



## 2022/2023 REVENUE POLICY INC. FEES AND CHARGES



## STATEMENT OF REVENUE POLICY

### Introduction

The Local Government 1993 (the Act) requires Council, under section 405, to include a Statement of Revenue Policy in its annual Operational Plan. In compiling this statement, significant factors have been considered in conjunction with the projected Operational Budget. In the current economic climate, Council is continuing to face cost pressures while being relatively constrained with static revenue base. The 2022-23 Operational Budget has been formulated within these income and cost constraints. The Revenue Policy is a key component of the Operational Plan and lists Council's Rates, Fees and Charges for 2022-23, including all areas that support the generation of Council's income. Revenue categories include:

- Rates
- Annual charges for services
- Fees for services
- Commonwealth and State Government Grants
- Earnings on investments
- Borrowings
- Other revenues, including income from the sale of assets

Council adopts its Revenue Policy on an annual basis.

The following sections provide information regarding how Council will levy ordinary land rates, charges and fees in the 2022/23 financial year and the anticipated revenue that will be derived from each separate rate, charge and fee.

## Rates

Rates are levied on the land value (as determined by the Valuer General) of the property and in accordance with the Act.

### Categorisation of Land for the purposes of ordinary rates

Council has categorised all rateable properties in accordance with section 514 of the Act to be within one of the following rating categories.

- Farmland
- Residential
- Mining
- Business

Before making an ordinary rate, a council may determine a sub-category or sub-categories for one or more categories of rateable land in its area. A sub-category may be determined for the category:

- "Farmland" according to the intensity of the land use, the irrigability of the land, or economic factors affecting the land, or
- "Residential" according to whether the land is rural residential land or is within a centre of population, or
- "Mining" according to the kind of mining involved, or
- "Business" according to a centre of activity.

### Rating Methods

The Act provides Council with the following three alternative methods for levying rates:

- Solely ad valorem rating
- Minimum rate plus ad valorem rate
- A base amount of up to 50 per cent of the total yield required to be raised from a category or sub-category plus an ad valorem rate.

The ad valorem amount of a rate is an amount in the dollar determined for a specified year by the council and expressed to apply, in the case of an ordinary rate, to the Land Value of all rateable land in the council's area within the category or sub-category of the ordinary rate.

## Land Valuations

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Land valuations are supplied to Council by the NSW Valuer General's Office (VG) and are based on the unimproved capital value (ignore any developments) on the land. Land valuations are used by Councils to levy ordinary land rates. For equity purposes, the VG usually provides Council with updated land valuations every three years. July 2019 base date valuations were supplied by the VG and are used for rating from the 2020-21 financial year. The next general land valuation will be issued in 2022. Council uses land values to equitably levy ordinary land rates by applying a rate in the dollar to an individual property's land valuation. A different rate in the dollar applies to different rating categorisations. Effectively rates are an asset tax, the higher a property's land value, the more rates they will contribute based on the "ability to pay" taxation principle. An increase in total land valuations received from the VG does not increase Council's total permissible annual income; they simply redistribute the rate burden between individual properties based on that property's change in comparison to others. More information about land valuations and their use by councils is available from the Property NSW website at [http://www.valuergeneral.nsw.gov.au/council\\_rates](http://www.valuergeneral.nsw.gov.au/council_rates).

## Total Permissible Revenue – Rate Pegging and Special Rate Variation

The rate peg is a percentage determined by the Independent Pricing and Regulatory Tribunal (IPART) each year that limits the maximum general income NSW councils can collect above the income it collected in the previous year. The rate pegging limit for 2022/23 determined by IPART is 0.7 percent. General income comprises income from ordinary land rates and special rates.

Council applied for an increase above the rate peg limit under section 508 of the Local Government Act 1993, which was determined by IPART in 2017/18, for a 10% increase each year for a period of seven years and is currently levying rates based on a Special Rate Variation (SRV) approved by IPART. The SRV is in place for 7 years and commenced on 1 July 2018 for a 10% increase inclusive of any rate peg amount during this timeframe.

The Total Permissible Yield does not include income derived from fees or charges for water, sewer, waste management, stormwater, on-site sewage management fees etc. The rate peg applies to total income, and therefore individual property rates may fluctuate depending upon their rating categorisation, Council's adopted rating structure and their land valuation.

Anticipated yields from the Rating Categories are as follows –

Farmland Rates	\$1,610,514
Residential Rates	\$433,028
Business Rates	\$438,663
Mining – Mineral Sands categorised as Business	<u>\$685,474</u>
	<u>\$3,167,679</u>



### Application to IPART to Create a Mining Category as a Stand Alone Category Outside of any Notional Yield Calculation

Council has applied to IPART to remove the Mining - Mineral Sands from its current Business Category, to a Mining Category and for the Mining Category component to commence from 2025/26 as a stand alone category outside of any notional yield calculation. Council has taken this step due to the nature of mining commencing, and stopping at some future point in time which would significantly impact on ratepayers then having to fund what was being paid by the mines. It is proposed that should IPART approve Council's application then General Rates are proposed to increase by 7% from 2025/26 until 2031/32.

### Rate Instalment dates

Section 562 (3)(b) of the Act states "If payment is made by quarterly instalments, the instalments are payable by 31 August, 30 November, 28 February and 31 May", except as provided in subsection 4". It has been Council's practice to extend the payment date to the first working day after the due date if the instalment falls due on a weekend.

RATES & CHARGES										
Proposed 2022/2023										
	No of Properties for 2022/23	Property Valuations 2022/23	Average Property Value	Ad Valorem Rate 2022/23	Ad Valorem Value	Base Rate 2022/23	Base Rate Value	Notional Income Yield	Base Rate %	Average Rate per Property
Farmland - General	249	\$439,703,900	\$1,765,879	0.002080	\$914,584	\$660	\$164,340	\$1,078,924	15%	\$4,333
Farmland - Irrigable Horticulture	7	\$26,066,000	\$3,723,714	0.007050	\$183,765	\$660	\$4,620	\$188,385	2%	\$26,912
Farmland - Intense	120	\$33,418,300	\$278,486	0.007900	\$264,005	\$660	\$79,200	\$343,205	23%	\$2,860
Farmland Total	376	\$499,188,200	\$5,768,079		\$1,362,354		\$248,160	\$1,610,514		
Residential - Balranald	534	\$23,485,000	\$43,979	0.00540	\$126,819	\$220	\$117,480	\$244,299	48.1%	\$457
Residential - Euston	248	\$20,079,500	\$80,966	0.00284	\$57,026	\$220	\$54,560	\$111,586	48.9%	\$450
Residential - Oxley	32	\$118,000	\$3,688	0.04800	\$5,664	\$110	\$3,520	\$9,184	38.3%	\$287
Residential - General 0-2ha	71	\$3,398,500	\$47,866	0.00493	\$16,741	\$220	\$15,620	\$32,361	48.3%	\$456
Residential Rural - 2-40ha	56	\$7,274,500	\$129,902	0.00320	\$23,278	\$220	\$12,320	\$35,598	34.6%	\$636
Residential - Total	941	\$54,355,500	\$306,401		\$229,528		\$203,500	\$433,028		
Business - Balranald	69	\$3,572,000	\$51,768	0.03150	\$112,518	\$450	\$31,050	\$143,568	21.6%	\$2,081
Business - Euston	16	\$2,632,000	\$164,500	0.02100	\$55,272	\$450	\$7,200	\$62,472	11.5%	\$3,905

Business - Rural	86	\$2,300,800	\$26,753	0.01250	\$28,760	\$210	\$18,060	\$46,820	38.6%	\$544
Business - Solar Farms	2	\$4,139,000	\$2,069,500	0.03630	\$150,246	\$935	\$1,870	\$152,116	1.2%	\$76,058
Business - Mining Gravel	6	\$57,500	\$9,583	0.01770	\$1,018	\$120	\$720	\$1,738	41.4%	\$290
Business - Parishes of Paika, Penarie, Woolpagerie & Majenta - Mining Gypsum	3	\$525,000	\$175,000	0.05800	\$30,450	\$500	\$1,500	\$31,950	4.7%	\$10,650
Business - Parishes of Willibah, Bidura, Solferina - Mineral Sands Mines	1	\$8,520,000	\$8,520,000	0.08019	\$683,219	\$2,255	\$2,255	\$685,474	0.3%	\$685,474
*Business - Parishes of Pitapunga, Crokee, Muckee & Lawrence - Mineral Sands Mines	0	\$5,000,000	\$5,000,000	0.17600	\$880,000	\$2,255	\$2,250	\$0		\$882,255
Business - Total	183	\$21,746,300	\$11,017,105		\$1,061,482		\$62,655	\$1,124,137		\$779,001
GRAND TOTAL	1500	\$575,290,000	\$17,091,585		\$2,653,364		\$514,315	\$3,167,679		\$779,001

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## Charges

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Under sections 496, 496A and 501 of the Act, a council may levy annual charges for the following services:

- Water
- Sewer
- Domestic Waste Management
- Non-Domestic Waste Management
- Stormwater Management

Under section 502 of the Act, Council may levy charges for actual use for the following services:

- Water Usage
- Sewer Usage
- Liquid Trade Waste

Water, Sewer and Waste Management charges relating to non-rateable properties will be charged in accordance with sections 496, 501, and 502 of the Act. For the purposes of charging these non-rateable properties that actually use these services in accordance with section 503 (2) of the Act, the charges to be applied are the same as those charged against rateable properties as these charges are representative of use.

### Water access and usage charges

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The water access charge is an annual charge, under section 501 of the Act, levied to customers and is independent of the level of consumption. The annual access charges for water are estimated to yield \$901,500 for the 2022-23 financial year.

Raw & Filtered Water Residential & Non Residential Access Charges based on pipe size:-	Actual 2021-22	Proposed 2022-23
20mm connection	\$345.00	\$379.50
25mm connection	539.00	\$592.90
32mm connection	\$883.00	\$971.30
40mm connection	\$1,380.00	\$1518.00
50mm connection	\$2,156.00	\$2,371.60
80mm connection	\$5,520.00	\$6,072.00
100mm connection	\$8,625.00	\$9,487.50
Raw Water Usage – Residential & Non-Residential		
Usage Charges up to 600kl per annum per kilolitre	\$1.00	\$1.10
Usage Charges from 601kl or greater per kilolitre	\$1.40	\$1.54
Filtered Water Usage – Residential & Non-Residential		
Usage Charges up to 400kl per annum per kilolitre	\$1.55	\$1.70
Usage Charges from 401kl or greater per kilolitre	\$2.30	\$2.53
Raw Water Usage Community Land per kilolitre	\$0.40	\$0.44



Residential Flats, Units and Multiple Dwellings up to 10 Dwellings for Raw and Filtered Water	Connection Charge + 50% of Connection dwelling thereafter	Connection Charge + 50% of 20mm Access Charge per dwelling thereafter
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### Sewerage access charges

The sewer access charge is an annual charge, under section 501 of the Act, levied to customers and is independent of the level of usage. The annual access charges for sewer are estimated to yield \$671,000 for 2022-23 financial year.

#### Sewer Charges for 2022-23

Sewer Access Charges	Actual	Proposed Charge
Description	2021-22	2022-23
20mm connection	\$580.00	\$638.00
25mm connection	\$906.00	\$996.60
32mm connection	\$1,484.80	\$1,633.30
40mm connection	\$2,320.00	\$2,552.00
50mm connection	\$3,625.00	\$3,987.50
80mm connection	\$9,280.00	\$10,208.00
100mm connection	\$14,500.00	\$15,950.00
Unconnected Sewer Access Charge	\$435.00	\$478.50
<b>Volumetric Sewer Discharge Rate</b>		
Volumetric Sewer Discharge Rate per kilolitre	\$2.20	\$2.42
<b>Pedestal Charges</b>		
Non Residential Pedestal Charge for every dwelling with more than two Pedestals per Pedestal	\$105.00	\$115.50
Pedestal Charges Accommodation Camp	\$200	\$220.00

Residential Flats, Units and Multiple Dwellings up to 10 Dwellings for Sewer Access Charge	Connection Charge + 50% of Connection per dwelling thereafter	Connection Charge + 50% of 20mm Access Charge per dwelling thereafter
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### Stormwater Management Charge

Council will levy a stormwater management charge, under section 496A of the Act, against rateable properties for which the service is available in order to establish and sustain a funding source for improved storm water management. This charge appears as a separate charge on the rate notice.

The charging methodology used by Council was established under the guidelines released by the Office of Local Government. The guidelines provide Council with the opportunity to levy charges on a catchment area or global basis while ensuring that the total income generated does not exceed the level of expenditure for new and additional stormwater management services. Council will be developing a stormwater capital works program and as a result, a global approach will be used to enable significant works to be funded at a given time using all the revenue levied.

#### Stormwater Management Charges for 2022-23

Description	Charge 2021-22	Proposed Charge 2022-23
Residential Property per annum	\$25.00	\$25.00
Residential Strata Property per annum	\$12.50	\$12.50
Business Property per annum	\$25.00	\$25.00
Business Strata Property per annum	\$12.50	\$12.50

Funds derived from the Stormwater Management Service Charge must be spent on transparent works and the community must be advised of the proposed works and project as part of the Operational Plan consultation process. For 2022-23 financial year the estimated gross yield is \$18,800.

### Waste Management Charges

Council cannot apply income from ordinary rates towards the cost of providing Domestic Waste Management services. Therefore, Council levies a Domestic Waste Management Charge under section 496 of the Act. The charge applies uniformly to each separate residential occupancy of rateable land (including vacant land) for which the service is available (i.e. properties that are along the route of the waste collection service). In determining the annual Domestic Waste Management Charge, Council must include all expenditure that relates to the delivery of this service and may include provision for the future increases to allow for equalisation of pricing from year to year. This is considered a prudent approach as the waste management subject to changing industry regulation and cost and operational requirements that have a potential for significant variations in the future. The Domestic Waste Management Charge for 2022-23 is estimated to

#### Waste Management Charges for 2022-23

Description	Charge 2021-22	Charge 2022-23
Residential Domestic Waste Charge per property per annum	\$355.00	\$390.00
Domestic Waste Charge Vacant Land per property per annum	\$60.00	\$66.00
Commercial Waste Collection Euston – 1 Collection per week per approved bin	\$355.00	\$390.00
Commercial Waste Collection Balranald and Euston – 2 Collections per week per approved bin	\$550.00	\$605.00
Domestic and Commercial Euston – Additional Bin	\$250.00	\$275.00
Commercial Waste Collection Balranald Additional Bin	\$250.00	\$275.00

### Revenue Policy - Other

#### Interest on Overdue Rates and Charges

Council has not yet been notified by the Office of Local Government of the interest rate payable for overdue rates and charges, under section 566 of the Act, for the 2022-23 financial year is. It is proposed to apply the maximum rate as advised by the Minister.

#### Part Year Adjustments to Rates and Charges

Property rates and charges will be adjusted on a quarterly basis following a change in circumstances (e.g. subdivision or change in rating categorisation), in accordance with sections 527 and 546 of the Act. Relevant adjustments to rates and charges will be made from the next rating quarter following the effective date of the charge (subdivision plan registration date or date an application for categorisation review was made). The exception to this is for waste collection charges where adjustments are made either as above or on a pro-rata basis, whichever event is earlier.

Retrospective adjustments would usually be made for the current and previous years only however, Council may decide to make adjustments for a period outside this range in certain cases at its discretion depending upon equity and specific circumstances. Council may choose not to make current year adjustments if the value of the adjustment is less than \$50 if Council considers that the account will be uneconomical to collect.

#### Making the rate and charges and setting the interest rate

In accordance with sections 533, 534, 535, 543 and 566 of the Act, Council must make the rates and charges and set the interest rate annually. Council must also give a short name to each rate and charge made. A separate report will be presented to Council in May to adopt the rates, charges and interest rate to satisfy these legislative requirements.

### Pensioner Concessions

Council provides concessions for eligible pensioners under section 575 of the Act as follows:

- 50 per cent of the combined ordinary land rate and domestic waste management charge up to a \$250 maximum rebate.
- 50 per cent of water fixed and usage charges up to an \$87.50 maximum rebate
- 50 per cent of sewerage fixed charge up to an \$87.50 maximum rebate

Council funds 45 per cent of the total concession granted, with 50 per cent funded by the NSW Government and the remaining 5 per cent by the Australian Government.

- Holders of a Pensioner Concession Card (PCC);
- Holders of a gold card embossed with 'TPI' (Totally Permanently Incapacitated);
- Holders of a gold card embossed with 'EDA' (Extreme Disablement Adjustment)
- War widow or widower or wholly dependent partner entitled to the DVA income support supplement.



## Borrowings

Council determines borrowing requirements in conjunction with the review of its Delivery Program each year.

The borrowing of funds if required, will be in accordance with Part 12 - Loans, Sections 621, 622, 623 and 624 of the Act and the 'Borrowing Order' issued by the Minister for Local Government, dated 27 September 1993.

Council will not be sourcing loan funding for the 2022/23 financial year.

## Pricing Policy

Council's pricing policy aims to be equitable by recognising people's ability to pay and balancing expectation that some services will be cross-subsidised for the common good of the community.

Council's key pricing strategies are to:

- develop pricing structure that can be administered simply and inexpensively and be easily understood by members of the public
- explore all cost-effective opportunities to maximise Council's revenue base,
- balance the dependences on rates and grants against other funding sources, and
- apply full cost attribution to all business activities considered to be of a commercial nature

Council's pricing principles are:

#### STATUTORY

The price for goods / services are a statutory charge set by government legislation.

#### FULL COST RECOVERY

The price for goods / services are set to recover the total operating costs, both direct and indirect, of providing this good / service. Indirect costs are to include taxation equivalent payments, where applicable, in accordance with the principles of National Competition Policy.

#### PARTIAL COST RECOVERY

The price for goods / services are set to make a significant contribution towards the operating costs, both direct and indirect, of providing the goods / services. The remainder of the costs are met from property rates and general-purpose income.

#### REFERENCE PRICE

The price for goods / services are set by reference to prices charged for similar goods / services by like councils or competitors. Council's schedule of Fees and Charges has been prepared using the best information available in relation to the GST impact on the fees and charges at the time of publication. If a fee that is shown as being subject to GST is subsequently proven not to be subject to GST, the that fee will be amended by reducing the GST to nil. Conversely, if Council is advised that a fee which is shown as being not subject to GST becomes subject to GST then the fee will be increased, but only to the extent of the GST.

## 2022 / 2023 Proposed Fees and Charges

ACTIVITY	PROPOSED FEES and CHARGES 2022/2023 GST Inc.	GST STATUS	PRICING POLICY	COMMENT
<b>ACCESS TO PUBLIC INFORMATION</b>				
GIPA Application Fee	\$30.00	Exempt	Legislative	Includes first hour processing time, not charged where application is not decided in time.
Processing Time	\$30 per hour	Exempt	Legislative	
Discount	50% of processing charges	Exempt	Legislative	Refer s85 & s88 of GIPA Act
Advance Deposit	50% of processing charges	Exempt	Legislative	Refer s85 of GIPA Act
Internal Review Processing Fee	\$40.00	Exempt	Legislative	Refer s83(1) & s85(1) of GIPA Act
Informal Access Application	\$0.00	Exempt		Copying charges may apply in accordance with Records Policy Charges
Personal Information	See Comment	Exempt	Legislative	Up to 20 hours without additional charge
<b>LEGAL FEES</b>				
Legal Action	At Full Cost Recovery	Inclusive	Full Cost	
Dishonoured Cheque/payment inclusive of bank fee	\$25.00	Exempt	Full Cost	
Subpoena	Reasonable expenses of the addressee of attending court as required by the subpoena	Exempt	Full Cost	Uniform Civil Procedure Rules Part 33 rule 33.8
<b>INTEREST</b>				
Interest charges payable on overdue rates and charges	To be advised by the Minister or OLG	Exempt	Legislative	Applied on simple interest basis
Interest charges on overdue debts	6% per annum	Exempt	Legislative	Applied on simple interest basis
<b>BOARD CARE HOSTEL FEES</b>				
Bond & Fees	By agreement subject to Dept. of Health and Ageing Guidelines			
<b>ANIMAL CONTROL</b>				
Companion Animals Lifetime Registration (Animals must be microchipped prior to registration, fees as per Legislation)				
Entire Animal*	\$23.00	Exempt	Legislative	*Pensioner rate not applicable for entire animal ** GST Exempt under CR2014/6
Deceased animal	\$58.00	Exempt	Legislative	** GST Exempt under CR2014/6
Deceased animal (pensioner with verification)	\$25.00	Exempt	Legislative	** GST Exempt under CR2014/6
Animal owned by recognised breeder	\$58.00	Exempt	Legislative	** GST Exempt under CR2014/6
Pound/ Shelter animal - deceased	\$29.00	Exempt	Legislative	** GST Exempt under CR2014/6
Assistance animal (with verification)	FREE	Exempt	Legislative	** GST Exempt under CR2014/6
Greyhound currently registered under the Greyhound Racing Act 2009	FREE	Exempt	Legislative	** GST Exempt under CR2014/6
Working dog (with verification)	FREE	Exempt	Legislative	** GST Exempt under CR2014/6
Late fee where registration fee not paid after 28 days of requirement to be registered	\$16.00	Exempt	Legislative	** GST Exempt under CR2014/6
<b>Impounding Fees - Companion Animals</b>				
<b>Unregistered Dog</b>				
Release Fee - First Offense	\$104.00	Exempt		** GST Exempt under CR2014/6
+ Microchipping and Vet Fee	Cost + 10%	Inclusive	Full cost	Fee for elected veterinary services
+ Appropriate Registration Fee	Cost + 10%	Inclusive	Full cost	Companion animals registration fee
<b>Registered Dog</b>				
Release fee	\$74.00	Exempt	Full cost	** GST Exempt under CR2014/6

If impounded again within 12 months (repeated offences)	\$104.00	Exempt	Full cost	** GST Exempt under CR2014/6
Maintenance per animal per day (includes sustenance)				
Dogs	\$21.00	Exempt	Full cost	** GST Exempt under CR2014/6
<b>Impounding Fees – Companion Animals cont.</b>				
Adoption of animal				Registration Fees only apply
<b>Impounding Fees – Livestock</b>				
Administration per animal	\$70.00	Exempt	Full cost	** GST Exempt under CR2014/6
Maintenance per animal per day	\$21.00	Exempt	Full cost	** GST Exempt under CR2014/6
Transportation fee	Actual cost plus 15%	Exempt	Full cost	** GST Exempt under CR2014/6
Release fee per animal	\$104.00	Exempt	Full cost	** GST Exempt under CR2014/6
<b>Hire of Cat Traps</b>				
Hire of Cat Trap Deposit	\$35.00	Exempt	Full Cost	Refundable Deposit
Hire of Cat Trap (per week)	\$15.00	Inclusive	Full cost	** GST Exempt under CR2014/6
<b>CEMETERIES</b>				
<b>Lawn Cemetery</b>				
Purchase of Site	\$1,150.00	Inclusive	Full cost	includes maintenance
Interment - includes digging/backfilling, assistance of \$500.00 towards supply & fixing of plaque	\$2,000.00	Inclusive	Part Cost	
Placement of ashes in existing grave	\$500.00	Inclusive	Part Cost	
Weekends Public Holidays additional	Cost plus 75% Penalty rate	Inclusive	Part Cost	Saturday
	Cost plus 100% Penalty rate	Inclusive	Part Cost	Sunday
Shelf for infant (in existing grave)	\$1,000.00	Inclusive	Part Cost	
Purchase of Plaque	Cost + 10%			
Ashes – Memorial Wall Interment & plaque	\$775.00	Inclusive	Part Cost	
Removal & replacement of headstone	\$600.00	Inclusive	Full cost	
Re-open & close vault	\$600.00	Inclusive	Full cost	
<b>Monumental Masonry Permits</b>				
Permit to erect				
Place slab over grave	\$130.00	Inclusive	Full cost	
Erect tomb or memorial	\$235.00	Inclusive	Full cost	
Provide and install vase	\$235.00	Inclusive	Full cost	
<b>Denominational Cemetery</b>				
Purchase of Allotment	\$1,150.00	Inclusive	Part Cost	includes maintenance
Interment	\$1,000.00	Inclusive	Part Cost	
Placement of ashes in existing grave	\$500.00	Inclusive	Part Cost	
Shelf for infant (in existing grave)	\$1,000.00	Inclusive	Part Cost	
Removal or Exhumation of body/ashes in any cemetery	Actual cost	Inclusive	Full Cost	Consent required
<b>Notes</b>				
Certificate Urgency Fee	\$50.00	Exempt	Partial	Certificate Processed within 24 hrs of payment
Section 903	\$65.00	Exempt	Legislative	903 Rules Certificate
Special water meter reading per meter	\$80.00	Exempt	Full Cost	
Dishonoured Cheque Fee	\$35.00	Exempt	Full Cost	Includes bank fees
Debt collection process	Actual Costs	Exempt	Full Cost	All fees and charges as incurred in the collection process
<b>Environmental Health</b>				
<b>Food Shops</b>				
Improvement Notice Administrative Fee	\$100.00	Exempt	Legislative	CI 11 Food Regulation 2015
Handwritten/Banquet/Skin Penetration				
Inspection Fee	\$100.00	Exempt	Full Cost	
Outdoor Cakes				
Application for approval				DA Fees Apply
<b>Protection of the Environment Operations Act</b>				
Clean up Notice Administrative Fee	\$605.00	Exempt	Legislative	Clean up Notice Administrative Fee (CI 138 POEO Regulation)
Prevention Notice Administrative Fee	\$605.00	Exempt	Legislative	Prevention Notice Administrative Fee (CI 138 POEO Regulation)

Noise Control Notice Administrative Fee	\$605.00	Exempt	Legislative	Noise Control Notice Administrative Fee (C 138 POED Regulation)
<b>Private Swimming Pools</b>				
Application to grant exemption from Swimming Pools fencing requirements	Cost plus 10%	Exempt	Legislative	Swimming Pools Act 1992 Regulation 13
<b>Planning &amp; Building</b>				
Certificate Urgency Fee	\$50.00	Exempt	Partial	Certificate Processed within 24 hrs of payment
Section 10 T2	\$62.00	Exempt	Legislative	Schedule 4 Part 9 Item 9.7 of EP&A Regs
Section 10 T30	\$94.00	Exempt	Legislative	Schedule 4 Part 9 Item 9.8 of EP&A Regs
Section 77(5)(d) Outstanding Notice	\$90.00	Exempt	Legislative	
Section 12-12P Outstanding Notice	\$90.00	Exempt	Legislative	
Drainage Diagram/ Sewer Reference Sheet	\$25.00	Exempt	Partial	
Copy of Building Certificate	\$13.00	Exempt	Legislative	Clause 261 of EP&A Regs
Certified Copy of a document, map or plan held by the Department or Council	\$62.00	Exempt	Legislative	Schedule 4 Part 9 Item 9.9 of EP&A Regs
Section 8.28 Certificate per house/site	\$250.00	Exempt	Legislative	Clause 260(1)(a) & (c) of EP&A Regs
Additional Building inspection for building certificate Clause 260(2) of EP&A Reg 2000	\$90.00	Exempt	Legislative	Clause 260(2) of EP&A Reg 2000
Swimming Pool Certificate - first inspection	\$150.00	Exempt	Legislative	
Swimming Pool Certificate - second inspection	\$100.00	Exempt	Legislative	
Noxious Weeds Certificate	\$90.00	Exempt	Legislative	Clause 26(2) of Schedule 7 of Biosecurity Act 2015
<b>Inspections</b>				
Compliance Certificate – drainage inspection under floor	\$130.00	Exempt	Legislative	Inspection Fees
Compliance Certificate – connections to services	\$130.00	Exempt	Legislative	Inspection Fees
All other inspections – per visit	\$130.00 per hour	Inclusive	Full Cost	Per Hour
Class 1 and 10	\$130.00	Inclusive	Full Cost	
Class 2 to 9	\$130.00	Inclusive	Full Cost	
Additional Inspection	\$130.00	Inclusive	Full Cost	
<b>Construction &amp; Complying Development - Proposed Development involving the erection of a building or carrying out of work including alterations and additions to existing buildings, the fee payable is based on the estimated cost of the proposed building or work as per below</b>				
Issue of Construction Certificate and Complying Development Certificate	As per quote			
Modification of Complying Development Certificate	50% of original fee	Exempt	Legislative	
<b>Section 68 (LGA 1995) – Transportable dwelling</b>				
Cost of works estimated to be \$0 - \$5,000	\$65.00 + 0.5% of estimated cost	Exempt	Legislative	
Cost of works estimated to be \$5,000 - \$100,000	\$90.00 + 0.3% of estimated cost	Exempt	Legislative	
Cost of works estimated to be \$100,000 - \$250,000	\$375.00 + 0.2% of estimated cost	Exempt	Legislative	
Cost of works estimated to be >\$250,000	\$675.00 + 0.1% of estimated cost	Exempt	Legislative	
<b>On-Site Sewer Management Systems (OSSMS)</b>				
On-site Sewerage Management System new installation - 1 to 10 equivalent persons	\$450.00	Exempt	Legislative	Includes 2 x inspection fee & approval to operate
On-site Sewerage Management System new installation - > 11 equivalent persons	\$650.00	Exempt	Legislative	Includes 2 x inspection fee & approval to operate
On-site Sewerage Management System new installation - non residential	\$650.00	Exempt	Legislative	Includes 2 x inspection fee & approval to operate
On-site Sewerage Management System - application to amend or alter	50% of original application fee	Exempt	Legislative	
On-site Sewerage Management System Inspection Fee	\$130.00	Exempt	Legislative	
Approval to operate an on-site sewerage management system	\$55.00	Exempt	Legislative	
<b>Administration</b>				
Lodgement Fee of PC&A's – CDC, CC & DC	\$38.00	Exempt	Legislative	Schedule 4 Part 9 Item 9.3
Processing Fee on Development Applications requiring referral to State Government Departments	\$184.00	Exempt	Legislative	Schedule 4 Part 3 Item 3.2(a) of EP&A Regs
NB – Plus a concurrence/referral fee for payment to each concurrence authority as advised				



<b>Plan Fee</b>	Fee = \$ x 0.00064		where \$ = estimated cost	Clause 246 of EPSA Regs
Publicity on works > \$50,000				
<b>Long Service Levy Fee</b>	Fee = (0.35 x \$) / 1000		where \$ = estimated cost	Long Service Levy Fee = Expense x 0.35% on amounts greater than \$25,000
Publicity on works > \$25,000				
<b>DEVELOPMENT APPLICATIONS</b>				
Extracted from Environmental Planning and Assessment Act 1979 & Regs 2021. Currently as shown, subject to variation by statute (see Act for full listings)				
Any fees not listed in this publication will be set as per the EPSA Act 1979 and Regs 2021				
<b>Development Fees</b>				
<b>Advertising Signs</b>				
Advertising Signs (one or more)	\$33.00 plus \$93.00 for each additional advertisement	Exempt	Legislative	Schedule 4 Part 2 Item 2.2 of EPSA Regs Maximum fee that can be applied for the erection or display of advertisements. Alternatively fee based on value of works may be applied.
<b>No Building, Works, Demolition or Subdivision</b>				
Development applications NOT involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a work or building	\$30.00	Exempt	Legislative	Schedule 4 Part 2 Item 2.7 of EPSA Regs
<b>Building and Works</b>				
Development Applications involving the erection of a building, carrying out of works or demolition of a building or works				
Estimated Cost up to \$5,000	\$120.00	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost of \$5,001 to \$50,000	\$198.00 plus an additional \$3.00 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$5,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost of \$50,001 - \$250,000	\$412.00 plus an additional \$3.64 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost of \$250,001 to \$500,000	\$1,356.00 plus an additional \$2.34 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost of \$500,001 to \$1,000,000	\$2,041.00 plus an additional \$1.64 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost of \$1,000,001 to \$10,000,000	\$3,058.00 plus an additional \$1.44 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
Estimated Cost more than \$10,000,001	\$18,965.00 plus an additional \$1.19 per \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	Exempt	Legislative	Schedule 4 Part 2 Item 2.1 of EPSA Regs
<b>Advertisement of Development Applications</b>				

Designated Development (fee payable in addition to any other charges)	\$2,580.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Nominated Integrated, Threatened Species or Class 1 Aquaculture Development (fee payable in addition to any other fees)	\$1,282.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Prohibited Development (fee payable in addition to any other fees)	\$1,282.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
Required by CPP (fee payable in addition to any other fees)	\$1,282.00	Exempt	Legislative	Fees not expended for advertising development are to be refunded
<b>Designated Development</b>				
Designated Development (fee payable in addition to any other fees)	\$1,276.00	Exempt	Legislative	Schedule 4 Part 3 Item 3.3 of EP&A Regs
<b>Modification of Consent</b>				
Section 4.55 (1)	\$83.00	Exempt	Legislative	Modifications involving minor error, misdescription or miscalculation
Section 4.55 (1A) or Section 4.58 (1)	\$754.00 or 50% of original fee, whichever is the lesser	Exempt	Legislative	Modifications involving minimal environmental impact
Section 4.55(2) or Section 4.58(1) not involving minimal environmental impact	Varies depending on development type	Exempt	Legislative	See Schedule 4 Part 6 Items 6.3, 6.4 & 6.5
Additional Inspections	\$130.00	Exempt	Full Cost	
<b>SUBDIVISION</b>				
Subdivision with new road	\$777 + \$88 per additional lot	Exempt	Legislative	Schedule 4 Part 2 Item 2.4 of EP&A Regs
Subdivision with no new road	\$388 + \$53 per additional lot	Exempt	Legislative	Schedule 4 Part 2 Item 2.5 of EP&A Regs
Strata Subdivision	\$388 + \$88 per additional lot	Exempt	Legislative	Schedule 4 Part 2 Item 2.6 of EP&A Regs
<b>OTHER FEES</b>				
Dwelling less than \$100,000	Max fee \$532.00	Exempt	Legislative	Schedule 4 Part 2 Item 2.3 of EP&A Regs
<b>OTHER DEVELOPMENT APPLICATIONS</b>				
Change of Use – no building works required	\$129.00	Exempt	Legislative	
<b>REPOUNDING FEES</b>				
Abandoned Vehicle	Actual Cost + 15%	Exempt	Actual cost	Includes transport of vehicle to Council Depot
Release Fee	\$125.00	Inclusive	Partial	Includes \$25 Admin fee
Impounded Vehicle Storage fee per day	\$50.00	Inclusive	Full cost	
Disposal Fee	Actual Cost + 10%	Exempt	Full cost	
<b>CARAVAN PARK INSPECTIONS</b>				
Initial Caravan Park – New Parks – per site – 18 sites or more	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 17 sites or less
Inspections	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 17 sites or less
Any manufactured home on Site	\$75.00	Exempt	Regulation	
Non associated structure	\$33.00	Exempt	Regulation	
<b>CARAVAN PARK RENEWAL OF APPROVAL</b>				
Caravan Park / Camping Ground – per site – 13 sites or more	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 12 sites or less
Re-inspections	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 12 sites or less
Caravan Park / Camping Ground – per site – 18 sites or more	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 17 sites or less
Re-inspections	\$4.25 per site \$75.00 minimum	Exempt	Regulation	Minimum charge is for 17 sites or less
<b>Road Opening and Closing Permit</b>				
Nature Strip	Deposit - \$570.00 Fee - \$185.00	Exempt	Full Cost	Deposit is refundable
Unmade Roads	Deposit - \$570.00 Fee - \$185.00	Exempt	Full Cost	Deposit is refundable
Plus Pavement Restoration	Actual Cost + 10%	Exempt	Full Cost	
Use Conduits of Boring	Deposit - \$570.00 Fee - \$185.00	Exempt	Full Cost	Deposit is refundable
Road Closing Permit	\$185.00	Inclusive	Full Cost	Non-refundable

Assistance with preparation of Traffic Control Plans	Cost plus 15%	Inclusive	Full Cost	Preparation of Traffic Control Plans, supply of signs or any other administrative works
<b>Road Opening and Closing Permit cost</b>				
Open / Closing footpath Only	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Open Roadway (Seal Only)	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Open Roadway (Include Seal, Nature Strip, Kerb & Gutter, Footpath)	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Plus Pavement Restoration	\$180.00 per m2	Exempt	Full Cost	
Stormwater connection to Kerb & Gutter	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Stormwater Connection to Underground drain	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Standard Vehicle crossing	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
Builder Temporary crossing (issued by Building Department)	Deposit - \$570.00 Fee - \$165.00	Exempt	Full Cost	Deposit is refundable upon satisfactory inspection
<b>KERB &amp; GUTTER and FOOTPATHS (new)</b>				
Kerb & Gutter	50% as per LG Act for footage, 25% for side	Inclusive	Full Cost	Only under Council's programmed works
Footpaths	50% as per LG Act for footage, 25% for side	Inclusive	Full Cost	Only under Council's programmed works
<b>Signs, Maps / Plans</b>				
A0	\$12.00	Inclusive	Full cost	
A1	\$8.50	Inclusive	Full cost	
A2	\$8.50	Inclusive	Full cost	
Copies of archived documents	\$125.00 per hour	Inclusive	Full cost	plus photocopying charges
<b>VISITOR INFORMATION CENTRE</b>				
<b>In House Advertising</b>				
Pullup Banner display (1 banner)	\$220 per year	Inclusive	Market	
Digital Advertising (90 second clip of your business rotating inside the Visitor Centre)	\$410.00	Inclusive	Market	
<b>Visitor Guide</b>				
Advertising in Visitor Information Guide	At cost + 10%	Inclusive	Market	
<b>SALES AND SERVICES – GENERAL / ADMINISTRATION</b>				
<b>Printing / Photocopying - (100 sheets or less)</b>				
<b>Photocopies - Black &amp; White</b>				
A4 - Single sided	\$0.40	Inclusive	Market	
A3 - Single sided	\$0.85	Inclusive	Market	
A4 - Double sided	\$0.80	Inclusive	Market	
A3 - Double sided	\$1.25	Inclusive	Market	
<b>Photocopies - Colour</b>				
A4 - Single sided	\$1.00	Inclusive	Market	
A3 - Single sided	\$2.00	Inclusive	Market	
A4 - Double sided	\$1.50	Inclusive	Market	
A3 - Double sided	\$3.00	Inclusive	Market	
<b>Bulk Copies using Council supplied paper - Above</b>				
<b>Photocopies - Black &amp; White</b>				
A4 - Single sided	\$0.38	Inclusive	Market	
A3 - Single sided	\$0.80	Inclusive	Market	
A4 - Double sided	\$0.55	Inclusive	Market	
A3 - Double sided	\$1.15	Inclusive	Market	
<b>Photocopies - Colour</b>				
A4 - Single sided	\$0.80	Inclusive	Market	
A3 - Single sided	\$1.80	Inclusive	Market	
A4 - Double sided	\$1.30	Inclusive	Market	
A3 - Double sided	\$2.50	Inclusive	Market	
<b>Scanning</b>				
Document Scanning	\$2.80	Inclusive	Market	
<b>Binding</b>				
Small - 25 pages	\$8.90	Inclusive	Market	
Medium 25-50 pages	\$7.20	Inclusive	Market	
Large > 50 pages	\$7.80	Inclusive	Market	
<b>Laminating</b>				

Ad	\$3.40	Inclusive	Market	
A3	\$8.75	Inclusive	Market	
<b>Folding Machine</b>				
Per 500	\$22.40	Inclusive	Market	
Per 1000	\$40.70	Inclusive	Market	
<b>New Truck Wash Facility</b>				
Truck Wash Key	As per Andate charges	Inclusive	Market	New and replacement keys
Andate Truck Wash System	\$0.80	Inclusive	Market	Minimum charge \$11.90 GST Inclusive & 90 cents per minute
Truck Wash Token (per 15 mins)	\$12.00	Inclusive	Market	Old truck wash facility
<b>SALES AND SERVICES - HIRE OF COUNCIL HALLS / FACILITIES</b>				
<b>Cleaning, Key &amp; Security Deposits applies to any</b>				
<b>Greenham Park Hall</b>				
Cleaning, Key & Security Deposits	\$350.00	GST Free		Retained by Council if Council does cleaning
<b>Whole Building (including bar &amp; kitchen)</b>				
2 Hours Minimum	\$185.00	Inclusive		
Half Day (up to four hours)	\$270.00	Inclusive		
Night (8pm onwards)	\$350.00	Inclusive		
Full Day (8am to Midnight)	\$390.00	Inclusive		
<b>Main Hall Only (excluding bar &amp; kitchen)</b>				
2 Hours Minimum	\$110.00	Inclusive		
Half Day (up to four hours)	\$185.00	Inclusive		
Night (8pm onwards)	\$270.00	Inclusive		
Full Day (8am to Midnight)	\$335.00	Inclusive		
Other Rooms Only	\$77.00	Inclusive		
<b>Other Costs</b>				
Damaged Tables each	At cost	Inclusive		
Damaged Chairs each	At cost	Inclusive		
<b>Theatre Royal Hall</b>				
Cleaning, Key & Security Deposits	\$350.00	GST Free		Retained by Council if Council does cleaning (one deposit per hire)
<b>Hall &amp; Reception Area</b>				
Half Day (1 to 4 hours)	\$180.00	Inclusive		
Full Day (8am to 8pm)	\$270.00	Inclusive		
Night (8pm onwards)	\$345.00	Inclusive		
Additional charge per hour	\$57.00	Inclusive		
<b>Reception Area</b>				
Half Day (1 to 4 hours)	\$180.00	Inclusive		
Full Day (8am to 8pm)	\$180.00	Inclusive		
Night (8pm onwards)	\$180.00	Inclusive		
Additional charge per hour	\$35.00	Inclusive		
<b>Use of Kitchen (Additional Charges)</b>				
Half Day (1 to 4 hours)	\$110.00	Inclusive		
Full Day	\$180.00	Inclusive		
Weekend - Thursday through Sunday	\$210.00	Inclusive		
<b>Use of Cool room (Additional Charges)</b>				
Half Day (1 to 4 hours)	\$57.00	Inclusive		
Full Day	\$77.00	Inclusive		
Weekend - Thursday through Sunday	\$185.00	Inclusive		
<b>Use of Senior Citizens Room</b>				
Cleaning, Key & Security Deposits	\$150.00	GST Free		Retained by Council if Council does cleaning
Full Day	\$30.00	Inclusive		
<b>Senior Citizens Building</b>				
Cleaning, Key & Security Deposits	\$350.00	GST Free		Retained by Council if Council does cleaning
Half Day (1 to 4 hours)	\$150.00	Inclusive		
Full Day (Monday - Thursday)	\$175.00	Inclusive		
Weekend - Friday through Sunday	\$250.00	Inclusive		Per day
Community use (not for profit organisation) up to 4 hours	\$50.00			
<b>Community meeting room - CWA</b>				
Cleaning, Key & Security Deposits	\$350.00	GST Free		Retained by Council if Council does cleaning
Half Day	\$115.00	Inclusive		
Full Day	\$170.00	Inclusive		

Tee / Coffee making facilities	\$30.00	Inclusive		
<b>SALES AND SERVICES – HIRE OF COURSE FACILITIES</b>				
<b>SPORTS AND PLAYING FIELDS</b>				
<b>GRASSHAM PARK GROUNDS</b>				
<b>Football Club</b>				
Football Club Facilities and Reserve	Market Rental	Inclusive	Partial	To be charged at existing rates until Plan of Management is completed
Junior - No 2 Oval per season	Market Rental	Inclusive	Partial	
<b>Cricket Club</b>				
Oval per season - not charging admission	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Oval per season - charging admission	To be determined			To be revised in accordance with Plans of Management
Oval - Other Organisations and Persons per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
<b>Tennis Courts</b>				
Courts per season	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
<b>Netball Club</b>				
Courts per season	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
<b>EUSTON RECREATION RESERVE</b>				
Clubs Not Charging Admission - per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Clubs Charging Admission - per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Eastern Football Club per season	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Eastern Football Club (2 Seasons Only)	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Cricket Clubs and similar per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Cricket Clubs and similar per season	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Netball Club - per season	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Other Organisations and persons - per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
Sports Shed - per day	To be determined	Inclusive	Partial	To be revised in accordance with Plans of Management
<b>RESERVE RENTALS</b>				
Traveling Shows per day	\$350.00	Inclusive	Partial	\$25m P/L Insurance - Chutes Or Similar Use and Workers Comp. Insurance
Security Deposit	\$1,000.00	Exempt		Refundable if Reserve Left in Tidy Condition
<b>Race Meetings</b>				
Per meeting	\$480.00	Inclusive	Partial	
<b>Swimming Pool</b>				
Entrance fees - All Users	Free	Inclusive	Partial	"Swimming Pool" free use only applies to normal opening hours as set by Council
Out of normal operating hours (Schools or Clubs only)	Actual Cost plus 10%	Inclusive		Schools or Clubs to provide a fully qualified lifeguard and supervision or Council fees for lifeguard will apply
<b>PROPERTY RENTALS</b>				
<b>CARAWAY PARK</b>				
<b>Ensuite Cabins</b>				
Deluxe River View Cabins 16 & 19 - (Inc. linen)	Market Rates	Inclusive	Partial	New Deluxe River View Cabins - Sleep up to 6 people, Queen Bed with electric blanket, Linen, Heating/Cooling, TV, Fridge, Microwave, Hotplates, Complimentary Tea and Coffee, Balcony (Elevated cabins) - Extra Adult \$10/Child \$5
River View Cabins 14, 15, 16 & 17 - (Inc. linen)	Market Rates	Inclusive	Partial	River View Cabins - 2 People, Queen Bed with electric blanket, Linen, Second Bedroom (various configs) Heating/Cooling, TV, Fridge, Microwave, Hotplates, Complimentary Tea & Coffee, Verandah - Extra Adult \$10/Child \$5 under 12
Standard Ensuite Cabins 6, 7, 8, 9, 10, 11 - (Inc. linen)	Market Rates	Inclusive	Partial	Standard Ensuite Cabin - 2 people, Double Bed, Linen, Heating/Cooling, TV, Fridge, Microwave, Hotplates, Complimentary Tea & Coffee - Extra Adult \$10/Child \$5 under 12
<b>Budget Cabins</b>				
Cabin 1, 2, 3, 4 & 5 - (Inc. linen)	Market Rates	Inclusive	Partial	Budget Cabin - 2 people, Double Bed, Linen, No Bathroom, TV, Fridge, Heating/Cooling, Microwave, Hotplates - Extra Adult \$10/Child \$5 under 12



Deposit for Domestic Animal at Caravan Park	\$190.00	Exempt	Partial	Refundable upon satisfactory inspection of accommodation
<b>Site Fees (Per Night)</b>				
With power for two	Market Rates	Inclusive		Stay for 7 nights and pay for 6 nights
Without power for two	Market Rates	Inclusive		Stay for 7 nights and pay for 6 nights
<b>Weekly Rates - Site Fees &amp; Cabins</b>				
<b>Longer term rates</b>				
3-6 Weeks		Inclusive		To be negotiated
<b>Aerobatics</b>				
Landing fee - per landing	\$0.00	Inclusive		
Overnight / Daily Access Parking	\$10.00	Inclusive		
Weekly Parking on Access	\$90.00	Inclusive		
Hanger Charges - per week (or Part)	\$95.00	Inclusive		
Hanger Charges - per month (or Part)	\$290.00	Inclusive		
Hanger Charges - per year (or Part)	\$2,890.00	Inclusive		
Flying School Annual Fees	\$10,900.00	Inclusive		
<b>Library</b>				
Lost/Not returned/Damaged Books	cost of replacement + 10%	Inclusive		
Lost Membership card	\$7.00	Inclusive		
Coffee/Tea	\$2.50	Inclusive		Per cup
Membership	Free			
<b>Balnarnock And Euxton Tip Charges - Material Originating Within The Balnarnock Shore</b>				
Tip Token	\$15.00	Inclusive	Market	
One axle trailer or utility	1 token	Inclusive		1 Token
Two axle trailer	2 tokens	Inclusive		2 tokens
Motorcar	1 token			1 Token
Tyres - Car Tyres	1 token per 2 tyres	Inclusive		1 token ( per 2 tyres )
Tyres - Truck or large machinery	1 token per tyre	Inclusive		1 token ( per tyre )
Green Waste Non-Contaminated	FREE	Exempt		
Drum/Mixer containers	FREE *	Inclusive	Partial	* By Appointment only
Mixed Waste Material - Non-compactable (e.g. White goods, and furniture) per tonne	\$130.00	Inclusive		to be paid at Council Administration office after receiving weighbridge ticket, and prior to dumping. Maximum 10m <sup>3</sup> in any wrapped parcel. See Council for further information.
Asbestos	\$250 per cubic metre plus burial fee	Inclusive	Full Cost	
Illegal dumping	\$150 per tonne plus	Inclusive	Full cost	Cost includes retrieval
Out of Hours Entry to Balnarnock Tip	At cost + 10%	Inclusive		minimum charge \$ 270.00
<b>Balnarnock commercial fees - As per Schedule 2, Common Management Regulations, 2018</b>				
Application to be a commoner	\$50.00	Exempt	Legislation	(clause 7)
Copy of minutes of proceedings of meetings - minutes not exceeding 10 pages	\$20.00	Exempt	Legislation	(clause 31)
Each additional axiom	\$1.00	Exempt	Legislation	
Inspection of book recording disbursements of security	\$20.00	Exempt	Legislation	(clause 34)
Feedstock for sheep per head per day	\$0.25	Exempt	Legislation	
Equipment any other animals per head per day	\$1.50	Exempt	Legislation	
Agitation of animals in stock pound per head per day	\$1.50	Exempt	Legislation	
<b>WASTE MANAGEMENT CHARGES</b>				
350 litre bin replacement fee/hidden	\$130.00	Exempt		
Domestic Waste Collection Balnarnock and Euxton	\$280.00	Exempt		1 Collection per week per approved bin
Domestic Waste Collection additional bin per dwelling	\$275.00	Exempt		For each extra approved bin collection
Commercial Waste Collection Euxton (1100 per week)	\$280.00	Exempt		1 Collection per week per approved bin
Commercial Waste Collection Balnarnock (2100 per week)	\$895.00	Exempt		2 Collections per week per approved bin
Additional Bin Commercial - Euxton	\$275.00	Exempt		

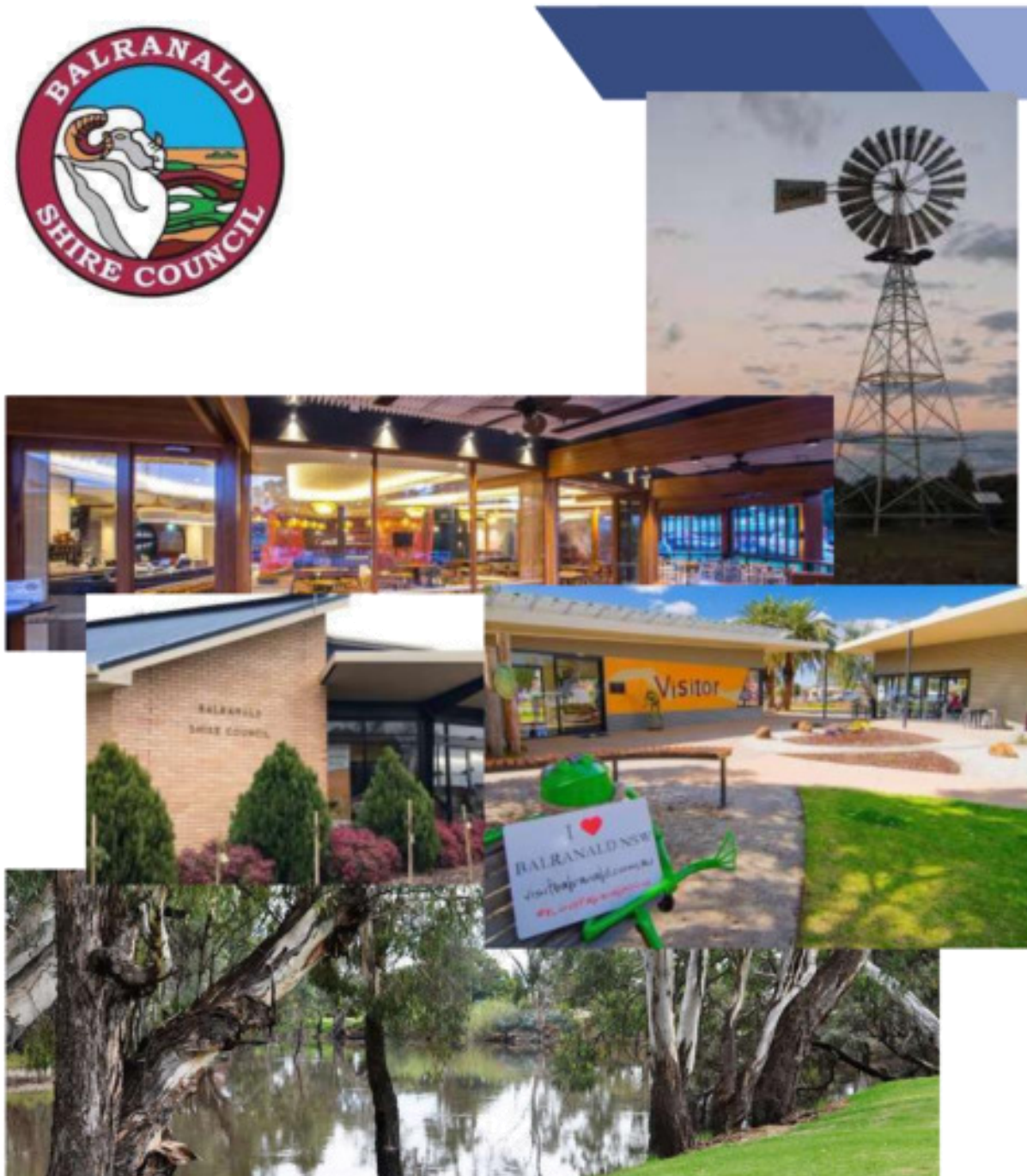
\$226.00

Additional Bin Commercial - Bakerauld	\$130.00			
Commercial waste management (waste) charge for vacant	\$90.00	Exempt		
Sale of obsolete line	\$90.00	Inclusive		
<b>WATER MANAGEMENT CHARGES</b>				
<b>Raw (Bakerauld &amp; Euston)</b>				
20mm connection	\$179.50	Exempt		Base Charge
25mm connection	\$982.80	Exempt		
32mm connection	\$971.35	Exempt		
40mm connection	\$1,818.00	Exempt		
50mm connection	\$2,371.80	Exempt		
60mm connection	\$6,872.90	Exempt		
100mm connection	\$6,487.50	Exempt		
Residential Flats, Units and Multiple Dwellings up to 10 Dwellings	Connection Charge + 50% of Base Connection per dwelling thereafter	Exempt		
Residential Flats, Units and Multiple Dwellings greater than 10 Dwellings	Connection Charge + 50% of Base Connection per dwelling thereafter	Exempt		
<b>Filtered (Bakerauld &amp; Euston)</b>				
20mm connection	\$179.50	Exempt		Base Charge
25mm connection	\$982.80	Exempt		
32mm connection	\$971.35	Exempt		
40mm connection	\$1,818.00	Exempt		
50mm connection	\$2,371.80	Exempt		
60mm connection	\$6,872.90	Exempt		
100mm connection	\$6,487.50	Exempt		
Residential Flats, Units and Multiple Dwellings up to 10 Dwellings	Connection Charge + 50% of Base Connection per dwelling thereafter	Exempt		
Residential Flats, Units and Multiple Dwellings greater than 10 Dwellings	Connection Charge + 50% of Base Connection per dwelling thereafter	Exempt		
<b>Raw &amp; Filtered Water Tariffs</b>				
Raw Tariff 1 - Up to 600KL	\$1.10/KL, For the first 600KL annum	Exempt		
Raw Tariff 2 - 60KL and above	\$1.54/KL, for 60 KL, and above annum	Exempt		
Raw Water Usage - Community Land (Parks & Gardens)	44 cents/KL, Unlimited	Exempt		No KL tariff - flat rate
Filtered Tariff 1 - Up to 400KL	\$1.70/KL, For the first 400KL annum	Exempt		
Filtered Tariff 2 - 40KL and above	\$2.53/KL, for 40 KL, and above annum	Exempt		
Water from Council's Standpipe - Raw (per 1000 litres)	\$8.70	Exempt		
Water from Council's Standpipe - Filtered (per 1000 litres)	\$11.00	Exempt		
<b>Sewerage charges (Bakerauld &amp; Euston)</b>				
Standard Access Charge	\$638.00	Exempt		Base Charge
Unconnected - Sewer (at 75% of Standard Access)	\$478.50	Exempt		
<b>Commercial sewerage usage rates</b>				

Sewer Discharge (SDF applied according to industry)	\$2.42 per M	Exempt		
Standard Access Charge	\$636.00	Exempt		
Pedestal Charge (where more than 2)	\$115.50			
Pedestal Accommodation Camp	\$220.00			
Residential Flats, Units and Multiple Dwellings up to 10 Dwellings	Connection Charge + 50% of Connection per dwelling thereafter	Exempt		
Residential Flats, Units and Multiple Dwellings greater than 10 Dwellings	Connection Charge + 50% of Connection per dwelling thereafter	Exempt		
Access Sewerage Charge per equivalent 20mm water connection for Granny Flats for residential purposes	50% of Sewer Access Charge	Exempt		Charge per Granny Flat for residential purposes
Stormwater Management Service Charge				
Residential Business Service Charge	\$25.00	Exempt	Legislation	
<b>Sewerage service charges</b>				
Sewerage Connection Point – Extension per point	\$1,155.00	Exempt		
<b>Rainwater &amp; Easement</b>				
Connection Fee – House	\$750.00	Exempt		
Other Buildings – 1st Closet	\$750.00	Exempt		
<b>Water service connection charges</b>				
Connections – Standard 20mm Only				
Rain water	\$680.00	Exempt		
Filtered Water	\$680.00	Exempt		
Connections – Standard 25mm Only				
Rain water	\$806.00	Exempt		
Filtered Water	\$806.00	Exempt		
Connections – Standard 40mm Only				
Rain water	\$2,320.00	Exempt		
Filtered Water	\$2,320.00	Exempt		
<b>Water Supply System</b>				
<b>Water Supply Charges (Miscellaneous)</b>				
Preparation of Water Pressure Letter	\$185.00	Exempt		
Disconnection Fee	\$625.00	Exempt		
Lower or Raise Services	Actual Cost plus 25%	Exempt		
Repair of Water Services including new Meter Cook	Actual Cost plus 25%	Exempt		
Repair of Water Services (20mm diameter)	Actual Cost plus 25%	Exempt		
Installation of Reduced capacity raw water supply to residential premises	\$185.00			
Water Meter Test Fee	\$130.00 per hour	Exempt		No Charge if Meter is Faulty
<b>Water Back Flow Prevention</b>				
Initial Device Inspection & Registration (per Unit)	\$130.00	Exempt		
Purchase of Back flow Test and Maintenance Report Books (per Unit)	Please Contact Council for Quote	Inclusive		
<b>Reconnection Fee</b>				
Normal Business Hours	\$500.00	Exempt		
After Business Hours	\$850.00	Exempt		
Purchase of PVC Meter Box and Install - 20mm Connection Only	\$185.00	Exempt		
NOTE: Special arrangement need to be made for Connections Larger Than 20mm By Arrangement				
<b>LIQUID TRADE WASTE</b>				

<b>Application Fee</b>				
All Classifications	\$65.00	Inclusive		
<b>Application Withdrawal or Modification Fee</b>				
All Classifications		Inclusive		
<b>Annual Trade Waste Fee</b>				
	<b>Charge/Annun</b>			
Category 1	\$117.00	Inclusive		
Category 2	\$117.00	Inclusive		
Category 3	\$526.00	Inclusive		
<b>Food Waste Disposal Charge</b>				
	<b>Unit Charge/bed</b>			
Nursing Home	\$22.00	Inclusive		
Hospital	\$22.00	Inclusive		
<b>Trade Waste Usage Charge (Category 2 Discharges)</b>				
	<b>Unit Charge/kl</b>			
Compliant	\$2.90	Inclusive		
Non-compliant	\$15.00	Inclusive		
<b>Re-inspection Fee</b>				
	<b>Charge/Inspection</b>			
All Categories	\$80.00	Inclusive		
<b>Approval Renewal Fee (5 Yearly)</b>				
	<b>Charge/Renewal</b>			
All Categories	\$80.00	Inclusive		
<b>Application for Exception of Installing Standard Pre-treatment Equipment</b>				
	<b>Charge/Exception</b>			
All Categories	\$80.00	Inclusive		
<b>Application for Trade Waste Discharge Factor</b>				
	<b>Charge/Application</b>			
All Categories	\$85.00	Inclusive		
<b>EXCESS MASS &amp; NON-COMPLIANT EXCESS MASS CHARGES Unit Charge \$/kg</b>				
Substance DME				
Aluminium	\$9.70	Inclusive		
Ammonia	\$1.85	Inclusive		
Arsenic	\$84.00	Inclusive		
Barium	\$32.00	Inclusive		
Biological Oxygen Demand (BOD)	\$9.70	Inclusive		
Boron	\$9.70	Inclusive		
Bromine	\$12.85	Inclusive		
Cadmium	\$295.00	Inclusive		
Chloride	\$0.90	Inclusive		
Chlorinated Hydrocarbons	\$32.00	Inclusive		
Chlorinated Phenolics	\$1,275.00	Inclusive		
Chlorine	\$1.35	Inclusive		
Chromium	\$22.80	Inclusive		
Cobalt	\$13.20	Inclusive		
Copper	\$13.20	Inclusive		
Cyanide	\$83.90	Inclusive		
Fluoride	\$3.25	Inclusive		
Formaldehyde	\$1.40	Inclusive		
Oil & Grease	\$1.20	Inclusive		
Herbicides/Defolants	\$836.80	Inclusive		
Iron	\$1.35	Inclusive		
Lead	\$32.00	Inclusive		
Lithium	\$8.40	Inclusive		
Manganese	\$8.40	Inclusive		
Mercaptans	\$63.90	Inclusive		
Mercury	\$2,124.00	Inclusive		
Methylene Blue Active Substance (MBAS)	\$9.70	Inclusive		
Molybdenum	\$9.70	Inclusive		
Nickel	\$21.75	Inclusive		
Nitrogen (Total Kjeldahl Nitrogen - TKN)	\$9.25	Inclusive		
Organic compounds	\$836.70	Inclusive		
Pesticides General (includes organochlorines & organophosphates)	\$836.70	Inclusive		

Petroleum Hydrocarbons (non-halogenated)	\$2.20	Inclusive		
pH Coefficient	\$0.40	Inclusive		
EXCESS MASS & NON-COMPLIANT EXCESS MASS CHARGES Unit Charge \$/KG (Continued)				
Phenolic Compounds (non-chlorinated)	\$8.45	Inclusive		
Total Phosphorus	\$1.35	Inclusive		
Poly Aromatic Hydrocarbons	\$13.10	Inclusive		
Selenium	\$45.40	Inclusive		
Silver	\$1.25	Inclusive		
Sulphate	\$0.20	Inclusive		
Sulphide	\$1.40	Inclusive		
Sulphite	\$1.45	Inclusive		
Suspended Solids	\$0.90	Inclusive		
Thiosulfate	\$0.30	Inclusive		
Tin	\$8.40	Inclusive		
Total Dissolved Solids	\$0.10	Inclusive		
Zinc	\$13.10	Inclusive		
PRIVATE WORKS				
Noxious Weeds				
Contract Servicing	as per quote	Inclusive		#regulatory not GST exempt
Labour & Plant Hire				



## **BALRANALD SHIRE**

DRAFT DELIVERY PROGRAM 2022-2026

FEBRUARY 2022





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## INTRODUCTION

### COUNCIL SERVICE DELIVERY

Balranald Shire is a local government area in the Riverina area of western New South Wales, Australia on the Sturt Highway. It is the location of World Heritage listed Mungo National Park. It includes the towns of Balranald and Euston. Other localities in the Shire include Kyalite, Hatfield, Penarie, Clare and Oxley.

Balranald Shire is classified as a rural Council by the NSW Office of Local Government, and the following table shows the delivery context for Balranald Shire in comparison with other rural Councils in NSW:

	Balranald Shire	Rural Councils in NSW - Average
Area (km <sup>2</sup> )	21,690	14,930
Population	2,338	3,162
Value of DA's determined	17,322	7,679
Total budget	\$15,144,000	\$18,274,000
Total road length (km)	1,593	1,600
Open public space (ha)	58.2	63.6
Number of swimming pools	1	2
Number of public halls	4	5
Asset maintenance expenditure	\$3,188,000	\$3,488,000
Full time equivalent staff	48	80

Council delivers the following services:

Corporate and Community	Infrastructure and Engineering
Aged Care	Building Control
Caravan Park	Cemeteries
Community Development Property Register Policy	Flood Mitigation
Development Procurement Procedures Human	Noxious Weeds
Resources & Payroll	Parks and Gardens
Corporate Administration	Public Health
Financial Management	Roads, Bridges & Footpath Construction & Maintenance
Government Information Public Access Revenue	Technical Services
Management Rates & Debtors Creditor Management	Traffic Management
Information Technology	Waste Management Swimming Pool
Insurance	
Library Services	
Public Officer	
Tourism	
Work Health & Safety	

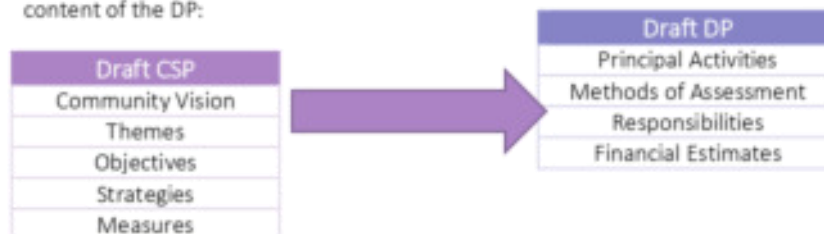


## ABOUT THIS PLAN

The NSW Government introduced the Integrated Planning and Reporting framework in 2009 to assist councils in delivering their community vision and long-term objectives through long, medium, and short-term plans and reports.

In essence, the framework begins with the community's, not Council's, aspirations for a period of at least 10 years, and in our case, from now until 2036. It also includes a suite of integrated plans that set out strategic directions and objectives, and strategies to achieve them. It involves a reporting structure to regularly communicate progress to the elected Council and the community, as well as a structured timeline for review to ensure the goals and actions are still relevant.

According to the NSW OLG Guidelines the Delivery Program is a statement of commitment to the community from each newly elected council, and is still required if Council is under administration. In preparing the Delivery Program, the council is accounting for its stewardship of the community's long-term goals, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be. The content of the Draft CSP will need to guide the development of the content of the DP:



Every six months, Council is presented with a progress report on the Delivery Program. Reporting is provided on the range of measures against the Delivery Program's principal activities. In these progress reports, Council also reports on performance measures contained in the Operational Plan.

The plan in the following pages includes:

- ✓ Detail about how Council will progress the themes, objectives and strategies from the CSP
- ✓ Principal activities that Council will undertake over the next four years
- ✓ Methods of assessment that will give Council and the community a regular report on progress against each item in the plan
- ✓ Clear accountabilities within the Council to indicate who is progressing each of the activities.



## OUR LIFESTYLE

### 1.1 MAINTAIN AND BEAUTIFY OUR TOWN CENTRES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Developing the river front	Complete river front projects	Identify works within the village plans	Engineering Services
Maintaining public amenity and cleanliness of local streets	Levels of service for street amenity and cleanliness are published and achieved	Maintain streets regularly to meet community expectations	Engineering Services

### 1.2 IMPROVE ACCESS TO A DIVERSE RANGE OF HOUSING OPPORTUNITIES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Host a housing summit to generate innovative ideas	Encourage the NSW government to review low cost housing needs	Support a housing summit	Health, Building and Planning Services
Develop a housing strategy	Housing strategy adopted by 2024	Strategy is developed with LEP review	Health, Building and Planning Services
Review the Local Environmental Plan	LEP review facilitates community involvement and complies with planning laws	Review LEP to analyse land release and housing densities	Health, Building and Planning Services
	Increase in developable land and housing	Available land for housing increases	Health, Building and Planning Services

### 1.3 IMPROVE LOCAL ACCESS TO EDUCATION AND CAREERS

Strategies	Principal Activities	Methods of Assessment	Responsibility
Explore opportunities for vocational training, apprenticeships and traineeships	Vocational education pathways exist and are used by local people	Advocacy for improved education	Community Services
Identify opportunities for local people to work locally	Career guidance, scholarships and local placements are available for local people	Advocacy for improved education	Community Services
Identify and promote online training opportunities	Increase in local uptake of online training	Promotion of online training leads to greater course participation	Community Services



## 1.4 PROMOTE COMMUNITY SAFETY

Strategies	Principal Activities	Methods of Assessment	Responsibility
Work in partnership with the NSW Police to monitor and respond to incident occurrences and trends	Response times for police	Data received in biannual meetings with NSW Police	General Manager

## OUR COMMUNITY

## 2.1 FOCUS ON COMMUNITY INCLUSION AND WELLBEING

Strategies	Principal Activities	Methods of Assessment	Responsibility
Work in partnership to deliver health, wellbeing and inclusion services and programs	Community survey shows upwards trend on feelings of inclusion and wellbeing	Undertake annual community survey	Community Services
Identify and close any access gaps to community services	Access to services improves	Provide community information to facilitate access to services	Community Services
Implement the Disability Inclusion Action Plan (DIAP)	Local spaces and buildings allow physical access for everyone	Develop and implement a new DIAP	Community Services
Work in partnership with the Balranald Local Aboriginal Land Council and Maari Ma	Collaborative projects are undertaken to improve community wellbeing	Provide ongoing assistance and support	Community Services

## 2.2 INNOVATE AND IMPROVE COMMUNITY SERVICES, ACTIVITIES AND EVENTS

Strategies	Principal Activities	Methods of Assessment	Responsibility
Facilitate and foster collaboration in delivering a program of community events	Support regular and new events	Number of community partners supported to deliver events within budget	Community Services
	Community events are well attended	Number of events and participation levels	Community Services
Prepare a rolling service review program to refresh Council	Service review program is developed and published	Service reviews are undertaken annually as per agreed program	Community Services



community services and facilities	Review availability of children's services	Service review is undertaken as per agreed program	Community Services
	Improvements are made to community services and facilities	Advocate for improvements to government services	Community Services
Council operates a dynamic library service	Library service is provided to meet community needs	Council reviews library inhouse service delivery	Community Services

### 2.3 PROVIDE OPPORTUNITIES FOR SPORT AND RECREATION ACROSS THE SHIRE

Strategies	Principal Activities	Methods of Assessment	Responsibility
Maintain and upgrade parks and sporting facilities	Capital improvements to sport and recreation facilities	Projects are undertaken as grant funding is received	General Manager
	Community participation in facility maintenance and management	Support the community to enhance existing facilities	Community Services

### 2.4 ENCOURAGE LOCAL CULTURE AND OPPORTUNITIES FOR ARTISTIC EXPRESSION

Strategies	Principal Activities	Methods of Assessment	Responsibility
Support the utilisation and development of the art gallery and local theatre	Capital improvements to local cultural facilities	Projects are undertaken as grant funding is received	General Manager
	Community participation in arts and culture	Marketing support increases participation in local arts and culture	Community Services

## OUR ECONOMY

### 3.1 SUPPORT THE EXPANSION OF OUR LOCAL INDUSTRIES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Conduct local business networking and training initiatives	Local businesses attend training and networking initiatives	Number of training and networking initiatives held	Community Services
	Maximise regional development opportunities	Advocate and support business development at a regional level	Community Services





## 3.2 NURTURE LOCAL BUSINESSES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Monitor and communicate government funding opportunities for covid recovery	Identify and promote funding for local businesses eg Covid Recovery	Support is provided to facilitate and attract grants for local businesses	Community Services
Encourage innovation in new and expanding businesses	Explore opportunities to provide ongoing support for innovation in local businesses	Expanding levels of support for innovation in local business	Community Services
Support the growth of local industry sectors eg renewable energy, agriculture	Business development support is available for industry growth sectors	Facilitate clusters to grow targeted industry sectors of renewable energy and agriculture	Community Services
	Consultation with new businesses to set up in the Shire	Provide support and assistance to new businesses	Community Services

## 3.3 INCREASE TOURISM AND VISITATION

Strategies	Principal Activities	Methods of Assessment	Responsibility
Prepare and implement a local tourism and marketing strategy	Implementation of the local tourism and marketing strategy	Develop and implement a local destination marketing plan to integrated with regional and state plans	Community Services
Maximise tourism to Mungo National Park by seeking partners and funding to promote the area	Regular consultation with key stakeholders eg Destination Riverina Murray, NPWS etc.	Seek funding and resources to increase visitation to Mungo National Park	Community Services
Improve signage and town entrances for visitors	Investment in signage and entrances to local towns	Works are undertaken to improve signage and town entrances	Community Services
Identify and promote local heritage	Heritage assets are included in local marketing initiatives	Develop and promote local heritage tourism products	Community Services



## OUR INFRASTRUCTURE

### 4.1 MAXIMISE GRANT FUNDING TO IMPROVE INFRASTRUCTURE

Strategies	Principal Activities	Methods of Assessment	Responsibility
Work with regional partners to identify and apply for new government funding	Grant funding attracted into the area	Number and type of grant applications	General Manager and Engineering Services
Maximise opportunities to apply for funding	Grant projects achieved on time and on budget	Improved grant and project delivery	Engineering Services

### 4.2 EXPLORE OPPORTUNITIES TO BETTER MANAGE PUBLIC BUILDINGS AND FACILITIES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Maximise opportunities to rationalise and combine public assets	Asset condition and building utilisation assessments are completed regularly	Annual condition assessments undertaken and reported annually  Building utilisation assessment conducted in 2022 and 2024	Engineering Services and Health, Building and Environment Services
	Community service levels identified and achieved	Annual community survey undertaken	General Manager

### 4.3 ADEQUATELY PLAN FOR AND MAINTAIN ALL COUNCIL ASSETS

Strategies	Principal Activities	Methods of Assessment	Responsibility
Prepare a ten year Asset Management and Long Term Financial Plan to improve assets in the medium term	Complete and update AMPs for all asset classes	Review and report AMPs annually	Engineering Services and Health, Building and Planning Services
Prepare a ten year Asset Management and Long Term Financial Plan to improve assets in the medium term	Capital works plans and reports published annually with the Operations Plan, including explicit funding criteria and project ranking	Prepare and include annual funding in the Operational Plan	Engineering Services and Health, Building and Planning Services
Prepare a Water and Sewer facilities upgrade plan	Develop an up to date Water and Sewer facilities plan	On receipt of funding plan is adopted by Council for Balranald and Euston	Engineering Services





## OUR ENVIRONMENT

### 5.1 CELEBRATE AND PROMOTE OUR UNIQUE LOCAL ENVIRONMENT

Strategies	Principal Activities	Methods of Assessment	Responsibility
Maintain and expand the walking trail network	Walking trail projects completed	Projects completed when grant funding is received	Engineering Services
Refresh the marketing and public art around the Southern Bell Frog and the Regent Parrot	Undertake or facilitate marketing of environmental assets	Marketing of environmental assets is undertaken	Community Services
Manage local trees to maximise public amenity and safety	Public trees are safe and attractive	Develop a street tree plan and replacement strategy	Engineering Services
Work with relevant state agencies to enhance key environmental assets	Environmental projects undertaken in partnership with state agencies	Provide support as requested and as per available funding	General Manager

### 5.2 PROTECT OUR WATER ASSETS

Strategies	Principal Activities	Methods of Assessment	Responsibility
Encourage the installation of water tanks through education	Increase in local water tanks	Education and advice is provided	Health, Building and Planning Services
Explore the feasibility of a high level weir and fish ladder for Lake Yanga	Progress on the Balranald Low Level weir project	Advocate to the state government to undertake the project	General Manager
Advocate for our area through the Murray-Darling Basin debate	Active participation in regional water security forums and committees	Forums and committees are attended	Engineering Services
		Maintain membership of the Murray Darling Basin Commission	Engineering Services

### 5.3 MANAGE OUR WASTE SUSTAINABLY

Strategies	Principal Activities	Methods of Assessment	Responsibility
Work with regional partners to develop and implement a Waste	Progress on the Waste Management Strategy	Prepare a Waste Management Strategy for Council waste	Engineering Services and Health, Building and Planning Services



Management Strategy		activities by 2023	
		Progress joint initiatives with regional partners	
		Implementation of strategy progresses by 2024	

## OUR COUNCIL

### 6.1 DEVELOP CAPABILITIES

Strategies	Principal Activities	Methods of Assessment	Responsibility
Develop community leadership and volunteer capacity	Support and celebrate local volunteers	Number of opportunities created to support and celebrate volunteers	Community Services
	Provide community training and opportunities to develop and enable civic leadership	Participation in civic leadership opportunities	General Manager
Conduct a staff training needs assessment to enhance skills and staff engagement	Roll out a regular staff training program	Prepare and implement an annual staff training plan and budget	General Manager
Nurture local talent for future employment opportunities	Provide constructive feedback to local applicants in recruitment processes	Offer feedback on request to recruitments applicants	General Manager

### 6.2 ENGAGE AND INFORM THE LOCAL COMMUNITY

Strategies	Principal Activities	Methods of Assessment	Responsibility
Increase opportunities for Council to listen to community views	Increase in opportunities to exchange views and ideas between Council and the community	Maintain and support the Council/Community committees	Administrator and General Manager
Operate a system of community committees on issues of broad public interest	Annual survey of community committee members	Survey is undertaken, and reported to Council	General Manager
Continue to publish a	Community newsletter	Publish monthly	Community Services



community newsletter and an up to date website	and Council website are informative and up to date	newsletter and redesign and maintain Council website	
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#### 6.3 ADDRESS FINANCIAL SUSTAINABILITY

Strategies	Principal Activities	Methods of Assessment	Responsibility
Prepare a Long Term Financial Plan and resource its monitoring and implementation	Long Term Financial Plan is adopted and published	Annual plans presented to Council in March	General Manager
	Annual and six monthly reports provide the community with information about the finances of the Council	Six-monthly reports are presented to Council in January and July, and Annual Reports are presented to Council in September	General Manager

#### 6.4 DEVELOP AND MAXIMISE STRATEGIC PLANNING AND PARTNERSHIPS

Strategies	Principal Activities	Methods of Assessment	Responsibility
Advocate for our area within regional bodies such as Far West JO and Riverina-Murray RDA	Membership and participation in key advocacy committees and forums	Number of meetings attended	General Manager
Work across the state border on cross-border initiatives	Membership is maintained of cross-border committees	Number of meetings attended	General Manager
Undertake village planning for areas outside Balranald eg Kyalite and Euston	Village plans are prepared	Villages plans are presented to Council and the community	Health, Building and Planning Services



#### NEXT STEPS

This plan has been developed in accordance with the NSW OLG Integrated Planning and Reporting Guidelines. The draft plan will be placed on public exhibition for 28 days, at which time the community are invited to make submissions. The Council will adopt the plan before June 2022.







## **BALRANALD SHIRE COUNCIL**

DRAFT OPERATIONAL PLAN 2022-2023

**MARCH  
2022**

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## INTRODUCTION

The Integrated Planning and Reporting framework introduces the Operational Plan 2022/23. This document is part of the following suite of documents and should not be read in isolation;

- Community Strategic Plan 2032
- 4-year Delivery Program
- **Annual Operational Plan**
- Long Term Financial Plan
- Asset Management Strategy
- Workforce Plan

The Operational Plan outlines the major activities Council will undertake across the full range of Council's operations for the 2022/23 financial year. These activities directly address the objectives and strategies outlined in Council's Delivery Program and through the Community Strategic Plan.

The Operational Plan deals with the actions and tasks where Council has a role to play and identifies what we plan to do over the 2022/23 financial year. The Plan also shows how we will measure progress and identifies the sectional responsibility for completing the action.

The annual financial information forming part of this plan, outlines the Annual Estimates, Revenue Policy, Fees and Charges and other financial information. This financial information relates to both the Delivery Program and Operational Plan.

## The Operational Plan

One of the important requirements of both the Delivery Program and the Operational Plan is to identify who will be responsible within the council for completing the various projects or activities. This gives a clear picture of expectations, accountabilities and timeframes.

### Integrating the plans

It is important to remember that the Delivery Program is part of a larger process – the Community Strategic Plan sets the community's agenda for the future, the Resourcing Strategy identifies matters that are within the Council's realm of responsibility, and the Delivery Program and Operational Plan spell out the Council's plan of action for responding to these matters.

The strategies identified in the Community Strategic Plan have been carried through to the Delivery Program and the actions identified in the Delivery Program have been carried through to the Operational Plan. The diagram that follows shows how the various levels of the planning framework connect.





The Operational Plan has been developed to highlight which section of Council undertake what activity and to identify the activities to be undertaken in the 2022/23 financial year.

The Operational Plan is broken into Directorates only as Balranald Shire Council does not have a staff capacity to allocate works and services to individual managers. Council works as a team from the Administrator to the General Manager and Executive Managers through to all other staff. We are outcome focused and try to ensure that our work improves the community we live in.

The Operational Plan is the link back to the Delivery Plan and the Community Strategic Plan for reporting of our actions and outcomes. The Operational Plan is also linked to the Long Term Financial Plan with respect to the 2022/23 financial year budgetary requirements.

Council receives a report each half year from the General Manager to advise of the outcomes being achieved at a Delivery Plan level (four-year plan). This process allows the Council and the community to determine the service outcomes and to look at the budget process against the actions in the Operational Plan. For ease of reporting, Council will use a simple traffic light reporting system of Green, Amber and Red to identify work progress against the community plan.

## Annual Budget - Capital Works 2022/23

Under the IP&R process, Council prepares a rolling Long Term Financial plan. From this plan, Council prepares a single year financial plan to identify its day to day operational needs and to determine future capital and maintenance works across all the service areas of Council.

The 2022/23 financial plan has identified the following Capital Works to be undertaken:

<b>IT Hardware and Furniture and Fittings</b>	\$18k
<b>Plant Purchases</b>	\$570k
<b>Rural Fire Service assets</b>	\$100k
<b>Library</b>	\$16k
<b>Park Upgrades</b>	614k
<b>Road Upgrade Works – Capital Grants</b>	\$4.66m
<b>Balranald Water Treatment Plant Upgrade</b>	\$5.2m
<b>Refurbish Water Reservoirs</b>	\$600k
<b>Water Infrastructure Upgrades</b>	\$385k
<b>Sewer Infrastructure Upgrades</b>	\$512k
<b>Caravan Park Infrastructure Upgrade</b>	\$772k
<b>Total</b>	<b>\$13.45m</b>

Included in the budget are various allocations towards maintenance works to be undertaken in the areas of town services (parks, gardens, water and sewerage), in the roads area and for other Council assets. Council has prepared this Budget to fund asset depreciation where possible in the major areas of roads, buildings and water and sewer infrastructure.

Council recognises that grant funding will be required to help develop new projects and to assist in the cost-effective delivery of projects and maintenance across all areas of its operation. Major grants to be sought will include upgrades to water treatment and town or village enhancements.

Within the Long Term Financial plan, Council has identified loan funding to be paid back and determine this budget to have no increases in loan funding to deliver major projects. The current loan funding includes:

<b>Flood Mitigation</b>	\$280,000	expires May 2028
<b>West Balranald Drainage</b>	\$1,058,500	expires Nov 2029
<b>Information Centre</b>	\$1,000,000	expires June 2033
<b>Euston Water Supply</b>	\$717,000	expires Nov 2029
<b>Euston Filtered Water Project</b>	\$655,000	expires June 2030

### Operational Plan - Legislative Requirements And Compliance

<b>Operational Plan</b>	Identify projects, programs or activities that Council will undertake within the financial year towards addressing actions in the Delivery Program	The actions in this document include actions planned for the 2022/23 financial year
	Allocate responsibilities for each project, program or activity and measures to determine effectiveness	The actions in this document include responsibilities and measurements
	Include the Statement of Revenue Policy	The actions in this document include responsibilities and measurements
	Include provisions relating to the content of Council's annual statement of Revenue Policy: <ul style="list-style-type: none"> <li>• Estimated income and expenditure</li> <li>• Ordinary rates and special rates</li> <li>• Proposed fees and charges</li> <li>• Council's proposed pricing methodology</li> <li>• Proposed borrowings</li> </ul>	The actions in this document include responsibilities and measurements

## OPERATIONAL PLAN ACTIONS

### 1. Our Lifestyle

#### 1.1 Maintain and beautify our town centres

1. Delivery Plan 2. 2022-2026		3. Operational Plan 4. 2022-2023	5. Measures	
6. Strategies 7.	8. Principal Activities	9. Projects, Actions and Initiatives	10. Methods of Assessment	11. Responsibility 12.
13. Developing the river front	14. Complete river front projects	15. Develop village plans for Euston and Balranald 16. Seek grant funding to undertake projects within the village plans	17. Identify works within the village plans	18. Engineering Services
19. Maintaining public amenity and cleanliness of local streets	20. Levels of service for street amenity and cleanliness are published and achieved	21. Publish levels of service for street cleaning and report six monthly	22. Maintain streets regularly to meet community expectations	23. Engineering Services

#### 1.2 Improve access to a diverse range of housing opportunities

24. Delivery Plan 25. 2022-2026		26. Operational Plan 27. 2022-2023	28. Measures	
29. Strategies 30.	31. Principal Activities	32. Projects, Actions and Initiatives	33. Methods of Assessment	34. Responsibility 35.
36. Host a housing summit to generate innovative ideas	37. Encourage the NSW government to review low cost housing needs	38. Commence planning for a housing summit and with NSW government 39.	40. Support a housing summit	41. Health, Building and Planning Services
42. Develop a housing strategy	43. Housing strategy adopted by 2024	44. Undertake a review of the LEP to identify land release areas for new housing	45. Strategy is developed with LEP review	46. Health, Building and Planning Services
47. Review the Local Environmental Plan	48. LEP review facilitates community involvement and complies with planning laws		49. Review LEP to analyse land release and housing densities	50. Health, Building and Planning Services
	51. Increase in developable land and housing		52. Available land for housing increases	53. Health, Building and Planning Services

### 1.3 Improve local access to education and careers

54. Delivery Plan 55. 2022-2026		56. Operational Plan 57. 2022-2023	58. Measures	
59. Strategies 60.	61. Principal Activities	62. Projects, Actions and Initiatives	63. Methods of Assessment	64. Responsibility 65.
66. Explore opportunities for vocational training, apprenticeships and traineeships	67. Vocational education pathways exist and are used by local people	68. Work with industry partners and education providers to identify opportunities for Council to take on new apprentices and trainees 69. 74.	70. Advocacy for improved education	71. Community Services
72. Identify opportunities for local people to work locally	73. Career guidance, scholarships and local placements are available for local people		75. Advocacy for improved education	76. Community Services
77. Identify and promote online training opportunities	78. Increase in local uptake of online training	79. Map current vocational training face to face and online opportunities and local uptake to identify gaps and source new providers or delivery mechanisms	80. Promotion of online training leads to greater course participation	81. Community Services

### 1.4 Promote community safety

82. Delivery Plan 83. 2022-2026		84. Operational Plan 85. 2022-2023	86. Measures	
87. Strategies 88.	89. Principal Activities	90. Projects, Actions and Initiatives	91. Methods of Assessment	92. Responsibility 93.
94. Work in partnership with the NSW Police to monitor and respond to incident occurrences and trends	95. Response times for police	96. Attend bi-annual meetings with NSW police to represent local community issues and concerns arising	97. Data received in biannual meetings with NSW Police	98. General Manager



## 2. Our Community

### 2.1 Focus on community inclusion and wellbeing

99. Delivery Plan 100. 2022-2026		101. Operational Plan 102. 2022-2023	103. Measures	
104. Strategies 105.	106. Principal Activities	107. Projects, Actions and Initiatives	108. Methods of Assessment	109. Responsibility 110.
111. Work in partnership to deliver health, wellbeing and inclusion services and programs	112. Community survey shows upwards trend on feelings of inclusion and wellbeing	113. Design and undertake a community survey 114.	115. Undertake annual community survey	116. Community Services
117. Identify and close any access gaps to community services	118. Access to services improves	119. Conduct an audit of local community services 122. Review community information opportunities to improve access to local services	120. Provide community information to facilitate access to services	121. Community Services
123. Implement the Disability Inclusion Action Plan (DIAP)	124. Local spaces and buildings allow physical access for everyone	125. Develop and adopt a new DIAP	126. Develop and implement a new DIAP	127. Community Services
128. Work in partnership with the Balranald Local Aboriginal Land Council and Maari Ma	129. Collaborative projects are undertaken to improve community wellbeing	130. Explore new project opportunities with Balranald LALC and Maari Ma	131. Provide ongoing assistance and support	132. Community Services



## 2.2 Innovate and improve community services, activities and events

133. Delivery Plan 134. 2022-2026		135. Operational Plan 136. 2022-2023	137. Measures	
138. Strategies 139.	140. Principal Activities	141. Projects, Actions and Initiatives	142. Methods of Assessment	143. Responsibility 144.
145. Facilitate and foster collaboration in delivering a program of community events	146. Support regular and new events	147. Host events as per agreed program	148. Number of community partners supported to deliver events within budget	149. Community Services
		150. Encourage new community-led events		
	151. Community events are well attended	152. Promote events on Council's website and in the newsletter	153. Number of events and participation levels	154. Community Services
155. Prepare a rolling service review program to refresh Council community services and facilities	156. Service review program is developed and published	157. Develop a service review program	158. Service reviews are undertaken annually as per agreed program	159. Community Services 160.
	161. Review availability of children's services		162. Service review is undertaken as per agreed program	
163.	164. Improvements are made to community services and facilities	165. Work with government services to advocate for improvements	166. Advocate for improvements to government services	167. Community Services
168. Council operates a dynamic library service	169. Library service is provided to meet community needs	170. Review the library service	171. Council reviews library inhouse service delivery	172. Community Services

## 2.3 Provide opportunities for sport and recreation across the shire

173. Delivery Plan 174. 2022-2026		175. Operational Plan 176. 2022-2023	177. Measures	
178. Strategies 179.	180. Principal Activities	181. Projects, Actions and Initiatives	182. Methods of Assessment	183. Responsibility 184.
185. Maintain and upgrade parks and sporting	186. Capital improvements to sport and recreation	190. Develop projects to support improvements to sport and recreation	192. Projects are undertaken as grant funding is	193. General Manager

173. Delivery Plan 174. 2022-2026		175. Operational Plan 176. 2022-2023	177. Measures	
178. Strategies 179.	180. Principal Activities	181. Projects, Actions and Initiatives	182. Methods of Assessment	183. Responsibility 184.
facilities	facilities 187. 188. 189.	facilities 191.	received	
	194. Community participation in facility maintenance and management	195. Liaise with community representatives and groups to identify opportunities	196. Support the community to enhance existing facilities	197. Community Services

## 2.4 Encourage local culture and opportunities for artistic expression

198. Delivery Plan 199. 2022-2026		200. Operational Plan 201. 2022-2023	202. Measures	
203. Strategies 204.	205. Principal Activities	206. Projects, Actions and Initiatives	207. Methods of Assessment	208. Responsibility 209.
210. Support the utilisation and development of the art gallery and local theatre	211. Capital improvements to local cultural facilities	212. Develop projects to support improvements to cultural facilities 213.	214. Projects are undertaken as grant funding is received	215. General Manager
	216. Community participation in arts and culture	217. Undertake marketing to support local arts and culture	218. Marketing support increases participation in local arts and culture	219. Community Services

## 3. Our Economy

### 3.1 Support the expansion of our local industries

220. Delivery Plan 221. 2022-2026		222. Operational Plan 223. 2022-2023	224. Measures	
225. Strategies 226.	227. Principal Activities	228. Projects, Actions and Initiatives	229. Methods of Assessment	230. Responsibility 231.
232. Conduct local business networking and training initiatives 233.	234. Local businesses attend training and networking initiatives	235. Develop opportunities to bring local businesses and training providers together	236. Number of training and networking initiatives held	237. Community Services
	238. Maximise regional	239. Attend and participate in Regional	240. Advocate and support	241. Community Services

220. Delivery Plan 221. 2022-2026		222. Operational Plan 223. 2022-2023	224. Measures	
225. Strategies 226.	227. Principal Activities	228. Projects, Actions and Initiatives	229. Methods of Assessment	230. Responsibility 231.
	development opportunities	Development Australia Murray and Destination Riverina Murray	business development at a regional level	

### 3.2 Nurture Local Businesses

242. Delivery Plan 243. 2022-2026		244. Operational Plan 245. 2022-2023	246. Measures	
247. Strategies 248.	249. Principal Activities	250. Projects, Actions and Initiatives	251. Methods of Assessment	252. Responsibility 253.
254. Monitor and communicate government funding opportunities for covid recovery	255. Identify and promote funding for local businesses eg Covid Recovery	256. Apply for grants to support local businesses in covid recovery	257. Support is provided to facilitate and attract grants for local businesses	258. Community Services
259. Encourage innovation in new and expanding businesses	260. Explore opportunities to provide ongoing support for innovation in local businesses	261. Host a forum on business innovation	262. Expanding levels of support for innovation in local business	263. Community Services
264. Support the growth of local industry sectors eg renewable energy, agriculture	265. Business development support is available for industry growth sectors	266. Identify industry development opportunities for the renewable energy and agriculture sectors	267. Facilitate clusters to grow targeted industry sectors of renewable energy and agriculture	268. Community Services
	269. Consultation with new businesses to set up in the Shire	270. Provide support and assistance to new businesses	271. Provide support and assistance to new businesses	272. Community Services

### 3.3 Increase tourism and visitation

273. Delivery Plan 274. 2022-2026		275. Operational Plan 276. 2022-2023	277. Measures	
278. Strategies 279.	280. Principal Activities	281. Projects, Actions and Initiatives	282. Methods of Assessment	283. Responsibility 284.

273. Delivery Plan 274. 2022-2026		275. Operational Plan 276. 2022-2023	277. Measures	
278. Strategies 279.	280. Principal Activities	281. Projects, Actions and Initiatives	282. Methods of Assessment	283. Responsibility 284.
285. Prepare and implement a local tourism and marketing strategy	286. Implementation of the local tourism and marketing strategy	287. Develop a local destination and marketing plan through the Joint Organisation	288. Develop and implement a local destination marketing plan to integrated with regional and state plans 289.	290. Community Services
291. Maximise tourism to Mungo National Park by seeking partners and funding to promote the area	292. Regular consultation with key stakeholders eg Destination Riverina Murray, NPWS etc.	293. Attend Destination Riverina Murray forums and meetings 296. Work with NPWS to explore opportunities for Mungo National Park	294. Seek funding and resources to increase visitation to Mungo National Park	295. Community Services
297. Improve signage and town entrances for visitors	298. Investment in signage and entrances to local towns	299. Undertake signage and entrance design as per village plans	300. Works are undertaken to improve signage and town entrances	301. Community Services
302. Identify and promote local heritage	303. Heritage assets are included in local marketing initiatives	304. Develop and promote local heritage tourism products	305. Develop and promote local heritage tourism products	306. Community Services

## 4. Our Infrastructure

### 4.1 Maximise grant funding to improve infrastructure

307. Delivery Plan 308. 2022-2026		309. Operational Plan 310. 2022-2023	311. Measures	
312. Strategies 313.	314. Principal Activities	315. Projects, Actions and Initiatives	316. Methods of Assessment	317. Responsibility 318.
319. Work with regional partners to identify and	320. Grant funding attracted into the area	321. Create a grants officer position to increase grant funding attracted to the area	322. Number and type of grant applications	323. General Manager and Engineering Services

307. Delivery Plan 308. 2022-2026		309. Operational Plan 310. 2022-2023		311. Measures
312. Strategies 313.	314. Principal Activities	315. Projects, Actions and Initiatives	316. Methods of Assessment	317. Responsibility 318.
apply for new government funding				
324. Maximise opportunities to apply for funding	325. Grant projects achieved on time and on budget	326. Create a project officer to oversee the management and delivery of grant projects	327. Improved grant and project delivery	328. Engineering Services

## 4.2 Explore opportunities to better manage public buildings and facilities

329. Delivery Plan 330. 2022-2026		331. Operational Plan 332. 2022-2023		333. Measures
334. Strategies 335.	336. Principal Activities	337. Projects, Actions and Initiatives	338. Methods of Assessment	339. Responsibility 340.
341. Maximise opportunities to improve, rationalise or combine public assets	342. Asset condition and building utilisation assessments are completed regularly	343. Report to Council on asset conditions and building utilisation 344.	345. Annual condition assessments undertaken and reported annually	346. Engineering Services and Health, Building and Environment Services
			347. Building utilisation assessment conducted in 2022 and 2024	
	348. Community service levels identified and achieved	349. Undertake a community satisfaction survey	350. Annual community survey undertaken	351. General Manager

## 4.3 Adequately plan for and maintain all Council assets

352. Delivery Plan 353. 2022-2026		354. Operational Plan 355. 2022-2023		356. Measures
357. Strategies 358.	359. Principal Activities	360. Projects, Actions and Initiatives	361. Methods of Assessment	362. Responsibility 363.
364. Prepare a ten year Asset Management and Long Term Financial Plan to improve assets in the medium term 365. Prepare a ten year Asset Management and Long Term Financial Plan to improve assets in the medium term	366. Complete and update AMPs for all asset classes	367. Update asset management plans	368. Review and report AMPs annually	369. Engineering Services and Health, Building and Planning Services
	370. Capital works plans and reports published annually with the Operations Plan, including explicit funding criteria and project ranking	371. Identify funding for asset renewal 373. Update and publish capital works plan	372. Prepare and include annual funding in the Operational Plan	
374. Prepare a Water and Sewer facilities upgrade plan	375. Develop an up to date Water and Sewer facilities plan	376. Apply for funding for the Water and Sewer facilities plan	377. On receipt of funding plan is adopted by Council for	378. Engineering Services



352. Delivery Plan 353. 2022-2026	354. Operational Plan 355. 2022-2023	356. Measures
357. Strategies 358.	359. Principal Activities	360. Projects, Actions and Initiatives
		361. Methods of Assessment
		362. Responsibility 363.
		Balranald and Euston

## 5. Our Environment

### 5.1 Celebrate and promote our unique local environment

379. Delivery Plan 380. 2022-2026	381. Operational Plan 382. 2022-2023	383. Measures
384. Strategies 385.	386. Principal Activities	387. Projects, Actions and Initiatives
		388. Methods of Assessment
		389. Responsibility 390.
391. Maintain and expand the walking trail network	392. Walking trail projects completed	393. Apply for funding to undertake walking trail enhancement projects
		394. Projects completed when grant funding is received
396. Refresh the marketing and public art around the Southern Bell Frog and the Regent Parrot	397. Undertake or facilitate marketing of environmental assets	398. Marketing environmental assets on Council's website
		399. Marketing of environmental assets is undertaken
401. Manage local trees to maximise public amenity and safety	402. Public trees are safe and attractive	403. Develop a street tree plan
		404. Develop a street tree plan and replacement strategy
406. Work with relevant state agencies to enhance key environmental assets	407. Environmental projects undertaken in partnership with state agencies	408. Apply for funding to undertake environmental enhancement projects
		409. Provide support as requested and as per available funding
		410. General Manager

## 5.2 Protect our water assets

411. Delivery Plan 412. 2022-2026		413. Operational Plan 414. 2022-2023		415. Measures
416. Strategies 417.	418. Principal Activities	419. Projects, Actions and Initiatives	420. Methods of Assessment	421. Responsibility 422.
423. Encourage the installation of water tanks through education	424. Increase in local water tanks	425. Provide advice on Council's website regarding the installation of water tanks	426. Education and advice is provided	427. Health, Building and Planning Services
428. Explore the feasibility of a high level weir and fish ladder for Lake Yanga	429. Progress on the Balranald Low Level weir project	430. Support the NSW Government to undertake feasibility scoping of the Lake Yanga weir and ladder project	431. Advocate to the state government to undertake the project	432. General Manager
433. Maintain membership of the Murray Darling Basin Commission	434. Engineering Services	435. Attend the Murray Darling Basin Commission meetings and events	436. Forums and committees are attended	437. Engineering Services
			438. Maintain membership of the Murray Darling Basin Commission	439. Engineering Services

## 5.3 Manage our waste sustainably

440. Delivery Plan 441. 2022-2026		442. Operational Plan 443. 2022-2023		444. Measures
445. Strategies 446.	447. Principal Activities	448. Projects, Actions and Initiatives	449. Methods of Assessment	450. Responsibility 451.
452. Work with regional partners to develop and implement a Waste Management Strategy	453. Progress on the Waste Management Strategy	454. Prepare and adopt a waste management strategy	455. Prepare a Waste Management Strategy for Council waste activities by 2023	456. Engineering Services and Health, Building and Planning Services
			457. Progress joint initiatives with regional partners	
			458. Implementation of strategy progresses by 2024	

## 6. Our Council

### 6.1 Develop capabilities

459. Delivery Plan 460. 2022-2026		461. Operational Plan 462. 2022-2023		463. Measures
464. Strategies 465.	466. Principal Activities	467. Projects, Actions and Initiatives	468. Methods of Assessment	469. Responsibility 470.
471. Develop community leadership and volunteer capacity	472. Support and celebrate local volunteers	473. Support and celebrate volunteers	474. Number of opportunities created to support and celebrate volunteers	475. Community Services
	476. Provide community training and opportunities to develop and enable civic leadership	477. Offer civic leadership opportunities eg Youth, Seniors, Committees	478. Participation in civic leadership opportunities	479. General Manager
480. Conduct a staff training needs assessment to enhance skills and staff engagement	481. Roll out a regular staff training program 482.	483. Conduct staff training through the year	484. Prepare and implement an annual staff training plan and budget	485. General Manager
486. Nurture local talent for future employment opportunities	487. Provide constructive feedback to local applicants in recruitment processes	488. Review and improve the recruitment and induction process	489. Offer feedback on request to recruitments applicants	490. General Manager

## 6.2 Engage and inform the local community

491. Delivery Plan 492. 2022-2026		493. Operational Plan 494. 2022-2023		495. Measures
496. Strategies 497.	498. Principal Activities	499. Projects, Actions and Initiatives	500. Methods of Assessment	501. Responsibility 502.
503. Increase opportunities for Council to listen to community views	504. Increase in opportunities to exchange views and ideas between Council and the community	505. Maintain and support regular meetings of Council Community committees	506. Maintain and support the Council/Community committees	507. Administrator and General Manager
508. Operate a system of community committees on issues of broad public interest	509. Annual survey of community committee members	510. Undertake a community survey	511. Survey is undertaken. and reported to Council	512. General Manager
513. Continue to publish a community newsletter and an up to date website	514. Community newsletter and Council website are informative and up to date	515. Publish the monthly newsletter	516. Publish monthly newsletter and redesign and maintain Council website	517. Community Services

## 6.3 Address financial sustainability

518. Delivery Plan 519. 2022-2026		520. Operational Plan 521. 2022-2023		522. Measures
523. Strategies 524.	525. Principal Activities	526. Projects, Actions and Initiatives	527. Methods of Assessment	528. Responsibility 529.
530. Prepare a Long Term Financial Plan and resource its monitoring and implementation	531. Long Term Financial Plan is adopted and published	532. Present the updated Financial Plan to Council by march annually	533. Annual plans presented to Council in March	534. General Manager
	535. Annual and six monthly reports provide the community with information about the finances of the Council	536. Present reports as per statutory timeframes	537. Six-monthly reports are presented to Council in January and July, and Annual Reports are presented to Council in September	538. General Manager

## 6.4 Develop and maximise strategic planning and partnerships

539. Delivery Plan 540. 2022-2026		541. Operational Plan 542. 2022-2023		543. Measures
544. Strategies 545.	546. Principal Activities	547. Projects, Actions and Initiatives	548. Methods of Assessment	549. Responsibility 550.
551. Advocate for our area within regional bodies such as Far West JO and Riverina-Murray RDA	552. Membership and participation in key advocacy committees and forums	553. Attend meetings of the Far West JO and Riverina-Murray RDA	554. Number of meetings attended	555. General Manager
556. Work across the state border on cross-border initiatives	557. Membership is maintained of cross-border committees	558. Attend meetings on cross-border initiatives	559. Number of meetings attended	560. General Manager
561. Undertake village planning for areas outside Balranald eg Kyalite and Euston	562. Village plans are prepared	563. Finalise village plans for Euston and Balranald	564. Villages plans are presented to Council and the community	565. Health, Building and Planning Services



# WORK FORCE PLAN AND STRATEGY 2022

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## FOREWARD

The NSW Government's framework for Integrated Planning and Reporting (IP&R) provides a clear mechanism to allow Council to partner with the community in the development of a long-term Community Strategic Plan (CSP). The intent is for Council and the community to have important discussions about funding priorities, service levels, preserving local identity and to plan, in partnership, for a more sustainable future.

IP&R supports the objectives and outcomes of Balranald Shire Council (BSC) to meet the needs and expectations of our community. Council takes its role and commitment to the community seriously and will try and ensure that it:

- Proactively communicates service standards and actively manages expectations;
- Is responsive to changing demands and priorities;
- Increases efficiency and productivity while remaining cost competitive; and
- Creates a positive corporate culture that fosters teamwork, excellence and innovation.

The successful implementation of the Workforce Management Strategy recognises that our employees are our greatest asset and we will continue to build upon the workforce planning foundation that we are developing. A committed and engaged workforce results in improved organisational outcomes, and ultimately improved service delivery and facilities for our community.

This amendment has been undertaken to reflect the Council's IP&R plans, budgets and community direction.

## WORKFORCE VISION

***Balranald Shire Council is committed to becoming an established Employer of Choice that provides an excellent quality of work life and opportunities for its people.***

## WHY DO WORKFORCE PLANNING

Workforce planning is about forecasting and predicting trends. It is not an exact science, but a continual process designed to analyse the current workforce and future needs, identify gaps between present and future requirements and develop solutions to ensure Council can achieve its mission and objectives.

Workforce planning aims to have the right people in the right places with the right skills and motivation doing the right jobs at the right time.

Workforce planning will help Council to:

- Make staffing decisions to provide services based on strategic priorities and climatic events;
- Identify potential resource or skill shortfalls and take steps to address these;
- Identify and plan for new and emerging roles;
- Recruit appropriate numbers of staff to meet future needs;
- Develop workforce skills that take time to grow;
- Provide improved career development opportunities;

- Reduce staffing costs through appropriate staffing levels;
- Increase employee motivation and contribution through better job design and responsibility;
- Contain human resources costs including the cost of turnover, absenteeism and injury.

This Workforce Plan and Strategy is an extension of Council's existing employee programs, policies and initiatives and is designed to complement and enhance these.

#### BACKGROUND

The Workforce Management Strategy (WMS) makes up one of three components of Councils **Resourcing Strategy** as required under the NSW Local Government **Integrated Planning and Reporting framework**.

This WMS is designed to outline the strategies and plans which determine how Balranald Shire Council will ensure appropriate human resources are available and are fully skilled to meet the Delivery Program. By identifying present workforce skills, considering what will be needed into the future and planning strategically, Council can limit the risks associated with unanticipated events (droughts, floods or loss of grant funds) and ensure we are appropriately resourced to handle the changes and challenges that will need to be faced in the coming years.

#### STAFF ORGANISATION STRUCTURE

##### Employment Type

Balranald Shire Council (BSC) workforce is made up of full-time, part-time and casual employment. Council has estimated that it will require a maximum Full-Time equivalent workforce of 47 persons excluding the General Manager who is a contract position under the Local Government Act 1993.

While the variety in employment types offers appropriate flexibility to Council in resourcing its activities, the length of service and regularity of hours, Council will need to look at future work commitments and the hiring of casual or part time employees to meet these short-term work needs. Council will establish clear objectives and strategies and what workforce mix will achieve these short-term outcomes.

#### CURRENT WORKFORCE CHALLENGES

The following issues are identified as being of importance and/or key challenges in the management and development of BSC human resources and the delivery of Council's strategic objectives:

- Attracting skilled and qualified staff;
- Retaining and optimising our existing staff, particularly those with longer employment service and operation critical skills;
- Successful adoption of new systems and procedures to improve efficiencies and provide better service delivery;
- Identifying ways to recognise effort and encourage high performance culture;
- Being able to offer career development;
- Capturing and transferring corporate knowledge and know-how;
- Providing valuable learning and development opportunities;

- Skills shortages and challenges in recruiting some service critical positions;
- Provision of career progression opportunities and succession planning for staff.

These challenges are not unique to Council, local government or the region. To attract, develop and retain a workforce that can meet the aspirations of our community, keeping pace with the changing environment we must continue to focus on the human resources of council to implement change.

#### WORKFORCE LOCATION AND MANAGEMENT

Council operates across a wide and diverse area and the location of staff resources needs to be considered when employing staff.

Technology today and stay at home workforces indicate that our staff can be located at several office locations or work remotely and still maintain council and public contact. This allows for staff to live and work in the Shires that they prefer, based around the future employment requirements.

Council has and will continue to operate areas such as finance remotely which is a cost saving on office space and transport needs.

#### WORKFORCE MANAGEMENT STRATEGIES

Having the right people in the right place at the right time is the main deliverable of the plan. Our people are the ongoing key to the success of Balranald Shire Council as an organisation. To deliver this outcome we will work across the following key areas:

##### 1.0 Safety and wellbeing of our staff

We are committed to creating a culture where the health and safety of our employees is paramount. We will not only promote workplace safety, but also recognise the importance of a holistic approach to employee health and wellbeing. Council will provide an organisation wide approach to the effective management of workplace health and wellbeing by promoting initiatives and education that assist employees to sustain a healthy, safe and supportive lifestyle.

##### Action 1

##### 1.1 Provide and maintain a safe and healthy working environment

##### 1.2 Provide training and support to reduce worksite injuries

- Provide all new staff with detailed induction training prior to entering the work areas
- Provide staff with Bullying and Harassment training within the first 2 years of employment
- Monitor new staff as to WH&S compliance and provide additional training as required to undertake their position at council
- Undertake progressive skill training in project management to understand WH&S and risk management.

##### 1.3 Pro-actively manage Return to Work and Workers Compensation

1.4 Develop Staff well-being programs

1.5 Provide Employee Assistance Program for staff and immediate family members

## 2.0 Building career paths

The development of our staff is critical to meeting the changing environment and challenges faced by Council. We will create an environment where innovation and accountability exist at all levels of the organisation. Council programs will shape Councils' culture and assist to grow our current and future leaders. We will foster a culture of lifelong learning by providing staff with learning and development opportunities that meet their personal and career goals and align with Councils' objectives.

### Action 2

2.1 Establish learning and development systems that equip staff for their respective roles

2.2 Develop a succession planning program

2.3 Provide opportunities for resource sharing across departments and career pathways for staff.

## 3.0 Reward and Recognition

We are aware of what motivates our people and have a range of formal and informal systems to ensure our people are remunerated, recognised and valued for their work and commitment to Council and the community. We will ensure that our remuneration system is reflective of our position in the employment market.

Council supports the payment system under the Local Government Award and will adapt a salary progression system that recognises skill training and on the job skill development. Council also recognises that staff will hit a salary ceiling and further monetary progression will stop. Council may offer training to individuals to allow them to apply for higher level positions where the employee supports this training.

### Action 3

3.1 Review and implement effective and transparent reward and recognition systems that are competitive.

3.2 Undertake performance reviews for all staff that have developed skills and can be recognised in the salary progression system.

3.3 Implement and maintain a performance management framework to enable



clear reporting on progress against milestones and key indicators in Councils strategic planning documents.

3.4 Provide staff with delegations and support to undertake their position.

3.5 Develop in house, a human resources criteria (staff meeting) to deliver on award and performance areas and to improve work health and safety outcomes.

#### 4.0 Attraction and retention processes

It is vital that we have the right people, with the right capabilities, skills and attitudes in the right jobs.

The experience and knowledge that our staff possess are one of our biggest assets. We will attract and retain the best people to enhance the work environment for our employees. We will develop, implement and continually improve our recruitment and selection techniques to ensure they reflect the immediate and longer-term needs of the organisation.

Our recruitment activities will be complemented by our internal professional development strategies and plans to ensure that we grow and develop our existing workforce to meet Council's emerging needs and provide rewarding careers to our staff.

#### Action 4

4.1 Focus on our recruitment and retention activities on ensuring we have the right people, with the right skills at the right time to achieve our objectives.

4.2 Establish Council is an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

4.3 Resource the organisation of Council adequately to provide the services and support functions required to deliver goals and strategies detailed in this plan.

4.4 Implement strategies and structures to support flexible work arrangements

#### 5.0 Leadership capability

Our Council and staff will be supported by well trained and supportive leadership. The effective leadership of an organisation is paramount to maximising efficiency and to achieve organizational goals. Council's leaders are invaluable when it comes to formulating and communicating new strategic directions, as well as communicating with and motivating employees to increase dedication to organizational goals. We will continue to invest in our existing and emerging leaders to ensure the ongoing success of Council.

#### Action 5

5.1 Improve the leadership capability of the current and future leaders of Council



5.2 Establish a succession management program for key positions within Council.

5.3 Develop a clear communication strategy for leaders and the organisation.

#### 6.0 Maintaining a diverse workforce

The Local Government Act 1993 requires local government authorities to plan for a diverse workforce. Balranald Shire Council sees this much more than a statutory requirement and recognises the value of diversity and equal employment opportunity both within its workforce and its regional community.

#### Action 6

6.1 Commitment to promoting a supportive and diverse workforce

### FORECASTING WORKFORCE REQUIREMENTS

#### Current Delivery Program Needs

The primary purpose of the Workforce Management Strategy is to meet the staff requirements of the current Delivery Program actions. The Council's Delivery Program determines current and future human resources needs and provides details of goals, strategies and actions the Council is seeking to achieve for both the community and the workplace. The community and Council are required to review the Community Strategic Plan during 2021/22. This workforce plan may be amended to reflect community requirements subject to Council's formal approval.

The Long-Term Financial Plan (LTFP) has forecast FTE numbers to remain relatively stable, with only a small increase or decrease over the next four years. At the same time, wage costs are expected to remain steady, increasing at a consistent rate in line with Award salary increase and scheduled performance reviews.

The Workforce plan establishes our workers compensation premium that will continue to be a significant focus for the organisation, requiring a continued strong focus on workplace health and safety systems, operations and pro-active management of return to work programs.

The Local Government Award allows Councils to use casual staff to supplement full time staff where short-term work is required (less than 12 months). Council shall use local casual labour and or labour hire companies to supplement the current delivery program needs in accordance with the Award.

Balranald Shire Council will use contractors as per the Local Government Award to assist in the delivery of projects. Council's staff cannot be skilled in all areas and local contractors are generally utilised for electrical, plumbing and sewer works, concrete works, road and traffic planning areas and specialised service works.

#### Future requirements

BSC will continue to improve our approach to proactively engaging with staff and developing a strong culture. This will enable Council to further build workforce capability and continue delivering high quality service to the community.

The ability to be responsive to the changing needs of our environment and staffing is imperative in the delivery of these objectives. To support our ability to be responsive, we will focus on developing and promoting strong consultation practices with our staff through performance discussions, informal and formal feedback systems and structured committees.

The aim is to have healthy, fully engaged, motivated and innovative staff who can contribute to the ongoing success of BSC.

#### REVIEW OF THE STRATEGY

To ensure that Council's workforce strategy delivers on its objectives and remains aligned to the delivery plan and community strategic plan, it is critical that regular reviews against key milestones are undertaken. This will allow the plan to remain active and permit informed changes as required.

Council's Business Plans are reviewed annually to ensure consistency with the Delivery Plan, Asset Management Plan and Long-Term Financial Plan. Performance indicators are set for each of the plans and measured for success.

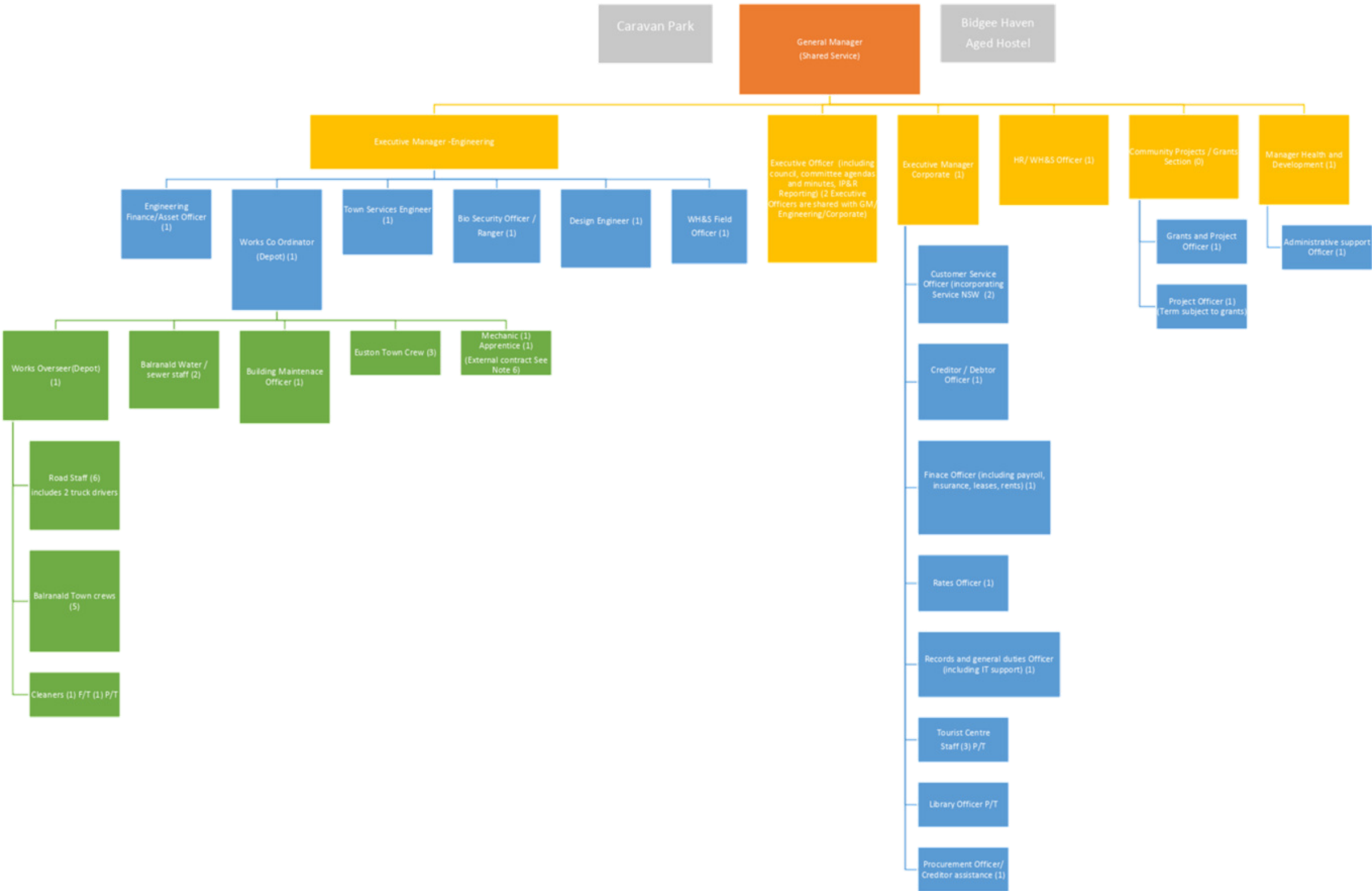
This Workforce Plan contains Actions to be developed and delivered over the next four years and into the future. An annual review of this plan shall include the staff and to determine actions being achieved.

#### ORGANISATION POSITIONS

The following table identifies the positions in Council's workforce as approved by Council \*\*\*\*\* 2022.

#### **Important Note:**

***These positions may change as required by Council or management to meet long term outcomes for the community. These tables should not be used to validate the retention of positions in the organisation but to act as a guide to present positions only as at the commencement of this document.***



**Total Staff FTE = 47**

**General Manager:** Reduced hours or shared service arrangement and may work remotely with a requirement to attend Balranald for a minimum period each month for Council/ Committee/ staff meetings and meetings with Public.

**Executive Manager - Engineering:** Is full time and may work remotely with a requirement to attend Balranald for a minimum period each month for Council/ Committee/ staff meetings and meetings with Public.

**Engineering Finance / Asset Officer:** Is full time and may work remotely with a requirement to attend Balranald as required.

**Town Services Engineer:** Is full time and may work remotely with a requirement to attend Balranald for a minimum period each month for Council/ Committee/ staff meetings and meetings with Public.

**Works Engineer:** This is a full-time role at Balranald Depot / Office

**Manager Health and Development:** Is full time and may work remotely with a requirement to attend Balranald for a minimum period each month for Inspections /Council/ Committee/ staff meetings and meetings with Public.

**Note 1:** Balranald Shire could contract services for the following operational areas:

- Financial management, reporting and auditing
- Engineering survey and design
- Governance services
- IT services and support
- Heavy and light plant servicing and maintenance

**Note 2:** Balranald Shire Council may determine to transition away from its Aged Care Hostel service.

**Note 3:** Balranald Shire due to resourcing difficulties may reduce its road construction plant to a single grader and construction crew and will contract services for

- gravel trucks and heavy haulage
- road construction and maintenance
- plant hire (especially rollers and water trucks)
- traffic control services

**Note 4:** Council may establish a remote shared office for employees at a location where high quality professional staff may be attracted.

**Note 5:** Council may consider the use local real estate services to manage rents, leases and licences

**Note 6:** Workshop services could be supported by local businesses, if assessed suitable.

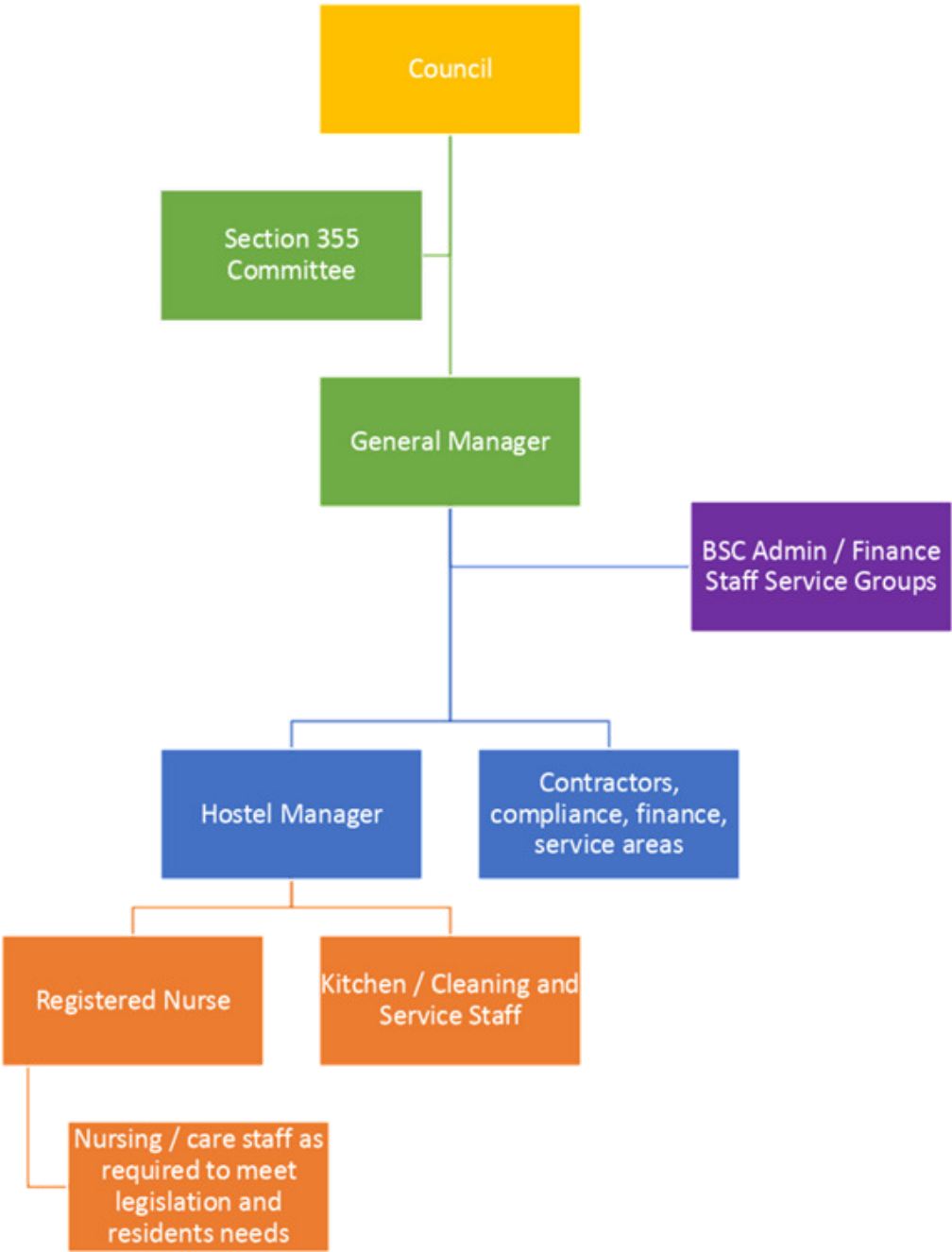
**Note 7:** Council should maintain its low loader and possibly fund two 3-6m<sup>3</sup> trucks for small gravel and clean up purposes.

**Note 8:** Council should not require a store as items should be purchased from local retailers, regional outlets or via procurement requirements in shared services. A small number of items could be held and managed by the Overseer/ works coordinator. Water and sewer items should be held in store at the treatment plant locations and costed directly to those functions on purchase. All road items should be planned and costed direct to the function. In store soil and gravel can be managed by the works coordinator. Fuel sales could be via local retailers, rather than stock on hand.

**Note 9:** Grants and Project team is to apply for grants and to deliver and undertake all reporting, financial management. This is not an Engineering function and develops projects to hand over to other council divisions once completed.

**Note 10:** Bidgee Haven Hostel is subject to a separate business plan. Reporting will be via management structure to the Council and General Manager.

Bidgee Haven Hostel



## Annexure A: General Position Classifications – Local Government and Balranald Shire Council 2020

Operational Band Level 2 (B1 L2)	
+ Indicates classification skill level may also be in Level 3	
	Baths / Pool Assistants
+	Camping Ground, Fitness/Camp and Showground Supervisor / Racecourse Curator
	Caretaker
	Child Care Helper / Vacation Care Casuals depending on qualifications
	Cleaner
+	Clerk (General Scale)
+	Concrete Finisher
	Convenience Attendant
+	Cook
	Depot Hand
	Dog Controller / Ranger
	Gardener (basic skill) / Non-Trade Gardener
	Gardener's Labourer
	Gravedigger
	Groundsman (basic skill)
	Herdsman, Impounding Officer/Pound keeper / Ranger
	Kitchen Hand, Usher/Usherette, Waiter
	Labourer/Builders, Graded, General, Street Cleansing, Street Cleansing required to drive, Scavenging
+	Light Plant Operator (mowers, street sweeper, etc.)
+	Library Assistant
+	Meter Reader
	Motor Car Cleaner/Greaser

0



	Offsider Mobile Cart
+	Plant Operator / Light Plant Operator
+	Public Relations Assistant
+	Sewer Attendant / Water and Sewer Attendant
+	Storeman / Storekeeper
+	Surveyor's Assistant
	Toilet Cleaner
	Tracer (unqualified)
+	Water Service Attendant / Water and Sewer Attendant

<b>Operational Band Level 3 (B1 L3)</b>	
-	Indicates classification skill level may also be in Level 2
+	Indicates classification skill level may also be in Level 4
<b>B2</b>	Indicates classification skill level may also be in Band 2
	Beach Inspector
	Camping Ground, Fitness Camp and Showground Supervisor
	Child Care Assistant (qualified)/ Vacation Care Casuals depending on qualifications
<b>B2</b>	Civic Centre Technician
- +	Clerk (General Scale) / Finance Clerks – Creditors and Debtors & RMS Clerks
-	Concrete Finisher
-	Cook
	Driver (above C Class Licence up to HR) / Light Truck Driver
	Driver – Mobile Cart
+	Ganger
	Garbage Wagon Driver
	Gardener (semi-skilled) / Non-Trade Gardener / Village Maintenance Operator

<b>Operational Band Level 3 (B1 L3)</b>	
-	Indicates classification skill level may also be in Level 2
+	Indicates classification skill level may also be in Level 4
<b>B2</b>	Indicates classification skill level may also be in Band 2
	Groundsman (semi-skilled)
	Leading Hand Labourer
- +	Library Assistant
	Mechanical Dozer Driver at Tip
B2 +	Meter Reader and Repairer
-	Meter Reader
B2	Noxious Plants Inspector
B2 +	Ordinance Inspector
- +	Plant Operator / Light Plant Operator
-	Public Relations Assistant
+	Saleyard Manager
	Senior Aerodrome Groundsman
B2 +	Senior Noxious Plants Inspector
+	Senior Tracer
	Senior Attendant Olympic Pool
+	Senior Surveyor's Assistant
+	Senior Beach Inspector
-	Sewer Attendant / Water and Sewer Attendant
B2 +	Sewerage Treatment Works Operator in Charge
-	Storeman / Storekeeper
	Street Sweeping Machine Driver
	Sullage Wagon Driver
-	Surveyor's Assistant

BSC Workforce Plan 2022

2

<b>Operational Band Level 3 (B1 L3)</b>	
<ul style="list-style-type: none"> <li>- Indicates classification skill level may also be in Level 2</li> <li>+ Indicates classification skill level may also be in Level 4</li> </ul>	
<b>B2</b> Indicates classification skill level may also be in Band 2	
	Tracer (qualified)
	Transformer Hand at Crematoria
B2 +	Water Service Operator in Charge / Water and Waste Water Operator
-	Water Service Attendant / Water and Sewer Attendant

<b>Operational Band Level 4 (B1 L4)</b>	
<ul style="list-style-type: none"> <li>- Indicates classification skill level may also be in Level 3</li> </ul>	
<b>B2</b> Indicates classification skill level may also be in Band 2	
	Cleansing Service Supervisor
-	Clerk (General Scale) / Finance Clerks – Rates and Payroll
	Drivers required to possess HC Licence / Heavy Truck Drivers – Gravel / Heavy Truck Drivers – Water
-	Ganger / Construction and Maintenance Ganger
	Garbage Driver, One-man Operation
-	Library Assistant
B2 -	Meter Reader and Repairer
B2 -	Ordinance Inspector
B2	Parks Foreman
	Plant Operators (large excavators, grader operators final finish / Heavy Plant Operators)
-	Saleyard Manager

B2 -	Senior Noxious Plants Inspector
-	Senior Surveyor's Assistant
-	Senior Tracer
-	Senior Beach Inspector / Senior Attendant Olympic Pool
B2 -	Sewerage Treatment Works Operator in Charge
B2 -	Water Service Operator in Charge / Water and Waste Water Operator
B2	Works Foreman

<b>Administrative/Technical/Trades Band Level 1 (B2 L1)</b>	
<p>+ Indicates classification skill level may also be in Level 2</p> <p><b>B1</b> Indicates classification skill level may also be in Band 1</p>	
	Blacksmith
	Boilermaker
	Bricklayer/Brick Paver (trades qualified)
	Bridge Carpenter
	Carpenter and Joiner
+	Cemetery and/or Crematorium Manager
	Child Care Aid
B1	Civic Centre Technician
+	Clerk/Graded / Combined RMS and Finance Clerks & Engineering and Health Admin Officers
+	Draftsman
+	Engineering Assistant (qualified)
+	Fire Control Officer
	Fitter

<b>Administrative/Technical/Trades Band Level 1 (B2 L1)</b>	
+ Indicates classification skill level may also be in Level 2	
<b>B1</b> Indicates classification skill level may also be in Band 1	
	Greenkeeper (trades qualified)
	Library Officer / Library Assistant
	Mason, Setter and Cutter
B1	Meter Reader Repairer (trades qualified)
	Motor Mechanic
B1	Noxious Plants Inspector
B1 +	Ordinance Inspector
	Painter and Sign writer
	Painter – General
	Panel Beater
B1	Parks Foreman
	Plant Mechanic
	Plasterer
	Plumber / Water and Sewer Foreman
+	Pool Superintendent / Pool Manager
	Propagator and Nurseryman (trades qualified)
+	Purchasing Officer
B1 +	Senior Noxious Plants Inspector
B1	Sewerage Treatment Works Operator in Charge
	Soil Tester
+	Storekeeper
B1	Water Service Operator in Charge
	Welder

<b>Administrative/Technical/Trades Band Level 1 (B2 L1)</b>	
<ul style="list-style-type: none"> <li>+ Indicates classification skill level may also be in Level 2</li> </ul>	
<b>B1</b> Indicates classification skill level may also be in Band 1	
B1 +	Works Foreman

<b>Administrative/Technical/Trades Band Level 2 (B2 L2)</b>	
<ul style="list-style-type: none"> <li>- Indicates classification skill level may also be in Level 1</li> <li>+ Indicates classification skill level may also be in Level 3</li> </ul>	
	Assistant Civic Centre Manager
-	Cemetery and/or Crematorium Manager
+	Chief Weeds Officer
+	Civic Centre Manager / Sporting and Cultural Centre Manager
- +	Clerk/Graded (Department administrative officer)
-	Draftsman
-	Engineering Assistant (qualified)
- +	Fire Control Officer
+	Industry Promotions Officer / Economic Development Officers
-	Ordinance Inspector
+	Overseer / Maintenance and Construction Overseer & Services Overseer
+	Parks Supervisor / Parks Foreman
	Plant Foreman / Workshop Co-Ordinator
+	Plant Superintendent
	Plumbing and Drainage Inspector
-	Pool Superintendent / Pool Manager
+	Public Relations/Publicity Officer

-	Purchasing Officer
+	Senior Draftsman
-	Senior Noxious Plants Inspector
+	Senior Plumbing and Drainage Inspector
-	Storekeeper
	Superintendent of Beach Inspectors
+	Tourist/Information Officer
-	Works Foreman

<b>Administrative/Technical/Trades Band Level 3 (B2 L3)</b>	
<p>- Indicates classification skill level may also be in Level 2</p> <p><b>B3</b> Indicates classification skill level may also be in Band 3</p>	
	Chief Draftsman
-	Chief Weeds Officer
-	Civic Centre Manager / Sporting and Cultural Centre Manager
B3 -	Clerk/Graded (Treasurer (unqualified), Senior Executive officer, etc.)
-	Fire Control Officer
B3 -	Industry Promotions Officer / Economic Development Officers
-	Overseer / Maintenance and Construction Overseer & Town Services Overseer
-	Parks Supervisor
-	Plant Superintendent
B3 -	Public Relations/Publicity Officer
-	Senior Plumbing and Drainage Inspector
	Senior Engineering Assistant
-	Senior Draftsman
-	Tourist/Information Officer



<b>Professional/Specialist Level 1 (B3 L1)</b>	
+ Indicates classification skill level may also be in Level 2	
<b>B2</b> Indicates classification skill level may also be in Band 2	
	Assistant Town Planner
	Building Surveyor
+	Community Services Staff (degree; social worker; family day care co-ordinator, recreation officer etc.)
B2 +	Graded Clerk (EDP Manager, personnel officer, admin officer, WH&S officer, etc.)
	Health Surveyor (graded)
B2 +	Industry Promotions Officer / Economic Development Officers
	Librarian
+	Professional Engineer
	Project Administrator Senior
B2 +	Public Relations/Publicity Officer
+	Surveyor
+	Teachers
+	Town Planner

<b>Professional/Specialist Level 2 (B3 L2)</b>	
- Indicates classification skill level may also be in Level 1	
+ Indicates classification skill level may also be in Level 3	
+	Accountant / Accountant Assets
	Branch/Specialist Librarian
-	Building Surveyor
+	Chief Clerk

+	Child Care Centre Director
-	Community Services Staff (social worker, family day care co-ordinator, recreation officer etc.)
+	Deputy Chief Librarian
	District Health Surveyor
- +	Graded Clerk (EDP Manager, Personnel Officer, administration officer, WH&S officer)
-	Industry Promotions Officer / Economic Development Officer
+	Manager Health and Building / Development
-	Professional Engineer
+	Projects and Assets Engineer
-	Public Relations/Publicity Officer
+	Senior Building Surveyor
+	Senior Engineer
-	Surveyor
-	Teacher
- +	Town Planner

Professional/Specialist Level 3 (B3 L3)	
<ul style="list-style-type: none"> <li>- Indicates classification skill level may also be in Level 2</li> <li>+ Indicates classification skill level may also be in Level 4</li> </ul>	
-	Accountant / Accountant Assets
+	Assistant Deputy Health Surveyor
+	Chief Librarian
-	Chief Clerk
-	Child Care Centre Director
+	Community Services Co-ordinator
-	Deputy Chief Librarian
+	Deputy Clerk

+	Deputy Chief Health Surveyor
+	Deputy Engineer
+	Deputy Chief Town Planner
+	Director – Community Services
- +	Graded Clerk (EDP Manager, Personnel Officer, Administration Officer, WH&S Officer, etc.)
-	Manager Health and Building / Development
- +	Senior Engineer / Manager Roads Infrastructure & Town Services Manager & Asset Manager
+	Senior Engineer – Projects
	Senior Health Surveyor
-	Senior Building Surveyor
- +	Town Planner
+	Treasurer

<b>Professional/Specialist Level 4 (B3 L4)</b>	
-	Indicates classification skill level may also be in Level 3
-	Assistant Deputy Health Surveyor
B4 -	Chief Librarian (Librarian)
-	Community Services Co-Ordinator
-	Deputy Chief Town Planner
-	Deputy Chief Health Surveyor
-	Deputy Engineer
-	Deputy Clerk
B4 -	Director – Community Services

-	Senior Engineer / Senior Engineer Projects
-	Town Planner
-	Treasurer

<b>Band 4 Executive</b>	
<b>B3</b> Indicates classification skill level may also be in Band 3	
	Chief Health and Building Surveyor
	Chief Town Planner
	Chief Librarian
	Chief Engineer
	Director – Corporate Services / Divisional Manager Finance & Administration Services
	Director – Environmental Services
	Director – Works and Technical Services / Divisional Manager Engineering Services
	Executive Managers
	General Manager



**BALRANALD SHIRE COUNCIL**

# **STORMWATER MANAGEMENT PLAN**



**Stormwater Management Services**

The NSW Government amended the Local Government Act in October 2005 to allow councils the option of levying a stormwater management service charge. Amendments to the Local Government (General) Regulations 2005 provide supporting detailed requirements of this charge. These amendments came into force in April 2006.

The provision of this new funding mechanism is to improve the management of urban stormwater in NSW and build in the achievements of the former NSW Stormwater Trust projects. Also the levying of this charge is outside the rate capping arrangements.

Stormwater management can be broadly defined as managing the quantity and quality of stormwater runoff from a catchment with the aim of:

- Minimising stormwater impacts in aquatic ecosystems;
- Minimising flooding impacts; and
- Utilising stormwater as a water resource.

Councils can apply the charge to parcels of rateable land categorised as residential or business under the Local Government Act within an urban area, that benefit from the proposed new/additional stormwater management services.

Urban land exempt from the charge includes:

- Public land, such as:
  - Crown land;
  - Council-owned land, and
  - Land held under a lease for private purposes granted under the *Housing Act 2001* or the *Aboriginal Housing Act 1998*;
- Vacant land, as in land containing no buildings, car parks or large areas of material such as concrete (i.e. no impervious surfaces); an
- Rural residential or rural business land (i.e. land not located within a village, town or city)
- Land belonging to charities and public benevolent institutions.

Stormwater  
Management Plan  
March 2022

### Stormwater Management Strategy

#### Objective

- To describe the existing storm water systems in Balranald Shire Council
- To plan a strategy and identify procedures to be put in place to provide the required storm water systems and service levels for the Council
- To list technical data relating to the various systems and associated service levels
- To recommend a strategy and management plan
- To describe works to be provided as part of Councils rating strategy

#### Existing Systems

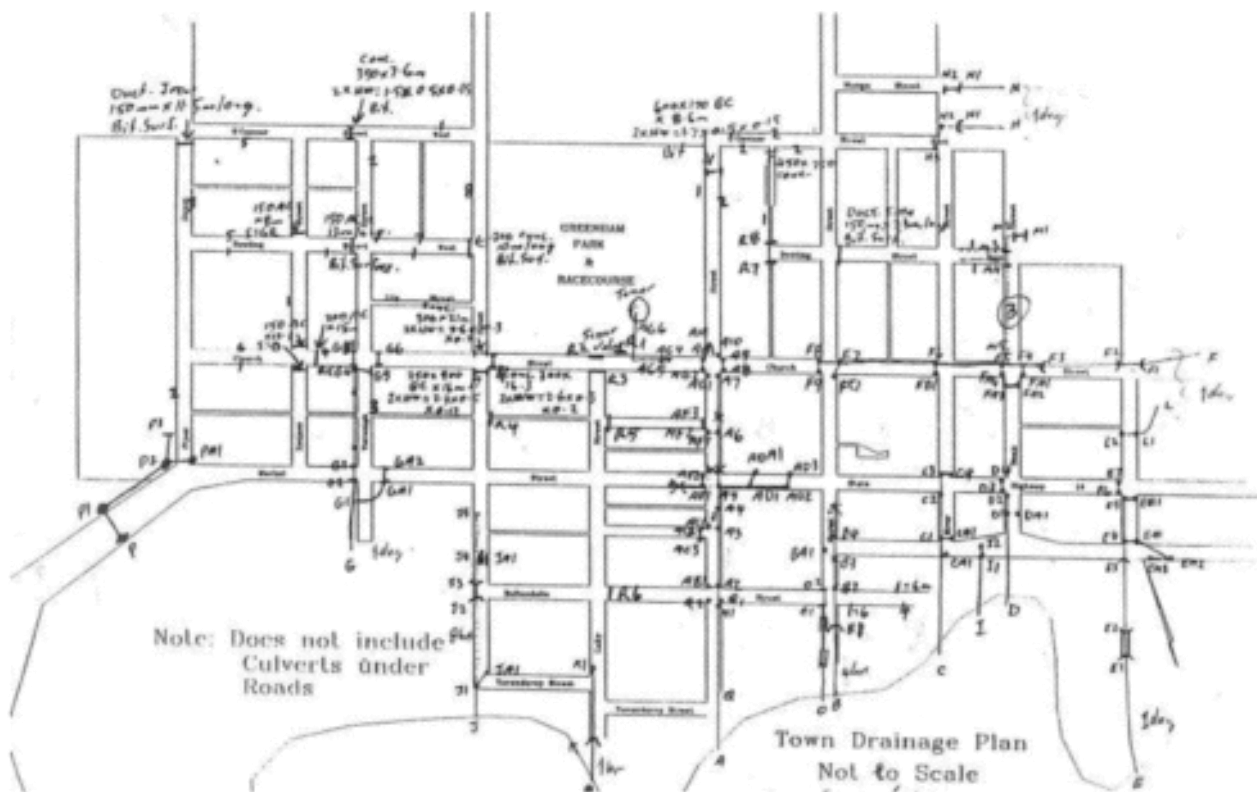
The Balranald system consists of numerous culverts, open drains and outfalls to low lying areas or the Murrumbidgee River. The North Balranald scheme outfalls to the Murrumbidgee at Turandurey Street Pumping station.

Euston system consists of 3 catchments all discharging to the Murray River.



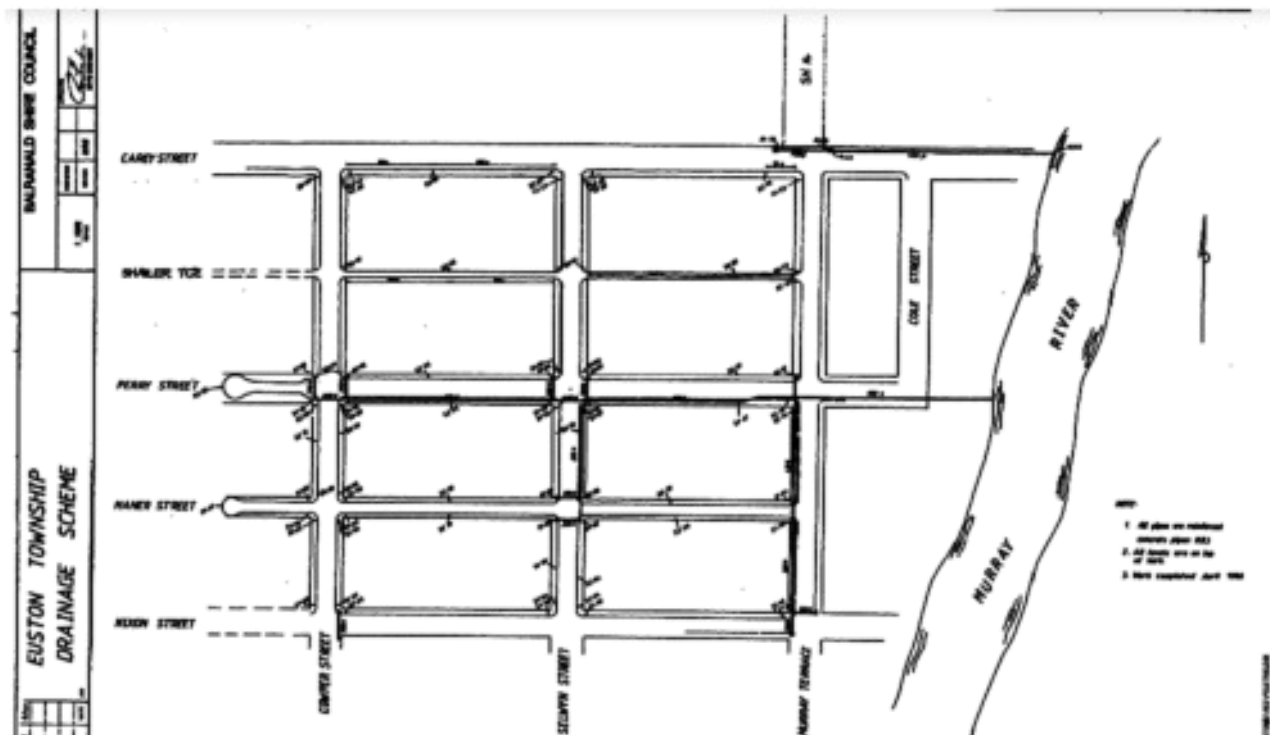
Stormwater  
Management Plan  
March 2022

### Bairnald Town Drainage



Stormwater  
Management Plan  
March 2022

### Euston Town Drainage Completed 1986



### Storm water Design

General design guidelines call for systems to be capable of taking a 1:5 year frequency for Rural and Residential Areas and a 1:10 year frequency for Industrial areas as well as provide a surcharge path for frequencies of 1:100 years. The surcharge path is generally the road system. Eg. The road will be flooded but property remains dry. Building regulation provides for habitable property floor levels to be a minimum of 300mm above highest road level.

It is not practical or cost effective to provide for events greater than the 1:5 year for Residential Areas and anything greater will produce flooding to some degree. Any system designed prior to 2000 will not necessarily comply with the above. Eg. Most of Balranald and Euston.

### Stormwater Works

Works for the immediate future will conform with existing budgets and Council's Stormwater Asset Management Plan.

John James Oval, Robinvale - Riverside Park  
PO Box 367 Robinvale VIC 3549  
E. refnc@bigpond.com

**ROBINVALE EUSTON  
EAGLES**

	Info	Reply	Report	Discuss
GM				3/8/22
Dir				
Receiver	08 MAR 2022 11:21 am			
DDCD				
File No.				
Letter No.				

Mr. Glenn Wilcox  
Acting General Manager  
Balranald Shire Council  
P.O Box 120  
Balranald NSW 2715

Dear Glenn,

The Members of the Robinvale Euston Football Netball Club Committee would like to inform the Balranald Shire Council that we are unable to schedule any games at the Euston Recreation Reserve until the playing surface has been upgraded.

The reason for this difficult decision is out of concern for the welfare of our players, which ultimately results in an Occupational Health and Safety issue.

Our Club is always very mindful of the fact that we have to protect our players from sustaining major injuries, and with footballers it is usually concerned with knee injuries. We say this in relation to the playing surface at the Euston Recreation Reserves which, in our opinion, does not come up to our expectation of safety.

To add to our concern is, that over the many years we have been playing at Euston, we have received numerous complaints from our opposition Clubs regarding the surface of the oval.

Our Club is aware that recently the Balranald Shire Council has obtained a grant in the vicinity of \$500,000 which we understand will be spent on upgrading the facilities and the netball court at the Euston Recreation Reserve. However, this funding will not be used to upgrade the oval itself.

We are very pleased to hear this as it will fit within our plans for the future. We hope to be able to enter a Women's team into the Sunraysia AFL competition. Our thoughts are that because our oval is in constant use with our Senior and Junior players, to complement our operation, we would be able to use the facilities at Euston (providing they come up to the mark required) for training, and even staging the Women's matches at the Euston Recreation Reserve.

We are quite prepared to work closely with Council to explore all avenues of obtaining funding to upgrade the oval. We are also willing to contribute to the upgrade.

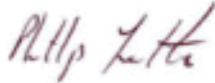
On Monday of this week representatives of the Robinvale Euston Football Netball Club met with Guy Fielding, and members of the Euston Progressive Advisory Committee. Our

**COURAGE PRIDE RESPECT UNITY**

representatives informed Guy and the committee of the decision that our committee has made in relation to the Euston Recreation Reserve. Guy Fielding is the chairman of the Advisory Committee.

Please find enclosed a copy of the letter we have received from the Sunraysia Football Netball League in support of our club not scheduling any matches at Euston until an upgrade of the playing surface has been completed.

Yours sincerely,



Mr Phil Lamattina,  
President.



Mrs Marion Leslie,  
Secretary.



Sunraysia Football & Netball League Inc.

P.O. Box 121, Mildura, Vic. 3502.

58A Lemon Avenue, Mildura, Vic. 3500.

Mobile: 0409 220 606.

Email: [football@sfnl.org.au](mailto:football@sfnl.org.au)

Web: [sunraysiafl.vicfl.com.au](http://sunraysiafl.vicfl.com.au)

22 February 2022

Phil Lamattina

President

Robinvale Euston Football Netball Club

via EMAIL: [phil@lamattinafarms.com.au](mailto:phil@lamattinafarms.com.au)

Re: Scheduling of SFNL matches at the Euston Recreation Reserve

To the Executive of the Robinvale Euston Football Netball Club,

On behalf of the Board of the Sunraysia Football & Netball League, I am writing to inform you that the league supports your club's stance of not scheduling football matches at the venue until an upgrade of the playing surface has been completed.

Ongoing concerns have been received from SFNL member clubs regarding the safety of the surface, highlighting player welfare and potential issues regarding occupational health and safety.

Consultation with our members clubs reflects the same view that the Euston Oval is unsafe, with the preference being to play all scheduled Robinvale Euston Football Netball Club home games at the Riverside Park venue's John James Oval.

The SFNL wishes the REFNC success in its direction and look forward to the ongoing healthy and positive partnership between the league and all member clubs.

Yours sincerely,

**Peter Walker**

*Executive Officer*

*Sunraysia Football & Netball League Inc.*

11 March 2022

To The General Manager of The Balranald Shire Council

Dear Glenn

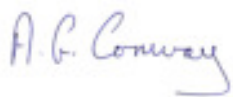
This letter is on behalf of the committee and the members of the Balranald Racing Club regarding the state of the race track at Greenham, Park

As you are aware the race meeting scheduled for the 19<sup>th</sup> March was cancelled by the stewards from the SDRA which officiate over racing in this region. On the 9<sup>th</sup> March an inspection of the track by a steward on this day was conducted without our knowledge and it was his decision alone that brought about the debacle we finished up with. This whole fiasco could have been avoided if we had of been consulted on his arrival. As you are aware Glenn with a little bit of maintenance the track in the following 10 days would have been safe to race on.

Going forward the Committee of the BRC would like a meeting with Balranald Shire Council at the earliest convenience of all concerned to look at ways to revamp the track so this disappointing episode doesn't occur again. The bar is being raised with issues regarding OH&S on a regular basis and whether we like it or not we all must comply.

BRC would hope that council can see fit to allocate in its upcoming budget enough funds to complete the upgrade of Greenham Park race track. Works to start on as soon as possible.

Yours faithfully



A G Conway (Tony)  
**Chairperson Balranald Racing Club**





**Petaurus**  
EDUCATION GROUP

603 David Street | PO Box 1164  
Albury, NSW 2640  
T: 02 6021 1876  
E: office@petaurus.net.au

19 January 2022

Mr Glenn Wilcox  
Acting General Manager  
Balranald Shire Council  
PO Box 120  
BALRANALD NSW 2715

	Info	Reply	Report	Discuss
GM				GM
DIO				
Received 24 JAN 2022				
LOCAL				
File No.				
LETTER No.				

*10-45am*  
*Kalger*  
*[Signature]*

Dear Glenn,

#### **Stronger Country Communities Program – Euston**

Thankyou for the opportunity to talk to yourself and Connie last week in Balranald about progress with the NSW Stronger Country Communities (SCC) program in Euston.

As requested by you, attached are two documents.

- The first report (on white) outlines proposed activities to improve the walking-bike track from Euston to Robinvale, an initiative of the Euston Public School and the Petaurus Education Group and funded by the NSW SCC program. The report was prepared following a scoping walk and discussions between ourselves, school students and Ray Davey.
- The second document (on yellow) as you requested is an outline of recommendations, funding and actions to-date on the proposed improvements. You will notice that next to each action, responsibility for the work and the funding source is clearly set out. This was worked out with Ray Davey and the Euston Progressive Advisory Committee last year.

Please note the following:

- As mentioned in our meeting, the Petaurus Education Group is still committed to contribute \$10,000 to the Balranald Shire to support its contributions to the project.
- The proposed interpretive signs, trail brochure and promotional poster will be consistent with the council's tourism and signage style guide and colours being used elsewhere in the shire – I understand that these are currently being developed by Connie Mallet.



- The Euston Progressive Advisory Committee has been a partner with this project from the outset. The committee supported the original funding application, I have attended a number of their meetings to report on progress, and we have agreed that the committee will be consulted on the final signs, brochure and poster.
- Petaurus would hope that the council will see this project as a partnership that can also include your logos on signs, brochure and posters.
- To ensure consistency with council style guides and as outlined in the second document, all signs, brochures and poster for the Euston-Robinvale trail will be shown to council staff for approval before publication.
- As we discussed, we would like to complete the project this year.

**As we discussed, Petaurus would be keen to have the Balranald shire Council endorse this project as a partnership between our two organisations as well as the commitments as outlined in the second document.**

I would be willing to attend meetings of council or any relevant council committees to further discuss the project.

Owen Dunlop also from Petaurus will be in touch with you separately to brief you on the new Stronger Country Communities-funded program for Balranald this year.

I look forward to your response.

Yours sincerely

A handwritten signature in purple ink that reads "Adrian Wells". The signature is written in a cursive style with a long horizontal line extending from the end.

Adrian Wells  
Petaurus Education Group



**REPORT TO:** BALRANALD SHIRE COUNCIL  
**REPORT FROM:** ADRIAN WELLS, PETAURUS EDUCATION GROUP INC  
**REPORT ON:** SUGGESTIONS FOR IMPROVEMENTS TO THE  
WALKING-CYCLE TRAIL FROM EUSTON TO ROBINVALE  
**REPORT PREPARED BY:** YEAR 5-6 STUDENTS FROM EUSTON PUBLIC SCHOOL  
**DATE:** 19 JANUARY 2022

.....

## **1. INTRODUCTION**

The *NSW Stronger Country Communities* program secured by the Petaurus Education Group in conjunction with Balranald Shire Council, Euston Public School and the Euston Progressive Advisory Committee in 2020, included improving and promoting the walking-cycle trail from Euston to Robinvale.

On 31 May 2021, year 5-6 students of Euston Public School scoped the track to assess the trail's condition and make recommendations to improve it. This also involved a student in a wheelchair. The students had already had a number of activities leading up to the event including:

- local workshops and excursions in 2019 and 2020;
- making a You Tube video on Regent Parrots in late-2019;
- a gala day on the local environment in March 2021;
- preparation of three posters on Euston,
- a workshop on student perceptions of living in Euston in April 2021, and
- making a You Tube video with students on living in Euston.

The walk started with a short presentation from Ray Davy on the importance of the project, the importance of hearing from young people, and the need to attract visitors to Euston. During and after the walk students contributed a range of comments and suggestions on improving the walk.

## **2. START OF TRAIL**

It is suggested that the trail (for the purposes of general promotion and production of a brochure – see section 11 below) starts at the back of the Euston Club, complimenting a similar trail to the Euston Weir. It would encourage people to walk or cycle along Murray Terrace with its shops (to buy coffee, cold drinks, food, etc), and past a sculpture park, the heritage court house and school. It will also take visitors past the toilet block on Murray Terrace as there are no toilet facilities on the trail.

It is also suggested that there be a sign at the start of the floodplain section of the walk in Tayla Court indicating the length, state of the track (suitable for wheel chairs), gradient, water access, warning about snakes, and a broad description of features. There should also be sign pointing the way. This sign could also be replicated at the Robinvale Bridge.

### **3. DIRECTIONS TO TRAIL**

There are no clear directional signs as to where the trail starts, apart from a small and faded sign on the corner of Murray Terrace and Carey Street (which is difficult to find and read).

**There needs to be directional signs on the corners of Murray Terrace and Carey Street, Carey Street and Luke Road, and Luke Road and Tayla Court. All other signs should be removed.**

### **4. WATER**

There was a sign indicating that water is available at the gazebo. However, the water tank was not easy to get at, had a difficult tap to obtain water, and in dry periods, was likely to run out. The students felt that the tank was past its use-by date and didn't meet current health standards.

**On the advice of the students, the old tank was removed in 2021 and a waterpoint (including a water bowl for pets) installed at the start of the walk in Tayla Court.**

### **5. GAZEBO**

The gazebo is an appropriate and attractive structure. However, the students noted a gap between the trail bitumen and the wooden floor of the gazebo which they and their teachers regard as a tripping hazard.

**The gap between the track and the gazebo needs to be filled in.**

**The students also wondered if a small table should be installed under the gazebo to hold lunches, drinks and/or refreshments.**

### **6. RUBBISH**

Students noted that there was surprisingly little rubbish along the track but visitors should be encouraged to take their rubbish home

**However, the students felt there should be a rubbish bin at the start of the track in Tayla Court and at the Robinvale bridge.**

**On the recommendation of the students, two wrecked cars near the start of the floodplain walk and a discarded bicycle at the water's edge near the gazebo were removed in 2020**

### **7. SAFETY**

The students considered the track surface was safe, although there is a small section of unpaved track where the trail meets the Murray River and turns left towards the gazebo.

There is also a wire fence in various stages of repair along the length of the track. Some of the wire is cut and/or broken and pieces actually sticks out onto the track. There is also a post near the Robinvale bridge with barbed wire wrapped around it with some parts of the barbs actually sticking out on to the trail. The fence is not only ugly but is a danger to cyclists if they happen to run into it, is a tripping hazard, and is of no apparent value.

**The students recommend that this fence either be resurrected, repaired or removed.**

### **8. SEATING**

While the floodplain track itself is only about two kilometres long, there is only seating at the gazebo. This may be fine for younger people but not elderly users.

**To encourage regular walkers, particularly elderly people, additional seating should be installed – it is assumed that the council might have two appropriate seats already in storage.**



## 9. SIGNS

According to NSW National Parks and Wildlife, the walking-cycle trail passes through important and significant floodplain country between Euston and Robinvale. Features include the Murray River (Australia's most important river), wetlands, riverine forest of River Red gums, Blackbox trees and lignum, and habitat for native birds, animals and fish.

While the track does not feature any obvious cultural heritage, according to NSW National Parks, it is likely that some of the floodplain (that is not accessible on the trail but can be viewed from the track) would contain evidence of Aboriginal cultural heritage.

**The students suggested that there be six interpretive signs installed along the trail that describe some of these features, adding to interest and the educational role of the trail. These can be of native fish, birds (including Euston's iconic Regent Parrots), trees, the river, wetlands and cultural heritage.**

The signs must be of a design that is consistent with signs elsewhere in Balranald Shire town. They should also be located sensitively and at the most appropriate places on the trail. The students also recommended that this sign includes a QR code on the sign that links visitors to the You Tube video of the Regent Parrots that the students made last year.

**It is also recommended that the original, small and dated black and white metal signs (some of which are now bent) indicating distances be removed as they add little to the trail.**

## 10. TREE LIMBS

Just past the gazebo, students noted a large branch from a big River Red gum tree hanging over the track.

**The students recommended that this and other limbs be assessed for safety and removed if a risk.**

## 11. BROCHURE AND POSTER

Part of the *Stronger Country Communities* program is the development and printing of a small tourist brochure to promote the walk-cycle track, as well as a larger promotional poster. The students will undertake this role but will lodge drafts with the Euston Progressive Advisory Committee and the Balranald Shire Council for comments and to ensure they meet both community and council requirements. The brochure will also be consistent with a style guide being developed in early-2022 for Balranald Shire Council.

Adrian Wells

19 January 2022

## EUSTON STRONGER COUNTRY COMMUNITIES REPORT

### Proposed actions and funding for Euston to Robinvale walking-cycle path

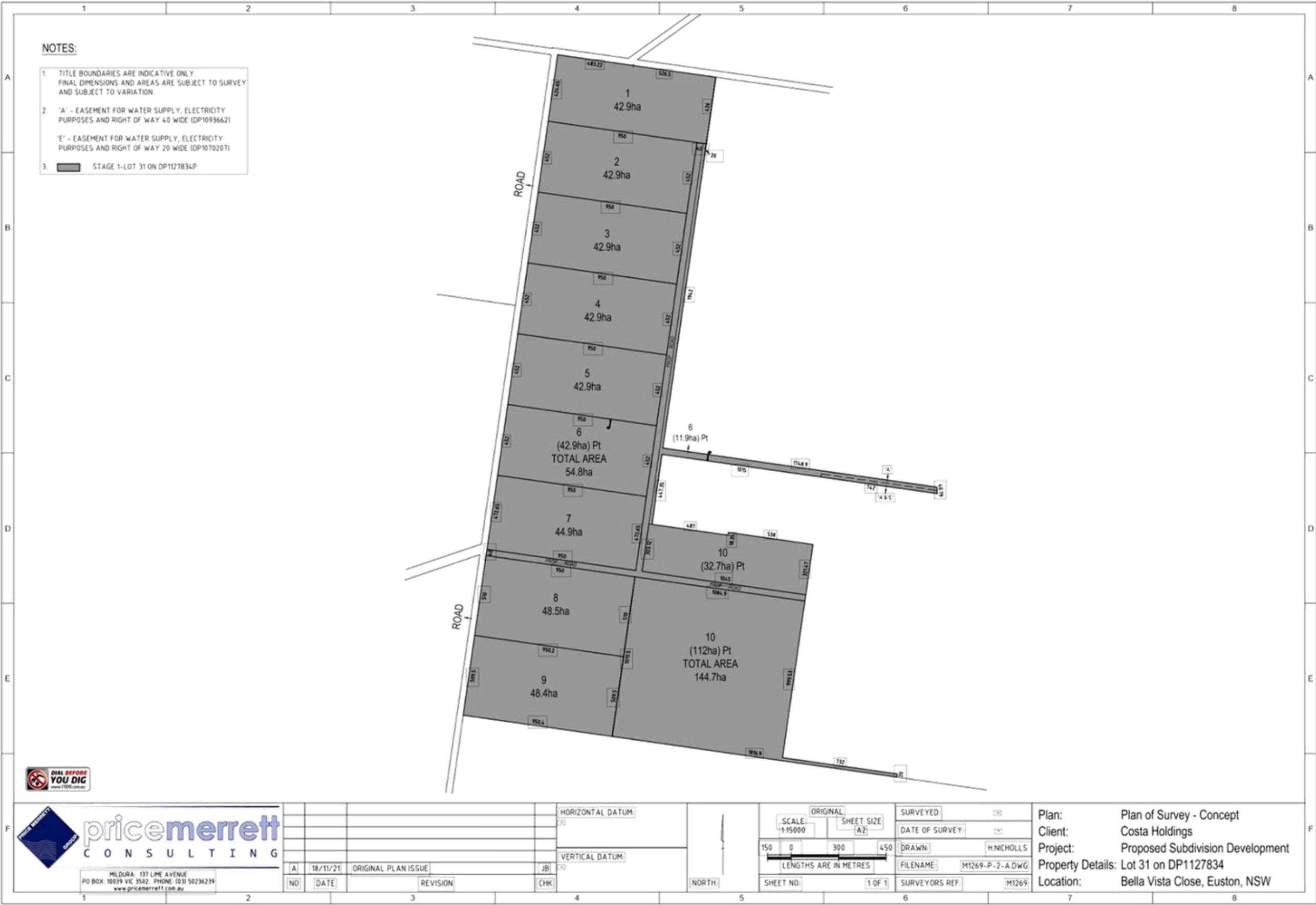
Recommendation	Who	Funding	Action
Consider starting the trail behind the Euston Club, complementing another similar trail to the Euston Weir.	Petaurus and Balranald Shire Council to develop a sign for the trails to Robinvale and the Euston Weir  Balranald Shire Council to install	Petaurus to fund 50 percent of the sign	To do
Install directional signs on the corners of Murray Terrace and Carey Street, Carey Street and Luke Road, and Luke Road and Tayla Court. Remove existing signs.	Balranald Shire Council to install signs	Petaurus to fund signs	To do
Install new signs at the start of the floodplain walk in Tayla Court indicating length, suitability for wheel chairs, water access, risks, etc. Sign can be replicated at Robinvale Bridge.	Balranald Shire Council to install sign	Petaurus to fund sign	Start has been made
Install a waterpoint at the start of floodplain walk in Tayla Court.	Balranald Shire Council	Balranald Shire Council	Done
Remove rusted water tank at the gazebo.	Balranald Shire Council	Balranald Shire Council	Done
Remove two wrecked cars at start of the floodplain track	Balranald Shire Council	Balranald Shire Council	Done
Remove a discarded bicycle at the water's edge next to gazebo.	Balranald Shire Council	Balranald Shire Council	Done
Fill in gap between track and gazebo to avoid tripping.	Balranald Shire Council	-	To do
Consider installing a small table in gazebo to hold lunches and/or refreshments.	Balranald Shire Council	Balranald Shire to source table from current stock – if none is available, Petaurus to fund	To do
Consider installing rubbish bins at the start of the track and at the Robinvale bridge.	Balranald Shire Council	Balranald Shire Council	To do
Review safety of wire fence along track, some of which is cut or broken and sticking out onto the track - fence is a danger to cyclists and walkers.	Balranald Shire Council	Balranald Shire Council	To do
Install two seats between the gazebo and the Robinvale bridge to encourage regular walkers, particularly elderly people.	Balranald Shire Council	Balranald Shire to source seats from current stock – if none are available, Petaurus to fund	To do



Recommendation	Who	Funding	Action
Remove small and dated black & white metal distance signs (some of which are bent)	Balranald Shire Council	-	To do
Install up to six interpretive signs along the floodplain trail that describe features, adding to interest and the educational role of the trail.	School students and Petaurus to design  Euston Progressive Advisory Committee and Balranald Shire Council to review draft to ensure they are consistent with council requirements.  Balranald Shire Council to install signs	Petaurus to fund signs	Started
Assess health of tree limbs hanging across the trail near the gazebo for safety - remove if dangerous.	Balranald Shire Council to arrange assessment and limb removals if required	Balranald Shire Council	To do
Develop and print a tourist brochure to promote the walk-cycle track.	School students and Petaurus to design  Euston Progressive Advisory Committee and Balranald Shire Council to review draft to ensure brochure is consistent with council's style guide.	Petaurus to fund brochure	Started
Develop and print a large poster to promote the walk-cycle track.	Students and Petaurus to design  Euston Progressive Advisory Committee and Balranald Shire Council to review draft to ensure it is consistent with community requirements and council's style guide.	Petaurus to fund promotional poster	To do

Petaurus Education Group

January 2022







# Statement of Environmental Effects

Bella Vista Close, Euston

January 2022

planning & development specialists

[www.jgconsult.com.au](http://www.jgconsult.com.au)





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3 Statement of Environmental Effects, Bella Vista Close, Euston

Ref: 21-116



## Introduction

Development approval is sought for a 10 Lot Subdivision of land which is known as Lot 31 DP1127834. The land is vacant of any plantings and buildings.

The site is included in Zone RU1 Primary Production and has a combined area of 575.1ha.

The subdivision is proposed in order to facilitate the sale of the approved land for horticulture (albeit not planted) with a minimum lot area of 42.9ha. The land will be provided with a water supply from the Murray River. The subdivision will create additional lots to ensure the efficient farming of the horticultural land.

It is considered the subdivision is appropriate given the contents of the Balranald LEP 2010 and the State Environmental Planning Policies and Environmental Planning and Assessment Act 1979 as per below:

- The proposed subdivision is permissible on the site with consent as each lot will be greater than the minimum 40 ha lot size as required by the LEP;
- No adverse impact on the existing character or amenity of the area will result;
- The proposed subdivision is consistent with the layout of the locality.
- Rural land will enhanced for increased productivity; and
- Subdivision of the land will directly benefit the community through providing additional developable agricultural lots.

As a result, the development application should be supported.



4 Statement of Environmental Effects, Bella Vista Close, Euston

Ref: 21-116



## Proposal

The application seeks development approval for a 10 lot subdivision upon the land known as Lot 31 DP1127834, Bella Vista Gardens, Euston. The land subject to the application has a combined area of 575.1ha.

The proponent has identified a market within the general locality for farmers looking for 40ha of plantable area to expand their respective business and land holdings in the agricultural sector. The subdivision proposes the 10 lot subdivision of the land and will create lots that will be prepared for individual sale for horticultural purposes only. The individual lots will be provided with road access connecting from two locations. The first will be the existing road network of Bella Vista Close. A new connection will be created to the south and the Sturt Highway.

Infrastructure including power (private pump and pipeline), water and internal roads, will be supplied to each of the newly created lots. Creation of the lots will be an opportunity for horticulturalists wishing to enter the market or expand their exiting farming operations.

The proposed subdivision will result in 6 irrigated and 4 dry land lots, that will not change in their use. Following completion of the subdivision it is possible that the remaining 4 dryland lots will be converted for horticultural activities.

The present land characteristics are as follows:

Lot	Area	Use
Lot 31	575.1ha	dryland

**Table 1** Existing conditions of the land



§ Statement of Environmental Effects, Bella Vista Close, Euston

Ref: 21-116

The subdivision proposes the creation of the following:

Lot	Area	Use
Lot 1	42.9ha	Horticulture
Lot 2	42.9ha	Horticulture
Lot 3	42.9ha	Horticulture
Lot 4	42.9ha	Horticulture
Lot 5	42.9ha	Horticulture
Lot 6	54.8ha	Horticulture
Lot 7	44.9ha	Dryland
Lot 8	48.5ha	Dryland
Lot 9	48.4ha	Dryland
Lot 10	144.7ha	Dryland

**Table 2** Proposed conditions of the lots

## Planning controls

### Definition

#### Subdivision

Subdivision of land is defined at Section 4B of the Environmental Planning and Assessment Act which defines subdivision as:

*the division of land into two or more parts that, after the division, would be obviously adapted for separate occupation, use or disposition. The division may (but need not) be affected:*

- (a) *by conveyance, transfer or partition, or*
- (b) *by any agreement, dealing, plan or instrument rendering different parts of the land available for separate occupation, use or disposition.*

### Zoning

In accordance with the Balranald LEP 2010 zoning maps the land is contained within the Zone RU1 Primary production.

The objectives of the zone relevant to this application are:

*To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*

*To encourage diversity in primary industry enterprises and systems appropriate for the area.*

*To minimise the fragmentation and alienation of resource lands.*

*To minimise conflict between land uses within this zone and land uses within adjoining zones.*

*To encourage development that is in accordance with sound management and land capability practices, and that takes into account the environmental sensitivity and biodiversity of the locality.*

*To support rural communities.*

*To ensure the provision of accommodation for itinerant workers.*



Figure 1 Zone map

### Additional Planning Controls

The land is affected by the following mapping in addition to the zoning of the land:

- Minimum Lot Size
- Terrestrial Biodiversity
- Wetlands

### Permitted or prohibited development

Clause 2.6 requires that land may be subdivided but only with development consent.

### Principal development standards

Clause 4.1 relates to the subdivision of land and the minimum subdivision size applicable. The clause seeks to ensure subdivision of land occurs in suitable manner and does not result in inappropriate environmental impacts.

Clause 4.2 relates to rural subdivision.



**Additional local provisions**

None applicable.

**State Environmental Planning Policies**

None applicable.



† Statement of Environmental Effects, Bella Vista Close, Euston

Ref: 21-116



## Site and surrounding area

### Subject site

The land is located on the northern side of the Sturt Highway with frontage to Bella Vista Close and an unmade road reserve. The land is approximately 3km northwest of Euston.

The land has and is continuing to be used for agricultural purposes for dryland farming. Part of the land benefits from a water licence which will benefit the sale of lots with the ability for the land to be developed and irrigated for permanent plantings such as table grapes.

The site does not contain and structures or dwellings upon the land.



Figure 3 View of site



Figure 2 Aerial image of the site





### Locality

The general locality contains land used for agriculture being dryland farming and irrigated agriculture which is an option due to its proximity to the Murray River.

To the south east of the land is the township of Euston. To the east of the land are large landholdings planted to permanent plantings which benefit from the water source of the river. Plantings consist of table grapes and citrus.

The township of Robinvale is located approximately 7 kms to the south of Euston and is connected via the Robinvale-Euston Bridge.



Figure 4 Aerial image of the locality



Figure 5 Bella Vista Close looking to the land



Figure 6 Vineyard opposite the site.





## Planning assessment

### Balranald LEP

#### Zone RU1

The proposal is considered to be consistent with the policy direction of the LEP. In consideration of the objectives of Zone RU1 Primary production within the LEP the following is noted:

- Fragmentation or alienation of land will not occur through the subdivision as its being subdivided for agricultural development and production.
- No conflict will occur as a result of the subdivision and the adjoining land. All adjoining land is included in Zone RU1 and abuttals/land use will remain as presently exists and therefore consistent with the proposed use of the subject land.
- The increase in the agricultural lots in the locality would result in greater opportunity for the land being used for commercial horticultural activities, increased economic development and the promotion of additional employment to the region.
- The subdivision will support the rural community with further employment opportunities

#### Minimum lot size

The land is identified as having a minimum lot size of 40ha through the lot size map in the LEP. The subdivision can be achieved and is supported through policy.

- The subdivision will enhance the long term production of the land. This is achieved through the consolidation of the land to form one large horticultural holding. The income from the sale of the dwelling will enable further capital investment to production of table grapes undertaken on the landholding by the landowner.
- There will be no operational change undertaken on the land which is not contemplated by the zone. Therefore, no increased offsite impacts will result from the subdivision.
- Benefit to the region will result from the subdivision and subsequent change in ownership. The horticulturalist operates adjoining horticultural land

and an associated packing shed and marketing operations. It is therefore possible for efficiencies to be achieved through the common land uses being undertaken on the land being subdivided.

- The subdivision pattern whilst including smaller lots is consistent with the pattern of development in the established Euston irrigation area.



## Conclusion

In conclusion, it is considered for reasons outlined above the development responds well to the opportunities and constraints of the site.

- The subdivision will not have negative impacts upon the environmental values of the land or the immediate locality.
- The subdivision is consistent with the Balranald LEP and associated supporting documents.
- The subdivision will promote the horticultural production of the locality
- No adverse impact on the existing character or amenity of the area will result;
- The proposed subdivision is consistent with the layout of the locality.
- Rural land will enhanced for increased productivity; and
- Subdivision of the land will directly benefit the community through providing additional developable agricultural lots.

The subdivision is therefore considered to be generally consistent with the LEP and associated planning framework and should be supported through the issue of a development approval.



11 Statement of Environmental Effects, Bella Vista Close, Euston

Ref: 21-116

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# **Balranald Shire Council**

## **Asbestos Policy**

### **2022**

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## Administrative information

<b>File number or Policy number</b>	D22.63654
<b>Document status</b>	Draft
<b>Version number</b>	V1.0
<b>Date last modified or Amendment history</b>	March 2022
<b>Created by</b>	RM
<b>Approved by</b>	
<b>Date policy first adopted by council</b>	Insert date
<b>Effective date</b>	Insert date
<b>Review period</b>	This policy will be reviewed at the time of any relevant legislative changes, or may be reviewed at a minimum, every three years.
<b>Review date</b>	March 2025
<b>Responsibility for review</b>	General Manager
<b>Date presented to the Work Health and Safety Committee</b>	Insert date
<b>Document distribution</b>	External



- **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.

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## 1. Introduction

Balranald 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.

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 Balranald 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, consultants, and volunteers (as defined by the NSW *Work Health and Safety Regulation 2011*). Definitions for key terms used in the policy are provided in Appendix C and acronyms are listed in Appendix D.

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 149 certificates) where on-site disposal is permitted.
- Operating unlicensed landfill facility that accept/s asbestos waste disposal is by prior arrangement.

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"> <li>Record known asbestos site contamination on section 149 certificates where practicable and for council workplaces, record on council's asbestos register.</li> <li>Notify stakeholders of land use planning policy requirements relating to contamination.</li> <li>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).</li> </ul>	Section 6
Development assessment	<ul style="list-style-type: none"> <li>Assess development applications for approval under the <i>Environmental Planning and Assessment Act 1979</i>.</li> <li>Set conditions of consent for renovations, alterations, additions, demolitions or other developments requiring consent and which may involve disturbance of asbestos containing materials.</li> <li>Ensure compliance with development conditions.</li> <li>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.</li> </ul>	Section 9
Demolition	<ul style="list-style-type: none"> <li>Approve demolition under the <i>Environmental Planning and Assessment Act 1979</i>.</li> <li>Council certifiers approve development as complying development under the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>.</li> </ul>	Section 9
Emergencies and incidents	<ul style="list-style-type: none"> <li>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>.</li> </ul>	Section 7
Naturally occurring asbestos	<ul style="list-style-type: none"> <li>Verify compliance with environmental planning and assessment legislation for development applications that could disturb naturally occurring asbestos.</li> <li>Prepare an asbestos management plan for council workplaces or road works which occur on land containing naturally occurring asbestos.</li> </ul>	Section 5
Residential premises	<ul style="list-style-type: none"> <li>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.</li> <li>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).</li> <li>Respond to public health risks posed by derelict properties or asbestos materials in residential settings.</li> </ul>	Section 9
Waste	<ul style="list-style-type: none"> <li>Manage waste facilities in accordance with environmental protection legislation.</li> <li>Respond to illegal storage, illegal dumping and orphan waste.</li> <li>Regulate non-complying transport of asbestos containing materials.</li> </ul>	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 not aware of any naturally occurring asbestos in the Balranald 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.

If naturally occurring asbestos is discovered in the Balranald Shire, council will develop risk controls, an asbestos management plan in relation to the naturally occurring asbestos and 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 149(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 149(2), it may also inform applicants of any further information available under section 149(5). Council may also use section 149(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 removalists.

## 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 149 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

See attached Appendix M

## 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](http://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 may be disposed of at Balranald Shire Council Landfills by prior arrangement
- Contact Balranald Shire Council during office hours for further details
- Fees as set out in the Revenue Policy plus actual cost to bury

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 149 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.

Any workers who are involved in any activity 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 information and training suitable to their role and the activity.

Workers may be required to sign a statement to the effect that they acknowledge they have received, read and understood a copy of council's Asbestos Policy and any relevant procedures, or alternatively workers may note this in council's electronic record keeping system.

Council may also provide information and training to council employees who may need to respond to asbestos issues related to renovations and developments as outlined in section 9.

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.

A record of asbestos training undertaken by each worker will be kept until five years after the day the worker ceases to work for council.

A list of workers who have received the appropriate training to respond to asbestos hazards will be held on Council's records management system

### 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.

Documentation relating to monitoring employees health is maintained by the Human Resources are of Council with actual records stored on the individuals personnel file.

## 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 the electronic record keeping system and a hard copy of the information is kept at specified locations.

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 prepare an Asbestos Management Plan

The asbestos management plan will be accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2011* clause 429.

### **14.2 Asbestos management plan for naturally occurring asbestos**

Council is not aware of any 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.

### **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 council employees

A list of employees trained and nominated to remove asbestos as well as the nominated supervisors should be listed in council's asbestos management plan. Council will ensure that before any council employee undertakes asbestos (or suspected asbestos) removal work they are:

- appropriately trained
- adequately supervised
- provided with appropriate personal protective equipment and clothing
- provided access to this policy
- provided with information about the health risks and health effects associated with exposure to asbestos and the need for, and details of, health monitoring.

#### 14.6.2 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.

#### 14.6.3 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 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.

Unexpected discovery of asbestos may occur in any number of situations. Council will develop SWMS for situations where asbestos is discovered at or to be disposed of at our Landfills. Notwithstanding the content of developed SWMS the following actions may also be appropriate:

- 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 WorkCover to report the disturbance. WorkCover 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

Removal of illegally dumped asbestos material or suspected asbestos material by council employees will be undertaken in accordance with section 14.6.1 or 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 / facilities 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 will 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 / facilities

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 Recycling facilities

Council should screen and inspect incoming loads at recycling facilities for the presence of asbestos or asbestos containing materials to minimise asbestos contamination risk.

To prevent contamination of recycled products and to manage situations where contamination has occurred, council should adhere to the guide: *Management of asbestos in recycled construction and demolition waste*.

## 16.5 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**

Council has or is intending to develop several internal documents that support this policy.

- asbestos management plan
- asbestos register
- complaints handling procedures
- Council's existing risk assessment matrices and a risk controls checklist
- employee health monitoring plans
- incident report form
- maintenance and inspection schedules for council owned assets
- risk register
- safe work method statements/ procedures for asbestos handling and removal for council employees
- site maps and GPS coordinates for asbestos in landfill
- site specific safety management plans
- training registers/ records (relevant to identifying, handling and removing of asbestos materials).

### **18.2 Communicating the policy**

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

- Council's website [www.balranald.nsw.gov.au](http://www.balranald.nsw.gov.au)
- Council's electronic record keeping system at D22.63654

All employees shall receive information about the policy during employment induction.

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](http://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.

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

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

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

### 2.2 Residential premises

As a general rule, a house built:

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

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

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

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

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

Outside

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

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

#### Inside

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

Asbestos can also be found in:

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

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

### 2.3 Commercial and industrial premises

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

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



- structural beams of buildings
- yarns and textiles eg fire blankets.

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

## 2.4 Sites contaminated with asbestos

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

### • 2.4.1 Situations where asbestos contamination may occur

Situations where asbestos contamination may occur include:

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

### • 2.4.2 Significantly contaminated land

For sites that are significantly contaminated, the EPA and SafeWork NSW are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measureable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: [www.epa.nsw.gov.au/clm/publiclist.htm](http://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 case, 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](http://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](http://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](http://www.yellowpages.com.au) or by contacting the Asbestos Removal Contractors Association NSW (ARCA) [www.arcansw.asn.au](http://www.arcansw.asn.au) or by emailing: [email@arcansw.asn.au](mailto: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](http://www.epa.nsw.gov.au/managewaste/house-asbestos.htm)

Asbestos waste disposal facility search function on the Asbestos Safety and Eradication Agency website:

[www.asbestossafety.gov.au/search-disposal-facilities](http://www.asbestossafety.gov.au/search-disposal-facilities)

*Crackdown on Illegal Dumping: A Handbook for Local Government*, 2007 (EPA)

[www.epa.nsw.gov.au/illegaldumping/resources.htm](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](mailto: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](http://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](http://www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc~asbestos-about)).

Asbestos Awareness website (Asbestos Education Committee)

[www.asbestosawareness.com.au](http://www.asbestosawareness.com.au)

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

[www.bpb.nsw.gov.au/sites/default/files/public/Finalbuildingappbroch.pdf](http://www.bpb.nsw.gov.au/sites/default/files/public/Finalbuildingappbroch.pdf)

- **Practical guidance**

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

[www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0015/15216/how-to-manage-control-asbestos-workplace-code-of-practice-3560.pdf](http://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](http://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](http://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](http://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

### **Balranald Shire Council**

Phone (03) 5020 1300

Email: [council@balranald.nsw.gov.au](mailto:council@balranald.nsw.gov.au)

Web: [www.balranald.nsw.gov.au](http://www.balranald.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](mailto:info@adfa.org.au)  
Website: [www.adfa.org.au](http://www.adfa.org.au)

- **Asbestos Diseases Research Institute**

Phone: (02) 9767 9800  
Email: [info@adri.org.au](mailto:info@adri.org.au)  
Website: [www.adri.org.au](http://www.adri.org.au)

- **Australian Institute of Occupational Hygienists Inc.**

Phone: (03) 9338 1635  
Email: [admin@aioh.org.au](mailto:admin@aioh.org.au)  
Website: [www.aioh.org.au](http://www.aioh.org.au)

**Dust Diseases Authority**

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

**Environment Protection Authority (EPA)**

Phone: (02) 9995 5000  
Environment line: 13 15 55  
Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)  
Website: [www.epa.nsw.gov.au/epa](http://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](http://www.yellowpages.com.au) or contact:

- **Asbestos Removal Contractors Association NSW**

PO Box Q1882  
Queen Victoria Building  
NSW 1230  
Email: [email@arcansw.asn.au](mailto:email@arcansw.asn.au)  
Website: [www.arcansw.asn.au](http://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](mailto:ccfnsw@ccfnsw.com)  
Website: [www.ccfnsw.com/](http://www.ccfnsw.com/)

**Local Government NSW**

Phone: (02) 9242 4000  
Email: [lgnsw@lgnsw.org.au](mailto:lgnsw@lgnsw.org.au)  
Website: [www.lgnsw.org.au](http://www.lgnsw.org.au)

**NSW Ombudsman**

Phone: (02) 9286 1000

Toll free (outside Sydney metro): 1800 451 524

Email: [nswombo@ombo.nsw.gov.au](mailto:nswombo@ombo.nsw.gov.au)

Website: [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

**Training providers (non-exhaustive)**

- **TAFE NSW**

Phone: 131 601

Website: [www.tafensw.edu.au](http://www.tafensw.edu.au)

- **Housing Industry Association (HIA)**

Phone: (02) 9978 3333

Website: [www.hia.com.au/](http://www.hia.com.au/)

- **Local Government Training Institute**

Phone: (02) 4922 2333

Website: [www.lgti.com.au](http://www.lgti.com.au)

- **Comet Training**

Phone: (02) 9649 5000

Website: [www.comet-training.com.au/site](http://www.comet-training.com.au/site)

- **Master Builders Association (MBA)**

Phone: (02) 8586 3521

Website: [www.masterbuilders.com.au](http://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](http://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.

### **Waste management facilities in Balranald LGA that accept asbestos wastes**

Balranald Shire Council – Euston and Balranald Landfills will accept asbestos waste , by prior agreement, subject to a scale of fees and / or on a cost recovery basis.

Disposal of asbestos waste at these landfills shall be in accordance with section 10.

### **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](http://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](http://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](http://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](http://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](http://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](mailto: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](http://www.nata.asn.au)

- **Environmental Health Committee (enHealth)**

The Environmental Health Committee (enHealth) is a subcommittee of the Australian Health Protection Committee (AHPC). 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](http://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](mailto:info@swa.gov.au)

Website: [www.safeworkaustralia.gov.au](http://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"> <li>identification</li> <li>in situ management</li> <li>removal requirements</li> <li>disposal requirements.</li> </ul>	Local council Private Certifiers	SafeWork NSW EPA
Site contaminated due to past uses	Local council	SafeWork NSW EPA
Licensed removal work required	SafeWork NSW	Local council Private Certifiers
Removal does not require a licensed removalist	Local council Private Certifiers	SafeWork NSW (workers)
Transport or waste disposal issues	Local council	EPA
Derelict property with fibro debris	Local council or Multi-agency	Multi-agency

- Site contamination**

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

- Waste**

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

- Workplaces**

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

## Appendix J – Asbestos containing materials

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

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

- Sources:**

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

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

[www.fairtrading.nsw.gov.au/biz\\_res/ftweb/pdfs/Tenants\\_and\\_home\\_owners/Loose\\_Fill\\_Abestos\\_Taskforce\\_Report.pdf](http://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](http://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](http://www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf) (accessed October, 2015).

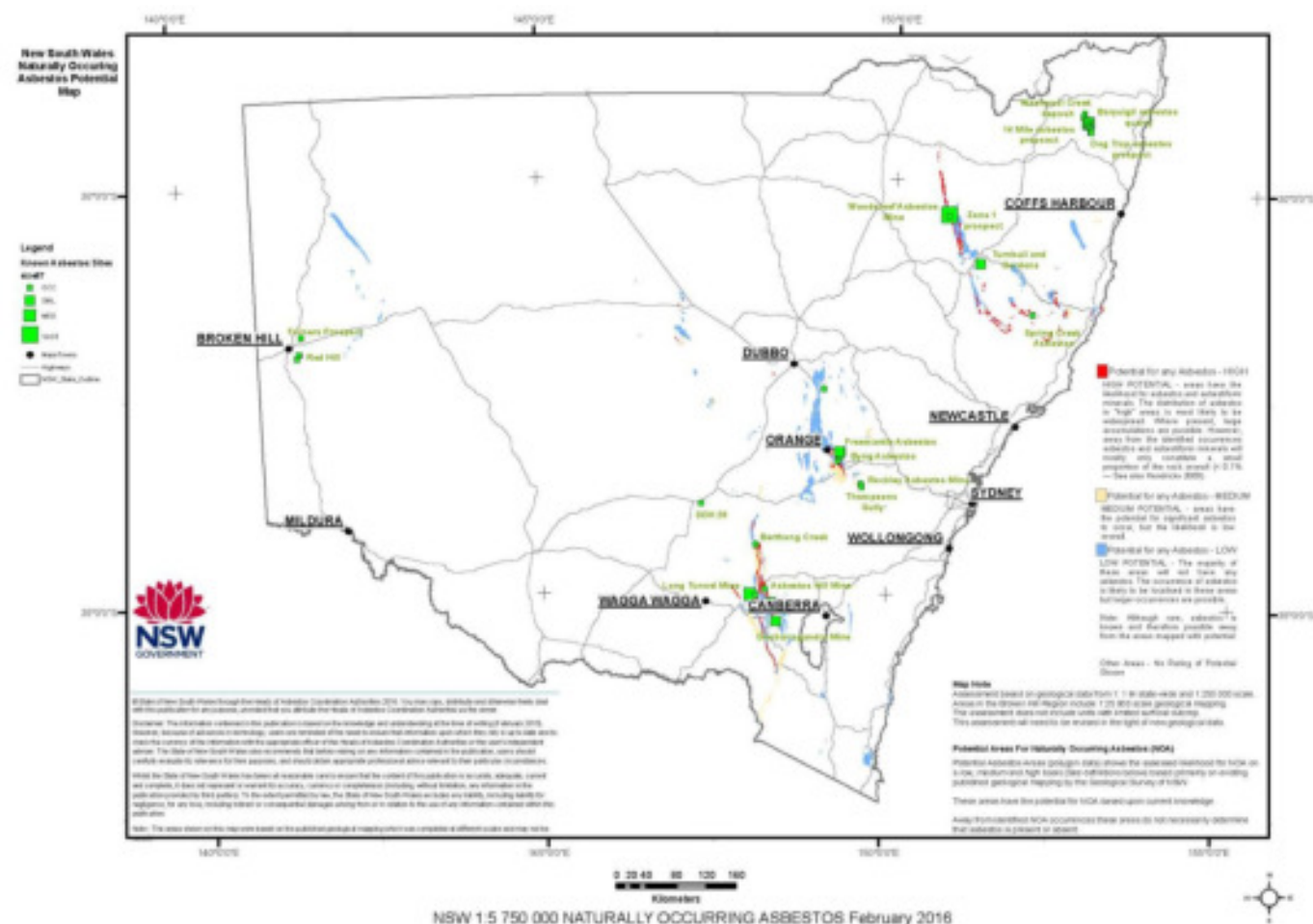


## Appendix K – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	<p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> <li>any amount of friable asbestos or asbestos containing material</li> <li>any amount of asbestos containing dust</li> <li>any amount of non-friable asbestos or asbestos containing material.</li> </ul>
Class B	<p>Can remove:</p> <ul style="list-style-type: none"> <li>any amount of non-friable asbestos or asbestos containing material  <b>Note:</b> A Class B licence is required for removal of more than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material but the licence holder can also remove up to 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material.</li> <li>asbestos containing dust associated with the removal of non-friable asbestos or asbestos containing material.  <b>Note:</b> A Class B licence is required for removal of asbestos containing dust associated with the removal of more than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material but the licence holder can also remove asbestos containing dust associated with removal of up to 10m<sup>2</sup> of non-friable asbestos or asbestos containing material.</li> </ul>
No licence required	<p>Can remove:</p> <ul style="list-style-type: none"> <li>up to 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material</li> <li>asbestos containing dust that is: <ul style="list-style-type: none"> <li>associated with the removal of less than 10 m<sup>2</sup> of non-friable asbestos or asbestos containing material</li> <li>not associated with the removal of friable or non-friable asbestos and is only a minor contamination.</li> </ul> </li> </ul>

An asbestos removal contractor's licence can be verified by contacting SafeWork NSW's Certification Unit on 13 10 50.

## Appendix L – Map



<b>1</b> Council should consider conducting a survey that canvasses the values of the organisation and formalise them expressly in a formal values document.	The 2022/23 Operational Plan has a requirement to undertake a survey	July 2022	GM	
<b>2</b> The Risk Policy prescribes the responsibilities for risk management within BSC. Council has enterprise-wide risk registers. However, these have not been updated for a number of months and need updating as soon as is practicable.	Work has commenced and will be completed by end financial year	End June 2022	WHS	
<b>3</b> Once the new policies (being drafted by the Acting General Manager) are formally implemented, Council should design a suitable policy register.	Develop a Policy Register	January 2022	SEA and DCCS	Policies tabled at December meeting for approval. Currently reviewing possible proprietary IT systems to record policy register

<p><b>4</b></p> <p>Council has a strategic land use plan 2010 (on its G-drive). This document is 11 years old and should be reviewed as soon as is practicable.</p>	<p>The 2022/23 Delivery Plan requires a review to be undertaken</p>	<p>2023/24</p>	<p>Planning</p>	<p>Grant Funding to be sought</p>
<p><b>5</b></p> <p>Council has an LEP (2010). There is no formal program to review and update the LEP. IA is advised that the LEP is updated only when required. I note that the OLG considers it best practice to review planning instruments once every 5 years. Council should consider the utility in undertaking a review of its LEP.</p>	<p>The 2022/23 Delivery Plan requires a review to be undertaken</p>	<p>2023/24</p>	<p>Planning</p>	<p>Grant Funding to be sought</p>
<p><b>6</b></p> <p>Council does not have a procedures manual to assist staff when assessing DAs. However, a checklist is used during the assessment process that provides statutory compliance guidance. Council management should determine the utility in designing and implementing a full procedures manual for DA assessments.</p>	<p>Procedure manual required to comply NSW Planning Portal</p>	<p>2022-23</p>	<p>Planning</p>	
<p><b>7</b></p> <p>Council does not have a documented pre-lodgement</p>	<p>Procedure manual required to comply</p>	<p>2022-23</p>	<p>Planning</p>	

advice process for development applicants. Advice is provided only if requested. The pre-lodgement advice is considered to be best practice by the OLG. BSC management should consider the utility in implementing a formal advice process	NSW Planning Portal			
<b>8</b> Council has not formally evaluated its development assessment processes or undertaken a risk assessment of the process. Council should consider undertaking such an assessment as soon as is practicable.	Procedure manual required to comply NSW Planning Portal	2022-23	Planning	
<b>9</b> Turnaround times for DAs are not reported to Council or Senior Management. This should be reported on a quarterly basis to the senior management team and the elected body	NSW Government reports DA processing times. This report should be provided when available.	Ongoing	Planning	
<b>10</b> Approximately 90% of DAs are assessed under delegated authority. The criteria for referral to	Procedure manual required to comply NSW Planning Portal	2022-23	Planning	

Council is not formalised and is ad-hoc based on what Council has historically looked at. Council should determine specific referral criteria.				
<b>11</b> Pursuant to section 375 of the LGA, Council must keep a register of planning decisions (identification of councillors who support or oppose a planning decision). IA is advised Council does not have a register for planning decisions. Council should implement a compliant register as soon as is practicable.		Immediate Action Required	Planning	
<b>12</b> Council does not have a formal reporting mechanism for regular reporting to senior staff and the elected body in relation to development matters before a court or tribunal. Council should consider implementing a formal reporting requirement for such matters.	All reports are provided to Council for consideration	Ongoing	Planning	
<b>13</b> Council does not currently have in place any form of developer contribution plan (such as s94 plans). Council should consider this as soon as practical as this process could provide another source of revenue.	Contribution plan required	2022/23	Planning	

<b>14</b> Council does not have a program for monitoring compliance with environmental requirements. Council does not have an enforcement and prosecution policy.  BSC should consider implementing a program and an enforcement and prosecution policy.	Policy to be prepared	End 2021/2022 Financial Year	Planning	
<b>15</b> Council does not have a system for reporting and investigating reports of non-compliance or unauthorised development. Council should implement such a system as soon as is practicable.	Policy to be prepared	End 2021/2022 Financial Year	Planning	



<b>16</b> Council does not have a formal compliance program for operations it is required to monitor under the public health legislation. Council checks food premises pursuant to the legislation but does not monitor skin penetration businesses within the LGA. Council should formalise these requirements and undertake all public health requirements it is mandated to under statute.	Procedure to be prepared	End 2021/2022 Financial Year	Planning	
<b>17</b> Council does not have a stormwater management plan or a waste management strategy. There is a statutory requirement to have a formal stormwater management plan prior to levying an annual stormwater charge (within Council's rates). BSC should draft and implement suitable plans as soon as is practicable.	1.Stormwater Management  2. Plan being prepared for Waste depots 16 March 2022	March 2022	1. Engineering  2. Planning	

<p><b>18</b></p> <p>Council does not have a companion animal's management plan in place. This is a high risk. If a serious dog attack took place within the LGA, Council is vulnerable to legal action. Council should implement a formal companion animal plan as soon as possible. Council does not have ranger position within its structure. Council should determine the need for the position as it is IAs view that it is a high risk not to have this position within the LGA.</p>	<p>Procedure to be prepared</p>	<p>End 2021/22 Financial Year</p>	<p>Planning</p>	
<p><b>19</b></p> <p>Council has a pool inspection program. The Pool Register is currently being updated. IA is advised that the inspection process has finalised approximately 50% to 60% of mandatory inspections. This is due to a lack of resources. This issue of resourcing should be considered by senior management.</p>	<p>Ongoing inspections to be reported in Annual Report</p>	<p>End each Financial Year</p>	<p>Planning</p>	

<b>20</b> As stated above, the new Workforce Plan and Strategy, states the requirement of developing a succession planning program. BSC must ensure that adequate resources are provided to undertake this program as soon as is practicable.	Develop a Succession Plan	February 2022	HR – lead GM &	Workforce Plan presented to March 2022 Council Meeting
<b>21</b> BSC should review the findings of its Staff Survey (February 2021) and determine what actions should be undertaken/addressed.	Review Staff survey and develop Action Plan	December 2021	ELT	No further action due to time frame
<b>22</b> The Consultative Committee has a formal Constitution. However, the Constitution has not been reviewed in over 5 years. BSC should review the Constitution as soon as is practicable.	Review Constitution	End Financial Year 2021/22	HR Unions	
<b>23</b> Council should develop a recruitment policy/procedure and implement it as soon as is practicable.	To be developed	2022		* New Workforce Plan prepared  * HR procedures being finalised around recruitment

<p><b>24</b></p> <p>Pursuant to the Local Government (State) Award, Council must develop a training plan for its staff members and a budget to undertake the Plan's requirements.</p> <p>This issue has been canvassed within the HR Audit of 2019. Council still has not developed this key document. BSC should draft and implement a suitable plan as soon as is practicable.</p>	<ul style="list-style-type: none"> <li>* Training Policy</li> <li>* Budget</li> </ul>	July 2022	GM/HR	<p>Annual Performance Appraisals for all Council staff to be undertaken in December, including identification of any staff training required.</p> <ul style="list-style-type: none"> <li>* 2022/2023 budget has allocated funding for staff training.</li> <li>* Policy approved by Council</li> </ul>
<p><b>25</b></p> <p>At present Council does not conduct systematic work place risk assessments. Council should undertake such assessments as a matter of urgency.</p>	<ul style="list-style-type: none"> <li>* Undertake Assessments</li> <li>* Develop WHS documents</li> <li>* Undertake Tool Box Talks</li> </ul>	Commenced and Ongoing	WHS	<ul style="list-style-type: none"> <li>* Assessments &amp; Toolbox meetings held regularly</li> <li>*Complying with insurers requirements</li> </ul>

<b>26</b> Council does not include health and safety responsibilities/demands within Position Descriptions (PDs). Council should include these requirements within PDs.	Commenced	Immediate & Ongoing	HR/WHS	Included in all new PD's & appointment letters
<b>27</b> Formally interviewing staff via an exit interview is <i>ad-hoc</i> . BSC should implement a suitable process to capture such information.	Commenced	Immediate & Ongoing	HR & GM	Interviews are now conducted
<b>28</b> Council has a long-term asset strategy. However, the strategy expires in 2021. Council should update the strategy as soon as is practicable.	Review Asset Strategy	April 2022	GM	* Report to April Council Meeting  * Review IWPA documents by 2027
<b>29</b> Council does not have a formal asset maintenance program. Asset maintenance is currently <i>ad-hoc</i> . Council should implement an appropriate asset maintenance program as soon as is practicable.	Include budget funding	2022/23 budget	All Staff	* 2022/23 budget included funding asset depreciation
				Included in 2022/23 budget as part

<b>30</b> Council does not have an unplanned maintenance budget. Council should consider the utility in having an unplanned maintenance budget.	Unplanned Maintenance Budget Item	December 2021 for inclusion in 2022/23 Budget	DID – Lead DCCS - Assist	of general items
<b>31</b> Council does not have a plant replacement policy. Council should implement an appropriate policy in due course.	Plant Replacement Policy	December 2021 for inclusion in 2022/23 Budget	GM	Policy presented to March 2022 meeting and budget items 2022/23
<b>32</b> Council does not have a land register (s53 LGA). Council must implement a suitable land register as soon as is practicable.			DCCS	
<b>33</b> Council does not have plans of management of all of its community land (s36 LGA). Council must implement plans of management for all of its community land.			DCCS/Planning	
<b>34</b> Council does not keep a register for leases and			DCCS	

licences for land it owns or controls. BSC should implement a suitable register as soon as is practicable.				
<b>39</b> Council does not deposit income generated for crown lands into a trust account/fund S411 LGA and Clause 204 LG Regs). Such monies are deposited into Council's general revenue fund. Council should ensure monies from crown lands under its control are deposited in to an appropriate trust account.	Establish Trust Account/Fund for each Crown Land Reserve that generates income	May 2022	DCCS	
<b>40</b> Council does not have a policy on borrowing or the use of loans. Council should consider the need for such a policy and if required, BSC should implement a suitable policy as soon as is practicable.	Develop policy on borrowing or use of loans	February 2022	DCCS	
<b>41</b> Council does not have a formal debt recovery strategy. Council should consider implementing a suitable strategy as soon as is practicable.	Develop a Debt Recovery Strategy	February 2022	DCCS	



Meeting	Date	Officer	Title	Target
Council 19/05/2020	19/05/2020	Beauliv, Hodi	ADMINISTRATOR'S MINUTE - SOUND FINANCIAL MANAGEMENT FOR COUNCIL	30/06/2021
<b>Notes</b> 13 Nov 2020 - 11:52 AM - Peter Kozlowski Revised Target Date changed by: Kozlowski, Peter From: 2 Jun 2020 To: 30 Jun 2021 Reason: There are various components with individual timelines. All items are progressing. 12 May 2021 - 2:16 PM - Peter Kozlowski Action completed by: Holmes, Carol Instruction by GM completed 12.5.2021 28 Sep 2021 - 2:51 PM - Carol Holmes Action reassigned to Wilcox, Glenn by: Holmes, Carol for the reason: Peter no longer works for Council 29 Sep 2021 - 1:46 PM - Carol Holmes Action reassigned to Beauliv, Hodi by: Holmes, Carol for the reason: Director Corporate & Community Services division				

Meeting	Date	Officer	Title	Target
Council 17/11/2020	17/11/2020	Holmes, Carol	Disability Action Plan Review	21/09/2021
<b>Notes</b> 23 Nov 2020 - 10:08 AM - Peter Kozlowski This matter is delegated to Gavin for action in conjunction with relevant Advisory Committees. 23 Nov 2020 - 10:16 AM - Peter Kozlowski Action reassigned to Helgeland, Gavin by: Kozlowski, Peter for the reason: The Manager Strategic Development is the most appropriate person to coordinate this task. 15 Jul 2021 - 2:37 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 1 Dec 2020 To: 21 Sep 2021 Reason: Given to AWACAF Advisory Committee for their review and comments. Report back to Council after viewing and updating 28 Sep 2021 - 2:53 PM - Carol Holmes Action reassigned to Holmes, Carol by: Holmes, Carol for the reason: Gavin no longer works for Council				

Meeting	Date	Officer	Title	Target
Council 19/10/2021	19/10/2021	Davy, Ray	BALRANALD VISITOR INFORMATION CENTRE	30/06/2022
<b>Notes</b> 11 Feb 2022 - 10:43 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 16 Nov 2021 Reason: Discussion Architects to review to meet budget 11 Mar 2022 - 2:55 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 30 Jun 2022 Reason: The proposed design can not be built within budget, Council should prepare a design to support tourism development				

Meeting	Date	Officer	Title	Target
Council 19/10/2021	19/10/2021	Beauliv, Hodi	Bidgee Haven Retirement Hostel Expansion Project	31/05/2022
<b>Notes</b> 13 Dec 2021 - 3:56 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 16 Nov 2021 To: 15 Feb 2022 Reason: Placed on hold - report back to Ordinary Council Meeting in February 2022 11 Mar 2022 - 2:55 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Feb 2022 To: 31 May 2022 Reason: This item remains on hold whilst financial/organisation reviews are undertaken				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Wilcox, Glenn	DRAFT COMMUNITY STRATEGIC PLAN	19/04/2022
<b>Notes</b> 16 Feb 2022 - 2:39 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Mar 2022 To: 19 Apr 2022 Reason: Advertised for 28 days and will be submitted to April 2022 Council Meetings 8 Mar 2022 - 10:50 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 19 Apr 2022 To: 19 Apr 2022 Reason: CSP on public exhibition, further report to April Council Meeting 11 Mar 2022 - 2:57 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 19 Apr 2022 To: 19 Apr 2022 Reason: Advertised for Community comments				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Hammet, Sheridan	REQUEST TO INSTALL PLAQUE AT THE BALRANALD SKATE PARK	11/04/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
8 Mar 2022 - 10:51 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Mar 2022 To: 11 Apr 2022 Reason: Awaiting approval from Aboriginal Health Services to include on plaque 11 Mar 2022 - 2:57 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 11 Apr 2022 To: 11 Apr 2022 Reason: Awaiting approval				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Beauliv, Hodi	UNEXPENDED GRANTS WORKS TO BE BROUGHT FORWARD	30/04/2022
<b>Notes</b> 11 Mar 2022 - 3:05 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Mar 2022 To: 30 Apr 2022 Reason: Grants to be included in the March quarterly budget review				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Mitchell, Ray	Balranald Caravan Park Crown Land Plan of Management	30/04/2022
<b>Notes</b> 11 Mar 2022 - 3:06 PM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 15 Mar 2022 To: 30 Apr 2022 Reason: Advertised for public comment				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Mitchell, Ray	Nominations for the Western Joint Regional Planning Panel	15/03/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
Council 15/02/2022	15/02/2022	Mitchell, Ray	OFFICIAL NAMING OF DRY LAKE ROAD	15/03/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Wilcox, Glenn	BIDGEE HAVEN HOSTEL SECTION 355 COMMITTEE	18/03/2022
<b>Notes</b> 8 Mar 2022 - 11:07 AM - Carol Holmes Revised Target Date changed by: Holmes, Carol From: 1 Mar 2022 To: 18 Mar 2022 Reason: Date of applications closing has been extended				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Mitchell, Ray	Hostel Fire Alarm System	1/03/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Beauliv, Hodi	BIDGEE HAVEN HOSTEL ADMINISTRATION MANAGEMENT	1/03/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Hammet, Sheridan	BIDGEE HAVEN INDEPENDENT LIVING UNITS FOR TRANSITIONING INTO HOSTEL	1/03/2022
<b>Notes</b>				

Meeting	Date	Officer	Title	Target
Hostel Committee 15/02/2022	15/02/2022	Beauliv, Hodi	BIDGEE HAVEN HOSTEL STAFFING REPORT	1/03/2022
<b>Notes</b> 11 Mar 2022 - 3:08 PM - Carol Holmes Action reassigned to Beauliv, Hodi by: Holmes, Carol for the reason: Director reporting				

DATE	Meeting	Topic	Who was involved
16.02.2022	LGNSW Mayoral Meeting	ALGA Federal Election Campaign	Administrator
17.02.2022	LRC & LEMC Meeting	Quarterly Meeting	GM and SEA
18.02.2022	Auction	Sale of Land for Unpaid Rates	AGM & DCCS
21.02.2022	OLG	Catch Up	Administrator and AGM
21.02.2022	Ken Spinks	Meeting	Administrator and AGM
22.02.2022	Ageing Well Aged Care & Facilities Committee	Bi-Monthly Meeting	DCCS & SEA
23.02.2022	Budget Workshop	Budget 2022-2023	AGM, DCCS and staff
24.02.2022	Windlab	Progress of Windlab	Administrator and AGM
24.02.2022	Interagency	Quarterly Meeting	DCCS
24.02.2022	Executive of Chairs	Hostel Divestment	Administrator, AGM and DCCS
24.02.2022	Better Practice Review	Catchup	Administrator, AGM & DCCS
24.02.2022	Engineering Team Meeting	Monthly Catch Up	AGM & Engineering Staff
25.02.2022	ABC Radio Interview	Hostel Divestment	Administrator
28.02.2022	Dinner	Alliance of Western Councils	Administrator
28.02.2022 – 2.03.2022	LGNSW Special Conference	Annual Conference	Administrator
1.03.2022	SCAIW & Primary Health Network	Informal Meeting re: Service Mapping	DCCS
1.03.2022	GBIT	Monthly Meeting	DCCS
2.03.2022	Dinner	FSWJO	Administrator
3.03.2022	Hostel Meeting	Hostel Matters	Administrator, AGM & DCCS
4.03.2022	Interviews	GM Appointment	Administrator & AGM
4.03.2022	Budget Meeting	2022-2023 Discussions	Budget Administrator & AGM
7.03.2022	Drought Community Outreach Program	Australian Government Expo	DCCS
8.03.2022	FWJO Road Strategy	JO Road networks	AGM
8.03.2022	GBIT Planning Workshop	Annual Planning Workshop	DCCS

8.03.2022	University of Sydney	Research Changing Patterns of Rural Land Ownership	DCCS
9.03.2022	Executive Team Meeting	Weekly Catch Up	Administrator, AGM and DCCS
11.03.2022	Treasury Corp	Meeting	DCCS
10.03.2022	ARIC	Quarterly Meeting	Administrator, AGM
10.03.2022	Engineering Team Meeting	Monthly Catch Up	AGM & Engineering Staff
10.03.2022	Communications Workshop	Communication Team	DCCS
14.03.2022	Adrian Gorman	Meeting	Administrator
14.03.2022	Hostel Meeting	Hostel Matters	Administrator, AGM & DCCS
15.03.2022	Interviews	2nd round Interviews GM position	Administrator, AGM & Executive of Chairs
15.03.2022	Council Meeting	Monthly Meeting	Administrator, AGM & DCCS
<b>Administrator - Mike Colreavy</b>			
<b>General Manager (AGM)- Glenn Wilcox</b>			
<b>Director Corporate &amp; Community Services (DCCS) - Hodi Beauliv</b>			
<b>Executive Assistant (SEA) – Carol Holmes</b>			

Checklist for Monthly Council Report

	Responsible Officer	% Confidence level work is up to date	Frequency of cycle	Evidence	Y / N	Signature of Responsible Officer
Payroll	Dominee Ellis	95%	F	No issues identified with payments, time sheets and payroll all signed and approved under delegations		DE
Stores	Ann Kay	60%	F	Input up to date		A.M. Kays
	Kristy Cameron	50%	Each 6 months	Stocktakes to be completed half yearly and balanced to General Ledger		AK
	Ann Kay	80%	W	Fuel balances completed, checked and signed off		A.M. Kays
Plant Hire	Dominee Ellis	100%	F	Input up to date		DE
	Vince Scaleri	95%	M	Rates are appropriate for each plant to cover running expenses	Y	V. Scaleri
Creditors	Dominee Ellis	100%	W/F	Invoices are authorised with purchase orders		DE
	Dominee Ellis	100%		Cheque runs are completed each fortnight as a minimum		DE
Rates	Janelle Dalton	100%	LGAct	Levies and instalments are sent out by required dates		J. Dalton
	Janelle Dalton	100%	M	Rate interest calculation runs are completed each month		J. Dalton
	Janelle Dalton	100%	M	Arrears of rates balanced to GL		J. Dalton
	Janelle Dalton	100%	M	Supplementary Valuations entered and balanced		J. Dalton
Debtors	Danika Dunstone	100%	F	Invoices issued promptly		D. Dunstone
	Danika Dunstone	90%	M	Overdue accounts 60+days reported to management		D. Dunstone
Assets	Hodi Beauliv	60%	W	Assets register is up-to-date and reflects accurately all of Council's assets and their condition		H. Beauliv
Liabilities	Kristy Cameron	100%	M	Loan repayments up to date		K. Cameron
	Alan Lodge	100%	W	All insurance claims reported to management as soon as practicable		A. Lodge
	Karl Duryea	75%	M	Contracts register up to date		K. Duryea



Item	Category	Project Name	Works Description	Status	Job Codes	Funded	Construction Deadline	Original Budget	Revised Budget (inc roll fwd)	Expenditure	Committed	Balance
1	GOVERNANCE	Content Management Upgrade		Not Started	0520-4999-0008	Council		\$25,000	\$25,000	\$0	\$21,482	\$3,518
2	CORPOR. & ADMIN. SERVICES	Web Site Development Shire wide		Not Started	1032-4999-0005	Council		\$50,000	\$50,000	\$0		\$50,000
3	CORPOR. & ADMIN. SERVICES	IT Architecture Refresh		Planning	1032-4999-0006	Council		\$200,000	\$200,000	\$39,097	\$143,665	\$17,238
4	CORPOR. & ADMIN. SERVICES	Furniture & Fittings		In Progress	1037-4999-0001	Council		\$10,000	\$10,000	\$8,060		\$1,940
5	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	4.5t Side Tipper including dog capture facility	Not Started	1048-4999-0081	Council		\$55,000	\$30,000	\$0	\$23,796	\$6,204
6	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Town maintenance supervisor utility	Not Started	1048-4999-0082	Council		\$35,000	\$35,000	\$0		\$35,000
7	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	New sign trailer	Not Started	1048-4999-0083	Council		\$15,000	\$0	\$0		\$0
8	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Ride-on mower for Euston	Not Started	1048-4999-0084	Council		\$28,000	\$63,000	\$0		\$63,000
9	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Ston smooth drum roller	Not Started	1048-4999-0085	Council		\$10,000	\$0	\$0		\$0
10	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Small line marker	Not Started	1048-4999-0086	Council		\$20,000	\$20,000	\$0		\$20,000
11	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Water tanker relining	Not Started	1048-4999-0087	Council		\$20,000	\$0	\$0		\$0
12	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Upgrade light vehicles for traffic safety compliance	Not Started	1048-4999-0088	Council		\$10,000	\$10,000	\$0		\$10,000
13	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Traffic control stop/go light sets (1)	Completed	1048-4999-0080	Council		\$20,000	\$12,457	\$12,457		-\$0
14	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Depot Workshop Upgrade	Not Started	1048-4999-0089	Council		\$10,000	\$10,000	\$0		\$10,000
15	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Other Plant & Equipment TBD	Not Started		Council		\$0	\$29,543	\$0		\$29,543
16	ENGINEERING OPERATIONS	Minor Plant Acquisition Costs	Minor Plant Over \$1,000		1048-4999-0066	Council		\$0	\$13,000	\$681		\$12,319
17	PUBLIC ORDER & SAFETY	Rural Fire Service Capital	RFS Capital	Not Started	1620-4999-0001	RFS		\$100,000	\$100,000	\$0		\$100,000
18	COMMUNITY SERVICES	Capital Works		On Hold	2620-4999-0001	Council		\$20,000	\$20,000	\$0		\$20,000
19	COMMUNITY SERVICES	Bidgee Haven Expansion - Hostel	RFT 20/21-01 Bidgee Haven Expansion Construction	On Hold	2620-4999-0020	Dept of Health		\$4,280,000	\$4,280,000	\$4,980		\$4,275,020
20	HOUSING & COMM AMENITIES	Balranald Lawn Cemetery	Concrete Plinth	In Progress	3184-4999-0004	Council		\$15,000	\$15,000	\$543		\$14,457
21	HOUSING & COMM AMENITIES	CWA Building	Air Conditioner Replacement	Quote	3222-4999-0001	Council		\$3,000	\$3,000	\$0		\$3,000
22	HOUSING & COMM AMENITIES	CWA Building	Lighting Replacements	Quote	3222-4999-0002	Council		\$1,500	\$1,500	\$0		\$1,500
23	HOUSING & COMM AMENITIES	Council Chamber Foyer	Air Conditioner Replacement	Quote	3230-4999-0001	Council		\$10,000	\$10,000	\$0		\$10,000
24	HOUSING & COMM AMENITIES	Council Buildings & Facilities	Minor Upgrades	Not Started	3230-4999-0002	Council		\$30,000	\$30,000	\$0		\$30,000
25	HOUSING & COMM AMENITIES	Balranald Landfill		Planning	3064-4999-0001	Council		\$50,000	\$50,000	\$1,682		\$48,318
26	HOUSING & COMM AMENITIES	Euston Landfill Security Upgrade		Not Started	3064-4999-0002	Council		\$20,000	\$20,000	\$0		\$20,000
27	HOUSING & COMM AMENITIES	Balranald Cemetery Masterplan		Not Started	3184-4999-0003	Council		\$20,000	\$5,000	\$0		\$5,000
28	HOUSING & COMM AMENITIES	Toilet at Balranald Cemetery		Completed	3182-4999-0001	LRCI#2	30-Jun-22	\$18,070	\$33,070	\$28,865		\$4,205
29	HOUSING & COMM AMENITIES	Flood Mitigation Loan 132 Principal Repayments	Interest on Loan#132	In Progress	1038-2500-0132	Council		\$16,330	\$16,330	\$3,914		\$12,416
30	HOUSING & COMM AMENITIES	West Balranald Drainage Loan	Interest on Loan#134	In Progress	6460-2500-0000	Council		\$62,200	\$62,200	\$13,021		\$49,179
31	RECREATION & CULTURE	Creative Learning Centre (CLC) - SCCF3-1100		In Progress	4546-4999-0004	SCCF		\$134,380	\$134,380	\$210,364	\$12,704	-\$88,688
32	RECREATION & CULTURE	Tennis Court Upgrade Project - Stage 1 - SCCF3-1423	4 new hard courts	In Progress	4662-4999-0018	SCCF		\$200,000	\$200,000	\$280,770	\$4,655	-\$85,425
33	RECREATION & CULTURE	Greenham Park - Football Club	Football Change Sheds	In Progress	4662-4999-0017	Comm of Aust	31-Mar-22	\$470,000	\$470,000	\$224,455	\$157,560	\$87,985
34	RECREATION & CULTURE	Library Book Replacement		In Progress	4520-4999-0012	Council		\$16,000	\$16,000	\$3,594	\$1,818	\$10,588
35	RECREATION & CULTURE	Library Building Works		Not Started	4520-4999-0013	Council		\$67,400	\$67,400	\$300		\$67,100
36	RECREATION & CULTURE	Art Acquisition (Bal Archies Sponsorship)		Completed	4546-4999-0001	Council		\$3,000	\$3,000	\$3,000		\$0
37	RECREATION & CULTURE	Theatre Royal Part 2 - Refurbishment	Upgrade & Conservation work on Theatre Royal	In Progress	4606-4999-0001	LRCI#2	30-Jun-22	\$84,000	\$64,000	\$0	\$9,500	\$54,500
38	RECREATION & CULTURE	Lions Park Upgrade		Planning	4682-4999-0008	CRIF	30-Jun-23	\$587,000	\$787,000	\$1,655	\$3,100	\$782,245
39	RECREATION & CULTURE	Euston Rec Reserve upgrade	Replacing play equipments	Completed	4664-4999-0006	LRCI#2	30-Jun-22	\$39,590	\$39,590	\$39,998		-\$408
40	RECREATION & CULTURE	Euston Multi-Court upgrade	May not be required	Not Started	4664-4999-0005	Council		\$180,000	\$180,000	\$493		\$179,507
41	RECREATION & CULTURE	Euston Courthouse Reservation	Courthouse Reservation & Refurbishment	Not Started	4544-4999-0002	Council		\$25,000	\$25,000	\$0		\$25,000
42	RECREATION & CULTURE	Kyalite Riverside Reserve Enhancements	New Staircase from ANZAC Park to riverside	In Progress	6700-4999-0001	LRCI#2	30-Jun-22	\$30,000	\$30,000	\$3,567		\$26,433
43	RECREATION & CULTURE	Euston Town Approaches	Masterplan and construction arrival point at Euston Rec Reserve	In Progress	6400-4999-0007	LRCI#2	30-Jun-22	\$99,800	\$99,800	\$26,737		\$73,063
44	RECREATION & CULTURE	OROR - Riverfront Enhancement	Bottle Neck Reserve - Ecotrails	On Hold	0530-4999-0004	LRCI#2	30-Jun-22	\$77,985	\$78,993	\$5,558		\$73,435
45	RECREATION & CULTURE	OROR - Our Region Our Rivers	Swing Bridge Widening	In Progress	0530-4999-0002	OROR	30-Jun-22	\$222,000	\$222,000	\$51,517	\$117,800	\$52,683
46	RECREATION & CULTURE	OROR - Our Region Our Rivers	Riverbend Reserve place-making. (BBQ, Toilet, Furniture, Gym, Signs)	In Progress	0530-4999-0005	OROR	30-Jun-22	\$422,000	\$422,000	\$257,988	\$39,873	\$124,139
47	RECREATION & CULTURE	Irrigation Automation	Automation of irrigation ystem to save water & minimise labour	Planning	4682-4999-0010	LRCI#2	30-Jun-22	\$66,000	\$66,000	\$1,320	\$1,091	\$63,589
48	BUSINESS UNDERTAKINGS	Caravan Park Powered Sites Power Poles (20)		Cancelled	6540-4999-0020	Council		\$30,000	\$30,000	\$0		\$30,000
49	BUSINESS UNDERTAKINGS	Site Upgrade (10)		Cancelled	6540-4999-0038	Council		\$21,850	\$21,850	\$0		\$21,850
50	BUSINESS UNDERTAKINGS	Refurbish Ablution block		Cancelled	6540-4999-0039	Council		\$25,000	\$25,000	\$0		\$25,000
51	BUSINESS UNDERTAKINGS	Caravan Park Refurbish Cabins		Cancelled	6540-4999-0040	Council		\$50,000	\$50,000	\$724		\$49,276
52	BUSINESS UNDERTAKINGS	Joint Organisation Discovery Centre Complex		Planning	6560-4999-0033		30-Jun-22	\$950,000	\$950,000	\$4,550		\$945,450
53	BUSINESS UNDERTAKINGS	Information Centre Loan		Not Started	6560-4999-0051	Council		\$43,800	\$43,800	\$0		\$43,800
54	TRANSPORT	MR67 North Heavy Patching		Planning	8067-4912-2000 & 8067-0012-2000	Block Grant	30-Jun-22	\$163,000	\$143,000	\$1,883		\$141,117
55	TRANSPORT	MR67 Culverts	Culverts installation	Planning	8067-0012-1510 & 8067-4912-1510	Block Grant	30-Jun-22	\$200,000	\$200,000	\$24,808		\$175,192
56	TRANSPORT	MR67 Formation Widening	Repair Funding was unsuccessfull. Funded by block grant.	In Progress	8067-4912-1540	Block Grant	30-Jun-22	\$325,000	\$368,000	\$247,537	\$69,594	\$50,870
57	TRANSPORT	Marma Box Creek Road	Budget to be adjusted when carry forward finalised	In Progress	9019-4999-0001	TfNSW - FLR#1	30-Jun-22	\$1,158,495	\$1,158,495	\$847,548	\$13,821	\$297,126
58	TRANSPORT	Weimby Kyalite Road	Budget to be adjusted when carry forward finalised	In Progress	9001-4999-0001	TfNSW - FLR#1	30-Jun-22	\$1,951,691	\$1,951,691	\$1,293,926	\$110,000	\$547,765



Item	Category	Project Name	Works Description	Status	Job Codes	Funded	Construction Deadline	Original Budget	Revised Budget (inc roll fwd)	Expenditure	Committed	Balance
59	TRANSPORT	Bertram/Tailor Traffic Calming Euston		Completed	6020-4999-0001	Council		\$3,300	\$3,300	\$15,716		-\$12,416
60	TRANSPORT	Footpath Construction	Balranald Township	Completed	6262-4999-0003	Council		\$25,075	\$25,075	\$25,075		\$0
61	TRANSPORT	Footpath Construction	Euston Township	In Progress	6264-4999-0001	Council		\$14,925	\$14,925	\$14,989		-\$64
62	TRANSPORT	Street Light Upgrade	Essential Energy - Upgrading Street Lights	In Progress	6380-4999-0002	Council		\$160,000	\$160,000	\$0	\$160,455	-\$455
63	TRANSPORT	Aerodrome Fencing		In Progress	0229-4999-0001	LRCI#2	30-Jun-22	\$69,014	\$89,014	\$0	\$83,942	\$5,072
64	TRANSPORT	Seal off-street parking areas	Tennis court and CLC parking area with new concrete kerb & gutter	Planning	6400-4999-0006	LRCI#2	30-Jun-22	\$46,739	\$46,739	\$22,565	\$364	\$23,810
65	TRANSPORT	Leslie Drive Upgrade	Under Contract	In Progress	6020-4999-0003	TfNSW - FLR#2	30-Jun-23	\$290,000	\$290,000	\$11,037		\$278,963
66	TRANSPORT	Tapalin Mail Road		Planning	6440-4999-0008	TfNSW - FLR#3	30-Jun-23					
67	TRANSPORT	Tapalin Mail Road	Under Contract	Not Started		TfNSW - FLR#3	30-Jun-23	\$110,000	\$550,000	\$10,693		\$539,307
68	TRANSPORT	Marma Box Creek Road - Part 2		Not Started	9019-4999-0004	TfNSW - FLR#3	30-Jun-23	\$120,000	\$800,000	\$0		\$800,000
69	TRANSPORT	Clare-Oxley Road Culvert Extension	Under Water	Not Started	9035-4999-1510	Council		\$20,000	\$20,000	\$0		\$20,000
70	TRANSPORT	Binda Road - Hatfield The Vale Road	More work required. Estimate from Ian Holmes.	Completed	6440-4999-0011	RTR		\$148,115	\$167,450	\$170,284		-\$2,834
71	TRANSPORT	Kilpatrick Road	Relocate 4 power poles. Stabilisation & Re-surface.	In Progress	6440-4999-0003	RTR		\$156,226	\$180,000	\$14,752		\$165,248
72	TRANSPORT	MR67 Reseals - Capital		Quote	8067-4912-2800	Block Grant	30-Jun-22	\$235,000	\$320,000	\$0		\$320,000
73	TRANSPORT	Euston Prungle Road		Not Started	9015-4999-0001	TfNSW - FLR#3	30-Jun-23	\$0	\$400,000	\$0		\$400,000
74	WATER	Fire Hydrant Upgrade		Planning	0231-4999-0035	Council		\$30,000	\$30,000	\$4,836		\$25,164
75	WATER	Minor Pumps and Metering Equipment		Planning	0231-4999-0015	Council		\$10,000	\$10,000	\$1,971		\$8,029
76	WATER	Balranald AC Main Replacement	Dead end connection on Moa Street	In Progress	0231-4999-0016	Council		\$45,000	\$45,000	\$1,440	\$44,491	-\$931
77	WATER	Euston AC Main Replacement		Planning	0231-4999-0017	Council		\$45,000	\$45,000	\$1,080	\$42,577	\$1,343
78	WATER	Balranald Filtered Water Tower	Inspection and essential maintenance	Planning	0231-4999-0019	Council		\$100,000	\$100,000	\$600	\$8,873	\$90,527
79	WATER	Balranald Raw Water Tower	Inspect & Clean	Planning	0231-4999-0020	Council		\$80,000	\$70,000	\$600	\$29,264	\$40,136
80	WATER	Water Meters Replacement		In Progress	0231-4999-0022	Council		\$50,000	\$50,000	\$4,402		\$45,598
81	WATER	Valves & Meters		Planning	0231-4999-0023	Council		\$30,000	\$30,000	\$9,318		\$20,682
82	WATER	VSD Pumps to Maintain Emergency Supply		Planning	0231-4999-0034	Council		\$20,000	\$20,000	\$0	\$873	\$19,127
83	WATER	Hand held Water Meter Readers		Planning	0231-4999-0033	Council		\$10,000	\$10,000	\$1,320		\$8,680
84	WATER	Euston Water Loan	Interest on Loan#138	In Progress	6560-2500-0000	Council		\$67,200	\$67,200	\$20,158		\$47,042
85	WATER	Balranald Raw Water Pump Station	Electrical Upgrade		0231-4999-0006	Council		\$0	\$0	\$1,560	\$436	-\$1,996
86	WATER	Balranald Filtered Water Raw Pumps	????		0231-4999-0013	Council		\$0	\$0	\$120	\$327	-\$447
87	WATER	Balranald Water ICWM Strategy Implement			0231-4999-0028	Council		\$0	\$0	\$6,872	\$1,200	-\$8,072
88	WATER	Balranald Water Security Project		Planning	0231-4999-0036	Council		\$0	\$10,000	\$0		\$10,000
89	WATER	Euston Filtered Water	Tower works		0241-4999-0001	Council		\$0	\$0	\$1,080		-\$1,080
90	WATER	Euston Electrical Upgrade Raw PS		Completed	0241-4999-0006	Council		\$0	\$0	\$61,575		-\$61,575
91	SEWER	Balranald Sewer Main Pump Station	Switchboard Upgrade		0251-4999-0010	Council		\$0	\$0	\$1,140		-\$1,140
92	SEWER	Balranald Sewer Pump Station works	Refurbishment of Sewer Pump Station - SPS 1, 4 & 5	Planning	0251-4999-0011	Council		\$30,000	\$70,000	\$27,730	\$20,627	\$21,643
93	SEWER	Balranald Sewer Excavation & Renewals inc manholes		Planning	0251-4999-0012	Council		\$20,000	\$20,000	\$960	\$218	\$18,822
94	SEWER	Balranald Sewer Ponds	Clean out channels		0251-4999-0013	Council		\$0	\$0	\$0	\$1,091	-\$1,091
95	SEWER	Balranald Sewer relining		Completed	0251-4999-0006	Council		\$280,000	\$280,000	\$263,071	\$218	\$16,711
96	SEWER	Euston pond and channels clean out	Wait for the pond to dry out and be cleaned	Planning	0261-4999-0003	Council		\$10,000	\$10,000	\$984		\$9,016
97	SEWER	Euston Sewer Pump Station Switchboard Upgrade	SPS 1	In Progress	0261-4999-0002	Council		\$80,000	\$40,000	\$1,503	\$36,871	\$1,626
Up to							4-Mar-22	\$14,195,485	\$16,067,601	\$3,930,705	\$975,218	\$11,161,679