The Previous Meeting:

Further Committee members welcome: Kevin and Sandra Harper and Fabio Giacomini have joined committee.

Name: Discussed and motion put forward

MOTION: The name should be "Temora Shire Council Sister City Committee" abbreviated to "TSC Sister city Committee"

Moved: Bob Brabin

Seconded: Tanya Botha

Carried

Advertising: At the next meeting a photograph will be taken possibly near the tree planted by the former committee and then included in the Narraburra News/newspaper.

Maintaining/Re-establishing Contact with Sister cities:

Bob suggested working with the existing ones first and making the relationships stronger (i.e. Randwick, Izumizaki and Upington). It was decided to keep all three at the moment, re-establishing connections where possible. Other possibilities for the future include Greece, German and the Philippines as each of these have contributed greatly to the history and culture of the Temora District.

In terms of Randwick Amanda has met the new General Manager of Randwick who originated from the Young district and whose father (Adrian Hanrahen) was a long time Mayor of Young Shire Council. The Randwick mayor is willing to meet with contacts from the committee in Temora when she is visiting her family in Young. Amanda will follow this up.

Peter Speirs suggested approaching his old contact in relation to Izumizaki in order to assess their interest in furthering the relationship with Temora, especially with the 30 year anniversary.

Helen Speirs suggested we send letter to Upington informing them we have just re-formed a new committee and ask if they are interested in keeping in contact.

MOTION: Contact Upington through the council in relation to re-establishing or furthering contact.

Moved: Helen Speirs

Seconded: Anne Giacomini

Carried

Amanda will get a contact address.

Directions for the future:

Further discussion occurred in general business.

Correspondence:

Inward: Peter and Helen selected photos from previous gatherings with Izumizaki and delivered them to the Council office.

Outward: Peter had contacted the outgoing Consul General for Japan keeping him in the loop about the formation of the new committee and our wish to establish interest especially with the 30th anniversary this year. Further updates will be given to the office of the new Consul General as they arise especially in relation to Japanese cultural events.

The letter was tabled and read and an amendment noted in respect of a typo.

General Business:

- Bob noted that with the Olympics next year in Japan if travel was a possibility timing would be best either side (preferably before) of the event rather than during it with everything geared up for tourism. Possibly exploit the gap between the Cherry Blossom Festival and the Olympics.
- First need to establish if the Izumizaki Council is interested in maintaining contact with Temora and whether there is any interest in hosting a delegate of citizens from Temora.
- Investigate the possibility of maintaining regular contact digitally through apps whereby the community members from both countries could establish relationships.
- Links between schools could be established with the possibility of hosting students from Japan as has happened in the past.
- Encourage exploration of Izumizaki's own website where there is a section in English.
- Peter noted that when he and Greg his son in law had visited Izumizaki a couple of years ago they saw how desperate the are was because of the nuclear reactor disaster and felt that their resources are stretched. Thus, they may not be able to undertake any or large projects re the Sister City relationship.

MOTION: That we correspond with Izumizaki Council with a view to establishing their degree of interest and willingness to participate in further Sister City projects.

Moved: Helen Speirs

Seconded: Fabio Giacomini

Carried

- Other possible ways of deepening the relationship from Temora's point of view could be through workshops such as *Bonsai*, *Shabori (dyeing with ink)*, *Ikebana* and the like "proudly endorsed or brought to you by the Sister city Committee".
- It would be important to keep the Japanese Consul General up to date about such events or activities of a cultural nature.
- Peter to contact Terry Corbett (in education system) who is married to a girl from Izumizaki and now in Queensland to suggest further contacts through the school system.
- Noted that in the past there have been exchanges of teachers to Izumizaki from two families in Temora.
- Amanda suggested we organise a Japanese meal to commemorate the signing of the initial agreement (macha cake, rice,...saki..) at the Bundawarra Centre. This could possibly be in May although it was noted the agreement was formalised 22/7/1989.
- As individuals we should keep our ear to the ground about other possibilities and bring them along to meetings.
- Tanya suggested that we should put on the agenda for the next meeting a discussion and formalisation of our mission statement (ie think about what we are all about). This will guide us in making decisions and establishing priorities.

- Apology for next meeting: Sandra and Kevin will be away in South Australia

Around The Room Update:**Name:****Update:****Name:****Update:****Name:****Update:****MOTION:****Moved:****Seconded:****MOTION:****Moved:****Seconded:****MOTION:****Moved:****Seconded:**

MEETING CLOSED: 6:09 pm

NEXT MEETING: 25/9/19

DATE OF NEXT MEETING: 25/09/2019

18.11 TEMORA SHIRE COUNCIL SISTER CITY AGM MINUTES 25 SEPTEMBER 2019

File Number: REP19/1198

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. TSC Sister City Meeting [↓](#) 

TSC SISTER CITY COMMITTEE

Meeting Held: 25/09/2019

Location: TSC Council Chambers Room

Chairperson: Peter Speirs

In Attendance: Amanda Gay, Helen Speirs, Peter Speirs, Anne Giacomini, Fabio Giacomini, Bob Brabin,

Apologies: Irene Broard, Tanya Botha, Matthew Walker, Sandra Harper, Kevin Harper.

Minutes from Previous Meeting:

True and Correct; Read

Moved: Anne Giacomini

Seconded: Bob Brabin

Business Arising from The Previous Meeting:

- Terry Corbett was contacted by Peter via email and received a prompt reply enabling a letter to be written to Setosan and sent off by email. This was read and tabled at the meeting.
- In term of Upington Peter has done some further research and established that it is part of a larger regional council now. As was suggested last meeting it would be appropriate to have Mayor Firman send an official letter to the Council to ascertain their interests in maintaining contact and furthering relationships.
- The links between schools shouldn't be overlooked particularly with Randwick Council in terms of an interest in farm hosting. Temora West's Farmlink is already strong and Amanda informed us that there are moves in progress to continue this later in this school year.
- Further with Randwick Sister City there has been: -
 - pooling of lifeguards
 - Engineers exchange
 - Food Safety Certificate facilitated by Randwick
- No further contact from the Japanese Consul General yet.
- A photo would be taken at the end of meeting for publicity.

Correspondence:

Inward: Two emails from Terry in reply to Peter's initial email. He investigated the contact and supplied an email for Setosan.

Outward: An initial email to Terry Corbett touching base and asking for possible contact for Izumizaki.

General Business:

- **Mission Statement:** Fabio tabled some ideas he had researched, and these were discussed after we considered what it is that the committee wants to achieve. Some ideas floated included: -
 - Cultural exchange
 - To broaden cultural awareness of the Temora community including the younger members of the Temora Shire residents.
 - To further empathy and understanding among our all members of our community.
 - It was decided to put together a draft along these lines and submit it for further discussion at the next meeting. These ideas would be interwoven with some of the core values and goals provided by City of Greater Bendigo and the Sister City International Mission.
- **MOTION:** That a draft Vision Statement together with Values and Goals be drawn up, distributed and placed on the agenda for the next meeting.
 - Moved:** Fabio Giacomini
 - Seconded:** Bob Brabin
 - Carried**
- A letter to be drafted for Mayor Firman to send to Upington. A possible contact might be known to Anne Rands.
- A question was put as to who deals with Randwick Council and Amanda answered in the affirmative as part of her role.
- Amanda informed us that she had completed a survey from the Sister City Organisation for our new committee and our sister city interests.
- Amanda was to contact Temora West and Randwick to see if the Environmental Exchange had occurred or was to occur this year. Before the photograph was taken, she established that it would be later in the year.
- The photograph would be taken at the conclusion of meeting despite the absence of some members and this would be submitted with a story for the local news.

- It was suggested that perhaps there could be regular snippets regarding the Sister Cities or perhaps some of their cultural protocols submitted to the news to keep up interest in the Sister City relationships.(eg protocol regarding being given a business card of a Japanese person—ie nothing to be written on the front and an appropriate comment made when it is first handed to you)
- It might also be possible to establish a daily email contact between schools, community members and so on in the different Sister cities given the digital access that many of us have currently.
- In future the draft minutes will be forwarded to the Chairman along with a draft agenda for the next meeting to provide ample time for preparation.

Around The Room Update: Not relevant at this point in time.

MEETING CLOSED: 5:55pm

DATE OF NEXT MEETING: 23/10/2019

18.12 ARIAH PARK MARY GILMORE FESTIVAL MINUTES 3 SEPTEMBER 2019

File Number: REP19/1164

Author: Executive Assistant

Authoriser: General Manager

Attachments: 1. Ariah Park Mary Gilmore Festival [↓](#) 

Ariah Park Mary Gilmore Festival CommitteeA Section 355 Committee Of The Temora Shire CouncilMinutes From Meeting Held 3/9/2019

Meeting Opened by Vice-President-Allen Penfold - 7:35 pm

Present - R Wall, Allen Penfold, Patty Vearing, Nigel Judd, Margaret Speirs ,Lorraine Coupe

Apologies Chris Mutton, Kevin &Janet Popple Janice Lewis, Julie Colwill , Bruce Ryan

Minutes Of Meeting

Read by Robyn Wall

Moved -Lorraine Seconded - Nigel

Minutes be Accepted Passed

Treasures Report

Given by M Speirs

Inward

Sponsorship	
Ariah Park hardware	\$50.00
Cadell Stud	\$50.00

total income \$100.00

Outwards

Hire of show ground	\$700.00
Copy paper	\$5.35
Sauce for bbq	\$6.00
Drinks for festival	\$57.00
Bare foot bowls prizes	\$200.00
Transfer of petty cash	\$200.00

Total Expenditure \$ 1,168.35

Closing balance as at 31/5/2019 \$ 5,565.34

Term Deposit \$22,284.60

Leaving a total of \$27,499.94

Moved –M Speirs Seconded Robyn Wall

Correspondence:**Inward**

e/mail from show trust re returning agreement to pay gas
e/mail from trust re fees of \$200 if stage not returned at end of festival

Out ward

e/mail to land trust re fee being \$100 if not returned as agreed at meeting
e/mail from B&S stating they will return stage they have also told trust of plan
letters to school re bonnets and also dog training display

Business Arising:

1. outcome from land trust re stage
- 2 outcome over meals on Friday organized
- 3 Nigel to find out more about poet who would like to be on our program? next year
- 4 price of hotel rooms quote given to Treasurer
- 5 Margaret given \$200 petty cash
- 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. We are to print people's name who donate if they don't have a logo
12. new seating at camp ground has come we will pay ½ the price of same
- 13 account given to treasurer for seating
- 14 school dog display organized for 10.30 Thursday
- 15 ?Court house opened for Friday (will chris may need help to move furniture around)

Discussions

:
Robyn to get quote for container to store our festival stuff
Banners repaired now ready to go up ?where
Busking in the street on Sunday as added attraction how many do we have
People needed for raffle days
Allen has made small stage for walk-ups

Meeting closed 9.40

18.13 TEMORA AUSTRALIA DAY MINUTES HELD 3 OCTOBER 2019

File Number: REP19/1216

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Temora Australia Day [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\) !\[\]\(0f17417dd77a61b2fdbff69a33adf9f2_img.jpg\)](#)

TEMORA SHIRE AUSTRALIA DAY COUNCIL

*MINUTES OF THE LAST GENERAL MEETING HELD ON THURSDAY 3RD OCTOBER 2019
HELD AT THE TEMORA SHIRE COUNCIL CHAMBERS, COMMENCING AT 6.00PM*

PRESENT: Cr. Rick Firman (Vice Chairman) , Cr. Max Oliver (Treasurer) , Mr Gareth Otley, Ms Di Monkerud, Mr. Robert Matthews, Mrs Beth Firman(Secretary)

APOLOGIES: Cr. Graham Sinclair (Chairman) Ms Roz St Clair
The apologies were received and confirmed on the motion of Mr Robert Matthews and Ms Di Monkerud **CARRIED**.

MINUTES OF LAST MEETING:

The minutes of the last meeting were read and confirmed on the motion of Mr. Robert Matthews and **CARRIED**

BUSINESS ARISING:

Nil to report

CORRESPONDENCE:

Incoming:

- Letter from Council regarding Ariah Park and Temora's Australia Day celebrations
- Letter from Council denoting Council representatives for the Australia day Committee
- Email from Anne Rands to say Michael McCormack's office had received the invitation to attend the Temora function and would respond at a later date

A motion was moved by Mr. Gareth Otley in relation to correspondence that the Ambassador program be retained to Temora for a breakfast function and that \$500 be allocated to Ariah Park for their function. Seconded Mr. Robert Matthews **CARRIED**

Outgoing:

- Letters to The Hon. Michael McCormack and Ms Steph Cooke MP inviting them to attend our Australia Day function

Mr. Gareth Otley and Cr. Max Oliver moved that the outward correspondence be endorsed and the inward correspondence be read and dealt with. **CARRIED**

TREASURERS REPORT:

Nil to Report

GENERAL BUSINESS:

- Cr Max Oliver and Mr. Gareth moved a motion to rescind a motion moved at the meeting held on the 2nd September in relation to the starting time of the Australia Day official function **CARRIED**
- Mr. Gareth Otley AND Ms Di Monkerud moved a motion that the official Temora Shire celebrations commence at 8.30am. **CARRIED**
- Cr. Firman has booked the Town Hall in case of inclement weather, the mobile stage and the street banner
- Cr. Firman has organised the advertising for Temora and Ariah Park

- Beth Firman is to book the mobile stage for as far in advance as possible
- Cr. Sinclair has tried to contact Mr. Denis Hinchcliff regarding the cooking of the BBQ by the RLOB but has been unable to contact him.
- Cr. Oliver has contacted Mr. Craig Giles regarding the entertainment and the new time. All is well
- Beth Firman suggested that there be no coffee machines, Antique Car display or Ice Cream van. All agreed
- The breakfast menu suggested was Bacon , eggs and sausages with buns
- Beth is to ask Mai from the French Bakery if they would like to donate some bread rolls.

There being no further general business, the chairman thanked all for their attendance and declared the meeting closed at 6.40pm. The next meeting will be held on Monday 4 November at 6.00pm

DATE: _____

SIGNED: _____

Chairman

18.14 TEMORA'S OWN ARTS & CRAFTS MINUTES HELD 8 OCTOBER 2019

File Number: REP19/1232

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Temorá Own Arts & Crafts [!\[\]\(e3f8612927870f2e0f9f5989e6dd3064_img.jpg\)](#) 

**Temora's Own Arts and Crafts
Committee Meeting 8th October 2019
Minutes**

Meeting opened at: 10am

Present: Viv Leary, Jean Luck, Narelle Williams, Alison Bushell, Debbie Marshal, Vicki Sproule

Apologies: June Coleman

Confirmation of Minutes of Previous Meeting

Moved: Alison Bushell

Seconded: Debbie Marshall

Business arising from the Minutes

Correspondence:

Out:

- Thank Letters to:
 - Dennis Gersbach
 - Kellie Whitton
 - Kim Player
 - Jenny Wilcox & Chris
 - Mary-Jane Temora Floor Coverings
 - Chris McAuley
 - Steve Firth
 - James Durham
 - Cath New
- Sympathy Card to Hilda Brophy

In:

- Letter from Temora Shire Council re:
- Advising that Cr Ken Smith has been re elected to be the council representative on the TOAC Committee
Thank you reply from James Durham and Chris McAuley
- Fritsch Brothers Electrical Services Account for re-installing Video Cameras after renovations
- Temora Little Athletics asking for sponsorship
- Gersbach Firman re Smoke detectors
- Temora Down to Earth – requesting advertising sponsorship

Moved: Viv Leary

Seconded: Alison Bushell

Financial Report:

- Cath New will provide current Financial report for the General meeting 12th October

General Business:**New Members:**

Several new members have joined up and we have secured a volunteer worker for all day every alternate Thursdays of the month.

The new members craft items have proved very popular and have drawn new customers in store.

Shop Renovations:

Completed 12th September, volunteer members have reported very positive feedback from both members and customers.

Customer's comments include;

- how clean and bright the shop looks,
- now they can see everything easily
- it feels more friendly
- How big it looks
- Makes you want to walk down the back
- Customers walk in and say Wow how good it looks
- It's wonderful to have the shop so open and inviting

- It makes you want to walk in and look around

Renovation Costing;

- Knock down walls removal of rubble, painting of walls and cabinets all done by volunteer labour; cost Nil
- Carpet for the 3 rooms \$1,785.00
 - Back room \$2,023.00 to be paid off over 6 months to TSC
 - Saved \$733.46 by taking up and removing the old carpet & the council claiming back GST
- Electrician Chris McAuley \$1,1317.25
 - Gersbach paid for the replaced light switches at the front door and the extra light in back room
- Paint \$352.49---- 60 liters
- Matthews's Hardware \$294.36 (included
new skirting boards, undercoat paint for the cabinets)
- Miscellaneous \$ (includes Lunch for
volunteers, new wall clock, display tins, etc.)
- Fritsch Bros Electrical Security system \$252.45
- Pat Neasmith, plastic covering for cake table \$279.00
- Andrew Sproule 4 days labour donated

Total Spent;

We budgeted for between \$4,000.00 to \$5,000.00

New Evaporative Cooler;

Kelly Whitton has received 3 quotes and Denis Gersbach will make a decision soon as to who will be installing the new cooler.

Denis Gersbach has accepted Bill Cross quote to replace the cooler.
We will be advised when it will be installed

Funeral Notices:

Due to many concerns expressed by members and the committee it was decided that the Funeral Notices will be displayed in the corner of the front window as per usual.

Redated Sale Items:

The committee is aware that some members have returned sale items that were almost due to be removed from sale as their 12 months was almost up have been redated. The committee has decided that we will allow these items to remain in store until after Christmas and then those members will be requested to remove those items for 3 months when they will be able to bring them back for a further 6 months only.

Winter Stock Removal:

The committee has removed winter knitted/crocheted items from in store to make way for summer and Christmas stock

Members are asked to pick up any of their winter stock from the lockup room as soon as possible.

The committee has removed from display several handbags that have brand names clearly visible on the bags.

Some sale items have fallen off the top of shelves. Please take care when placing items especially frames that have glass in them.

Members sale item Stands:

As per our membership information members who provide their own stand are entitled to say if they do or don't want any other member's items sharing their stands.

New Light in Back Room;

The committee decided to ask Chris McAuley to quote on installing an extra LED light in the dark back area and also quote on replacing the current fluorescence tubes with LED Tubes.

Vicki to action.

Doug McGuirk;

Doug approached Viv and asked what we were doing with the metal poles that have been placed around the side of the building.

As the poles have been given to another members husband Doug will be let know they are not available

Shop Cleaning;

Committee decided to suspend Amanda Coleman from cleaning the shop for the foreseeable future.

Georgie Moatas has volunteered to do the shop cleaning at no cost.

Mary Gilmore Festival 18th – 20th October 2019;

Jean Luck and Kate Macauley will have a stall in the hall at Arian Park and have invited any crafter from TOAC to bring out any sale items they may like to put on display for sale .

To be discussed at general meeting.

Eggs:

As we have received several complaints about Melissa Hunter's Eggs being fertilized or rotten the committee decided that a letter should be sent to her explaining that we can no longer sell her eggs in store.

Advertising:

The re-opening article in the Temora Independent was well received by customers and Members and seemed to have the desired effect of bringing new customers to the shop.

TOAC:

All T/O sales excluding drinks will now be saved and where possible the monies will be donated to community projects such as Can assist, Temora Little athletics etc.

Members Xmas Cards:

It was decided that we will send Xmas cards to all our members thanking them for their continued support for the shop by providing their items for sale, volunteering and donations.

Remembrance Day:

Jean Luck to source a name of a local service person to feature in our Remembrance Day Window Display.

Vicki to check with Council to see if they have a spare Australian flag that we can borrow for the window

Xmas Stock:

Members to be advised that they are able to start bring in their xmas stock.

All stock must be placed into the lock up room for the Décor committee to display in store.

A Large xmas Tree and decorations have been donated for us to use as display in the shop

Members are invited to create a variety of xmas tree ornaments to be placed on the tree and for sale

Vacuum Cleaner

Viv has brought back her Vacuum as the smaller stick one is not strong enough to do the whole are of carpet.

| Meeting Closed at: [11.55am](#)

18.15 TEMORA WOMENS NETWORK AGM HELD 3 OCTOBER 2019

File Number: REP19/1257

Author: Secretary Engineering

Authoriser: General Manager

Attachments: 1. Temora Womens Network [!\[\]\(fa6f3af6bfa46c5d4a2d362681095beb_img.jpg\) !\[\]\(a9bc825d1a15412853cf9ebcbd72219d_img.jpg\)](#)

TEMORA WOMEN'S NETWORK COMMITTEE

ANNUAL MEETING

Meeting held Thursday, 3rd October, 2019 at Temora Shire Council, commencing 2.30pm

Present: Susan Jeri, Dianne Scott, Catherine Thompson, Norma Howard, Jean Gunn, Lindy Reinhold, Amanda Gay.

Apologies: Lyn Cartwright, Sally Deep.

Chairperson, Susan Jeri, welcomed members and special guest, Amanda Gay.

Minutes: Minutes of the last Annual Meeting were read and confirmed by Amanda and seconded by Susan. Motion carried.

Chairperson's Annual Report

Chairperson, Susan Jeri, spoke of the highly successful International Women's Day function held on 10th March, 2018. Approximately 80 people were present to hear two guest speakers and enjoy afternoon tea at the Temora Golf Club.

The committee also arranged a welcoming afternoon tea for a new comer from Iran, who was settling in to Temora with her husband and two small daughters. A Temora Gift Voucher was provided from reserved funds and gifts were provided by individual committee members.

Treasurer's Report

Balance of reserved funds provided by Council: \$1,983.58 Confirmed by Catherine, seconded by Lindy.

All positions were declared vacant.

Chairman, Amanda Gay, conducted an election of officers as follows:-

Chairman: Susan Jeri nominated by Amanda Gay and Dianne Scott

Vice Chairman: Dianne Scott nominated by Jean Gunn and Catherine Thompson

Secretary: Catherine Thompson nominated by Norma Howard and Jean Gunn

Treasurer: Lyn Cartwright nominated by Catherine Thompson and Jean Gunn

Amanda Gay addressed the committee on setting up a social media profile on Facebook and Instagram, which could be done with the skills of a student.

A discussion was held regarding the Temora Women's Network Terms of Reference, requiring a committee of 7 community members and 1 Council delegate.

A Quorum for all meetings shall be 50% plus one of the current committee.

A decision was made to appoint 3 members as delegates. It was moved by Susan and seconded by Dianne that the following be appointed:-

Delegate: Jean Gunn

Delegate: Norma Howard

Delegate: Sally Deep

Meeting closed at 3.15pm

18.16 TEMORA WOMENS NETWORK MINUTES HELD 3 OCTOBER 2019**File Number:** REP19/1255**Author:** Secretary Engineering**Authoriser:** General Manager**Attachments:** 1. Temora Womens Network [!\[\]\(cbe2492b119e39e02a1dab2af4a4b296_img.jpg\) !\[\]\(2f36c159ea3670f7a62f64a4f1cf5c05_img.jpg\)](#)

TEMORA WOMEN'S NETWORK COMMITTEE

Meeting held Thursday, 3rd October, 2019 at Temora Shire Council, commencing 3.00pm

Present: Susan Jeri, Dianne Scott, Catherine Thompson, Norma Howard, Jean Gunn, Lindy Reinhold, Amanda Gay.

Apologies: Lyn Cartwright, Sally Deep.

Chairman, Susan Jeri, welcomed everyone present.

MINUTES: Minutes of the last meeting were read.

Minutes confirmed by Catherine, but seconded by Jean on the condition that the title RSL Club had to be changed to Temora Ex-Services Club. Motion carried.

TREASURER'S REPORT

Balance of reserved funds provided by Council: \$1,983.58 Confirmed by Catherine, seconded by Dianne. Motion carried.

CORRESPONDENCE:

Incoming letter from Temora Shire Council, General Manager, GC Lavelle, advising that Cr. Lindy Reinhold was elected to represent Council on the Temora Women' Network as from 19th September, 2019. Motion moved by Susan, seconded by Dianne. Motion carried.

GENERAL BUSINESS:

A discussion was held about organising a programme for International Women's Day on 8th March, 2020. A topic suggested was Gender ID – equality not recognised by skin colour, country of birth or ageing issues, etc

The Golf Club to be booked.

Meeting closed at 4pm

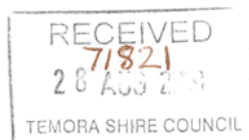
Next meeting: Thursday 14th November, 2019

2.30pm at Temora Ex Services Club

18.17 PREMIER NSW - EMERGENCY SERVICES LEVY**File Number:** REP19/1150**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Emergency Services Levy  **FIRST HEADING**

Advising that the NSW Government will fund the 2019/2020 increase in the Emergency Services Levy for all local Councils.

The Government will consult with Councils to help manage the impacts of the Emergency Services Levy on annual budgeting cycles for 2020/2021.



Ref: A3098770
23 AUG 2019

Councillor Rick Firman OAM
Mayor
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Dear Mayor,

Thank you for your correspondence of 2 August 2019 regarding the impact of the Emergency Services Levy (ESL) on local councils.

The NSW Government acknowledges this additional cost presents challenges for councils who have already developed and approved their 2019-20 budgets. As a result, the NSW Government recently announced it will fund the 2019-20 increase in the ESL to meet the cost of new workers' compensation arrangements for firefighters for all local councils. This will enable firefighters with cancer, who have risked their lives to keep the community safe, to receive the care and support they deserve. A copy of the media release for this announcement is attached.

This investment totals \$13.6 million and will particularly assist councils in regional and rural areas badly affected by the drought.

We will also continue to consult with local councils to help them better manage the impacts of the ESL on annual budgeting cycles for 2020-21 onwards.

Thank you for taking the time to bring this matter to my attention.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'G. Berejiklian'.

Gladys Berejiklian MP
Premier

CC: The Hon Shelley Hancock MP, Minister for Local Government
Ms Steph Cooke MP, Member for Cootamundra



John Barilaro
Acting Premier

Shelley Hancock
Minister for Local Government

MEDIA RELEASE

Tuesday, 13 August 2019

71821

ONE YEAR REPRIEVE FOR COUNCIL EMERGENCY SERVICES LEVY

The NSW Government today announced it would fund the increase in the emergency services levy for NSW councils this financial year to meet the cost of new workers' compensation for firefighters.

Acting Premier and Minister for Regional NSW John Barilaro and the Minister for Local Government Shelley Hancock said the State's 128 councils would not have to pay the additional \$13.6 million this financial year.

"The NSW Government acknowledges that this additional cost presented challenges for councils, particularly those in regional and rural areas badly affected by the drought," Mr Barilaro said.

"That's why the Government will fund the \$13.6 million to cover the additional levy costs to support firefighters who develop cancer, to alleviate the immediate pressure on local councils.

"Our emergency services have long been funded through a cost sharing arrangement between insurers, councils and the Government. It's important that this continues and we look after the health and wellbeing of our frontline firefighters."

Mrs Hancock said the Government has listened to the concerns of local councils.

"We acknowledge that many councils had already developed and approved their 2019-20 Budgets before the invoices for the increased emergency services levy were issued and this has caused some angst," Mrs Hancock said.

"We will continue to consult with local councils to better manage the impacts of the emergency services levy especially on their annual budgeting cycles.

"It is clear that both State and local governments acknowledge the importance of providing support for those emergency service workers who have given so much to protect communities and I look forward to continuing to work with local councils to ensure this is the case."

Minister for Emergency Services David Elliott said firefighters risk their lives to keep the people of NSW safe every day and it's important they receive the full support of the communities they serve.

"The new laws enable eligible firefighters diagnosed with one of 12 cancers to automatically be presumed to have acquired that cancer because of their firefighting work," Mr Elliott said.

"These changes will ensure current and former firefighters – both volunteer and paid – who need care and support receive their entitlements immediately."

Mrs Hancock said the Government will continue to support local councils to deliver for their local communities.

“Since 2011, the NSW Government has provided more than \$9 billion to councils to deliver and improve local infrastructure, services and facilities for their communities,” Mrs Hancock said.

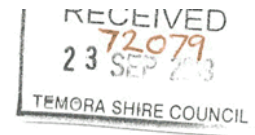
**MEDIA: James Jooste | Deputy Premier | 0429 978 036
Jane Boag | Minister Hancock | 0419 417 514**

18.18 MICHAEL MCCORMACK MP - PRE POLL VOTING**File Number:** REP19/1190**Author:** Executive Assistant**Authoriser:** General Manager**Attachments:** 1. Michael McCormack [↓](#) 

Advising of correspondence from Senator the Hon Zed Seselja in regards to no pre poll voting in Temora for the Federal Election. Encourage Council to make a submission to the Joint Standing Committee on Electoral Matters.

Michael McCormack MP

Federal Member for Riverina
Deputy Prime Minister of Australia
Minister for Infrastructure, Transport and Regional Development
Leader of the Nationals



Mr Gary Lavelle PSM
General Manager
Temora Shire Council
PO Box 262
TEMORA NSW 2666

Gary
Dear Mr Lavelle

I have received a letter from Senator the Hon Zed Seselja, Assistant Minister for Finance, Charities and Electoral Matters, in response to a representation I made on behalf of Temora Shire Council regarding its concerns about no pre-poll voting being made available in Temora for the May Federal election.

I note from the letter there does not appear to be a closed door for pre-poll voting at Temora in future Federal elections and I would encourage Council to make a submission to the Joint Standing Committee on Electoral Matters as offered by Assistant Minister Seselja.

Please find enclosed a copy of Assistant Minister Seselja's letter for your information.

Thank you for contacting me on this matter.

Yours sincerely

Michael McCormack

Michael McCormack MP

Federal Member for Riverina
mm.kg.wga

16/19/2019

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Canberra ACT 2600
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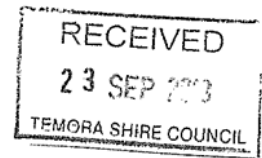
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website www.michaelmccormack.com.au



THE NATIONALS for Regional Australia



SENATOR THE HON ZED SESELJA
Assistant Minister for Finance, Charities and Electoral Matters

REF: MC19-000124

The Hon Michael McCormack MP
Deputy Prime Minister
Minister for Infrastructure, Transport and Regional Development
Leader of the Nationals
Suite 2, 11-15 Fitzmaurice Street
WAGGA WAGGA NSW 2650

Michael
~~Dear Deputy Prime Minister~~

Temora pre-poll voting

Thank you for your correspondence of 27 May 2019 on behalf of Temora Shire Council concerning pre-poll voting in Temora. I apologise for the delay in getting back to you.

The Australian Electoral Commission (AEC) has advised me that the location of pre-poll voting centres is determined using population data, guided by a policy that ensures a nationally consistent approach to pre-poll voting services. This policy, updated after the 2016 election, resulted in an increase nationally of the number of pre-poll voting centres for the 2019 election. The AEC reviews its service offering for every division before each federal election.

The AEC analysed the data ahead of the 2019 federal election to determine the most effective locations for pre-poll voting centres. Unfortunately Temora did not meet the national criteria for a pre-poll voting centre.

The AEC's primary service to voters is through provision of polling places on election day. Temora residents were serviced by two polling places on election day, and in addition to this, mobile polling services were provided to nursing homes and the local hospital. The AEC's policy requires a locality to have a population of 5,000 people in order for it to have a pre-poll voting centre. Census data for Temora shows the population is 4,693 and according to the AEC's current enrolment data, the number of enrolled electors in Temora is 3,634.

There are a number of situations that may influence whether the AEC would consider an exemption to the policy, however this would more likely result in provision of a service where no other voting service was available and where there are particular unique circumstances; or where a location meets the population threshold but is located in close proximity to a large population centre. Other factors may include availability of suitable premises or staff. Mr Gary Lavelle PSM, General Manager, Temora Shire Council, observed in his letter to you that there were a number of pre-poll voting centres in neighbouring towns of Cootamundra (54km), West Wyalong (69km), Young (80km) and Wagga Wagga (86km) for the 2019 federal election. The AEC reviews its service offering for every division before each federal election, and it will consider the policy regarding the pre-poll footprint as part of this review process.

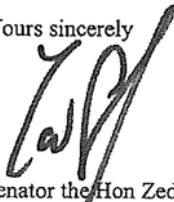
Parliament House, Canberra ACT 2600 Telephone: (02) 6277 3187

The AEC acknowledges the concerns around the postal system, however postal voting is also an established method of voting, making up almost 10 per cent of all votes counted. All voters unable to vote on election day or access a pre-poll voting centre were able to apply for a postal vote, or apply to become General Postal Voters to ensure voting materials for all future elections would be posted to them as soon as ballot papers were printed.

After each federal election, the Joint Standing Committee on Electoral Matters (JSCEM) holds an inquiry into all aspects of the conduct of the election. Temora Shire Council may wish to make a submission to the inquiry. Information about the inquiry and how to make a submission will be available on the JSCEM website at https://www.aph.gov.au/Parliamentary_Business/Committees/Joint/Electoral_Matters/2019Federalelection. Submissions are requested by 20 September 2019.

Thank you for bringing the matter to my attention.

Yours sincerely



Senator the Hon Zed Seselja
Assistant Minister for Finance, Charities and Electoral Matters

3 / 1 / 2019

19 CONFIDENTIAL REPORTS**RECOMMENDATION**

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 6.30PM:

19.1 Confidential Minutes of the Assets & Operations Committee Meeting held on 8 October 2019

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.

RESOLUTION 423/2019

Moved: Cr Graham Sinclair

Seconded: Cr Kenneth Smith

It was resolved that the reports be received.

RESOLUTION 424/2019

Moved: Cr Kenneth Smith

Seconded: Cr Graham Sinclair

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

CARRIED

19.2 Confidential Minutes of the Economic Development Committee Meeting held on 8 October 2019

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.

RESOLUTION 425/2019

Moved: Cr Max Oliver

Seconded: Cr Dale Wiencke

It was resolved that the reports be received.

RESOLUTION 426/2019

Moved: Cr Dale Wiencke

Seconded: Cr Graham Sinclair

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

CARRIED

19.3 General Manager - Contract of Employment

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 427/2019

Moved: Cr Max Oliver

Seconded: Cr Kenneth Smith

It was resolved

- 1. That Mr Lavelle be offered a five-year Contract, commencing 1 November 2019. That having regard to Mr Lavelle's proposed intentions, that an ordered separation process be put in place at the time of signing a new Contract.**
- 2. That a 5% increase be applied to the existing 2019/2020 General Managers TRP. That Council, subject to consistent Performance Reviews, note the need to consider meeting the market with the General Manager's TRP.**
- 3. That the Mayor be authorised to sign the Separation Agreement**

CARRIED

19.4 Temora Pool 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.

RESOLUTION 428/2019

Moved: Cr Lindy Reinhold

Seconded: Cr Max Oliver

- 1. It was resolved that Council indicated there is a desire to utilise the concept of intergenerational equity to fund part or all of the swimming pool upgrade project**
- 2. Request more detailed costings and analysis for consideration in the 2020/21 budget estimate process.**

CARRIED

19.5 Pinnacle Community Services

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.

RESOLUTION 429/2019**Moved: Cr Max Oliver****Seconded: Cr Kenneth Smith**

It was moved that Council endorse the purchase of 50 – 60 Aurora Street for the negotiated rate and that the existing Pinnacle House in Grey Street be offered for Sale.

AMENDMENT**Moved: Cr Claire McLaren****Seconded: Cr Lindy Reinhold**

It was resolved that Council endorse the purchase of 50 – 60 Aurora Street for the negotiated rate and

That a report be supplied to show the benefits of retaining the Grey Street house.

CARRIED**19.6 Temora Arts Precinct**

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 430/2019**Moved: Cr Graham Sinclair****Seconded: Cr Lindy Reinhold****Moved that Council:**

- 1. Support Council officers to prepare a revised concept plan for the development of the Temora Arts Precinct,**
- 2. Allocate agreed resources to developing the design and**
- 3. Receive a future report on the draft concept plan at the December Assets and Operations Committee Meeting**

The Motion was put and lost.

Moved: Cr Dale Wiencke**Seconded: Cr Nigel Judd****Moved that Council:**

- 1. Support Council officers to prepare a revised concept plan for the development of the Temora Arts Precinct and include user groups in a working party,**
- 2. Allocate agreed resources to developing the design**
- 3. Council advertise for residents interest to be on the working party committee**

CARRIED

RESOLUTION 431/2019

Moved: Cr Max Oliver

Seconded: Cr Graham Sinclair

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

CARRIED

20 MEETING CLOSE

The Meeting closed at 8.21PM.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 November 2019.

.....
GENERAL MANAGER

.....
CHAIRMAN