



# **BUSINESS PAPER**

## **Ordinary Council Meeting**

**7 June 2022**

**Matt O'Rourke**  
**Acting General Manager**



We hereby give notice that an Ordinary Meeting of Council will be held on:

Tuesday, 7 June 2022 at 6pm  
in the Council Chambers, Civic Centre  
184 - 194 Bourke Street, Goulburn

## Order Of Business

<b>1</b>	<b>Opening Meeting</b> .....	<b>5</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>5</b>
<b>3</b>	<b>Councillors Declaration and/or Prayer</b> .....	<b>5</b>
<b>4</b>	<b>Apologies</b> .....	<b>5</b>
<b>5</b>	<b>Applications for a Leave of Absence by Councillors</b> .....	<b>5</b>
	Nil	
<b>6</b>	<b>Late Items / Urgent Business</b> .....	<b>5</b>
<b>7</b>	<b>Disclosure of Interests</b> .....	<b>5</b>
<b>8</b>	<b>Presentations</b> .....	<b>6</b>
	Nil	
<b>9</b>	<b>Public Forum</b> .....	<b>6</b>
<b>10</b>	<b>Confirmation of Minutes</b> .....	<b>7</b>
	10.1 Minutes of the Ordinary Meeting of Council held on 17 May 2022 .....	7
<b>11</b>	<b>Matters Arising</b> .....	<b>24</b>
	11.1 Matters Arising from Council Meetings Minutes from the 17 May 2022.....	24
	11.2 Outstanding Task List from All Previous Meetings .....	25
<b>12</b>	<b>Mayoral Minute(s)</b> .....	<b>28</b>
	Nil	
<b>13</b>	<b>Notice of Motion(s)</b> .....	<b>28</b>
	Nil	
<b>14</b>	<b>Notice of Rescission(s)</b> .....	<b>28</b>
	Nil	
<b>15</b>	<b>Reports to Council for Determination</b> .....	<b>29</b>
	15.1 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse.....	29
	15.2 Waiver of alcohol-free zone for Winter event.....	31
	15.3 Utilities Policy Review .....	32
	15.4 Planning and Environment Policy Review .....	44
	15.5 Entertainment & Night Time Economy Working Party .....	113
	15.6 Sustainability Working Party Minutes 11 May 2022 and Initial Ideas.....	115
	15.7 Minutes of the Sports Council Meeting held on 2 May 2022 .....	119
	15.8 Minutes of the Recreation Area Committee Meeting held on 4 May 2022.....	128
	15.9 Minutes of the Sporting Hall of Fame Meeting held on 16 May 2022 .....	136

---

15.10	Minutes of the Ray Harvey Sports Foundation Committee Meeting held on 16 May 2022 .....	143
15.11	External Meeting Minutes .....	152
<b>16</b>	<b>Closed Session .....</b>	<b>163</b>
	There were no closed session reports for determination.	
<b>17</b>	<b>Conclusion of the Meeting .....</b>	<b>163</b>

**Cr Peter Walker**  
**Mayor**

**Matt O'Rourke**  
**Acting General Manager**



**1 OPENING MEETING**

The Mayor will open the meeting and notify that this meeting is webcast live on the Council's website.

**2 ACKNOWLEDGEMENT OF COUNTRY**

The following acknowledgement will be made by the Mayor or General Manager.

"I would like to Acknowledge and pay our respects to the Aboriginal Elders both past and present, as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today."

**3 COUNCILLORS DECLARATION AND/OR PRAYER**

The Mayor will ask a Councillor to read either the following Declaration or Prayer on behalf of the Councillors present.

Declaration

"On behalf of the elected Councillors present here tonight I solemnly and sincerely declare and affirm that we will undertake the duties of the office of Councillor in the best interests of the people of Goulburn Mulwaree and that we will faithfully and impartially carry out the functions, powers, authorities and discretions vested in us to the best of our ability and judgement."

OR

Prayer

"We thank thee, Lord, for this position of honour and trust. Give us the courage to serve our Council and community with honesty and integrity; and to discharge the duties entrusted to us for the common good of all mankind."

**4 APOLOGIES**

The Mayor will call for any apologies.

Council will resolve to accept any apology.

**5 APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**6 LATE ITEMS / URGENT BUSINESS**

The Mayor will call for any Late Items, Information or Urgent Business.

Council may resolve to accept any late item, information or urgent business to be discussed and/or determined at this meeting.

**7 DISCLOSURE OF INTERESTS**

With reference to Chapter 14 Local Government Act 1993, and Council's Code of Conduct, Councillors are required to declare any conflicts of interest in the matters under consideration by Council at this meeting.

**8 PRESENTATIONS**

Nil

**9 PUBLIC FORUM**

- (1) In accordance with Council's Public Forum Guideline, Council permits members of the public to address Council meetings in open forum at every Ordinary Council meeting.
- (2) A person wishing to address a meeting must contact staff in Council's Executive Section by 5.00pm [either in writing or via telephone call] on the day of the meeting and provide their name, their contact details and summary details of the item they wish to speak about.
- (3) The Mayor or Chairperson will call members of the public to address the meeting in accordance with the order of business. The address should be for no more than 5 minutes duration.
- (4) Members of the public addressing Council must abide by similar standards that apply to Councillors under the Council's Code of Conduct and this Code of Meeting Practice.
- (5) If a member of the public addressing the meeting fails to comply with the Mayor or Chairperson's call to order, the Mayor or Chairperson may withdraw that person's right to address the meeting.
- (6) In making the address:
  - a. If the chairperson is the Mayor he or she should be addressed as 'Mr Mayor' or 'Madam Mayor' or 'Mayor Surname' or 'Mayor First Name'.
  - b. When the chairperson is not the Mayor they should be addressed as Mr. or Madam Chair or Mr. or Madam Chairperson.
  - c. Councillors must be addressed as 'Councillor Surname or Councillor First Name'.
  - d. Officers must be addressed as Mr. or Madam [job title or surname] e.g Mr. General Manager.

The general standards that apply in Council's Code of Conduct and Code of Meeting Practice (Section 4) are applicable to addresses made by the public in Public Forum.

**10 CONFIRMATION OF MINUTES**

**10.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 17 MAY 2022**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Minutes of the Ordinary Meeting of Council held on 17 May 2022

**RECOMMENDATION**

That the Council minutes from Tuesday 17 May 2022 and contained in Minutes Pages No 1 to 17 inclusive and in Minute Nos 2022/153 to 2022/187 inclusive be confirmed.



# MINUTES

## Ordinary Council Meeting

17 May 2022

**Order Of Business**

<b>1</b>	<b>Opening Meeting</b> .....	<b>5</b>
<b>2</b>	<b>Acknowledgement of Country</b> .....	<b>5</b>
<b>3</b>	<b>Councillors Declaration and/or Prayer</b> .....	<b>5</b>
<b>4</b>	<b>Apologies</b> .....	<b>5</b>
<b>5</b>	<b>Applications for a Leave of Absence by Councillors</b> .....	<b>5</b>
	Nil	
<b>6</b>	<b>Late Items / Urgent Business</b> .....	<b>5</b>
<b>7</b>	<b>Disclosure of Interests</b> .....	<b>6</b>
<b>8</b>	<b>Presentations</b> .....	<b>6</b>
	Nil	
<b>9</b>	<b>Public Forum</b> .....	<b>6</b>
<b>10</b>	<b>Confirmation of Minutes</b> .....	<b>6</b>
	10.1 Minutes of the Ordinary Meeting of Council held on 3 May 2022 .....	6
<b>11</b>	<b>Matters Arising</b> .....	<b>6</b>
	11.1 Matters Arising from Council Meetings Minutes from the 3 May 2022.....	6
	11.2 Outstanding Task List from All Previous Meetings .....	6
<b>12</b>	<b>Mayoral Minute(s)</b> .....	<b>7</b>
	Nil	
<b>13</b>	<b>Notice of Motion(s)</b> .....	<b>7</b>
	Nil	
<b>14</b>	<b>Notice of Rescission(s)</b> .....	<b>7</b>
	Nil	
<b>15</b>	<b>Reports to Council for Determination</b> .....	<b>7</b>
	15.1 Tender No. 2122T0007 - Design, Construction and Upgrade of Amentities at Sporting Facilities .....	7
	15.2 Capital Works - Water Infrastructure Contract Extension .....	7
	15.3 Red Hills Road Load Limit .....	8
	15.4 Code of Meeting Practice .....	8
	15.5 Australian Local Government Association Advocacy - 'Don't leave local communities behind' .....	8
	15.6 Local Government NSW (LGNSW) 2022 Annual Conference.....	9
	15.7 Request for Financial Assistance - St Vincent de Paul Goulburn.....	10
	15.8 Councillor Remuneration 2022/2023 and Superannuation Payments.....	10
	15.9 Additional Special Variation .....	11
	15.10 Statement of Investments & Bank Balances.....	11
	15.11 Monthly Financial Report.....	11
	15.12 Quarterly Budget Review.....	12
	15.13 Towrang Road Bridge Replacement April 2022 Status Report .....	12

15.14	RUG - ReUse Goulburn - April 2022 Status Report .....	12
15.15	Reuse Scheme Goulburn - April 2022 Status Report .....	12
15.16	Natural Disaster Essential Public Asset Restoration Project April 2022 Status Update .....	13
15.17	Mountain Ash Road Fixing Local Roads Project April 2022 Status Report .....	13
15.18	Windellama Road Fixing Local Roads Project April 2022 Status Report.....	13
15.19	School Zone Safety Infrastructure April 2022 Status Update .....	13
15.20	Growing Local Economies Common Street April 2022 Status Report.....	14
15.21	Goulburn Aquatic Centre Redevelopment Stage 1 Construction April 2022 Status Report.....	14
15.22	Operations Directorate Report April 2022.....	14
15.23	Corporate & Community Services Directorate Report April 2022.....	14
15.24	Utilities Directorate Report - April 2022 .....	15
15.25	Planning & Environment Directorate Report - April 2022.....	15
15.26	Floodplain Risk Management Working Party Discussion Items & Action List - 27 April 2022.....	15
15.27	External Meeting Minutes .....	15
15.28	Goulburn Mulwaree Youth Council Meeting Notes - 29 April 2022 .....	16
<b>16</b>	<b>Closed Session .....</b>	<b>16</b>
16.1	Multiquip Haulage Route Repairs - April Status Update .....	16
<b>17</b>	<b>Conclusion of the Meeting.....</b>	<b>17</b>

**MINUTES OF GOULBURN MULWAREE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, CIVIC CENTRE, 184 - 194 BOURKE STREET,  
GOULBURN  
ON TUESDAY, 17 MAY 2022 AT 6PM**

**PRESENT:** Cr Andrew Banfield, Cr Carol James, Cr Bob Kirk, Cr Michael Prevedello, Cr Steven Ruddell, Cr Daniel Strickland, Cr Jason Shepherd, Cr Andy Wood.

**IN ATTENDANCE:** Acting General Manager Matt O'Rourke, Brendan Hollands (Director Corporate and Community Services), Marina Hollands (Director Utilities), Scott Martin (Director Planning & Environment, Adam Kiss (Acting Director Operations) & Amy Croker (Office Manager).

**1 OPENING MEETING**

Mayor Peter Walker opened the meeting at 6pm. The Mayor advised that the meeting would be webcast live.

**2 ACKNOWLEDGEMENT OF COUNTRY**

Mayor Peter Walker made the following acknowledgement.

"I would like to Acknowledge and pay our respects to the Aboriginal elders both past and present as well as emerging leaders, and Acknowledge the traditional custodians of the Land on which we meet today."

**3 COUNCILLORS DECLARATION AND/OR PRAYER**

The opening prayer was read by Cr Jason Shepherd.

**4 APOLOGIES**

Nil

**5 APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

Nil

**6 LATE ITEMS / URGENT BUSINESS**

**RESOLUTION 2022/153**

**Moved:** Cr Carol James

**Seconded:** Cr Andrew Banfield

**That Item 15.4 Code of Meeting Practice be withdrawn from the Business Paper. The reason for this withdrawal is to correct a misinterpretation by staff in relation to Clause 14.13 and to further discuss with Councillors their ability to accept/delete/modify optional clauses.**

**CARRIED**

## **7 DISCLOSURE OF INTERESTS**

Cr Andrew Banfield made a statement in relation to the Business Paper. He has assessed the Business Paper and does not perceive any declaration of interest is required to be declared in relation to his employment with Denrith Group of Companies.

Cr Jason Shepherd declared a non-pecuniary/non-significant conflict of interest in Item 15.25 "Planning & Environment Directorate Report April 2022" as he is an employee of GHD who undertake work for Marulan Quarry who are mentioned in this report. Cr Jason Shepherd will remain in the meeting while discussions take place as the matter is for noting only.

## **8 PRESENTATIONS**

Nil

## **9 PUBLIC FORUM**

Nil

## **10 CONFIRMATION OF MINUTES**

### **10.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 3 MAY 2022**

#### **RESOLUTION 2022/154**

**Moved: Cr Andy Wood**

**Seconded: Cr Steven Ruddell**

**That the Council minutes from Tuesday 3 May 2022 and contained in Minutes Pages No 1 to 14 inclusive and in Minute Nos 2022/134 to 2022/152 inclusive be confirmed.**

**CARRIED**

## **11 MATTERS ARISING**

### **11.1 MATTERS ARISING FROM COUNCIL MEETINGS MINUTES FROM THE 3 MAY 2022**

Nil

### **11.2 OUTSTANDING TASK LIST FROM ALL PREVIOUS MEETINGS**

#### **RESOLUTION 2022/155**

**Moved: Cr Steven Ruddell**

**Seconded: Cr Jason Shepherd**

**That Council notes the Task List and authorises the deletion of completed tasks.**

**CARRIED**



**12 MAYORAL MINUTE(S)**

Nil

**13 NOTICE OF MOTION(S)**

Nil

**14 NOTICE OF RESCISSION(S)**

Nil

**15 REPORTS TO COUNCIL FOR DETERMINATION****15.1 TENDER NO. 2122T0007 - DESIGN, CONSTRUCTION AND UPGRADE OF AMENITIES AT SPORTING FACILITIES****RESOLUTION 2022/156**

Moved: Cr Bob Kirk

Seconded: Cr Jason Shepherd

That

1. The report from the Projects Manager on 2122T0007 Design, Construction and Upgrade of Amenities at Sporting Facilities Tender Evaluation be received.
2. Council accept the tender to ARW Multigroup Pty Ltd as a preferred tenderer for the tender price of \$3,028,359.35 (excl GST)
3. The General Manager is authorised to approve variations of up to ten (10) percent for this project (\$302,836).
4. Council decline the tender submissions from:
  - (a) Cercol Construction Services Pty Ltd
  - (b) CRL Projects Pty Ltd
  - (c) Momentum Built Pty Ltd
  - (d) Tallai Project Group Pty Ltd
5. Unexpended funds from the 2021/22 budget allocation be carried forward to 2022/23
6. Council approve the allocation of an additional \$832,828 (excl GST) from the General unrestricted cash reserve to deliver the project. Any savings identified throughout the delivery of the project will be returned to the General unrestricted cash reserve

**CARRIED****15.2 CAPITAL WORKS - WATER INFRASTRUCTURE CONTRACT EXTENSION****RESOLUTION 2022/157**

Moved: Cr Carol James

Seconded: Cr Andy Wood

That

1. The report regarding the Capital Works – Water Infrastructure contract 1920T0001 from the Business Manager Infrastructure be received.
2. The contract with Killard Infrastructure Pty Ltd be extended for an additional two years as per Contract 1920T0001 for Capital Works – Water Infrastructure in accordance with the schedule of rates submitted subject to annual CPI adjustment.

**CARRIED**

**15.3 RED HILLS ROAD LOAD LIMIT****RESOLUTION 2022/158****Moved: Cr Michael Prevedello****Seconded: Cr Andy Wood****That:**

- 1. The report from the Road Safety and Traffic Officer on Red Hills Road Load Limit be received.**
- 2. Council impose a 5 tonne load limit on Red Hills Road North.**
- 3. Residents of Red Hills Road North and school buses be exempt from the 5 tonne load limit.**
- 4. Council initiates periodic load monitoring on Red Hills Road North following imposition of the load limit to verify compliance with the load limit.**

**CARRIED****15.4 CODE OF MEETING PRACTICE**

This item was withdrawn from the Business Paper.

**15.5 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ADVOCACY - 'DON'T LEAVE LOCAL COMMUNITIES BEHIND'****RESOLUTION 2022/159****Moved: Cr Bob Kirk****Seconded: Cr Jason Shepherd****That:**

- 1. The report from the Acting General Manager on Australian Local Government Association Advocacy - 'Don't leave local communities behind' be received.**
- 2. Council supports the national funding priorities of the Australian Local Government Association (ALGA), which would contribute an estimated \$6.46 billion per year to Australia's GDP and create 43,444 jobs; and**
- 3. Council agrees to support and participate in the Australian Local Government Association's advocacy for their endorsed national funding priorities by writing to the local Federal Member(s) of Parliament, all known election candidates in local Federal electorates and the President of the Australian Local Government Association to:**
  - a. express support for ALGA's funding priorities;**
  - b. identify priority local projects and programs that could be progressed with the additional financial assistance from the Federal Government being sought by ALGA; and**
  - c. seek funding commitments from the members, candidates and their parties**

for these identified local projects and programs.

**CARRIED**

**15.6 LOCAL GOVERNMENT NSW (LGNSW) 2022 ANNUAL CONFERENCE**

**RESOLUTION 2022/160**

**Moved: Cr Bob Kirk**

**Seconded: Cr Steven Ruddell**

**That Council Move into Committee of the Whole.**

Council moved into Committee of the whole at 6:23 pm.

**CARRIED**

**RESOLUTION 2022/161**

**Moved: Cr Steven Ruddell**

**Seconded: Cr Carol James**

**That Council move back into Open Council.**

Council moved back into Open Council at 6:37 pm.

**CARRIED**

**RESOLUTION 2022/162**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Daniel Strickland**

**That**

- 1. The report of the Acting General Manager on the Local Government NSW (LGNSW) Annual Conference be received**
- 2. Council nominates the following three voting delegates and the Chief Executive Officer to attend the 2022 Annual Conference of LGNSW in the Hunter Valley:**
  - The Mayor**
  - Cr Steve Ruddell**
  - Cr Bob Kirk**
- 3. Councillors discuss potential motions for the Local Government NSW Conference at a future Councillor Briefing.**

**CARRIED**

**15.7 REQUEST FOR FINANCIAL ASSISTANCE - ST VINCENT DE PAUL GOULBURN**

**RESOLUTION 2022/163**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Steven Ruddell**

**That**

- 1. The report from the Acting Director of Corporate & Community Services on a Request for Financial Assistance from St Vincent de Paul Goulburn be received.**
- 2. Council provide support to St Vincent de Paul Goulburn in the form of a cash donation for \$3,500 to be funded from the Financial Assistance budget.**

**CARRIED**

**15.8 COUNCILLOR REMUNERATION 2022/2023 AND SUPERANNUATION PAYMENTS**

**RESOLUTION 2022/164**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Daniel Strickland**

**That**

- 1. The report from the Acting General Manager on Councillor Remuneration 2022/2023 and Superannuation Payments be received.**
- 2. The annual Councillor and Mayoral fee be increased to \$21,100 and \$46,040 (respectively) effective from 1 July 2022 in accordance with the Local Government Remuneration Tribunal Annual Report and Determination of 20 April 2022.**
- 3. Council elects to make superannuation contribution payments for the Councillors in accordance with s254B of the *Local Government Act* 1993.**

**CARRIED**

**15.9 ADDITIONAL SPECIAL VARIATION****RESOLUTION 2022/165****Moved: Cr Andy Wood****Seconded: Cr Michael Prevedello****That**

- 1. The report of the Director Corporate & Community Services on the Additional Special Variation be received**
- 2. Council makes an immediate application under the Additional Special Variation (ASV) one-off process for the 2022-23 financial year to ensure the percentage increase in rating revenue is 2.5%,**
- 3. The application be for a permanent special variation under section 508(2) of the Act**
- 4. Council note that the additional income it will receive if the special variation application is approved will be approximately \$320,000 (based on current 2021/22 actual results)**
- 5. The special variation is required for the following reasons:**
  - To maintain its rating revenue based on Councils current Long Term Financial Plan and the four-year budget as contained within its adopted 2021-22 Operational Plan**
  - To ensure income keeps pace with increases in costs including construction costs, technology supplier costs (including cyber-security) and insurances**
- 6. Council has considered the impact on ratepayers and the community in 2022-23 and, if permanent, in future years if the special variation is approved, and considers that it is reasonable.**

**CARRIED****15.10 STATEMENT OF INVESTMENTS & BANK BALANCES****RESOLUTION 2022/166****Moved: Cr Bob Kirk****Seconded: Cr Steven Ruddell****That the report by the Director Corporate & Community Services on the Statement of Investments and Bank Balances be received.****CARRIED****15.11 MONTHLY FINANCIAL REPORT****RESOLUTION 2022/167****Moved: Cr Steven Ruddell****Seconded: Cr Michael Prevedello****That the report by the Director Corporate & Community Services on the Monthly Financial Report be received and noted for information.****CARRIED**

**15.12 QUARTERLY BUDGET REVIEW**

**RESOLUTION 2022/168**

**Moved: Cr Carol James**

**Seconded: Cr Daniel Strickland**

**That:**

- 1. The report of the Director Corporate & Community Services on the March 2022 Quarterly Budget Review be noted.**
- 2. The budget variations contained within the December 2022 Quarterly Review be approved.**

**CARRIED**

**15.13 TOWRANG ROAD BRIDGE REPLACEMENT APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/169**

**Moved: Cr Jason Shepherd**

**Seconded: Cr Steven Ruddell**

**That the report from the Project Engineer – Operations on the Towrang Road Bridge Replacement April 2022 Status be received.**

**CARRIED**

**15.14 RUG - REUSE GOULBURN - APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/170**

**Moved: Cr Andrew Banfield**

**Seconded: Cr Steven Ruddell**

**That the report from the Business Manager Infrastructure on the RUG Goulburn status update be received.**

**CARRIED**

**15.15 REUSE SCHEME GOULBURN - APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/171**

**Moved: Cr Michael Prevedello**

**Seconded: Cr Carol James**

**That the report from the Business Manager Infrastructure on the Goulburn Reuse Scheme status update be received.**

**CARRIED**

**15.16 NATURAL DISASTER ESSENTIAL PUBLIS ASSET RESTORATION PROJECT APRIL 2022 STATUS UPDATE**

**RESOLUTION 2022/172**

**Moved: Cr Bob Kirk  
Seconded:Cr Jason Shepherd**

**That the report on the status of the Natural Disaster Essential Public Asset Restoration Project from the Business Manager Projects be received.**

**CARRIED**

**15.17 MOUNTAIN ASH ROAD FIXING LOCAL ROADS PROJECT APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/173**

**Moved: Cr Daniel Strickland  
Seconded:Cr Andy Wood**

**That the report from the Business Manager of Works on the Mountain Ash Road Fixing Local Roads Project status updated be received.**

**CARRIED**

**15.18 WINDELLAMA ROAD FIXING LOCAL ROADS PROJECT APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/174**

**Moved: Cr Steven Ruddell  
Seconded:Cr Bob Kirk**

**That the report from the Business Manager of Works on the Windellama Road Fixing Local Roads Project status updated be received.**

**CARRIED**

**15.19 SCHOOL ZONE SAFETY INFRASTRUCTURE APRIL 2022 STATUS UPDATE**

**RESOLUTION 2022/175**

**Moved: Cr Andy Wood  
Seconded:Cr Steven Ruddell**

**That the April 2022 status report on the School Zone Safety Infrastructure Project from the Project Manager Grants be received.**

**CARRIED**

**15.20 GROWING LOCAL ECONOMIES COMMON STREET APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/176**

**Moved: Cr Jason Shepherd  
Seconded: Cr Michael Prevedello**

**That the report from the Project Manager - Grants on the status of the Growing Local Economies Common Street project be received.**

**CARRIED**

**15.21 GOULBURN AQUATIC CENTRE REDEVELOPMENT STAGE 1 CONSTRUCTION  
APRIL 2022 STATUS REPORT**

**RESOLUTION 2022/177**

**Moved: Cr Carol James  
Seconded: Cr Daniel Strickland**

**That the report from the Director of Operations on the status of the Goulburn Aquatic Centre Redevelopment Stage 1 construction works be received**

**CARRIED**

**15.22 OPERATIONS DIRECTORATE REPORT APRIL 2022**

**RESOLUTION 2022/178**

**Moved: Cr Michael Prevedello  
Seconded: Cr Andy Wood**

**That the activities report from April 2022 by the Director of Operations be received and noted for information.**

**CARRIED**

**15.23 CORPORATE & COMMUNITY SERVICES DIRECTORATE REPORT APRIL 2022**

**RESOLUTION 2022/179**

**Moved: Cr Daniel Strickland  
Seconded: Cr Bob Kirk**

**That the activities report by the Director Corporate & Community Services be received and noted for information.**

**CARRIED**



**15.24 UTILITIES DIRECTORATE REPORT - APRIL 2022**

**RESOLUTION 2022/180**

**Moved: Cr Steven Ruddell**

**Seconded: Cr Carol James**

**That the report from the Director Utilities be received and noted for information.**

**CARRIED**

**15.25 PLANNING & ENVIRONMENT DIRECTORATE REPORT - APRIL 2022**

**RESOLUTION 2022/181**

**Moved: Cr Daniel Strickland**

**Seconded: Cr Andy Wood**

**That the report from the Director Planning & Environment be received and noted for information.**

**CARRIED**

**15.26 FLOODPLAIN RISK MANAGEMENT WORKING PARTY DISCUSSION ITEMS & ACTION LIST - 27 APRIL 2022**

**RESOLUTION 2022/182**

**Moved: Cr Jason Shepherd**

**Seconded: Cr Bob Kirk**

**That the report from Business Manager Strategic Planning in relation to the Floodplain Risk Management Working Party Discussion Items and Action List from 27 April 2022 be received.**

**CARRIED**

**15.27 EXTERNAL MEETING MINUTES**

**RESOLUTION 2022/183**

**Moved: Cr Carol James**

**Seconded: Cr Steven Ruddell**

**That the report from the General Manager on the following external Committee meeting minutes be received:**

- 1. Regional Cities NSW Meeting Minutes - 24 March 2022**
- 2. Holcim Lynwood Quarry Community Consultative Committee – 8 April 2022**

**CARRIED**

**15.28 GOULBURN MULWAREE YOUTH COUNCIL MEETING NOTES - 29 APRIL 2022****RESOLUTION 2022/184****Moved: Cr Carol James****Seconded: Cr Daniel Strickland****That the report from Cr Carol James in relation to the Goulburn Mulwaree Youth Council Meeting Notes held on the 29<sup>th</sup> April 2022****CARRIED****16 CLOSED SESSION**

Council must resolve to move into Closed Session to deal with any items under s10 *Local Government Act 1993*.

**RESOLUTION 2022/185****Moved: Cr Bob Kirk****Seconded: Cr Carol James****That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:****16.1 Multiquip Haulage Route Repairs - April Status Update**

This matter is considered to be confidential under Section 10A(2) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**CARRIED**

Council resolved into Closed Session at 7.33pm.

Council resolved into Open Council at 7.48pm.

**RESOLUTION 2022/186****Moved: Cr Carol James****Seconded: Cr Jason Shepherd**

- 1. That Council moves out of Closed Council into Open Council.**
- 2. That the resolutions of the Closed Session meeting which were submitted to Closed Session in accordance with s10A Local Government Act 1993 be adopted.**

**CARRIED**

**16.1   MULTIQUIP HAULAGE ROUTE REPAIRS - APRIL STATUS UPDATE**

**RESOLUTION 2022/187**

**Moved:    Cr Bob Kirk**

**Seconded:Cr Carol James**

**That the report from the Director of Operations on the Multiquip Haulage Route Repairs April 2022 status be received.**

**CARRIED**

**17       CONCLUSION OF THE MEETING**

**The Meeting closed at 7.50pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 7 June 2022.**

.....  
**Cr Peter Walker**  
**Mayor**

.....  
**Matt O'Rourke**  
**Acting General Manager**

**11 MATTERS ARISING**

**11.1 MATTERS ARISING FROM COUNCIL MEETINGS MINUTES FROM THE 17 MAY 2022**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

**11.2 OUTSTANDING TASK LIST FROM ALL PREVIOUS MEETINGS**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Task List 7 June 2022

**RECOMMENDATION**

That Council notes the Task List and authorises the deletion of completed tasks.

**REPORT**

Please find attached the Task List for matters resolved at previous Council meetings that are still currently under action.



## OUTSTANDING TASK LIST

Item/Task	Responsible Officer	Status
<p><u>Community Centre Options</u></p> <p>Location of Community Centre deferred 18 months</p>	General Manager	<p>Presentation was made to the 31 May 2022 Briefing Session.</p> <p>Future actions developed from this Briefing Session</p>
<p><u>Future of 2 Bourke Street</u></p> <p>Discussion to be held with Councillors at Briefing</p>	General Manager	<p>Presentation was made to the 31 May 2022 Briefing Session.</p> <p>Future actions developed from this Briefing Session</p>
<p><u>Second access to Run-O-Waters</u></p> <p>Council discuss at the Council Briefing the future road link from Run-O-Waters to Gurrundah Road on to Middle Arm Road with potential access to the Hume Highway</p>	General Manager	<p>Presentation was made to the 31 May 2022 Briefing Session.</p> <p>Future actions developed from this Briefing Session</p>
<p><u>Draft Tarago Village Strategy</u></p> <p>Plan to be placed on public exhibition</p>	Director Planning & Environment	<p>Report included in Business Paper</p> <p><b>RECOMMEND COMPLETION</b></p>
<p><u>South Goulburn Threaten Species Master Plan</u></p> <p>Review Master Plan</p>	Director Planning & Environment	<p>Report to Council to be given priority. Review of biodiversity mapping/values is subject to seasonal survey requirements i.e. in spring.</p>
<p><u>Waste to Energy Future Action</u></p> <ul style="list-style-type: none"> <li>• Continue engagement with wider community and raise awareness of associated issues and impacts of Veolia's proposal</li> <li>• Continue obtaining community views</li> </ul>	General Manager	<p>There is a Veolia hosted 'Meet the Experts' session in Tarago on the 4 June 2022.</p> <p>Awaiting lodgement of EIS</p>

**OUTSTANDING TASK LIST**



Item/Task	Responsible Officer	Status
<p><u>St John's Orphanage</u></p> <ul style="list-style-type: none"> <li>• Demolition order compliance by 31 January 2021 for Building A – then legal action if not compliant</li> <li>• Legal action in local court on Buildings B, C &amp; D</li> </ul>	<p>Director Planning &amp; Environment</p>	<p>Staff met with the owner and the owner's legal representative on 9 May 2022. It was conveyed to staff that the owner has faced a number of difficulties in procuring trades and consultants, and therefore seeks further time to comply. A formal submission from the owner was to be submitted to Council by 25 May 2022 but has not been forthcoming.</p>
<p><u>Water Treatment Plants – Goulburn and Marulan</u> Seeking rezoning to allow expansion of Treatment Plants</p>	<p>Director Planning &amp; Environment</p>	<p>Marulan Planning Proposal has been gazetted.</p> <p><b>RECOMMEND COMPLETION</b></p> <p>Goulburn Planning Proposal remains ongoing.</p>
<p><u>Draft Victoria Park &amp; Carr Confoy Plans of Management</u></p> <ul style="list-style-type: none"> <li>• Submit draft plans of Management to DPI for Ministers written consent to publicly exhibit</li> <li>• Upon receipt of consent offer draft plans of management for community consultation for a period of 42 days</li> <li>• As part of community consultation process circulate PoMs to relevant organisations</li> </ul>	<p>Director Corporate and Community Services</p>	<p>Plans have been submitted for Ministerial consent and acknowledgement received. Ministerial assessment underway. DPI have advised of a delay for processing due to current backlog</p>
<p><u>Bulky Goods</u> Staff complete community consultation regarding bulky waste disposal options including questions to determine what the community are prepared to pay for.</p>	<p>Director Utilities</p>	<p>To be completed during 2022/23. Further consultation to occur to inform future programs</p>

**12 MAYORAL MINUTE(S)**

Nil

**13 NOTICE OF MOTION(S)**

Nil

**14 NOTICE OF RESCISSION(S)**

Nil



**15 REPORTS TO COUNCIL FOR DETERMINATION**

**15.1 2122T0010 BIOSOLIDS DEWATERING, TRANSPORT AND BENEFICIAL REUSE**

**Author:** Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. **2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse - Evaluation Report - Confidential**

<b>Link to Community Strategic Plan:</b>	20. Our Infrastructure IN5 Ensure high quality water supply options for the towns in the region.
<b>Cost to Council:</b>	\$794,632
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That

1. The report from the Director Utilities be received on Tender 2122T0010 - Biosolids Dewatering, Transport and Beneficial Reuse.
2. That Council accept the tender from OrganicRecycling Pty Ltd for the schedule of rates submitted for 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse Tender.

**BACKGROUND**

The desludging of the lagoons at the Wastewater treatment plant is an operational requirement at the treatment plant and the aim of this tender is to engage a contractor for the dewatering, transport and beneficial reuse of biosolids produced at the Goulburn Wastewater Treatment Plant. The treatment plant produces 4000 tonnes of biosolids annually.

**REPORT**

Tenders were called for 2122T0010 Biosolids Dewatering, Transport and Beneficial Reuse on the 19<sup>th</sup> April 2022. The tender process was conducted in accordance with the requirements of the *Local Government Act 1993, Local Government (General) Regulation 2005* and the Tendering Guidelines of NSW Local Government (General) Regulation 2009.

Tenders closed on 17<sup>th</sup> May 2022 and three submissions were received from the following companies:

- Dredging Solutions 4/9 Packard Avenue Castle Hill, NSW 2153
- OrganicRecycling Pty Ltd 34 Tate Street Gloucester, NSW 2422
- Waste Processing Solutions 2A Water Street Birchgrove, NSW 2041

The tender evaluation panel was established and included:

- Trevor Sultana Business Manager Water Operations
- Jason Adams Operations Engineer Water and Wastewater
- Sahadip Panta Engineer Water and Wastewater
- Manali Kherodiya Water Operations Engineer

The Tender Plan was completed and signed prior to the advertisement of the tender documents. The evaluation process was carried out by The Panel following the process outlined in the Evaluation and Probity Plan.

The final Evaluation Report is provided with this Council report. The evaluation process was undertaken in four (4) distinct phases (Refer to the evaluation report for further details).

**Phase 1: Preliminary Evaluation (excluding Price)**

The panel met to determine whether the tenders were conforming to the mandatory submission requirements. Both tenders were conforming.

**Phase 2: Detailed Evaluation of Non-price Evaluation Criteria**

The panel completed the detailed evaluation of non-price criteria in accordance with the following weightings:

- Project Appreciation and Methodology            20%
- Company Experience and Performance            40%
- Company Capability and Resourcing            30%
- Management Systems            10%

**Phase 3: Detailed Evaluation including consideration of Price**

Price schedule was reviewed and combined with the non-price criteria. The weightings for this were:

- Non-price criteria            70 %
- Price criteria            30 %

**Phase 4: Final Evaluation**

The overall value for money was assessed and the overall ranking was determined to be:

<b>Ranking</b>	<b>Tenderer</b>
1	OrganicRecycling Pty Ltd
2	Dredging Solutions
3	Waste Processing Solutions

Following the completion of the tender evaluation process, The Panel recommends OrganicRecycling Pty Ltd be nominated as the preferred tenderer in accordance with the documentation for 2122T0010. This recommendation is based on OrganicRecycling Pty Ltd being the highest-ranking proponent at the completion of the evaluation process combining both the non-price and price criteria.

The Evaluation Report is included with the Closed Session reports in accordance with s10A(2)(d) *Local Government Act 1993* as it contains commercial information that would, if disclosed, prejudice the commercial position of the person who supplied it. It is not appropriate for this to be provided in an Open Session as it relates to tender information.

**15.2 WAIVER OF ALCOHOL-FREE ZONE FOR WINTER EVENT**

**Author:** Business Manager Marketing Events & Culture  
 Director Corporate & Community Services

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	7. Our Economy EC2 Jointly develop appropriate tourism opportunities and promote the region as a destination.
<b>Cost to Council:</b>	Nil for waiver of alcohol-free zone. Event being funded through Reconnecting Regional NSW – Community Events Program funding
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That:

1. The report from the Business Manager Marketing, Events & Culture on the Waiver of the Alcohol Free Zone for Winter Event be received.
2. The alcohol-free zone in and around Belmore Park, Montague Street and the Goulburn Courthouse be waived for the weekend of 26-28 August 2022.
3. Goulburn Marketing & Events staff be granted permission to apply for the appropriate liquor licence through Liquor & Gaming for the event

**BACKGROUND**

As part of the NSW Government’s funding allocation to Council under the *Reconnecting Regional NSW – Community Events Program*, 13 events will receive funding support. This report relates to a new event (yet to be announced) which will take place in August 2022 and seeks approval to waive the alcohol-free zone in the precinct where the event will be held.

**REPORT**

Planning for a new Winter event to be held the weekend of 26-28 August 2022 is underway by Council’s Marketing & Events team. At the time of reporting consultation is underway and a public announcement has not yet been made, so information provided in this report is limited, however, it is proposed that a full weekend of events will take place in and around Belmore Park, Montague Street and the Goulburn Courthouse, involving events, activities and activations for all.

This event will involve the sale and consumption of alcohol in this precinct during the event, subject to an application to Liquor & Gaming NSW. Initial discussions have been held with Senior Constable Morgan Carey, The Hume PD Licensing Officer, who has provided in-principle support subject to Council endorsement and the issuing of a liquor licence from Liquor & Gaming NSW.

Council’s Marketing & Events staff have twice held events in this precinct where the alcohol-free zone restriction was lifted. Based on the responsible behaviour of participants previously and no alcohol-related incidents reported, we are confident that the event can be held safely and successfully for the enjoyment of community and visitors.

This report requests the waiver of the alcohol-free zone for the period 26-28 August 2022 for the Belmore Park precinct including Montague Street and the Goulburn Courthouse.

**15.3 UTILITIES POLICY REVIEW**

**Author:** Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. **Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy**  
 2. **Water Metering and Connection Policy**

<b>Link to Community Strategic Plan:</b>	20. Our Infrastructure IN5 Ensure high quality water supply options for the towns in the region.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That

1. That the report from the Director Utilities on the Utilities Policy Review be received.
2. Council places the following revised policies on public exhibition for 28 days and if no comments are received, they be adopted as Council's policies:
  - (i) Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy
  - (ii) Water Metering and Connection Policy
3. Any submissions received will be considered and reported to Council for final adoption of the policy.

**BACKGROUND**

This report presents two of the Utilities Directorate policies that have been reviewed in terms of regulatory requirement, relevance and content following the recent Council elections. These policies include the Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy and Water Metering and Connection Policy.

The contents of the revised policies have been discussed at Council briefing on 10 May 2022.

**REPORT**

The following policies have been reviewed and are ready to be placed on public exhibition.

**Clearance and Easement Requirements for Structures Adjacent to Sewer and Stormwater Mains Policy**

The aim of this policy is to outline clearance requirements for structures adjacent to sewer and stormwater mains.

The reviewed policy (refer attachment) has the following changes:

- Added reference to Local Government Act and Regulations
- Reformatting and rewording
- Removed inter-allotment drainage

**Water Metering and Connection Policy**

The aim of this policy is to outline the responsibilities that Council and customers have for the installation and management of water meters.

The reviewed policy (refer attachment) has the following changes:

- Added reference to the LG Act 1993
- Minor word corrections

These policies will be placed on public exhibition for a period of 28 days. If no submissions are received during this period, they will be adopted as the newly revised policies. Any submissions on any of these policies will be presented back to Council for consideration before adoption takes place.



**Clearance & Easement  
Requirements for Structures  
Adjacent to Sewer & Stormwater  
Mains Policy**



**GOULBURN MULWAREE COUNCIL  
CLEARANCE & EASEMENT REQUIREMENTS FOR STRUCTURES  
ADJACENT TO SEWER & STORMWATER MAINS POLICY**

**POLICY OBJECTIVE**

The objective of this policy is to outline clearance requirements for structures adjacent to sewer and stormwater mains.

**LEGISLATIVE PROVISIONS**

Local Government Act 1993  
Local Government (General) Regulation 2005  
New South Wales Code of Practice Plumbing and Drainage 2006  
Australian Standard AS3500 2005 Plumbing and Drainage  
Sewerage Code of Australia WSA 2014 Version 3.1

**POLICY STATEMENT**

A clearance between structure's and a sewer or stormwater asset is required for the following reasons:

- To allow access for maintenance equipment to inspect sewer manholes, stormwater pits, sewer connections, boundary risers, and drainage pits;
- To allow access for the possible repair / replacement of sewer or stormwater mains;
- To protect the stability of adjacent buildings;
- To protect the sewer or stormwater main from damage, by ensuring structures and structural footings are not located within the zone of influence;
- To minimise the potential for trench instability due to the presence of nearby footings;
- To minimise the costs and/or inconveniences associated with restoration works for the property owner;

The provisions of this policy applies regardless of the recent developments in construction techniques, including current non-surface disruptive techniques such as pipe bursting or other trenchless technology.

**APPLICATION**

The following structures cannot be constructed over, or within, the minimum clearance zones of Council's sewer and stormwater mains:

- |                |                             |  |
|----------------|-----------------------------|--|
| • Dwellings    | • Gazebos                   | • Aviaries   |
| • Buildings    | • Verandas                  | • Pools  |
| • Garages      | • Decks                     | • Electrical and Gas appliances                                  |
| • Store rooms  | • Pergolas                  | • Support structures for building overhangs                      |
| • Tool Sheds   | • Bio-retention Basins/Pits | • Reinforced footings  |
| • Garden Sheds | • Green/Glass houses        | • Retaining walls built parallel to the sewer or stormwater main |
| • Rain Gardens |                             |  |

The following structures can be built provided they comply with the exemptions detailed below:

- |               |                          |  |
|---------------|--------------------------|--|
| • Carports    | • Rainwater Tanks        | • Retaining Walls                          |
| • Paved Areas | • Cantilevered Overhangs | • Structures built in the Town Centre Zone |



**GOULBURN MULWAREE COUNCIL**  
**CLEARANCE & EASEMENT REQUIREMENTS FOR STRUCTURES**  
**ADJACENT TO SEWER & STORMWATER MAINS POLICY**

**CLEARANCE SPACE AND EASEMENT REQUIREMENTS**

**Single Main**

A single sewer or stormwater main requires clearances and easements as given in Table 1 below.

**Table 1: Pipe Depth, Minimum Horizontal Clearance and Easement Width requirements**

Pipe Depth (m)	Minimum Horizontal Clearance (m)	Minimum Easement Width (m)
<1.5	1.5	3
1.5 – 2	1.75	3.5
2 – 2.5	2	4
2.5 - 3	2.25	4.5
3 – 3.5	2.5	5
3.5 - 4	2.75	5.5
4 – 4.5	3	6
4.5 - 5	3.25	6.5
5 – 5.5	3.5	7
5.5 - 6	3.5	7

**Twin Mains**

Where a sewer main and a stormwater main are close and parallel to each other, the minimum clearances shall apply to each main. The easement width shall encompass both such clearances.


A minimum clearance of 1m is required between the two mains.

**ZONE OF INFLUENCE REQUIREMENTS**

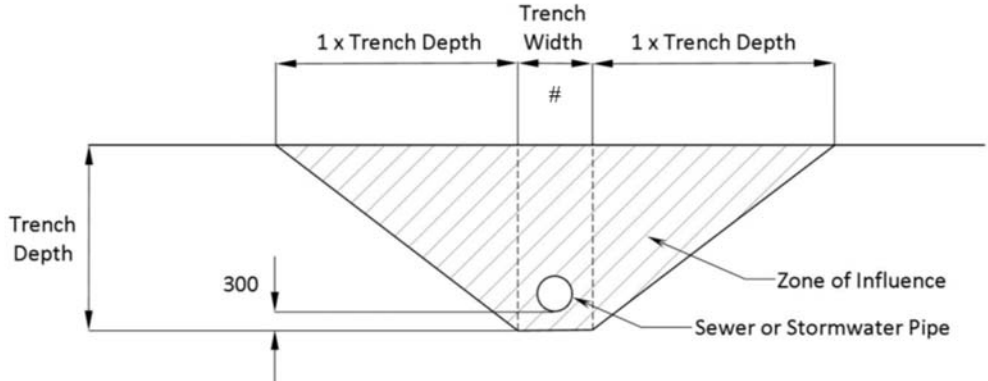
In addition to the clearance requirements above, there are requirements on building within a wider span of the zone of influence.

The zone of influence refers to the area either side of the main where a structure may transmit a load to the main. The zone of influence is determined by the depth of the main, width of the trench (minimum width of 600mm required) and the angle of repose of 45 degrees, as indicated in the figure below.





**GOULBURN MULWAREE COUNCIL**  
**CLEARANCE & EASEMENT REQUIREMENTS FOR STRUCTURES**  
**ADJACENT TO SEWER & STORMWATER MAINS POLICY**



# (A) 600mm: Typical for pipes up to 300mm diameter not requiring trench support

# (B) 1000mm: For pipes greater than 1.5m deep and/or where trench support is required

The design of a structure's footings can be configured to transfer loads outside the zone of influence to allow building within the zone. Structures are only permitted within the zone of influence (but outside the minimum clearance requirements) under the following conditions:

1. The footing design must be undertaken by a suitably qualified engineer;
2. The footings must be taken to a depth below the zone of influence;
3. The structure and its footings shall be designed to not suffer damage should the trench subside or be excavated for maintenance and repairs of the main;
4. The structure and its footings shall not apply load to the main; and
5. Construction of the structure and its footings shall not damage the buried asset.

Page 4 of 6



**GOULBURN MULWAREE COUNCIL**  
**CLEARANCE & EASEMENT REQUIREMENTS FOR STRUCTURES**  
**ADJACENT TO SEWER & STORMWATER MAINS POLICY**

### **EXEMPTIONS**

#### **Carports**

Single vehicle carports are permitted to be built over sewer or stormwater mains under the following conditions:

- The posts supporting the carport are to be secured to the ground by bolts, to allow for it to be easily disassembled. Other methods for securing the posts to the ground (placing in concrete footings, etc.) that do not allow for easy and fast disassembly of the carport are not permitted;
- Should a problem occur with the sewer or stormwater main requiring the removal of the carport, the owner of the property is to bear all costs associated with removing and reinstating the carport; and
- The carport must be open on at least 3 sides.

#### **Rainwater Tanks**

Rainwater tanks are permitted to be built over sewers or stormwater mains under the following conditions:

- The tank/s must be plastic moulded type, with a combined volume capacity no greater than 10,000L;
- The tank must be placed on appropriate flat bedding material (that can be easily removed if needed), at or just above natural surface level to distribute loads evenly. Elevated tanks supported on structures/pedestals (platforms, concrete blocks, etc.) are not permitted;
- The tank/s must be installed to ensure it can be easily emptied, disconnected and removed from the easement;
- If the tank/s are connected to town water supply, valving must be remote from the tank;
- The tank/s must be a minimum of 2.0 metres clear of any sewer manholes, stormwater pits, sewer junctions or inspection openings;
- Should a problem occur with the sewer or stormwater main requiring the removal of the tank/s, the owner of the property shall bear all costs associated with removing and reinstating the tank. This includes any costs incurred by Council; and
- Should the tank/s damage the underlying sewer or stormwater pipe, the owner of the property shall bear all costs associated with the repair of the pipe.

#### **Retaining Walls**

Retaining walls are permitted to be built over sewer and stormwater mains under the following conditions:

- The retaining wall is perpendicular to the sewer or stormwater main (parallel retaining walls are not permitted within the zone of influence);
- The retaining wall spans across the zone of influence; and
- Any piers supporting the retaining wall must be located outside the zone of influence.

#### **Town Centre Zone**

Buildings may be erected over sewer (but not stormwater) mains in the 'Commercial Core' zone. In these instances, the following conditions must be met:

- The footings are to be pierced and beamed to the design of a structural engineer;
- The main must be renewed (either replaced or relined) and concrete encased, at the developer's cost. A design must be submitted to Council for approval before work commences;
- The main is to be physically located prior to any excavation to ensure the sewer main is not damaged during construction; and
- The structure is not to be constructed over or within 2m to the centre of a manhole, maintenance shaft, or sewer main dead end.

#### **Paved Areas**

- Paved areas in concrete, asphalt or unit pavers are permitted provided they are constructed with expansion joints at the edges on the easement.



**GOULBURN MULWAREE COUNCIL  
CLEARANCE & EASEMENT REQUIREMENTS FOR STRUCTURES  
ADJACENT TO SEWER & STORMWATER MAINS POLICY**

**Cantilevered Overhangs**

- Cantilevered overhangs, including eaves, are permitted provided there is a minimum 3.0m vertical clearance above the sewer or stormwater main.

**Plants and Other Structures**

- All plants, shrubs and landscaping (excluding lawns) must have a minimum horizontal clearance of 1.0m and minimum 2.0m vertical clearance from any sewer manholes, stormwater pits and maintenance structures.
- All structures are to have a minimum horizontal clearance of 1.5m from any sewer manholes, stormwater pits and maintenance structures, unless the depth is greater than 1.5m for the sewer manholes, stormwater pits and maintenance structures in question in turn requiring a greater clearance (Refer to Table 1).

**Community Land and Community Facilities**

- Building over the sewer or within the sewer easement may be permissible on community based land or community based facilities where sewer or building relocation is not possible. For such cases Council will review any application and base any decision on the specific circumstances. In these cases, if approval is granted, the conditions outlined for the Town Centre Zone must be met.

**Removal of Structures and Objects under Exemptions**

The owner of the property is liable for the removal and rehabilitation of any structure, object or items listed above under 'Exemptions' (except those under the sub-heading 'Town Centre Zone'), which are removed as part of maintenance or repair work of sewer or stormwater mains located within the easement/s.

**DAMAGE TO SEWER AND STORMWATER MAINS**

Any damage caused to sewer and stormwater mains shall be the responsibility of the person undertaking the work and will be fully recovered by Council.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	15 May 2007	07/230	15 May 2007	15 May 2007
2	19 May 2009	09/264	6 July 2009	6 July 2009
3	17 November 2009	09/698	17 November 2009	17 November 2009
4	21 June 2011	11/220	17 August 2011	17 August 2011
5	16 July 2013	13/292	16 July 2013	19 July 2013
6	22 October 2013	13/438	22 October 2013	22 October 2013
7	3 May 2016	16/171	6 June 2016	9 June 2016
8	2 May 2017	17/148	2 May 2017	2 June 2017
9				

**All policies can be reviewed or revoked by resolution of Council at any time.**

**DIRECTORATE:** Utilities

**BUSINESS UNIT:** Infrastructure



# **Water Metering and Connection Policy**





## GOULBURN MULWAREE COUNCIL WATER METER AND CONNECTION POLICY

### POLICY OBJECTIVE

This policy outlines the responsibilities that Goulburn Mulwaree Council and customers have for the installation and management of water meters.

### LEGISLATIVE PROVISIONS

*Local Government Act 1993*  
*Local Government (General) Regulation 2005*  
 AS/NZS 3565 & AS/NZS 3500  
 NSW Code of Practice Plumbing and Drainage 2006

### POLICY STATEMENT

All properties connected to Council's potable water supply shall be fitted with a water meter. This policy applies to all aspects of water metering including the installation, measuring of supply and access to meters, and should be read in conjunction with Council's Cross Connection and Backflow Prevention Policy.

#### Water Service Installation

All water services shall be installed either by the developer or Council. Water services requiring connection to Council's pressurised water mains shall be installed by Council unless approved otherwise.

#### Metering and Water Supply to each property

- All water meters shall be supplied and installed by Council.
- Single residences shall have a 20mm water meter installed, unless otherwise approved by Council.
- Dual occupancy, multi-unit and multi-dwelling developments shall have a 20mm meter installed for each occupancy.
  - Master water meters may be considered in developments with 5 or more units or dwellings.
  - Each occupancy must also have a 20mm water meter installed. A backflow prevention device will be required on the downstream side of the master meter.
- Single non strata units shall have a 20mm meter installed if either of the following pertain:
  - The single non strata unit is physically detached or separated by a firewall from the principal dwelling; or
  - The single non strata unit has more than one bedroom.
- Detailed hydraulic drawings are to be submitted to Council for review, approval, sizing, location of meters and services. Single and dual occupancy residential properties are exempt from this requirement.
- Dedicated Fire Services shall be metered via a detector check meter attached to the Backflow Prevention device installed adjacent to the property boundary, unless otherwise approved by Council.

#### Location of Meters

##### Single Residences

Water meters shall be located inside the property, no further than 1 metre from the primary street alignment and within 1 metre of a side boundary, and preferably located on the opposite side of the lot to other services, unless otherwise approved by Council. Note: The following exemptions to the above apply:

- On corner lots, water meters are to be located within the corner splay.



## GOULBURN MULWAREE COUNCIL WATER METER AND CONNECTION POLICY

- On larger properties with splayed (recessed) entrance, water meters are to be located within the splayed entrance on the roadside of the front fence or access gate.
- Torrens title properties with a right of way entry only, water meters are to be located within the right of way within 1m of the primary street frontage.

### **Dual occupancy, multi-unit and multi-dwellings**

- Separate water meters for each occupancy shall be located inside the property, no further than 1 metre from the primary street alignment adjacent to the primary access.

**Alternatively, in the case of developments with five or more occupancies. The master meter shall be located inside the property, no further than 1 metre from the primary street alignment adjacent to the primary access. Separate water meters for each occupancy shall be located within 1m of the internal access roads, adjacent to each occupancy's internal driveway, easily accessible for meter reading. The meter shall be installed in a position that permits the installation of a testable Backflow Prevention Device should it be required in the future.**

### **Water Meter Boxes, Ownership and Responsibility**

Water meters shall be located at ground level in a frost proof water meter box, installed either by the developer or Council for all meters up to and including 50mm in size. For water meters 65mm or larger an approved cover or vandal type cage shall be installed by the developer or owner.

The responsibility and maintenance of the meter box or vandal cage and surrounds is the owners. This includes the pruning of trees and shrubs to allow access for maintenance and meter reading. Damaged meter boxes shall be replaced by Council at owner's cost. Damaged vandal cages shall be replaced by the owner.

### **Combined Fire and Potable Services**

Where both a Fire and Potable service are required at one location, Council may approve a combined service upon review and approval of detailed hydraulic drawings.

### **Existing Premises**

Although these requirements are not retrospective, it is Council's preference to encourage compliance wherever possible. Compliance will be mandatory when future alterations or re-development is undertaken at any property.

### **Theft of water and/or water meter**

Water mains, water services and water meters remain the property of Council. It is not permitted to:

- Use an unauthorised connection to our water supply
- Use an unmetered water supply without Council approval
- Use a fire service for anything other than testing, a fire drill, or fighting a fire
- Tamper with a water meter
- Theft of a water meter

Fines apply for any of these offences. Council reserves the right to remove a water service or water meter for any of these offences. Reconnections fees will be applied.



GOULBURN MULWAREE COUNCIL  
WATER METER AND CONNECTION POLICY

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	16 December 2014	14/485	13 February 2015	13 February 2015
2	3 May 2016	16/171	6 June 2016	9 June 2016
3	2 May 2017	17/148	2 May 2017	2 June 2017
<b>All policies can be reviewed or revoked by resolution of Council at any time.</b>				

**DIRECTORATE:** Utilities  
**BUSINESS UNIT:** Infrastructure

**15.4 PLANNING AND ENVIRONMENT POLICY REVIEW**

**Author:** Director Planning & Environment

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Asbestos Policy.pdf

<b>Link to Community Strategic Plan:</b>	1. Our Environment EN1 Protect and enhance the existing natural environment, including flora and fauna native to the region.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That

1. That the report from the Director Planning and Environment on the Planning and Environment Policy Reviews be received.
2. Council places the revised Asbestos Policy on public exhibition for 28 days and if no comments are received, they be adopted as one of Council's policies.
3. Any submissions received will be considered and reported to Council for final adoption of the policy.

**BACKGROUND**

This report presents the Asbestos Policy that has been reviewed by the Planning & Environment Directorate in terms of regulatory requirement, relevance and content following the recent Council elections.

The contents of the revised policy were discussed at a Council briefing on 10 May 2022.

**REPORT**

The Asbestos Policy has been reviewed and is ready to be placed on public exhibition.

**Asbestos Policy**

The aim of this policy is to outline Council's commitment and responsibilities in relation to safely managing asbestos in both the workplace and the community and contains general advice.

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. Whilst the Model Policy remains unchanged, a number of updates were required to Council's policy in relation to updated legislative and guideline references as well as staff training requirements.

In summary, the reviewed policy (refer attachment) incorporates the following changes:

- Updated references to the appropriate legislation and guidelines.
- Minor formatting changes.

The Policy will be placed on public exhibition for a period of 28 days. If no submissions are received during this period, they will be adopted as the newly revised policies. Any submissions on any of these policies will be presented back to Council for consideration before adoption takes place.





# Asbestos Policy

**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.

List of relevant dates and amendments:

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	21 May 2013	13/179	21 May 2013	5 July 2013
2	18 July 2017	2017/315	18 July 2017	18 August 2017
<b>All policies can be reviewed or revoked by resolution of Council at anytime.</b>				

**DIRECTORATE:** Planning & Environment

**BUSINESS UNIT:** Planning & Development

## Contents

1. Introduction.....	5
1.1 Purpose.....	5
1.2 Scope.....	6
2. Definitions.....	6
3. Roles and responsibilities of Council.....	6
3.1 Educating residents.....	6
3.2 Managing land.....	6
3.3 Managing waste.....	7
3.4 Regulatory responsibilities.....	7
3.5 Responsibilities to workers.....	9
4. Other stakeholders involved in managing asbestos.....	9
Part 1 – Asbestos in the Local Government Area: Information for the community.....	9
5. Naturally occurring asbestos.....	9
6. Contamination of land with asbestos.....	9
6.1 Responsibilities for contaminated land.....	9
6.2 Finding out if land is contaminated.....	10
6.3 Duty to report contaminated land.....	10
6.4 Derelict buildings.....	10
7. Responding to emergencies and incidents.....	10
7.1 Responsibilities in the Clean Up after an emergency or incident.....	11
7.2 Advice to the public regarding Clean Up after an emergency or incident.....	12
8. Council's process for changing land use.....	12
9. Council's process for assessing Development.....	12
9.1 Responsibilities for approving Development.....	12
9.2 Providing advice to home owners, renovators and developers.....	13
9.3 Identifying asbestos.....	13
9.4 Removing asbestos, refurbishments and demolitions.....	14
9.4.1 Removing asbestos at domestic premises.....	14
9.4.2 Removing asbestos at workplaces.....	15
9.4.3 Obtaining approval for demolition.....	15
9.5 Exempt or Complying Development.....	15
9.5.1 Exempt Development.....	15
9.5.2 Complying Development.....	15
9.6 Development Applications.....	16
9.6.1 Pre-development Application advice regarding asbestos.....	16
9.6.2 Conditions of Consent.....	16
9.7 Compliance and enforcement.....	16
9.7.1 Responsibilities for compliance and enforcement.....	16

9.7.2	Compliance strategies.....	17
10.	Managing asbestos as a waste.....	17
10.1	Responsibilities for asbestos waste management.....	1
10.2	Handling asbestos waste for disposal.....	1
10.3	Transporting asbestos waste.....	1
10.4	Disposing of asbestos waste at waste facilities.....	1
10.5	Council’s Development Application Consent Conditions.....	2
	PART 3 - DURING DEMOLITION.....	2
10.4.1	Situations in which asbestos waste may be rejected from waste facilities.....	1
10.6	Illegal dumping of asbestos waste.....	1
10.7	Asbestos remaining on-site.....	1
11.	Complaints and investigations.....	1
	Part 2 – Management of asbestos risks within Council.....	2
12.	Rights and responsibilities of staff at the Council workplace.....	2
12.1	Duties of Council staff at the Council workplace.....	2
12.1.1	General Manager.....	2
12.1.2	Staff.....	2
12.1.3	Prohibited work activities.....	2
12.2	Responsibilities of Council to Council staff.....	2
12.2.1	Council’s general responsibilities.....	2
12.2.2	Education, training and information for staff.....	3
12.2.3	Health monitoring of staff.....	4
13.	Identifying and recording asbestos hazards in the Council workplace.....	4
13.1	Identifying asbestos.....	4
13.1.1	Material sampling.....	4
13.2	Indicating the presence and location of asbestos.....	4
13.3	Asbestos register.....	4
13.4	Suspected asbestos.....	5
14.	Managing asbestos-related risks in the Council workplace.....	5
14.1	Asbestos management plan.....	5
14.1.1	What is an Asbestos management plan?.....	5
14.2	Asbestos management plan for naturally occurring asbestos.....	6
14.3	Management options for asbestos-related risks in the Council workplace.....	6
14.4	Sites contaminated with asbestos that are Council workplaces.....	6
14.5	Demolition or refurbishment of Council buildings and assets.....	6
14.6	Removal of asbestos in the Council workplace.....	7
14.6.1	Removal by Council employees.....	7
14.6.2	Removal by contractors.....	7
14.6.3	Clearance inspections and Certificates.....	8
15.	Accidental disturbance of asbestos by staff.....	8

16.	Council's role in the disposal of asbestos waste.....	9
16.1	Responding to illegal dumping.....	9
16.2	Transporting and disposing of asbestos waste.....	9
16.3	Operating Council's waste facility licensed to accept asbestos waste.....	9
16.3.1	Asbestos waste incorrectly presented to Council's waste facility.....	9
16.4	Recycling facilities.....	10
16.5	Re-excavation of landfill sites.....	11
17.	Advice to tenants and prospective buyers of Council owned property.....	11
18.	Implementing Council's Asbestos Policy.....	11
18.1	Supporting documents.....	11
18.2	Communicating the policy.....	12
18.3	Non-compliance with the policy.....	12
19.	Variations to this policy.....	12
	Appendices.....	13
	Appendix A – General Information and guidance.....	13
1.	What is asbestos?.....	13
2.	Where is asbestos found?.....	13
2.1	Naturally occurring asbestos.....	13
2.2	Residential premises.....	14
2.3	Commercial and industrial premises.....	15
2.4	Sites contaminated with asbestos.....	16
3.	Potentially hazardous activities.....	17
4.	Health hazards.....	18
	Appendix B – Further information.....	19
	Appendix C – Definitions.....	21
	Appendix D – Acronyms.....	26
	Appendix E – Relevant contacts.....	26
	Appendix F – Waste management facilities that accept asbestos wastes.....	29
	Appendix G – Asbestos-related legislation, policies and standards.....	30
	Appendix H – Agencies roles and responsibilities.....	31
	Appendix I – Scenarios illustrating which agencies lead a response in NSW.....	34
	Appendix J – Asbestos containing materials.....	38
	Appendix K – Asbestos licences.....	43
	Appendix L – Known areas of naturally occurring asbestos.....	1

## 1. Introduction

Goulburn Mulwaree 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. Asbestos is commonly found in buildings constructed prior to 1987. It is therefore likely that many homes throughout the LGA contain some asbestos products.

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 Goulburn Mulwaree Local Government Area within Council's jurisdiction.

The policy provides information for Council staff, 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 staff associated with Council including employees, contractors, consultants, and volunteers (as defined by the NSW *Work Health and Safety Regulation 2017*). 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* (dated August 2019) published by SafeWork NSW
- *Code of practice on how to safely remove asbestos* published by Safe Work Australia NSW (dated August 2019) 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:

- Investigating the unlawful disposal or dumping of asbestos containing materials on public and private land including unlawful disposal in general waste streams i.e. kerbside collection
- 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 (S10.7 Certificates) where on-site disposal is permitted
- *Operating a licensed landfill facility that accepts bonded asbestos waste*

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

### 3.4 Regulatory responsibilities

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

- *Contaminated Land Management Act 1997 (NSW)*
- *Contaminated Land Management Regulation 2013 (NSW)*
- *Environmental Planning and Assessment Act 1979 (NSW)*
- *Environmental Planning and Assessment Regulation 2021 (NSW)*
- *Local Government Act 1993 (NSW)*
- *Protection of the Environment Operations Act 1997(NSW)*
- *Protection of the Environment Operations (General) Regulation 2021 (NSW)*
- *Protection of the Environment Operations (Waste) Regulation 2014 (NSW)*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy (Resilience and Hazards) 2021*
- *State Environmental Planning Policy (Transport and Infrastructure) 2021*
- *NSW Government Code of Practice Demolition, August 2019*

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 10.7 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></li> </ul>	Sections 5 and 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 Safe Work Australia). 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 Staff 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 staff, which is the role of Safe Work Australia).</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 staff under the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2017* and maintaining a safe work environment through Council's:

- General responsibilities
- Education, training and information for staff
- Health monitoring for staff
- 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 LGA.

### 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 *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 *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*, (i.e., Council will apply the general requirements of *State Environmental Planning Policy (Resilience and Hazards) 2021*

Council provides information about land contamination on Planning Certificates (issued under S10.7 *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 Safe Work Australia 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 S10.7(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided on request. Council records can only indicate known contaminated sites. Any site may potentially be contaminated.

## 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 S60 of *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 S59 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 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 Schedule 5 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 Schedule 5, Part 5 of the *Environmental Planning and Assessment Act 1979*). If a person fails to comply with the terms of an Order, Council may act under Schedule 5, Part 11, Clause 33 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 Safe Work Australia 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 can create site contamination issues and potentially expose emergency service staff 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 S3.3 and S6.1.

Alternatively, Council may act under the *Environmental Planning and Assessment Act 1979* as outlined in S6.4 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* (dated August 2019) 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 S6.4)
- 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 (Resilience and Hazards) 2021* 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*, 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) and applications under *State Environmental Planning Policy (Transport and Infrastructure) 2021*. 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 does not constitute Development under the *Environmental Planning and Assessment Act 1979*. 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 S9.4.

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 2021* (clause 152). Compliance is covered in S9.7.

## 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 S9.3)
- 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 re-Development  
If asbestos materials cannot be safely contained, they should be removed as outlined in Section 9.4.
- For demolition or re-Development, 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 Safe Work Australia with any queries as Safe Work Australia regulates asbestos removal by staff (as explained in S9.4). Contact details for Council and Safe Work Australia 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 S10.7 certificate) for the relevant land. Council may provide information on a Planning Certificate including whether Council has a policy to restrict the use of land due to risks from asbestos contamination, as outlined in S6.2.

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 2017*). 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 2017* 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 2017*. 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 10m<sup>2</sup> 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* (dated August 2019).

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 Chapter 8 of the *NSW Work Health and Safety Regulation 2017*)

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
- Notified to SafeWork 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 2017* specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork 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 2017* 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 2021* provides mandatory conditions for Complying Development certificate Applications.

The *Code of Practice Demolition* (published by Safe Work Australia in 2019) provides practical guidance to persons conducting a business or undertaking on how to manage the health and safety risks associated with the demolition work. The *Code of practice for demolition work* applies to all types of demolition work.

### 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* (dated July 2020).

#### 9.5.2 Complying Development

The *Environmental Planning and Assessment Regulation 2021* (clause 152) 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 (clause 152 *Environmental Planning and Assessment Regulation 2021*).

Where more than 10m<sup>2</sup> 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 metres square 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* (dated August 2019). In instances where asbestos removal is less than 10 metres square of non-friable asbestos and not from a place of work, then SafeWork 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 Chapter 8 *NSW Work Health and Safety Regulation 2017* 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 there is a final planning approval option: 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 DA needs to be prepared and it will be assessed in accordance with 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-lodgement 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

Council has Development Application conditions of Consent relating to work that may involve asbestos. These are outlined in this policy on page 24.

## 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 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* 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 S6.1 of this policy.

Council may audit asbestos-related demolition works which Council has recently approved by using a legal Notice under S192 of the *Protection of the Environment Operations Act 1997* to require developers to provide information and records regarding disposal of their asbestos waste.

Goulburn Mulwaree Council has an Enforcement Policy to address compliance. The aim of the Enforcement Policy is to establish clear guidelines for the exercise of discretion in dealing with proactive regulatory action by the Council and customer service requests or complaints about unlawful activity. It provides workable guidelines on:

- How to assess whether complaints of unlawful activity require investigation
- Options for dealing with unlawful activity
- How to decide whether enforcement action is warranted

## 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. In GMC this is the Waste Management Centre located at 100 Sinclair St, North Goulburn. It is the only Council facility licensed to accept 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* (dated August 2019) 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 the 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

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*. Asbestos waste transported within New South Wales does not need to be tracked. 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)

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 S143 *Protection of the Environment Operations Act 1997*). Penalty Notices may be issued to individuals and corporations.

### 10.4 Disposing of asbestos waste at waste facilities

Council accepts asbestos waste only at the Goulburn Waste Management Centre located at 100 Sinclair Street, North Goulburn. The Waste Management Centre is open 7 days a week between 8 a.m. and 4.45 p.m. except Christmas Day, New Years Day and Council Picnic Day which is held on the first Tuesday of November.

Council will not accept asbestos waste at the Marulan Waste Management Centre or Tarago Transfer Station.

For further information contact Council's Engineering Services Division - Phone: 02 4823 4538;

Fax: 02 4823 4477; or by emailing [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

- For fees and charges relating to the disposal of asbestos waste see Council's web site
- Asbestos will not be accepted from outside the Local Government Area
- Asbestos waste must be dampened, wrapped and sealed with heavy duty plastic and tape

- In accordance with Safe Work Australia and Office of Environment and Heritage guidelines asbestos waste requires inspection by a Council Waste Services employee prior to organising a disposal time. Please contact the Waste Management Centre on 4821 4552 to make prior arrangements for receipt of all asbestos waste
- Information on asbestos can be found on Council's website [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au) by typing the word asbestos in the search field
- Further details including Council's Asbestos Fact Sheet are provided in the appendices

Over 97% of the products in Australia were non-friable material in which the asbestos fibres were bonded by cement, vinyl, resin or other similar material.

1. **Bonded (Tightly Bound) Asbestos** – will be accepted at the Goulburn Waste Management Centre. Bonded materials containing asbestos are the most common in domestic houses. They are mainly made up of a bonding compound (such as cement), with up to 15% to 40% asbestos fibres. Bonded materials containing asbestos are solid, quite rigid and the asbestos fibres are tightly bound in the sheeting. They are commonly called 'fibro', 'asbestos cement' or 'AC sheeting'. Some of this asbestos sheeting can be in the form of corrugated roofing material with shallow or deep corrugations.
2. **Loosely Bound (Friable) Asbestos** – will not be accepted  
Loosely bound materials containing asbestos are not commonly found in domestic houses. They were primarily used in commercial and industrial settings for fire proofing, sound proofing and insulation. However, they can be found in some old domestic heaters, stoves, hot water systems and associated pipe lagging and in backing of vinyl and linoleum floor coverings. These materials can be made of up to 100% asbestos. They are quite loose and can be turned to dust with very light pressure, such as crushing with your hand. Loosely bound materials containing asbestos are very dangerous as the asbestos fibres can get into the air very easily.

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.

### 10.5 Council's Development Application Consent Conditions

Council's Development Application Consent Conditions relating to the disposal of waste at Council's Waste Management Centre are as follows:

#### **PART 3 - DURING DEMOLITION**

1. That all demolition work shall be carried out only between the hours of 7.00am and 6.00pm Mondays to Fridays inclusive and on Saturdays between 7.00am and 1.00pm if inaudible on residential premises, otherwise 8.00am to 1.00pm.

No demolition shall take place on Sundays or Public Holidays. A written Application shall be made to the Council if a variation of these hours is required. The Application shall indicate the reasons for the variation. The Council shall, if it so desires, grant any variation in writing.

Council's Development Application Determination Notice includes the following conditions relevant to asbestos;

**SCHEDULE OF CONDITIONS****PART 3 - DURING DEMOLITION**

2. Any person demolishing the building must upon identifying or suspecting that asbestos is present in the building, immediately notify Safework who is the controlling body for the safe removal, handling and disposal of asbestos. The Authority supervises and monitors contractors engaged in asbestos removal.
3. All asbestos laden waste, including flat, corrugated or profiled asbestos cement sheets must be disposed of at a tip recommended by the NSW Environment Protection Authority (EPA). Upon completion of tipping operations the applicant must lodge with Council, when requested all receipts issued by the receiving tip as evidence of proper disposal.

**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 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 and corporations may be fined 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.

**10.6 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 land filling, which is waste used as fill material with the consent of the owner or occupier of the land but 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:

- The issuing of Penalty Infringement Notices
- Prosecution for pollution of land for both the initial pollution incident and each day the offence continues under S142A of the *Protection of the Environment Operations Act 1997*
- Criminal prosecution applicable for both an individual or Directors of Corporations (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 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 and Infrastructure.

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.





### 10.7 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 (S10.7 certificate).

## 11. Complaints and investigations

Complaints and inquiries may be directed to Council about incidents in public places and private properties. Complaints and inquiries regarding a workplace should be directed to Safe Work 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 matters may be directed to the NSW Ombudsman.



## Part 2 – Management of asbestos risks within Council

### 12. Rights and responsibilities of staff at the Council workplace

#### 12.1 Duties of Council staff at the Council workplace

##### 12.1.1 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 2017*. 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 Staff

Staff 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 staff:

- 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 staff is reasonably able
- May cease, or refuse to carry out, work if the staff 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 staff 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 2017*:

- Power tools
- Pneumatic 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 staff

##### 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 2017*. Accordingly Council will:

- Not use any asbestos containing materials (unless in accordance with Part 8.1 (419) NSW *Work Health and Safety Regulation 2017*) 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 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 staff 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 staff

As required by the NSW *Work Health and Safety Act 2011* and NSW *Work Health and Safety Regulation 2017*, 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 staff 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 staff 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.*

*Staff 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 staff 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* (dated August 2019).

Workers who are undertaking licenced asbestos removal work are required to complete specific units of competency. Education and training for anyone requiring an Asbestos Removal Licence Class B will only be provided by appropriately accredited individuals from a Registered Training Organisation (RTO). *Refresher training may also be provided by a qualified instructor from an RTO as changes to best practice, Code of Practice or legislation requirements require.*

*Education and training for workers who may be involved in the carrying out of asbestos-related work are trained in the identification, safe handling and suitable control measures for asbestos and ACM. This training is more general than the training a worker undertaking asbestos removal work would receive. It may include both initial induction and ongoing reinforcement on a regular basis.*

*Education and training will be delivered using:*

- *Councils internal online learning platform*
- *Toolbox talks/ meetings for staff who may come into contact with ACM*
- *External companies with expertise in asbestos awareness training if required.*

A record of asbestos training undertaken by each staff member will be kept until five years after the day the staff member ceases to work for Council. Training records will be stored as part of each staff member's personnel file, in Council's training records system and Council's data management system.

A list of staff who has received the appropriate training to respond to asbestos hazards is available. The list will be accessible via Council's training records and records management system. Access to this list is via the Human Resources Department.

#### 12.2.3 Health monitoring of staff

Council will ensure health monitoring is provided to staff 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* (dated August 2019), *Code of practice how to manage and control asbestos in the workplace* (dated August 2019) and meet the requirements of the *NSW Work Health and Safety Regulation 2017* (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 because of that exposure, are covered by the *NSW Work Health and Safety Regulation 2017* (clauses 435-444). Council will ensure these employees are kept on the health monitoring program.

Health Monitoring is carried out on all staff identified as at risk of possible exposure.

Visits of the Staff Compensation Dust Diseases Board's Lung Bus will be arranged every five years to carry out health monitoring checks.

### 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 2017*). 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 staff 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 - copies are held by Council's Business Manager Community Facilities. The Register is updated annually.

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 2017* (clauses 425 – 428).

Council will ensure that staff 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 the staff member suspects there is asbestos in a Council workplace, they should inform their manager or supervisor immediately. A competent staff 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 all staff 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 has a Council- wide WHS Asbestos Management Plan as well as an Asbestos Management Plan for the Goulburn Waste Management Centre and Council facilities.

The asbestos management plan is accessible, reviewed, revised and otherwise managed as mandated by the NSW *Work Health and Safety Regulation 2017* clause 429.

#### 14.1.1 What is an Asbestos management plan?

A person who has management or control of the workplace must ensure that a written plan (an asbestos management plan) is prepared if asbestos has been identified.

The asbestos management plan must:

- identify the location of asbestos and any naturally occurring asbestos
- include decisions, and reasons for decisions, about the management of asbestos at the workplace for example safe work procedures and control measures
- outline procedures for incidents and emergencies involving asbestos, including who is responsible
- be maintained with up-to-date information
- be reviewed at least every five years or when requested by a health and safety representative (HSR) or when asbestos is removed, disturbed, sealed or enclosed, or when changes to a control measure are made or when the plan is no longer adequate be accessible to any worker of PCBU who has carried out or intends to carry out work at the workplace and any health and safety representatives who represent workers at the workplace
- provide information, consultation and training responsibilities to workers carrying out work involving asbestos.

Other information that can be included in the asbestos management plan:

- an outline of how asbestos risks will be controlled, including consideration of appropriate control measures.

- a timetable for managing risks of exposure, including dates and procedures for the review of the asbestos management plan and activities that could affect the timing of a review.
- persons with responsibilities and their responsibility under the asbestos management plan.
- air monitoring procedures at the workplace, if required.

#### 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 2017 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 staff and/or their representatives, 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.

The following internal Council documents provide further information on how staff, contractors and volunteers will manage to risk posed by ACM:

- WHS Asbestos Management Plan (Doc ID: 1100589)
- SWMS No.7 - Work that involves disturbing Asbestos
- Goulburn Waste Management Centre - Asbestos Management Plan (Doc ID: 995398)
- Asbestos Procedure Waste Management (Doc ID: 747373)
- SOP GWMC Asbestos Removal – Disposal (Doc ID: 1040695)
- SOP Networks Asbestos Removal (Doc ID: 1086748)
- Asbestos Register 2016 (Doc ID: 888048)

#### 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 2017

Council may also refer to the *Code of practice on how to safely remove asbestos* (dated August 2019).

For licensed asbestos removal work, a licensed asbestos removalist must meet the requirements of the NSW Work Health and Safety Regulation 2017 including the requirements to:

- Notify SafeWork 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 that this five days period be waived
- Prepare, supply, and keep an asbestos removal control plan
- Obtain a copy of the asbestos register before carrying out asbestos removal work
- 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 staff 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 2017.

##### 14.6.1 Removal by Council employees

Council's Building Maintenance and Water Services Distribution staff are the only employees of Council who are authorised to remove asbestos material. Training and licence records are stored and available as per Section 12.2.2.

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.

Site specific Risk Assessments must be completed for any task involving work on any asbestos material. The risk assessment is to identify the site and location of asbestos, the task being undertaken, all asbestos materials to be removed, cut, drilled or maintained, all PPE requirements and the plan and method for disposal.

##### 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 2017 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'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.

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 Safe Work Australia.

#### 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 staff

In situations where asbestos is accidentally disturbed by Council work and has, or could, become airborne, Council will act to minimise exposure of staff and the wider public to airborne asbestos. This will be undertaken in accordance Unexpected Finds Procedure, as detailed in the Asbestos Management Plan.

Council will consider the need to:

- *Stop works in the vicinity of the asbestos immediately*
- *Inform the site supervisor immediately, inform necessary staff and the WHS Leader, record the incident*
- *Evacuate the area*
- *Provide personal protective equipment and briefing to appropriately trained staff who will respond to the incident*
- *Restrict access to the area and ensure only appropriately trained and equipped Council staff 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 staff potentially at risk*
- *Contact Safe Work NSW to report the disturbance. Safe Work NSW must be immediately notified if persons are likely to be effected by asbestos fibres or if an air monitoring process records a level above 0.02 fibres/ml of air*



- *Implement an air monitoring program to assess asbestos exposure levels and specific risk control measures.*
- *Liaise with or consult the appropriate agencies*
- *Seek advice from an occupational hygienist*
- *Follow the Code of practice on how to safely remove asbestos (dated August 2019)*
- *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 staff of any newly identified asbestos locations*

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

### **16.1 Responding to illegal dumping**

Council employees are not permitted to remove illegally dumped asbestos.

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

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

### **16.2 Transporting and disposing of asbestos waste**

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

### **16.3 Operating Council's waste facility licensed to accept asbestos waste**

Waste management facilities must be managed in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014* including Section 42 which specifies that:

- Asbestos waste in any form must be disposed of only at a landfill site that may lawfully receive the waste
- When asbestos waste is delivered to a landfill site, the occupier of the landfill site must be informed by the person delivering the waste that the waste contains asbestos
- 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, and
- Asbestos waste disposed of at a landfill site must be covered with virgin excavated natural material or other material as approved in the facility's environment protection license as detailed in the *Protection of the Environment Operations (Waste) Regulation 2014*.

Council has 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 may screen and inspect incoming loads to minimise asbestos contamination risk as this waste may be high risk for asbestos materials. Council has 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. Council will develop a method so that receipts relate to Development Approval (DA) conditions of consent where applicable.

#### **16.3.1 Asbestos waste incorrectly presented to Council's waste facility**

This Section applies to situations where asbestos waste is taken to the 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 e.g., 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 Safe Work Australia 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. 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 record all applicable details and inform Council's Environment & Health Business Unit. 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*.

Council's procedure to avoid asbestos contamination in material intended for resource recovery is to inspect all material entering the Waste Management Centre. Any waste that is found to be contaminated by asbestos is treated as asbestos & buried in the designated asbestos area. The fee is charged accordingly.

Council procedures in this regard is detailed in the Goulburn Waste Management Centre Asbestos Management Plan.

### **16.5 Re-excavation of landfill sites**

The re-excavation of a Council landfill site where significant quantities of asbestos waste are deposited should only be considered with reference to any available records on the nature, distribution and quantities of asbestos waste required under the relevant legislation, and consultation with the Environment Protection Authority (as the Appropriate Regulatory Authority under the *Protection of the Environment Operations Act 1997*).

## **17. Advice to tenants and prospective buyers of Council owned property**

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

Council may request that tenants in Council property:

- Advise Council of any hazards relating to asbestos
- Minimise damage to asbestos containing material
- Co-operate with Council in facilitating any risk management work arranged by Council
- Act on advice from Council to minimise risks from asbestos.

## **18. Implementing Council's Asbestos Policy**

### **18.1 Supporting documents**

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

- *Enforcement Policy*
- *Asbestos Management Plan*
- *Conditions of consent*

Council also has several internal documents that support this policy for example:

- *Asbestos register*
- *Complaints handling procedures*
- *Council's existing risk assessment matrices and a risk controls checklist for asbestos*
- *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 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 available via:

- Council's Civic Centre customer service desk
- Council's website [www.goulburn.nsw.gov.au](http://www.goulburn.nsw.gov.au)

All employees shall receive information about the policy at induction from Council's Human Resources Business Unit.

Any staff member (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 staff involved in commencing, arranging, undertaking, regulating, inspecting, or supervising a potentially hazardous activity or activities. Managers are responsible for ensuring staff 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 2017*) 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 staff (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 Council and 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 will be notified.

## 18.3 Non-compliance with the policy

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

In the event that employees fail to comply with this policy, Council's established disciplinary procedures will be followed. Staff should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the policy or if they are concerned that other staff 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 in circumstances where the objects of the policy and legislative requirements continue to be met.

## 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 *Asbestos: A guide for households and the general public*, published by the Australian Government, Department of Health (dated February 2013) [https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/\\$File/Asbestos-guide-householders.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/$File/Asbestos-guide-householders.pdf)

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. No areas of naturally occurring asbestos are known to exist in Goulburn Mulwaree.

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 SafeWork NSW factsheet *Naturally-occurring asbestos fact sheet* available on the SafeWork NSW website.

## 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 splash back

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)
- Cement flooring
- External toilets
- Fencing
- Guttering, downpipes and vent pipes
- Inside appliances e.g. 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 e.g. 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, e.g., asbestos-cement manufacturing facilities, former power stations, and rail and shipyards, 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, e.g., 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 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 measurable 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: <https://www.epa.nsw.gov.au/your-environment/contaminated-land/notified-and-regulated-contaminated-land/list-of-notified-sites>

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* dated September 2015.



### 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

Council could inadvertently disturb asbestos through activities such as:

- Abovementioned activities
- Asset and building maintenance
- Certifying
- Inspections of sites and premises
- Transport and disposal of illegally dumped materials
- Collection, transport and disposal of incorrectly disposed of materials

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

- Road building
- Site and construction work
- Other excavation activities
- Vehicle movements

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

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

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

#### 4. Health hazards

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

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

- **Asbestosis** is the irreversible scarring of lung tissue that can result from the inhalation of substantial amounts of asbestos over a period of years. It results in breathlessness that may lead to disability and, in some cases, death.
- **Lung cancer** can be caused by asbestos. Lung cancer is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.
- **Mesothelioma** is a cancer of the pleura (outer lung lining) or the peritoneum (the lining of the abdominal cavity). Mesothelioma rarely occurs less than 15 years from first exposure, and most cases occur over 30 years after first exposure. Accordingly, the rates of malignant mesothelioma (an incurable cancer) are expected to rise from the year 2012 to 2020 and are expected to peak in this time.

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

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

When someone has potentially been exposed to asbestos or receives or expects they may receive a diagnosis of an asbestos-related disease, they may experience psychological distress, including anxiety and may need 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)*  
<https://www.epa.nsw.gov.au/~media/EPA/Corporate%20Site/resources/illegaldumping/080425-aboriginal-communities.ashx>

### Asbestos contractors

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 & Hazmat Removal Contractors Association NSW (AHRCA) <https://ahrcansw.arcansw.asn.au/>

An asbestos and demolition providers licence can be verified by contacting the SafeWork NSW's Certification Unit on 13 10 50 or by conducting a licence verification search at <https://verify.licence.nsw.gov.au/home/ADL> .

### Asbestos waste

*Crackdown on Illegal Dumping: A Handbook for Local Government, 2008 (EPA)*  
<https://www.epa.nsw.gov.au/~media/EPA/Corporate%20Site/resources/illegaldumping/080045-illegal-dumping.ashx>

*Management of asbestos in recycled Construction and demolition waste, 2010 (Safe Work NSW)*  
[https://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf)

*Asbestos – A guide for householders and the general public, 2013 (Department of Health)*  
[https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/\\$File/Asbestos-guide-householders.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/$File/Asbestos-guide-householders.pdf)

For further information household asbestos, safely disposing of asbestos waste and facilities that accept asbestos waste, visit the NSW EPA website <https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos>

### Contaminated land

*Guidelines on the duty to report contamination under the Contaminated Land Management Act 1997, 2015 (NSW EPA)* <https://www.environment.nsw.gov.au/resources/clm/150164-report-land-contamination-guidelines.pdf>

### Environmental risk assessment

*Environmental health risk assessment: Guidelines for assessing human health risks from environmental hazards, 2012 (enHealth)* [https://www1.health.gov.au/internet/main/publishing.nsf/content/A12B57E41EC9F326CA257BF0001F9E7D/\\$File/Environmental-health-Risk-Assessment.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/content/A12B57E41EC9F326CA257BF0001F9E7D/$File/Environmental-health-Risk-Assessment.pdf)

### Health

*Asbestos and health risks, 2017 (NSW Health)*  
<https://www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx>

**Renovation and Development**

*Asbestos – A guide for householders and the general public*, 2013 (Department of Health)  
[https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/\\$File/Asbestos-guide-householders.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/Content/A12B57E41EC9F326CA257BF0001F9E7D/$File/Asbestos-guide-householders.pdf)

*Finding and appointing a certifier*, (NSW Fair Trading)  
<https://www.fairtrading.nsw.gov.au/housing-and-property/building-and-renovating/preparing-to-build-and-renovate/finding-and-appointing-a-certifier>

*Asbestos Awareness*, 2021 <https://asbestosawareness.com.au>

**Practical guidance**

*Code of practice - How to manage and control asbestos in the workplace*, August 2019 (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 - How to safely remove asbestos*, August 2019 (SafeWork NSW)  
[https://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0015/50082/How-to-safely-remove-asbestos-COP.pdf](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0015/50082/How-to-safely-remove-asbestos-COP.pdf)

**Tenants**

*Tenants Rights Factsheet 26 - Asbestos and lead*, 2020 (Tenants Union of NSW)  
<https://files.tenants.org.au/factsheets/fs26.pdf>

**Tenants – Housing NSW tenants**

*Asbestos*, November 2017 (NSW Communities and Justice)  
<https://www.facs.nsw.gov.au/housing/living/health-safety-savings/asbestos>



## Appendix C – Definitions

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

- *Code of practice - How to manage and control asbestos in the workplace* (August 2019) published by SafeWork NSW
- *Code of practice - How to safely remove asbestos* (dated August 2019) published by Safe Work NSW
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution Program Guidelines 2013*
- *Protection of the Environment Operations Act 1997*
- *Waste Classification Guidelines Part 1: Classifying waste 2014*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2017*

**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 and Development Certifiers Act 2018* 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 2017*, 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.

**Certifier** means a council, or a person registered as a registered certifier under the Building and Development Certifiers Act 2018 in accordance with Part 6 of the *Environmental Planning and Assessment Act 1979*.

**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 2017*. 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 10m<sup>2</sup> 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 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** is the certificate issued by either Council or a Private Certifier for an application that satisfies the Complying Development standards.

**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 load-bearing 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 that may be 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. NSW Ambulance Service
- b. Fire and Rescue NSW
- c. NSW Rural Fire Service
- d. NSW Police Force
- e. State Emergency Service
- f. NSW Volunteer Rescue Association Inc
- g. 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 2017* 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).

**Staff** a person is a staff 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 outstaff, 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 staff 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

- For enquiries regarding asbestos contact Council on 4823 4444 or email [Council@goulburn.nsw.gov.au](mailto:Council@goulburn.nsw.gov.au) For enquiries regarding asbestos disposal ask for the Waste Services. For advice on Development Assessment and requirements for asbestos removal and whether approval is required ask for the Development Liaison Team.
- Goulburn Mulwaree Council Waste Management Centre – 100 Sinclair Street, Goulburn. Phone 02 4823 4417. Opening hours, 7 days per week, 8am-4pm, Closed Public Holidays.
- For Local licensed asbestos removalists see the Yellow Pages under “Asbestos Removal & Treatment” or consult the SafeWork NSW licenced contractor directory.
- Goulburn Public Health Unit, contact 02 4825 4944. Goulburn Public Health Unit is part of the Murrumbidgee and Southern NSW Local health District.

**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) 9336 2290  
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: [enquiries@ddb.nsw.gov.au](mailto:enquiries@ddb.nsw.gov.au)  
Website: [www.ddb.nsw.gov.au](http://www.ddb.nsw.gov.au)

**Environment Protection Authority (EPA)**

Phone: (02) 9995 5000  
Environment line: 13 15 55  
Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)  
Website: [www.environment.nsw.gov.au/epa](http://www.environment.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 (ARCA)**

Phone: (02) 9642 0011  
Email: [info@arca.net.au](mailto:info@arca.net.au)  
Website: [www.arca.asn.au](http://www.arca.asn.au)

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

**Civil Contractors Federation (CCF)**

Phone: (02) 9009 4000  
Email: [mtearle@civilcontractors.com](mailto:mtearle@civilcontractors.com)  
Website: [www.civilcontractors.com](http://www.civilcontractors.com)

**Demolition & Contractors Association (DCA) NSW**

Phone: (02) 8586 3555  
Email: [demolitionassn@bigpond.com](mailto:demolitionassn@bigpond.com)  
Website: <http://demolitioncontractorsassociation.com.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: <http://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)

**Masters Builders Association (MBA)**

Phone: (02) 8586 3521  
Website: [www.masterbuilders.com.au](http://www.masterbuilders.com.au)

**Asbestos Removal Contractors Association NSW (ARCA)**

Phone: (02) 9642 0011  
Website: [www.arca.asn.au](http://www.arca.asn.au)

**SafeWork NSW**

SafeWork 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.

- Goulburn Mulwaree Council Waste Management Centre is the only Council facility licenced to accept asbestos waste– 100 Sinclair Street, Goulburn. Phone 02 4823 4417. Opening hours, 7 days per week, 8am-4pm, Closed Public Holidays.

### **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 NSW EPA website at: <https://www.epa.nsw.gov.au/your-environment/household-building-and-renovation/dealing-with-household-asbestos/facilities-accept-household-asbestos>

Some 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. The NSW 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

- *Code of Practice Demolition* (dated August 2019) NSW Government
- *Code of practice - How to manage and control asbestos in the workplace* (dated August 2019) published by SafeWork NSW
- *Code of practice - How to safely remove asbestos* (dated August 2019) published by SafeWork NSW
- *Contaminated Land Management Act 1997*
- *Contaminated Land Management Regulation 2013 (NSW)*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2021*
- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations Act 1997 (NSW)*
- *Protection of the Environment Operations (General) Regulation 2021 (NSW)*
- *Protection of the Environment Operations (Waste) Regulation 2014 (NSW)*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *State Environmental Planning Policy (Resilience and Hazards) 2021*
- *State Environmental Planning Policy (Transport and Infrastructure) 2021*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2017*



## Appendix H – Agencies roles and responsibilities

### NSW organisations

#### NSW Department of Planning & Environment

The Department of Planning & Environments 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 the Department 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 (i.e. it is present in excess of naturally occurring levels) the *State Environmental Planning Policy (Resilience and Hazards)* 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 2021* 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 staff 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 staff and dependants
- Co-ordination and payment of medical and related health care expenses of affected
- Medical examination of staff 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*. Clause 42 of the *Protection of the Environment Operations (Waste) Regulation 2014* sets 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 Traffic Authority 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 the Chief Executive Officer of Safe Work Australia NSW with senior officials from:

- Department of Industry
- Department of Planning and Environment
- Dust Diseases Board
- 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 website: [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

#### **Local Government NSW (LGNSW)**

Local Government NSW represents 128 Councils in NSW.

The LGNSW represents the views of these Councils by:

- Presenting Councils views to Governments
- Promoting Local Government to the community

In 2012, the LGNSW commenced a project funded by SafeWork NSW to assist Councils to adopt and implement a model asbestos policy.

#### **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.

**SafeWork NSW**

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

SafeWork administers work health and safety, injury management, return to work and staff compensation laws, and manage the staff compensation system. SafeWork'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 Safe Work Australia website provides a wide range of asbestos resources, support networks and links at: <https://www.safework.nsw.gov.au/>

**National organisations****National Association of Testing Authorities (NATA)**

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

National Toll Free: 1800 621 666

Website: [www.nata.com.au](http://www.nata.com.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: <https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-environ-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 staff compensation arrangements across Australia.

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.

Further details are provided in the *Asbestos Blueprint: A guide to roles and responsibilities of Government Agencies in NSW*, 2017 (NSW Government – SafeWork NSW).

### 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 (staff)
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	Department of Trade and Investment, Regional Infrastructure and Services SafeWork NSW	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 (staff)
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 (staff 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 (staff on site)
Soil contaminated with asbestos waste but at a mine site	Department of Trade and Investment, Regional Infrastructure and Services 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
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(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) (S10.7 Planning 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	Australian Customs and Border Protection Service	SafeWork NSW Department of Education, Employment and Workplace Relations



**Workplaces**

Scenario	Lead organisation	Other regulators
Asbestos installed/supplied after 2003 (illegally)	SafeWork NSW	ACCC
Risks to the health of workers and others in the workplace	SafeWork NSW	
Asbestos management and asbestos going to be removed	SafeWork NSW NSW Department of Planning & Environment (Mine Sites)	
Risks to the health of the public from worksites	SafeWork NSW (Risks to staff) 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' marblitone 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	Supplied from 1968 – 1978 by a Canberra contractor and believed to be generally restricted to houses in the Australian Capital Territory with some materials supplied to the Queanbeyan area and some south coast towns
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

**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  
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 electric reheat units for air conditioner systems

## L

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

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

Limpet asbestos spray insulation

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

## M

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

## P

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

Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints



Penetrations through concrete slabs in high rise buildings  
Pipe insulation including moulded Sections, water-mix type, rope braid and sheet  
Plaster and plaster cornice adhesives  
Pipe insulation: moulded Sections, water-mix type, rope braid and sheet  
Pitch-based (zelemite, ausbestos, lebah) electrical switchboard

#### R

Refractory linings  
Refractory tiles  
Rubber articles: extent of usage unknown

#### S

Sealant between floor slab and wall, usually in boiler rooms, risers or lift shafts  
Sealant or mastik on windows  
Sealants and mastik in air conditioning ducting joints  
Spackle or plasterboard wall jointing compounds  
Sprayed insulation: acoustic wall and ceiling  
Sprayed insulation: beams and ceiling slabs  
Sprayed insulation: fire retardant sprayed on nut internally, for bolts holding external building wall panels  
Stoves: old domestic type, wall insulation

#### T

Tape and rope: lagging and jointing  
Tapered ends of pipe lagging, where lagging is not necessarily asbestos  
Tilux sheeting in place of ceramic tiles in bathrooms  
Trailing cable under lift cabins  
Trains: country – guards vans – millboard between heater and wall  
Trains – Harris cars – sprayed asbestos between steel shell and laminex

#### V

Valve and pump insulation

#### W

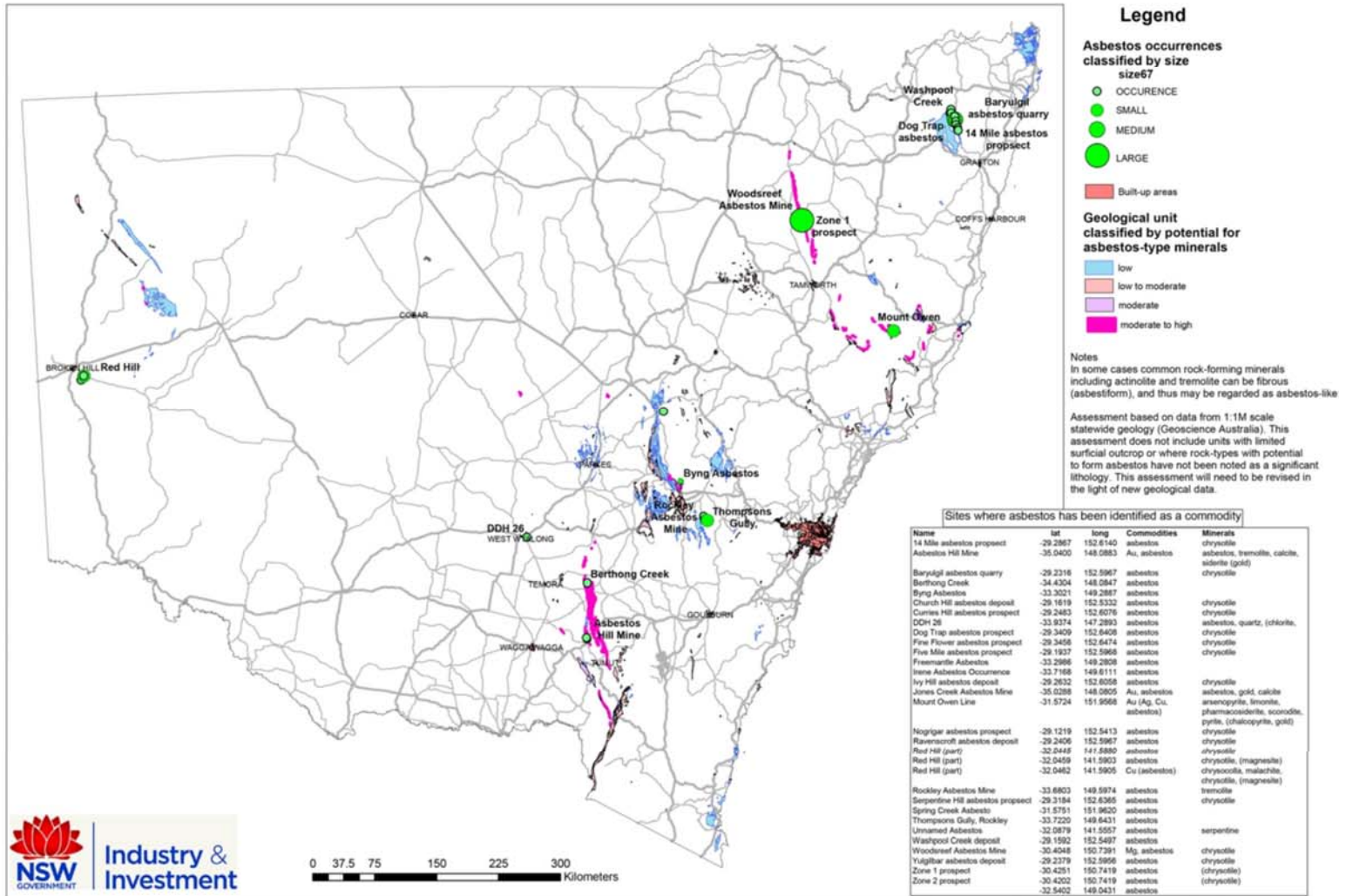
Welding rods  
Woven asbestos cable sheath

### Appendix K – Asbestos licences

Type of licence	What asbestos can be removed?
Class A	Can remove any amount or quantity of asbestos or asbestos containing material, including: <ul style="list-style-type: none"> <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	Can remove: <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	Can remove: <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 and demolition providers licence can be verified by contacting the SafeWork NSW's Certification Unit on 13 10 50 or by conducting a licence verification search at <https://verify.licence.nsw.gov.au/home/ADL> .

Appendix L – Known areas of naturally occurring asbestos



**15.5 ENTERTAINMENT & NIGHT TIME ECONOMY WORKING PARTY**

**Author:** Director Planning & Environment  
**Authoriser:** Matt O'Rourke, Acting General Manager  
**Attachments:** Nil

<b>Link to Community Strategic Plan:</b>	4. Our Environment EN4 Maintain a balance between growth, development and environmental protection through sensible planning.
<b>Cost to Council:</b>	Nil
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That:

1. The report of the Director Planning & Environment be received.
2. The timeframe for the Entertainment & Night Time Economy Working Party's final recommendations be extended until the ordinary meeting of Council scheduled for 10<sup>th</sup> August 2022.

**BACKGROUND**

At the Council Meeting held 1 February 2022 Council resolved to create the Entertainment & Night Time Economy Working Party, and endorsed the following brief:

*The Entertainment and Night Time Working Party consider and make recommendations to Council on the following matters as required by Council:*

- *Review draft development standards within Council's Development Control Plan to ensure that a sensible and practical balance between new residential development and existing entertainment uses and activities can be achieved in the CBD, including but not limited to providing feedback on:*
  - *Hours of operation*
  - *Minimum construction standards relating to noise attenuation and acoustic measures*
  - *Carparking*
  - *Use of public spaces*
- *Provide recommendations to Council in relation to stimulating activity in the CBD, and primarily Auburn Street, after dark.*
- *Provide community feedback on matters relating to the growth of Goulburn's night time economy.*
- *Consultation with stakeholders on matters relating to marketing activities and events in the CBD*

The Working Party to report back to Council with its recommendations at the ordinary meeting of Council on the 15<sup>th</sup> June 2022.

**REPORT**

The Entertainment & Night Time Economy Working Party has currently met twice, with the first meeting held 16 March 2022 and more recently on 18 May 2022. The second meeting was originally scheduled for late-March 2022, however was deferred due to COVID impacts. In all, a period of 8 weeks was lost before the meeting could be rescheduled.

The Entertainment & Night Time Economy Working Party is gaining momentum, with the information presented so far creating plenty of positive discussion and the basis for some exciting actions that have potential to foster a vibrant CBD and night time economy alongside an expected uplift in residential development.

As a result, it is recommended that the timeframe for the Working Party's final recommendations be extended until the ordinary meeting of Council scheduled for 10<sup>th</sup> August 2022 to ensure the Working Party has sufficient time to develop its recommendations.



**15.6 SUSTAINABILITY WORKING PARTY MINUTES 11 MAY 2022 AND INITIAL IDEAS**

**Author:** Director Utilities

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Sustainability Working Party Minutes - 11 May 2022

<b>Link to Community Strategic Plan:</b>	11. Our Community CO1 Facilitate and encourage equitable access to community infrastructure and services, such as health care, education and transport.
<b>Cost to Council:</b>	Nil at this stage
<b>Use of Reserve Funds:</b>	Nil at this stage

**RECOMMENDATION**

That

1. Sustainability Working Party Minutes dated 11 May 2022 report from the Director Utilities be noted.
2. Staff investigate the following initial ideas recommended by the Working Party:
  - i. Council considers creating the following positions:
    - Environmental Education Officer
    - Sustainability Education Officer
  - ii. Council investigate and consider an Environmental/Sustainability levy to assist in funding the Environmental and Sustainability Education Officers and associated programs.
  - iii. Council investigates a community tree voucher system for residents to use to purchase native trees and plants within the local government area. It is suggested that this be for a four-year period and be complemented with an education program to provide suitable species for planting.
  - iv. Council considers engaging a consultant to develop a baseline climate change and sustainability report for the Goulburn Mulwaree local government area.
  - v. Council considers joining the Cities Power Partnership Program.
  - vi. Council considers community garden programs for Council greenspaces throughout the local government area.

**BACKGROUND**

Council has established a Working Party to investigate to determine options and actions for the community as a whole to address climate change and the loss of biodiversity in our community.

**REPORT**

This Working Party had their fourth meeting on 11 May 2022 in the Council Chambers. The minutes from that meeting are attached.

The Working Party are still finalising their list of recommendations to Council and in the interim have developed their initial recommendations while they continue refining their complete set of recommendations for Council consideration.

The initial ideas recommended for Council for consideration include:

1. Council considers creating the following positions:
  - a. Environmental Education Officer – The role would focus on natural resources, biodiversity loss, water management and other natural resource management projects. This role would advocate for environmental needs, funding (environmental levy) and establish working relationships with different community groups to facilitate ideas. The role would connect, build consistency and continuity between Council staff and the community to assist with making a positive environmental impact.
  - b. Sustainability Education Officer – The role would provide consultancy service like Council's Heritage Advisor. Key focus areas for the role include sustainability education (eco-footprint, purchasing products, recycling etc) to schools, community groups and businesses. The role would increase knowledge around building sustainable roads, walkways, stormwater (urban infrastructure), whilst meeting engineering standards and reversing the effects of climate change. The role would assist with energy efficiency, retrofitting, asset-based projects for Council.
2. Council investigate and consider an Environmental/Sustainability levy to assist in funding the Environmental and Sustainability Education Officers and associated programs.
3. Council investigates a community tree voucher system for residents to use to purchase native trees and plants within the local government area. It is suggested that this be for a four-year period and be complemented with an education program to provide suitable species for planting.
4. Council considers engaging a consultant to develop a baseline climate change and sustainability report for the Goulburn Mulwaree local government area.
5. Council considers joining the Cities Power Partnership Program.
6. Council considers community garden programs for Council greenspaces throughout the local government area.

It is recommended that Staff review these options and discuss further with Council, including budget impacts and the effect on other services to fund these initiatives.

## GMC Sustainability Working Party Working Party Discussion Items & Action List

### Meeting Details

6pm, Wednesday, 11 May 2022  
Council Chambers

### Attendees

Cr Jason Shepherd, Marina Hollands, Roger Grice, Ray Shiel, Danielle Marsden-Ballard, Hannah Davey, Sam Rowland.

**Via Zoom** – Sonya Reyes.

### Apologies

Chloe Regterschot, Darrell Weekes, Penny Ackery and Molly De Cseuz.

### Discussion Items

- The list of sustainability ideas was discussed. The group wish to present their immediate short-term recommendations to Council while they continue to develop their final recommendations on practical and affordable options that can be implemented.
- The recommendations from the Sustainability Working Party for the short term are:
  - Council to consider creating the following positions
    - Environmental Education Officer – The role would focus on natural resources, biodiversity loss, water management and other natural resource management projects. This role would advocate for environmental needs, funding (environmental levy) and establish working relationships with different community groups to facilitate ideas. The role would connect, build consistency and continuity between Council staff and the community to assist with making a positive environmental impact.
    - Sustainability Education Officer – The role would provide consultancy service like Council's Heritage Advisor. Key focus areas for the role include sustainability education (eco-footprint, purchasing products, recycling etc) to schools, community groups and businesses. The role would increase knowledge around building sustainable roads, walkways, stormwater (urban infrastructure), whilst meeting engineering standards and reversing the effects of climate change. The role would assist with energy efficiency, retrofitting, asset-based projects for Council.
  - Council investigate and considers an Environmental/Sustainability levy to assist in funding the Environmental and Sustainability Education Officers and associated programs.
  - Council investigates a community tree voucher system for residents to use to purchase native trees and plants within the local government area. It is suggested that this be for a four-year period and be complemented with an education program to provide suitable species for planting.
  - Council considers engaging a consultant to develop a baseline climate change and sustainability report for the Goulburn Mulwaree local government area.
  - Council considers joining the Cities Power Partnership Program.
  - Council considers community garden programs for Council greenspaces throughout the local government area.
- Cr Jason Shepherd and Chair – Sam Rowland to ensure that the media is aware of the working parties' interim ideas being presented to the 7 June 2022 Council meeting. Feedback from the community is extremely important.

**Sustainability Working Party  
Working Party Action List**

- The Council sustainability policy was discussed, and members are to review and provide any comments to the next meeting.

**Action List**

No	Description	Responsible Person	Target Date	Completion Date
1	Amend the Sustainability Idea table to include a "Resource" list. The resource list to include how each idea might be delivered. i.e., Internal staff, external consultant, community groups, school students etc.	Hayley Chapman	15/06/2022	
2	Review the Council Sustainability Policy for discussion at the next meeting.	All	15/06/2022	
3	Report to Council to include the list of initial recommendations for the Councillors to consider.	Marina Hollands	07/06/2022	

**Meeting Closed:** 7.20pm

**Next Meeting:** 6pm, Wednesday, 15 June 2022, Council Chambers.

**15.7 MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 2 MAY 2022**

**Author:** Business Manager Community Facilities  
Director Operations

**Authoriser:** Matthew O'Rourke, Director Operations

**Attachments:** 1. Minutes of the Sports Council Meeting held on 2 May 2022

**RECOMMENDATION**

That the report from Business Manager Community Facilities in regards to the Sports Council minutes from Monday 2 May 2022 be received.

**REPORT**

Please find attached the minutes of the Sports Council from its meeting 2 May 2022 . There were no issues from this committee that require a Council endorsement.



# MINUTES

## Sports Council Meeting

### 2 May 2022

Councillor

Councillor

Goulburn & District Netball Association

Southern Tablelands United Football Club

Goulburn City Swans Australian Football Club (Junior & Senior)

Goulburn Hockey Association

Goulburn Touch Association

Goulburn Rugby Union Football (Junior & Senior)

Goulburn & District Junior Rugby League

Goulburn Speedway

Goulburn Cycle Club

Goulburn/Crookwell Primary Schools Sport Association (PSSA)

Goulburn Mulwaree Athletics

Goulburn & District Junior Cricket Association & Marulan Cricket Association

Goulburn & District Senior Cricket Association

Taralga Rugby Union Club

Southern Tablelands Football Association

PCYC

Goulburn Motorcycle Club

Goulburn Pony Club

Goulburn Amateur Swim Club

Cr Michael Prevedello

Cr Andrew Banfield

Mrs Karen Campbell (Alt Rep Mr Scott Byrne)

Mr David Albrighton (Alt Rep Mr Adam Mills)

Mr Scott Fleming

Mrs Sharney Fleming (Alt Rep Ms Nadine Ward)

Mr Kevin Kara

Mr Chris Gordon (Alt Rep Mr Hamish McCormack)

Mr Paul Britton (Alt Rep Mr Mark Perkins)

Mr Tony Kranitis

Mr Adam Lambert

Mr Andrew Mewburn (Alt Rep Mr Ross Copland)

Mr Robert Morgan (Alt Rep Mr Ted Goad)

Mr Paul Chalker (Alt Rep Mrs Anne-Maree Shepherd)

Mr Josh Cooper

Mr Will Hedley

Mr Robert Scott Snr (Alt Rep Mr Robert Scott Jnr)

Mr Peter Strange

Mr Richard Toparis (Alt Rep Mr Sam White)

Ms Jacki Waugh (Alt Rep Mr Jamie Kay)

Mr James Douglas (Alt Rep Mrs Angela Remington)



**Order Of Business**

<b>1</b>	<b>Apologies</b> .....	<b>4</b>
<b>2</b>	<b>Late Items / Urgent Business</b> .....	<b>4</b>
<b>3</b>	<b>Disclosure of Interests</b> .....	<b>4</b>
<b>4</b>	<b>Confirmation of Minutes</b> .....	<b>5</b>
4.1	Minutes of the Sports Council Meeting held on 7 February 2022 .....	5
<b>5</b>	<b>Items for Consideration</b> .....	<b>5</b>
5.1	Ongoing Task List.....	5
5.2	Change of Committee Representative for Goulburn Swans AFL .....	5
5.3	Upcoming Events.....	6

**MINUTES OF GOULBURN MULWAREE COUNCIL  
SPORTS COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, CIVIC CENTRE, 184 - 194 BOURKE STREET,  
GOULBURN  
ON MONDAY, 2 MAY 2022 AT 5.30PM**

**PRESENT:** Cr Michael Prevedello (Chair), Mr Bob Morgan - Goulburn Mulwaree Athletics, Mr David Albrighton - Southern Tablelands United Football Club, Mr Kevin Kara - Goulburn Touch Association, Mr Robert Scott Snr - Southern Tablelands Football Association, Mr Ross Copland Alt rep - Goulburn/Crookwell PSSA, Mr Tony Kranitis - Goulburn Speedway, Mrs Jacki Waugh - Goulburn Pony Club, Mr Paul Britton - Goulburn & District Junior Rugby League, Mr Paul Chalker - Goulburn Junior Cricket Association, Mr Josh Cooper - Goulburn & District Senior Cricket Association, Mr Will Hedley - Taralga Rugby Union, Mrs Angela Remington - Alt Rep Goulburn & District Amateur Swim Club, Mr Robert Hughes – Business Manager Community Facilities Goulburn Mulwaree Council

**IN ATTENDANCE:**

Mr Matt O'Rourke – Director Operations Goulburn Mulwaree Council, Mr David Robinson – Guest Goulburn/Crookwell PSSA and Mrs Kayleen Pagett – Community Facilities Administration Support

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2022/11**

**Moved:** Mrs Jacki Waugh - Goulburn Pony Club

**Seconded:** Mr Paul Britton - Goulburn & District Junior Rugby League

**That an apology be received and leave of absence granted for:**

- Cr Andrew Banfield,
- Mr James Douglas - Goulburn Amateur Swim Club; and
- Mr Chris Gordon – Goulburn Rugby Union Football.

**CARRIED**

**2 LATE ITEMS / URGENT BUSINESS**

Nil

**3 DISCLOSURE OF INTERESTS**

Nil

**4 CONFIRMATION OF MINUTES****4.1 MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 7 FEBRUARY 2022****COMMITTEE RESOLUTION 2022/12**

**Moved: Mr Bob Morgan - Goulburn Mulwaree Athletics**

**Seconded: Mr Paul Britton - Goulburn & District Junior Rugby League**

**That the Sports Council minutes from Monday 7 February 2022 be confirmed.**

**CARRIED**

**5 ITEMS FOR CONSIDERATION****5.1 ONGOING TASK LIST****COMMITTEE RESOLUTION 2022/13**

**Moved: Mr Paul Britton - Goulburn & District Junior Rugby League**

**Seconded: Mrs Angela Remington - Alt Rep Goulburn & District Amateur Swimming Club**

**That**

- 1. The report from the Business Manager Community Facilities on the Ongoing Task List be received and the information noted.**
- 2. Tasks that have been completed be removed from the ongoing task list.**

**CARRIED**

**5.2 CHANGE OF COMMITTEE REPRESENTATIVE FOR GOULBURN SWANS AFL****COMMITTEE RESOLUTION 2022/14**

**Moved: Mrs Angela Remington - Alt Rep Goulburn & District Amateur Swimming Club**

**Seconded: Mrs Jacki Waugh - Goulburn Pony Club**

**That**

- 1. The report from the Business Manager Community Facilities on Change of Representative for Goulburn Swans be received; and**
- 2. Mr Scott Fleming be accepted as the new alternative representative for the Goulburn Swans AFL Club**

**CARRIED**

### 5.3 UPCOMING EVENTS

#### COMMITTEE RESOLUTION 2022/15

Moved: Mrs Jacki Waugh - Goulburn Pony Club

Seconded: Mrs Angela Remington - Alt Rep Goulburn & District Amateur Swimming Club

That

1. The report from the Business Manager Community Facilities on Upcoming Bookings be received with the following confirmed bookings to be included:-
  - 6-8 May 2022 Hockey NSW Masters State Championships
  - 14-15 May 2022 Southern NSW Soccer Championships
  - 11-13 June 2022 Country Cup U/14 & U/16 Girls – Soccer
  - 16 July 2022 Triathlon NSW Duathlon
  - 6-7 August 2022 Goulburn Physie Interclub
  - 28-30 October 2022 Hockey NSW Indoor Open Men Championship
  - 4-6 November 2022 Hockey NSW Indoor Open Women Championship
  - 2-4 December 2022 Hockey NSW Indoor U/18 Boys Championship
  - 9-11 December 2022 Hockey NSW Indoor U/18 Girls Championship
2. The Sports Council Members review the bookings and notify the Recreation Facility Manager if there are any conflicts or upcoming major bookings that have not been presented to Council.

**CARRIED**

### 6 GENERAL BUSINESS

#### Southern Tablelands United Football Club – David Albrighton

- Water on fields last weekend caused all games to be cancelled.
- An U/15 team has entered the ACT competition again this year.

#### Goulburn & District Senior Cricket Association – Josh Cooper

- Season has now finished, finals saw a lot of ground movements due to the weather, thank you to Goulburn Mulwaree Council staff for assistance.
- Starting preparing for the 2022/23 season.

#### Goulburn & District Rugby League – Paul Britton

- Competition kicked off on Saturday with Midgets to U/9's and Sunday first home games for the season from U/10's to U/17's. Stakes, wires and sprinkler heads lifted were found to be on the grounds at North Park on Sunday. Thankfully no injuries.
- Thank you to Council Staff with work on getting North Park up and running in time for competition.
- Rugby League would like to acknowledge and thank Goulburn Touch for the use of Carr Confoy for training whilst North Park was out of action.

**Taralga Rugby Union Club – Will Hedley**

- They have commenced training on Tuesday nights at North Park.

**Goulburn & District Junior Cricket Association – Paul Chalker**

- Finally got a full season in, only one Grand final was cancelled/washed out due to the weather.
- Presentation was also finalised and held.
- A Cricket Academy began 24<sup>th</sup> April 2022 and this is being held at Mulwaree High School.
- Thank you to Goulburn Mulwaree Council in their assistance with grounds and competition.

**Goulburn Touch Association – Kevin Kara**

- Competition has now finished for the season. 92 teams participated in Juniors, Men's, Women's & Mixed, Monday, Tuesday & Wednesday nights.
- Competition for the 2022/23 season will begin in October and are hoping team numbers will increase with relaxation of rules associated with Covid.
- Association has one player, Jordan Gregory who has gained selection and he will participate next weekend.
- Would like to commend Goulburn Junior Rugby League for the way they conducted themselves and the condition they left Carr Confoy in after their event.
- Currently held a T20 Touch Carnival the facilities and grounds were kept in immaculate order.

**Goulburn Mulwaree Athletics – Robert (Bob) Morgan**

- Would like to thank Goulburn Mulwaree Council Community Facilities Staff for the assistance and information regarding Hudson Park over the past few months.
- Top soil is still required in some areas of the field. Water is also laying causing flood damage. Suggest that Schools should check each day before athletics carnivals.
- Kerrie Laurie attended ACT Gala Dinner and was the recipient of the 'Volunteer of the Year' award for her tireless work that she does within the Club.
- Josh Kalozi has been named in the Australian/Oceanic games for the 110 Hurdles and Long Jump. He will head off the Mackay Qld from 7-11 June, 2022 to compete. Josh is the reigning No 2 in the world in his age group for the 110m Hurdles.

**Goulburn Amateur Swim Club – Angela Remington**

- Squad finished its season on Friday 1<sup>st</sup> April.
- Annual General Meeting and Presentation was held last Sunday 1<sup>st</sup> May. All current Office Bearers held their positions.
- Club is liaising with Aquatic Centre to start a short course meet in the new centre. This will be one night per month.
- Squads are training mornings starting Monday 2<sup>nd</sup> May.
- Club trying to secure Country Regional Championship be held in January 2023.

**Goulburn Pony Club – Jacki Waugh**

- Club still has very wet grounds, so not a lot of days have been held.
- Club had representatives attend the Canberra & Sydney Royal Easter Show.
- One rider attended the State Cross County event in Harden on 30<sup>th</sup> January, 2022.

**Goulburn/Crookwell Primary Schools Sport Association (PSSA) – Ross Copland & Dale Robinson**

- Have attended after a long absence. Ross will remain as Sports Council Rep and Dale Robinson will be nominated as the Alternate Rep.
- School sport is back up and running since Covid. Weather is also interfering with a lot of competitions.
- Would like to thank Goulburn Mulwaree Council for their help, support and availability of grounds etc for school competitions.

**Goulburn Speedway – Tony Kranitis**

- Only held three (3) meetings instead of nine (9) this season due to wet weather and Covid.
- Next meeting will be in October 2022.

**Southern Tablelands Football Association – Mr Robert Scott Snr**

- Hosted a Talent Support Program for U/14 boys. Club had players from Sydney teams & Capital teams attend and assist. Commented and impressed with our facility.
- Had a large number of teams stay in Goulburn during the school holidays to attend program.
- Club is trying make Goulburn a Regional/NSW Hub for football.
- Competition was to start on Saturday 30<sup>th</sup> April, but cancelled due to the weather.
- Southern Regional Titles will be held in Goulburn 14-15<sup>th</sup> May 2002. Thank you to Goulburn Mulwaree Council for the grant to help host this event.
- Country Girls Championships will be held also in Goulburn over the June Long Weekend with players coming from all over the state.

**Goulburn Mulwaree Council Community Facilities Manager – Mr Rob Hughes**

- Would like to advise committee about the Event Development Funding Policy that is available to everyone holding an event. This can be found on Council's website. Clubs can also liaise with Council staff with regards assistance with Sports Tourism Event Planning.



**7 Action List from Current Meeting**

<b>Officer</b>	<b>Task</b>	<b>Due</b>
Council	Meet Southern Tablelands Football at grounds to discuss layout, proposed works and upcoming events.	June 2022
Council	Liaise with Manager of Recreation Area regarding Major Events bookings	Prior to next meeting.

**The Meeting closed at 6.13pm.**

**The minutes of this meeting were confirmed at the Sports Council Meeting held on 1 August 2022.**

.....  
**Cr Michael Prevedello**  
**CHAIRPERSON**

**15.8 MINUTES OF THE RECREATION AREA COMMITTEE MEETING HELD ON 4 MAY 2022**

**Author:** Business Manager Community Facilities  
Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Minutes of the Recreation Area Committee Meeting held on 4 May 2022

**RECOMMENDATION**

That the report from the Business Manager Community Facilities in regards to the Recreation Area Committee minutes from Wednesday 4 May 2022 be received.

**REPORT**

Please find attached the minutes of the Recreation Area Committee from its meeting on 4 May 2022 . There were no issues from this committee that require a Council endorsement.



# MINUTES

## Recreation Area Committee Meeting

4 May 2022

**Order Of Business**

<b>1</b>	<b>Apologies</b> .....	<b>4</b>
<b>2</b>	<b>Late Items / Urgent Business</b> .....	<b>4</b>
<b>3</b>	<b>Disclosure of Interests</b> .....	<b>4</b>
<b>4</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
4.1	Minutes of the Recreation Area Committee Meeting held on 2 February 2022 .....	4
<b>5</b>	<b>Items for Consideration</b> .....	<b>5</b>
5.1	Ongoing Task List.....	5
5.2	Recreation Area Events.....	5
5.3	Upcoming Bookings.....	5
5.4	Recreation Area Capital Works .....	6
<b>6</b>	<b>General Business</b> .....	<b>7</b>
<b>7</b>	<b>Task list from this meeting</b> .....	<b>8</b>

**MINUTES OF GOULBURN MULWAREE COUNCIL  
RECREATION AREA COMMITTEE MEETING  
HELD AT THE GRACE MILLSOM FUNCTION CENTRE, 47 BRAIDWOOD ROAD, GOULBURN  
ON WEDNESDAY, 4 MAY 2022 AT 4.30PM**

**PRESENT:** Cr Andy Wood, Cr Steven Ruddell, Mr Noel Perrin - Community Representative, Mr Patrick Day - Goulburn Greyhound Racing Club, Mr Mark Croatto - Alt rep - Goulburn Harness Racing Club, Mrs Jacki Waugh - Goulburn AP&H Society, Mr Peter Frost - Goulburn Dog Training & Kennel Club, Mr Jeff Rowson - Goulburn Rodeo Club, Mrs Iris Greer - Goulburn Dressage Club, Mr Robert Hughes - GMC, Mr Ron Cullen- Alt Rep Goulburn AP&H Society, ,

**IN ATTENDANCE:** Mayor Peter Walker, Ms Anne Ruddell - GMC

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2022/13**

**Moved: Mr Patrick Day - Goulburn Greyhound Racing Club  
Seconded: Mrs Jacki Waugh - Goulburn AP&H Society**

**That the apologies received from Mr Mark Day - Goulburn Horse Trainers & Owners Association, Mr Mark White – Goulburn Basketball Association, Mr Dennis Day – Goulburn Harness Racing Club be accepted.**

**CARRIED**

**2 LATE ITEMS / URGENT BUSINESS**

Nil

**3 DISCLOSURE OF INTERESTS**

Cr Steven Ruddell made a statement in relation to the Committee Agenda. He has assessed the agenda and does not perceive any declaration of interest is required to be declared in relation to him being a life member of the Goulburn Basketball Association .

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE RECREATION AREA COMMITTEE MEETING HELD ON 2 FEBRUARY 2022**

**COMMITTEE RESOLUTION 2022/14**

**Moved: Mr Noel Perrin - Community Representative  
Seconded: Mr Peter Frost - Goulburn Dog Training & Kennel Club**

**That the Recreation Area Committee minutes from Wednesday 2 February 2022 be confirmed.**

**CARRIED**

**5 ITEMS FOR CONSIDERATION****5.1 ONGOING TASK LIST****COMMITTEE RESOLUTION 2022/15**

**Moved: Mrs Jacki Waugh - Goulburn AP&H Society**

**Seconded: Mr Noel Perrin - Community Representative**

**That:**

- 1. The report from the Business Manager Community Facilities on the Ongoing Task List be received and the information noted.**
- 2. Items marked as completed are removed from the action list.**

**CARRIED**

**5.2 RECREATION AREA EVENTS****COMMITTEE RESOLUTION 2022/16**

**Moved: Cr Andy Wood**

**Seconded: Mr Patrick Day - Goulburn Greyhound Racing Club**

**That the report from the Recreation Facility Manager on Recreation Area Events be received and the information noted.**

**CARRIED**

**5.3 UPCOMING BOOKINGS****COMMITTEE RESOLUTION 2022/17**

**Moved: Mrs Jacki Waugh - Goulburn AP&H Society**

**Seconded: Cr Andy Wood**

**That:**

- 1. The report from the Recreation Facility Manager on Upcoming Bookings be received; and**
- 2. The user groups confirm their bookings with the Recreation Facility Manager as soon as possible following the Committee meeting.**

**CARRIED**



**5.4 RECREATION AREA CAPITAL WORKS**

**COMMITTEE RESOLUTION 2022/18**

**Moved: Mr Noel Perrin - Community Representative**

**Seconded: Cr Andy Wood**

**That:**

- 1. The report from the Business Manager Community Facilities on Recreation Area Capital Works be received and the information noted.**
- 2. User groups to compile a list of additional Capital Works requests and send to the Recreation Facility Manager for discussion at the August 2022 Committee meeting.**

**CARRIED**

## 6 GENERAL BUSINESS

### Rodeo Club

- The annual Rodeo was held in February 2022
- \$8,000 was donated to charity from the event

### Dressage Club

- Upgrade to arenas required
- Equestrian forum event to be held in May 2022

### AP&H Society

- Discussed the recent show – great numbers on Saturday, Sunday cancelled due to wet weather, most animal events cancelled due to weather and Covid.
- Trophy received at agricultural show's AGM for being a finalist for president's innovation.
- Completed repairs to cattle yard.

### Dog Training & Kennel Club

- Dog section of Goulburn Show cancelled due to weather
- There is still damage from recent flood events – fencing, uneven ground from bogged garbage truck. The club has had to replace some assets.

### Greyhounds

- Council consider purchasing additional tables & chairs for larger events in Veolia & Grace Millsom in future budgets.
- Recapped on need for flood mitigation

### Harness Club

- Unrepaired sand track following flooding events – training on race track has now caused breakdowns of the race track and races have had to be abandoned.
- Requested cleanout of the drainage channel near the rodeo yards
- Hewitt Memorial and Goulburn Cup race days have been moved to last two Sundays in April

### Mayor Peter Walker

- Requested upgrade of back wall / windows of basketball stadium
- Advised funding may be available for clean-up of drainage channel

Cr Steve Ruddell

- Discussed need for upgrade of acoustics in Veolia
- Discussed potential new/additional seating for Veolia
- Requested signage be installed promoting the Sporting Hall of Fame.

## 7 TASK LIST FROM THIS MEETING

Officer	Action	Due
All	Provide a list of potential capital works projects to the Recreation Facility Manager for discussion at the August Committee meeting	30 <sup>th</sup> June 2022
Council Officer	Follow up with AP&H repair ruts in picnic area following the show	30 <sup>th</sup> May 2022
Council Officer	Create a phone contact group list of users who need to be contacted in the event of impending flooding	30 <sup>th</sup> May 2022
Council Officer	Flag events likely to attract over 200 people from out of the LGA in the Upcoming Bookings report	Ongoing
Goulburn Greyhound Racing Club	To present an update on the proposed Greyhound Track and infrastructure to the committee.	August 2022 Meeting
Goulburn AP&H Society	To provide concept plans for the new entrance to the Show Office to the committee members for information.	August 2022 Meeting

**The Meeting closed at 5.55pm.**

**The minutes of this meeting were confirmed at the Recreation Area Committee Meeting held on 3 August 2022.**

.....  
**Cr Steve Ruddell**  
**CHAIRPERSON**

**15.9 MINUTES OF THE SPORTING HALL OF FAME MEETING HELD ON 16 MAY 2022**

**Author:** Business Manager Community Facilities  
Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Minutes of the Sporting Hall of Fame Meeting held on 16 May 2022

**RECOMMENDATION**

That:

1. That the report from the Business Manager Community Facilities in regards to the Sporting Hall of Fame minutes from Monday 16 May 2022 be received and the decisions of the Committee become the decisions of Council.
2. Committee Resolution 2022/3
  - The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Sporting Hall of Fame Committee be received
  - That the following appointments be made as:
    - (a) Chairperson: Mrs Margaret O'Neill OAM
    - (b) Deputy Chairperson: Cr Carol James

**REPORT**

Please find attached the minutes of the Sporting Hall of Fame from its meeting 16 May 2022 .

The recommendations from that Committee meeting are as follows and come to Council because the Committee does not have delegated authority.



# MINUTES

## Sporting Hall of Fame

16 May 2022

Committee Members:

Councillor

Councillor

Community Representative

Community Representative

Community Representative

Cr Carol James

Cr Andrew Banfield

Mrs Margaret O'Neill OAM

Mr Conway Bogg

Mr Michael O'Neill

**Order Of Business**

<b>1</b>	<b>Apologies</b> .....	<b>4</b>
<b>2</b>	<b>Late Items / Urgent Business</b> .....	<b>4</b>
<b>3</b>	<b>Disclosure of Interests</b> .....	<b>4</b>
<b>4</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
4.1	Minutes of the Sporting Hall of Fame Meeting held on 7 June 2021 .....	4
<b>5</b>	<b>Items for Consideration</b> .....	<b>5</b>
5.1	Election of Chairperson and Deputy Chairperson of the Sporting Hall of Fame Committee .....	5
5.2	Committee Meeting Code of Conduct.....	5
5.3	Sporting Hall of Fame Charter .....	5
5.4	Committee Meeting Dates 2022 .....	6
5.5	Additonal Memorabilia for Sportng Hall of Fame .....	6
5.6	Dinner for 2021 Sporting Hall of Fame Inductees.....	6



**MINUTES OF GOULBURN MULWAREE COUNCIL  
SPORTING HALL OF FAME  
HELD AT THE COUNCIL CHAMBERS, CIVIC CENTRE, 184 - 194 BOURKE STREET,  
GOULBURN  
ON MONDAY, 16 MAY 2022 AT 7.30PM**

**PRESENT:** Cr Carol James, Mrs Margaret O'Neill OAM, Mr Michael O'Neill, Mr Conway and Mr Robert Hughes – Business Manager Community Facilities

**IN ATTENDANCE:** Cr Peter Walker – Mayor, Cr Steven Ruddell and Mrs Kayleen Pagett – Community Facilities Administration Officer.

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2022/1**

**Moved:** Mr Conway Bogg

**Seconded:** Cr Carol James

**That the apology received from Cr Andrew Banfield be accepted.**

**CARRIED**

**2 LATE ITEMS / URGENT BUSINESS**

Nil

**3 DISCLOSURE OF INTERESTS**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE SPORTING HALL OF FAME MEETING HELD ON 7 JUNE 2021**

**COMMITTEE RESOLUTION 2022/2**

**Moved:** Mr Conway Bogg

**Seconded:** Mr Michael O'Neill

**That the Sporting Hall of Fame minutes from Monday 7 June 2021 be confirmed.**

**CARRIED**

**5 ITEMS FOR CONSIDERATION****5.1 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE SPORTING HALL OF FAME COMMITTEE****COMMITTEE RESOLUTION 2022/3**

**Moved: Mr Michael O'Neill**

**Seconded: Mr Conway Bogg**

**That:**

- 1. The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Sporting Hall of Fame Committee be received;**
- 2. That the following appointments be made as:**
  - (a) Chairperson: Mrs Margaret O'Neill OAM**
  - (b) Deputy Chairperson: Cr Carol James**

**CARRIED**

**5.2 COMMITTEE MEETING CODE OF CONDUCT****COMMITTEE RESOLUTION 2022/4**

**Moved: Mr Conway Bogg**

**Seconded: Mr Michael O'Neill**

**That the report from the Business Manager of Community Facilities on Committee Meeting Code of Conduct be received and the information noted.**

**CARRIED**

**5.3 SPORTING HALL OF FAME CHARTER****COMMITTEE RESOLUTION 2022/5**

**Moved: Cr Carol James**

**Seconded: Mr Michael O'Neill**

**That the report from the Business Manager Community Facilities on the Sporting Hall of Fame Charter be received and the information noted.**

**CARRIED**

**5.4 COMMITTEE MEETING DATES 2022****COMMITTEE RESOLUTION 2022/6****Moved: Mr Michael O'Neill****Seconded: Mr Conway Bogg****That**

- 1. The report from the Business Manager Community Facilities be received and information noted;**
- 2. Meeting dates will be held annually, as per Council Resolution, with an additional meeting to be held on the 20<sup>th</sup> June 2022 at 6:30pm to discuss the upcoming inductee dinner.**
- 3. Nominations for future Sporting Hall of Fame to be left open with regular media releases throughout the year advising the community of the opportunity to nominate sporting stars.**

**CARRIED****5.5 ADDITIONAL MEMORABILIA FOR SPORTING HALL OF FAME****COMMITTEE RESOLUTION 2022/7****Moved: Cr Carol James****Seconded: Mr Michael O'Neill****That:**

- 1. The report from the Business Manager Community Facilities on Additional Memorabilia for the Sporting Hall of Fame for the 2000 Olympics donated by inductee Mr John Whipp be received; and**
- 2. The 1914 Rugby Union Cap for a local Goulburn team from Mr Bruce Harwood be accepted and be included in the Sporting Hall of Fame display.**
- 3. Staff to investigate and cost signage at Veolia to advise public on Sporting Hall Fame in centre and opening times.**

**CARRIED****5.6 DINNER FOR 2021 SPORTING HALL OF FAME INDUCTEES****COMMITTEE RESOLUTION 2022/8****Moved: Cr Carol James****Seconded: Mr Conway Bogg****That**

- 1. The report from the Business Manager Community Facilities on Dinner for 2021 Sporting Hall of Fame Inductees be received.**
- 2. The committee investigate a potential date for inductee dinner early September 2022 depending on function room availability and inductees with their current commitments. Council staff to contact inductees to confirm availability.**

**CARRIED**

**The Meeting closed at 8pm.**

.....  
**Mrs Margaret O’Neill OAM**  
**CHAIRPERSON**

**15.10 MINUTES OF THE RAY HARVEY SPORTS FOUNDATION COMMITTEE MEETING HELD ON 16 MAY 2022**

**Author:** Business Manager Community Facilities  
 Director Operations

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Minutes of the Ray Harvey Sports Foundation Committee Meeting held on 16 May 2022

**RECOMMENDATION**

That:

1. That the report from the Business Manager Community Facilities on the Ray Harvey Sports Foundation Committee minutes from Monday 16 May 2022 be received and the decisions of the Committee become the decisions of Council.
2. Committee Resolution 2022/4
  - The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Ray Harvey Committee be received.
  - That the following appointments be made as:
    - (a) Chairperson: Mrs Margaret O'Neill OAM
    - (b) Deputy Chairperson: Cr Michael Prevedello
3. Committee Resolution 2022/3
  - The report from the Business Manager Community Facilities on Ray Harvey Sports Foundation Grant Applications – Round 1 2022/23 be received.
  - The Ray Harvey Sports Foundation Committee allocate funds to the successful applicants outlined in the table below:

Name	Sport	Funding
Jett Thomas Edwards	Basketball	\$300.00
Chloe Pollard	Basketball	\$300.00
Elise Apps	Cycling	\$300.00
Michael West	Flat Track Motorcycle Racing & Speedway Bike Racing	\$150.00
Makayla Jones	Hockey	\$500.00
Grace Jones	Hockey	\$300.00
Eamon Shiel	Hockey/Tennis	\$300.00
Emma Shirley	Gymnastics	\$300.00
Isabella Pollard	Netball	\$150.00
Tyrse Pule'anga	Rugby Union	\$100.00
Caolan Hazell	Soccer	\$300.00
Holly Doggett	Soccer	\$300.00

Jackson Errol Schultz	Swimming	\$200.00
Stella Rose Douglas	Swimming	\$300.00
Owen Edwards	Tennis	\$300.00
<b>Total</b>		<b>\$4,100.00</b>

4. The unallocated balance of \$2,900.00 from the 2021/22 Ray Harvey Sports Foundation be carried over and included in the 2022/23 Ray Harvey Sports Foundation

5. The cheque presentation for successful applicants be held at 5.15pm before the Ordinary Meeting of Council Tuesday 21 June 2022, subject to approval of minutes at the 7 June 2022 Ordinary Meeting of Council and any social distancing restrictions in place for Covid-19

**REPORT**

Please find attached the minutes of the Ray Harvey Sports Foundation Committee from its meeting 16 May 2022 .

The recommendations from that Committee meeting are as follows and come to Council because the Committee does not have delegated authority.

A total budget of \$7,000.00 has been made available for distribution to junior athletes through the Ray Harvey Sports Foundation for the 2021/22 financial year. Due to major disruptions to sport through Covid and weather only one round was held during the 2021/22 Ray Harvey Sports Foundation program.

A total of \$4,100.00 was allocated during the round which covered fifteen athletes over ten sports. The achievements and skill levels of the applicants where very high, as is the case every year, with several applicants already reaching junior and senior level national representation.

Once endorsed by Council the successful recipients will be requested to attend a presentation held on the 21<sup>st</sup> June 2022 prior to the Council meeting.

The report will also be requesting that the unallocated amount of \$2,900.00 from the 2021/22 Ray Harvey Sports Foundation be carried over to the 2022/23 Ray Harvey Sports Foundation Program.

All other decision of the Committee were made under delegated authority or just require further investigations by staff.





# MINUTES

## Ray Harvey Sports Foundation Committee Meeting

16 May 2022

Councillor

Councillor

Councillor

Community Representative

Community Representative

Community Representative

Cr Michael Prevedello

Cr Carol James

Cr Steve Ruddell

Mrs Margaret O'Neill OAM

Mr Conway Bogg

Mr Michael O'Neill

**Order Of Business**

<b>1</b>	<b>Apologies</b> .....	<b>4</b>
<b>2</b>	<b>Late Items / Urgent Business</b> .....	<b>4</b>
<b>3</b>	<b>Disclosure of Interests</b> .....	<b>4</b>
<b>4</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
4.1	Minutes of the Ray Harvey Sports Foundation Committee Meeting held on 23 November 2020 .....	4
<b>5</b>	<b>Items for Consideration</b> .....	<b>5</b>
5.1	Ray Harvey Sports Foundation Past Receipt List.....	5
5.2	Ray Harvey Sports Foundation Grant Applications - Round 1 2022/23 .....	6
5.3	Election of Chairperson and Deputy Chairperson of the Ray Harvey Committee .....	7
5.4	Committee Meeting Code of Conduct.....	7
5.5	Ray Harvey Foundation Committee Charter.....	7
5.6	Ray Harvey Sports Foundation Thank You Letters Received .....	7

**MINUTES OF GOULBURN MULWAREE COUNCIL  
RAY HARVEY SPORTS FOUNDATION COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, CIVIC CENTRE, 184 - 194 BOURKE STREET,  
GOULBURN  
ON MONDAY, 16 MAY 2022 AT 6.30PM**

**PRESENT:** Cr Michael Prevedello, Cr Steven Ruddell, Cr Carol James, Mrs Margaret O'Neill OAM, Mr Conway Bogg, Mr Michael O'Neill, Mr Robert Hughes – Business Manager Community Facilities.

**IN ATTENDANCE:** Cr Peter Walker Mayor and Mrs Kayleen Pagett – Community Facilities Administration Support

**1 APOLOGIES**

Nil

**2 LATE ITEMS / URGENT BUSINESS**

Nil

**3 DISCLOSURE OF INTERESTS**

Cr Steven Ruddell declared a non-pecuniary interest as he is a Life Member of Goulburn Basketball Association. The committee as a whole declared there is no conflict with this meeting.

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE RAY HARVEY SPORTS FOUNDATION COMMITTEE MEETING HELD ON 23 NOVEMBER 2020**

**COMMITTEE RESOLUTION 2022/1**

**Moved: Mr Michael O'Neill**

**Seconded: Mr Conway Bogg**

**That the Ray Harvey Sports Foundation Committee minutes from Monday 23 November 2020 be confirmed.**

**CARRIED**

**5 ITEMS FOR CONSIDERATION**

**5.1 RAY HARVEY SPORTS FOUNDATION PAST RECEIPIENT LIST**

**COMMITTEE RESOLUTION 2022/2**

**Moved: Mr Conway Bogg**

**Seconded:Mr Michael O'Neill**

**That the report from the Business Manager Community Facilities on Past Recipient List be received and the information noted.**

**CARRIED**

**5.2 RAY HARVEY SPORTS FOUNDATION GRANT APPLICATIONS - ROUND 1 2022/23****COMMITTEE RESOLUTION 2022/3**

Moved: Mr Conway Bogg

Seconded: Mr Michael O'Neill

That

1. The report from the Business Manager Community Facilities on Ray Harvey Sports Foundation Grant Applications – Round 1 2022/23 be received.
2. The Ray Harvey Sports Foundation Committee allocate funds to the successful applicants outlined in the table below:

Name	Sport	Funding
Jett Thomas Edwards	Basketball	\$300.00
Chloe Pollard	Basketball	\$300.00
Elise Apps	Cycling	\$300.00
Michael West	Flat Track Motorcycle Racing & Speedway Bike Racing	\$150.00
Makayla Jones	Hockey	\$500.00
Grace Jones	Hockey	\$300.00
Eamon Shiel	Hockey/Tennis	\$300.00
Emma Shirley	Gymnastics	\$300.00
Isabella Pollard	Netball	\$150.00
Tyrse Pule'anga	Rugby Union	\$100.00
Caolan Hazell	Soccer	\$300.00
Holly Doggett	Soccer	\$300.00
Jackson Errol Schultz	Swimming	\$200.00
Stella Rose Douglas	Swimming	\$300.00
Owen Edwards	Tennis	\$300.00
<b>Total</b>		<b>\$4,100.00</b>

3. The cheque presentation for successful applicants be held at 5.15pm before the Ordinary Meeting of Council Tuesday 21 June 2022, subject to approval of minutes at the 7 June 2022 Ordinary Meeting of Council and any social distancing restrictions in place for Covid-19.
4. Council writes to Ryder Edwards as an unsuccessful applicant thanking him for his application and advising why he was unsuccessful, noting no letter of thanks was received from previous round as per Charter.

**CARRIED**

**5.3 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON OF THE RAY HARVEY COMMITTEE**

**COMMITTEE RESOLUTION 2022/4**

Moved: Cr Steven Ruddell  
Seconded: Cr Carol James

That:

1. The report from the Business Manager Community Facilities on Election of a Chairperson and Deputy Chairperson of the Ray Harvey Committee be received.
2. That the following appointments be made as:
  - (a) Chairperson: Mrs Margaret O'Neill OAM
  - (b) Deputy Chairperson: Cr Michael Prevedello

**CARRIED**

**5.4 COMMITTEE MEETING CODE OF CONDUCT**

**COMMITTEE RESOLUTION 2022/5**

Moved: Cr Michael Prevedello  
Seconded: Cr Steven Ruddell

That the report from the Business Manager of Community Facilities on Committee Meeting Code of Conduct be received and the information noted.

**CARRIED**

**5.5 RAY HARVEY FOUNDATION COMMITTEE CHARTER**

**COMMITTEE RESOLUTION 2022/6**

Moved: Cr Steven Ruddell  
Seconded: Mr Michael O'Neill

That the report from the Business Manager Community Facilities on the Ray Harvey Charter be received and the information noted.

**CARRIED**

**5.6 RAY HARVEY SPORTS FOUNDATION THANK YOU LETTERS RECEIVED**

**COMMITTEE RESOLUTION 2022/7**

Moved: Cr Michael Prevedello  
Seconded: Cr Carol James

That the report from the Business Manager Community Facilities on Ray Harvey thank you letters be received and the information noted.

**CARRIED**

The Meeting closed at 7.28pm.

The minutes of this meeting were confirmed at the Ray Harvey Sports Foundation Committee Meeting held on 10<sup>th</sup> October, 2022.

.....

**Mrs Margaret O'Neill OAM**  
**CHAIRPERSON**



**15.11 EXTERNAL MEETING MINUTES**

**Author:** Acting General Manager

**Authoriser:** Matt O'Rourke, Acting General Manager

**Attachments:** 1. Southern Ranges Local Emergency Management Committee Meeting 2 May 2022

<b>Link to Community Strategic Plan:</b>	27. Our Civic Leadership CL3 Collaborate and cooperate to achieve efficiencies and a greater voice in regional decision-making, and encourage similar cooperation across other sectors and community groups.
<b>Cost to Council:</b>	There are no financial implicatons for this report
<b>Use of Reserve Funds:</b>	Nil

**RECOMMENDATION**

That the report from the Acting General Manager on the following external Committee meetings minutes be received:

1. Southern Ranges Local Emergency Management Committee held 3 May 2022

**REPORT**

Please find attached the minutes from the:

1. Southern Ranges Local Emergency Management Committee held 3 May 2022

These minutes are attached for your information and no Council decision is required other than noting the minutes.

**SOUTHERN RANGES**  
**MINUTES OF THE**  
**MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**HELD COUNCIL CHAMBERS, CROOKWELL / MICROSOFT TEAMS**  
**ON 3 MAY 2022**

**PRESENT:** D Rowe (ULS Chairperson), S Knight (ULS Alt. LEMO), T Woods (GMC LEMO), M Chifley (REMO), S Mrdalj (TfNSW), G Shepherd (RFS), P Alley (RFS), B Dowling (FRNSW), J Kennedy (FRNSW), R Bell (SES), B Lynch (SES) and Clr N McDonald (ULS)

**ONLINE:** T Norberg (GMC Alt. LEMO), M O'Rourke (GMC Chairperson), Clr J Shepherd (GMC), Clr D Strickland (GMC), M Price (SES), K Watson (Health), M Hinton (LEOCON), D Hay (Health), T Brettell (Heron), H Stratford (Resilience NSW) and L Greenlees (WELFAC)

Meeting Number 2/2022

**SECTION 1: Welcome**

The meeting opened at 10:03 am and Chairperson David Rowe introduced himself to the committee and welcomed members to the meeting.

**SECTION 2: Apologies**

Apologies were received from J Holland (SE LLS), A Miller (Essential Energy) and P Bryant (NPWS)

**RESOLVED** by P Alley and R Bell that the apologies be received and a leave of absence granted

**SECTION 3: Confirmation of Minutes from Previous Meeting**

**RESOLVED** by P Alley and M Hinton

That the minutes of the Local Emergency Management Committee Meeting held on 15 February 2022 be adopted.

**SECTION 4: Matters Arising from the Minutes of the Previous Meeting**

NIL

**SECTION 5: Task List from Previous Meetings**

Goulburn Mulwaree distributed their EM Plan to new Councillors. Upper Lachlan EM Plan is due for review. This will occur before the next scheduled meeting in August 2022.

Desktop scenario suggestion was a transport emergency between Crookwell and Goulburn. Will work with REMO's to schedule at August 2022 meeting.

Large animal rescue training was held in the last quarter for all agencies.

**SOUTHERN RANGES**  
**MINUTES OF THE**  
**MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**HELD COUNCIL CHAMBERS, CROOKWELL / MICROSOFT TEAMS**  
**ON 3 MAY 2022**

---

**SECTION 6: Agency Reports**

**LEMO – Goulburn Mulwaree**

Nothing to report. Business as usual.

**REMO**

Nothing to report. Business as usual.

**NSW RFS**

Report attached. Incidents up a little on previous times. There have been more MVA's due to traffic increase now Covid travel restrictions have eased. Burns still need to be notified either online or contact Local Fire Control Centre. Bushfire Risk Plan – Goulburn Mulwaree, Upper Lachlan and Yass.

**SES**

Bob Bell

Report attached. Local crews assisted in a search for a missing person in the Wombeyan Caves area. 1000 sandbags have been handed out to the community. The flood warning system has had no consultation with the local SES. Large animal training was held for all agencies. Predicting the third La Niña will continue over the winter months.

Matt Price

On the 16<sup>th</sup> and 17<sup>th</sup> July, SES will be hosting the Navshield event for emergency services in the Tarlo National Park. Expecting up to 350 participants. Please let Matt Price know if you would like to participate or to get more information.

**LEOCON**

No EOC activations. Have been busy working flood events with the SES. Would like to thank the committee for the continuing efforts in merging to become Southern Ranges LEMC.

**TfNSW**

Business as usual. Night roadworks happening on the Hume Highway between Goulburn and Marulan for resurfacing. Live Traffic team is looking to work with local Councils to get better information like, roadworks, incidents etc. to be displayed on Live Traffic. Michael Flood has resigned from TfNSW. Sinisa is the contact moving forward for any operational needs or requirements. The on call 1300 number is still active for requirements after hours for incidents or

**SOUTHERN RANGES**  
**MINUTES OF THE**  
**MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**HELD COUNCIL CHAMBERS, CROOKWELL / MICROSOFT TEAMS**  
**ON 3 MAY 2022**

---

operations. Contact number was requested by other members. Shelley and Tash to distribute updated Southern Ranges contact list to all committee members.

**FRNSW**

Report attached. Five FRNSW are now trained in large animal rescue. Scott Gordon our Rescue Trainer has returned. Scott delivers GLR training to 3 regions in the Southern Zone which is approximately 50 stations. A new senior instructor for RCR training has commenced. Bruce attended Rescue Championships at Dubbo. One of the presentations there was from Essential Energy regarding electrical safety. Bruce is going to investigate if he can get this presentation at a local level at Mittagong. Invitations will be sent out to all committee members.

Tash (LEMO – GMC) advised that Essential Energy did do a presentation at Goulburn Mulwaree at a after action review meeting following an incident late last year.

**NSW Health**

Goulburn Hospital Covid testing clinic has now closed. Navigating Covid complications on site as well as staffing issues that follow. Surgical services getting back to business as usual.

**Goulburn Mulwaree**

Resilience Blueprint workshops to be held on 24 May 2022. Group/Community and Councillor Sessions. Tash to send invite with details.

**Heron Resources**

WA based company has purchased mine. End of May/June restart operations. Emergency capacity with increased activities. LEOCON Matt Hinton will liaise with Tim to organise a site visit with representatives from FRNSW, RFS and Police Rescue. This visit would be more for members of Rescue Committee than LEMC.

**Resilience NSW**

Resilience will be working with the LEMC over the course of the next six months to develop a recovery plan. This will involve both Council's as well in this process.

Resilience will be organising a workshop around National Disaster Declarations. Will provide information around the declarations and ensure total impacts are captured like roads and infrastructure, business effects,

**SOUTHERN RANGES**  
**MINUTES OF THE**  
**MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**HELD COUNCIL CHAMBERS, CROOKWELL / MICROSOFT TEAMS**  
**ON 3 MAY 2022**

---

community impacts and mental health. Meeting the thresholds for declared events, turnaround time for declaration approval and providing some certainty to Councils that they will qualify for funding for the works that are required.

The Resilience Blueprint workshops have been funded by the NSW Government under the Bushfire Recovery Fund. Resilience encourage all to attend.

Upper Lachlan and Hilltops are involved in the Drought Resilience program that has just kicked off.

**NSW Department of Communities and Justice**

Nothing to report. Business as usual.

**SE LLS**

Report submitted.

**National Parks and Wildlife Service**

No representative present

**Essential Energy**

No representative present

**NSW Ambulance**

No representative present

**SECTION 7: Correspondence/Matters Arising from Correspondence**

Covid and Operational updates

SES weather event updates

\*copies available on request.

**SECTION 8: General Business**

George from RFS raised the funding received for the IT update of the EOC and the media advice from Angus Taylors office that it was to be placed at McIntosh Street Emergency Services Complex. Upper Lachlan Shire applied for a grant under the Federal Government's Preparing Australian Communities Program to upgrade the IT at our local EOC and were successful in securing \$67,480. RFS have raised the issue of co-existing with the EOC with both the

**SOUTHERN RANGES**  
**MINUTES OF THE**  
**MEETING OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE**  
**HELD COUNCIL CHAMBERS, CROOKWELL / MICROSOFT TEAMS**  
**ON 3 MAY 2022**

LEMO and REMO when RFS is the combat agency. At this stage other EOC locations are being investigated with the REMO.

FRNSW raised the issue of obtaining environmental certificate approval from the Environment and Planning Office at Upper Lachlan to be able to issue fire permits for the township of Crookwell. Awaiting an update from Council on where they are up to with this. Shelley will follow up with Director of the department.

**SECTION 9: Task List from this Meeting**

<b>Responsible Officer</b>	<b>Task</b>	<b>Timeframe/Status</b>
ULSC LEMO	EM Plan update for Upper Lachlan	2 Aug 2022
LEMO's & REMO/LEOCON	Organise Desktop Scenario	2 Aug 2022
LEMO's	Distribute updated Southern Ranges Contact list	31 May 2022
FRNSW	Essential Energy – Electrical safety presentation – Mittagong	2 Aug 2022
LEOCON	Organise site visit to Heron Resources	2 Aug 2022
ULSC LEMO	Obtain update for FRNSW – Environmental Certificate approval processes.	2 Aug 2022

The next meeting of the Local Emergency Meeting Committee is scheduled for Tuesday 2 August 2022 with further details to be sent to committee closer to the date.

There being no further business, the meeting was closed at 10:51am

Minutes confirmed 2 August 2022

.....  
 Chairperson



**REPORT TO**  
**Southern Rangers Local Emergency Management Committee**

---

NSW Rural Fire Service  
Report Period: 04/02/2022 to 3/05/2022

---

1. **ACTIVITY** - within the Southern Tablelands Zone during this period there has been a total of 146 incidents, for the Goulburn Mulwaree there have been a total of 69 incidents – 19 fires, 28 MVA's and the remaining 22 were others (Hazard/Service Call/False Alarm/ Good Intent & Not Classed), and the Upper Lachlan there have been a total of 39 incidents – 17 fires, 18 MVA's and the remaining 4 were others (Hazard/Service Call/False Alarm/ Good Intent & Not Classed).  
Southern Tablelands have had a number of crews assisting in various positions with flood relief to Northern NSW
2. **CAPABILITY** – Operationally, business as usual with the Zone. Still awaiting replacement Opo 1 to start.
2. **PLANNING** – Southern Tablelands Bushfire Risk Plan is being reviewed and workshops have been conducted with relevant stakeholders reviewing the draft, work will continue for months to come.  
Bush fire Danger period has ceased with notifications required, this can be done on line or by contact with your local FCC
4. **TRAINING** – Planned RFS courses continue as per STZ Training plan and calendar.
5. **OTHER** – National Emergency Medals and other service medals are being presented to eligible volunteer personnel at planned events and Brigade AGM's.
6. **ACTION** – Nil

Submitted By: George Shepherd Date 03/05/2022





## Southern Ranges Local Emergency Management Committee

### NSW SES Argyle Cluster

Report Period: 16/02/2022– 30/04/2022

**1. ACTIVITY**

During the reporting period the SES Units attended 123 calls for assistance.  
 On the 3/03/2022 Flooding minor flooding across the Southern Ranges area.  
 On the 6/04/2022 minor flooding across the Southern Ranges area. The Sooly Dam level moved into White Alert. Due to the rapid rise of the water level Evacuation Warnings products were developed but not issued.  
 On the 19/04/2022 a severe storm impacted Goulburn bring down large trees, power poles and power lines. At the Goulburn SES Unit the garage roof was destroyed. No damage to the assets inside of the garage.

Support	1
Flood Misc.	18
Flood Rescue	1
CFA	20
Storm	83
PAD	0

**2. CAPABILITY**

Nil changes to the organisations capabilities.

**3. PLANNING**

The Vol 2 of the Flood Plan, Hazards and Risks is currently being updated.  
 Meeting with the consultants in regards to The Upper Lachlan Shire LGA Total Flood Warning System.  
 The draft Marulan Flood Study and Flood Plain and Risk Management Plan has commenced.

**4. TRAINING**

1. All Units are delivering training as per their Training Needs Analysis within the COVID risk management requirements.
2. Ongoing IC 2 training.
3. A Multi Agency LARO Course was conducted on the 24<sup>th</sup> April.

**5. OTHER**

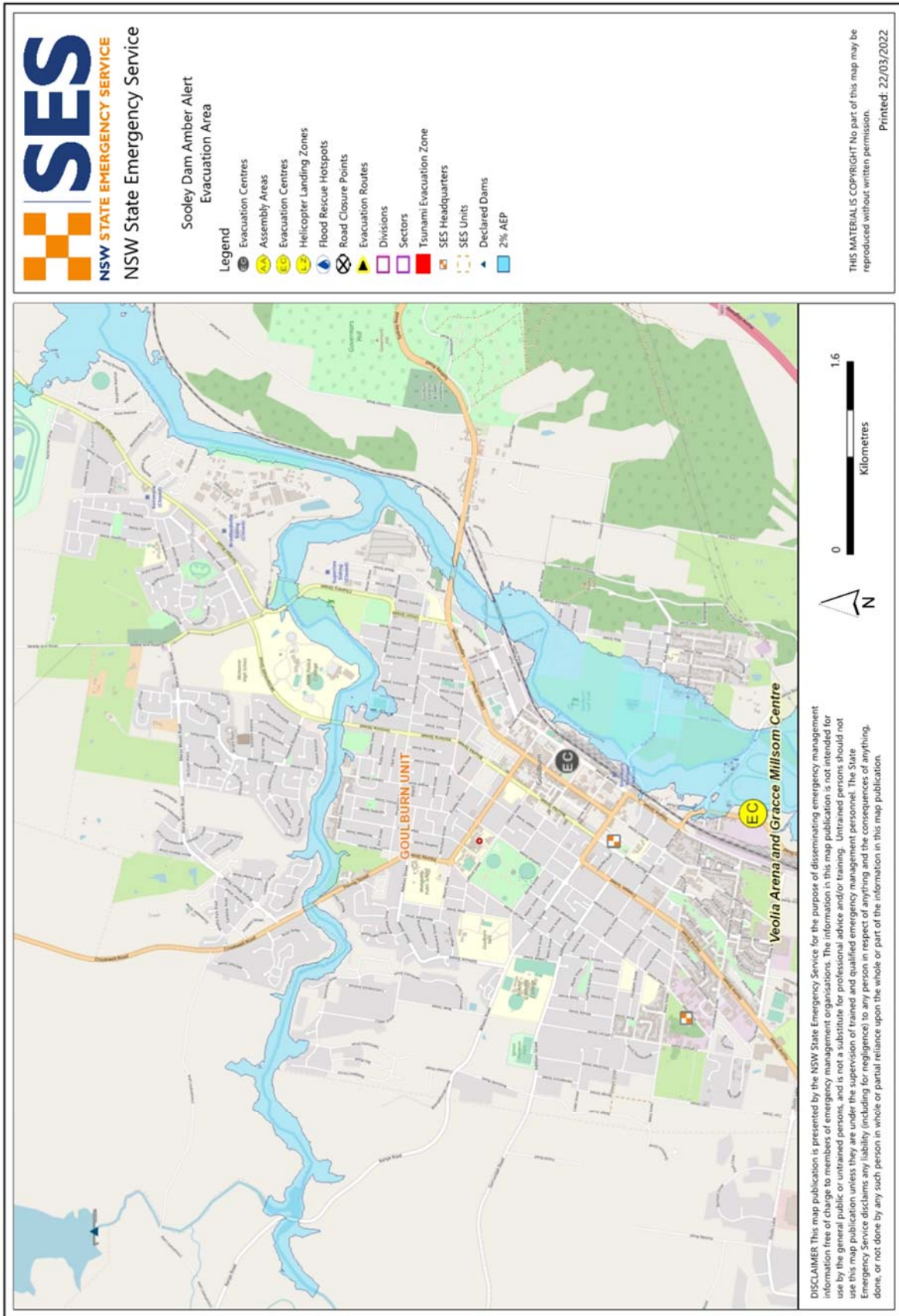
The current weather forecast, predicts the continuation of La Niña into the winter months.

**6. ACTION**

Nil

Submitted By: Robert Bell Local Commander Argyle Cluster.

Date 03/05/2022





**Local Emergency Management Committee**



**Fire and Rescue NSW**

Report Period: **1/02/2021 – 30/04/2021**

- 1. **ACTIVITY** Covid updates and restrictions being constantly monitored and updates sent to all stations – restrictions being eased in line with Public Health Order
- 2. **CALLOUTS** **240 callouts:** Goulburn 208, Crookwell 32
- 3. **CAPABILITY** Five FRNSW trained in Large Animal Rescue by SES
- 4. **PLANNING** FRNSW Liaison Officer updated laptops being issued.
- 5. **TRAINING** Continued Station based Training, new STP commenced in January  
Hazmat course to be conducted in June
- 6. **OTHER**
- 7. **ACTION** Request for Yass SES to bring LARO to Crookwell for familiarisation

Submitted By: Bruce Dowling

FRNSW Duty Commander

Date: 13/05/2022



**REPORT TO  
Southern Ranges Emergency Management Committee**

**AASFA – South East Local Land Services  
Report Period: 06.02.2022 to 29.04.2022**

- 1. **ACTIVITY** Nil to report
- 2. **CAPABILITY** Nil to report
- 3. **PLANNING** Nil to report
- 4. **TRAINING** Nil to report
- 5. **OTHER** Emma Davis recently commenced with SE LLS as District Veterinarian for the Goulburn/Upper Lachlan area. Emma's contact details are:  
Phone: 0428 484 668 or 4824 1900  
Email: emma.davis@lls.nsw.gov.au  
The District Veterinarian is available to provide veterinary assistance in the event of an emergency involving animals.
- 6. **ACTION** Nil

Submitted By: Jacqueline Holland

Date

29.04.2022

**16 CLOSED SESSION**

Council must resolve to move into Closed Session to deal with any items under s10 *Local Government Act 1993*.

There were no closed session reports for determination.

**17 CONCLUSION OF THE MEETING**

The Mayor will close the meeting.