

# **BUSINESS PAPER**

## **ORDINARY MEETING**

**THURSDAY 25TH SEPTEMBER 2025**

---

# WARREN SHIRE COUNCIL

## AGENDA - ORDINARY COUNCIL MEETING

**25th September 2025 commencing at 8.30 am**

**1. OPENING OF MEETING**

**2. ACKNOWLEDGEMENT OF COUNTRY**

Warren Shire Council acknowledges the traditional owners of the lands within Warren Shire and acknowledges the Aboriginal and Torres Strait Islander people who reside within this Shire.

**3. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**

**4. CONFIRMATION OF MINUTES**

Ordinary Meeting held on Thursday, 28th August 2025.

**5. DISCLOSURES OF INTERESTS**

**6. MAYORAL MINUTE(S)**

Nil.

**7. REPORTS OF COMMITTEES**

Meeting of the Audit, Risk and Improvement Committee  
held on Tuesday 2nd September 2025 ..... (A1-3.1)

Meeting of the Sporting Facilities Committee  
held on Wednesday, 10th September 2025 ..... (S21-2)

Meeting of Manex held on Tuesday, 16th September 2025 ..... (C14-3.4)

**8. REPORTS OF DELEGATES**

Item 1 General Meeting of the Country Mayors Association of  
New South Wales Inc. held on Friday, 8th August 2025 ..... (C14-5.5)

Item 2 Ordinary General Meeting of the Association of Mining &  
Energy Related Councils (NSW) Incorporated held on  
Thursday, 11th September 2025 ..... (C14-6.3)

## 9. REPORTS TO COUNCIL

### POLICY

---

#### Divisional Manager Engineering Services Reports

|        |   |        |
|--------|---|--------|
| Item 1 | Asbestos Policy (P13-1, S12-25.1) ..... | Page 1 |
|--------|---|--------|

### REPORTS OF THE GENERAL MANAGER

---

|        |  |         |
|--------|--|---------|
| Item 1 | Outstanding Reports Checklist (C14-7.4) .....                      | Page 1  |
| Item 2 | Committee/Delegates Meetings (C14-2) .....                         | Page 24 |
| Item 3 | Works Progress Reports – Infrastructure Projects (C14-7.1, G4-1) . | Page 26 |
| Item 4 | Meeting Dates, Times and Order of Business (C14-2) .....           | Page 29 |
| Item 5 | Christmas Closure (C14-1) .....                                    | Page 33 |

### REPORTS OF THE DIVISIONAL MANAGER FINANCE AND ADMINISTRATION

---

|        |   |        |
|--------|---|--------|
| Item 1 | Réconciliation Certificate – August 2025 (B1-10.16).....                            | Page 1 |
| Item 2 | Statement of Rates and Annual Charges (R1-4) .....                                  | Page 4 |
| Item 3 | Works Progress Reports – Finance & Administration Projects<br>(C14-7.1, C9-1) ..... | Page 7 |

### REPORTS OF THE DIVISIONAL MANAGER ENGINEERING SERVICES

---

|        |  |         |
|--------|--|---------|
| Item 1 | Works Progress Reports – Roads (C14-7.2) .....         | Page 1  |
| Item 2 | Works Progress Reports – Town Services (C14-7.2) ..... | Page 12 |
| Item 3 | Works Progress Reports – Plant (P2-3) .....            | Page 28 |

### REPORTS OF THE MANAGER HEALTH AND DEVELOPMENT SERVICES

---

|        |   |        |
|--------|---|--------|
| Item 1 | Development Application Approvals (B4-9) .....                              | Page 1 |
| Item 2 | Works Progress Reports –<br>Health and Development Services (C14-7.3) ..... | Page 2 |

**10. NOTICES OF MOTIONS/QUESTIONS WITH NOTICE**

Nil.

**11. MATTERS OF URGENCY**

Nil.

**12. CONFIDENTIAL MATTERS**

Nil.

**13. CONCLUSION OF MEETING**

**14. PRESENTATIONS**

Nil.

2. The Committee to be updated in the future on the progress and implementation of the Targeted Assistance Program; and
3. Key indicators are progressively reported to ARIC through the Work Plan on the WHS indicators on the implantation of the Framework (trends on injury, lost time, training, improvements, workers compensation, lost time).

**Item 13.1      2026 Audit Committee Meeting Dates (GM/EA)**

**(A1-3.1)**

That Council adopt the meeting dates of the Audit Risk and Improvement Committee as listed with the commencement time of 10.00 am:

1. Tuesday, 3rd February 2026 – Teams Meeting;
2. Tuesday, 2nd June 2026 – Teams Meeting;
3. Tuesday, 1st September 2026 – Teams Meeting; and
4. Tuesday, 3rd November 2026 in person at Warren.

# WARREN SHIRE COUNCIL

## Minutes of the Audit, Risk and Improvement Committee Meeting held in the General Managers Office via Teams, 115 Dubbo Street, Warren, on Tuesday 2nd September 2025 commencing at 3.02 pm

---

### PRESENT:

|                      |   |
|----------------------|---|
| Graeme Fleming PSM   | Chairperson (Voting Member) (via Teams)                           |
| Grahame Marchant     | Independent Member (Voting Member) (via Teams)                    |
| Paul Smith           | Independent Member (Voting Member)                                |
| Sarah Derrett        | Deputy Mayor (Non-Voting Member)                                  |
| Vishal (Bobbie) Modi | External Auditor (Nexia Australia – Sydney Office)<br>(via Teams) |
| Gary Woodman         | General Manager   |
| Bradley Pascoe       | Divisional Manager Finance & Administration                       |
| Paul Quealey         | Internal Auditor, Lambourne Partners (via Teams)                  |
| Scott Hosking        | Work Health Safety/Risk Co-Ordinator                              |
| Jody Burtenshaw      | Executive Assistant to the Mayor and GM (Minute Taker)            |

### ITEM 1 APOLOGIES AND INTRODUCTIONS

An apology was received from Hong Wee Soh who was absent due to external commitments and it was **MOVED** Smith/Marchant that a leave of absence be granted for this meeting.

---

### ITEM 2 CONFIRMATION OF MINUTES OF THE INTERNAL AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 28TH MAY 2025

**MOVED** Marchant/Smith that the Minutes of the Internal Audit and Risk Management Committee meeting held on Wednesday, 28th May 2025 be accepted as a true and correct record of that meeting.

**Carried**

---

### ITEM 3 BUSINESS ARISING FROM MINUTES OF THE MEETING HELD ON WEDNESDAY, 28TH MAY 2025

Nil.

---

### ITEM 4 DISCLOSURES OF INTEREST

The Chair declared a Standing Declaration of Potential Interest as an occasional provider of consultancy services to Local Government and as Chair of Lachlan and Warren and Co-Chair of Gilgandra and Coonamble ARIC Committees. He advised there were no subjects or issues which were directly affected on the current meeting agenda.

---

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 2nd September 2025 commencing at 3.02 pm

---

## ITEM 5 ACTION CHECKLIST

**MOVED** Smith/Marchant that the information be received and noted and the items marked with an asterisk (\*) be deleted.

**Carried**

---

## ITEM 6 INTERNAL AUDIT

**Item 6.2 Current Audits Program (GM/DMFA) (A1-3.1)**

### RECOMMENDATION TO COUNCIL:

**MOVED** Smith/Marchant that:

1. The information be received and noted; and
2. The Committee supports Management's expectation that at least five (5) Internal Audits will be undertaken in 2025/2026.

**Carried**

---

**Item 6.4 Four (4) Year Strategic Work Plan 2024/2025 – 2027/2028 (GM/DMFA) (A1-3.1)**

**MOVED** Marchant/Smith that ARIC note the amended Four (4) Year Strategic Work Plan (2024/2025 – 2027/2028).

**Carried**

---

## ITEM 7 EXTERNAL AUDIT

**Item 7.1 Draft Financial Statements (DMFA)**

- The External Auditor Bobbie Modi advised that the team are expected to visit Warren in the next two (2) weeks.

**MOVED** Marchant/Smith that the information be received and noted.

**Carried**

---

**Item 7.2 Accounting Policy Changes (DMFA)**

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

---

## ITEM 8 RISK MANAGEMENT

**Item 8.1 Risk Management Update (2 x Strategic Risk) (WHS-RC/GM/DMFA) (I2-11.1)**

**MOVED** Smith/Marchant that the Risk Management Plan - Rehabilitation of Marthaguy Road and Risk Management Plan - Rehabilitation of Industrial Access Road be received and noted.

**Carried**

---



**Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 2nd September 2025 commencing at 3.02 pm**

**CONTINUED**

**(12-4.1/1)**

**MOVED** Marchant/Smith that:

1. The Committee advises Council that it considers that the organisation has in place a reasonably effective risk management framework for its major projects; and
2. The Committee requests further information from Management on the implementation of its monitoring and mitigation functions of the Risk Management Framework.

**Carried**

**(s12-14.1)**

**MOVED** Marchant/Smith that:

1. The information be received and noted;
2. The Committee to be updated in the future on the progress and implementation of the Targeted Assistance Program; and
3. Key indicators are progressively reported to ARIC through the Work Plan on the WHS indicators on the implantation of the Framework (trends on injury, lost time, training, improvements, workers compensation, lost time).

**Carried**

**(A1-3)**

Nil (provided within the Committee Action Checklist).

**(L5-1)**

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

**(12-11.1)**

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 2nd September 2025 commencing at 3.02 pm

---

## ITEM 11 FRAUD AND CORRUPTION

Item 11.1 Fraud and Corruption – Training Plan (A1-3)

**MOVED** Marchant/Smith that the information be received and ARIC note that the Fraud and Corruption Training Plan includes the provision for staff training.

Carried

---

## ITEM 12 FINANCIAL MANAGEMENT

Item 12.1 Assets Management Revaluation Status (DMES/DMFA) (A13-1)

**MOVED** Smith/Marchant that the information be received and noted.

Carried

---

Item 12.3 Operational Plan – Restricted Asset Transfers (DMFA) (A1-3)

**MOVED** Smith/Marchant that the information be received and noted.

Carried

---

Item 12.4 Financial Assistance Grants Allocation (DMFA) (L5-5.2/46)

**MOVED** Marchant/Smith that the information be received and noted.

Carried

---

## ITEM 13 GOVERNANCE

Item 13.1 2026 Audit Committee Meeting Dates (GM/EA) (P13-1)

### RECOMMENDATION TO COUNCIL:

**MOVED** Marchant/Smith that Council adopt the meeting dates of the Audit Risk and Improvement Committee as listed with the commencement time of 10.00 am:

1. Tuesday, 3rd February 2026 – Teams Meeting;
2. Tuesday, 2nd June 2026 – Teams Meeting;
3. Tuesday, 1st September 2026 – Teams Meeting; and
4. Tuesday, 3rd November 2026 in person at Warren.

Carried

---

Item 13.2 Policy Status and Review Update (Policy Register) (P13-1)

**MOVED** Fleming/Marchant that ARIC note the progress with Council's Policy Review that are meeting the Office of Local Government Policy Review requirements.

Carried

---

# WARREN SHIRE COUNCIL

Minutes of the Audit, Risk and Improvement Committee Meeting  
held in the General Managers Office via Teams, 115 Dubbo Street, Warren,  
on Tuesday 2nd September 2025 commencing at 3.02 pm

---

## ITEM 14 STRATEGIC PLANNING

Item 14.1 Six Monthly Delivery Program Progress Report (GM) (A1-3.1, E4-44)

**MOVED** Marchant/Smith that the Committee note the 2022/23 – 2025/2026 Delivery Program Progress Report under s404(5) Local Government Act 1993 and the ongoing actions.

**Carried**

---

## ITEM 15 SERVICE REVIEWS AND BUSINESS IMPROVEMENT (ACTION CHECKLIST ITEM 20)

Item 15.1 Service Review – Service NSW Agency Operations (R6-6, A1-3)

**MOVED** Smith/Marchant that the information be received and noted.

**Carried**

---

## ITEM 16 GENERAL BUSINESS

- The Chair proposed that at 8.30 am prior to the 18th November 2025 ARIC Meeting, that an inspection of at least two (2) major projects which are close in proximity to Warren be arranged. Projects are to be determined by the Chair and the General Manager.
  - The Chair suggested that a meeting of ARIC with interested Councillors and Council's Senior Management Team Members be arranged prior to the 18th November 2025 ARIC Meeting commencing.
- 

## Item 17 DATE OF NEXT MEETING

- Tuesday, 18 November 2025 at 10.00 am. This is an 'in person' meeting.
- Tuesday, 3rd February 2026 – Teams Meeting.
- Tuesday, 2nd June 2026 – Teams Meeting.
- Tuesday, 1st September 2026 – Teams Meeting.

**There being no further business the meeting closed at 5.26 pm.**

---

## SPORTING FACILITIES COMMITTEE MEETING

---

Attached are the Minutes of the meeting of the Sporting Facilities Committee held on Wednesday 10<sup>th</sup> September 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Sports Facilities Committee held on the 10<sup>th</sup> September 2025 be received and noted.

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Conference Room, 115 Dubbo Street, Warren**  
**on Wednesday, 10<sup>th</sup> September 2025 commencing at 4:00pm**

---

**Present:**

Councillor DJ McCloskey (Chairperson)  
Councillor RL McKay  
Councillor GJ Whiteley (Mayor)  
Councillor DDW Cleasby  
Gary Woodman (General Manager)  
Maryanne Stephens (Manager Health and Development Services)  
Wesley Hamilton (Centre Manager – Warren Sporting and Cultural Centre)  
Joe Jospeh (Infrastructure Projects Manager)

---

**ITEM 1            APOLOGIES**

Apologies were tendered on behalf of Sylvester Otieno (Divisional Manager Engineering Services) and Raymond Burns (Town Services Manager) who were absent due to external commitments, and it was **MOVED** Woodman/McKay that those apologies be accepted and a leave of absence for the members concerned be granted for this meeting.

**Carried**

---

**ITEM 2            CONFIRMATION OF MINUTES OF THE SPORTING FACILITIES COMMITTEE MEETING HELD ON WEDNESDAY, 4<sup>th</sup> JUNE 2025**

**MOVED** Whiteley/McKay that the Minutes of the Meeting held on the 4<sup>th</sup> June 2025 be accepted as a true and correct record of that meeting.

**Carried**

---

**ITEM 3            BUSINESS ARISING FROM THE MINUTES OF THE MEETING HELD ON WEDNESDAY, 4<sup>TH</sup> JUNE 2025**

- Check if the preparation and maintenance of all the pumps and sprinklers for Parks / Facilities are operational before Summer 2025 (TSM).
- 

**ITEM 4            ACTION CHECKLIST**

**MOVED** Whiteley/McKay that the that the information be received and noted and that the items marked with an asterisk (\*) be removed.

**Carried**

---

**ITEM 5            FINANCIAL STATEMENT**

**MOVED** McKay/Cleasby that the information be received and noted.

**Carried**

---

**WARREN SHIRE COUNCIL**  
**Minutes of the Sporting Facilities Committee Meeting**  
**held in Council's Conference Room, 115 Dubbo Street, Warren**  
**on Wednesday, 10<sup>th</sup> September 2025 commencing at 4:00pm**

---

**ITEM 6.1      REPORT FROM THE CENTRE MANAGER (WSCCM)      (S21-2, P1-7.3, P1-7.11)**

**MOVED** Hamilton/Woodman that the information be received and noted.

**Carried**

---

**ITEM 7      GENERAL BUSINESS**

- Irrigation system at Victoria Park particularly the sprinkler system for football field No. 2 to be investigated for proper workings (TSM).
- Victoria Park grandstand refurbishment / repair investigations and report be provided on what actions are being taken to remedy the damaged equipment (TSM).
- Investigations to take place to install ambulant handrails in more toilets at the Warren Sporting and Cultural Centre (WSCCM).

**Carried**

---

**ITEM 9      DATE OF NEXT MEETING**

November 2025 TBC.

**Carried**

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS ADJOURNED AT 5:00 PM**

## MANEX MINUTES

---

Attached are the Minutes of the Meeting of Manex Committee held on Tuesday, 16th September 2025.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Manex Committee held on Tuesday, 16th September 2025 be received and noted and the following recommendation be adopted:

4.5.2 Contractor Insurances, Certifications and Work Health & Safety  
(I2-15, S16-10, S12-14.6)

That all Council Officers responsible for engaging Contractors' follow-up with all their applicable insurances and certification before engagement.

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
**held in Council's Community Room on**  
**Tuesday, 16th September 2025 commencing at 2.35 pm**

---

**PRESENT:**

|                   |  |
|-------------------|--|
| Gary Woodman      | General Manager                                |
| Joe Joseph        | Infrastructure Projects Manager                |
| Jody Burtenshaw   | EA to the Mayor and General Manager            |
| Susie Balogh      | Economic Development and Visitation Manager    |
| Jillian Murray    | Treasurer                                      |
| Sylvester Otieno  | Divisional Manager Engineering Services        |
| Sunil Prakash     | Roads Infrastructure Manager                   |
| Raymond Burns     | Town Services Manager                          |
| Ray Egan          | Flood Restoration and Special Projects Manager |
| Maryanne Stephens | Manager Health and Development Services        |

**1 APOLOGIES**

Apologies were received from Erica Kearnes and Bradley Pascoe who were absent due to external commitments, and it was **MOVED** Burns/Egan that a leave of absence be granted for this meeting.

**Carried**

---

**2 BUSINESS ARISING FROM MINUTES**

Nil.

---

**3 ACTION CHECKLIST**

**MOVED** Woodman/Burns that the information be received and noted and the items marked with an asterisk (\*) be deleted.

**Carried**

---

**4.1 EXECUTIVE OFFICE MATTERS**

4.1.1 Marketing and Communications Update (GM)

**MOVED** Woodman/Burns that the information be received and noted.

**Carried**

---

4.1.2 The Western Plains App Monthly Report (GM)

**MOVED** Woodman/Egan that the information be received and noted.

**Carried**

---



# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

## 4.1 EXECUTIVE OFFICE MATTERS

### 4.1.3 Preparation of the October 2025 Council Newsletter (GM)

## OCTOBER 2025 NEWSLETTER

| Item  | Responsible Officer                  |
|---|--------------------------------------|
| HEADER OR FOOTER ITEMS  |                                      |
| Registration of Local Contractors on VendorPanel  | DMFA, CC                             |
| Subscription to Newsletter (Only for 2 Page PDF)  | GM                                   |
| VIC Volunteer Advertising   | EDVM                                 |
| PRIORITY MATTERS  |                                      |
| From the Mayors Desk  | (EA/GM/Mayor)                        |
| Vacant Positions  | Finance Officer – Payroll/HR Officer |
| Road Maintenance Construction Program for September/October 2025                                      | FRSPM/RIM/DMES                       |
| Dog Pound Project Update  | IPM                                  |
| Country Heartline Regional Drought Resilience Implementation Plan Project                             | EDVM                                 |
| Warren Showground/Racecourse Complex Automatic Gates Operational                                      | TSM                                  |
| EV Charging Station Operational   | IPM                                  |
| Warren Shire Alert Roll Out Program   | TSM/Works Clerk/AOES                 |
| Levee Rehabilitation Works  | DMES/IPM                             |
| Code of Meeting Practice, Code of Conduct and Administration of the Code of Conduct Public Exhibition | GM/EA                                |
| Victoria Park Precinct New Amenities for Female Participants Opening 25 September 2025                | IPM/PAO                              |
| Warren Town Flood Study   | DMES                                 |
| LOWER PRIORITY MATTERS  |                                      |
| Women of Warren Shire   | GM                                   |
| Responsible Pet Ownership   | MHD                                  |
| RR202 Marthaguy Road Towards Zero Safety Roads Update   | FRSPM/RIM/DMES                       |
| RR333 Carinda Road Towards Zero Safer Roads Update  | RIM/DMES/FRSPM                       |

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

---

4.1.3 Preparation of the October 2025 Council Newsletter (GM)

Continued

| Item   | Responsible Officer    |
|--|------------------------|
| Ewenmar Waste Depot Access Road Flood Restoration Works                            | RIM/DMES/FRSPM/MHD     |
| SR66 Wambianna Road and SR91 Industrial Access Road Flood Restoration Works        | RIM/DMES/ <b>FRSPM</b> |
| SR65 Old Warren Road Flood Restoration Works (Unsealed Section and Heavy Patching) | RIM/DMES/ <b>FRSPM</b> |
| Use of Council Events Calendar   | IPM/ <b>PAO</b>        |

**MOVED** Woodman/Balogh that the information be received and noted.

**Carried**

---

4.1.4 Suggestions in the Council Suggestion Boxes (GM)

Nil.

---

4.1.5 Policy Review Plan (GM)

**MOVED** Burns/Otieno that the information be received and noted.

**Carried**

---

4.1.6 2025/2026 Operational Plan Matters Responsibility (GM)

**MOVED** Woodman/Otieno that this item be deferred to the October 2025 Manex Meeting.

**Carried**

---

**4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS**

4.2.1 Warren Shire Council Contract Register (DMFA)

Completed contracts as highlighted in the Register being C13-83, C13-87, C13-89, C13-91 and C13-96 be removed from the Register. **(ALL MANEX)**

**MOVED** Otieno/Balogh that the information be received and noted.

**Carried**

---

4.2.2 Warren Shire Council Grants Register (DMFA)

**MOVED** Stephens/Burns that the information be received and noted.

**Carried**

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

### 4.2 FINANCE & ADMINISTRATION DEPARTMENT MATTERS

CONTINUED

#### 4.2.3 Manex Member Advice on Large Payments for Investment Strategy Information (DMFA)

| Estimated major expenditure for September 2025:   | Estimated income / payments for September 2025:  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Supply of Flat Drum Roller \$256,300</li></ul>                    | <ul style="list-style-type: none"><li>▪ Levee milestone payments \$566,859.75 (IPM)</li></ul>                      |
| <ul style="list-style-type: none"><li>▪ Levee Rehabilitation \$199,523.82 (IPM)</li></ul>                 | <ul style="list-style-type: none"><li>▪ Nevertire Bogan Road – FLR4 Milestone 3 Payment \$562,642 (DMES)</li></ul> |
| <ul style="list-style-type: none"><li>▪ Tenandra &amp; Newe Park Bridges - \$1.3 million (DMES)</li></ul> | <ul style="list-style-type: none"><li>▪ Nevertire Bogan Road – FLR4 Milestone 3 Payment \$281,192 (DMES)</li></ul> |
| <ul style="list-style-type: none"><li>▪ Marthaguy Road – Sealing \$120,000 (RIM)</li></ul>                | <ul style="list-style-type: none"><li>▪ Electronic Signage – DRF R2 Milestone 3 Payment \$36,855 (DMES)</li></ul>  |
| <ul style="list-style-type: none"><li>▪ Marthaguy Road – Stabiliser \$120,000 (RIM)</li></ul>             |  |
| <ul style="list-style-type: none"><li>▪ Carinda Road – Mt Foster Material \$150,000 (RIM)</li></ul>       |  |
| <ul style="list-style-type: none"><li>▪ Carinda Road – Sealing \$120,000 (RIM)</li></ul>                  |  |
| <ul style="list-style-type: none"><li>▪ Carinda Road – Stabiliser \$120,000 (RIM)</li></ul>               |  |
| <ul style="list-style-type: none"><li>▪ RFQ accessible toilet and kitchen \$40,000 (MHD)</li></ul>        |  |

**MOVED** Woodman/Murray that the information be received and noted.

**Carried**

#### 4.2.4 Creditor Payments (DMFA)

**MOVED** Woodman/Murray that this item be deferred to the October 2025 Manex Meeting.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

### 4.3.1 Flood Recovery Works (DMES/FRSPM/RIM)

| Event Name                | Event Description                           | Work Completion Deadline | Approved Scope  | Payment Claim   | Funds Received  | Comments   | Status        |
|---------------------------|---|--------------------------|-----------------|-----------------|-----------------|--|---------------|
| AGRN<br>1034<br>EPA<br>RW | NSW Flooding from 14 September 2022 onwards | 30.06.2026               | \$ 8,655,818.00 | \$ 4,327,909.00 | \$ 4,327,909.00 | The paid amount is 50% payment under the Tripartite Agreement. The \$700,351 that was transferred from the IRW has been included in the paid amount. | Works ongoing |

**MOVED** Otieno/Prakash that the information be received and noted.

**Carried**

### 4.3.2 Road Maintenance Council Contract (RMCC)- State Highway 11 (DMES/FRSPM/RIM)

| Project                        | Estimate / Budget | Comments  |
|--------------------------------|-------------------|---|
| Heavy Patching 2025-26         | TBC               | Patches (15) have been marked. A Work Order will be submitted on Friday, 12 September 2025. |
| Milawa Pavement Rehabilitation | TBC               | A Work Order will be submitted on Friday, 12 September 2025.                                |
| RMAP Activities – 2025-26      | \$493,431.14      | Ongoing   |

**MOVED** Burns/Otieno that the information be received and noted.

**Carried**

### 4.3.3 2025 Calendar of Events at Showground/Racecourse (TSM/IPM)

**MOVED** Burns/Woodman that:

1. the information be received and noted; and
2. Noel Waters Oval reservations be added to the calendar of events and the report be appropriately renamed.

**Carried**

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

## 4.3 ENGINEERING DEPARTMENT MATTERS

CONTINUED

### 4.3.4 Council Road Construction/Reseal Works (DMES/RIM/FRSPM)

| Reseal Works 2025-26       | Local Roads (\$855,468)    | Comments                 |
|----------------------------|----------------------------|--------------------------|
| SR 5 Buckiinguy Road       | \$97,200                   | Segment 4                |
| SR 60 Dandaloo Road        | \$103,968                  | Segment Part of 22/24/26 |
| SR 59 Tottenham Road       | \$54,000                   | Segment 24               |
| SR 68 Bundemar Road        | \$121,500                  | Segment 20/22            |
| SR 65 Old Warren Road      | \$115,200                  | Segment 4                |
| SR 66 Wambianna Road       | \$133,200                  | Segment 22               |
| SR 64 Ellengerah Road      | \$133,200                  | Segment 16               |
| SR 12 Lemongrove Road      | \$97,200                   | Segment 16               |
| Reseal Works 2025-26       | Regional Roads (\$252,000) | Comments                 |
| RR 347 Collie-Trangie Road | \$126,000                  | Segment 8                |
| RR 202 Marthaguy Road      | \$126,000                  | Segment 32               |

**MOVED** Egan/Prakash that the information be received and noted.

Carried

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

---

### 4.4 HEALTH & DEVELOPMENT DEPARTMENT MATTERS

#### 4.4.1 Warren Shire Council September to December 2022 Flood and Storm Damage Claim for Waste Facility/Garbage Matters (AGRN 1034) (MHD)

| Event     | Subcategory | Estimate    | Status  |
|-----------|-------------|-------------|---|
| AGRN 1034 | EPA RW      | \$220,500   | Approval received 13 <sup>th</sup> June 2025. Works scheduled for September with completion in October 2025.  |
| ARGN 1034 | EPA RW      | \$38,983.86 | Request for finalisation of payment made to Public Works Authority on the 20 <sup>th</sup> June, 12 <sup>th</sup> August, 26 <sup>th</sup> August and 8 <sup>th</sup> September 2025. |

#### Table Legend

AGRN – Australian Government's Registration Number

IRW – Immediate Reconstruction Works

EW – Emergency Works

EPA RW – Essential Public Asset Reconstruction Works

- The Manager Health and Development Services to arrange a formal invoice to be forwarded to the appropriate Department.

**MOVED** Stephens/Egan that the information be received and noted.

**Carried**

---

#### 4.4.2 New Rules for Vehicles

- The Manager Health and Development Services to contact the Warren Police to request that Council be advised of abandoned motor vehicles so they can be impounded before any further damage is caused to the vehicles.

**MOVED** Stephens/Woodman that the information be received and noted.

**Carried**

---

### 4.5 WORK HEALTH & SAFETY RISK MATTERS

#### 4.5.1 Workplace Inspection Calendar (WHS\_RC)

**MOVED** Burns/Egan that the information be received and noted.

**Carried**

---

#### 4.5.2 Contractor Insurances, Certifications and Work Health & Safety

(I2-15, S16-10, S12-14.6)

#### **RECOMMENDATION TO COUNCIL:**

**MOVED** Balogh/Egan that all Council Officers responsible for engaging Contractors' follow-up with all their applicable insurances and certification before engagement.

**Carried**

---

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

### 4.6 HUMAN RESOURCES

#### 4.6.1 Determination of Vacant Positions in accordance with the Workforce Plan (GM)

| Position  | Permanent/<br>Contract    | Responsible<br>Officer | Status  |
|---|---------------------------|------------------------|---|
| Management Accountant                                   | Permanent                 | DMFA                   | Completion of information package and advertising to be arranged as soon as possible and then advertising with an open closing date.  |
| Utilities Maintenance Team Leader                       | Permanent                 | DMES                   | Advertising with an open closing date.  |
| Utilities Maintenance Team Member (2)                   | Permanent                 | DMES                   | Advertising with an open closing date.  |
| Pavement Maintenance Team Leader or Operator            | Permanent                 | DMES                   | Candidate resigned after working 3 days. Advertising with an open closing date.   |
| Roadside Maintenance Team Operator                      | Permanent                 | DMES                   | Employee moved to new role. Advertising with an open closing date.  |
| Light Plant Operator – Relief                           | Permanent                 | DMES                   | Currently not advertising.  |
| Heavy Plant Operator (Grader)                           | Contract at least 2 Years | DMES                   | Subject to further discussions at SMT. Advertising to be arranged as soon as possible if required.  |
| Heavy Plant Operator (Grader)                           | Permanent                 | DMES                   | Subject to impending resignation. Preparation work to be undertaken and then advertising to be arranged as soon as possible if required.  |
| Light Truck Driver (Water)                              | Contract at least 2 Years | DMES                   | Advertising with an open closing date.  |
| Light Plant Operator – Roller                           | Contract at least 2 Years | DMES                   | Advertising with an open closing date.  |
| *Light Plant Operator – Roller                          | Permanent                 | DMES                   | Filled internally.  |
| Heavy Diesel Mechanic                                   | Permanent                 | DMES                   | Advertising with an open closing date.  |
| Roads Infrastructure Manager                            | Permanent                 | DMES                   | Advertising with an open closing date.  |
| Works Clerk/Administration Officer Engineering Services | 12-month Contract         | DMES                   | Candidate attended pre-employment medical Monday 8 <sup>th</sup> September 2025.  |
| Trainee Plant Operator                                  | Trainee – 3 years         | DMES                   | Advertising with an open closing date, deadline for appointment approximately 15 <sup>th</sup> September 2025. If no appointment this position will be transferred to Round 3 with a commencement date in January 2026. |
| Cleaner (Part-Time)                                     | Permanent                 | MHD                    | Interview arranged for Friday 12 <sup>th</sup> September 2025.  |

# WARREN SHIRE COUNCIL

## Minutes of the Manex Committee Meeting

held in Council's Community Room on

Tuesday, 16th September 2025 commencing at 2.35 pm

### 4.6 HUMAN RESOURCES

CONTINUED

| Position                                      | Permanent/<br>Contract | Responsible<br>Officer | Status   |
|---|------------------------|------------------------|--|
| Records Administrator / Relief<br>Service NSW | Permanent              | DMFA                   | Advertising with an open closing date.<br>Casual employed to help with backload. |
| *Trainee Administration Officer               | Trainee – 2<br>year    | GM                     | Candidate commences 11 <sup>th</sup> September<br>2025                           |
| Assets Manager                                | Permanent              | DMES                   | Advertising with an open closing date.<br>Ongoing interviews                     |
| Pool Assistants for 2025/26<br>Season         | Casual                 | MHD                    | Advertising with an open closing date.   |

Items marked with an (\*) asterisk and have been highlighted grey indicate that they have been finalised and are to be removed from the listing.

**MOVED** Burns/Balogh that the information be received and noted and the item marked with an asterisk (\*) be deleted. **Carried**

### 5.1 OFFICE OF LOCAL GOVERNMENT CIRCULARS

(L5-3)

| Date      | Circular<br>No. | Description   | Comment/Action   |
|-----------|-----------------|---|--|
| 27.8.2025 | 25-19           | Procurement Guidelines for NSW Local<br>Government and Procurement Working<br>Group | Noted, IPM has<br>submitted a<br>submission with<br>Membership of the<br>Working Group to be<br>applied for. |
| 29.8.2025 | 25-20           | 2025 Model Meeting Code   | To be reported to the<br>October 2025 Council<br>Meeting (GM)  |
| 05.9.2025 | 25-21           | Commencement of Mutual Recognition<br>Scheme  | Noted  |

### MINISTERIAL CIRCULARS

| Date | Circular<br>No. | Description | Comment/Action |
|------|-----------------|-------------|----------------|
| Nil  |                 |             |                |

**MOVED** Burns/Balough that the information be received and noted.

**Carried**



# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

Councils are required to submit several reports and returns/surveys annually, as required by the [Local Government Act 1993](#) and by OLG policy. The [Integrated Planning and Reporting Framework](#) details the reporting requirements that are mandated in the Local Government Act.

The Calendar of Compliance includes key deadlines for strategic management tasks for all Councils and Joint Organisations in NSW. Statutory and other reporting deadlines are not limited to those included in the Calendar of Compliance.

The OLG Calendar of Compliance & Reporting Requirements 2025-26 is available to view [here](#). A hard copy has been provided to Manex Members via an email sent on Tuesday, 12th August 2025.

|            |    | September 2025  | Status   |    | October 2025  | Status                 |
|------------|----|---|--|----|---|------------------------|
| Finance    |    |   |  | 3  | Application for payment of Pensioner Subsidy due  | In progress DMFA/TREAS |
|            |    |   |  | 17 | Request for extension to lodge Financial Statements due in writing to OLG [LGA s416(2), Code]   | Noted                  |
|            |    |   |  | 31 | Financial Statements to be audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR) available at <a href="#">here</a>          | DMFA to arrange.       |
|            |    |   |  | 31 | Council's Annual Permissible Income Workpapers to be submitted to <a href="mailto:soc@olg.nsw.gov.au">soc@olg.nsw.gov.au</a> . SoC available <a href="#">here</a> | Noted                  |
|            |    |   |  | 31 | Second quarter rates instalment notices to be sent [LGA s562(5)]  | DMFA to arrange.       |
| Governance | 30 | Written returns of interest due for councillors and designated persons who held office at 30 June [MCC cl4.21(b)] to be lodged. GM to table returns at next Council meeting [MCC cl 4.25] | Completed and will be reported to the August 2025 Council Meeting. | 30 | Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125]  | DMFA                   |
|            | 30 | ARIC to have met this quarter [LG Reg s216J]  | Noted, scheduled for 2 September 2025.                             |    |   |                        |

# WARREN SHIRE COUNCIL

Minutes of the Manex Committee Meeting held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

## 5.2 OFFICE OF LOCAL GOVERNMENT STRATEGIC TASKS

|                   |    | September 2025  | Status                                       |  | October 2025   | Status |
|-------------------|----|---|--|--|--|--------|
| Grants            |    |   |  |  | Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due | IPM    |
| Companion Animals |    |   |  |  |  |        |
| Other             |    | Grants Commission roads, bridges & general return due. Return available <a href="#">here</a>  | DMFA responsible for reporting, in progress. |  |  |        |
|                   | 30 | Fresh Start Recipient organisation must submit a claim for funding within 5 working days of 30 September (for the period of 1 July to 30 September) | Completed and lodged.                        |  |  |        |
| Education         | 25 | Cyber Security Councils Forum. Registration via <a href="mailto:community@cyber.nsw.gov.au">community@cyber.nsw.gov.au</a>                          | Noted  |  |  |        |
|                   |    | LG Professionals – Integrated Planners Conference   | Noted  |  |  |        |

**MOVED** Murray/Balogh that the information be received and noted.

**Carried**

**WARREN SHIRE COUNCIL**  
Minutes of the Manex Committee Meeting  
held in Council's Community Room on  
Tuesday, 16th September 2025 commencing at 2.35 pm

---

**6 OPERATIONAL PROCEDURES (I2-11.1)**

**6.1 Construction in the Vicinity of and Protection of Council Underground Assets Procedure**

**MOVED** Otieno/Burns that the Construction in the Vicinity of and Protection of Council Underground Assets Policy be adopted.

**Carried**

---

**7 AUGUST 2025 DRAFT MINUTES AND SEPTEMBER 2025 DRAFT BUSINESS PAPER**

The Committee previewed the September 2025 Business Paper and the August 2025 Draft Minutes and actions required were placed on the Action Checklist in Item 1 of the General Manager's Report.

---

**8 CORRESPONDENCE AND CUSTOMER REQUESTS STATUS**

The correspondence list and the outstanding request/actions list were circulated. It was requested that the Responsible Officers update the outstanding complaints/actions list and return to the Engineering Administration Officer/Works Clerk.

---

**9 GENERAL BUSINESS WITHOUT NOTICE**

- The General Manager reminded the MANEX team that the Annual Report 2025/2026 items are to be updated, reviewed and completed by Friday, 31st October 2025.
- The General Manager requested that the Manager Health and Development Services, Warren Sporting and Cultural Centre Manager and Infrastructure Projects Manager to arrange for information to be received by Mr Roy Butler MP for the Female Friendly Amenities Block Official Opening that is scheduled for Thursday, 25th September 2025.
- The Town Services Manager advised that Council now has a certified Aerodrome, the manual is certified and CASA has closed out all of our four (4) safety findings and 12 safety observations.
- The Infrastructure Projects Manager advised that on the 19th November 2025 - Training for Building Capacity to Manage Modern Slavery Risks in Procurement has been arranged.
- The Infrastructure Projects Manager enquired on when the Dog Pound road will be sealed. The Flood Restoration and Special Projects Manager advised that the road will be sealed as crews become available, probably in October, 2025.
- The Economic Development and Visitation Manager gave an update on the Country Heartline Program. Currently the Program is in full flight, with six (6) weeks left. The writing of the Farmers Handbook is now complete and Round 1 of the workshops have been completed, with a further 2 Rounds to come.
- The Economic Development and Visitation Manager has been busy with community grants – 12 completed recently with a further couple to come.

**WARREN SHIRE COUNCIL**  
**Minutes of the Manex Committee Meeting**  
**held in Council's Community Room on**  
**Tuesday, 16th September 2025 commencing at 2.35 pm**

---

**10 GENERAL BUSINESS WITHOUT NOTICE**

**CONTINUED**

- The Economic Development and Visitation Manager advised she is working with Ms Felicity Parker who is commencing a female Jillaroo School.
- The Treasurer requested that the process of acknowledging job applications by the Human Resources Officer needs to be firmed up and undertaken at the same time as they are distributed to the relevant Department Manager to ensure no applications go unacknowledged.

**There being no further business the meeting closed at 4.40 pm.**



# The Country Mayors Association of NEW SOUTH WALES Inc

*Chairman: Mayor Rick Firman OAM*

*C/- Temora Shire Council,*

*PO Box 262, Temora NSW 2666*

*Contact: 0429 204 060*

*Email: [admin@nswcountrymayors.com.au](mailto:admin@nswcountrymayors.com.au)*

*ABN: 92 803 490 533*

## MINUTES

A General Meeting of the Country Mayors Association of NSW Inc, was held on **Friday 8 August 2025**, in the Theatrette, Parliament House, Macquarie Street, SYDNEY commencing from 8:20am.

**THEME: Crime, Law and Order**

**A warm welcome from CMA Chairman and Temora Shire Mayor Rick Firman OAM;**

- **Mayor Firman reflected on an exclusive workshop with NSW Environment Minister the Hon Penny Sharpe MP and her advisors, plus over 100 CMA members took place in the Theatrette NSW Parliament House, 2-5pm Thursday 7 August, 2025.** The topics of Biodiversity Conservation Offsets and Waste were broken up by a CMA catered afternoon tea, which was much needed, due to the intensity of the workshop. Biodiversity offsets as barriers to housing developments and FOGO costs were key concerns discussed. Mayor Firman thanked Deputy Chairman (Mayor Russell Fitzpatrick – Bega Valley Shire) for serving as MC for the session.
- **Mayor Firman reflected on the evening of Thursday 7 August 2025, a dinner with Former PM, the Hon Tony Abbott AC which saw 85 Board, Members and MPs enjoy a first-class venue, cuisine, service and camaraderie.** The CMA catered a special dessert and shouted a drink. Mr Abbott donated his time for the CMA and it was a topical, engaging talk, warmly received by those in attendance.

### **1. Presentation – NSW Police Minister, the Hon. Mrs Yasmin Catley MP**

- Reducing Community Crime is about partnership - State and Local Government working together in partnership with First Nations people and the broader community to improve safety in the community and address local challenges.
- The best way to reduce crime is to make sure it is not committed in the first place
- There has been a Youth Command developed - they work with PCYC to support young people.
- The Community Safety Report will be addressed by November 2025.
- 'Operation Soteria' is making significant impacts to date. This strategic initiative by NSW Police focusing on aggravated break, enter and steal offences, stealing motor vehicles and 'post and boast' offences where social media has been used to gain notoriety. It also involves a focus on improving police response to victims of sexual assault.
- Positive results so far - 189 charged and 137 of those charged were juveniles.

- There is an emphasis on diversion to keep young people out of the justice system - Youth Engagement Officers work in this space - hold Youth Action Meetings in key locations.
- The Minister said she is aware that they need more officers on the ground - Recruitment strategy has been successful with 4600 recruit applications over last 18 months. Improved workforce benefits include a once in a generation pay rise, and the move to flexible working hours (FTE model) and opportunity to job share.
- New Initiative 'Be a cop in your hometown' is seeing positive results
- Members questions, brought up changes in Bail legislation, AV bail hearings seem to be missing the regional context, and additional police needed in holiday hot spots.

**A token of appreciation was presented to Minister Catley MP by Mayor Firman.**

## **2. Presentation – Acting Deputy Commissioner Brett Greentree, acting as Deputy Commissioner - NSWPF Regional NSW Field Operations.**

- The 'perception' of crime, is sometimes as difficult to address as the actual crime.
- Sees Community safety as a joint venture - everyone knows who the criminals are in regional areas.
- Operation Soteria - is working across North and Western NSW.
  - So far they have addressed 340 break and enters
  - 137 juveniles were charged with 34% of them already charged or on bail at the time.
  - 'Boast and Post' - 92 have been charged
- Trends in regional crime - Robbery is down by 8%, Steal from Motor vehicle down 11%, Break and enter is down 4%, Sexual assault and drug related crime is stable, with increase in MV theft up 3.3%, DV related crime up 4%, breach of bail up 12.3% (result of targeted operations).
- Thanked Local Government for the work that they do in the Emergency management space in partnership.
- Re: Crime perception - it is important to communicate with community to instil confidence - there is a big role for the media - everyone needs to spread the good word and highly publicise positive outcomes.
- Members noted concerns about little to no police presence in some regional areas. Advised to report into the district office - more reports highlight the need and allows them to access other resources to ensure that coverage will come from other areas.
- Hoping that the 'Doli Incapax' review will bring about change and some tangible outcomes

**A token of appreciation was presented to Acting Deputy Commissioner Brett Greentree by Mayor Firman.**

## **3. Presentation – Chief Magistrate of NSW, His Honour Judge Michael Allen**

- A compelling presentation allowing a glimpse into the career and work of the Chief magistrate of NSW, who has an extensive background living and working in regional NSW.
- He stated that NSW is unique - we have an independent judiciary which makes us very lucky.
- Expressed the fact that the Courts do not make the Law, that Parliament makes the Law and the Courts enforce the Laws.
- Local Court has 48 magistrates servicing 109 courts across NSW - Country service policy to be implemented - no more FIFO - suggested that magistrates need to have a min. 2 years in the bush to urge that they feel and understand these communities.

- Dealing with 45000 bail applications annually.
- DV is the scourge of the nation that needs to be dealt with - there are 80000 matters annually. The voice that HASNT been heard is that of the complainant/ victim. There is a pilot program
- Bail is a concern for a lot of people - Magistrates don't make decisions up - they rely on information from Police. If there is concern that a mistake has been made - there is an inbuilt appeal system available. Less than 0.5% are appealed by the Police.

**A token of appreciation was presented to Chief Magistrate of NSW, His Honour Judge Michael Allen by Mayor Sharon Cadwallader.**

#### **4. Acknowledgements by Mayor Rick Firman OAM, CMA NSW Chairman**

- Acknowledgement and Congratulations to Mayor Abb McAlister and his team for the successful de-merger announcement. Mayor McAlister thanked all Mayors in CMA for their support over this time.
- The CMA Chairman (Mayor Firman) acknowledged Mr. George Cowan, General Manager Leeton Shire Council for 50 years of service to Local Government. Mr. Cowan will retire in September 2025.

#### **5. Excelling CMA Members Segment – Crime, Law and Order Theme**

##### ***Mr Nick Mamouzelos, Warrumbungle Shire Council Investigator***

Detailed presentation on the recent investigation into Illegal Tobacco trade in Warrumbungle Shire, something that is affecting most LGAs.

##### ***Mr Greg McDonald, General Manager – Upper Hunter Shire Council***

Excellent initiative being delivered to new young drivers involving police, emergency services, heavy vehicle providers and numerous support services to provide a practical educational opportunity for new drivers to understand the reality of being on the road and the brutal reality of accidents and why they can occur.

**A token of appreciation was presented to Mr Mamouzelos and Mr McDonald by Mayor Josh Black.**

**Morning Tea** was attended by a broad cross-section of Parliamentarians, from Government, Opposition (including Leader, the Hon Mark Speakman MP), Greens and Independents.

#### **6. Presentation - The Hon. Paul Toole MP - NSW Shadow Police Minister**

- Stated there are less Police 'boots on the ground' from when they were in Government
- 86% of stations are closed at nighttime, and some haven't opened in 12 months.
- Stated that there is a reduction in attested classes - dropped from 5 to 4.
- Re the parliamentary enquiry for youth crime - there has been an interim report provided with 19 recommendations - this has been driven by the CMA.
- Where has the funding gone to support Youth programs? E.g. Regional Youth Funding, SCCF
- Bail Laws are being debated in Parliament this week - Many police are frustrated
- Looking to introduce a Bill for 14-18 year olds
  - They want to introduce a curfew
  - Electronic Monitoring
  - Introduce Victim impact statements

**A token of appreciation was presented to Shadow Police Minister the Hon Paul Toole MP by Mayor Sue Moore.**

**7. Presentation -The Hon. Daniel Mookhey MLC – NSW Treasurer**

- Re: Disaster Affected Communities - issues with under insurance / no insurance. Natural Disaster funding is driving up premiums.
- Treasurer will seek input / feedback from councils to find a better way to fund emergency services.
- The Treasurer has met with Auditor General about the Red Fleet - he will have a position soon and advised that there will be cause for optimism for the CMA members.
- Workers Compensation - the scheme is NOT sustainable. There will be a minimum 36% increase in premiums in the absence of a reform.
- Members asked questions about:
  - Equitable remuneration for Councillors,
  - The need for NSW Government to support the restoration of FAGS to 1% of GDP from Federal Government,
  - The Southern NSW drought - desperate need for reclassification of drought as disaster - immediate need for freight and fodder assistance - it has been stated by Regional agriculture professionals that this is the worst drought ever experienced.
  - Councils dealing with an extraordinary amount of renewable energy impacts (in a non-REZ zone) What can be done to support councils with dealing with this?
  - What is the appetite of the Government for a combined Emergency Services sector - bringing all under one Department?
- The Treasurer advised that he was the current Chair of the Board of Treasurer's, who are meeting this week.
- GST - needs change, NSW is being short changed, in a significant way

**A token of appreciation was presented to Treasurer Mookhey MLC by Mayor Phyllis Miller.**

**8. Mr. Barry Irvin AM - Chairman of Bega Cheese**

Presentation about the growth and development of Bega Cheese Company - and their ability to 'buy back' some Aussie brands e.g. Vegemite, Dare Iced Coffee, Farners Union Yoghurt  
Their involvement in a significant whole of Community approach to developing a full Circular Economy in Bega Valley.

The Bega Circular Valley video:

[Australia's National Centre for Circular Discovery - Bega Circular Valley](#)

And the website: [Home - Bega Circular Valley](#)

**A token of appreciation was presented to Mr Irvin by Deputy CMA Chairman Mayor Russell Fitzpatrick.**



## General Business;

### 9. Attendance

|                        |                        |                                      |
|------------------------|------------------------|--------------------------------------|
| Cr. Claire Pontin      | Mayor                  | MidCoast Council                     |
| Cr. R Firman OAM       | CMA Chairman / Mayor   | Temora Shire Council                 |
| Melissa Boxall         | CMA Secretary / GM     | Temora Shire Council                 |
| Cr. Greg Whiteley      | Mayor                  | Warren Shire Council                 |
| Gary Woodman           | GM                     | Warren Shire Council                 |
| Cr. Kevin Beatty       | Mayor                  | Cabonne Shire Council                |
| Brad Byrnes            | GM                     | Cabonne Shire Council                |
| Cr. Kinne Ring         | Mayor                  | Kempsey Shire Council                |
| Andrew Meddle          | CEO                    | Kempsey Shire Council                |
| John Scarce            | GM                     | Murrumbidgee Council                 |
| Cr R McRae OAM         | Mayor                  | Murrumbidgee Council                 |
| Cr. Susannah Pearse    | Mayor                  | Moree Plains Shire Council           |
| Natalia Cowley         | GM                     | Moree Plains Shire Council           |
| Cr. Bronwyn Petrie     | Mayor                  | Tenterfield Shire Council            |
| Cr. Sharon Cadwallader | Mayor                  | Ballina Shire Council                |
| Cr. Margot Davis       | Mayor                  | Glen Innes Severn Council            |
| Bernard Smith          | GM                     | Glen Innes Severn Council            |
| Cr. Colleen Fuller     | Mayor                  | Gunnedah Shire Council               |
| Eric Groth             | GM                     | Gunnedah Shire Council               |
| Cr. Sarah Ndiaye       | Mayor                  | Byron Shire Council                  |
| Mark Arnold            | GM                     | Byron Shire Council                  |
| Cr. Daniel Linklater   | Mayor                  | Wentworth Shire Council              |
| Ken Ross               | GM                     | Wentworth Shire Council              |
| Cr. John Harvie        | Mayor                  | Murray River Council                 |
| Stacy Williams         | CEO                    | Murray River Council                 |
| Cr. Kenrick Winchester | Mayor                  | Queanbeyan-Palerang Regional Council |
| Ruth Ormella           | Acting GM              | Queanbeyan-Palerang Regional Council |
| Cr. Steve Krieg        | Mayor                  | Lismore City Council                 |
| Eber Butron            | Acting GM              | Lismore City Council                 |
| Cr. Bruce Reynolds     | Mayor                  | Blayney Shire Council                |
| Mark Dicker            | GM                     | Blayney Shire Council                |
| Toni Averay            | GM                     | Uralla Shire Council                 |
| Kathryn Rindfleish     | Mayor                  | Warrumbungle Shire Council           |
| Lindsay Mason          | GM                     | Warrumbungle Shire Council           |
| Cr. Brian Ingram       | Mayor                  | Hilltops Council                     |
| Anthony O'Reilly       | GM                     | Hilltops Council                     |
| Cr. Sally Davis        | Deputy Mayor           | Bourke Shire Council                 |
| Leonie Brown           | GM                     | Bourke Shire Council                 |
| Cr. Ewen Jones         | Mayor                  | Narromine Shire Council              |
| Jane Redden            | GM                     | Narromine Shire Council              |
|                        | Director Community and |                                      |
| Phil Johnston          | Economic Development   | Narromine Shire Council              |
| Cr. Craig Davies       | Councillor             | Narromine Shire Council              |
| Cr. Nikki Williams     | Mayor                  | Coffs Harbour City Council           |

|                         |                                |                                       |
|-------------------------|--------------------------------|---------------------------------------|
| Cr. John Burley         | Deputy Mayor                   | Kyogle Council                        |
| Cr. Danielle Mulholland | Mayor                          | Kyogle Council                        |
| Cr. Josh Black          | Mayor                          | Dubbo Regional Council                |
| Laura Black             | GM                             | Clarence Valley Council               |
| Cr. Ray Smith           | Mayor                          | Clarence Valley Council               |
| Cr. Tiffany Galvin      | Mayor                          | Gwydir Shire Council                  |
| Leeah Daley             | Acting GM                      | Gwydir Shire Council                  |
| Cr. Patricia White      | Mayor                          | Shoalhaven City Council               |
| Cr. Andrew McKibbin     | Mayor                          | Oberon Council                        |
| Gary Wallace            | GM                             | Oberon Council                        |
| Paul Bennett            | GM                             | Tamworth Regional Council             |
| Cr. Kevin Mack          | Mayor                          | Albury City Council                   |
| Cr. Doug Batten         | Mayor                          | Gilgandra Shire Council               |
| David Neeves            | GM                             | Gilgandra Shire Council               |
| Cr. Ash Walker          | Deputy Mayor                   | Gilgandra Shire Council               |
| Adam Shultz             | Mayor                          | Lake Macquarie City Council           |
| Lisa Miscamble          | Mayor                          | Wingecarribee Shire Council           |
| Cr. Jesse Fitzpatrick   | Mayor                          | Wingecarribee Shire Council           |
| Greg Tory               | GM                             | Lachlan Shire Council                 |
| Cr. Maurice Collison    | Mayor                          | Upper Hunter Shire Council            |
| Greg McDonald           | GM                             | Upper Hunter Shire Council            |
| Cr. D McCann OAM        | Mayor                          | Coolamon Shire Council                |
| T Donoghue PSM          | GM                             | Coolamon Shire Council                |
| Cr. James Angel         | Acting Mayor                   | Nambucca Valley Council               |
| Bede Spannagle          | GM                             | Nambucca Valley Council               |
| Cr. Nina Dillon         | Mayor                          | Goulburn Mulwaree Council             |
| Marina Hollands         | Acting Chief Executive Officer | Goulburn Mulwaree Council             |
| Cr. Michael Kidd        | Deputy Mayor                   | Leeton Shire Council                  |
| Megan Mulrooney         | CEO                            | REROC                                 |
| Shaun Elwood            | Director of People and Places  | Lithgow City Council                  |
| Cr. Cassandra Coleman   | Mayor                          | Lithgow City Council                  |
| Paul Smith              | Mayor                          | Cowra Council                         |
| Paul Devery             | GM                             | Cowra Council                         |
| Cr. Kellie Crossley     | Acting Mayor                   | Edward River Council                  |
| Jack Bond               | CEO                            | Edward River Council                  |
| Cr. Neil Westcott       | Mayor                          | Parkes Shire Council                  |
| Cr. Abb McAlister       | Mayor                          | Cootamundra-Gundagai Regional Council |
|                         |                                | Cootamundra-Gundagai Regional Council |
| Roger Bailey            | Interim GM                     | Singleton Council                     |
| Cr. Sue Moore           | Mayor                          | Singleton Council                     |
| Justin Fitzpatrick-Barr | GM                             | Orange City Council                   |
| Cr. Tony Mileto         | Mayor                          | Orange City Council                   |
| Barry Omundson          | Interim CEO                    | Yass Valley Council                   |
| Cr. Jasmine Jones       | Mayor                          | Yass Valley Council                   |
| Gayleen Burley          | CEO                            | Bogan Shire Council                   |
| Cr. Glen Neill          | Mayor                          | Bogan Shire Council                   |
| Derek Francis           | GM                             |                                       |

|                         |   |                                 |
|-------------------------|---|---------------------------------|
| Cr. Ken Cudmore         | Mayor   | Liverpool Plains Shire Council  |
| Cian Middleton          | GM  | Liverpool Plains Shire Council  |
| Cr. Eric Noakes         | Mayor   | Walcha Council                  |
| Cr. Tommy Stanton       | Mayor   | Brewarrina Shire Council        |
| David Kirby             | GM  | Brewarrina Shire Council        |
| Jane Stroud             | CEO   | Kiama Municipal Council         |
| Cr. Melinda Lawton      | Councillor  | Kiama Municipal Council         |
| Cameron Templeton       | Council Engagement Manager  <br>Riverina & Far South West | OLG                             |
| Katrina Annis-Brown     | Council Engagement Manager  <br>Central West and Far West | OLG                             |
| Cr. Jim Hickey          | Deputy Mayor  | Broken Hill City Council        |
| Jay Nankivell           | GM  | Broken Hill City Council        |
|                         | Councillor/LGNSW Board                                    |                                 |
| Cr. Penny Pedersen      | member  | City of Ryde Council            |
| Cr. Leah Anderson       | Mayor   | Port Stephens Council           |
| Cr. Daniel Keady        | Mayor   | Coonamble Shire Council         |
|                         | Director Infrastructure Kerrie                            |                                 |
| Kerrie Murphy           | Murphy  | Coonamble Shire Council         |
| Nick Mamouzelos         | Investigator  | Warrumbungle Shire Council      |
| Cr. Paul Culhane        | Mayor   | Upper Lachlan Shire Council     |
| Ms Alex Waldron         | CEO   | Upper Lachlan Shire Council     |
| Cr. Paul Best           | Mayor   | Weddin Shire Council            |
| Luke Sheehan            | GM  | Weddin Shire Council            |
| Cr. Darrell Tiemens     | Mayor   | Narrabri Shire Council          |
| George Cowan            | GM  | Narrandera Shire Council        |
| Cr. Sam Coupland        | Mayor   | Armidale Regional Council       |
| Cr. P Miller OAM        | Mayor   | Forbes Shire Council            |
| Richard Jane            | Acting GM   | Forbes Shire Council            |
| Cr. Matt Gould          | Mayor   | Wollondilly Shire Council       |
|                         | Manager Shire Planning and                                |                                 |
| Stephen Gardiner        | Head of Advocacy  | Wollondilly Shire Council       |
| Cr. Robert Taylor       | Mayor   | Bathurst Regional Council       |
| Cr. Russell Fitzpatrick | Mayor   | Bega Valley Shire Council       |
| Anthony McMahon         | CEO   | Bega Valley Shire Council       |
| Cr. Steve Allan         | Mayor   | Bellingen Shire Council         |
| Mark Griffioen          | GM  | Bellingen Shire Council         |
| Cr. Cheryl Cook         | Mayor   | Federation Council              |
| Brett McInnes           | GM  | Inverell Shire Council          |
| Cr. Peter Sharp         | Mayor   | Lockhart Shire Council          |
| Gavin Rhodes            | GM  | Lockhart Shire Council          |
| Cr. Adam Roberts        | Mayor   | Port Macquarie Hastings Council |
| Jonathan Malota         |   | NRMA                            |
| Ms Linda Scott          | Chairman  | NSW Grants Commission           |

## 12. Apologies

|                  |     |                        |
|------------------|-----|------------------------|
| Mr Adrian Butler | GM  | Federation Council     |
| Mr Murray Wood   | CEO | Dubbo Regional Council |

|                            |                              |                           |
|----------------------------|------------------------------|---------------------------|
| Cr. Doug Curran            | Mayor                        | Griffith City Council     |
| Mr Brett Stonestreet       | GM                           | Griffith City Council     |
| Mr Frank Zaknich           | GM                           | Albury City Council       |
| Cr. George Weston          | Mayor                        | Leeton Shire Council      |
| Ms Jackie Kruger           | GM                           | Leeton Shire Council      |
|                            |                              | Wagga Wagga City Council  |
| Cr. Dallas Tout            | Mayor                        | Bland Shire Council       |
| Cr. Brian Monaghan         | Mayor                        | Bland Shire Council       |
| Mr Grant Baker             | GM                           | Narrandera Shire Council  |
| Cr. N Kschenka OAM         | Mayor                        | Greater Hume Council      |
| Cr. Lea Parker             | Mayor                        | Greater Hume Council      |
| Mr Colin Kane              | Acting GM                    | Uralla Shire Council      |
| Cr. Robert Bell            | Mayor                        | Inverell Shire Council    |
| Cr. Kate Dight             | Mayor                        | Inverell Shire Council    |
| Cr. Greg Kachel            | Councillor                   | Lachlan Shire Council     |
| Cr. John Medcalf OAM       | Mayor                        | Tamworth Regional Council |
| Cr. Russell Webb           | Mayor                        | CMA                       |
| Mrs Julie Briggs           | Policy Advisor               | CMA                       |
| Mr. Gary Fry               | Secretariat                  | Armidale Regional Council |
| Cr. Sam Coupland           | Mayor                        | NSW Government            |
| The Hon Jenny Aitchison MP | Roads and Transport Minister |                           |

Mayor Fitzpatrick (Bega Valley Shire Council) moved that the apologies be accepted. Mayor Cadwallader (Ballina Shire Council) seconded. CARRIED. Unanimous.

### **13. Adoption of Minutes from 9 May 2025.**

Mayor Allen (Bellingen Shire Council) moved. Mayor Ring (Kempsey Shire) seconded. CARRIED. Unanimous.

### **14. Nil**

### **15. Correspondence**

Mayor Ingram (Hilltop Council) moved. Mayor Roberts (Port Macquarie Hastings) seconded. CARRIED. Unanimous.

### **16. Media releases**

Mayor Cadwallader (Ballina Shire) moved. Mayor Winchester (Queanbeyan–Palerang Regional Council) seconded. CARRIED. Unanimous.

### **17. Reports**

**ALGA** - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Allen (Bellingen Shire) seconded. CARRIED. Unanimous.

**LGNSW** - Mayor Miller (LGNSW President/Forbes Shire) moved. Mayor Ndiaye (Byron Shire) seconded. CARRIED. Unanimous.

**CMA Chairman** - Mayor Coleman (Lithgow City Council) moved. Mayor Miller (LGNSW President/Forbes Shire) seconded. CARRIED. Unanimous.

**Policy Advisor Report** - Received & noted and adopt recommendations - Mayor Allen

(Bellingen Shire) moved. Mayor Whitely (Warren Shire) seconded. CARRIED. Unanimous.  
CMA Financial report - Mayor Jones (Yass Valley) moved. Mayor Cadwallader (Ballina Shire) seconded. CARRIED. Unanimous.

#### **18. Business with Notice - CMA Survey**

- Mayor Fitzpatrick (Bega Valley Shire) moved. Mayor Miller (LGNSW President / Forbes Shire) seconded that the CMA consider the survey results at its November meeting. CARRIED. Unanimous.

**19. Urgent Business** - The CMA Chairman asked Members if the Board should consider having the business meeting of CMA on Thursday afternoon, and the Friday morning for Guest speakers. Members agreed overwhelmingly for the Board to consider this action, to spend more time on policy setting/advocacy and lobbying.

**The Chairman thanked all for attending and with no further business, declared the meeting closed at 12:48pm.**

**The next meeting will be held in the Theatrette, NSW Parliament House on 14 November 2025, followed by the AGM.**

DRAFT

## ORDINARY GENERAL MEETING MINUTES

THURSDAY 11<sup>TH</sup> SEPTEMBER 2025  
9.45AM

IN PERSON - PRESTON STANLEY ROOM  
NSW PARLIAMENT HOUSE, SYDNEY

ONLINE - MICROSOFT TEAMS

ASSOCIATION OF MINING & ENERGY RELATED COUNCILS

Contact Executive Officer Jess Jennings: [info@miningrelatedcouncils.asn.au](mailto:info@miningrelatedcouncils.asn.au)

Note 1: Delegates are reminded that the provisions of the NSW Local Government Model Code of Conduct and Model Code of Meeting Practice apply to meetings of the Association of Mining & Energy Related Councils (NSW) Inc.

Note 2: The Association's constitution requires the Executive Committee to meet at least four times a year (Clause 7.4) and to have at least one Ordinary General Meeting per year (Clause 11.1), which is at least the Annual General meeting.

DRAFT

**Attendance:**

Cr Kevin Duffy – Orange City Council  
Cr Tony Lord – Bland Shire Council  
Cr Bruce Reynolds – Blayney Shire Council  
Mark Dicker – GM, Blayney Shire Council  
Cr Heather Nicolls – Cabonne Shire Council  
Cr Chris Roylance – Forbes Shire Council  
Dr Jess Jennings – MERC Executive Officer

**Online:**

Cr Jim Hickey – Broken Hill City Council  
Barry Omundson – Interim GM, Orange City Council  
Cr Jarrod Marsden – Cobar Shire Council  
Peter Vlatko – GM, Cobar Shire Council  
Cr Des Kennedy - Mid-Western Regional Council  
Cr Diedre Stuart – Wollongong City Council  
Cr Thomas Quinn – Wollongong City Council  
Ron Zwicker – Wollongong City Council  
Cr Emma Henderson – Bland Shire Council  
Cr Greg Whitely – Warren Shire Council  
Cr Bob McKay – Warren Shire Council  
Gary Woodman – GM, Warren Shire Council  
Patrick Ruettjes – Council Director, Lachlan Shire Council  
Cr Peter Batten – Cabonne Shire Council  
Cr Tony Mileto – Orange City Council  
Cr Colleen Fuller – Gunnedah Shire Council  
Andrew Johns – Council Director, Gunnedah Shire Council  
Eric Growth – GM, Gunnedah Shire Council

Martin Rush – MERC Policy Officer  
Jono Wheaton – Consultant Akarui Mirai – presenter  
John Clements – Advisor, Roy Butler Office – observer

- 1. Welcome by Chair to Board Members:** The Chair Cr Kevin Duffy welcomed members and opened the meeting at 9.47am.
- 2. Acknowledgement of Country:** The Chair acknowledged the traditional custodians of the lands that we meet on and paid respects to Elders past, present & emerging.
- 3. Apologies:** Cr Dennis Brady, Cr Phyliss Miller, Cr Maurice Collison, Brad Cam, Grant Baker.



**Resolved (Cr Lord / Cr Nicolls) that:** the apologies be accepted.

**4. Disclosures of Interest.**

Nil

**5. Adoption of the Minutes of the Ordinary General Meeting held 4<sup>th</sup> June 2025**

**Resolved (Cr Hickey/ Cr Lord) that:** the minutes of the Ordinary General Meeting held on 4JUN25 be adopted.

**6. Business Arising from Ordinary General Meeting held on 4JUN25**

NIL

**7. Receive and note Minutes of Executive Committee held on 4JUN25.**

**Resolved (Cr Duffy / Cr Hickey) that:** the minutes of the Executive Committee meeting held on 4JUN25 be received and noted.

**8. Business Arising from Executive Committee held on 4JUN25.**

NIL

**9. Executive Officer Report**

**Resolved (Cr Stuart / Cr Hendersen) that:** the report from the Executive Officer, including financial report be accepted.

**Resolved (Cr Lord / Cr Hickey) that:** standing orders be suspended at 9.50am until Martin Rush returns online.

**Resolved (Cr Lord / Cr Hickey) that:** the meeting resume at 10.01am.

**10. Policy Director Report**

**Resolved (Cr Nicolls / Cr Lord) that:** the Policy Officer's report be accepted and any actions noted, namely detailed policy development and collaboration with Jono Wheaton is to occur and be presented to next meeting.

**Resolved (Cr Lord / Cr Hickey) that:** standing orders be suspended at 10.10am until Jono Wheaton joins online at 11am.

**Resolved (Cr Lord / Cr Hickey) that:** the meeting resume at 10.55am.

**11. Presentation: Mr Jono Wheaton, Akarui Mirai (11am dial-in)**

**Resolved (Cr Reynolds / Cr Lord) that:** Jono Wheaton is thanked for his presentation with Q&A, and noted future policy developments will emerge from both Jono Wheaton's work and MERC Policy Officer Martin Rush's work by the next MERC meeting on 20NOV25.

**12. General Business**

Nil

**13. Invited speaker: The Hon Roy Butler, Member for Barwon (12.05pm)**

Resolved (Cr Reynolds / Cr Lord) that: The Hon. Roy Butler is thanked for his support of MERC and noted relevant discussion around different Government funding opportunities, eg REZ, Royalties for Rejuvenation etc and their suitability for future MERC policy proposals. MERC will continue to liaise with Mr Butler on policy and relevant business.

Resolved (Cr Reynolds / Cr Lord) that: standing orders be suspended to break for lunch at 12.30pm and return 1pm.

**14. Invited speaker: Mr Craig Milton, Policy Advisor, Minister Kamper Office (1pm)**

Resolved (Cr Reynolds / Cr Lord) that: Mr Milton and Minister Kamper's Office is thanked for his visit and discussion, particularly concerning lands and property.

**15. Next Meeting** – the next MERC meeting to be held on 20NOV25, details TBA.

**16. Close.**

**ATTACHMENTS:**

A – MINUTES ORDINARY GENERAL MEETING 4JUN25

B – MINUTES EXECUTIVE COMMITTEE 4JUN25

C – EXECUTIVE OFFICER REPORT

D – POLICY DIRECTOR REPORT

E – FINANCE REPORTS

## **ATTACHMENT A – MINUTES ORDINARY GENERAL MEETING 4JUN25**

### **MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW) INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

#### **Present**

Cr Kevin Duffy (Chair)  
Cr Tony Lord  
Cr Jim Hickey  
Cr Emma Henderson  
Grant Baker  
Cr Deidre Stuart  
Cr Maurice Collison  
Greg McDonald

Dr Jess Jennings  
FTG – Director Policy  
Ingrid Moores (as Minute Taker)  
Andrew Callow

#### **Microsoft TEAMS**

Cr Bruce Reynolds  
Mark Dicker  
Cr Peter Batten  
Cr Jarrod Marsden  
Cr Josh Black  
Gary Woodman  
Cr Greg Whitely  
Cr Thomes Quinn  
Ron Zwicker  
Cr Chris Roylance  
Cr Dennis Brady (Deputy Chair)  
Patrick Ruettjes  
Brad Cam  
Cr Tony Mileto  
Kent Boyd PSM

#### **Observer**

Ian Greenham

Orange City Council  
Bland Shire Council  
Broken Hill City Council  
Bland Shire Council  
Bland Shire Council  
Wollongong City Council  
Upper Hunter Shire Council  
Upper Hunter Shire Council

MERC – Executive Officer

FTG – Project Officer  
FTG – Intern

Blayney Shire Council  
Blayney Shire Council  
Cabonne Shire Council  
Cobar Shire Council  
Dubbo Regional Council  
Warren Shire Council  
Warren Shire Council  
Wollongong City Council  
Wollongong City Council  
Forbes Shire Council  
Lachlan Shire Council  
Lachlan Shire Council  
Mid-Western Regional Council  
Orange City Council  
Parkes Shire Council

Orange City Council

#### **1. Welcome**

The Chair, Councillor Kevin Duffy welcomed delegates, FTG staff officers and opened the meeting at 12:05pm

#### **2. Acknowledgement of Country**

The Chair acknowledged the traditional owners of the land that the meeting was held on and paid his respects to the Elders past, present & emerging.

#### **3. Apologies**

**OM 9/2025 Resolved** (Cr Hickey /Cr Lord) That the apologies of Cr Miller, Mr Jane, Cr Mckay, Mr Loane, Mr Waddell and Mr Wood be received and noted.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)  
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON  
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**4. Disclosure of Interests**

No Disclosure of Interest

**5. Speakers**

The speakers of The Honourable Roy Butler, MP and The Honourable Paul Scully, Minister for Planning and Public Places were postponed to 1:30pm and 3pm respectively to align to the Ministers schedules and availability.

**6&7 Adoption of the Minutes of the Ordinary General Meeting held 27 March 2025**

**OM 10/2025 Resolved** (Cr Brady, Cr Lord) That the minutes of the Ordinary General meeting held on 27 March 2025 be received and noted and there was no business arising.

**8&9 Adoption Minutes of Executive Committee held on 4 June 2024.**

It was highlighted that Upper Hunter had requested to rejoin with MERC and that was approved by the Executive Committee.  
A question was asked as to why the free membership was proposed and proceeded.  
It was noted that a suite of Constitutional changes was approved at the 2024 AGM one of which was to delegate to the Executive the ability to waive fees for the ensuing 12 months following a new Council's application to encourage greater membership.

**OM 11/2025 Resolved** (Cr Lord, Cr Hickey) That the minutes of the Executive Committee Meeting held on 4 June 2025 be received and noted and that there was no further business arising.

**10. Executive Officer Report**

The meeting welcomed Dr Jess Jennings as the new Executive Officer for MERC. Dr Jennings is an economist with specialist expertise in resource economics – particularly primary production. He has worked with both the NSW and Commonwealth governments – including for the Australian Bureau of Agricultural Resource Economics and Science. He is presently employed as a NSW Government policy officer and as part of a multi-disciplinary economic transitions team in the Central West. He is the former Mayor of Bathurst with significant experience in local government and in issues impacting regional NSW.

The Meeting also acknowledged the work of Greg Lamont in recommending the role of Executive Officer on an interim basis for the last six or so months and expressed its appreciation. It was noted that a letter be written via the chair to showing the Association's appreciation of Greg's work.

A financial update was provided, including:

- Revenue and expenditure statements
- Detailed balance sheet

Upcoming speaker schedule discussed, with Roy and Paul Scully noted as upcoming presenters.

We are working with ministers' offices to have The Honourable Penny Sharpe MLC Minister for Climate Change, Minister for Energy, Minister for the Environment, Minister for Heritage.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)  
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON  
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

As well as The Honourable Stephen Kamper Minister for Multiculturalism, Jobs and Tourism, Lands and Property, and Sports for the September meeting.

Consideration is being given to inviting The Honourable Courtney Houssos, MLC Minister for Finance, Minister for Domestic Manufacturing and Government Procurement and Minister for Natural Resources. As well as The Honourable Daniel Mookhey MLC Treasurer to the November meeting.

**OM 12/2025 Resolved** (Cr Lord /Cr Hickey) that the Executive Officer Report be received and noted.

**11. Policy Officer Report**

FTG staff officers provided a policy update. It was noted that it appeared the recent visits to non-member councils had been very positive and several councils working on providing reports to their respective councillors about rejoining MERC. It was also noted to organise a meeting with Forbes Shire Council with Cr Chris Roylance and Acting GM Richard Jane.

Noting concerns leading up to the Meeting as to whether the proposed Campaign included those Local Government Areas not hosting mining activity directly, FTG staff officers confirmed that the Campaign proposed to include those councils together with energy councils.

There was also assurance that the scope of the campaign will address the impacts of renewable energy developments.

The NSW Government is continuing to draft legislation for its proposed Future Jobs and Investment Authorities.

Concerns were again raised regarding the scope of a combined campaign and its budgetary implications for councils. Responses were provided by FTG staff officers.

**12. Sample new Energy Rating Sub-categories**

FTG staff officers provided sample new energy rating sub-categories for member consideration and discussion.

**OM 13/2025 Resolved** (Cr Hickey/Cr Lord) that the Policy Officer Report including the Sample New Energy Rating Sub-categories be received and noted.

**13. General Business**

Participants noted upcoming meetings and ongoing communications with external stakeholders.

The importance of continuing to engage and inform member councils was reinforced.

The meeting was suspended at 1:10pm with a short break before reconvening for the scheduled session with The Honourable Roy Butler MP at 1:30 PM.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)  
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON  
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**Speaker 1 The Honourable Roy Butler MP addressed the meeting at 2pm**

- Significant mining projects were discussed across Narrabri, Bobabri, and Cobar, alongside emerging renewable energy developments in the Far West.
- Mr Butler highlighted the economic and historical contributions of Broken Hill and raised the challenges of managing renewable projects on vast rural lands.
- The Regional Development Trust Fund has been increased by an additional \$50 million, bringing the total to \$450 million.
- Mr Butler noted that the first round of \$50 million has been allocated, with continued contributions anticipated.
- There was strong consensus that a replacement program is needed for the discontinued *Resources for Regions* initiative to support mining-affected councils.
- Local government input was emphasized as critical in the development of this new program.
- Mr Butler's electorate is the largest in NSW, spanning 356,000 sq km and 150 communities.
- Mr Butler's team consists of 12 staff across Broken Hill, Cobar, and Narrabri, offering policy, media, and community support to councils both inside and outside the electorate.
- Cr. Mark Dicker raised the need for a new government-supported funding model co-designed by local councils.
- Cr. Reynolds emphasized the cumulative impacts of mining, including dust, traffic, and water, and the additional strain from logging in forestry-impacted areas.
- Councillors urged a campaign and advocacy effort to highlight these issues to the state government.
- Cr. Roy raised concerns about the oversubscription of the Regional Economic Development Fund and the need to requote projects due to rising costs.
- Cr. Batten advocated for more support for low rate-base councils like Buchan Shire.
- Councils detailed the impacts of mining on road infrastructure and community facilities, calling for targeted funding.
- Mr Butler suggested a quiet, strategic approach to lobbying for a new Resources for Regions-style program.
- Mr Butler supported developing a grassroots proposal in collaboration with local government stakeholders.
- Emphasized involving the Department of Local Government and relevant ministers in the proposal process.

Delegates expressed appreciation for the discussion and Mr Butler's time.

The meeting was suspended at 2:30pm with a short break before reconvening for the scheduled session with Paul Scully Minister for Planning and Public Spaces at 3:00 PM.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)  
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON  
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

**Speaker 2 – The Honourable Paul Scully Minister for Planning and Public Spaces  
addressed the meeting at 3pm with his team**

- Minister Scully discussed the reuse of post-mining land for future employment opportunities was emphasized over reverting to pre-settlement conditions.
- Infrastructure needs including roads, rail, and electricity were identified as key enablers.
- Global interest in reusing old mine shafts for energy generation was discussed, with examples from Texas and Poland.
- The Federal Labor Party has committed funding for pilot sites to trial such initiatives.
- Acknowledgement of the significant workforce in the resources sector, both direct and indirect.
- Emphasis on providing choice and employment opportunities in regions facing mine closures.
- The need for streamlined processes to support reuse of land for employment was highlighted.
- NSW government is working to improve the planning system for critical minerals to meet global and domestic demand (especially copper).
- Planning reforms aim to facilitate responsible extraction while integrating miners into local communities.
- Clarification that renewable energy zones (REZs) are not exclusive and may intersect with other land uses.
- New renewable energy guidelines were discussed, with a focus on:
  - Community engagement
  - Cumulative impacts
  - Visual amenity
  - Social impact assessments
- The process must be scientific, transparent, and community-informed.
- Members raised concerns over loss of social license for solar farms in the Dubbo region due to poor visual outcomes.
- Updated solar farm guidelines were discussed:
  - Include visual impact assessment methodologies
  - Encourage early engagement and suitable site selection
  - Emphasize community benefits
- Discussion on balancing infrastructure delivery with adequate planning staff capacity, particularly in rural and regional councils.
- Recent government announcements include:
  - Financial support for hiring planners and trainees
  - Online para-planning courses through TAFE to assist councils with administrative planning tasks
- Workforce shortages in planning were acknowledged as a persistent challenge.
- Improvements to the planning portal are underway to reduce complexity:
  - Goal to reduce development application questions to around 200
  - Greater system flexibility and responsiveness is planned
- Need for a more efficient digital system to manage diverse application types was emphasized.

**MINUTES OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCILS (NSW)  
INCORPORATED, ORDINARY GENERAL MEETING HELD ON 4 JUNE 2025, PRESTON  
STANLEY ROOM, NSW PARLIAMENT HOUSE, SYDNEY.**

Delegates expressed appreciation for the discussion and Minister Scully's time.

The Chair then thanked all participants.

**15. Close** – the meeting closed at 3:35pm.

**The minutes were confirmed at the Ordinary General Meeting held on 11 September 2025 and are a full and accurate record of proceedings of the Ordinary meeting held on 4 June 2025.**

.....  
**Cr Kevin Duffy,**  
**Chairperson**



## **ATTACHMENT B – MINUTES EXECUTIVE MEETING 4JUN25**

### **MINUTES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCIL'S (NSW) INCORPORATED, HELD ON 4<sup>th</sup> JUNE 2025. ONLINE VIA MICROSOFT TEAMS & IN PERSON.**

#### **Present**

|                        |                          |
|------------------------|--------------------------|
| Cr Kevin Duffy (Chair) | Orange City Council      |
| Cr Tony Lord           | Bland Shire Council      |
| Cr Jim Hickey          | Broken Hill City Council |

#### **By Video Link**

|                             |                       |
|-----------------------------|-----------------------|
| Cr Dennis Brady (Dep Chair) | Lachlan Shire Council |
| Richard Jane                | Forbes Shire Council  |

|                                 |                          |
|---------------------------------|--------------------------|
| Jess Jennings                   | MERC - Executive Officer |
| Martin Rush                     | FTG – Director Policy    |
| Ingrid Moores (as Minute Taker) | FTG – Policy Officer     |
| Andrew Callow                   | FTG - Intern             |

#### **1. Welcome**

The Chair, Councillor Kevin Duffy welcomed Executive Committee members, Executive Officer, Jess Jennings, Martin and Ingrid and opened the meeting at 9.10am

#### **2. Acknowledgement of Country**

The Chair acknowledged the traditional owners of the land that the meeting was held on and paid his respects to the Elders past, present & emerging.

#### **3. Apologies**

Cr Phyllis Miller  
Steve Loane

**EM 6/2025 Resolved** (Cr Lord/Cr Brady) That the apologies of Cr Miller and Steve Loane be received and noted.

#### **4. Disclosure of Interests**

Nil

#### **5. Executive Officer Report**

Martin Rush, Interim Executive Officer, spoke to the Report noting particularly the appointment of Dr Jess Jennings as Executive Officer.

Cr Duffy welcomed Dr Jess Jennings into the role of Executive Officer.

Minister Speakers arranged for September and several others for November. There was a consensus that the Hon. Daniel Mookhey MLC, Treasurer of NSW, should be invited to the November Ordinary Meeting.

A letter to be drafted acknowledging the work of Greg Lamont.

**EM 7/2025 Resolved** (Cr Hickey / Cr Lord) that:

1. The Executive Committee note the Report.
2. The Executive Committee endorse the Income and Expenditure Statement and Detailed Balance Sheet to 31 March 2025.

**MINUTES OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION OF MINING & ENERGY RELATED COUNCIL'S (NSW) INCORPORATED, HELD ON 4<sup>th</sup> JUNE 2025. ONLINE VIA MICROSOFT TEAMS & IN PERSON.**

3. The Executive Committee thank Greg Lamont for stepping in as the Interim Executive Officer during the first six months of 2025.
4. The Executive Committee welcome Dr Jess Jennings into the role of Executive Officer.

**6. Policy Officer Report**

Martin Rush, Policy Director FTG provided an update on policy initiatives –

Visitation Program is to still visit Forbes, Wollongong, Wollondilly, Upper Lachlan and Broken Hill together with Lower Hunter Councils.

A good response from the recent program and optimism about future programs.

Clarification around the campaign to resolve the issues raised by Forbes Shire Council.

**EM 8/2025 Resolved** (Cr Lord/Cr Brady) that the Policy Officer Report be received and noted.

**7. Admission of Upper Hunter Shire Council to Membership of the Association**

Upper Hunter Shire Council have applied for Membership of the Association on the basis of fee-free Membership to 30 June 2026.

**EM 9/2025 Resolved** (Cr Hickey/Cr Brady) that:

(i) in pursuance of clause 3.1 of the Association's Constitution, Upper Hunter Shire Council to admitted to Membership of the Association.

(ii) in pursuance of clause 16.3(b) of the Association's Constitution the payment of fees by Upper Hunter Shire Council be waived for the period to 30 June 2026.

**8. General Business**

Dr Jennings noted that a fee-free waiver is likely to be helpful to attract membership from councils confronting immediate financial issues.

Cr Duffy requested short media talking points about the achievements of MERC as a result of recent media about what MERC's work and campaign.

**10. Close** – the meeting closed at 9:30am.

**The minutes were confirmed at the Ordinary General Meeting held on 4<sup>th</sup> June 2025 and are a full and accurate record of proceedings of the Executive Committee meeting held earlier on 4<sup>th</sup> June 2025.**

.....  
**Cr Kevin Duffy,**  
**Chairperson**

## **ATTACHMENT C – EXECUTIVE OFFICER’S REPORT**

Dr Jess Jennings has successfully submitted the appropriate forms to Dept of Fair Trading to become the new MERC Executive Officer (includes Public Officer role), taking over from Mr Greg Lamont.

Jess has engaged with MERC accountant and is working with previous account holders to finalise all aspects of the MERC account management, noting that member councils have now been invoiced and paid their member fee for 2025-26.

Jess compiled and distributed the recent MERC Quarterly Newsletter, July 2025 Edition.

Jess, Chair Duffy and Mark Dicker met in Orange on 3JUL25 to discuss the best way to progress MERC’s policy development approach, and a subsequent meeting (online 21JUL25) with Brad Cam, Mark Dicker, Kent Boyd, Jess Jennings, Jono Wheaton and Martin Rush that resolved for Martin Rush and Jono Wheaton to collaborate on the development of MERC’s policy pitch to NSW Government, which is now underway and anticipated to culminate mid-NOV25 in time for the next MERC Member Meeting (scheduled 14NOV25).

Items for consideration 11SEPT25:

1. NSW Premier’s ***Rural Remote & Regional Advisory Council*** (PRRRAC) will meet twice annually with the Premier and Minister Moriarty.
2. **NSW Joint Organisation Chairs Forum** resolved write to all joint organisations, regional organisations of councils and other regional groups of councils to recommend and seek their support for and participation in a collaborative approach to:
  - understanding and applying the NSW Government’s benefit-sharing guideline for large-scale energy developments;
  - developing council policies and procedures for negotiating community benefits-sharing arrangements; and
  - advocating for clear planning processes, additional guidelines and retrospective arrangements to ensure net community benefit for regional host communities for all energy developments.

### **Recommendation**

The Report be noted.

## **ATTACHMENT D – POLICY DIRECTORS REPORT**

### **Summary**

The Report provides an overview of policy development and initiatives undertaken by Mining and Energy Related Councils.

### **Resources and Energy Communities Campaign**

The Association, at its General Meeting on the 14<sup>th</sup> of November 2024, canvassed the possibility of running a substantial campaign on the issue of benefit sharing for mining and energy related communities in NSW. In pursuit of that direction, staff officers provided a campaign strategy document, prepared by Astrolabe Group and Horton Advisory, to the membership which was subsequently endorsed by both the Executive Committee and the General Membership in March 2025. The proposal includes a voluntary contribution in a suggested sum of \$10,000 from each member and several non-member councils.

As members are aware, however, staff officers were provided with an email from Blayney Shire Council which disclosed a material policy division within the MERC membership concerning the strategy around the former Resources for Regions Program. Whilst staff officers had some awareness of the development of a parallel campaign, staff members were not aware of its substance. Essentially, there were at least some members who did not see strategic value in extending the campaign beyond the previous recipients of the former Resources for Regions Program. In addition to therefore excluding councils like Forbes Shire and Warren Shire, the parallel campaign would have excluded councils impacted by Major Projects related to renewable energy. Staff officers had thought that the reason for the commentary from Forbes Shire Council at the June MERC Ordinary Meeting related to a misunderstanding about its inclusion in the proposed Astrolabe campaign. It is now thought that the concern raised by Forbes Shire Council related to confusion about the parallel campaign being facilitated by Blayney Shire Council – the terms of which campaign would have excluded Forbes Shire.

### **Staff officer advice**

In the view of staff officers, the NSW Government is very unlikely to bring back Resources for Regions with only minor edits relating to its naming – as suggested by the Member for Barwon. The NSW Government was very critical of the methodology developed around the program as to "who was in and who was out". The methodology developed was no more complex than identifying where the mining workforce lived as a proxy for "impactedness". That metric was a poor proxy for the largest head of impact facing regional councils which relates to the consumption of a Council's road asset. The NSW Government, in Opposition, criticised the methodology and the governance around the expenditure and noted that the weakness in that methodology exposed it to the criticism of being an exercise in pork-barrelling.

Moreover, the NSW Government has now reviewed the Regional Development Act, 2004 and the Guidelines associated with its Regional Development Trust Fund, making statutory changes to align

funding with, amongst other things, impacts associated with developments of both resources and energy projects. Staff officers cannot see the NSW Government rolling back that policy direction.

The view of staff officers is that the Association's best chance of success is to lock in behind that policy direction by expanding the existing stream related to regional resources and energy impacts. It is also the view of staff officers that enfranchising rather than disenfranchising councils and communities gives our efforts the highest chance of success.

#### Subsequent meeting with the facilitators of the parallel campaign

Staff officers met with Blayney Shire Council's General Manager and other interested councils associated with the parallel campaign together with Jonathon Wheaton from Akarui Mirai Advisory in August in an attempt to reach alignment on the proposed campaigns.

Jonathon Wheaton supported the staff officer contention that the NSW Government was very unlikely to bring back Resources for Regions (whether with a name change or otherwise) and agreed that a program for both resources and energy developed under the framing of the amended Regional Development Act, 2004 was the best way forward. There was broad agreement from the other general managers present on that point.

On that basis, the following was agreed.

- Jonathon Wheaton would, at the cost of his contributing councils, draft a policy for the consideration of his contributing councils and MERC members.
- Staff officers would assist if requested.
- The policy would be available by October 2025 for the MERC November Ordinary Meeting.

Since that time, staff officers have provided to Jonathon Wheaton a copy of MERC's policy framing document and contact details for key stakeholders.

Jonathon Wheaton is due to provide MERC members with an update at its meeting on the 11<sup>th</sup> September. A copy of the Akarui proposal is attached. It is also noted that several Joint Organisations are in the very early stages of also developing a campaign around benefit sharing.

### Member meetings

Membership meetings for the southwest are yet to take place and will be scheduled for October and November.

### Recommendation

The Report be noted.

## **ATTACHMENT E – FINANCE REPORTS**

### **Income Expenditure Statement 01/07/2024 to 30/06/2025**

**Association of Mining Related Councils Inc**  
**ABN 70 657 154 560**  
**Income and Expenditure Statement**  
**For the year ended 30 June 2025**

|   | 2025<br>\$              | 2024<br>\$                |
|---|-------------------------|---------------------------|
| <b>Income</b>                                     |                         |                           |
| Membership Fees                                   | 132,000.00              | 128,235.58                |
| Interest received                                 | 0.01                    | 449.58                    |
| Total income                                      | <u>132,000.01</u>       | <u>128,685.16</u>         |
| <b>Expenses</b>                                   |                         |                           |
| Bank fees & charges                               | 48.00                   | 18.17                     |
| Computer Expenses                                 |                         | 109.00                    |
| Contract Payments - Executive Officers            | 121,356.16              | 164,648.20                |
| Depreciation - Other                              | 195.00                  | 195.00                    |
| Fees & charges                                    |                         | 322.04                    |
| M/V car - Fuel & oil                              |                         | 145.06                    |
| Printing & stationery                             | 183.64                  | 38.97                     |
| Subscriptions                                     |                         | 209.90                    |
| Travel, accommodation & conference                | 1,354.01                | 6,594.35                  |
| Total expenses                                    | <u>123,136.81</u>       | <u>172,280.69</u>         |
| <b>Net profit attributable to the association</b> | <u><b>8,863.20</b></u>  | <u><b>(43,595.53)</b></u> |
| <b>Total changes in equity of the association</b> | <u><b>8,863.20</b></u>  | <u><b>(43,595.53)</b></u> |
| Opening retained profits                          | 48,651.17               | 92,246.70                 |
| Net profit attributable to the association        | <u>8,863.20</u>         | <u>(43,595.53)</u>        |
| <b>Closing retained profits</b>                   | <u><b>57,514.37</b></u> | <u><b>48,651.17</b></u>   |

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's  
Compilation Report and Notes which form part of these financial statements.

## Detailed Balance Sheet as at 30 June 2025

### Association of Mining Related Councils Inc

ABN 70 657 154 560

### Detailed Balance Sheet as at 30 June 2025

|                                      | Note | 2025<br>\$       | 2024<br>\$       |
|--------------------------------------|------|------------------|------------------|
| <b>Current Assets</b>                |      |                  |                  |
| <b>Cash Assets</b>                   |      |                  |                  |
| Cash At Bank - Business CBA          |      | 57,862.08        | 41,809.65        |
| Cash At Bank - Business Account      |      |                  | 1,345.79         |
| Cash At Bank - Beyond Bank           |      | 10.17            | 10.16            |
|                                      |      | 57,872.25        | 43,165.60        |
| <b>Total Current Assets</b>          |      | <b>57,872.25</b> | <b>43,165.60</b> |
| <b>Non-Current Assets</b>            |      |                  |                  |
| <b>Property, Plant and Equipment</b> |      |                  |                  |
| Office equipment                     |      | 976.00           | 976.00           |
| Less: Accumulated amortisation       |      | (390.00)         | (195.00)         |
|                                      |      | 586.00           | 781.00           |
| <b>Total Non-Current Assets</b>      |      | <b>586.00</b>    | <b>781.00</b>    |
| <b>Total Assets</b>                  |      | <b>58,458.25</b> | <b>43,946.60</b> |

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**WARREN SHIRE COUNCIL**  
Policy Report of Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday, 25<sup>th</sup> September 2025

---

**ITEM 1 ASBESTOS POLICY**

**(P13-1, S12-25.1)**

**RECOMMENDATION:**

That the Asbestos Policy be adopted, with minor amendments.

**PURPOSE**

To advise Council that the Asbestos Policy is required to be adopted, as per Section 165 (4) and 161 of the Local Government Act.

**BACKGROUND**

The Asbestos Policy replaces the existing Policy which is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993.

**REPORT**

The Asbestos Policy assists in the administration and management of asbestos. The current Policy was adopted in September 2018. Council has now reviewed the Policy, and only minor adjustments were made that are coloured in the attached.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Local Government Act 1993 and Regulations

WHS Act and Regulations

Protection of the Environment Operations Act and Regulations

**RISK IMPLICATIONS**

Warren Shire Council's Asbestos Policy is automatically revoked at the expiration of 12 months after the election, as per Section 165 (4) of the Local Government Act 1993. Therefore, it is a legal requirement that the Policy is adopted to ensure that the Council complies with the Local Government Act 1993 and Regulations.

**STAKEHOLDER CONSULTATION**

As only minor amendments have been made, it is not deemed necessary to place the Asbestos Policy on public exhibition.

**OPTIONS**

Council has the option of adopting the Policy or adopting the existing Policy with no amendments.

**CONCLUSION**

The Asbestos Policy has been reviewed and amended accordingly and should be adopted.

**LINK TO GUIDELINES AND / OR COMMUNITY STRATEGIC PLAN**

5.2.2 Proactively manage known compliance risks

**SUPPORTING INFORMATION /ATTACHMENTS**

Asbestos Policy.





# POLICY REGISTER

## ASBESTOS POLICY

---

Policy adopted: 27th September 2018 Minute No. 214.9.18

Reviewed: 25<sup>th</sup> September 2025 Minute No. xxx.9.25

File Ref: P13-1, S12-25.1

## DOCUMENT CONTROL

| Issue      | Prepared/Revised<br>By and Date              | Action/Amendment<br>Description | Approved By and Date  |
|------------|--|---------------------------------|---|
| 1.0        | Glenn Wilcox<br>General Manager              | First Edition                   | Council<br>Minute No. 214.9.18<br>(27th September 2018)                               |
| <u>2.0</u> | <u>Sylvester Otieno</u><br><u>April 2025</u> | <u>Second Edition</u>           | <u>Council</u><br><u>Minute No. xxx.9.25</u><br><u>25<sup>th</sup> September 2025</u> |

# Contents

|  |           |
|--|-----------|
| <b>1. Introduction</b>   | <b>1</b>  |
| 1.1 Purpose  | 1         |
| 1.2 Scope  | 2         |
| <b>2. Definitions</b>  | <b>2</b>  |
| <b>3. Roles and responsibilities of council</b>                                      | <b>2</b>  |
| 3.1 Educating residents  | 2         |
| 3.2 Managing land  | 2         |
| 3.3 Managing waste   | 3         |
| 3.4 Regulatory responsibilities  | 3         |
| 3.5 Responsibilities to workers  | 5         |
| <b>4. Other stakeholders involved in managing asbestos</b>                           | <b>5</b>  |
| <b>Part 1 – Asbestos in the Local Government Area: Information for the community</b> | <b>5</b>  |
| <b>5. Naturally occurring asbestos</b>   | <b>5</b>  |
| 5.1 Responsibilities for naturally occurring asbestos                                | 6         |
| 5.2 Managing naturally occurring asbestos  | 6         |
| 5.2.1 Management of naturally occurring asbestos by council                          | 6         |
| <b>6. Contamination of land with asbestos</b>  | <b>7</b>  |
| 6.1 Responsibilities for contaminated land   | 7         |
| 6.2 Finding out if land is contaminated  | 7         |
| 6.3 Duty to report contaminated land   | 8         |
| 6.4 Derelict buildings   | 8         |
| <b>7. Responding to emergencies and incidents</b>                                    | <b>8</b>  |
| 7.1 Responsibilities in the clean up after an emergency or incident                  | 9         |
| 7.2 Advice to the public regarding clean up after an emergency or incident           | 9         |
| <b>8. Council's process for changing land use</b>                                    | <b>10</b> |
| <b>9. Council's process for assessing development</b>                                | <b>10</b> |
| 9.1 Responsibilities for approving development                                       | 10        |
| 9.2 Providing advice to home owners, renovators and developers                       | 11        |
| 9.3 Identifying asbestos   | 11        |
| 9.4 Removing asbestos, refurbishments and demolitions                                | 12        |
| 9.4.1 Removing asbestos at domestic premises   | 12        |
| 9.4.2 Removing asbestos at workplaces  | 13        |
| 9.4.3 Obtaining approval for demolition  | 13        |
| 9.5 Exempt or complying development  | 14        |

|                 |  |           |
|-----------------|--|-----------|
| 9.5.1           | Exempt development   | 14        |
| 9.5.2           | Complying development  | 14        |
| 9.6             | Development applications   | 14        |
| 9.6.1           | Pre-development application advice regarding asbestos                      | 15        |
| 9.6.2           | Conditions of consent  | 15        |
| 9.7             | Compliance and enforcement   | 15        |
| 9.7.1           | Responsibilities for compliance and enforcement                            | 15        |
| 9.7.2           | Compliance strategies  | 15        |
| <b>10.</b>      | <b>Managing asbestos as a waste</b>  | <b>16</b> |
| 10.1            | Responsibilities for asbestos waste management                             | 16        |
| 10.2            | Handling asbestos waste for disposal                                       | 16        |
| 10.3            | Transporting asbestos waste  | 16        |
| 10.4            | Disposing of asbestos waste at waste facilities                            | 17        |
| 10.4.1          | Situations in which asbestos waste may be rejected from waste facilities   | 17        |
| 10.5            | Illegal dumping of asbestos waste  | 18        |
| 10.6            | Asbestos remaining on-site   | 18        |
| <b>11.</b>      | <b>Complaints and investigations</b>                                       | <b>18</b> |
| <b>Part 2 –</b> | <b>Management of asbestos risks within council</b>                         | <b>19</b> |
| <b>12.</b>      | <b>Rights and responsibilities of workers at the council workplace</b>     | <b>19</b> |
| 12.1            | Duties of council workers at the council workplace                         | 19        |
| 12.1.1          | The General Manager  | 19        |
| 12.1.2          | Workers  | 19        |
| 12.1.3          | Prohibited work activities   | 19        |
| 12.2            | Responsibilities of council to council workers                             | 20        |
| 12.2.1          | Council's general responsibilities   | 20        |
| 12.2.2          | Education, training and information for workers                            | 20        |
| 12.2.3          | Health monitoring for workers  | 21        |
| <b>13.</b>      | <b>Identifying and recording asbestos hazards in the council workplace</b> | <b>22</b> |
| 13.1            | Identifying asbestos   | 22        |
| 13.1.1          | Material sampling  | 22        |
| 13.2            | Indicating the presence and location of asbestos                           | 22        |
| 13.3            | Asbestos register  | 22        |
| 13.4            | Suspected asbestos   | 22        |
| <b>14.</b>      | <b>Managing asbestos-related risks in the council workplace</b>            | <b>23</b> |
| 14.1            | Asbestos management plan   | 23        |
| 14.2            | Asbestos management plan for naturally occurring asbestos                  | 23        |
| 14.3            | Management options for asbestos-related risks in the council workplace     | 23        |

|            |   |           |
|------------|---|-----------|
| 14.4       | Sites contaminated with asbestos that are council workplaces                | 23        |
| 14.5       | Demolition or refurbishment of council buildings and assets                 | 24        |
| 14.6       | Removal of asbestos in the council workplace                                | 24        |
| 14.6.1     | Removal by council employees  | 24        |
| 14.6.2     | Removal by contractors  | 25        |
| 14.6.3     | Clearance inspections and certificates                                      | 25        |
| <b>15.</b> | <b>Accidental disturbance of asbestos by workers</b>                        | <b>26</b> |
| <b>16.</b> | <b>Council's role in the disposal of asbestos waste</b>                     | <b>26</b> |
| 16.1       | Responding to illegal dumping   | 26        |
| 16.2       | Transporting and disposing of asbestos waste                                | 27        |
| 16.3       | Operating council's waste facility licensed to accept asbestos waste        | 27        |
| 16.3.1     | Asbestos waste incorrectly presented to Councils Waste Facility             | 27        |
| 16.4       | Recycling facilities  | 28        |
| 16.5       | Re-excavation of landfill sites   | 28        |
| <b>17.</b> | <b>Advice to tenants and prospective buyers of council owned property</b>   | <b>29</b> |
| <b>18.</b> | <b>Implementing council's asbestos policy</b>                               | <b>29</b> |
| 18.1       | Supporting documents  | 29        |
| 18.2       | Communicating the policy  | 29        |
| 18.3       | Non-compliance with the policy  | 30        |
| <b>19.</b> | <b>Variations to this policy</b>  | <b>30</b> |
|            | <b>Appendices</b>   | <b>31</b> |
|            | <b>Appendix A – General information and guidance</b>                        | <b>31</b> |
| 1.         | What is asbestos?   | 31        |
| 2.         | Where is asbestos found?  | 32        |
| 2.1        | Naturally occurring asbestos  | 32        |
| 2.2        | Residential premises  | 32        |
| 2.3        | Commercial and industrial premises  | 33        |
| 2.4        | Sites contaminated with asbestos  | 34        |
| 4.         | Health hazards  | 37        |
|            | <b>Appendix B – Further information</b>                                     | <b>38</b> |
|            | <b>Appendix C – Definitions</b>   | <b>40</b> |
|            | <b>Appendix D – Acronyms</b>  | <b>46</b> |
|            | <b>Appendix E – Relevant contacts</b>                                       | <b>47</b> |
|            | <b>Appendix F – Waste management facilities that accept asbestos wastes</b> | <b>50</b> |
|            | <b>Appendix G – Asbestos-related legislation, policies and standards</b>    | <b>51</b> |

|  |                  |
|--|------------------|
| <b>Appendix H – Agencies roles and responsibilities</b>                          | <b>52</b>        |
| <b>Appendix I – Scenarios illustrating which agencies lead a response in NSW</b> | <b>57</b>        |
| <b>Appendix J – Asbestos containing materials</b>                                | <b>61</b>        |
| <b>Appendix K – Asbestos licences</b>  | <b>66</b>        |
| <b>Appendix L – Map</b>  | <b><u>68</u></b> |

## 1. Introduction

Warren Council acknowledges the serious health hazard of exposure to asbestos.

In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

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

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

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

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

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

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

## 1.2 Scope

- This Policy applies to all of the Warren Council LGA within Council's jurisdiction; and
- The Policy provides information for Council workers, the local community and wider public. Part 1 of the Policy includes the sections that are likely to be of most interest to the local community and wider public. Part 2 is information that applies to workers associated with Council including employees, contractors, consultants, and volunteers (as defined by the NSW Work Health and Safety Regulation 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 (catalogue no. WC03560) published by SafeWork NSW;
- Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW;
- Additional guidance material listed in Appendix B; and
- 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; and
- safe removal and disposal of minor quantities of asbestos containing materials.

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

### 3.2 Managing land



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

### 3.3 Managing waste

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

- Issuing clean up notices to address illegal storage or disposal of asbestos waste or after an emergency or incident (under the Protection of the Environment Operations Act 1997).
- Issuing prevention or clean up notices where asbestos waste has been handled (including stored, transported or disposed of) in an unsatisfactory manner (under the Protection of the Environment Operations Act 1997).
- Issuing penalty infringement notices for improper transport of asbestos (under the Protection of the Environment Operations Act 1997).
- Applying planning controls to proposals to dispose of asbestos waste on-site, seeking advice from the Environment Protection Authority (EPA) on this matter and making notation on planning certificates (section 149(10.7) certificates) where on-site disposal is permitted.
- Operating a licensed landfill facility that accepts asbestos waste.
- Waste facilities that are licensed to accept asbestos waste are listed in Appendix F

### 3.4 Regulatory responsibilities

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

- *Contaminated Land Management Act 1997 (NSW);*
- *Environmental Planning and Assessment Act 1979 (NSW);*
- *Environmental Planning and Assessment Regulation 2009(21) (NSW);*
- *Local Government Act 1993 (NSW);*
- *Protection of the Environment Operations Act 1997 (NSW);*
- *Protection of the Environment Operations (General) Regulation 2009(22) (NSW);*
- *Protection of the Environment Operations (Waste) Regulation 2014 (NSW);*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;*
- *State Environmental Planning Policy ~~No. 55 – Remediation of Land~~ (Resilience and Hazards) 2021; and*
- *Demolition work code of practice 2015 (catalogue no. WC03841).*

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

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

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

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

### **3.5 Responsibilities to workers**

Council is committed to fulfilling its responsibilities to workers under the NSW *Work Health and Safety Act 2011* and NSW Work Health and Safety Regulation 2017 and maintaining a safe work environment through Council's:

- general responsibilities;
- education, training and information for workers;
- health monitoring for workers; and
- 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 Warren LGA. Statewide mapping in 2015 supports this position. Mapping is available via the SafeWork NSW website.

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

## **5.1 Responsibilities for naturally occurring asbestos**

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

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

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

## **5.2 Managing naturally occurring asbestos**

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

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

### **5.2.1 Management of naturally occurring asbestos by Council**

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

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

If naturally occurring asbestos is discovered in the LGA, Council will develop risk controls, an asbestos management plan in relation to the naturally occurring asbestos and provide guidance materials where necessary.

## **6. Contamination of land with asbestos**

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

### **6.1 Responsibilities for contaminated land**

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

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

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

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

During site redevelopment Council will consider contamination with asbestos containing materials in the same way as other forms of contamination as stipulated by the *Environmental Planning and Assessment Act 1979*. That is, Council will apply the general requirements of *State Environmental Planning Policy (SEPP) No. 55—Remediation of Land and the Managing Land Contamination: Planning Guidelines SEPP 55—Remediation of Land. (Resilience and Hazards) 2021*

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

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

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

### **6.2 Finding out if land is contaminated**

A person may request from Council a planning certificate containing advice on matters including whether Council has a policy to restrict the use of land due to risks from contamination. Certificates are issued under section 149(2) of the *Environmental Planning and Assessment Act 1979*.

Factual information relating to past land use and other matters relevant to contamination may also be provided, even when land use is not restricted. When Council receives a

request for a certificate under section 149(2), it may also inform applicants of any further information available under section 149(5). Council may also use section 149(5) certificates to record other information, particularly anything else of a factual nature about contamination which Council deems appropriate (such as details of land history, assessment, testing and remediation).

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

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

### **6.3 Duty to report contaminated land**

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

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

### **6.4 Derelict buildings**

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

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

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

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

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

## **7. Responding to emergencies and incidents**

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

### 7.1 Responsibilities in the clean up after an emergency or incident

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

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

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

Council will determine an appropriate response depending on the nature of the situation. This may include to:

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

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

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

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

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



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

## **8. Council's process for changing land use**

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

*State Environmental Planning Policy No. 55 – Remediation of Land (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* and complying development applications assessed under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* or Council's complying codes (see section 9.5.2). This includes alterations and additions to residential development, which may include internal work as well as extensions to the existing main structure, or changes to outbuildings, sheds or garages.

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

### **9.1 Responsibilities for approving development**

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

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

Either Council or a private certifier may assess a complying development certificate. Where a private certifier is engaged to assess a complying development certificate, the private



certifier is responsible for ensuring that the proposed development activities include adequate plans for the safe removal and disposal of asbestos.

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

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

## 9.2 Providing advice to home owners, renovators and developers

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

The key points are:

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

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

## 9.3 Identifying asbestos

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

A person may apply to Council for a planning certificate (called a section 149 certificate) for the relevant land. Council may provide information on a planning certificate including whether Council has a policy to restrict the use of land due to risks from asbestos contamination, as outlined in section 6.2.

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

The most accurate way to find out if a building or structure contains asbestos is to obtain an asbestos inspection by a person competent in the identification and assessment of asbestos, such as an occupational hygienist (a competent person is defined by the NSW Work Health and Safety Regulation 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 2011* states that the person conducting a business or undertaking in any building constructed before 31 December 2003 must identify if there is any asbestos in the building.

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

## **9.4 Removing asbestos, refurbishments and demolitions**

### **9.4.1 Removing asbestos at domestic premises**

If development is undertaken by contractors, as is the case with a lot of home renovations, then the work is considered to be at a workplace and is regulated by SafeWork NSW under the *NSW Work Health and Safety Regulation 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 10 square metres of non-friable asbestos or asbestos containing material requires a non-friable (Class B) asbestos removal licence or a friable (Class A) asbestos removal licence.

Removal of 10 square metres or less of non-friable asbestos may be undertaken without a licence. However, given the risks involved, Council encourages residents to consider engaging a licensed asbestos removal contractor. The cost of asbestos removal by a licensed

professional is comparable in price to most licensed tradespeople including electricians, plumbers and tilers.

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

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

- the person who commissioned the work
- a person conducting a business or undertaking at the workplace
- the owner and occupier of the residential premises
- anyone occupying premises in the immediate vicinity of the workplace (as described in section 467 of the NSW Work Health and Safety Regulation 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 NSW
- notified to SafeWork NSW at least five days prior to the work commencing.

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

#### **9.4.2 Removing asbestos at workplaces**

The NSW Work Health and Safety Regulation 2017 specifies requirements for demolition and refurbishment at a workplace with structures or plants constructed or installed before 31 December 2003. SafeWork NSW is the lead agency for regulating the safe management of asbestos at workplaces.

#### **9.4.3 Obtaining approval for demolition**

Demolition work is classified as high risk construction work in the NSW Work Health and Safety Regulation 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 2000* provides mandatory conditions for complying development certificate applications.

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

## 9.5 Exempt or complying development

### 9.5.1 Exempt development

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

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

### 9.5.2 Complying development

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

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

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

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

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

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

Further requirements to inform other persons of licensed asbestos removal are described in section 467 of the NSW Work Health and Safety Regulation 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 the alternative planning approval pathway is a development application (DA). A DA can only be approved by a local Council, the JRPP or, for very large, State-significant development proposals, the State Government. A development application needs to be

prepared and it will be assessed in accordance with the requirements of relevant environmental planning instruments and the development standards established by Council. Council may undertake a site inspection as part of the DA assessment.

#### **9.6.1 Pre-development application advice regarding asbestos**

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

#### **9.6.2 Conditions of consent**

Conditions of consent will be attached to any development consent. Reference to and compliance with these conditions is mandatory.

### **9.7 Compliance and enforcement**

#### **9.7.1 Responsibilities for compliance and enforcement**

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

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

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

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

#### **9.7.2 Compliance strategies**

Illegal works include:

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

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

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

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

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

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

## **10. Managing asbestos as a waste**

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

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

### **10.1 Responsibilities for asbestos waste management**

Council's responsibilities for asbestos waste management are outlined in section 3.3. The handling and, where appropriate, temporary storage of asbestos waste at worksites is regulated by SafeWork NSW.

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

### **10.2 Handling asbestos waste for disposal**

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

### **10.3 Transporting asbestos waste**

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

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

Asbestos waste that is transported interstate must be tracked in accordance with the *Protection of the Environment Operations (Waste) Regulation 2014*. The transport of



asbestos waste in NSW must be recorded from the place of generation to its final destination. The waste tracking system is administered by the EPA. Operators that use the EPA's WasteLocate system will be in compliance with these requirements. Information about EPA's WasteLocate system can be found at: [www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm](http://www.epa.nsw.gov.au/wasteregulation/transport-asbestos-tyres.htm)

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

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

#### **10.4 Disposing of asbestos waste at waste facilities**

A list of licensed facilities in the Central West region is available on the EPA website at <http://www.epa.nsw.gov.au/managewaste/house-asbestos-land.html>

The following facility is located in the Warren Local Government Area:

Facility: Ewenmar Waste Depot  
Hours of operation: 8.30am-5pm via appointment only weekdays  
Contact details: Council Administration – 02 6847 6600

Fees: as outlined in Council's Revenue Policy

Website: <http://www.dubbo.nsw.gov.au/CouncilServices/WhylandraWasteDepot.html>

Other nearby licensed facilities include Narromine Waste Facility Whylandra Waste & Recycling Centre Dubbo and Wellington Waste Disposal Depot.

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

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

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

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

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

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

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

Individuals may be fined \$7,500 and corporations may be fined \$15,000 under the *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations*

(Waste) Regulation 2014 for transporting asbestos waste to a facility that cannot lawfully receive asbestos waste.

### 10.5 Illegal dumping of asbestos waste

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

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

- on the spot fines of up to \$15,000
- prosecution for pollution of land of up to \$1 million for a corporation and \$120,000 for each day the offence continues (under section 142A of the Protection of the Environment Operations Act 1997), or
- up to \$1 million-, or seven-years imprisonment, or both for an individual (under section 119 of the Protection of the Environment Operations Act 1997).

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

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

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

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

### 10.6 Asbestos remaining on-site

The disposal of asbestos on site is not encouraged as it requires an effective ongoing system of long-term management to ensure the material does not pose unacceptable risks to future site activities and occupants. For on-site burial of asbestos waste, Council will seek advice from the EPA. Council will confirm if on-site disposal is permitted under planning controls whether or not consent is required and will require recording of on-site disposal on the zoning certificate (section 149 certificate).

## 11. Complaints and investigations

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

Council will respond to complaints and inquiries regarding:

- Council's requirements in relation to development, land management and waste management
- derelict properties
- general asbestos safety issues
- illegal dumping
- safe removal and disposal of minor quantities of asbestos materials



- unsafe work at a residential property conducted by a homeowner or tenant.

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

## **Part 2 – Management of asbestos risks within Council**

### **12. Rights and responsibilities of workers at the Council workplace**

#### **12.1 Duties of Council workers at the Council workplace**

##### **12.1.1 The General Manager**

The General Manager has a duty to exercise due diligence to ensure that Council complies with the *NSW Work Health and Safety Act 2011* and the *NSW Work Health and Safety Regulation 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 Workers**

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

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

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

##### **12.1.3 Prohibited work activities**

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

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

Council will not permit the following equipment to be used on asbestos or asbestos containing material unless the use of the equipment is controlled in accordance with the *NSW Work Health and Safety Regulation 2017*:

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

## **12.2 Responsibilities of Council to Council workers**

### **12.2.1 Council's general responsibilities**

Council has general responsibilities under the NSW *Work Health and Safety Act 2011* and the NSW *Work Health and Safety Regulation 2017*. Accordingly Council will:

- not use any asbestos containing materials (unless in accordance with part 8.1 (419) of the NSW *Work Health and Safety Regulation 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 NSW immediately if persons are likely to be affected by asbestos fibres or if an air monitoring process records respirable asbestos fibre levels above 0.02 fibres/ml of air
- ensure that any contractors engaged to undertake the removal of asbestos for Council are appropriately licensed
- consult with workers as required by the *Work Health and Safety Act 2011*.

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

### **12.2.2 Education, training and information for workers**

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

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

Any workers who are involved in any activity listed in Appendix A under section 3 on behalf of, or for, Council shall be provided with access to a copy of this Policy and information and training suitable to their role and the activity.

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

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

Topics training may cover are outlined in the Code of practice on how to safely remove asbestos.

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

Education and training may include both initial induction and ongoing reinforcement on a regular basis and reinforced at tool box meetings, general in-house training and on Council's intranet.

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

A list of workers who have received the appropriate training to respond to asbestos hazards is available.

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 workers who Council reasonably believes may be involved in asbestos removal work or the carrying out of asbestos-related work in the workplace are trained in the identification, safe handling and suitable control measures for asbestos and asbestos containing material.

### **12.2.3 Health monitoring for workers**

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

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

### **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 worker or a competent person will be contracted to undertake this task. Analysis of the sample must only be carried out by a National Association of Testing Authorities (NATA) accredited laboratory (refer to Appendix E) or a laboratory approved or operated by the regulator.

#### **13.2 Indicating the presence and location of asbestos**

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

#### **13.3 Asbestos register**

Council have prepared an asbestos register. The Asbestos Register is available in Council's intranet I:\Work Health & Safety- File S12-14\Asbestos - File B4-21. A register for each identified site is contained in each site's individual Asbestos Management Plan which is available on Council's intranet and is to be kept at the workplace.

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

#### **13.4 Suspected asbestos**

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

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

#### **14. Managing asbestos-related risks in the Council workplace**

##### **14.1 Asbestos management plan**

Council will prepare an asbestos management plan for asbestos in the Council workplace.

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

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

Council is not aware of any naturally occurring asbestos in the workplace within the former Dubbo LGA. 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 workers and/or their representatives, in order to inform decision-making. Only competent persons will perform risk assessments or any subsequent reviews or revisions of risk assessments.

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

##### **14.4 Sites contaminated with asbestos that are Council workplaces**

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

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

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

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

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

#### **14.5 Demolition or refurbishment of Council buildings and assets**

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

#### **14.6 Removal of asbestos in the Council workplace**

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

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017.

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

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

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

Where Council is informed that asbestos removal work is to be carried out at the workplace, Council will inform workers and those in the immediate vicinity of the workplace and limit access to the asbestos removal area as per the *NSW Work Health and Safety Regulation 2017*.

##### **14.6.1 Removal by Council employees**

A list of employees trained and nominated to remove asbestos as well as the nominated supervisors will be included in Council's asbestos management plan.

Council will ensure that before any Council employee undertakes asbestos (or suspected asbestos) removal work they are:

- Appropriately trained
- Adequately supervised
- Provided with appropriate personal protective equipment and clothing
- Provided access to this [Policy](#)
- Provided with information about the health risks and health effects associated with exposure to asbestos and the need for, and details of, health monitoring.

#### **14.6.2 Removal by contractors**

Where [Council](#) commissions the removal of asbestos at the workplace, [Council](#) will ensure asbestos removal work is carried out only by a licensed asbestos removalist who is appropriately licensed to carry out the work, unless specified in the NSW Work Health and Safety Regulation 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 NSW's Certification Unit prior to entering a contract or agreement with the licensed asbestos removalists.

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

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

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

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

Where [Council](#) becomes aware of any breaches by licensed asbestos removalists, [Council](#) will report this to SafeWork NSW.

#### **14.6.3 Clearance inspections and certificates**

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

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

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



## **15. Accidental disturbance of asbestos by workers**

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

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

It may be appropriate that ~~e~~Council:

- Stop works in the vicinity of the asbestos immediately
- Inform the site supervisor immediately, inform necessary workers and record the incident
- Evacuate the area
- Provide personal protective equipment and briefing to appropriately trained workers who will respond to the incident
- Restrict access to the area and ensure only appropriately trained and equipped ~~e~~Council workers attend the site
- Exclude the public from the site and provide information to the public if in a public area
- Wet surfaces to reduce the dust levels
- Prevent the spread of contamination by using wash down facilities
- Provide information, training and supervision to all workers potentially at risk
- Contact SafeWork NSW to report the disturbance. SafeWork NSW must be immediately notified if persons are likely to be effected by asbestos fibres or if an air monitoring process records a level above 0.02 fibres/ml of air
- Implement an air monitoring program to assess asbestos exposure levels and specific risk control measures.
- Liaise with or consult the appropriate agencies
- Seek advice from an occupational hygienist
- Follow the Code of practice on how to safely remove asbestos
- Ensure that asbestos materials are disposed of at a facility licensed to accept asbestos materials, and where contractors have been engaged to dispose of asbestos waste, sight proof of appropriate disposal through weighbridge dockets or similar documentation
- Update the asbestos register and notify workers of any newly identified asbestos locations.

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

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

Removal of illegally dumped asbestos material or suspected asbestos material by ~~e~~Council employees will be undertaken in accordance with section 14.6.1 or section 14.6.2.

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

Where ~~C~~eouncil becomes aware of illegally dumped asbestos material outside of ~~C~~eouncil's jurisdiction, ~~C~~eouncil will promptly notify the relevant authority



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

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

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

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

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

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

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

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

### **16.3.1 Asbestos waste incorrectly presented to Councils Waste Facility**

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

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

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

- contact details of the transporter
- origin of the asbestos or asbestos containing material
- amount and type of asbestos or asbestos containing material

- reasons why the asbestos waste was not properly packaged, disclosed or transported to a waste facility licensed to receive asbestos waste
- development consent details (if applicable).

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

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

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

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

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

#### **16.4 Recycling facilities**

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

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

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

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

appropriate regulatory authority under the *Protection of the Environment Operations Act 1997*).

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

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

Council may request that tenants in council property:

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

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

##### **18.1 Supporting documents**

Council also has several internal documents that support this Policy.

- Asbestos Management Plan
- Quick Reference Asbestos Register
- Individual site asbestos management plan and registers
- Council's existing risk assessment matrices and a risk controls checklist for asbestos
- Employee health monitoring plans and records
- 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).
- Contaminated Lands Register

##### **18.2 Communicating the Policy**

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

- Council's Customer Services Centre
- Council's intranet
- Council's website [www.warren.nsw.gov.au](http://www.warren.nsw.gov.au)

All employees shall receive information about the Policy at induction.

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

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

### **18.3 Non-compliance with the [Policy](#)**

Failure by workers to adhere to the [Policy](#) and failure by managers to adequately inform relevant workers of this [Policy](#) shall be considered non-compliance with this [Policy](#).

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

Workers should approach their supervisor or manager if they are experiencing difficulties in understanding or implementing the [Policy](#) or if they are concerned that other workers are not complying with the [Policy](#).

### **19. ~~Variations to this policy~~ Policy Review**

This Policy should be reviewed every 4 years or within 12 months of a Council election. The [Policy](#) may be reviewed at any time at Council's discretion (or if legislative changes occur).

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

## Appendices

### Appendix A – General information and guidance

#### 1. What is asbestos?

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

There are two major groups of asbestos:

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

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

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

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

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

## **2. Where is asbestos found?**

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

### **2.1 Naturally occurring asbestos**

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

Asbestos is found as a naturally occurring mineral in many areas of NSW. Asbestos may occur in veins within rock formations. The map provided in Appendix L gives an indication of areas in NSW known to have naturally occurring asbestos.

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

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

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

### **2.2 Residential premises**

As a general rule, a house built:

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

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

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

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

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

Outside

- backyard garden sheds, carports, garages and dog kennels
- electrical meter boards
- imitation brick cladding
- lining under eaves
- wall and roof materials (flat, patterned or corrugated asbestos sheeting).

Inside

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

Asbestos can also be found in:

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

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

### **2.3 Commercial and industrial premises**

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

- asbestos rope or fabric in expansion joints (for example exhaust flues) and insulation
- bituminous waterproof membrane on flat roofs
- brake disc pads and brake linings
- cloth, tapes, ropes and gaskets for packing
- electrical switchboards and duct heater units
- fillers and filters
- fire doors

- lagging on pipes such as heater flues
- lift motor rooms
- pipes, casing for water and electrical/ telecommunication services
- rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications
- structural beams of buildings
- yarns and textiles eg fire blankets.

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

## **2.4 Sites contaminated with asbestos**

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

### **2.4.1 Situations where asbestos contamination may occur**

Situations where asbestos contamination may occur include:

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

### **2.4.2 Significantly contaminated land**

For sites that are significantly contaminated, the EPA and SafeWork NSW are the lead regulatory authorities. The *Contaminated Land Management Act 1997* applies to significantly contaminated land. In general, significant contamination is usually associated with former asbestos processing facilities or where large quantities of buried friable asbestos waste has been uncovered and is giving rise to measureable levels of asbestos fibres in air. Such sites require regulatory intervention to protect community health where the source of the



contamination is not being addressed by the responsible person. The Environment Protection Authority has details of sites that have been nominated as significantly contaminated on its Public Register at: [www.epa.nsw.gov.au/clm/publiclist.htm](http://www.epa.nsw.gov.au/clm/publiclist.htm)

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

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

### **3. Potentially hazardous activities**

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

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

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

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

Council could inadvertently disturb asbestos through activities such as:

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

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

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

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

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

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

#### 4. Health hazards

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

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

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

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

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

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

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

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

## Appendix B – Further information

### Aboriginal communities

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

### Asbestos contractors

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

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

### Asbestos waste

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

Asbestos waste disposal facility search function on the Asbestos Safety and Eradication Agency website: [www.asbestossafety.gov.au/search-disposal-facilities](http://www.asbestossafety.gov.au/search-disposal-facilities)  
[www.asbestossafety.gov.au/who-contact/search-disposal-facilities](http://www.asbestossafety.gov.au/who-contact/search-disposal-facilities)

Crackdown on Illegal Dumping: A Handbook for Local Government, 2007<sup>8</sup> (EPA)  
[www.epa.nsw.gov.au/illegaldumping/resources.htm](http://www.epa.nsw.gov.au/illegaldumping/resources.htm)  
[www.epa.nsw.gov.au/Publications/illegaldumping/080045-illegal-dumping](http://www.epa.nsw.gov.au/Publications/illegaldumping/080045-illegal-dumping)

*Illegally Dumped Asbestos Clean Up Program (IDACUP): Illegal Dumping Prevention Strategy 2022-2027*: Council may become involved in clean up activities of illegally dumped asbestos waste. Where the responsible party is unknown, unavailable, unwilling (despite a legal obligation to do so) or unable to pay for clean up within the timeframe required to avoid or at least minimise harm to the environment or public health, Council may apply for funding under the IDACUP strategy. Information about the IDACUP strategy is available at [www.environment.nsw.gov.au/grants/IDACUP.htm](http://www.environment.nsw.gov.au/grants/IDACUP.htm) [www.epa.nsw.gov.au/Your-environment/Illegal-dumping/Illegal-dumping-prevention-strategy](http://www.epa.nsw.gov.au/Your-environment/Illegal-dumping/Illegal-dumping-prevention-strategy)

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

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

For more information on illegal dumping and safely disposing of asbestos waste visit the EPA website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

*Management of asbestos in recycled construction and demolition waste*, 2010 (SafeWork NSW)  
[www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0017/18323/asbestos\\_recycled\\_construction-demolition\\_waste\\_2772.pdf](http://www.safework.nsw.gov.au/_data/assets/pdf_file/0017/18323/asbestos_recycled_construction-demolition_waste_2772.pdf)  
[www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf](http://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/51730/SW08774-Management-of-asbestos-in-recycled-construction-and-demolition-waste-guide.pdf)

### Contaminated land

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

*Managing land contamination: Planning guidelines SEPP 55 – Remediation of land*, 1998 (Department of Planning and Environment and EPA)

[www.epa.nsw.gov.au/resources/clm/gu\\_contam.pdf](http://www.epa.nsw.gov.au/resources/clm/gu_contam.pdf)  
[www.epa.nsw.gov.au/sites/default/files/managing-contaminated-land-guidelines-remediation.pdf](http://www.epa.nsw.gov.au/sites/default/files/managing-contaminated-land-guidelines-remediation.pdf)

### Emergency management

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

[www.epa.nsw.gov.au/resources/waste/asbestos/150044-asbestos-fire-damaged-buildings.pdf](http://www.epa.nsw.gov.au/resources/waste/asbestos/150044-asbestos-fire-damaged-buildings.pdf)

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

[www.emergency.nsw.gov.au/publications/plans/sub-plans/asbestos.html](http://www.emergency.nsw.gov.au/publications/plans/sub-plans/asbestos.html)

### Environmental risk assessment

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

Available via email by contacting the enHealth Secretariat:

[enHealth.Secretariat@health.gov.au](mailto:enHealth.Secretariat@health.gov.au)

### Health

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

[www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx](http://www.health.nsw.gov.au/environment/factsheets/Pages/asbestos-and-health-risks.aspx)

[www.health.nsw.gov.au/environment/factsheets/Factsheets/asbestos-and-health-risks.pdf](http://www.health.nsw.gov.au/environment/factsheets/Factsheets/asbestos-and-health-risks.pdf)

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

### Renovation and development

*Asbestos: A guide for householders and the general public*, Environmental Health Standing Committee (enHealth), Australian Health Protection Principal Committee, Canberra, 2013 (available at: [www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc-asbestos-about](http://www.health.gov.au/internet/publications/publishing.nsf/Content/asbestos-toc-asbestos-about) [www.eh.org.au/documents/item/1373](http://www.eh.org.au/documents/item/1373)).

Asbestos Awareness website (Asbestos Education Committee)

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

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

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

### Practical guidance

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

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

*Code of practice on how to safely remove asbestos* (catalogue no. WC03561) published by SafeWork NSW [www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf](http://www.safework.nsw.gov.au/_data/assets/pdf_file/0016/15217/how-to-safely-remove-asbestos-code-of-practice-3561.pdf)

### Tenants

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

[www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php](http://www.tenants.org.au/publish/factsheet-26-asbestos-lead/index.php)

### Tenants – Housing NSW tenants

*Asbestos fact sheet*, 2010 (Housing NSW)

[www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf](http://www.housing.nsw.gov.au/NR/rdonlyres/F4E1131F-2764-4CB1-BC07-98EB6C594085/0/Asbestos.pdf)

## Appendix C – Definitions

The terms used in the [Policy](#) are defined as below, consistent with the definitions in the:

- *Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW*
- *Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW*
- *Contaminated Land Management Act 1997*
- *Environmental Planning and Assessment Act 1979*
- *Emergency Pollution and Orphan Waste Clean-Up Program Guidelines 2008*
- *Protection of the Environment Operations Act 1997*
- *Waste classification guidelines part 1 classifying waste 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 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 Professionals Act 2005* in relation to those matters.

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

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

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

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

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

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

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

**asbestos removal work** means:

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

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

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

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

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

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

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

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

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

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

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

#### **complying development certificate**

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

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

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

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

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



**development** means:

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

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

**emergency service organisation** includes any of the following:

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

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

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

**friable asbestos** means material that:

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

**health** means physical and psychological health.

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

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

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

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



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

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

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

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

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

**NATA** means the National Association of Testing Authorities, Australia.

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

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

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

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

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

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

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

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

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

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

**respirable asbestos fibre** means an asbestos fibre that:

- a. is less than three micrometres wide
- b. more than five micrometres long

- c. has a length to width ratio of more than 3:1.

**specified VET course** means:

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

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

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

**waste** includes:

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

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

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

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

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

## **Appendix D – Acronyms**

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

## **Appendix E – Relevant contacts**

### **Warren Shire Council**

**Street address:**

Dubbo Street

WARREN NSW 2824

**Postal address:** PO Box 6

WARREN NSW 2830

Telephone: 02 6847 6600

Fax: 02 6847 6633

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

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

Office hours: 9 am to 5 pm, Monday to Friday

### **Waste facilities**

Ewenmar Waste Depot

Oxley Highway, Warren NSW

Telephone: 02 6847 6600

Hours: 8.30am to 5 pm weekdays

9 am to 5 pm on weekends

### **Asbestos-related disease organisations (non-exhaustive)**

#### **Asbestos Diseases Foundation Australia Inc**

Phone: (02) 9637 8759

Helpline: 1800 006 196

Email: [info@adfa.org.au](mailto:info@adfa.org.au)

Website: [www.adfa.org.au](http://www.adfa.org.au)

#### **Asbestos Diseases Research Institute**

Phone: (02) 9767 9800

Email: [info@adri.org.au](mailto:info@adri.org.au)

Website: [www.adri.org.au](http://www.adri.org.au)

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

Phone: (03) 9338 1635

Email: [admin@aioh.org.au](mailto:admin@aioh.org.au)

Website: [www.aioh.org.au](http://www.aioh.org.au)

#### **Dust Diseases Authority**

Phone: (02) 8223 6600

Toll Free: 1800 550 027

Email: [DDAenquiries@icare.nsw.gov.au](mailto:DDAenquiries@icare.nsw.gov.au)

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

#### **Environment Protection Authority (EPA)**

Phone: (02) 9995 5000

Environment line: 13 15 55

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

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

### **Licensed Asbestos Contractors**

For a listing of asbestos removal contractors in your area, refer to your local telephone directory or the

Yellow Pages website: [www.yellowpages.com.au](http://www.yellowpages.com.au) or contact:

### **Asbestos Removal Contractors Association NSW**

PO Box Q1882

Queen Victoria Building

NSW 1230

Email: [email@arcansw.asn.au](mailto:email@arcansw.asn.au)

Website: [www.arcansw.asn.au](http://www.arcansw.asn.au)

Verification of an asbestos removal contractor's licence can be checked by contacting

SafeWork NSW's Certification Unit Phone: **13 10 50**

### **Civil Contractors Federation (CCF)**

Phone: (02) 9009 4000

Email: [ccfnsw@ccfnsw.com](mailto:ccfnsw@ccfnsw.com)

Website: [www.ccfnsw.com/](http://www.ccfnsw.com/)

### **Local Government NSW**

Phone: (02) 9242 4000

Email: [lgnsw@lgnsw.org.au](mailto:lgnsw@lgnsw.org.au)

Website: [www.lgnsw.org.au](http://www.lgnsw.org.au)

### **NSW Ombudsman**

Phone: (02) 9286 1000

Toll free (outside Sydney metro): 1800 451 524

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

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

### **Training providers (non-exhaustive)**

#### **TAFE NSW**

Phone: 131 601

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

#### **Housing Industry Association (HIA)**

Phone: (02) 9978 3333

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

#### **Local Government Training Institute**

Phone: (02) 4922 2333

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

#### **Comet Training**

Phone: (02) 9649 5000

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

#### **Master Builders Association (MBA)**

Phone: (02) 8586 3521

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

**SafeWork NSW**

SafeWork NSW Information Centre Phone: 13 10 50

SafeWork NSW – Asbestos/Demolition Hotline Phone: (02) 8260 5885

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

Dubbo Office

Address: Level 2, 1 Church Street, Dubbo

Phone: (02) 6841 7900

## **Appendix F – Waste management facilities that accept asbestos wastes**

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

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

### **Waste management facilities in other areas that accept bonded asbestos waste**

Ewenmar Waste Depot  
Oxley Highway, Warren NSW  
Telephone: 02 6847 6600  
Hours: 8.30am to 5 pm weekdays  
9 am to 5 pm on weekends

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

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

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



## **Appendix G – Asbestos-related legislation, policies and standards**

- *Contaminated Land Management Act 1997*
- *Code of practice on how to manage and control asbestos in the workplace (catalogue no. WC03560) published by SafeWork NSW*
- *Code of practice on how to safely remove asbestos (catalogue no. WC03561) published by SafeWork NSW*
- *Demolition work code of practice 2015*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Protection of the Environment Operations (General) Regulation 2009*
- *Protection of the Environment Operations (Waste) Regulation 2014*
- *Protection of the Environment Operations Act 1997*
- *State Environmental Planning Policy ~~No. 55 – Remediation of Land~~ (Resilience and Hazards) 2021*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *NSW Work Health and Safety Act 2011*
- *NSW Work Health and Safety Regulation 2017*
- *Workers' Compensation (Dust Diseases) Act 1942.*

## Appendix H – Agencies roles and responsibilities

### NSW organisations

#### Department of Planning and Environment (DPE)

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

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

Where asbestos represents contamination of the land (ie it is present in excess of naturally occurring levels), *State Environmental Planning Policy ~~No. 55 – Remediation of Land~~ (Resilience and Hazards) 2021* imposes obligations on developers and consent authorities in relation to remediation of the land and the assessment and monitoring of its effectiveness.

The *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* enables exempt and complying development across the state. While this includes demolition and the removal of asbestos, the *Environmental Planning and Assessment Regulation 2000*~~21~~ specifies particular conditions that must be contained in a complying development certificate in relation to the handling and lawful disposal of both friable and non-friable asbestos material under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

#### Dust Diseases Authority (DDA)

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

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

#### Environment Protection Authority (EPA)

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

EPA is the appropriate regulatory authority for activities that require an environment protection licence or are carried out by public authorities such as local councils, ~~the Roads and Maritime Services~~Transport for NSW and Sydney Water. Local councils are the appropriate regulatory authority for activities that are not regulated by the EPA, which

typically include building demolition, construction sites, residential properties, commercial sites and small to medium sized industrial facilities.

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

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

### **Heads of Asbestos Coordination Authorities (HACA)**

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

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

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

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

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

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

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

### **NSW Department of Industry**

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

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

The NSW Department of Industry also has responsibilities for:

- skill formation and development to match industry demand

- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

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

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

### **NSW Ministry of Health**

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

### **NSW Ombudsman**

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

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

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

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

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

### **Office of Local Government**

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

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

## **SafeWork NSW**

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

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

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

## **National organisations**

### **Asbestos Safety and Eradication Agency**

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

The agency has broad functions under its legislation, including:

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

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

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

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

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

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

NSW (Head Office) and ACT

Phone: (02) 9736 8222

National Toll Free: 1800 621 666

Website: [www.nata.asn.au](http://www.nata.asn.au)

### **Environmental Health Committee (enHealth)**

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

Website: [www.health.gov.au/internet/main/publishing.nsf/content/ohp-environ-enhealth-committee.htm](http://www.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 workers' compensation arrangements across Australia.

Phone: (02) 6121 5317

Email: [info@swa.gov.au](mailto:info@swa.gov.au)

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

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

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

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

### Emergency management

| Scenario  | Lead organisation  | Other regulators   |
|---|--|--|
| Emergency response  | Emergency services   | Fire and Rescue (Hazmat)<br>SafeWork NSW                   |
| Handover to Local council, owner of property or NSW Police – crime scene following a minor incident | Local council<br>NSW Police  |  |
| Handover to State Emergency Recovery Controller   | State Emergency Recovery Controller                                | Recovery Committee<br>Local council<br>EPA<br>SafeWork NSW |
| Handover to Recovery Committee following a significant incident                                     | Recovery Committee (formed by State Emergency Recovery Controller) | Local council<br>EPA<br>SafeWork NSW                       |
| Remediation not requiring a licensed removalist   | Local council  | Principal Certifying Authority<br>SafeWork NSW (workers)   |
| Remediation requiring licensed removal work   | SafeWork NSW   | Local council<br>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<br>EPA ( <i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)  |
| Naturally occurring asbestos part of a mineral extraction process                          | NSW Department of Industry  | Local council<br>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)<br>SafeWork NSW (workers)   |
| Soil contaminated with asbestos waste and going to be disturbed by a work practice         | SafeWork NSW  | EPA ( <i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)                                   |
| Soil contaminated with asbestos waste but will remain undisturbed by any work practice     | Local council   | EPA ( <i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities, declared contaminated land sites)<br>SafeWork NSW (workers on site) |
| Potential for exposure on public land  | EPA ( <i>Protection of the Environment Operations Act 1997</i> Scheduled Activities Public Authorities)                               | Local council<br>SafeWork NSW (workers on site)   |
| Soil contaminated with asbestos waste but at a mine site                                   | NSW Department of Industry<br>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<br>Private Certifiers | SafeWork NSW<br>EPA                 |
| Site contaminated due to past uses  | Local council                       | SafeWork NSW<br>EPA                 |
| Licensed removal work required  | SafeWork NSW                        | Local council<br>Private Certifiers |
| Removal does not require a licensed removalist  | Local council<br>Private Certifiers | SafeWork NSW (workers)              |
| Transport or waste disposal issues  | Local council                       | EPA                                 |
| Derelict property with fibro debris   | Local council or Multi-agency       | Multi-agency                        |

## Site contamination

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

## Waste

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

## Workplaces

| Scenario  | Lead organisation   | Other regulators              |
|---|---|-------------------------------|
| Asbestos installed/supplied after 2003 (illegally)  | SafeWork NSW  |                               |
| Risks to the health of workers  | SafeWork NSW  |                               |
| Asbestos management and asbestos going to be removed  | SafeWork NSW<br>NSW Department of Industry (mine sites)   |                               |
| Risks to the health of the public from worksites  | SafeWork NSW (Risks to workers)<br>Local council (Risks to the wider public)<br>Department of Planning and Infrastructure (part 3A approvals)<br>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<br>Local council |
| Asbestos contaminated clothing going to a laundry   | SafeWork NSW  | EPA<br>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                           | During the 1960s and 1970s, pure loose-fill asbestos was sold as ceiling insulation for residential and commercial premises. A Canberra based company known as 'Mr Fluffy' installed insulation in at least 1,000 homes in the ACT and is also understood to have installed insulation into homes in NSW. |
| Asbestos rope gaskets for wood heaters. Heater and stove insulation      | Dates of supply availability unknown but prior to 31 December 2003  |
| Compressed fibro-cement sheets   | Available from 1960s – 1984   |
| Villaboard   | Available until 1981  |
| Harditherm   | Available until 1984  |
| Highline   | Available until 1985  |
| Coverline  | Available until 1985  |
| Roofing accessories  | Available until 1985  |
| Pressure pipe  | Available until 1987  |

**Sources:**

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

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

[www.fairtrading.nsw.gov.au/biz\\_res/ftweb/pdfs/Tenants and home owners/Loose Fill Abestos Taskforce Report.pdf](http://www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Tenants_and_home_owners/Loose_Fill_Abestos_Taskforce_Report.pdf) (accessed October, 2015).

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

**A**

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

## **B**

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

## **C**

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

## **D**

Door seals on ovens

## **E**

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

## **F**

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

## **G**

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

Gaskets: chemicals, refineries

Gaskets: general

Gauze mats in laboratories/chemical refineries

Gloves: asbestos

## **H**

Hairdryers: insulation around heating elements

Header (manifold) insulation

## **I**

Insulation blocks

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

Insulation in electric reheat units for air conditioner systems

## **L**

Laboratory bench tops

Laboratory fume cupboard panels

Laboratory ovens: wall insulation

Lagged exhaust pipes on emergency power generators

Lagging in penetrations in fireproof walls

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

Limpet asbestos spray insulation

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

## **M**

Mastik

Millboard between heating unit and wall

Millboard lining of switchboxes

Mortar

## **P**

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

Packing material on window anchorage points in high-rise buildings

Paint, typically industrial epoxy paints

Penetrations through concrete slabs in high rise buildings

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

Plaster and plaster cornice adhesives

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

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

## **R**

Refractory linings

Refractory tiles

Rubber articles: extent of usage unknown

## **S**

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

Sealant or mastik on windows

Sealants and mastik in air conditioning ducting joints

Spackle or plasterboard wall jointing compounds

Sprayed insulation: acoustic wall and ceiling

Sprayed insulation: beams and ceiling slabs

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

Stoves: old domestic type, wall insulation

## **T**

Tape and rope: lagging and jointing

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

Tilux sheeting in place of ceramic tiles in bathrooms

Trailing cable under lift cabins

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

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

## **V**

Valve and pump insulation

## **W**

Welding rods

Woven asbestos cable sheath

## **Sources:**

*Environmental health notes number 2 guidelines for local government on asbestos*, 2005  
(Victorian Department of Human Services).

[www.health.vic.gov.au/environment/downloads/hs523\\_notes2\\_web.pdf](http://www.health.vic.gov.au/environment/downloads/hs523_notes2_web.pdf)

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

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

## Appendix K – Asbestos licences

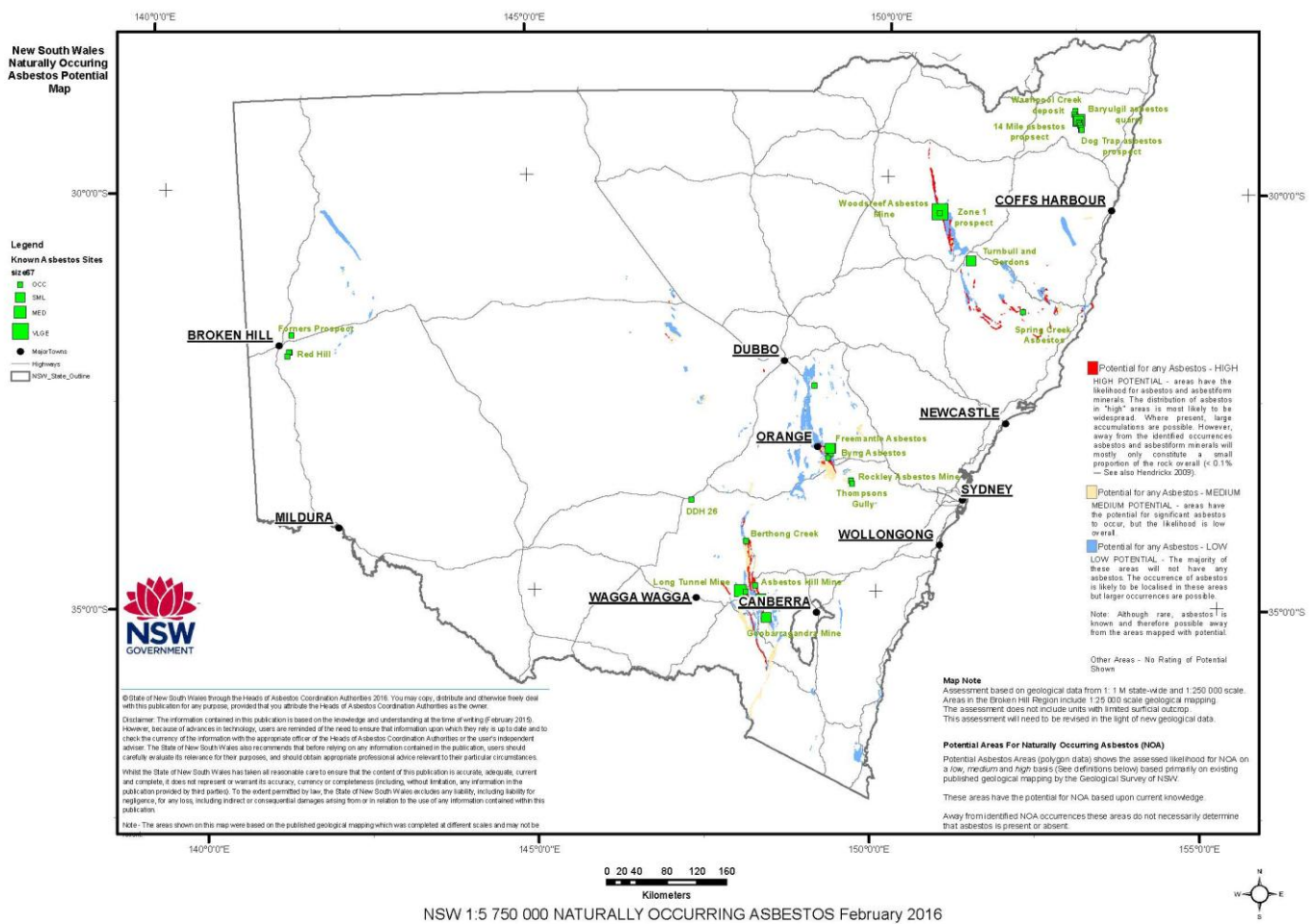
| Type of licence     | What asbestos can be removed?   |
|---------------------|---|
| Class A             | <p>Can remove any amount or quantity of asbestos or asbestos containing material, including:</p> <ul style="list-style-type: none"> <li>any amount of friable asbestos or asbestos containing material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

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





## Appendix L – Map



|

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 25th September 2025**

**ITEM 1                      OUTSTANDING REPORTS CHECKLIST                      (C14-7.4)**

| <b>Date</b>            | <b>Resolution or Qwn</b> | <b>Outstanding Matter</b>                     | <b>Officer Resp</b> | <b>Response/Action</b>   |
|------------------------|--------------------------|---|---------------------|--|
| <b>General Manager</b> |                          |   |                     |  |
| *25.2.21               | 41.2.21                  | Mobile and Internet Coverage in Nevertire     | GM                  | Report provided by SatPty confirming black spots within Warren Local Government Area. Report included in the submission to the Federal Government Mobile Black Spot Program Round 8. SatPty have advised that their applications have not been considered and will go no further with the Commonwealth Government and at present they will be taking no further action.            |
| 25.1.23                | 12.1.23                  | Affordable Housing Opportunity – Housing Plus | GM/<br>DMES         | Negotiations continuing to finalise the required agreement with Housing Plus for the eventual sale of all or most of the nine (9) vacant land lots in Gunningba Estate for a maximum five (5) year period. Waiting on a 'Rural' or 'Remote' Round of funding from Housing Australia before considering going forward. Council blocks will be put on the market in the near future. |
| 25.5.23                | 118.5.23                 | Destination Macquarie Marshes Taskforce       | GM/<br>EDVM         | That within 12 months and, after the Taskforce's short and long term goals and Destination Macquarie Marshes Action Plan, Macquarie Marshes Promotions Strategy and Stakeholder Engagement Strategy are formulated, other organisations/ community   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action  |
|------------------------|-------------------|---|--------------|--|
| <b>General Manager</b> |                   |   |              |  |
|                        |                   |   |              | <p>representatives be invited to be members of the Taskforce.</p> <p>Work on refining the draft document is ongoing.</p> <p>The Economic Development and Visitation Manager is currently refining chosen logo designs and will provide updated logo designs and draft brochure format to the next meeting of the Destination Macquarie Marshes Taskforce.</p> <p>Development continuing.</p> |
| 7.12.23                | 293.12.23         | Destination Macquarie Marshes Taskforce Meeting 7th June 2023 | GM/EDVM      | <p>1. That grant funding opportunities to improve signage in the Macquarie Marshes be investigated - ongoing.</p> <p>2. That neighbouring Councils to the Macquarie Marshes be requested to consider funding grant applications for appropriate signage to the Macquarie Marshes.</p> <p>Ongoing pending future meeting discussion.</p>  |
| 7.12.23                | 301.12.23         | Internal Auditor – Human Resources Review – June 2021         | GM           | The priorities as listed in the recommendation be actioned and progressed.   |
| 24.4.24                | 87.4.24           | Warren Shire Council Customer Service Ethos Policy            | GM           | The Draft Customer Service Ethos Policy be redeveloped to solely consider Ethos and a separate Policy be developed to cover  |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter                               | Officer Resp | Response/Action   |
|------------------------|-------------------|--|--------------|---|
| <b>General Manager</b> |                   |  |              |   |
|                        |                   |  |              | Customer Service.<br>Expected to be provided to the December 2025 Council Meeting.  |
| 23.5.24                | 114.5.24          | Regional Industry Educational Partnership (RIEP) | GM / EDVM    | <p>*A new Careers Advisor has now been appointed for the Warren Central School. The Economic Development and Visitation Manager is to meet with the newly appointed staff member in the near future to discuss various matters including the REIP Program, possible apprenticeship and trainee opportunities and the possibility of school based traineeships etc in the future. A report on the meeting will be provided.</p> <p>The Department of Education Senior Project Officer responsible for the pilot program has now returned from maternity leave.</p> <p>A teams meeting was held between the Economic Development and Visitation Manager, Department of Education Senior Project Officer and the Business Development Manager of DPIRD on Wednesday, 6th August, 2025 to progress the re-commencement of the program. First step will be a meeting with representatives of the</p> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date            | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action  |
|-----------------|-------------------|--------------------|--------------|--|
| General Manager |                   |                    |              |  |
|                 |                   |                    |              | <p>School to discuss the program followed by an in-school talk by the Economic Development and Visitation Manager and current trainees and apprentices at Council to create renewed interest in the program.</p> <p>The re-ignited program could be a feeder, into the recruitment of Round 3 positions for the OLG Fresh Start for Apprentices, Trainees and Cadets grant program.</p> <p>*Representative from Council including the Manager Health and Development and Economic Development and Visitation Manager, presented to the Year 10 class of Warren Central School on Monday, 8 September, 2025. Also in attendance was the Senior Project Officer in charge of the RIEP Program. The purpose of the presentation was to introduce the RIEP Program and present Warren Shire Council and Local Government in general as a great career choice. A similar presentation was held on Friday, 12 September, 2025 and included the Workshop Manager and the Apprentice Heavy Vehicle Mechanic.</p> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

**ITEM 1****OUTSTANDING REPORTS CHECKLIST****CONTINUED**

| Date                   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action  |
|------------------------|-------------------|---|--------------|--|
| <b>General Manager</b> |                   |   |              |  |
|                        |                   |   |              | Next stage of the program is to hold a Council Careers event, to present students with the range of specialist activities undertaken by Council and a meet/question session with departmental staff about their specific functions within Council. This is planned for early 4th School Term. Date to be negotiated. |
| 27.6.24                | 147.6.24          | Legislative Compliance Policy and Procedure and Legislative Compliance Register | GM           | 1. Actions to be taken on how non-compliance is managed to ensure that matters are not repeated and that appropriate high level risk assessments are undertaken and documented and that implementation of actions to reduce risk are arranged – in progress.   |
| 27.3.25                | 69.3.25           | Drought Resilience Plan Project   | GM           | 1. A governance framework around a tri-party (Bogan, Coonamble, and Warren) arrangement be established and the three Councils form a Project Steering Committee for a Regional Drought Resilience tourism project – in progress with first meeting of the Steering Committee undertaken on 11th July 2025 and        |



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action  |
|------------------------|-------------------|---|--------------|--|
| <b>General Manager</b> |                   |   |              |  |
|                        |                   |   |              | Consultant engaged and being managed.  |
| *24.7.25               | 235.7.25          | Review of Modern Slavery Policy and Modern Slavery Risk Management Plan | GM/IPM       | <ol style="list-style-type: none"> <li>1. The Draft Modern Slavery Policy and Modern Slavery Risk Management Plan has been placed on public exhibition for a period of not less than 28 days; and</li> <li>2. Subject to no adverse submissions being received, the Modern Slavery Policy and Modern Slavery Risk Management Plan as amended be adopted. Public Exhibition period is complete. Modern Slavery Risk Management Plan and Policy has been adopted.</li> </ol> |
| *24.7.25               | 241.7.25          | Review of Festivals and Events Policy                                   | GM/EDVM      | <ol style="list-style-type: none"> <li>1. The Draft Festivals and Events Policy has been placed on public exhibition for a period of not less than 28 days; and</li> <li>2. No adverse submissions received, the Festivals and Events Policy as amended was adopted.</li> </ol>  |
| 28.8.25                | 264.8.25          | Destination Macquarie Marshes Taskforce                                 | EDVM         | That the Economic Development and Visitation Manager progress the development of a new dedicated brochure layout for the Discover Macquarie Marshes campaign and further   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action   |
|------------------------|-------------------|---|--------------|---|
| <b>General Manager</b> |                   |   |              |   |
|                        |                   |   |              | develop a logo design for consideration of the Destination Macquarie Marshes Taskforce.   |
| *28.8.25               | 269.8.25          | Review of Legislative Compliance Policy and Procedure Policy                                | GM           | The reviewed Legislative Compliance Policy and Procedure, as amended has been adopted.  |
| 28.8.25                | 270.8.25          | Review of Code of Meeting Practice  | GM           | 2. The Reviewed Code of Meeting Practice 2025 has been placed on public exhibition for a minimum of 28 days; and<br>3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Code of Meeting Practice 2025 be adopted.               |
| 28.8.25                | 271.8.25          | Review of the Warren Shire Council Code of Conduct  |              | 2. The Reviewed Warren Shire Council Code of Conduct has been placed on public exhibition for a minimum of 28 days; and<br>3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Warren Shire Council Code of Conduct be adopted. |
| 28.8.25                | 272.8.25          | Review of the Procedures for the Administration of the Warren Shire Council Code of Conduct | GM           | 2. The Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct has been placed on public   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter                             | Officer Resp | Response/Action   |
|------------------------|-------------------|--|--------------|---|
| <b>General Manager</b> |                   |  |              |   |
|                        |                   |  |              | exhibition for a minimum of 28 days; and<br>3. Subject to no adverse submissions being received within a period of at least 42 days, the Reviewed Procedures for the Administration of the Warren Shire Council Code of Conduct be adopted.   |
| *28.8.25               | 273.8.25          | Review of the Contractor WHS Management Policy | GM           | The reviewed Contractor WHS Management Policy, as amended, has been adopted.  |
| 28.8.25                | 298.8.25          | Queensland Cotton Gin Land Sales               | GM           | 2. Council delegate to the Mayor and General Manager to approve the submission of an Expressions of Interest for the purchase of Block 1 Gin Complex (part if required), Block 2 Module Yard and Block 3 Gunningbar Creek Block, Queensland Cotton Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824 with the maximum purchase amounts and costs listed in the Report such as Stamp Duty costs if any, legal costs and any required subdivision costs if deemed necessary excluding GST;<br>3. Council delegate to the Mayor and General |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date                   | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action  |
|------------------------|-------------------|--------------------|--------------|--|
| <b>General Manager</b> |                   |                    |              |  |
|                        |                   |                    |              | <p>Manager to negotiate and finalise partnering arrangements and agreements and if necessary, any joint or separate Expressions of Interest for the purchase of relevant blocks of Queensland Cotton Corporation Properties, Industrial Land and Complex, Warren, NSW, 2824;</p> <p>4. Authority be provided to affix Council's Seal to any documentation related to any land purchase in this matter if required; and</p> <p>5. Final allocation of funding be undertaken at a later time subject to the success or not of the Council's Expressions of Interest.</p> |

| Date   | Resolution or Qwn | Outstanding Matter   | Officer Resp | Response/Action  |
|--|-------------------|--|--------------|--|
| <b>Divisional Manager Finance and Administration</b> |                   |  |              |  |
| 7.12.23  | 301.12.23         | Internal Auditor – Media Communications Review – June 2023 | DMFA         | <p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> <li>- A new electronic document management system to be purchased and implemented.</li> </ul> <p>Licence Agreement has been signed and project is expected to be complete by December 2025 – progressing.</p> |
| 7.12.23  | 301.12.23         | Internal Auditor – Fraud Control Review – June, July 2023  | DMFA         | <p>The following priorities and actions be progressed:</p>   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action  |
|--|-------------------|---|--------------|--|
| <b>Divisional Manager Finance and Administration</b> |                   |   |              |  |
|  |                   |   |              | - Online Fraud training to relevant staff – Pending.   |
| 27.6.24  | 147.6.24          | Notice of Public Exhibition – Fraud and Corruption Policy and Framework | DMFA         | An Implementation Action Plan being developed.   |
| 5.12.24  | 287.12.24         | Promoting Better Practice Review  | DMFA/<br>GM  | 1. Arrangements be made to review the Business Continuity Plan as soon as practical and update it where required – in progress; and<br>2. Arrangements be made to review the Records Management Policy in line with the legislative changes in December 2022 and that the requirements of the new statutory regime be applied to record keeping and disposal within Warren Shire Council -In progress. |
| 27.3.25  | 59.3.25           | ARIC Committee Risk Management Framework Review                         | GM/<br>DMFA  | That a report that includes the direction and purpose be provided on the review of the Policy – in progress.   |
| *27.3.25   | 59.3.25           | ARIC Committee Service NSW Service Provision                            | DMFA         | That a further report describing the results of the Service NSW Review including Council's costs of providing the service, and the community's expectations, be provided to the next ARIC Meeting – Service Review Report provided to the 2 September 2025 ARIC Meeting.   |
| 26.6.25  | 196.6.25          | ARIC Committee Asset Management/<br>Valuations                          | DMFA         | Council's actions to develop and implement an ICT Strategic Plan be reported to a future ARIC Meeting - pending  |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter                         | Officer Resp | Response/Action  |
|--|-------------------|--|--------------|--|
| <b>Divisional Manager Finance and Administration</b> |                   |  |              |  |
| *24.7.25   | 244.7.25          | Library – Internet Access Policy           | DMFA         | 1. The Draft Library – Internet Access Policy has been placed on public exhibition for a period of not less than 28 days; and<br>2. Subject to no adverse submissions being received, the Library – Internet Access Policy as amended has been adopted.              |
| *24.7.25   | 245.7.25          | Library – Children and Young Person Policy | DMFA         | 1. The Draft Library – Children and Young Person Policy has been placed on public exhibition for a period of not less than 28 days; and<br>2. Subject to no adverse submissions being received, the Library – Children and Young Policy as amended has been adopted. |
| *28.8.25   | 274.8.25          | Investment Policy                          | DMFA         | That Council adopt the amended Investment Policy has been adopted.   |
| 28.8.25  | 275.8.25          | Employee Leave Policy and Procedure        | DMFA         | 1. The Employee Leave Policy and Procedure detailed within the report, has been placed on public exhibition for a minimum of 28 days; and<br>2. Subject to no adverse submissions being received, the Employee Leave Policy and Procedure be adopted.                |
| 28.8.25  | 276.8.25          | Recruitment and Selection Policy           | DMFA         | 2. The Recruitment and Selection Policy detailed within the report, has been placed on public exhibition for a minimum of 28 days; and   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter                                  | Officer Resp | Response/Action  |
|--|-------------------|---|--------------|--|
| <b>Divisional Manager Finance and Administration</b> |                   |   |              |  |
|  |                   |   |              | 3. Subject to no adverse submissions being received, the Recruitment and Selection Policy has been adopted.  |
| *28.8.25   | 277.8.25          | Privacy Management Policy                           | DMFA         | The amended Privacy Management Policy has been adopted.  |
| *28.8.25   | 278.8.25          | Records Management Policy                           | DMFA         | The amended Records Management Policy has been adopted.  |
| *28.8.25   | 288.8.25          | Financial Reports for the Year Ended 30th June 2025 | DMFA         | <ol style="list-style-type: none"> <li>1. The necessary elected members and staff be authorised to sign the Statement by Councillors and Management on the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ending 30th June 2025 - complete;</li> <li>2. Council delegate to the General Manager the authority to "authorise the Year End Accounts for issue" subject to there being no material audit changes or audit issues, in accordance with AASB 110 - complete; and</li> <li>3. Council delegate to the General Manager the authority to "finalise the date" at which the auditor's report and financial statements are to be presented to the public as required under Section 418 (1) of the</li> </ol> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action                        |
|--|-------------------|--------------------|--------------|--|
| <b>Divisional Manager Finance and Administration</b> |                   |                    |              |  |
|  |                   |                    |              | Local Government Act, 1993 - complete. |

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp  | Response/Action   |
|--|-------------------|---|---------------|---|
| <b>Divisional Manager Engineering Services</b> |                   |   |               |   |
| 6.12.18  | 284.12.18         | Amendments to the Boundaries of Lot 79 & 80 DP 724585 Wambianna Street, Collie to provide for the existing Collie Hotel accommodation units | DMES          | Survey completed. This project is currently on hold until further discussions are held with the new Hotel owners.   |
| 27.6.19  | 129.6.19          | Warren Levee Rehabilitation (total project - \$7.1M)  | DMES/ IPM/TSM | Contract awarded for Levee Rehabilitation works on 15 May 2025.   |
| 3.12.20  | 256.12.20         |   |               | <p>*Rocks at Saleyards being sorted currently. Works on the Levee Rehabilitation commenced on the 17 June 2025. Works on Toe Berm with Type 2 Rocks progressing.</p> <p>*Two (2) Rock Armouring site works completed in August 2025.</p> <p>The retaining wall works scheduled to start in September 2025. Precast panels and capping beams being cast.</p> <p>All new levee flood gates installed, testing underway.</p> |
| 22.7.21  | 148.7.21          | Warren CBD Upgrade Stage 2  | DMES          | Seek necessary grants for this extensive 10 year project – ongoing. Commonwealth Government Grant Program Application re-submitted.   |
| 26.10.23                                       | 270.10.23         | Warren CBD Upgrade – Land Acquisition   | DMES/ GM      | Further investigations be undertaken and reported on in regard the estimated cost   |



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp             | Response/Action  |
|--|-------------------|---|--------------------------|--|
| <b>Divisional Manager Engineering Services</b> |                   |   |                          |  |
|  |                   |   |                          | of any proposed private land purchases, what could be developed and the estimated costs of the proposed use - in progress.   |
| 7.12.23  | 304.12.23         | Proposed National Polocrosse Titles Warren 2028 – Presentation by Phil Waterford and Simon Turnbull | DMES/<br>TSM/GM/<br>EDVM | <ol style="list-style-type: none"> <li>1. Council form a Sub-Committee consisting of the relevant Councillors from the Showground/ Racecourse Committee, Council Staff, General Manager, Town Services Manager, Divisional Manager Engineering Services, Economic Development and Visitation Manager, all Showground/ Racecourse User Groups, Regional Polocrosse Representatives (future), Phil Waterford, Simon Turnbull to determine whether the proposal could and should be progressed; and</li> <li>2. A Planning Group consisting of Phil Waterford, Simon Turnbull, Warren Polocrosse Club, Holly Turnbull and Katlyn Turnbull be formed for presentation to the Sub-Committee on the framework of the proposal and the required business case to undertake the proposed event.</li> </ol> <p>*EDVM has contacted the Polocrosse President with regards to business plan progress.</p> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action   |
|--|-------------------|---|--------------|---|
| <b>Divisional Manager Engineering Services</b> |                   |   |              |   |
|  |                   |   |              | The Economic Development and Visitation Manager has attempted to further contact (via email) representatives from Warren Polocrosse for an update on their progress or need for assistance. No replies have been received.                                    |
| 28.3.24  | 60.3.24           | Warren Shire Council Integrated Water Cycle Management (IWCM) Strategy Document | DMES / TSM   | NSW Public Works Advisory has commenced the assignment. Progressing.  |
| 23.5.24  | 143.5.24          | Upgrade of Thornton Avenue Sewerage Pumping Station – Warren NSW                | DMES / TSM   | Works will be carried out in house and by local contractors. Works expected to commence 19 September 2025.  |
| 27.6.24  | 146.6.24          | Airport Operational Manual Update   | DMES/ TSM    | Manual has been resubmitted to CASA in July 2025.   |
| 25.7.24  | 183.7.24          | Closed Circuit Television (CCTV) And Workplace Surveillance                     | DMES/ TSM    | SIMTEC are working through installation issues.<br><br>Cameras functioning at Admin Office, Oxley Park toilet, Sporting Complex, Roundabout (existing 4), Skate Park and Splash Park.<br><br>The Waste Depot now have a functional CCTV camera using Farmbot. |
| 24.10.24                                       | 283.10.24         | Sewer Main Condition Assessment (CCTV) and Smoke/Dye Testing                    | DMES/ TSM    | Contractor has finished. Council to review details.   |
| 5.12.24  | 291.12.24         | Proposed Traffic Alterations on Bundemar Street                                 | DMES         | That subject to NSW Police Force concurrence:<br><br>1. A section of the centre median in Bundemar Street be removed from the existing intersection with the Oxley Highway, Burton Street, to a point level with or just east of the access serving the       |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action  |
|--|-------------------|---|--------------|--|
| <b>Divisional Manager Engineering Services</b> |                   |   |              |  |
|  |                   |   |              | <p>business premises of Tyeright thus allowing for improved and safer ingress/egress to Tyeright, for AB-Triple Vehicles; and</p> <p>2. The removed section island to be converted into a painted island;</p> <p>3. The NO STOPPING restriction be extended by 30m along Bundemar Street on the northeastern side of the intersection; and</p> <p>4. Council apply for the designation of the Bundemar Street route to Tyeright as a heavy vehicle route to accommodate AB-Triple Vehicles.</p> <p>Work to be programmed after completion of major works on RR333 and RR202.</p> |
| 23.1.25  | 7.1.25            | Water Supply in Collie Village                                    | DMES/TSM     | That a master plan be developed for improvement of water supply in Collie Village. This would be considered in the IWCM.   |
| 23.1.23  | 23.1.25           | Proposed Land Acquisition – Lot 128 DP 755314 & Lot 313 DP 724603 | DMES         | <p>1. Authorises acquisition of approximately 10,000 square metres and 7,000 square metres portions of land through Lot 313 DP 724603 and Lot 128 DP 755314 respectively, as depicted on Figure 2 of the 23rd January 2025 Divisional Manager Engineering Services report to Council, Item 4 – in progress.</p>  |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter   | Officer Resp | Response/Action   |
|--|-------------------|--|--------------|---|
| <b>Divisional Manager Engineering Services</b> |                   |  |              |   |
|  |                   |  |              | <p>2. Authorises the General Manager and Divisional Manager Engineering Services to obtain a Planning Certificate under Section 10.7(2) of the Environmental Planning and Assessment Act 1997 – in progress.</p> <p>3. Authorises the General Manager and Divisional Manager Engineering Services to enter negotiations with the owners of the land within provisions of the NSW Roads Act 1993, and the Land Acquisition (Just Terms Compensation) Act 1991, with a view of acquiring the portions for an agreed monetary compensation – in progress.</p> <p>4. That a plan of subdivision be registered, and if required, a notice be published in the Government Gazette dedicating the acquired land as a public road – in progress.</p> <p>Cadastral survey is ongoing. This has been put on hold pending the outcome of the larger acquisition quest.</p> |
| 26.6.25  | 201.6.25          | Airport Operations Committee Warren Aerodrome – Certification and Operational Implications | DMES/TSM     | <p>That a further report be provided to the Committee on this issue that provides:</p> <p>1. Advice from CASA confirming that Warren Shire Council Airport has never been certified;</p>  |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date                                    | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action  |
|---|-------------------|--------------------|--------------|--|
| Divisional Manager Engineering Services |                   |                    |              |  |
|   |                   |                    |              | <p><i>Warren Aerodrome has only previously been <b>Registered</b> in 2020, the Law changed requiring Aerodromes to be either Certified or Uncertified.</i></p> <p>2. Confirmation that Warren Shire can continue to operate as an uncertified aerodrome under MOS 139 and Council Policies and Procedures;</p> <p><i>N/A.</i></p> <p>3. The certification status of our neighbouring airports;</p> <p><i>Nyngan, Coonamble, Cobar and Narromine are all currently certified Aerodromes.</i></p> <p><i>All neighbouring airports are Certified.</i></p> <p>4. Advice that all current users can still continue operations at the Warren Airport if it remains uncertified; and</p> <p><i>CASA have confirmed all current Users could still operate from the Aerodrome if it was uncertified.</i></p> <p>5. Advice from Operations Staff of the RFDS providing details of their operational requirements regarding nighttime flying and if they require instrument approaches.</p> <p><i>RFDS Western Manager advised that an instrument</i></p> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter   | Officer Resp | Response/Action  |
|--|-------------------|--|--------------|--|
| <b>Divisional Manager Engineering Services</b> |                   |  |              |  |
|  |                   |  |              | <i>approach would be great to have, they don't need it.</i><br>All in progress.  |
| 24.7.25  | 229.7.25          | Roads Committee<br>Stock Grids and Public<br>Gates Policy              | DMES         | 1. *Council requests permission from the Murray's to enter their property to allow a full investigation of the practicality and cost of watering of the northern paddock of the Murray's property – Permission obtained; and<br><br>2. If permission of the Murray's is granted Council undertakes an investigation of the practicality and cost of watering (required pipeline, tank(s), trough and pumping system with floats) of the northern paddock of the Murray's with the Roads Committee reconvening to make a final determination on the SR90 Inglewood Road public gate issue – in progress, cost obtained. |
| 28.8.25  | 262.8.25          | Structural Damage to the Inlet Works – Tiger Bay Sewer Treatment Plant | DMES/<br>TSM | Council approves the use of the \$63,500.00, surplus funds from the construction of the additional evaporation lagoon, for the repair of the Tiger Bay Sewer Treatment Plant Inlet Channel with any unused funds to be returned to the sewer fund at the completion of the project.  |
| 28.8.25  | 263.8.25          | Supply and Delivery of Grader  | DMES         | That Council accept the tender from WesTrac Pty Ltd of 8 Purvis Street, Dubbo for the Supply and Delivery of a 2025 model Caterpillar 140  |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter   | Officer Resp | Response/Action  |
|--|-------------------|--|--------------|--|
| <b>Divisional Manager Engineering Services</b> |                   |  |              |  |
|  |                   |  |              | Motor Grader in accordance with Tender – Supply and Delivery of Motor Grader for \$539,301.82 including GST – supply contract awarded, expect delivery in November 2025.   |
| 28.8.25  | 263.8.25          | Supply and Delivery of Smooth Drum Roller                        | DMES         | That Council accept the tender from BT Equipment Pty Ltd of 6-8 Ferngrove Place, South Granville NSW for the Supply and Delivery of a 2025 model Bomag BW219D5 Smooth Drum Roller in accordance with Tender – Supply and Delivery of Smooth Drum Roller for \$256,300.00 including GST - supply contract awarded, expect delivery in October 2025.   |
| *28.8.25                                       | 265.8.25          | Use of the Warren Services Club as a Secondary Evacuation Centre | DMES         | That it be noted that the current Evacuation Centre arrangements are suitable – Warren Services Club advised.  |
| *28.8.25                                       | 299.8.25          | REGPRO092526 Supply and Delivery of Concrete Pipes               | DMES         | <ol style="list-style-type: none"> <li>1. The <u>tenderers representing best value</u> being all tenders/contractors received be awarded this contract as the Panel Source suppliers to Warren Shire Council for the period 1 October 2025 to 30 September 2028; and</li> <li>2. A provision be allowed for a 12-month extension based on satisfactory supplier performance, which may take this contract through to 30 September 2029.</li> </ol> |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter | Officer Resp | Response/Action                         |
|--|-------------------|--------------------|--------------|---|
| <b>Divisional Manager Engineering Services</b> |                   |                    |              |   |
|  |                   |                    |              | Regional Procurement has been notified. |

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action   |
|--|-------------------|---|--------------|---|
| <b>Manager Health and Development Services</b> |                   |   |              |   |
| 27.2.20  | 36.2.20           | Draft Plans of Management   | MHD          | <ol style="list-style-type: none"> <li>1. Categories assigned as detailed in report;</li> <li>2. Crown Reserves classified identified as operational land; and</li> <li>3. Draft Plans of Management nearing completion.</li> </ol>   |
| 24.2.22  | 74.2.22           | Deacon Drive Homes Status and Progress Matters                          | MHD          | <p>Matter progressing in the District Court with required affidavits.</p> <p>Council authorises the Mayor, the General Manager, and the Manager Health and Development Services to formulate settlement terms if required.</p> <p>Adjourned, new date to be advised (September – November 2025 expected)</p> <p>Defence expert reports received by Solicitor.</p> <p>Meeting held 6 August 2025 with Barrister and Solicitor, Mediation on 1 September 2025 unsuccessful. District Court date 13-17 October 2025.</p> |
| 7.12.23  | 301.12.23         | Internal Auditor – Waste Control Review – November 2022 – February 2023 | MHD          | <p>The following priority and action be progressed:</p> <ul style="list-style-type: none"> <li>- An overarching Operational Plan be developed to include risk assessments, procedures, control measures and</li> </ul>  |



# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 1

## OUTSTANDING REPORTS CHECKLIST

## CONTINUED

| Date   | Resolution or Qwn | Outstanding Matter  | Officer Resp | Response/Action   |
|--|-------------------|---|--------------|---|
| <b>Manager Health and Development Services</b> |                   |   |              |   |
|  |                   |   |              | future strategic actions – in progress and initial commencement 22 August 2024.   |
| 24.4.23  | 83.4.24           | Ewenmar Waste Depot Recycling Options                         | MHD          | <ol style="list-style-type: none"> <li>1. The Manager Health and Development Services to investigate the feasibility of implementing a return and earn facility and other recycling services in conjunction with NetWaste, on a regional basis and other organisations – in progress; and</li> <li>2. Council re-assesses the community's satisfaction with recycling services in 2 years' time (for 2026/2027 Estimates).</li> </ol> |
| 5.12.24  | 290.12.24         | Carter Oval Youth Sports Precinct Usage Tracking and Analysis | MHD          | All user groups of the Carter Oval Youth Sports Precinct be requested to implement measures to record facility usage over the next two years to ensure Council is able to report in accordance with grant conditions on usage of the new facilities – in progress.  |
| 5.12.24  | 331.12.24         | Planning Proposal – LEP Review                                | MHD          | <p>Finalisation before or on 4 March 2026 – in progress.</p> <p>Was placed on Public exhibition from 25th June 2025 to 17th July 2025.</p> <p>One submission received.</p> <p>Report to be provided to the October 2025 Council Meeting.</p>  |
| *28.8.25                                       | 279.8.25          | Warren Shire Council Disability Inclusion                     | MHD          | That Council adopt the Warren Shire Council Disability Inclusion Action   |

# WARREN SHIRE COUNCIL

Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

---

ITEM 1

OUTSTANDING REPORTS CHECKLIST

CONTINUED

| Date   | Resolution or<br>Qwn | Outstanding Matter                    | Officer<br>Resp | Response/Action                            |
|--|----------------------|---------------------------------------|-----------------|--|
| <b>Manager Health and Development Services</b> |                      |                                       |                 |  |
|  |                      | Action Plan 2025/2026<br>to 2030/2031 |                 | Plan 2025/2026 to<br>2030/2031 - complete. |

**RECOMMENDATION:**

That the information be received and noted and that the items marked with an asterisk (\*) be deleted.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 2 COMMITTEE/DELEGATES MEETINGS**

**(C14-2)**

The following is a listing of various committee/delegates meetings of Council since the last meeting.

**MEETINGS HELD**

| <b>Date</b> | <b>Committee / Meeting</b>  | <b>Location</b> |
|-------------|---|-----------------|
| 28.8.2025   | Clayton Barr MP, Member for Cessnock  | Warren          |
| 29.8.2025   | Citizenship Ceremony  | Warren          |
| 29.8.2025   | Warren CWA Centenary Lunch  | Warren          |
| 1-2.9.2025  | Deacon Drive Houses District Court Mediation  | Sydney          |
| 2.9.2025    | LGPA NSW General Managers Discussion Forum  | Online          |
| 2.9.2025    | ARIC Meeting  | Warren/Online   |
| 3.9.2025    | North West Bush Fire Management Committee Meeting   | Coonamble       |
| 3-4.9.2025  | Association of Australian Certifiers (AAC) Regional Conference                                  | Dubbo           |
| 5.9.2025    | Alliance of Western Councils General Managers' Advisory Committee (GMAC) Meeting                | Dubbo           |
| 9.9.2025    | JLT Statewide Mutual Post Renewal Meeting   | Warren          |
| 9.9.2025    | Muse State Monthly Media and Communications Meeting   | Online          |
| 10.9.2025   | North Western Library Annual General Meeting  | Nyngan          |
| 10.9.2025   | Sporting Facilities Committee Meeting   | Warren          |
| 10.9.2025   | Country Heartline Project Workshop  | Warren          |
| 11.9.2025   | Association of Mining & Energy Related Councils (NSW) Inc. Meeting                              | Online          |
| 16.9.2025   | Manex Meeting   | Warren          |
| 17.9.2025   | NBN Local Western NSW Meeting   | Warren          |
| 18.9.2025   | 2025 IPWEA Orana Chapter Meeting (2nd)  | Narromine       |
| 22.9.2025   | Warren Shire Council Staff Health and Wellbeing Training Day                                    | Warren          |
| 23.9.2025   | Natural Resources Commission – Review of the Macquarie and Cudgegong Water Sharing Plan Meeting | Warren          |
| 23.9.2025   | Transport for NSW Roads Act Review Regional Workshop  | Online          |

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

---

**ITEM 2**

**COMMITTEE/DELEGATES MEETINGS**

**CONTINUED**

| DATE      | COMMITTEE / MEETING                             | LOCATION |
|-----------|---|----------|
| 24.9.2025 | NSW Veterans Employment Program                 | Online   |
| 24.9.2025 | Warraan Widji Arts For Young Mob's Album Launch | Warren   |

**FUTURE MEETINGS NOT ON MEETING SCHEDULE**

| DATE             | COMMITTEE / MEETING   | LOCATION  |
|------------------|---|-----------|
| 25.9.2025        | Official Opening of the Victoria Park Female Friendly Amenities | Warren    |
| 29.9 - 2.10.2025 | Murray Darling Association Conference                           | Griffith  |
| 21.10.2025       | Murray Darling Basin Authority Roundtable                       | Narromine |
| 22.10.2025       | Round 2 Country Heartline Workshop                              | Warren    |
| 23 -25.11.2025   | LGNSW Conference  | Penrith   |

**RECOMMENDATION:**

That the information be received and noted.

# WARREN SHIRE COUNCIL

## Report of the General Manager to the Ordinary Meeting of Council to be held at Council Community Room, Warren on Thursday, 25th September 2025

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

(C14-7.2, G4-1)

#### RECOMMENDATION:

That the information be received and noted.

The following are details of Infrastructure Projects and Grant Applications that are being managed by the Executive Office including the Infrastructure Projects Manager for the period 14th August 2025 to 10th September 2025:

| Project   | Budget                          | Expenditure/<br>Committed       | Resp                        | Comment   |
|---|---------------------------------|---------------------------------|-----------------------------|---|
| <b>General</b>  |                                 |                                 |                             |   |
| Restart NSW Warren (STP)<br>Upgrade<br>JC 220-3-0   | 92,000                          | Nil                             | TSM                         | EPA to write to Council advising licence and decommissioning requirements.  |
| NSW Severe Weather & Flood<br>Grant for AGRN 1025<br>(\$1,000,000)<br>(part of Warren Levee<br>Rehabilitation Project<br>\$7,100,000)<br><br>Warren Town Levee<br>Remediation<br>JC: 3300-4400-0000 Federal;<br>3300-4410-0000 State; and<br>3300-4420-0000 OLG AGRN. | 5,291,206<br>851,018<br>879,815 | 4,985,752<br>812,738<br>879,815 | GM/<br>IPM/<br>DMES/<br>TSM | <p>*Type 2/1 rock on toe-beam and access track installation completed.<br/>*Recent wet weather in August has delayed the project by a week, 2.5 days extension of time (EOT) sought by contractors.</p> <p>Panel and capping beam casting is progressing at the subcontractors (MLB) yard. Panels completed and 58% of beams casted.</p> <p>UC- Piles installation is scheduled to start 12th September 2025.</p> <p>Rock armouring installation at sites 3 and 5 completed:</p> <ul style="list-style-type: none"> <li>- Site 3 Right bank near Tennis Court; and</li> <li>- Site 5 right bank near Sporting Complex.</li> </ul> <p>All major items have been delivered. Trash pump hoses to be modified for easier/safer handling. The test fitting of all equipment to be carried out to ensure set-up is correct.</p> |

# WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 25th September 2025

## ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

| Project   | Budget  | Expenditure/<br>Committed | Resp          | Comment  |
|---|---------|---------------------------|---------------|--|
| <p>*Local Roads and Community Infrastructure Grant Programs for Phase 4A and Phase 4B - Infrastructure Projects Management Office Projects:</p> <p>Windows on the Wetlands Centre Precinct Oxley Highway</p> <p>LRCI R4 \$37,996</p> <p>Includes \$37,004 allocated from restricted funds for infrastructure improvement/ replacement.</p> <p>JC 3350-0017-0010</p> | 6,081   | 6,081                     | IPM/<br>MHD   | <p>Streamline Engineering Group Pty Ltd installed new 22kw EV chargers at three key spots around Warren:</p> <ul style="list-style-type: none"> <li>• Windows on the Wetlands (WoW) Centre.</li> <li>• Dubbo Street – next to the Council Administration Centre.</li> <li>• Carter Oval Youth Sports Precinct Car Park.</li> </ul> <p>Signage and pavement marking installation and commissioning is complete at the Dubbo Street site in front of the Council Administration Centre.</p> <p>Visitor Information Centre:</p> <ul style="list-style-type: none"> <li>- 3 phase meter installation completed on 8 September 2025. Certificate of Compliance – Electrical Work (CCEW) received from Contractor – signage/pavement marking/safety bollards works are outstanding.</li> </ul> |
| <p>Local Government Procurement LGP Procurement Capability Grant Fund 2025</p> <p>JC 270-0028-0010</p>  | 10,500  | 7,500                     | IPM/<br>PAO   | <p>A proposed tailored training package designed and delivered by LGP Strategic Procurement Solutions – Sustainable Choice.</p> <p>The training event date is set for the 19th of November 2025 and all requested participants have received an invitation to the training.</p>  |
| <p>Safety Management System</p> <p>GL 3210-4010-5</p>   | 75,825  | 54,976                    | WHS-RC<br>/GM | Works Program ongoing.   |
| Asset Management & IPR  | 112,636 | Nil                       | GM/<br>DMES   | Works program being formulated.  |

## WARREN SHIRE COUNCIL

Report of the General Manager to the Ordinary Meeting of Council to be held at  
Council Community Room, Warren on Thursday, 25th September 2025

---

### ITEM 3 WORKS PROGRESS REPORTS – INFRASTRUCTURE PROJECTS

CONTINUED

| Project   | Budget | Expend | Resp        | Comment   |
|---|--------|--------|-------------|---|
| <b>Grant Applications</b>                       |        |        |             |   |
| *GrainCorp Community Foundation Grant Fund 2025 | 20,000 | Nil    | TSM/<br>PAO | The Warren Christmas Community Event designed to foster a dynamic and connected community by providing a free event activating the public space Carter Oval Youth Sports Precinct with engaging entertainment, interactive activities, and engaging live performances and cultural experiences, the event strengthens social bonds and enhances the liveability of the region.<br><br><b>Unsuccessful</b> |

The items marked with an asterisk (\*) be deleted.

|                 |  |                                       |  |
|-----------------|--|---------------------------------------|--|
| <b>ACRONYMS</b> | GM - General Manager                               | TSM - Town Services Manager           | PO – Projects Officer - Assets                     |
|                 | DMFA - Divisional Manager Finance & Administration | RIM - Roads Infrastructure Manager    | WSCCM – Warren Sporting & Cultural Centre Manager  |
|                 | DMES - Divisional Manager Engineering Services     | IPM - Infrastructure Projects Manager | EDVM - Economic Development and Visitation Manager |
|                 | MHD - Manager Health and Development Services      | PAO - Projects Administration Officer | WHS-RC – Work Health Safety / Risk Co-Ordinator    |

**WARREN SHIRE COUNCIL**  
Report of the General Manager  
to the Ordinary Meeting of Council to be held in the  
Council Community Room, Warren on Thursday, 25th September 2025

---

**ITEM 4                      MEETING DATES, TIMES AND ORDER OF BUSINESS**

**(C14-2)**

**RECOMMENDATION** that:

1. Council adopt the meeting dates and location as listed with the commencement time of 8.30 am:

|          |                     |        |
|----------|---------------------|--------|
| Thursday | 23rd October 2025   | Warren |
| Thursday | 4th December 2025   | Warren |
| Thursday | 22nd January 2026   | Warren |
| Thursday | 26th February 2026  | Warren |
| Thursday | 26th March 2026     | Warren |
| Thursday | 23rd April 2026     | Warren |
| Thursday | 28th May 2026       | Warren |
| Thursday | 25th June 2026      | Warren |
| Thursday | 23rd July 2026      | Warren |
| Thursday | 27th August 2026    | Warren |
| Thursday | 24th September 2026 | Warren |

2. The Order of Business in accordance with Council's Code of Meeting Practice be as follows:

- Opening meeting;
- Acknowledgement of Country;
- Apologies and Applications for a Leave of Absence by Councillors;
- Confirmation of Minutes;
- Disclosures of Interests;
- Public Forum (*may be required from the 1st January 2026*);
- Mayoral Minute(s);
- Reports of Committees
- Report of Delegates;
- Reports to Council;
- Notices of Motions/Questions with Notice;
- Matters of Urgency;
- Confidential Matters;
- Conclusion of the meeting; and
- Presentations.

**BACKGROUND**

Council needs to set the future Council Meeting dates at this meeting to enable the appropriate advertising to the public and co-ordination for the year. Council will again reconsider this matter at its September 2026 Meeting.



**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 4 MEETING DATES, TIMES AND ORDER OF BUSINESS**

**CONTINUED**

**REPORT**

It has been Council's practice that Council Meetings be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week.

There is a need to take into account the new Model Code of Meeting Practice requirements that will commence on the 1st January 2026 and may include Public Forums and Council will be required to livestream its meetings from the 1st January, 2026.

From the 14th December 2019 all Council's were required to webcast meetings on their websites. From 1st January 2026, Council will now be required to livestream its Council Meetings. Accordingly, it is now not practical to hold Council Meetings outside of Warren away from using Council's recording system using the internet.

Instead of having out of Warren Council Meetings, it is believed that Committees such as the Roads Committee, Sporting Facilities Committee and the Town Improvement Committee can be used to ensure that there is appropriate community consultation and feedback on relevant issues.

**(a) Meeting Dates and Times**

The proposed dates for Council Meetings up to September 2026 are as follows:

|          |                     |        |
|----------|---------------------|--------|
| Thursday | 23rd October 2025   | Warren |
| Thursday | 4th December 2025   | Warren |
| Thursday | 22nd January 2026   | Warren |
| Thursday | 26th February 2026  | Warren |
| Thursday | 26th March 2026     | Warren |
| Thursday | 23rd April 2026     | Warren |
| Thursday | 28th May 2026       | Warren |
| Thursday | 25th June 2026      | Warren |
| Thursday | 23rd July 2026      | Warren |
| Thursday | 27th August 2026    | Warren |
| Thursday | 24th September 2026 | Warren |

However, such dates can be altered when:

- Any Ordinary Meeting for good and sufficient reason may be altered by resolution by Council at any preceding Ordinary Meeting.
- The provisions of the Local Government Act 1993 require the date to be altered.
- Further reconsideration at the September 2026 Meeting.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 4                      MEETING DATES, TIMES AND ORDER OF BUSINESS**

**CONTINUED**

**(b)      Order of Business in accordance with Council's Code of Meeting Practice.**

The general order of business for an Ordinary Meeting of the Council shall be:

- Opening meeting;
- Acknowledgment of Country;
- Apologies and Applications for a Leave of Absence by Councillors;
- Confirmation of Minutes;
- Disclosures of Interests;
- Pubic Forum (*may be required from the 1st January 2026*);
- Mayoral Minute(s);
- Reports of Committees;
- Reports of Delegates;
- Reports to Council;
- Notices of Motions/Questions with Notice;
- Matters of Urgency;
- Confidential matters;
- Conclusion of the Meeting; and
- Presentations

**FINANCIAL AND RESOURCE IMPLICATIONS**

Future live streaming of Council Meetings may have financial implications that are yet to be determined.

**LEGAL IMPLICATIONS**

Section 365 of the Local Government Act 1993.

**RISK IMPLICATIONS**

Council must meet at least 10 times per year, each time in a different month.

**STAKEHOLDER CONSULTATION**

N/A

**OPTIONS**

Council shall by resolution, set the frequency, time, date and place of its Ordinary Meetings. In accordance with the Code of Meeting Practice Council Meetings are to be held on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week of the month.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 4                      MEETING DATES, TIMES AND ORDER OF BUSINESS**

**CONTINUED**

**CONCLUSION**

It is recommended that Council hold its Ordinary Meetings at Warren on the fourth Thursday of each month commencing at 8.30 am with no meeting in November and the December meeting being held in the first week of the month.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.3.2    Create a productive and cooperative working environment for Councillors to support their governance responsibilities, (Provide timely accurate and relevant reporting and information to Councillors to enable informed decision making).

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 5                      CHRISTMAS CLOSURE**

**(C14-1)**

**RECOMMENDATION:**

That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Wednesday 24th December 2025 and reopen on Monday 5th January 2026.

**PURPOSE**

This report is to request that Council close its Office, Service NSW Agency, Library and Works Depot at the close of business on Wednesday 24th December 2025 and reopen on Monday 5th January 2026 inclusive.

**BACKGROUND**

This year Christmas falls on a Thursday requiring staff to be available in the week preceding the standard holiday break.

The Council, at its meeting on Thursday 24th October 2024, considered a report titled Christmas Closure Report and resolved:

*“That Council close the Office, Service NSW Agency, Library and Works Depot at the close of business on Tuesday 24th December 2024 and reopen on Thursday 2nd January 2025.”*

With Christmas 2025 falling on a Thursday most people if able to travel, will want to travel on Wednesday, 24th December 2024 or earlier if possible. Accordingly, staff leave arrangements will need to be managed on the Monday 22nd December 2025, Tuesday 23rd December 2025 and Wednesday 24th December 2025 to ensure sufficient staff are available.

**REPORT**

This report seeks Council’s concurrence to close the Council Offices, Service NSW Agency, the Library and the Works Depot at the close of business on Wednesday 24th December 2025 with these facilities reopening on Monday 5th January 2026. Accordingly, an additional day leave (four days in total) will be required to be taken by staff for this time over the Christmas and New Year Period. Council would normally reopen these facilities after the New Year Day holiday, but with it falling on a Thursday this year, it is expected that a majority of staff would request leave for Friday, 2nd January 2026 and it is anticipated that Council’s facilities would not be in high demand.

The Ewenmar Waste Depot will be open during this period in the normal times as advertised and closed only on Christmas Day and New Year’s Day.

The Warren War Memorial Swimming Pool will be closed Christmas Day and Boxing Day.

Subject to availability of staff and volunteers, the Visitor Information Centre is expected to be open except for Christmas Day, Boxing Day and New Year’s Day.

Garbage services will be as normal (collection on a Tuesday and Friday).

**WARREN SHIRE COUNCIL**  
**Report of the General Manager**  
**to the Ordinary Meeting of Council to be held at**  
**Council Community Room, Warren on Thursday, 25th September 2025**

---

**ITEM 5                      CHRISTMAS CLOSURE**

**CONTINUED**

**FINANCIAL AND RESOURCE IMPLICATIONS**

During Christmas to Friday, 2nd January 2026 inclusively, staff will be required to take leave for the remainder of the closure period from annual leave or other accumulated leave which will be funded through employee leave entitlements. Council will have staff on call during the Christmas and New Year period.

**LEGAL IMPLICATIONS**

No legal implications identified. Council will advise Service NSW that its office is closed for the identified period.

**RISK IMPLICATIONS**

Council will maintain an on-call workforce and standard works around water and sewer treatment will be undertaken during this period. There is a reasonable chance that some outdoor staff may work between Christmas and New Year but, out of a closed Depot

**STAKEHOLDER CONSULTATION**

If adopted by Council, notices shall be placed if possible, in the local paper in November and December and notices placed at Council's Office and on its website and Council's social media outlets in addition to Council's Library.

**CONCLUSION**

It is proposed that the Council Office, Service NSW Agency, Library and Works Depot close at the close of business on the Wednesday 24th December 2025 and re-open on Monday, 5th January 2026.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 5.2.1    Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.3.3    Ensure a quality customer service focus by customer staff.

**SUPPORTING INFORMATION /ATTACHMENTS**

Nil.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 25<sup>th</sup> September 2025

## ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2025

(B1-10.16)

### RECOMMENDATION:

That the Statement of Bank and Investments Balance as at 31<sup>st</sup> August 2025 be received and noted.

### PURPOSE

To certify that the internal and external cash and investments position of Council is reconciled each month.

### BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act.

### REPORT

Following is the reconciled internal funds of Council that have been reconciled with the Bank Statements as at 31<sup>st</sup> August 2025.

The North Western Library and Trust Fund figures indicated 31-Jul-25 changed from the values indicated in July 2025 report to Council, this was due to end of year processes creating additional transactions to reconcile those areas fully.

Council should note that investment items listed as

|                         | <b>Balance</b><br><b>31-Jul-25</b> | <b>Transactions</b> | <b>Balance</b><br><b>31-Aug-25</b> |
|-------------------------|------------------------------------|---------------------|------------------------------------|
| General                 | 10,420,811.18                      | 3,584,804.23        | 14,005,615.41                      |
| Water Fund              | 949,186.66                         | 136,746.52          | 1,085,933.18                       |
| Sewerage Fund           | 1,043,857.59                       | 204,077.96          | 1,247,935.55                       |
| North Western Library   | 44,475.86                          | (17,517.19)         | 26,958.67                          |
| Trust Fund              | 94,622.34                          | 1,013.79            | 95,636.13                          |
| Investment Bank Account | (9,142,013.65)                     | 0.00                | (9,142,013.65)                     |
|                         | <b>3,410,939.98</b>                | <b>3,909,125.31</b> | <b>7,320,065.29</b>                |

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

## ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2025

CONTINUED

### BANK STATEMENT RECONCILIATION

|   |                     |
|---|---------------------|
| Balance as per Bank Statement =                   | 7,320,065.29        |
| Add: Outstanding Deposits for the Month           | 0.00                |
| Less: Outstanding Cheques & Autopays              | 0.00                |
| Balance as per Ledger Accounts less Investments = | <u>7,320,065.29</u> |

### INVESTMENTS RECONCILIATION

#### Investments as at 31st August 2025

| No.                        | Institution | Amount                     | Term (days) | Rate % | 3 month<br>BBSW | Maturity Date |
|----------------------------|-------------|----------------------------|-------------|--------|-----------------|---------------|
|                            | CBA         | 2,132,013.65               | NA          | 4.10%  | NA              | On Call A/c   |
| 2                          | NAB         | 1,500,000.00               | 90          | 4.30%  | 3.73%           | 18-Aug-25     |
| 12                         | NAB         | 1,000,000.00               | 91          | 4.35%  | 3.73%           | 14-Aug-25     |
| 13                         | NAB         | 1,500,000.00               | 91          | 4.35%  | 3.73%           | 14-Aug-25     |
| 14                         | NAB         | 1,500,000.00               | 91          | 4.35%  | 3.73%           | 14-Aug-25     |
| 15                         | AMP         | 1,500,000.00               | 90          | 4.35%  | 3.73%           | 20-Aug-25     |
|                            | NAB         | 10,000.00                  | NA          | 1.45%  | NA              | TBA           |
| <b>TOTAL INVESTMENTS =</b> |             | <u><b>9,142,013.65</b></u> |             |        |                 |               |

### BANK AND INVESTMENT ACCOUNTS BREAKDOWN

|  |                             |
|--|-----------------------------|
| Externally Restricted Funds Invested                   | 13,573,360.94               |
| Internally Restricted Funds Invested                   | 2,388,718.00                |
| Unrestricted Funds                                     | <u>500,000.00</u>           |
| <b>TOTAL BANK &amp; INVESTMENTS ACCOUNTS BALANCE =</b> | <u><b>16,462,078.94</b></u> |

As Councils Responsible Accounting Officer, I note the External and Internal Restricted Funds are an estimate only, pending final review in part with Annual Financial Statements preparation into the future.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

---

## ITEM 1 RECONCILIATION CERTIFICATE – AUGUST 2025

CONTINUED

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

### CONCLUSION

This report is provided to advise Council of its financial position.

### LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities. (Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making.)

### SUPPORTING INFORMATION / ATTACHMENTS

N/A.



# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

---

## ITEM 2

## STATEMENT OF RATES & ANNUAL CHARGES

(R1-4)

### RECOMMENDATION:

That the Statement of Rates and Annual Charges information as at 11<sup>th</sup> September 2025 be received and noted.

### PURPOSE

To advise Council of the rates and annual charges levied, collected and currently outstanding as at the report date.

### BACKGROUND

A major source of revenue Council receives each year is through the levying of rates and annual charges on property owners in the Warren Shire Council local government area to provide and maintain services to the Warren Shire community.

### REPORT

Attached to this report is the statement of rates and annual charges as at 11<sup>th</sup> September 2025 including comparisons over the last four years.

The values for 2024/25 are listed as NA, this is due to a system error occurring at that time with Council rating system, leaving the figures unattainable. The reports from Council financial system can only be produced on a certain day, they are not able to be produced retrospectively.

This report is considered the most accurate and relevant information available, for Council to consider relating Rates and Annual Charges information, for comparative purposes in a related period.

### FINANCIAL AND RESOURCE IMPLICATIONS

N/A.

### LEGAL IMPLICATIONS

N/A.

### RISK IMPLICATIONS

N/A.

### STAKEHOLDER CONSULTATION

N/A.

### OPTIONS

N/A.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

---

**ITEM 2                      STATEMENT OF RATES & ANNUAL CHARGES                      (R1-4)**

## **CONCLUSION**

This report is provided to advise Council of the balance of rates and annual charges.

## **LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

5.3.2 Create a productive and cooperative working environment for Councillors to support their governance responsibilities. (Provide timely, accurate and relevant reporting and information to Councillors to enable informed decision making.)

## **SUPPORTING INFORMATION / ATTACHMENTS**

Nil.

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration to the Ordinary Meeting of Council to be held in the Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

## ITEM 2 STATEMENT OF RATES & ANNUAL CHARGES

CONTINUED

11-Sep-25

| Name of Rate             | NETT<br>ARREARS<br>1st JULY<br>\$ | NETT LEVY<br>\$  | TOTAL<br>RECEIVABLE<br>\$ | COLLECTIONS FOR YEAR      |   | NETT ARREARS            |   |
|--------------------------|-----------------------------------|------------------|---------------------------|---------------------------|---|-------------------------|---|
|                          |                                   |                  |                           | AMOUNT<br>COLLECTED<br>\$ | COLLECT<br>AS % AGE<br>OF TOTAL<br>REC'ABLE | ARREARS<br>AMOUNT<br>\$ | ARREARS<br>AS % AGE<br>OF TOTAL<br>REC'ABLE |
| General Fund Rates       | 257,982                           | 5,948,687        | 6,206,669                 | 2,079,019                 | 33.50%                                      | 4,127,650               | 66.50%                                      |
| Warren Water Fund        | 121,735                           | 633,677          | 755,412                   | 263,070                   | 34.82%                                      | 492,341                 | 65.18%                                      |
| Warren Sewerage Fund     | 142,360                           | 659,466          | 801,826                   | 265,636                   | 33.13%                                      | 536,190                 | 66.87%                                      |
| <b>TOTAL 2025/2026</b>   | <b>522,077</b>                    | <b>7,241,830</b> | <b>7,763,907</b>          | <b>2,607,726</b>          | <b>33.59%</b>                               | <b>5,156,182</b>        | <b>66.41%</b>                               |
| <b>TOTAL 2024/2025</b>   | <b>NA</b>                         | <b>NA</b>        | <b>NA</b>                 | <b>NA</b>                 | <b>NA</b>                                   | <b>NA</b>               | <b>NA</b>                                   |
| <b>TOTAL 2023/2024</b>   | <b>445,603</b>                    | <b>6,607,883</b> | <b>7,053,486</b>          | <b>1,991,632</b>          | <b>28.24%</b>                               | <b>5,061,854</b>        | <b>71.76%</b>                               |
| <b>TOTAL 2022/2023</b>   | <b>321,306</b>                    | <b>6,297,468</b> | <b>6,618,774</b>          | <b>2,336,669</b>          | <b>35.30%</b>                               | <b>4,282,105</b>        | <b>64.70%</b>                               |
| <b>TOTAL 2021/2022</b>   | <b>303,871</b>                    | <b>6,100,462</b> | <b>6,404,333</b>          | <b>2,191,630</b>          | <b>34.22%</b>                               | <b>4,212,703</b>        | <b>65.78%</b>                               |
|                          |                                   | 09-Sep-21        | 08-Sep-22                 | 20-Sep-23                 | NA  | 11-Sep-25               |   |
| COLLECTION FIGURES AS \$ |                                   | 2,191,630        | 2,336,669                 | 1,991,632                 | NA  | 2,607,726               |   |
| COLLECTION FIGURE AS %   |                                   | 34.22%           | 35.30%                    | 28.24%                    | NA  | 33.59%                  |   |

# WARREN SHIRE COUNCIL

Report of the Divisional Manager of Finance and Administration  
to the Ordinary Meeting of Council to be held in the  
Council Chambers, Warren on Thursday 28<sup>th</sup> August 2025

---

**ITEM 3                      WORKS PROGRESS REPORT – FINANCE & ADMINISTRATION PROJECTS**  
**(C14-7.1, C9-1)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects undertaken by the Finance and Administration Department for the 2025/26 financial year.

| Project   | Budget    | Expend   | Resp | Comment  |
|---|-----------|----------|------|--|
| Office Equipment<br>Purchases – PC Purchases<br>– Electronic Records<br>Management System<br>Investigation/<br>Implementation | \$222,000 | \$52,386 | DMFA | 2024/25 estimated carry<br>over value, included in the<br>budget figure is \$112,000.<br><br>Purchase new office<br>equipment, PC's and other<br>ICT equipment as needed.<br><br>Ongoing implementation of<br>a Document management<br>system, this will include<br>implementation of a new<br>Finance System. |

**ACRONYMS**

DMFA - Divisional Manager Finance & Administration

**WARREN SHIRE COUNCIL**  
Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 25th September 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Divisional Manager Engineering Services, Roads Infrastructure Manager and Flood Restoration and Special Projects Manager.

**ACRONYMS**

|      |   |       |  |
|------|---|-------|--|
| DMES | Divisional Manager Engineering Services | GR    | Gravel Resheet                                 |
| RIM  | Roads Infrastructure Manager            | BRL   | Bitumen Reseal Local Road                      |
| RO   | Roads Overseer                          | BRR   | Bitumen Reseal Regional Road                   |
| PM   | Assets Manager                          | FRSPM | Flood Restoration and Special Projects Manager |

**Roads M & R (Maintenance and Repair) Budget and Works**  
**From 15<sup>th</sup> August 2025 to 8<sup>th</sup> September 2025.**

| PROGRAM                 | BUDGET             | EXPENDITURE      |
|-------------------------|--------------------|------------------|
| Urban Sealed Roads      | \$65,832           | \$23,596         |
| Kerb and Guttering      | \$22,000           | \$0              |
| Footpaths & Cycleway    | \$41,000           | \$68             |
| Urban Unsealed Roads    | \$31,491           | \$3,833          |
| Rural Sealed Roads      | \$522,953          | \$121,556        |
| Rural Unsealed Roads    | \$1,169,278        | \$74,776         |
| Rural Bridges           | \$96,037           | \$0              |
| Regional Sealed Roads   | \$822,000          | \$149,050        |
| Regional Unsealed Roads | \$120,000          | \$1,699          |
| Regional Bridges        | \$91,000           | \$0              |
| <b>Total</b>            | <b>\$2,981,591</b> | <b>\$374,578</b> |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**(C14-7.2)**

| <b>PROGRAM</b>                                 | <b>BUDGET</b>                      | <b>EXPEND/COMMIT.</b>              | <b>COMMENTS</b> |
|--|------------------------------------|------------------------------------|-----------------|
| AGRN 1034 EPA RW<br>RR333 Carinda Road         | \$1,251,499                        | \$759,370                          | Ongoing         |
| AGRN 1034 EPA RW<br>RR347 Collie-Trangie Road  | \$290,281                          | \$245,452                          | Ongoing         |
| AGRN 1034 EPA RW RR202<br>Marthaguy Road       | \$3,344,735                        | \$2,503,093                        | Ongoing         |
| AGRN 1034 EPA RW<br>RR7515 Warren Road         | \$886                              | 0                                  | Not yet started |
| <b>AGRN 1034 EPA RW<br/>Regional Roads</b>     | <b>Total</b><br><b>\$4,887,401</b> | <b>Total</b><br><b>\$3,507,915</b> |                 |
| AGRN 1034 EPA RW<br>SR49 Arthur Butler Drive   | \$21,420                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR29 Belah View Road       | \$10,116                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR9 Booka Road             | \$4,577                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR42 Boss' Lane            | \$30,309                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR35 Bourbah Road          | \$19,861                           | \$697                              | Ongoing         |
| AGRN 1034 EPA RW<br>SR62 Buddabadah Road       | \$50,244                           | \$36,547                           | Ongoing         |
| AGRN 1034 EPA RW<br>SR68 Bundemar Road         | \$111,272                          | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR3 Canonba Road           | \$13,742                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR 33 Castlebar Road       | \$64,070                           | \$445                              | Ongoing         |
| AGRN 1034 EPA RW<br>SR54 Cathundral-Bogan Road | \$94,421                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR44 Charlieville Road     | \$8,111                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR25 Cullemburrawang Road  | \$3,987                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR60 Dandaloo Road         | \$17,438                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR41 Dick's Camp Lane      | \$6,536                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR26 Drungalear Road       | \$15,962                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR21 Duffity Road          | \$49,752                           | 0                                  | Not yet started |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

| <b>PROGRAM</b>                                      | <b>BUDGET</b> | <b>EXPEND/COMMIT.</b> | <b>COMMENTS</b> |
|---|---------------|-----------------------|-----------------|
| AGRN 1034 EPA RW<br>SR86 Ellerslie Road             | \$19,036      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR36 Gibson Way                 | \$72,305      | \$64,647              | Ongoing         |
| AGRN 1034 EPA RW<br>SR23 Gradgery Lane              | \$15,595      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR79 Greentree Road             | \$53,605      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR91 Industrial Access Road     | \$94,534      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR15 Johnsons Road              | \$54,589      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR89 Leeches Creek Road         | \$3,554       | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR12 Lemongrove Road            | \$219,839     | \$207,605             | Ongoing         |
| AGRN 1034 EPA RW<br>SR18 Mannix Road                | \$17,072      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR69 Mullengudgery Road         | \$132,974     | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR51 Oakley Road                | \$19,465      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR74 Old Showground Road        | \$3,578       | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR65 Old Warren Road            | \$297,616     | \$108,613             | Ongoing         |
| AGRN 1034 EPA RW<br>SR1 Oxley Road                  | \$73,550      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR75 Pineclump Soldiers<br>Road | \$36,735      | \$23,442              | Ongoing         |
| AGRN 1034 EPA RW<br>SR34 Pleasant View Lane         | \$11,479      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR88 Quigley Carroll Road       | \$31,430      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR6 Retreat Road                | \$15,543      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR83 Rifle Range Road           | \$31,398      | \$16,677              | Ongoing         |
| AGRN 1034 EPA RW<br>SR48 Ringorah Road              | \$69,994      | 0                     | Not yet started |
| AGRN 1034 EPA RW<br>SR28 Rothsay Road               | \$5,447       | 0                     | Not yet started |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

| <b>PROGRAM</b>                                      | <b>BUDGET</b>                      | <b>EXPEND/COMMIT.</b>              | <b>COMMENTS</b> |
|---|------------------------------------|------------------------------------|-----------------|
| AGRN 1034 EPA RW<br>SR2 Sanctuary Road              | \$11,789                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR72 Snakes Lane                | \$7,529                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR56 Tabratong Lane             | \$118,951                          | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR53 Thornton Road              | \$12,721                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR59 Tottenham Road             | \$66,975                           | \$178                              | Ongoing         |
| AGRN 1034 EPA RW<br>SR73 Udora Road                 | \$727,128                          | \$486,178                          | Ongoing         |
| AGRN 1034 EPA RW<br>SR66 Wambianna Road             | \$470,947                          | \$383,345                          | Ongoing         |
| AGRN 1034 EPA RW<br>SR77 Wambianna Soldiers<br>Road | \$50,773                           | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR46 Widgeree Road              | \$38,524                           | \$206                              | Ongoing         |
| AGRN 1034 EPA RW<br>SR52 Windabyne Bridge<br>Road   | \$7,018                            | 0                                  | Not yet started |
| AGRN 1034 EPA RW<br>SR38 Yungundi Road              | \$31,504                           | 0                                  | Programmed      |
| <b>AGRN 1034 EPA RW<br/>Local Roads</b>             | <b>Total</b><br><b>\$3,768,387</b> | <b>Total</b><br><b>\$1,328,580</b> |                 |
| RMCC Routine Maintenance<br>- Oxley Highway SH11    | \$493,431                          | N/A                                | Ongoing         |
| RMCC Ordered Works -<br>Oxley Highway SH11          | TBA                                | N/A                                | Not yet Started |



**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 25th September 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**MAINTENANCE**

| <b>WORK CREW</b>                  | <b>LOCATION</b>          | <b>ACTIVITY</b>                       | <b>WORK COMPLETED</b>                          |
|-----------------------------------|--------------------------|---------------------------------------|--|
| Grader Crew 1<br>(Three-man crew) | RR333 Carinda Road       | Road Safety Program<br>Construction   | Ongoing  |
| Grader Crew 2<br>(Three-man crew) | RR202 Marthaguy Road     | Road Safety Program<br>Construction   | Ongoing  |
|                                   | RR333 Carinda Road Rehab | Road Safety Program<br>Construction   | Ongoing  |
| Grader Crew 3<br>(Three-man crew) | SR30 Wonbobbie Road      | Maintenance Grading                   | 7km completed                                  |
|                                   | SR33 Castlebar Road      | Maintenance Grading                   | Grassing back ready<br>for grade               |
|                                   | SR69 Mullengudgery Road  | Replace Signs                         | 4 signs replaced                               |
|                                   | SR35 Bourbah Road        | Guidepost                             | 6 Replace and 8<br>Straightened                |
| Grader Crew 4<br>(Three-man-crew) | SR65 Old Warren Road     | Maintenance Grading                   | 4km Completed                                  |
|                                   | SR65 Old Warren Road     | Flood Damage                          | Carted gravel on<br>1km off road and<br>spread |
|                                   | SR48 Ringorah Road       | Flood Damage &<br>Maintenance Grading | Started  |
| Grader Crew 5<br>(Three-man crew) | Vacant                   |                                       |  |

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 25th September 2025

## ITEM 1

## WORKS PROGRESS REPORTS – ROADS

## CONTINUED

| WORK CREW                   | LOCATION             | ACTIVITY                | EMULSION USED | STONE USED |
|-----------------------------|----------------------|-------------------------|---------------|------------|
| Paveliner<br>(Tar Patching) | SR64 Ellengerah Road | Patching<br>60 holes    | 500Lts        | 5 Ton      |
|                             | SR66 Wambianna Road  | Patching<br>54 holes    | 400Lts        | 4 Ton      |
|                             | SR60 Dandaloo Road   | Edges                   | 100Lts        | 1 Ton      |
|                             | SR68 Bundemar Road   | Patching<br>156 holes   | 1,400Lts      | 14 Ton     |
|                             | RR7515 Warren Road   | Patching<br>289 holes   | 1,300Lts      | 13 Ton     |
|                             | RR333 Carinda Road   | Patching<br>1,681 Holes | 4,900LTS      | 49 Ton     |
|                             | SH11 Oxley Highway   | Patching                | 300Lts        | 3 Ton      |

| WORK CREW                    | LOCATION             | ACTIVITY   |
|------------------------------|----------------------|--|
| Roadside<br>Maintenance Team | SR66 Wambianna Road  | Slashing 72km Completed                            |
|                              | SR68 Bundemar Road   | Slashing 45km Completed                            |
|                              | SR65 Old Warren Road | Slashing 62km Completed                            |
|                              | SR65 Old Warren Road | Replaced 22 Guideposts                             |
|                              | SR73 Udora Road      | Slashing 12km Completed                            |
|                              | SR36 Gibson Way      | Whipper snipper and poison around viewing platform |

| CREW  | LOCATION | WORK COMPLETED | EMULSION USED | STONE USED |
|---|----------|----------------|---------------|------------|
| Pavement<br>Maintenance<br>Team (Tar<br>Patching) | No crew  |                |               |            |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

| <b>WORK CREW</b>               | <b>LOCATION</b>                          | <b>ACTIVITY</b>                           | <b>WORK COMPLETED</b> |
|--------------------------------|--|---|-----------------------|
| Contractor - Neill Earthmoving | RR333 Carinda Road<br>Segment 16 (RERRF) | Reconstruction 1,250<br>metres Segment 16 | Completed             |

**UPCOMING WORKS (SEPTEMBER-OCTOBER)**

| <b>WORK CREW</b>                  | <b>LOCATION</b>  | <b>ACTIVITY</b>  |
|-----------------------------------|--|--|
| Grader Crew 1<br>(Three-man crew) | RR333 Carinda Road   | Toward Zero Safe Road Program  |
|                                   | SR59 Tottenham Road  | Flood Damage Heavy Patching  |
| Grader Crew 2<br>(Three-man crew) | RR202 Marthaguy Road   | Construction   |
| Grader Crew 3<br>(Three-man crew) | SR30 Wonbobbie Lane  | Maintenance Grading/Flood Works  |
|                                   | SR68 Bundemar Road   | Maintenance Grading/Flood Works  |
| Grader Crew 4<br>(Three-man crew) | SR48 Ringorah Road   | Maintenance Grading/ Flood Works   |
| Grader Crew 5<br>(Three-man crew) | Vacant   |  |
| Neill Earthmoving                 | RR333 Carinda Road<br>Segment 94-96  | Road Rehabilitation  |
|                                   | Ewenmar Waste Depot  | Reconstruct Access Road / Flood<br>Damage  |
|                                   | RR 7515 Warren Road  | Road Rehabilitation  |
|                                   | RR202 Marthaguy Road - 750m<br>Segment 00 (Intersection to<br>Concrete Floodway) | Reconstructing Road<br>Realignment to Intersection on SH11<br>Oxley Highway      |
|                                   | SR66 Wambianna Road  | Flood Recovery Heavy Patch<br>Segment 0  |
|                                   | SR91 Industrial Access Road  | Flood Recovery Heavy Patch<br>Segment 0  |
| Brett Brouff<br>Earthmoving       | RR202 Marthaguy Road<br>(REMRRF)   | Install Box Culvert at Farm Access<br>Floodway waiting on culvert to turn<br>up. |
| Central West Line<br>Marking      | RR333 Carinda Road<br>Segment 62/74  | Line marking   |
| Central West Line<br>Marking      | RR333 Carinda Road<br>Segment 14/16/18   | Line marking   |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**CAPITAL WORKS IN PROGRESS**

| <b>Project</b>  | <b>Budget</b> | <b>Expend/<br/>Comm</b> | <b>Resp</b> | <b>Comment</b>   |
|---|---------------|-------------------------|-------------|--|
| Bridges Renewal Program<br>RR7515 Warren Road<br>Replacement of Newe Park Bridge and Marthaguy Creek Bridge | \$5,010,000   | \$4,437,294             | DMES        | Bridge construction and approaches completed. Extension of approach road to Marthaguy Creek Bridge is being planned. |
| Urban Unsealed Roads Resheeting   | \$39,488      | \$0                     | RIM         | Being scoped.  |
| Floodplain Management Program (DCCEEW) – Warren Town Flood Study  | \$226,308     | Nil                     | DMES        | Study Ongoing  |
| Kerb and Guttering Renewal<br>Chester Street (Stafford-Readford) (R2R)                                      | \$170,000     | Nil                     | RIM         | Being planned.   |
| Rural Sealed Roads – Reseal<br>SR65 Old Warren Road (R2R)   | \$115,200     | Nil                     | RIM         | Being planned.   |
| Rural Sealed Roads – Reseal<br>SR12 Lemongrove Road (R2R)   | \$97,200      | Nil                     | RIM         | Being planned.   |
| Rural Sealed Roads – Reseal<br>SR5 Buckiinguy Road (R2R)  | \$97,200      | Nil                     | RIM         | Being planned.   |
| Rural Sealed Roads – Reseal<br>SR66 Wambianna Road (R2R)  | \$133,200     | Nil                     | RIM         | Being planned.   |
| Rural Sealed Roads – Reseal<br>SR64 Ellengerah Road (R2R)   | \$133,200     | Nil                     | RIM         | Being planned.   |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

| <b>Project</b>  | <b>Budget</b> | <b>Expend/<br/>Comm</b> | <b>Resp</b> | <b>Comment</b>       |
|---|---------------|-------------------------|-------------|----------------------|
| Rural Sealed Roads –<br>Reseal<br>SR68 Bundemar Road<br>(R2R)           | \$121,500     | Nil                     | RIM         | Being planned.       |
| Rural Sealed Roads –<br>Reseal<br>SR60 Dandaloo Road<br>(R2R)           | \$103,968     | Nil                     | RIM         | Being planned.       |
| Bundemar Street<br>Safety Improvements<br>(R2R)                         | \$50,000      | Nil                     | RIM         | Being planned.       |
| Rural Unsealed Roads<br>Resheeting – SR23<br>SR23 Gradgery Lane         | \$430,500     | Nil                     | RIM         | Being scoped.        |
| Regional Sealed Roads<br>Reseal<br>RR347 Collie - Trangie<br>Road       | \$126,000     | Nil                     | RIM         | Being scoped.        |
| Regional Sealed Roads<br>Reseal<br>RR202 Marthaguy<br>Road              | \$126,000     | Nil                     | RIM         | Being scoped.        |
| RR7515 Warren Road<br>Rehabilitation (RERRF)                            | \$511,576     | Nil                     | RIM         | Being scoped.        |
| RR333 Carinda Road -<br>Segment 6, 14 & 16<br>(RERRF)                   | \$1,276,504   | \$1,219,168             | RIM/FRSPM   | Line-marking pending |
| RR333 Carinda Road<br>(TZSRP \$4,142,973 and<br>Council \$450,000)      | \$4,592,973   | \$3,585,479             | RIM/FRSPM   | Ongoing              |
| RR202 Marthaguy<br>Road (TZSRP<br>\$4,777,592 and<br>Council \$450,000) | \$5,227,592   | \$2,943,382             | RIM/FRSPM   | Ongoing              |

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 25th September 2025

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

| Project   | Budget  | Expend/<br>Comm | Resp | Comment                 |
|---|---|-----------------|------|-------------------------|
| <b>Grant Applications</b>   |   |                 |      |                         |
| Regional Precincts and Partnership Program – Precinct Delivery – Warren CBD Upgrade Grant Application | \$13,244,452  | Nil             | DMES | Pending Grant Approval. |
| Australian Government Black Spot Program – SR66 Wambianna Road Safety Improvements                    | Grant<br>\$1,013,000  | Nil             | DMES | Pending Grant Approval. |
| Safer Local Roads Infrastructure Program – Beleringar Bridge  | Grant -<br>\$2,236,800<br>Council –<br>\$559,200<br>\$2,796,000 | Nil             | DMES | Pending Grant Approval. |
| Safer Local Roads Infrastructure Program – Weemabung Bridge   | Grant -<br>\$2,424,000<br>Council –<br>606,000<br>\$3,030,000   | Nil             | DMES | Pending Grant Approval. |
| Heavy Vehicle Rest Area Tranche 7 – Nevertire Rest Area   | Grant -<br>\$1,167,360<br>Council –<br>\$291,840<br>\$1,459,200 | Nil             | DMES | Pending Grant Approval. |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 1**

**WORKS PROGRESS REPORTS – ROADS**

**CONTINUED**

**TRAFFIC CLASSIFIER REPORT**

| <b>23 June 2025 - 16 September 2025</b> |                |              |            |           |             |
|---|----------------|--------------|------------|-----------|-------------|
| <b>Road</b>                             | <b>Segment</b> | <b>Class</b> | <b>ADT</b> | <b>V%</b> | <b>Days</b> |
| Dubbo St.                               | 0              | Light        | 396        | 89%       | 85          |
|   |                | Heavy        | 50         | 11%       | 85          |
| RR7515 Warren                           | 36             | Light        | 94         | 63%       | 30          |
|   |                | Heavy        | 55         | 37%       | 30          |
| SR27 Bullagreen                         | 0              | Light        | 10         | 48%       | 85          |
|   |                | Heavy        | 10         | 52%       | 85          |
| SR53 Thornton                           | 0              | Light        | 32         | 88%       | 85          |
|   |                | Heavy        | 4          | 12%       | 85          |
| SR58 Nevertire - Bogan                  | 14             | Light        | 7          | 17%       | 85          |
|   |                | Heavy        | 35         | 83%       | 85          |
| SR59 - Tottenham                        | 14             | Light        | 28         | 35%       | 85          |
|   |                | Heavy        | 53         | 65%       | 85          |
| SR64 Ellengerah                         | 4              | Light        | 120        | 92%       | 85          |
|   |                | Heavy        | 10         | 8%        | 85          |
| SR91 Industrial Access                  | 2              | Light        | 129        | 73%       | 85          |
|   |                | Heavy        | 48         | 27%       | 85          |
| SR66 Wambianna                          | 14             | Light        | 169        | 56%       | 85          |
|   |                | Heavy        | 130        | 44%       | 85          |

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 25th September 2025

### ITEM 2

### WORKS PROGRESS REPORTS – TOWN SERVICES

(C14-7.2)

#### RECOMMENDATION:

That the information be received and noted.

The following are details of Projects, Programs and Grant Applications that are being managed by the Town Services Manager for the budget and works period from 14<sup>th</sup> August 2025 to 10<sup>th</sup> September 2025.

#### ACRONYMS

|      |   |
|------|---|
| DMES | Divisional Manager Engineering Services |
| TSM  | Town Services Manager                   |
| MHD  | Manager Health & Development Services   |
| IPM  | Infrastructure Projects Manager         |
| TSO  | Town Services Overseer                  |

#### TOWN SERVICES OPERATIONS AND MAINTENANCE BUDGET

| Project   | Budget                  | Expend/Comm | Resp | Comment  |
|---|-------------------------|-------------|------|--|
| <b>General</b>  |                         |             |      |  |
| Warren Showground Drought Proof Irrigation/Fencing Project<br><br>Installation of Exclusion Fencing.<br><br>Additional funding from Warren Jockey Club (WJC) & Racing NSW<br><br>JC: 122-5-10<br><br>GL: 3360-4030-0045   | \$272,727               | \$276,764   | TSM  | <p><b>*18/08/2025</b><br/>Gate contractor on-site week of 18th August to finalise gate operation and equestrian centre.</p> <p><b>3/09/2025</b><br/>Finalising Access set-up for users and staff.</p>  |
| Nevertire Storm Damage – Insurance Claim.<br><ul style="list-style-type: none"> <li>Replacement of damaged toilet building at Noel Waters Oval,</li> <li>Repairs to damaged fences at Nevertire Community Park and RFS Site.</li> </ul> Repairs to damaged Rodeo/Pony Club Shed at Noel Waters Oval | Budget to be determined | Nil         | TSM  | <p><b>*18/08/2025</b><br/>Site meeting held with MLB Concreting regarding demolition of old building and construction of new slab quote.</p> <p><b>3/09/2025</b><br/>Fence repairs have been approved.</p> <p>Chasing quotes for toilet block demolition and reconstruction.</p> |



**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Project   | Budget   | Expend/Comm | Resp | Comment  |
|---|----------|-------------|------|--|
| Installation of Shade Structures (3) over picnic tables at the Splash Park.<br>GL: 3360-4015-0010<br>JC: 3350-4320-0005 | \$25,000 | \$15,545    | TSM  | *18/08/2025<br>Contractor preparing quote to install structures.<br><br>03/09/2025<br>Damian Plunket to install.   |
| Replacement of Front & Rear Fencing – Rotary Park.<br>GL:<br>JC: 0096-0004-0100   | \$6,000  | \$2,168     | TSM  | 18/08/2025<br>Waiting for fencing to be delivered. No ETA.   |
| Installation of Sandstone Slabs to prevent parking on Grass – Oxley Park.<br>GL:<br>JC: 0096-0002-0005                  | \$6,000  | Nil         | TSM  |  |
| Top Dressing of Carter Oval Soccer Field.<br>GL:<br>JC: 0094-0001-0005  | \$10,000 | Nil         | TSM  | 10/09/25<br>Works will be carried out at same time as oval repairs.  |
| Final Stage of Carter Oval Irrigation Installation.<br>GL: 3360-4005-0026<br>JC:  | \$90,000 | \$75,582    | TSM  | *1/08/2025.Quotes received from Aquawest and Darling Irrigation.<br><br>Project awarded to Aquawest. Works expected to be completed by 15 <sup>th</sup> September 2025.<br><br>18/08/2025<br>Aquawest commenced site works Monday 18 August.<br><br>10/09/2025<br>Works Completed. |
| Replacement of Tables & Chairs at Showground/Racecourse.<br>GL: 3360-4030-0100<br>JC:                                   | \$15,000 | \$15,213    | TSM  | *18/08/2025<br>Supplier has received delivery and is arranging delivery to Warren. ETA, Late August 2025.  |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Project  | Budget   | Expend/Comm | Resp | Comment   |
|--|--|-------------|------|---|
|  |  |             |      | 3/09/2025<br>Tables have been delivered.<br>Chairs have been delayed.<br>No ETA.  |
| NSW Disaster Ready Fund –<br>Electronic Signage at<br>Reddenville Break and<br>Stoney Creek Crossing.<br><br>Signage – Reddenville<br>Break.<br>JC: 0014-0066-4000     | \$29,056   | \$26,590    | TSM  | 12/08/2025<br>Signs being pre- assembled and<br>wired, prior to installation.   |
| NSW Disaster Ready Fund –<br>Electronic Signage at<br>Reddenville Break and<br>Stoney Creek Crossing.<br><br>Signage – Stoney Creek<br>Crossing.<br>JC: 0014-0068-4000 | \$31,301   | \$26,590    | TSM  | 12/08/2025<br>Signs being pre- assembled and<br>wired, prior to installation.   |
| Installation of Shade<br>Structure at Carter Oval<br>Amenities Building. Grant<br>Funding by Warren Soccer<br>Club.  | \$30,000   | Nil.        | TSM  | Warren Junior Soccer Club was<br>successful with a grant to install<br>a shade structure on the<br>Northern side of the amenities<br>building.<br><br>18/08/2025<br>Project variation has been<br>submitted to install a skillion<br>roof structure instead of shade<br>sails. Waiting on Grant Office to<br>advise response. |
| Community Native Fish<br>Stocking Grant 2025/26.<br>GL: 4000-1400-0002   | \$18,000<br><br>(\$6,000<br>Council<br>Contribution) | Nil         | TSM  | 04/08/2025<br>Approximately 12,000 Murray<br>Cod and 10,000 Golden Perch to<br>be ordered.  |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| <b>Water Services</b>  |               |                    |             |  |
|--|---------------|--------------------|-------------|--|
| <b>Project</b>   | <b>Budget</b> | <b>Expend/Comm</b> | <b>Resp</b> | <b>Comment</b>   |
| Water Extraction Meter Compliance<br>GL: 4580-4320-0003<br>JC: 0190-0010-0000  | \$1,346       | Nil                | TSM         | 22/07/2025<br>Once completed, Information from the IWCM and Water Security Projects will support the need for the additional Water Access Licence (WAL).   |
| Regional Leakage Reduction Program – Local Water Utilities Projects<br>GL: 4580-4320-0004<br>JC: 0190-0340-0000<br>Pressure 0005<br>Leak 0015<br>Metering 0025 | \$20,619      | Nil                | TSM         | 07/07/2025<br>Final report to be submitted.  |
| Water Valve Replacement Program 2025-2026.<br>GL: 4580-4320-0055<br>JC: 0190-0030-0005   | \$100,000     | \$14,574           | TSM         | 4/08/2025<br>Replacement program has commenced.  |
| Replacement of MCC at Oxley Park River Water Pumping Station.<br>GL: 4580-4320-0001<br>JC: 0191-0001-0095  | \$75,000      | \$42,909           | TSM         | *4/08/2025<br>MCC has been ordered. Delivery expected in late August or early September 2025.<br><br>3/09/2025<br>MCC installed at Oxley Park. Final commissioning by 5/09/2025.<br><br>10/09/2025<br>NICC installed and commissioned. Minor tidy up works to be completed. Waiting on invoices. |
| Water Main Renewals<br>GL: 4580-4320-0010<br>JC:   | \$100,000     | \$17,020           | TSM         | 4/08/2025<br>400 metres of main to be replaced in Arthur Butler Drive.   |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| <b>Sewerage Services</b>   |               |                    |             |   |
|--|---------------|--------------------|-------------|---|
| <b>Project</b>   | <b>Budget</b> | <b>Expend/Comm</b> | <b>Resp</b> | <b>Comment</b>  |
| CCTV and Smoke Testing of Sewer at Warren and Nevertire<br>GL: 5580-4320-0002<br>JC: 230-0000-0005 | \$400,000     | \$316,443          | TSM         | 12/08/2025.<br>Plumbtrax have completed works. Council to review data.  |
| Decommission Old Warren Sewerage Treatment Plant<br>GL: 5580-4320-0001<br>JC:                      | \$92,000      | Nil                | TSM         | *18/08/2025<br>Meeting with EPA Thursday 21 August to discuss final requirements of decommissioning of SPS, STP and new STP licence.<br><br>3/09/2025<br>EPA to write to Council advising licence and decommissioning requirements.                             |
| Decommission Gillendoon SPS.<br>GL:5580-4320-1011<br>JC:   | \$125,000     | Nil                | TSM         | *18/08/2025<br>Meeting with EPA Thursday 21 August to discuss final requirements of decommissioning of SPS, STP and new STP licence.<br><br>3/09/2025<br>EPA to write to Council advising licence and decommissioning requirements.                             |
| Thornton Avenue Sewer Pump Station Refurbishment<br>GL: 5580-4320-4030<br>JC: 201-90-10            | \$107,000     | Nil                | TSM         | *22/07/2025<br>Works will be undertaken by Council staff and local contractors.<br><br>3/09/2025<br>Installation of by-pass connection. Thornton Ave to be closed from the office gate to Burton Street on Friday 19th September for the duration of the works. |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Project   | Budget    | Expend/Comm | Resp | Comment  |
|---|-----------|-------------|------|--|
| Repairs to Tiger Bay STP Inlet Channel.<br>GL: 0202-0005-0011<br>JC: 0202-0005-0011   | \$63,500  | Nil         | TSM  | 22/07/2025<br>Works will be undertaken by Council staff and local contractors.                                 |
| Safety Upgrades – SPS's<br>-Wilson St<br>- Gunningbah<br>- Garden Ave<br>- Depot<br>- Carter Oval<br>GL: 5580-4320-0105<br>JC: 0201-0090-0000 | \$99,750  | Nil         | TSM  | 12/08/2028<br>Waiting of quotes from McBerns for new wet well hatch covers, similar to those at Tiger Bay SPS. |
| Sewerage Mains Replacement.<br>GL: 5580-4320-0002   | \$100,000 | Nil         | TSM  | 12/08/2025<br>Scope of works will be determined after review of CCTV investigation.                            |

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 25th September 2025

---

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

| Project  | Budget      | Expend/Comm | Resp         |
|--|-------------|-------------|--------------|
| Levee Restoration  |             |             |              |
| Warren Levee Rehabilitation<br>JC:   |             |             |              |
| 3300-4400-0000 Federal;  | \$5,291,206 | \$4,985,752 | DMES/TSM/IPM |
| 3300-4410-0000 State   | \$851,018   | \$812,738   |              |
| 3300-4420-0000 OLG AGRN:   | \$879,815   | \$879,815   |              |
| <u>Comments</u>  |             |             |              |
| 4/08/2025<br>All levee flood gates have been installed. Some Concrete spalling repairs to be carried out before water tightness testing. |             |             |              |
| 10/9/2025<br>Water tightness testing underway.<br>Installation of generator and pump charging underway.                                  |             |             |              |

**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 25th September 2025

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Local Roads and Community Infrastructure Grant Programs for Phase 4      |  |             |      |  |
|--|--|-------------|------|--|
| Project  | Budget   | Expend/Comm | Resp | Comment  |
| Warren CCTV System<br>GL: 3360-4040-0005<br>JC: 3350-9-10                | \$108,598<br>Approved amended budget.            | Nil         | TSM  | *18/08/2025 Bridging equipment at Admin office and Oxley Park Reservoir have been configured. Cameras at Oxley Park toilet relocated. Temporary server installed to allow software upgrades to existing server.<br><br>3/09/2025<br>Cameras functioning at Admin Office, Oxley Park toilet, Sporting Complex, Roundabout (existing 4), Skate Park and Splash Park. |
| IWCM & Water Security Projects   |  |             |      |  |
| Project  | Budget   | Expend/Comm | Resp | Comment  |
| Integrated Water Cycle Management (IWCM) Strategy Project<br>JC: 191-6-0 | \$339,470<br>Council contribution is \$33,947    | \$363,636   | TSM  | 3/09/2025<br>Warren, Nevertire & Collie Water Supply, Water Security Review and Options Assessment has been awarded to Engeny Australia Pty. Ltd.  |
| Warren Shire Water Security Project<br>JC:191-4-0                        | \$1,127,700<br>Council contribution is \$112,770 | \$1,025,182 | TSM  | 3/09/2025<br>Warren, Nevertire & Collie Water Supply, Water Security Review and Options Assessment has been awarded to Engeny Australia Pty. Ltd.  |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Activity   | Required Interval            | Details  |   |
|--|------------------------------|--|---|
| Water System Planned Maintenance   |                              |  |   |
| River mains flushing   | As required                  | Flushing occurs three monthly when hydrants are flushed.<br>Additionally, river water mains are flushed when problems such as poor pressure/flow are identified. |   |
| Water main flushing (Bore)   | As required                  | Sections are done where and when found necessary.  |   |
| Fire hydrants.<br>Covers checked, painted, flushed, and replaced where necessary, Blue reflective indicators and signs installed | Quarterly                    | Flushing every 3 months as agreed with NSW RFS and Fire and Rescue NSW.  |   |
| Bore Inspections   | 5 Year Rolling Program       | Next inspections due 2028  |   |
| Warren, Nevertire and Collie water Chlorine, Turbidity, Temperature, and pH testing  | Weekly at specific locations | Testing carried out daily at Warren and Nevertire.   |   |
| Warren river pumps   |                              | Ellengerah Rd<br>Oxley Park<br>Macquarie Park<br>Racecourse  | Breakdown maintenance only.   |
| Reservoir cleaning   | 3 to 5 years                 | Ellengerah and Nevertire Bore Reservoirs   | Next Diver inspection December 2025.<br>30/09/2024<br>Ellengerah inspected & hosed out September 2024 during valve replacement. |
|  |                              | River Water Reservoirs   | Investigate using Remotely Operated Vehicle (ROV) to inspect in 2026.   |

|  |   |   |  |
|--|---|---|--|
| <b>Sewerage System Planned Maintenance</b> |   |   |  |
| Warren Sewerage Treatment Works            | Currently effluent analysis is carried out monthly. | 22/07/2025<br>Negotiations with EPA regarding the new license and possible effluent reuse.<br>Severe cracking was discovered in the inlet channel. Barnson Engineering have been engaged to develop a repair methodology. |  |



**WARREN SHIRE COUNCIL**  
 Report of the Divisional Manager Engineering Services  
 to the Ordinary Meeting of Council to be held in the  
 Council Community Room on Thursday 25th September 2025

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

| Water and Sewerage Works Subject to Funding   |  |   |                               |                            |  |
|---|--|---|-------------------------------|----------------------------|--|
| Location  |  | Work Under Development  |                               |                            |  |
| Collie Water Supply<br>(Reliability, Quality and Chlorination)  |  | Relocation of the two, large Pioneer tanks to a new site located West of the Village. Construct a 10m high tank stand to support one or two, 25,000 litre water tanks at the Pioneer tank location. Installation of small package Water Treatment Plant and new gaseous chlorination equipment to return water supply to potable status. Install pressure pumps into a new building at the base of the new elevated tanks. Decommission and remove the old, elevated tanks. |                               |                            |  |
| Water and Sewer – Routine Works Budget vs Expenditure as of 10 <sup>th</sup> September 2025   |  |   |                               |                            |  |
| Account   |  | Budget  | Expenditure, Inc. Commitments |                            |  |
| Water Fund Maintenance and Repair   |  | \$641,496   | \$97,827 (15.25%)             |                            |  |
| GL’s: 4200-0003, 4220-0003, 4230-0003, 4240-0003, 4250-0003 & 4300-0003   |  |   |                               |                            |  |
| Sewer Fund Maintenance and Repair   |  | \$293,834   | \$56,669 (19.29%)             |                            |  |
| GL’s: 5200-0003, 5250-0003, 5280-0003 & 5300-0003.  |  |   |                               |                            |  |
| Parks and Gardens – Routine Works Budget Vs Expenditure as of 10th September 2025   |  |   |                               |                            |  |
| Account   |  | Budget  | Expenditure, Inc. Commitments |                            |  |
| Parks, Gardens, Cemeteries, Racecourse & Levee  |  | \$1,705,193   | \$229,188 (13.44%)            |                            |  |
| GL’s: 0701-0003, 0900-0002, 0950-0003, 1151-0003, 1601-0003, 1651-0003, 1701-0003, 2455-0003, 2505-0003, 2655-0003, 2660-0003 & 2670-0003 |  |   |                               |                            |  |
| Aerodrome – Routine Works Budget vs Expenditure as of 10 <sup>th</sup> September 2025   |  |   |                               |                            |  |
| Account   |  | Budget  | Expenditure, Inc. Commitments |                            |  |
| Aerodrome Operations  |  | \$183,040   | \$17,761 (9.70%)              |                            |  |
| GL: 2555-0003 JC: 2549-0-0  |  |   |                               |                            |  |
| Town Services Routine Budget Position Year to Date  |  | Budget  | Expenditure                   | Percentage of Year Elapsed | Percentage of Budget Expended/ Committed |
|   |  | \$2,823,563   | \$401,445                     | 17%                        | 14.22%                                   |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Water and Sewer Works**

- Hydrant flushing – Warren/Nevertire
- Valve replacement in Warren (ongoing)
- Warren Cemetery water leak
- 1 Thornton Ave – river main break
- Tennis Club – water meter install
- Inspection of Dubbo St stormwater
- Thornton Ave – river main break (Nutrien)
- 6 Gillendoon St – river main break
- 4 Myra St – meter repairs
- 4 Stubbs St – meter repairs
- 59 Dubbo St – meter repair
- 11 Zora St – service repair
- Deacon Dr Flats – meter repairs

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**As of 10th September 2025**

| <b>Warren Sewerage Treatment Works inflow      Sewerage Year – 1st June 2025 to 31st May 2026</b> |                             |                                |                          |                                    |
|---|-----------------------------|--------------------------------|--------------------------|------------------------------------|
| <b>Month</b>  | <b>Peak Daily Flow (KL)</b> | <b>Average Daily Flow (KL)</b> | <b>Monthly Flow (ML)</b> | <b>Cumulative Annual Flow (ML)</b> |
| June 2025   | 1044*                       | 399                            | 11.97                    | 11.97                              |
| July 2025   | 522                         | 385                            | 11.93                    | 23.90                              |
| August 2025   | 622                         | 368                            | 11.41                    | 35.31                              |
| September 2025  |                             |                                |                          |                                    |
| October 2025  |                             |                                |                          |                                    |
| November 2025   |                             |                                |                          |                                    |
| December 2025   |                             |                                |                          |                                    |
| January 2026  |                             |                                |                          |                                    |
| February 2026   |                             |                                |                          |                                    |
| March 2026  |                             |                                |                          |                                    |
| April 2026  |                             |                                |                          |                                    |
| May 2026  |                             |                                |                          |                                    |

\*Due to wet weather

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 25th September 2025

ITEM 2

WORKS PROGRESS REPORTS – TOWN SERVICES

CONTINUED

## Bulk Water Reading per Quarter

| Water Source                          | FIRST<br>QUARTER<br>READING<br>1/07/25-<br>31/09/25 | BULK<br>USAGE<br>TO<br>DATE<br>(ML) | SECOND<br>QUARTER<br>READING<br>1/10/25 -<br>31/12/25 | BULK<br>USAGE<br>TO<br>DATE<br>(ML) | THIRD<br>QUARTER<br>READING<br>1/01/26-<br>31/03/26 | BULK<br>USAGE<br>TO<br>DATE<br>(ML) | FOURTH<br>QUARTER<br>READING<br>1/04/26 -<br>30/06/26 | BULK<br>USAGE<br>TO<br>DATE<br>(ML) | % OF<br>ANNUAL<br>ALLOCATION | Max.<br>Allocation<br>(ML) |
|---------------------------------------|---|-------------------------------------|---|-------------------------------------|---|-------------------------------------|---|-------------------------------------|------------------------------|----------------------------|
| <b>Warren Bores</b>                   |   |                                     |   |                                     |   |                                     |   |                                     |                              |                            |
| Bore 1 (Bore Flat) Lic. 80AL703155    | 42.99   | 42.99                               | 0.00  | 42.99                               | 0.00  | 42.99                               | 0.00  | 42.99                               |                              |                            |
| Bore 2 (Ellengerah) Unlicensed        | 0.00  | 0.00                                | 0.00  | 0.00                                | 0.00  | 0.00                                | 0.00  | 0.00                                |                              |                            |
|                                       | <b>42.99</b>  | <b>42.99</b>                        | <b>0.00</b>   | <b>42.99</b>                        | <b>0.00</b>   | <b>42.99</b>                        | <b>0.00</b>   | <b>42.99</b>                        | <b>6.14%</b>                 | <b>700</b>                 |
| <b>Warren River</b>                   |   |                                     |   |                                     |   |                                     |   |                                     |                              |                            |
| Oxley Park Lic. 80AL700017            | 0.34  | 0.34                                | 0.00  | 0.34                                | 0.00  | 0.34                                | 0.00  | 0.34                                |                              |                            |
| Ellengerah Rd Lic. 80AL700017         | 9.24  | 9.24                                | 0.00  | 9.24                                | 0.00  | 9.24                                | 0.00  | 9.24                                |                              |                            |
|                                       | <b>9.58</b>   | <b>9.58</b>                         | <b>0.00</b>   | <b>9.58</b>                         | <b>0.00</b>   | <b>9.58</b>                         | <b>0.00</b>   | <b>9.58</b>                         | <b>1.28%</b>                 | <b>750</b>                 |
| <b>Showground (Racetrack)</b>         |   |                                     |   |                                     |   |                                     |   |                                     |                              |                            |
| Lic. 80AL700645                       | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00%</b>                 | <b>188</b>                 |
| <b>Nevertire Bore Lic. 80AL703158</b> | <b>2.21</b>   | <b>2.21</b>                         | <b>0.00</b>   | <b>2.21</b>                         | <b>0.00</b>   | <b>2.21</b>                         | <b>0.00</b>   | <b>2.21</b>                         | <b>5.53%</b>                 | <b>40</b>                  |
| <b>Collie Bore Lic. 80CA724011</b>    | <b>0.49</b>   | <b>0.49</b>                         | <b>0.00</b>   | <b>0.49</b>                         | <b>0.00</b>   | <b>0.49</b>                         | <b>0.00</b>   | <b>0.49</b>                         | <b>1.94%</b>                 | <b>25</b>                  |
| <b>Macquarie Park 80AL700996</b>      | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00</b>   | <b>0.00</b>                         | <b>0.00%</b>                 | <b>14.2</b>                |

\*Rainfall for September: 0 mm

\*YTD Rainfall: 325.7 mm

\*Burrendong Dam Level: 59%

\*As of 2/9/2025

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

The maintenance mowing and weeding of the Parks and Gardens are carried out on a 2-week rotating cycle with the following areas generally grouped together.

**Parks and Gardens Works**

- Skate / Splash Park – mow/snip
- Town Approaches – mowing
- Stubbs Levee – mow/snip
- Woolnough Levee – mow/snip
- Bore Flat – mow/snip
- Ravenswood Park – mow/snip
- Event Preparation – Nevertire
- Victoria Oval – cricket pitch preparation (ongoing)
- Victoria Oval – mow/snip/line marking
- Victoria Oval – line marking (football)
- Carter Oval – line marking (soccer)
- CBD Area – tidy up weeding
- CBD Area – weeding/pruning/spraying
- Library – mow/snip
- Lawn Cemetery – mow/snip
- Shire Chambers – mow/snip
- Bob Christensen Reserve – mow/snip
- Orchard Street Park – mow/snip
- Ebert Park – mow/snip
- Oxley Park – mow/snip
- Rotary Park – mow/snip
- Saunders Park – mow/snip
- Far West Academy – mow/snip
- Warren Medical Centre – mow/snip
- Warren Median Strips – mow/snip
- Inspect Irrigation Systems (ongoing)
- Preparations for Warren Garden Show
- Lions Park – mow/snip
- Macquarie Park – mow/snip
- Macquarie Drive – mow/snip
- Tiger Bay Pump Station – mow/snip
- Warren Shire Chambers – mow/snip
- Pitch Repairs (ongoing)

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

Softfall areas at Macquarie and Ravenswood Parks are inspected and blown down daily.

BBQs at Macquarie Park, Oxley Park, Skate Park, and Splash Park are cleaned twice a week.

The following locations were mown, whipper-snipped, and weeded in the period from 14<sup>th</sup> August 2025 to 10<sup>th</sup> September 2025.

- |                                 |                               |
|---------------------------------|-------------------------------|
| • Bore Flat                     | • Sewer Pumping Stations      |
| • Bore Flat Levee               | • Shire Housing               |
| • Carter Oval                   | • Town Medians and Approaches |
| • Other Reserves                | • Water Pumping Stations and  |
| • Woolnough/Stubbs Street Levee | Reservoirs                    |
| • WOW Centre                    | • Tiger Bay Walking Track     |

**Town Crew**

- |   |  |
|---|--|
| • Weed spraying around Warren             | • Clean grates around Warren           |
| • Clean up laneways in Warren (ongoing)   | • Grave duties (3)                     |
| • Clean up small trees on levee (ongoing) | • Straighten signs around Warren       |
| • Trim trees around Warren                | • Remove rubbish from depot            |
| • Assist Roads with gutter work in Warren | • Assist Roads with work on pram ramps |
- (Bypass)

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 2 WORKS PROGRESS REPORTS – TOWN SERVICES**

**CONTINUED**

**Non-Roads November/ December 2021 Flood and Storm Damage Works**

| Description   | Expenditure/ Committed  |
|---|---|
| <p>Non-Roads November/ December 2021 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.</p> <p><b>(Application for reimbursement submitted 8/03/2022)</b></p> | <p>\$173,456.91</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$73,012.03 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs.</p> <p>Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28<sup>th</sup> March, 2025. No further positive advice.</p> |
| 0700-0050-0500, 0700-0050-0510, 0700-0050-0520, 0700-0050-0530, 0700-0050-0540  |   |

**Non-Roads July, August, September, October, November, and December 2022 Flood Damage Works**

| Description   | Expenditure/ Committed   |
|---|--|
| <p>Non-Roads July, August, September, October, November and December 2022 Flood and Storm Damage Levee and Flood Gate Emergency Operation Works.</p> <p><b>(Application for reimbursement submitted 28/2/2023).</b></p> | <p>\$757,745.33</p> <p>Note: \$37,163 per event will be funded by Council as per the agreement. This includes the Roads Flood and Storm Damage Claim contribution.</p> <p>9/05/24</p> <p>Currently only \$169,827.86 has been approved for payment by SES/RA.</p> <p>GM met with the Minister for Emergency Services on 9<sup>th</sup> May 2024 to obtain a commitment and support for full reimbursement of both AGRN987 and AGR1034 emergency levee operational costs. Mayor &amp; GM met with NSW Treasurer on 9 August 2024. Working with Member for Barwon to obtain funding. Mayor met with the Minister for Recovery on 28<sup>th</sup> March 2025. No further positive advice.</p> |
| 0700-0055-0500, 0700-0055-0510, 0700-0055-0520, 0700-0055-0530, 0700-0055-0540  |  |

**WARREN SHIRE COUNCIL**  
**Report of the Divisional Manager Engineering Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25th September 2025**

**ITEM 3                      WORKS PROGRESS REPORTS – PLANT**

**(C14-7.2)**

**RECOMMENDATION**

That the information be received and noted.

The following are details of Projects and Programs that are being managed by the Workshop Coordinator for the budget and works period from 14<sup>th</sup> August 2025 to 8<sup>th</sup> September 2025.

| Plant Number | Description             | Repairs   | Plant Down Time | Repair Time (Man Hours) |
|--------------|-------------------------|---|-----------------|-------------------------|
| P3510        | Toyota Prado            | Finish commissioning vehicle for use lights and phone kit fitted tested.  | Not in use      | 4hrs                    |
| P67          | Tow-behind Fuel Trailer | Suspension and brake repairs, painted body rewired lights fit brake controller, repair breakaway controller. Grease wheel bearings. | 10hrs           | 10hrs                   |
| P3620        | Kubota ATV              | Remove repair muffler pipe to muffler box.  | 3hrs            | 3hrs                    |
| P3622        | Toyota Fortuner         | 40,000km service complete. New tyres ordered and fit by tyre service, wheel alignment done by Macquarie Toyota.                     | 3hrs            | 3hrs                    |
| P2800        | Toro ride on mower      | Fit new blades and grease spindles. General check over complete. All ok.  | Not in use      | 3hrs                    |
| P2142        | Superior 8" Slasher     | Plate cut to wield for holes in deck. Not yet complete.   | 2hrs            | 2hrs                    |
| P3508        | Toyota Prado            | New windscreen installed by O'Brien Windscreens, vehicle dropped to Pickles Dubbo for sale at auction.                              | Not in use      | 5hrs                    |
| P1047        | Isuzu Sweeper           | Fan belt on rear engine failed, remove and replace with new belt.   | 5hrs            | 5hrs                    |
| P10          | Hamm Pad Foot Roller    | GPS unit installed into vehicle. New wipers fitted, two ways aerial repaired, bracket made for two-way mounting.                    | Not in use      | 2hrs                    |
| P2081        | Caterpillar CW34 Roller | GPS unit installed into vehicle.  | 2hrs            | 2hrs                    |
| P1023        | John Deere 770GP Grader | GPS unit installed into vehicle.  | 2hrs            | 2hrs                    |
| P3621        | Toyota Hilux            | Second-hand heavy-duty suspension removed from P3613 and fit to P3621.  | 12hrs           | 12hrs                   |



# WARREN SHIRE COUNCIL

## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 25th September 2025

### ITEM 3 WORKS PROGRESS REPORTS – PLANT CONTINUED

| Plant Number | Description              | Repairs  | Plant Down Time | Repair Time (Man Hours) |
|--------------|--------------------------|--|-----------------|-------------------------|
| P2300        | Isuzu Tri Tipper small   | Rego check and lights repaired for clearance.  | 2hrs            | 2hrs                    |
| P91          | Isuzu Workshop Truck     | Rego check and taillights repaired for clearance.  | 2hrs            | 2hrs                    |
| P2021        | Kobelco Excavator        | Testing of machine to diagnose fault condition of machine losing power. Information received from Gato Mechanics, pressure sensor circuit malfunction, swap circuit same result diagnosis continues. Gato unavailable for 2 weeks. | 5hrs            | 5hrs                    |
| P2000        | Caterpillar 140 Grader   | GPS unit fit to machine.   | 2hrs            | 2hrs                    |
| P2083        | Caterpillar CW34 Roller  | Front wheel sheer bolt broken. Remove and replace bolt.  | 4hrs            | 4hrs                    |
| P2404        | Tri Axle Dolly           | Manufacture and fit spare wheel holder to draw bar on trailer. Now has two spares for all components of road train.  | 8hrs            | 8hrs                    |
| P10          | Hamm Padfoot             | Ran out of fuel assist re prime of fuel system.  | 2hrs            | 1hr                     |
| P8           | Caterpillar 432F Backhoe | Hydraulic leak RHS of front lift ram, flat rear RHS tyre, no fuel in compressor to be able to pump up tyre. Pump up tyre and reseal hydraulic valve.   | 6hrs            | 6hrs                    |
| P2141        | Superior Slasher         | Deck repairs started, re plating top of slasher.   | 2 days          | 8hrs                    |
| P2001        | Caterpillar 140 Grader   | Fit tracker to machine and test function. 250hr oil samples taken on machine. Waiting on reports.  | Not in use      | 2hrs                    |
| P2083        | Caterpillar CW34 Roller  | Fit tracker to machine and test function. 1000hr service done on machine general checks all ok.  | Not in use      | 2hrs                    |
| P2082        | Caterpillar CW34 Roller  | Fit tracker to machine and test function.  | Not in use      | 2hrs                    |
| P107         | Isuzu Med Tipper         | Diagnose and order parts for passenger side window repair.   | Not in use      | 3hrs                    |
| P59          | Isuzu Small Tipper       | Diagnose and order parts for broken door light, windscreen washer bottle replaced.   | Not in use      | 2hrs                    |
| P2383        | Mack Superliner          | Repairs to driving light circuit LH side.  | 1hr             | 1hr                     |

# WARREN SHIRE COUNCIL

## Report of the Divisional Manager Engineering Services to the Ordinary Meeting of Council to be held in the Council Community Room on Thursday 25th September 2025

### ITEM 3 WORKS PROGRESS REPORTS – PLANT CONTINUED

| Plant Number | Description              | Repairs   | Plant Down Time | Repair Time (Man Hours) |
|--------------|--------------------------|---|-----------------|-------------------------|
| P7009        | Pumps set                | 650hr service done on engine. General check over, all ok.   | Not in use      | 3hrs                    |
| P2121        | 6140m Tractor            | Replaced back windscreen. Front window wiper circuit repaired.  | Not in use      | 2hrs                    |
| P1049        | Isuzu Tender Truck       | Fit sign rack to rear. Fit fire extinguisher to back of rack.   | 4hrs            | 4hrs                    |
| P2380        | Isuzu Paveline Tar Truck | 240,000km service done general check not ok, hydraulic pump drive shaft failed, remove replace driveshaft units. Front flashing lights not working. Remove, replace one light repairs to power circuit. All ok now.                           | 10hrs           | 10hrs                   |
| P2000        | Caterpillar 140 Grader   | Coolant sample taken at 2500hr service indicated coolant nitrate level low. Add extender, drained coolant and replaced with new test system waiting on test results should be all ok now.   | Not in use      | 4hrs                    |
| P170         | Tilting Trailer          | Inspection and lights fix new taillights fitted test all ok, wheel bearings greased, spare tyre fitted to draw bar.   | Not in use      | 4hrs                    |
| P3627        | Toyota Hilux Ute         | Trailer plugs not working diagnose problem still ongoing.   | 1hr             | 1hr                     |
| P1041        | Isuzu Water Truck        | Low coolant alarm active, test system and diagnose faulty level sensor, remove replace level sensor test all ok now. Fit x4 new cab mount rubbers as well.  | 2hrs`           | 2hrs                    |
| P2180        | A1 Traffic Light Set     | Fit spare batteries, batteries removed will be charged and test to see if new set of batteries are required.  | 2hrs            | 2hrs                    |
| P1049        | Isuzu Tender Truck       | LHS rear brake pad failed, remove replace brake pads, rotor worn badly new rotor ordered for fitment when it arrives. New A/C compressor fitted to vehicle as well old compressor clutch failed, re-gas system and check function all ok now. | 10hrs           | 10hrs                   |
| P2021        | Kobelco Excavator        | Testing machine for power failure situation, diagnosed faulty pressure regulator on hydraulic pump, new sensors ordered to be fit and retest machine.   | 4hrs            | 4hrs                    |
| P8           | Caterpillar 432F Backhoe | Front flat tyre x2. Remove and replace tyre. One repair one replaced by warren tyre service.  | 2hrs            | 2hrs                    |
| P2341        | Isuzu Tender Truck       | Spray tank on back of truck not working properly. Removed replaced boomless spray head, fix leaks in pipe work from pump to   | 5hrs            | 5hrs                    |

# WARREN SHIRE COUNCIL

Report of the Divisional Manager Engineering Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 25th September 2025

---

**ITEM 3****WORKS PROGRESS REPORTS – PLANT****CONTINUED**

| Plant Number | Description        | Repairs   | Plant Down Time | Repair Time (Man Hours) |
|--------------|--------------------|---|-----------------|-------------------------|
|              |                    | delivery lines, worked well for 2 days. On of solenoid for boomless spray nozzle failed. Remove replace solenoid and test system. Seems ok now, fit new wand to hand wand nozzle missing. |                 |                         |
| P2001        | Caterpillar Grader | Interference from tracking system through two-way reported by operator, move tracker location and test function. All seems ok now.  | 1hr             | 1hr                     |
| P1049        | Isuzu Tender Truck | Diagnose two-way fault, can hear talk in, new two way to be fitted when it arrives.   | 1hr             | 1hr                     |

**ACRONYMS**

WC Workshop Coordinator  
TBD To be determined.  
DTC Diagnostic trouble code  
DPD Diesel particulate diffuse.

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 25<sup>th</sup> September 2025

---

**ITEM 1                      DEVELOPMENT APPLICATION APPROVALS**

**(B4-9)**

**RECOMMENDATION:**

That the information be received and noted.

**PURPOSE**

To inform the Councillors of the approved Development Applications by Council for the previous month.

**BACKGROUND**

Council received Development Applications from residents in the Warren Shire area to seek approval.

**REPORT**

Development Applications that have been received for approval for August 2025.

| FILE | LOCATION | WORKS | RECEIVED | APPROVED |
|------|----------|-------|----------|----------|
| NIL  |          |       |          |          |

**LEGAL IMPLICATIONS**

Council is required under the EPA Act to assess and determine applications within established timeframes.

**RISK IMPLICATIONS**

The EPA Act provides appeal mechanisms for applicants who believe that their application requires review.

**STAKEHOLDER CONSULTATION OPTIONS**

Council issues a S101 EPA Act list of approvals monthly for the community to review.

**CONCLUSION**

This report is provided to allow Council and the community to see the applications determined each month.

**LINK TO POLICY AND / OR COMMUNITY STRATEGIC PLAN**

- 1.1.4 Ensure current and future housing needs for the community are met.
- 5.2.1 Ensure that this strategic planning framework becomes an integral part of our operating culture.
- 5.2.6 Embrace a team centred culture of continual improvement to improve operational efficiency.

**SUPPORTING INFORMATION/ ATTACHMENT**

Nil.

**WARREN SHIRE COUNCIL**  
Report of the Manager Health & Development Services  
to the Ordinary Meeting of Council to be held in the  
Council Community Room on Thursday 25<sup>th</sup> September 2025

---

**ITEM 2 WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**(C14-7.3)**

**RECOMMENDATION:**

That the information be received and noted.

The following are details of the projects and grant applications that are being managed by the Manager Health and Development Services.

**Budget and Works from 13<sup>th</sup> August 2025 to 10<sup>th</sup> September 2025**

| 2020 Projects   | Budget | Expend.<br>/Comm | Resp | Comment  |
|---|--------|------------------|------|--|
| Construction of two (2) x<br>Council dwellings.<br>21 Deacon Drive and<br>8 Deacon Drive.<br>0300-0065-0010 | 56,145 | 264,925.97       | MHD  | <p>Completed July 2020.</p> <p>New complaint lodged with Department of Fair-Trading 18th May 2021. Additional information provided 2nd and 7th June 2021.</p> <p>Formal complaint lodged with Department of Fair-Trading 4th March 2021. Additional information provided 11th March 2021. A further report provided to Council in August 2021.</p> <p>Rectification order issued. Expired 26/10/2021 Builder expected at the end of November to complete requested maintenance and repair works which has not progressed.</p> <p>Report provided to February 2022 Committee of the Whole Closed Council Meeting concerning directions on this project.</p> <p>Council resolved that: Council proceeds to a hearing before The NSW Civil and Administrative Tribunal (NCAT) Consumer Division and if required the District Court. Mediation undertaken on 30<sup>th</sup> April 2024. Further reporting undertaken to the May 2024 Council Meeting.</p> |

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25<sup>th</sup> September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

| 2020 Projects  | Budget  | Expend.<br>/Comm | Resp     | Comment   |
|--|---------|------------------|----------|---|
|  |         |                  |          | Matter set down for the District Court for 4 <sup>th</sup> - 8 <sup>th</sup> November 2024. Adjourned new date yet to be determined. Update given at the October 2024 Council Meeting. Expert reports provided, meeting with Solicitor and Barrister held 7 <sup>th</sup> August 2025, mediation set for 1 <sup>st</sup> September 2025, District Court date set at present for 13 <sup>th</sup> – 17 <sup>th</sup> October 2025. |
| 2023 Projects  | Budget  | Expend.<br>/Comm | Resp     | Comment   |
| Ewenmar Waste Depot Road repairs. AGRN 1034 Flood event. | 220,500 | Nil              | MHD/DMES | To add to the quarterly review. \$220,500 claim certified as requested May 2025. Approval received June 2025. Works expected to be completed by October 2025.   |
| Warren Support Services (Targeted Early Intervention)    |         |                  |          |   |
|  | Budget  | Expend.<br>/Comm | Resp     | Comment   |
| Warren Youth Group - Counselling Service.                | 5,000   | Nil              | MHD      | July - Sept 2025  |
| 2.58 Junior Soccer                                       | 5,000   | Nil              | GM       | 2025 Soccer season  |
| 2.62 Warren Chamber of Music Festival 2025               | 5,000   | Nil              | MHD      | 29-30 <sup>th</sup> April 2025  |
| 2.63 Warren MPS – Dolly Parton Imagination Library       | 5,000   | Nil              | MHD      | 6 <sup>th</sup> March 2025 – 6 <sup>th</sup> March 2026   |

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25<sup>th</sup> September 2025**

**ITEM 2**

**WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

| <b>Warren Support Services (Targeted Early Intervention)</b>                        |               |                      |             |   |
|---|---------------|----------------------|-------------|---|
|   | <b>Budget</b> | <b>Expend. /Comm</b> | <b>Resp</b> | <b>Comment</b>  |
| 2.65 Warren Youth Group Music Workshop  | 4,250         | Nil                  | MHD         | April – July 2025   |
| 2.66 St Mary's Naidoc Beemunnel Day   | 5,000         | Nil                  | MHD         | 21 <sup>st</sup> July to 25 <sup>th</sup> July 2025   |
| 2.67 Warren Youth Group Grow Services Day   | 5,000         | Nil                  | MDH         | 15 <sup>th</sup> July 2025  |
| <b>Town Planning</b>  |               |                      |             |   |
| LEP Review.   | 45,000        | 40,518.50            | MHD         | Consultant engaged. Planning Proposal submitted 5 <sup>th</sup> February 2025 for gateway determination.<br><br>Gateway determination and conditions received 23 <sup>rd</sup> May 2025. LEP to be finalised before or on 4 <sup>th</sup> March 2026. Public exhibition 25 <sup>th</sup> June 2025 – 17 <sup>th</sup> July 2025. One submission received. Report to the September 2025 Council meeting. |
| <b>2024 Projects</b>  | <b>Budget</b> | <b>Expend/Comm</b>   | <b>Resp</b> | <b>Comment</b>  |
| Council building renovations fit out (New Kitchen, accessible toilet. 3210-4100-005 | 90,000        | 90,000               | MHD         | Quotations obtained. Report to June 2025 Council meeting. Contractor arranged.  |
| <b>2025 Projects</b>  | <b>Budget</b> | <b>Expend/Comm</b>   | <b>Resp</b> | <b>Comment</b>  |
| Warren Sporting & Complex – Gym Equipment Renewals.<br>3360-4010-0015               | 7,500         | 3,251.31             | MHD         | In progress.  |

**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25<sup>th</sup> September 2025**

**ITEM 2                      WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

|  | <b>Budget</b>                                   | <b>Expend.<br/>/Comm</b> | <b>Resp</b> | <b>Comment</b>  |
|--|---|--------------------------|-------------|---|
| Warren Family Health<br>Centre Internal Painting<br>3326-4320-0005                     | 20,000  | Nil                      | MHD         |   |
| Administration Centre Air-<br>conditioning and External<br>Blinds<br>3326-4320-0010    | 15,000  | 5,981.81                 | MHD         | *External blinds<br>installed. In<br>September 2025.<br>Complete  |
| Warren Works Depot Air-<br>Conditioning and<br>Workshop Bird proofing<br>326-4320-0015 | 18,000  | Nil                      | MHD         |   |
| Warren War Memorial<br>Swimming Pool<br>Improvement Works<br>0100-0055-0000            | 48,000  | 13,000                   | MHD         | Irrigation controller<br>and inspection tubes<br>installed, awaiting<br>invoice. Obtaining<br>quotations on<br>pathway.   |
| Warren<br>Showground/Racecourse<br>Tables & 100 Chairs<br>3360-4005-0022               | 15,000  | 15,212.73                | MHD         | Purchase order issued<br>to supplier. Tables<br>delivered.  |
| Carter Oval Youth Sports<br>Complex Building Fit Out<br>3360-4050-0016                 | 12,000  | 4,745.94                 | MHD         | Urn, bain marie, pie<br>warmer, microwave,<br>chest freezer, BBQ,<br>shelving delivered.  |
| <b>GRANT APPLICATIONS</b>  |   |                          |             |   |
| <b>Project</b>   | <b>Budget</b>                                   | <b>Expend/<br/>Comm</b>  | <b>Resp</b> | <b>Comment</b>  |
| Community Energy<br>Upgrades Fund Round 2  | 82,594<br>(50/50 co-<br>contribution<br>41,297) | Nil                      | MHD         | Solar and batteries at<br>the Ewenmar Waste<br>Facility, and Stage 2<br>of Solar at the Warren<br>War Memorial<br>Swimming Pool.<br><br>Submitted 23rd May<br>2025. |



**WARREN SHIRE COUNCIL**  
**Report of the Manager Health & Development Services**  
**to the Ordinary Meeting of Council to be held in the**  
**Council Community Room on Thursday 25<sup>th</sup> September 2025**

---

**ITEM 2**

**WORKS PROGRESS REPORTS – HEALTH AND DEVELOPMENT SERVICES**

**CONTINUED**

| <b>Project</b>   | <b>Budget</b>   | <b>Expend/<br/>Comm</b>           | <b>Resp</b> | <b>Comment</b>   |
|--|---|-----------------------------------|-------------|--|
| Office of Responsible Gambling.<br>Infrastructure Grants – Round 1 2025/26 | 150,000.00<br><br>(\$0.00 Co-Contribution from Council) | Nil –<br>Pending Outcome of Grant | WSCCM       | Submitted by Warren & District Rugby League Football Club<br><br>(Breakdown of budget - \$60,000.00 for new composite style log fencing surrounding main oval, \$60,000.00 for Continuous LPG gas hot water systems to Sporting Complex, \$30,000.00 to construct Sandstone Block Yarning Circle)<br><br>Application submitted 21st July 2025 – awaiting outcome |